

Courses and Programs Committee

January 25, 2018

CPC Members Present: Joanne Benschop, Robert Bond, Leslie Branson, Diane Dieckmeyer, Billy Gunn, Linda Haar, Stacy Ingham, Jim Julius, Andrew Layton, Curry Mitchell, David Parker, Erika Peters, Jed Schlueter, Angela Senigaglia, Christopher Sleeper, Al Taccone, and Sinclair Tirona.

C&P Members Absent: Nicole Beachboard, Leslie Branson, Rick Cassoni.

Guests Present: None.

Recording Secretary: Joanne Gonzales, substituting for Gwen Partlow

Call to Order: 2:02 p.m.

I. Consent and approval of the agenda

MSP (Parker/Gunn) to approve the agenda and all consent items which include the December 14, 2017 CPC Minutes, and the items listed below under addition, modification, and deletion.

Additions: None.

Modification: ADM 200, ART 100, ART 101, ATHL 103, AUTO 105, AUTO 125, AUTO 135, AUTO 200, AUTO 235, Biomanufacturing Certificate of Achievement, Biomanufacturing AS Degree, BIO 110, BIO 111, BIO 111L, BTEC 110, BTEC 120, BTEC 180, BTEC 201, BTEC 203, BTEC 204, BTEC 206, BTEC 207, BTEC 210, BTEC 211, BTEC 221, BTEC 222, BUS 147, CHLD 105, CHLD 111, CHLD 113, CHLD 200, CHLD 210, CHLD 212, CHLD 240, DNCE 185, ECON 100, Entrepreneurship Certificate of Achievement, Entrepreneurship AA Degree, FILM 106, HIST 103, HIST 103H, HIST 104, HIST 104H, HIST 111, HIST 111H, HORT 126, HORT 140, HOSP 134, HOSP 145, Laboratory Skills Certificate of Proficiency, Management Certificate of Achievement, Management AA Degree, Marketing Certificate of Achievement, Marketing AA Degree, MATH 20, MATH 155, MATH 260, MATH 260H, NURS 290, Project Management Certificate of Proficiency, PSYC 103, PSYC 145, Research and Development Certificate of Achievement, Research and Development AS Degree, Retail Assistant Certificate of Proficiency, SOC 103, SOC 145, Social Media for Business Certificate of Achievement, SURG 101L, SURG 104, and SURG 104L.

Deletions: BIO 180, NURS 296-3, REAL 100, REAL 105, REAL 110, REAL 120, REAL 130, REAL 206, REAL 240, REAL 250, Real Estate Certificate of Achievement, Real Estate AA Degree, Real Estate Certificate of Proficiency, Real Estate Entrepreneurship Certificate of Achievement, Real Estate Entrepreneurship AA Degree, Real Estate Finance Certificate of Proficiency, Real Estate Sales Certificate of Proficiency, and Real Estate Property Management Certificate of Proficiency.

II. Adult High School and Noncredit

A. All NCENG and HSENG Courses on the Agenda

Postponed approval of the addition of NCENG 15, NCENG 16, NCENG 17, NCENG 21, NCENG 22, NCENG 23, NCENG 25, NCENG 40, and the modification of HSENG 15, HSENG 16, HSENG 17, HSENG 21, HSENG 22, HSENG 23, HSENG 25, and HSENG 40.

Mitchell had commented in the portal for all the new NCENG courses that he had been contacted by a couple of members of the Letters Department who had questions about the mirrored NCENG courses with the HSENG courses. He requested the approval of the courses be delayed to the spring so discussion can be had at CPC regarding these concerns.

Discussion: Senigaglia, as the Department Chair of the Adult High School Program, has been in contact with the credit English department to find a time to meet with them and to discuss their concerns. Unfortunately, they were not able to get a meeting set up prior to today's CPC meeting. Senigaglia provided an explanation to CPC of the difference between the NCENG and HSENG courses. She and the Letters department have a meeting set for Wednesday, January 31 and the courses will come back to CPC for a second and final vote at the next meeting.

B. Basic Education for Academic Workforce Preparation Certificate of Competency

Postponed approval of the modification of the Basic Education for Academic Workforce Preparation Certificate of Competency as submitted.

C. Adult High School Diploma

Postponed approval the modification of the Adult High School Diploma as submitted.

III. Music Department

A. MUS 128: Piano for Music Majors I

Postponed approval of the addition of MUS 128 as submitted since no one from Music came to answer questions the committee had about the course.

