Approved 11/12/2024 as presented.

DE ANZA COLLEGE
CURRICULUM COMMITTEE MINUTES

Tuesday, October 22, 2024
2:30pm - 4:00pm
Location: Staff Development Lab – MLC 243

PRESENT:

Marco Marquez *(CA)*
Ryan Chu *(DASG)*
Sridevi Lakshmanan *(DS)*
Hua-Fu Liu *(IC)*
Katelyn Endow *(LA, LR)*
Joe D'Agostino *(PE)*
Vinh Kha Nguyen *(PS)*

Ramona Gabriel *(SS)*
Thomas Ray *(Division Dean Rep.)*
Betty Inoue *(ST)*
Christa Steiner *(Articulation Officer)*
Sukhjit Singh *(Faculty Co-Chair, tie-vote)*
Zack Judson

(Faculty Vice Chair – nv, Content Review Liaison)
Mary Clark-Tillman *(Curriculum Coordinator - nv)*
Mi Chang *(Curriculum Secretary - nv)*

ABSENT:

Mike Appio *(AT)*, Bob Kalpin *(BH)*, Michele Fritz *(CB)*, Sam Bliss *(Administrative Co-Chair, tie vote)*

GUESTS:

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1. **Approval of today's agenda – APPROVED** – (M/S/C—Marquez/Judson) – with the following addition:

   a. Other Business item h - New Course Form Approval Process

2. **APPROVAL OF MINUTES:**

   a. October 1, 2024, Minutes – **APPROVED** – (M/S/C—Marquez/Inoue) – as presented.

3. **CONSENT CALENDAR:**

   a. **APPROVED, effective Fall 2026:**
      To: Curriculum Committee
      Date: Oct 14, 2024
      Re: Math 2B/ 2BH, Math 23 Memo
      Effective fall 2026

      Dear Committee,

      It was determined that despite department's best efforts, our request for change of the prerequisite language for math 23, Math 2B, and Math 2BH could not be processed in time for Fall 2025. As a result the department requests that the prerequisite change for Math 23, Math 2B, and Math 2BH be moved from Fall 2025 to Fall 2026.

      - signed by Fatemeh Yarahmadi
      - signed by Mehrdad Khosravi

4. **ACTION CALENDAR – APPROVED** – (M/S/C— Lakshmanan/Marquez) – as presented.

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If a course is passed by the Curriculum Committee, it is "**conditionally approved**" pending Curriculum Committee required and/or recommended changes and final submission of the course and all required forms to the curriculum office. Initiators have **ONE WEEK** from the date of the conditional approval to submit the final version.

a.	**APPROVED, effective Fall 2025: ARTS 19H** Initiator: Rocky Lewycky Title: Ceramics Raku Unit(s): 4 Lec Hour(s): 3 Lab Hour(s): 3 Repeat: Family 5-Year Review Program Applicable CSU Transferable & UC Transferable **Approved Curriculum Consensus Vote Items:** 　—See Appendix A for required and/or recommended changes.
b.	**APPROVED, effective Fall 2025: ARTS 19J** Initiator: Rocky Lewycky Title: Ceramics Techniques Unit(s): 4 Lec Hour(s): 3 Lab Hour(s): 3 Repeat: Family 5-Year Review Program Applicable CSU Transferable & UC Transferable **Approved Curriculum Consensus Vote Items:** 　—See Appendix A for required and/or recommended changes.
c.	**APPROVED, effective Fall 2025: ARTS 19K** Initiator: Rocky Lewycky Title: Ceramics Decoration Unit(s): 4 Lec Hour(s): 3 Lab Hour(s): 3 Repeat: Family 5-Year Review Program Applicable CSU Transferable & UC Transferable **Approved Curriculum Consensus Vote Items:** 　—See Appendix A for required and/or recommended changes.
d.	**APPROVED, effective Fall 2025: ARTS 19M** Initiator: Rocky Lewycky Title: Ceramics Low Fire Unit(s): 4 Lec Hour(s): 3 Lab Hour(s): 3 Repeat: Family 5-Year Review Program Applicable

	CSU Transferable & UC Transferable **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
e.	**APPROVED, effective Fall 2025: AUTO 53B** Initiator: Ivan Kojnok Title: Automotive Electromechanical Systems Unit(s): 2 Lec Hour(s): 1.5 Lab Hour(s): 2.5 5-Year Review Program Applicable CSU Transferable **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
f.	**APPROVED, effective Fall 2025: C D 54** Initiator: Nellie Vargas Title: Curriculum for Early Childhood Programs Unit(s): 4 Lec Hour(s): 4 5-Year Review Program Applicable CSU Transferable C-ID Online & Hybrid **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
g.	**APPROVED, effective Fall 2025: C D 55** Initiator: Nellie Vargas Title: Literacy Development and Activities for the Young Child Unit(s): 3 Lec Hour(s): 3 5-Year Review Program Applicable CSU Transferable Online & Hybrid **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
h.	**APPROVED, effective Fall 2025: C D 60** Initiator: Li Sun Title: Introduction to Children with Special Needs Unit(s): 3 Lec Hour(s): 3 5-Year Review Program Applicable

