Approved 2/6/24 as presented.

DE ANZA COLLEGE
CURRICULUM COMMITTEE MINUTES

Tuesday, January 16, 2024
2:30pm - 4:00pm
Location: Staff Development Lab – MLC 243

PRESENT:

Mike Appio *(AT)*
Bob Kalpin *(BH)*
Marco Marquez *(CA)*
Sukhjit Singh *(CB)*
Isaac Tsang *(DASG)*
Sridevi Lakshmanan *(DS)*
Hua-Fu Liu *(IC)*
Rachel Catuiza *(PE)*

Chris Deming *(PS)*
Ramona Gabriel *(SS)*
Kristin Skager *(Division Dean Rep.)*
Betty Inoue
  (ST and Articulation Officer)
Thomas Ray
  (Administrative Co-Chair, tie vote)
Catherina Wong

  (Faculty Co-Chair, tie-vote)
Zack Judson
  (Faculty Vice Chair, Content Review Liaison, nv)
Mary Clark-Tillman
  (Curriculum Coordinator, nv)
Mi Chang
  (Curriculum Secretary, nv)

ABSENT:

Jason Tandiary *(DASG)*, Sarah Lisha *(LA, LR)*

GUESTS:

Erik Woodbury

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1. **Approval of today's agenda – APPROVED** – (M/S/C—Appio/Kalpin) – as presented.

2. **APPROVAL OF MINUTES:**

   a. December 5, 2023, Minutes – **APPROVED** – (M/S/C—Deming/Skager) – as presented.

3. **CONSENT CALENDAR (effective fall 2024 unless otherwise noted):**

   a. **APPROVED, effective Fall 2024:** Effective Fall 2024
   January 4, 2024

   To: Elvin Ramos, Dean of Social Sciences and Humanities
   Fr: De Anza College Curriculum Office
   Cc: Lydia Hearn, Interim VP of Instruction
   Thomas Ray, Interim Associate VP of Instruction
   Catherina Wong, Curriculum Committee Faculty Co-Chair
   Zack Judson, Curriculum Committee Faculty Vice Chair
   Betty Inoue, Interim Articulation Officer
   Erik Woodbury, Academic Senate President
   Mi Chang, Curriculum Committee Secretary

   Re: Course(s) not meeting the annual curriculum deadline for the 2023-24 year to be offered in the 2024-25 catalog
   The following courses did not meet our annual curriculum deadline for the 2023-24 year to be offered in the 2024-25 catalog/academic year. A formal deletion memo, nor an extension request, was submitted by the May 3rd deadline.

- CD 77Y – Special Projects in Child Development
- SOC 29 – Social of Structural Racism in the United States

Per the annual Curriculum Office processes for courses not meeting the annual deadline, we are requesting that these courses be removed from the 2024-25 course catalog offerings for a period of one-year. The departments/divisions can submit these courses by the next annual curriculum deadline on **March 27, 2024 (unless otherwise communicated through the proper protocol chains)** to be reactivated in the 2025-26 course catalog offerings. If these courses are not submitted by the next deadline, then they face permanent deletion/removal from future course catalog offerings.

Should you have any questions, please feel free to contact my office. Thank you in advance for your cooperation and understanding in this matter.

b. **APPROVED, effective Fall 2024:** Date: November 9, 2023
From: Dawnis Guevara
To: Curriculum Committee
Subject: Deletion, effective, Fall 2024

Delete:
KNES 50AL

- signed by Dawnis Guevara
- signed by Rachel Catuiza
- signed by Eric Mendoza

c. **APPROVED, effective Fall 2024:**
To: Curriculum Committee
Date: Jan 4, 2024
Re: Math 114 Change in The Course Description

Effective fall 2024

The Department of mathematics would like to add the following to the course description for MATH 114 course:

"MATH 114 Course Eligibility: This course is exclusively designed for students pursuing local De Anza degrees with specific program requirements. It is not suitable for students intending to transfer. If you are uncertain about your educational goals, we strongly advise meeting with a counselor before enrolling in this course. Please note that exceptions will not be made for students outside the specified degree program."