IV. Action Items

A. Sunset Deferral Requests

MSU (Mitchell/Bond) to approve sunset deferral requests for CS 134, DNCE 133, DNCE 214, HIST 100H, HORT 145, HORT 148, HUMN 202, MAT 270, and PHSN 108 which were successfully offered in spring 2018.

MSU (Benschop/Ingraham with one abstention: Sleeper) to approve sunset deferral requests for HORT 147, HUMN 101H, LIT 265, MAT 240, and MUS 231 for one year.

V. Discussion/Announcements

A. Senate Goals

Senigaglia as the CPC Chair attended a flex workshop with other committee chairs about the three academic senate goals for the year and each committee's role in achieving the goals:

- 1) Guided Pathways and the role of faculty
- 2) Dual Enrollment
- 3) Equity/Diversity and Inclusion.

Guided Pathways and CPC:

Senigaglia recommended an annual review be presented to CPC.

Dual Enrollment:

Dual Enrollment does not have an impact on Courses and Programs so there is nothing that CPC needs to do to address with regard to this goal.

Equity, Diversity and Inclusion (E/D/I):

- A definition of each term was requested in order to better understand how E/D/I is different than Cultural Diversity which is addressed (Area F) within course content.
- Sleeper suggested that E/D/I could be addressed by making an amendment to Form H.
- Add sentence to the 6-year update that encourages departments to consider E/D/I
- Student Learning Outcomes and Core Competencies is where faculty can map E/D/I
- CPC Committee Questions:
 - What does it mean to have curriculum that addresses E/D/I?
 - What kind of curriculum do we offer that has E/D/I as their goal?
 - Global Studies Certificate Background: International Education Advisory Committee wanted to establish and develop international programs so it reintroduced language into the college plan. Also wanted to introduce a certificate where students could receive recognition for taking a specific group of classes towards graduation.
- It was also suggested that CPC look at courses to see if there are any that can be grouped together, similar to what was done with the Global Studies Certificate, and provide this listing of "grouped" classes that would be achieving the goal of E/D/I.
- Julius: Most impactful area is how they teach.
- Suggested avenues for communicating to faculty the importance of addressing E/D/I in writing new curriculum:
 - Include in faculty training
 - Add wording to the handbook that asks the faculty to take into consideration how the course will impact the institution's goal towards E/D/I.
 - Benschop suggested that we might consider including the new core competencies on the new curriculum planning form as a way of asking faculty to be mindful of E/D/I in curriculum development.
 - Encourage the discussion of E/D/I and curriculum at the department level. Perhaps CPC could attend department meetings at the start of the semester to discuss E/D/I and curriculum.
- Research to see if any Senate Rostrums or articles show how other colleges are addressing E/D/I? Why not have classes rooted in equity, diversity and inclusion?

- Important to ask: “Where does E/D/I fit in with the requirements of the course?” The college does not want this to require students to complete more units than needed.
 - Senigaglia emphasized that CPC does not want new courses with E/D/I. She expressed that being mindful of these goals for all courses at MCC is the goal.
- Dieckmeyer told the committee about an upcoming class being held by the Center for Urban Education (CUE) that will discuss designing and adopting pedagogy and curriculum from an equity-minded perspective. The college is looking for faculty to attend. Perhaps a couple of CPC committee members could be part of the faculty who attend.
- Suggestion for IPRC: The “How” question can perhaps be addressed by reviewing your Program Review data to see if any of your courses disproportionately impact certain populations.

B. New Curriculum Planning Form in the Portal

Senigaglia presented the New Curriculum Planning Form (NCPF) to CPC. The committee agreed with the revisions that were made with only one change requested, which was to remove wording regarding “Family Plans” and to say “Courses Related in Content” instead.

C. Future Agenda Items

- Review BP/AP: Pages 30-31 of the [Courses & Programs Handbook](#) show the BPs and APs that fall under the purview of CPC. Angela will divide the committee into groups to review them. The goal is to review them by the end of spring.
- CPC will discuss the possibility of new courses being proposed anytime (rolling submission schedule), with specific deadlines established.
 - Subcommittee formed to look into a rolling submission schedule and the issues that to be considered.
 - Subcommittee Members: Benschop (Chair), Gunn, Dieckmeyer, Layton, Parker, Mitchell

Adjournment: 3:11 p.m.

***Consent Items** are considered routine and will be approved by consensus. There will be no separate discussion of these matters unless a member of the C&P committee requests it be removed and considered as a separate item.

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