

CURRICULUM/GEN ED COMMITTEE

A Standing Committee of the Education Advisory Committee

Wednesday, May 29th | 3:00 PM to 5:00 PM

Sylvania Campus | CC Building Conference Room 233B

MINUTES

Committee – Voting Members ✓					
✓	Ann Cary (Chair)	✓	Lalo Guerrero	✓	Ted Picciotto
✓	Mike Boggs	✓	Doug Jones		Joanna Sullivan
✓	Erin Briddick	✓	Pam Kessinger	✓	Susan Watson
✓	Kathy Casto	✓	Cynthia Killingsworth		Rick Willebrand
✓	Tammy Dowd Shearer	✓	Patty Hawkins		
	Marc Goodman		Alexie McKee		
Committee Support – Non-Voting Members ✓					
✓	Joshua Andersen	✓	Sally Earll	✓	Tim McLaughlin
	Dorothy Badri	✓	Anne Haberkern		Jen Piper
	Nicole Booker		Stacey Holland		
✓	Kendra Cawley		Aliccia Lacey		
Guests ✓					
Matthew Altman (MT)		Alma Eaton (FT)		Jason Palmer (MUS)	
Larry Altree (UAS)		Jane Ellis (UAS)		Phil Seder (BA)	
Leslie Boyd (DE)		John Mery (MUS)			

Information Items from the Curriculum Office:

(These items do not require curriculum committee recommendation)

Grading Option Changes:

N/A

Experimental Courses:

PL 299E – Paralegal Community Law Clinic

TA 299L – Costume Construction

TA 299M – Costume Construction Lab A

TA 299N – Costume Construction Lab B

Course Inactivation:

N/A

Directions for accessing CourseLeaf:

CourseLeaf can only be accessed via the MyPCC portal. Log into MyPCC, go to the Faculty tab, select the “Course Management” or “Electronic Approval Queue” link under the Faculty Tools menu, and then select “Curriculum Committee Chair” in the drop-down menu. You can also copy and paste this link directly into the Course Management window: https://catalog-next.pcc.edu/courseleaf/approve/?role=Curriculum_Chair.

New Business: ✓

Course # & Title	Title	Status	Discussion	Recommend	Recommend w/ Amendments	Postponed
BA 223	Principles of Marketing	Rev	See Courseleaf.		✓	
CADD 280	Cooperative Education: Computer-Aided Design and Drafting	New	Per SAC request			✓
DE 21	Introduction to Information Literacy	Rev		✓		

FT 120	Foundations of Yoga Instruction	New		✓		
FT 121	Advanced Yoga Instruction	New		✓		
FT 280Y	Yoga Teacher Practicum	New		✓		
G 200A	Geology Field Studies	Rev	Added required variable credit outcome.	✓		
MT 106	Math for Micro/Mechatronics	New	Postponed per SAC request			✓
MT 111A	DC and AC Electronics Fundamentals	New	Postponed per SAC request			✓
MT 113A	Applications of Semiconductor Devices	New	Postponed per SAC request			✓
MT 121A	Digital Electronics Fundamentals	New	Postponed per SAC request			✓
MT 131	Introduction to Programmable Logic Controllers	Rev	Postponed per SAC request			✓
MT 132	Programmable Logic Controller Application In Mechatronics	New	Postponed per SAC request			✓
MT 151	Assembly of Mechanical Systems 1	New	Postponed per SAC request			✓
MT 153	Assembly of Mechanical Systems II	New	Postponed per SAC request			✓
MT 155	Mechanical Systems	New	Postponed per SAC request			✓
MT 163	Pneumatics	New	Postponed per SAC request			✓