	CSU Transferable Online & Hybrid **Approved Curriculum Consensus Vote Items:** 　—See Appendix A for required and/or recommended changes.
i.	**APPROVED, effective Fall 2025: DANC 22K** Initiator: Janet Shaw Title: Theory and Technique of Ballet I Unit(s): 1 Lab Hour(s): 3 Repeat: Family 5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE **Approved Curriculum Consensus Vote Items:** 　—See Appendix A for required and/or recommended changes.
j.	**APPROVED, effective Fall 2025: DANC 22L** Initiator: Janet Shaw Title: Theory and Technique of Ballet II Unit(s): 1 Lab Hour(s): 3 Repeat: Family 5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE **Approved Curriculum Consensus Vote Items:** 　—See Appendix A for required and/or recommended changes.
k.	**APPROVED, effective Fall 2025: DANC 22M** Initiator: Janet Shaw Title: Theory and Technique of Ballet III Unit(s): 1 Lab Hour(s): 3 Repeat: Family 5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE **Approved Curriculum Consensus Vote Items:** 　—See Appendix A for required and/or recommended changes.
l.	**APPROVED, effective Fall 2025: E S 4** Initiator: William Roeder Title: Energy, the Environment, and Society

Unit(s): 4   Lec Hour(s): 4

5-Year Review
Program Applicable
CSU Transferable & UC Transferable
De Anza GE
Cal-GETC
Online & Hybrid

Approved Curriculum Consensus Vote Items:
—See Appendix A for required and/or recommended changes.

5. **OTHER BUSINESS**:

a. Equity in COR (i.e. OER) – Judson
   - **IDEAA Presentation:** Reviewed slide 6 from IDEAA presentation, focusing on equity.
   - **OER Review:** Resources from Culturally Responsive Assessment Tool and OER files discussed.
     - **Key Discussion Points:**
       - OER text recommendation for each course by discipline expert.
       - Potential actions include: a. Motion to recommend OER in course outlines. b. Equity training for Curriculum Committee members. c. Discussion on recommendations.
     - **Training Needs:** Suggestion for OER resource training (Shagun/James as trainers).
     - **Equity Committee's Recommendations:** Guidance on expectations for OER inclusion.
     - **Motion Proposed:** Recommendation for OER text in COR, effective Fall 2026, not mandatory, but a suggestion.
     - **Designation of OER:** Exploring tutorials, videos, and articles as supplementary materials, and how discipline experts evaluate OER resources.
     - **Discussion Points:**
       - How much time should faculty spend finding OER? Is it equitable?
       - Good faith process with exceptions managed by Division Representatives.
       - A central repository for OER resources in community colleges.
       - Encouragement to attempt integrating OER and facilitate conversations.

b. New Course Creation for Fall 2027 Messaging – Judson and Singh
   - **CCN Impact:** 80 new courses expected in the pipeline for CCN, with significant workload for Curriculum Office (CO) and Articulation Officer (AO).
   - **Request for New Course Filing:** New courses should only be submitted if absolutely necessary due to capacity constraints. Aim is to avoid creating unnecessary delays.
     - CTE courses may be exceptions.
     - Messaging should be friendly and not create barriers for faculty, but there is a need to balance workload.
   - **Prioritization:** Focus on sunset courses (credit/noncredit) as part of the decision-making process.

c. Course Sunset Policy Exceptions (Honors and Noncredit) – Singh
- **APPROVED** – (M/S/C—Steiner/D'Agostino) – to exclude honors and noncredit courses from the sunset policy as long as the non-honors or credit course is not on the sunset list.

d. Reviewing AB1111 CCN (Common Course Numbering) Courses – Singh
- With the upcoming review of 80 CCN courses, Singh emphasized the need for data-driven decisions on how many new courses can realistically be processed.
- The team agreed to communicate the capacity limitations to colleagues, encouraging them to delay new course submissions unless absolutely necessary to avoid overloading the system.

e. Technical Review - Extend Meetings by 30 Minutes – Singh
- Discussion on extending meetings by 30 minutes to accommodate reviewing 25 courses.
- Mixed opinions:
  1. Some suggested being more efficient within the current meeting structure.
  2. Others proposed informal extensions based on team needs.
  3. Consideration of commitments beyond 4 PM for team members.
- Agreed to commit to finishing reviews ahead of time and re-evaluate if informal extensions do not work.

f. FYI – Articulation Report – Steiner
- Reported the UC approvals for fall 2025 and will be submitted for GE by December.

g. Public Comments
- Ray and the committee congratulated D'Agostino on scoring seven touchdowns in the last game.
- Singh announced he will be ordering coffee mugs for the committee members.

h. New Course Form Approval Process – Singh
- **APPROVED** – (M/S/C—Ray/Judson) – The new course form approval process be reviewed by CAT to provide feedback to initiators. The dean and faculty will be invited to a CAT meeting for a Q & A. **AMENDED** – (M/S/C— Judson/Liu) – Amended the process to include programs.

