Date: January 15, 2010

Members Present: Provost and Vice President of Instruction Dr. Fernando Figueroa, Interim Dean Dr. Jonda Halcomb, Dr. Carol Alexander, Dr. David Arreguin, Dr. Mary Lou Crowl, Dr. Sue Crowson, Mr. George Dunson, Ms. Carol Ann Flowers, Mr. Joe Goode, Ms. Frances Jordan, Mr. Karl Kemm, Dr. James Klein, Ms. Diana Mareth, Mr. Tobias Montez, Dr. Judi Phillips, Ms. Lisa Pollakis, Dr. Loyd Poplin, Ms. Lynn Sansing, Mr. Walter Thieme, and Mr. Sonny Vela

Members Absent: Vice President of Student Services (VPSS) José Rivera, Interim Dean Dr. Larry Lee, Henry Garcia, Dr. Bruce Olson, Ms. Jan Spigner, Ms. Chris Tetzlaff-Belhasen, and Ms. Jennifer McWha

Guests: Dr. Gordon Hilley and Dr. Warren Knox

Call to Order
Dr. James Klein called the meeting to order at 1:04 p.m.

Approval of Minutes
Dr. Crowson motioned, seconded by Ms. Pollakis, to approve the December 11, 2009, meeting minutes as amended. The motion carried.

Public Safety Education Department – Mr. Walter Thieme
Mr. Walter Thieme presented the proposed changes for the Fire Science Program.

The proposed change to existing course, FIRS 1429 Fire Certification VI, involves the addition of one lab hour. This change is required by WECM to obtain 80 contact hours. The course will remain at 4 lecture hours.

ACTION TAKEN: Ms. Sansing motioned, seconded by Dr. Poplin, to approve the changes to FIRS 1429 Fire Certification VI. There were no votes against the motion and no abstentions. The motion carried.

Mr. Thieme presented the new course addition, FIRT 1319 Firefighter Health and Safety. The new course addition was recommended by the advisory board. The course was added to the program to meet the requirements for the National Fire Academy Fire and Emergency Services Higher Education model degree program.

Dr. Figueroa suggested including a rationale section on the New Course Addition forms.

ACTION TAKEN: Dr. Crowson motioned, seconded by Ms. Pollakis, to approve new course addition, FIRT 1319 Firefighter Health and Safety. There were no votes against the motion and no abstentions. The motion carried.

Mr. Thieme presented the proposed degree program change for the AAS Fire Science – Basic Firefighters Option degree. The proposed changes were made to four fire technology courses. A computer application course was added to the degree program. The degree will remain at 72 semester hours. Del Mar College will be the first institution in the state to offer this kind of program. The program is modeled after the National Fire Academy Fire and Emergency Services Higher Education model degree program.
ACTION TAKEN: Mr. Montez motioned, seconded by Ms. Mareth, to approve the proposed degree program change for the AAS Fire Science – Basic Firefighters Option degree. There was one vote against the motion. There were no abstentions. The motion carried.

Kinesiology Department – Dr. Gordon Hilley

Dr. Gordon Hilley presented the course description changes for 23 dance and kinesiology courses. The assessment committee reviewed the departmental courses and identified 23 courses that required revised course descriptions to reflect what is being taught in the course.

Dr. Hilley briefly reviewed the changes for the courses listed below:
DANC 1146 Modern Dance II
DANC 1148 Jazz Dance II
KINE 1102 Badminton/Tennis
KINE 1108 Gymnastics, Beginning
KINE 1110 Handball/Racquetball, Beginning
KINE 1115 Social Dance, Beginning
KINE 1120 Volleyball/Basketball, Beginning
KINE 1123 Windsurfing, Beginning
KINE 1124 Flag Football/Softball, Beginning
KINE 1127 Yoga, Beginning
KINE 1151 Scuba Diving, Beginning
KINE 1238 Lifetime Fitness and Wellness
KINE 1308 Sports Officiating
KINE 1321 Coaching/Sports/Athletics: Track and Field
KINE 1331 Physical Education for Elementary Education Majors
KINE 2108 Gymnastics, Intermediate
KINE 2110 Handball/Racquetball, Intermediate
KINE 2115 Country Western and Social Dance, Intermediate
KINE 2120 Volleyball/Basketball, Intermediate
KINE 2124 Flag Football/Softball, Intermediate
KINE 2127 Yoga, Intermediate
KINE 2148 Fitness Swimming
KINE 2106 Fitness Conditioning, Intermediate

A correction was noted to include a comma in the description of KINE 1102 Badminton/Tennis regarding clear and smash shots.

ACTION TAKEN: Dr. Crowson motioned, seconded by Ms. Sansing, to approve revised course descriptions for the Kinesiology Department. There were no votes against the motion and no abstentions. The motion carried.

Computer Science and Information Technology – Dr. Warren Knox

Dr. Warren Knox presented the new course addition, ARTC 1302 Digital Imaging I. The course covers photo editing, photo shop, and other software students use to deal with images. The new course will be offered as an elective to support the Certificate: Multimedia Developer I, Certificate: Multimedia Developer II, Certificate: Interactive Game Technology and Simulation, and AA Digital Media.

