Curriculum Committee Meeting Minutes
March 15, 2019
Room 1738
9:00-10:30 am

Present: Janice Ankenmann, Nicole Carrier, Dianna Chiabotti, Dan Clemens, Steven Fawl, Stephanie Grohs, Robert Harris, Michelle Hobbs, Jennifer King, Elizabeth Lara-Medrano, Karen Larsen, Mechele Manno, Rafael Manzo, James McGowan, Merrick McKeig, Katherine Rhyno, Erik Shearer, Melinda Tran, Robert Van der Velde, Maria Villagomez, Howard Willis, Lisa Yanover
Absent: Jerry Dunlap, Lissa Gibbs
Guest: Rachael Cresci, Aaron DiFranco, Wayne Fortier, Josh Hanson, Jose Sanchez, Marci Sanchez, Claudette Shatto, Jennifer Stanley, Adam Wadenius

1. Welcome and Call to Order
The meeting was called to order at 9:05am.

2. General Announcements
-N/A

3. Public Comment
-N/A

4. Approval of Consent Items
-M/S/P
4.1. Add ENGL 120B as prereq to all courses with ENGL 120 as prereq.
4.2. Course Archivals:
   4.2.1. POLI 350 Leadership Seminar
   4.2.2. RESP 191 Respiratory Care Clinical III
   4.2.3. RESP 251 Respiratory Care Clinical V
   4.2.4. ANTH 120L Biological Anthropology Laboratory (to be implemented in fall 2020 when the new ANTH 120 course with laboratory is active and can be offered with GE articulation through CSU’s/UC’s/IGETC)
4.3. The following noncredit courses are not active in the Chancellor’s Office or in CurricUNET:
   4.3.1. FAMN 860 Parenting Styles
   4.3.2. FAMN 750 Childbirth Prep
   4.3.3. FAMN 859 Positive Parenting
   4.3.4. FAMN 889 How to Effectively Parent
   4.3.5. FAMN 913 Math for Parents
   4.3.6. HMRN 800 Auto Repair/Basic
   4.3.7. MOCN 970 Tour Guide Training
   4.3.8. MOCN 972 Tourist Employment

5. Adoption of the Agenda
-M/S/P

6. Approval of Submitted Minutes from March 1, 2019
-M/S/P
7. Action Items

7.1. New Courses

7.1.1. DANS 170 Dance History (approved at 3/1/19 meeting) 3 units
Distance Education: Approve DANS 170 for offering through Distance Education with the following modalities: fully online, hybrid, online with proctored exam.
-M/S/P

7.1.2. ADS 100 Law and Ethics 3 units
**Catalog Description:** Introduces ethical and legal issues in counseling people with struggling with addiction. Explores frameworks for addressing legal and ethical issues arising from engagement, assessment, and treatment of individuals, families, groups, and at-risk populations. Develops understanding of laws, code of ethics, and client rights. Examines the relationship between personal values and professional behavior.
**Rationale:** New course required for Addiction Studies and CCAPP accreditation.
-M/S/P with removal of “with” from first line of description.

7.1.3. BUSNC 601 Basic Computer Skills (NonCredit) 3 units
**Catalog Description:** This course was developed to address the needs of students who have not used a Personal Computer (PC). There are many adults who have not previously had the opportunity or desire to use a PC and now have a personal or work-related need to do so.
**Rationale:** This is not a new class. This class was BUSN 870 and was not in CurricUNET. I am updating the course number to be consistent with the other BUSN classes.
-M/S/P

7.1.4. ENGLN 810 Supervised Writing (NonCredit) 3 units
**Catalog Description:** This course provides support for writing skills under supervision of the Writing Success Center, via workshops, online modules, directed activity, and other tutoring activities.
**Rationale:** Non-credit open-entry designation for students seeking instructional supports through the Writing Center. Curricular response to AB705
-M/S/P