- signed by Fatemeh Yaramadi
- signed by Mehrdad Khosravi

4. **ACTION CALENDAR (effective fall 2024 unless otherwise noted):**

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 Spring 2024: BUS 56** Initiator: Michele Fritz Title: Human Relations in the Workplace Hybrid
b.	**APPROVED, effective Spring 2024: F/TV 3A** Initiator: Milena Grozeva Title: American Cultures in Film Online
c.	**APPROVED, effective Spring 2024: F/TV 65** Initiator: Milena Grozeva Title: Current Practices in the Film/Video Profession Online
d.	**APPROVED, effective Spring 2024: MUSI 3B** Initiator: Yu Hui Lai Title: Comprehensive Musicianship (Second Quarter) Hybrid
e.	**APPROVED, effective Spring 2024: MUSI 53** Initiator: Grace Lai Title: Music Business Online
f.	**APPROVED, effective Spring 2024: PEA 2** Initiator: Casey Regehr Title: Adapted Strength Development Hybrid
g.	**APPROVED, effective Spring 2024: PEA 2X** Initiator: Casey Regehr Title: Adapted Strength Development Hybrid
h.	**APPROVED, effective Spring 2024: PEA 2Y** Initiator: Casey Regehr Title: Adapted Strength Development Hybrid

i.	**APPROVED, effective Spring 2024: PEA 2Z** Initiator: Casey Regehr Title: Adapted Strength Development Hybrid

5. **OTHER BUSINESS**:

   a. Approval to Collegially Consult with Foothill College on new Courses and Programs – these forms were created so that we could better communicate and be more transparent with our sister college, Foothill College when presenting and/or discussing new courses/programs. These forms will also be used to provide data for the internal review processes of the college.

   New Program Proposal –
   - Suggestion to shorten field # 1 to "Proposed Program Name"
   - Suggestion to add a form version date and date that the process/form went into effect. (both dates would go into the footer of the form)

   New Course Proposal
   - Suggestion to shorten field # 1 to "Proposed Course Name"
   - Suggestion to add a form version date and date that the process/form went into effect. (both dates would go into the footer of the form)
   - The request will replace the email to the Curriculum Office for a new course number

   APPROVED – (M/S/C—Singh/Appio). This will be forwarded to the Academic Senate for their review and approval.

   b. CPL – Validate units for students who have done work outside of DA. This committee was tasked with developing a process. There are currently two members from the Curriculum Committee and three from the Business department. Wong is seeking a couple more. Please contact Wong.

   c. Technical Review Meetings (Meetings are extended, 2:30 – 4:30 with 30+ courses) – Encourage the members to review the courses before coming to the meeting and have your notes ready to get through the meeting time more efficiently.

   d. Summary of Changes Relating to Associate Degree Requirements – deadline is May 14, 2024, to develop a local GE pattern that aligns with CalGETC. This will go to Academic Senate to create a GE sub-committee to work on this.

   e. 5-Year List of Courses Due Status – As of 1/10/24, 284 courses to go with 77 days (2 ½ months) left until the 3/27/24 deadline – Reminder that the deadline is upcoming, and all courses must be in stage 2 by 3/27/24. Please communicate this to your respective divisions. Thomas Ray will be informing as an agenda item to the deans. Erik Woodbury is also informing Academic Senate. Division Curriculum Representatives, please communicate the deadline information and the list of courses due to your division dean so

that they can communicate to the division. Mary Clark-Tillman – courses not submitted by the deadline will be suspended. Suspended means courses will be submitted to the VP and VPI and upon their approval will be forwarded to the committee for approval.

f. Public Comments - Welcome by Catherina Wong – Two new division curriculum reps (Sukhjit Singh and Ramona Gabriel). Welcome back and thanks for being and serving on the committee.

6. **MEETING ADJOURNED —** (M/S/C—Inoue/Skager)