MT 165	Hydraulics	New	Postponed per SAC request			✓
MT 173	Sensors, Power Amps, And DC Motors	New	Postponed per SAC request			✓
MT 175	AC Motors-Control, Maintenance, Troubleshooting	New	Postponed per SAC request			✓
MT 177	Industrial Robots I	New	Postponed per SAC request			✓
MT 178	Mechatronics Capstone – Industrial Robots II	New	Postponed per SAC request			✓
MUS 180	Introduction to Music Therapy	New	See Courseleaf. Pacific University’s Music Therapy Program is offering guidance to PCC in the creation of this course; transfer agreements are currently being made.		✓	
MUS 220A	Chorus I	Rev		✓		
MUS 220B	Chorus II	Rev		✓		
MUS 220C	Chorus III	Rev		✓		
MUS 220D	Chorus IV	Rev		✓		
MUS 220E	Chorus V	Rev		✓		
MUS 220F	Chorus VI	Rev		✓		
MUS 287	STEM Guitar Build	New	Title revised to “STEM Guitar Build and Theory”. Discussed the distinctions of this course with CADD 110: STEM Electric Guitar Build.		✓	

PE 182M	Yoga Pilates Fusion I	New		✓		
PE 191A	Training for Strength & Power	New	See Courseleaf.		✓	
UAS 100	Career Explorations and Intro to Unoccupied Aircraft Systems	Rev	Instances of “unmanned aircraft systems” changed to “unoccupied aircraft systems.” See addendum to the Course Description for further info on this change.	✓		
UAS 101	Unoccupied Aircraft Systems Basic Pilot	Rev	Same as above.	✓		
UAS 102	Pilot in Command Operations	Rev	Same as above.	✓		

Discussion:

○ G301 – Grading Guidelines

- A need was identified to update G301 regarding all transcribed marks and non-transcribed internal marks, since the college has been issuing grade marks that are not included in official policy.
- The Academic and Policies and Standards Committee (APS) has suggested adding “Marks for Non-Credit ABE and ESOL Courses” to the official grading policy:
 - GE General Education Development Exam*
 - *NOTE: This is an error, since the ABE/ESOL SAC has communicated to the Curriculum Office that it has decided no longer to use this mark and is removing it from the grade options list.
 - CM Successful Completion
 - PR Progressing
 - N Non-Progressing
 - L Left the Class
 - UP Unsatisfactory Progress
- In statement 2 under “Transcript Miscellany – Computing Grade Point Averages” the mark “R” is incorrect and needs to be revised to “E” to indicate a repeated course excluded from the GPA calculation.
- The Committee recommends the revisions to G301 with the 2 amendments: 1) removal of the GE mark from policy and 2) the change of mark “R” to mark “E” in the section “Computing Grade Point Averages” – G301 will now go to the EAC.

○ Curriculum Committee Updates for Next Year

- Membership:
 - Mike Boggs, Kathy Casto and Ted Picciotto will not be on next year's committee. (Kathy is retiring!) Thank for your service on the Committee.
 - The Committee hopes to find replacements for those 3 vacant seats from within those SACs.
- A suggestion was made that the Committee allows *non-members* to Zoom in from their desks or work stations as an alternative to in-person participation in order to represent their courses. It was well received.
 - It is important that expectations around this virtual participation are carefully managed and communicated out.
 - Clear guidelines and instructions should be developed and provided to SAC chairs and appropriate faculty.
- One-Year Inquiry Experience on Equity/Inclusion in Curriculum
 - The Committee will continue to assess how inclusive language is used in curriculum.
 - Some guidelines for the Committee were identified as a result of the equity/inclusion workshop:
 - i. Look for specific things around inclusive language in curriculum submissions
 - ii. Have someone intentionally sit with us during the first year (similar to inclusion advocates on hiring committees)
 - iii. Continue to produce examples / case studies for SACs
- Requests:
 - 1) Could the agenda be sent out a little earlier next year to give members enough time to review course revisions/additions and the use of more inclusive language in the CCOGs?
 - i. A separate sheet in the agenda spreadsheet should be added for comments regarding inclusive language.
 - ii. These comments will NOT be emailed to SACs but will be discussed in person at the meeting.
 - 2) More intentional membership selection.