6. **MEETING ADJOURNED —** (M/S/C—Steiner/Liu)

APPENDIX A

ARTSD019H

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Specification - Examples of Primary Texts and References	Recommended	Add a text from 2018 or later if possible

ARTSD019J

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Specification - Examples of Primary Texts and References	Recommended	Add a text from 2018 or later if possible

ARTSD019K

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process

ARTSD019M

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process

AUTOD053B

Area	Edit Type	Edit
Outline - Course Outline	Required	Topic B - Replace "Comprehend" with Bloom's Taxonomy verb - see https://www.deanza.edu/curriculum/guides/blooms.html for a list of Bloom's verbs
Learning Outcomes - Course Objectives	Required	Edit the corresponding objective to match the above change

C DD054.

Area	Edit Type	Edit
Specification - Methods of Evaluation	Required	Topics A and H need criteria explaining how these assignments will be graded.

C DD055.

NONE		

C DD060.

NONE		

DANCD022K

Area	Edit Type	Edit
Specification - Methods of Instruction	Required	Remove "lecture" from Methods of Instruction
Specification - Essential College Facilities	Required	Please remove reference to wi-fi and projection facilities as these are assumed throughout campus.

Outline - Course Outline	Gram/Spell/Punc Error	Appreciate the importance (of) post class food and fluids B.5.b

De Anza GE Form

Area	Edit Type	Edit
Criteria 2	Required	Collaborative exercises need to be included.

DANCD022L

Area	Edit Type	Edit
Specification - Methods of Instruction	Required	Remove "lecture" from Methods of Instruction
Specification - Essential College Facilities	Required	Please remove reference to wi-fi and projection facilities as these are assumed throughout campus.
Outline - Course Outline	Required	Topic C - Replace "Further apply" with Bloom's Taxonomy verb - see https://www.deanza.edu/curriculum/guides/blooms.html for a list of Bloom's verbs
Learning Outcomes - Course Objectives	Required	Edit the corresponding objective to match the above change
Outline - Course Outline	Gram/Spell/Punc Error	Appreciate the importance (of) post class food and fluids

De Anza GE Form

Area	Edit Type	Edit
Criteria 2	Required	Collaborative exercises need to be included.

DANCD022M

Area	Edit Type	Edit

Specification - Essential College Facilities	Required	Please remove reference to wi-fi and projection facilities as these are assumed throughout campus.
Outline - Course Outline	Required	Topic C - Replace "Further apply" with Bloom's Taxonomy verb - see https://www.deanza.edu/curriculum/guides/blooms.html for a list of Bloom's verbs
Learning Outcomes - Course Objectives	Required	Edit the corresponding objective to match the above change
Outline - Course Outline	Required	Topic D - Replace "Further apply" with Bloom's Taxonomy verb - see https://www.deanza.edu/curriculum/guides/blooms.html for a list of Bloom's verbs
Learning Outcomes - Course Objectives	Required	Edit the corresponding objective to match the above change
Outline - Course Outline	Gram/Spell/Punc Error	C.3.C Appreciate the importance (of) post class food and fluids

De Anza GE Form

Area	Edit Type	Edit
Criteria 2	Required	Collaborative exercises need to be included.

E SD004.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Specification - Examples of Primary Texts and References	Required	List at least one example text from 2018 or later

De Anza GE Form

Area	Edit Type	Edit

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Criteria 1	Required	Please copy and paste the specific information referenced from the Outline, Assignments, or Methods of Evaluation sections.
Criteria 2	Required	Please copy and paste the specific information referenced from the Outline, Assignments, or Methods of Evaluation sections.
Criteria 2	Recommended	Please include more details regarding oral exercises.
Criteria 3	Required	Please copy and paste the specific information referenced from the Outline, Assignments, or Methods of Evaluation sections.
Criteria 4	Required	Please copy and paste the specific information referenced from the Outline, Assignments, or Methods of Evaluation sections.
Criteria 5	Required	Please copy and paste the specific information referenced from the Outline, Assignments, or Methods of Evaluation sections.
Criteria 6	Required	Please copy and paste the specific information referenced from the Outline, Assignments, or Methods of Evaluation sections.