ACTION TAKEN: Mr. Thieme motioned, seconded by Mr. Vela, to approve new course addition, ARTC 1302 Digital Imaging I. There were no votes against the motion and no abstentions. The motion carried.
**Study of changes to the CC New Course Addition form**
Dr. Judi Phillips distributed a handout with the recommended changes to the Curriculum Committee New Course Addition form. Dr. Phillips, Ms. Mareth, and Ms. Sansing volunteered to review the form in the Fall Semester 2009.

The group recommended the addition of the following sections to the form:
- Check box for addition of new course to the catalog
- Change Core Course to Core/General Education Course
- Explain in detail why the course is needed
- Discuss potential enrollment (programs will support, compete for enrollment in other courses, etc.)
- Identify colleges that will accept course for transfer credit
- Discuss detailed planning and student learning outcomes
- Identify existing and budgeted faculty
- Justify the need for an adjunct

Ms. Sansing noted that the recommended changes will resolve the issue of providing rationale for new courses.

The faculty section will identify preliminary credential issues as the course is proposed. Dr. Figueroa stated that the credential question is a second step.

Dr. Figueroa stated that there should be a strategic element added to curriculum. Consider how new courses intersect with other aspects of College. These issues should be clarified before the course is proposed to the committee.

Mr. Kemm suggested adding “department where course resides.” Mr. Kemm questioned if someone outside the department can initiate a course addition?

Ms. Jordan noted that the HPRS rubric is used for WECM courses taught in Nurse Education and Public Safety Education. Both departments get credit for the respective contact hours.

Ms. Jordan suggested adding a proposed effective date after CIP code number.

Dr. Figueroa recommended that future meetings be announced via email to DMCall. There is not a need to note the discipline where course resides as the documentation has which programs will be affected. Those programs should be notified as the submission process is happening.

The form will be presented at the next meeting with the recommended changes.

The committee tabled the agenda item until the next meeting.

**Changes to committee voting procedures on curriculum proposals**
Dr. Klein discussed the proposed amendment to the CC Bylaws regarding the voting procedures. The proposed amendment was sent to committee members via email as stated below:

“The CC shall NOT vote on a proposed curriculum change at the meeting during which the proposed change is brought before the committee, but shall do so at the next meeting. The committee shall take this vote under the title of “Old Business” before addressing new agenda items. This policy shall not apply to state-mandated curriculum changes.”
Dr. Klein noted that amendments to the bylaws require a 2/3 majority vote.

Dr. Crowson questioned if any forthcoming curriculum changes will be affected by the proposed amendment.

Dr. Klein stated that all curriculum catalog changes must be in by February 1 as per discussion with Ms. Claudia Jackson, College Relations Office.

Members discussed the proposed voting procedure. The faculty will present proposals at the monthly meeting. All agenda items will be voted on at the beginning of the next meeting.

If committee members have concerns, faculty presenting changes will be requested to attend the beginning of the succeeding meeting before a vote is taken.

Mr. Thieme stated that the current process can take place as is and if concerns are raised then the proposals can be tabled until the next meeting. A consent agenda is ideal for future meetings.

The goal for the next academic year is to meet monthly and distribute materials two weeks in advance.

**ACTION TAKEN:** Dr. Phillips motioned, seconded by Ms. Mareth, to discuss the proposed amendment to the CC bylaws regarding voting procedures. There were 7 votes against the amendment and 1 abstention. The proposed amendment did not pass.

**Inclusion of REM levels for all courses listed in DMC catalog**

Dr. Klein discussed inclusion of REM levels for all courses listed in the College catalog. Dr. Klein received confirmation from the College Relations Office that this would not present a problem regarding the pagination of the catalog.

Mr. Thieme stated that approximately five years ago their department was informed that REM levels were not required for college-level courses. Ms. Mareth reported that page 325 of College catalog states: “If no R, E, or M is listed, the assessment level defaults to Level 1”.

Dr. Poplin noted that the listing of REM levels is essential for advising. Dr. Figueroa concurred that every course should have recorded REM levels in the catalog.

Mr. Montez stated that admission into technical programs is by selection. This allows for control of student enrollment into the technical courses.

Mr. Dunson reported that a math level of 0 is misleading. The Information Technology Department categorizes students with a math level of 0 as level 1. Members discussed the Assessment Levels Chart on page 326 of the College catalog. The committee members agreed that more training is needed on faculty advising.

**ACTION TAKEN:** Dr. Poplin motioned, seconded by Mr. Dunson, to recommend the inclusion of REM levels for all courses to the Provost. There were no votes against the motion. There were no abstentions. The motion carried.

Dr. Crowson motioned, seconded by Ms. Sansing, to adjourn the meeting at 2:30 p.m.

**NEXT MEETING:** The next Curriculum Committee meeting is scheduled on Friday, February 12, 2010 at 1 p.m. at the East Campus, White Library, Room 432.