7.1.5. POLI 139 Introduction to Middle East Politics 3 units
**Catalog Description:** This course examines the major political, social and economic challenges and dilemmas facing the modern Middle East. Reviews colonial and imperial past of the region, impact of ethnic allegiances, peculiarities of the physical environment, demographic patterns, cultures of patriarchy, the distortions of foreign aid and oil wealth, the emergence of the Arab-Israeli conflict, rise of Islamist fundamentalism, and the Arab Spring.
**Rationale:** Course matter is timely and relevant to study of political science.
-M/S/P to remove 7.1.5 from agenda

7.1.6. FILM 101 Introduction to Film 3 units
**Catalog Description:** This course is designed to introduce you to the creative process of filmmaking. We will study all aspects of production from the conceptualization of ideas and scripting, to the basic production equipment and their functions, and finally the production and post-production processes. Assignments will emphasize visualization, shooting style, and production organization. Presentation of ideas in both the written word and visual media are integral to the production of creative media, and the coursework for the class is designed to help you develop the basic skills to ultimately work on set as a member of a production crew.
Rationale: This course was archived under DRAM. It is being re-written as a new FILM course to expand transferable film studies course options.
-M/S/P

7.1.7. FILM 102 Survey of Film and Media 3 units
Catalog Description: The purpose of this course is to introduce you to the history, structure, and function of the Mass Media, including print, broadcast, visual, and digital forms. In an effort to increase media literacy and become more informed and discerning media consumers, the course will introduce students to a diverse array of media texts including films, television shows, advertisements, newspapers, magazines, music videos, audio recordings, social media, and the Internet. Particular attention throughout the course will be paid to mass communication issues relating to diverse political, cultural, and social communities as they relate to film.
Rationale: Theater Arts offered Introduction to Mass Communication and it was archived. In attempt to unarchive, we discovered it had been deleted from the system in the transfer from WebCMS to CurricUNET. We are bringing it back as a new course with a focus on Film to include in new Film transfer degree.
-M/S/P

7.1.8. FILM 130 Introduction to Non-Fiction/Reality Production 3 units
Catalog Description: The goal of this course is to familiarize students with Non-Fiction/Reality production theory and practice. The course will challenge students to develop a critical eye, and deepen their appreciation of the many different modes of Non-Fiction/Reality film and television. In addition, at the end of the semester, each student will produce and direct a short Non-Fiction/Reality film or TV show to be exhibited in class. We will consider the Non-Fiction/Reality as an art form, a cultural artifact, a mode for social change, and as a means for representing cultures. In-class screenings will explore a variety of films and TV shows that will survey the range of Non-Fiction/Reality expression, from the classic texts, to the independent and experimental forms, and everything in-between.
Rationale: This is a new course with a focus on expanding transferable film course options.
-M/S/P

7.1.9. PHYE 141D Jeet Kune Do Level 2 Teaching Assistant 1-1.5 units
Catalog Description: Teaching Assistant for Level 2 JKD (Jeet Kune Do) martial arts course. Completion of JKD level 2 course or equivalent strongly recommended.
Rationale: Assistant for level 2 martial arts class to intended to (but not limited to) help instructor demonstrate proper technique. Most techniques are 2 person drills.
-M/S/P

7.2. Course Modifications (Substantive)

7.2.1. ANTH 120 Biological Anthropology with Laboratory 4 units
Modifications: units increased from 3 to 4 units to include laboratory (instead of as-corequisite), content changed to reflect additional lab content.
Purpose of return to CC: to restore the original title
-M/S/P to remove 7.2.1 from agenda

7.2.2. ADS 120 Introduction to Addiction Studies 3 units
Modifications: Addition of content to satisfy new CCAPP accreditation standards, addition of prereq.
-M/S/P

7.2.3. ADS 135 Pharmacology and the Physiological Effects of Addiction 3 units
Modifications: Change subject code COUN to ADS
7.2.4. **CHEM 110 Introduction to Chemistry**  
*4 units*

**Modifications:** Update prerequisites to align with both AB 705 and the restructuring of Math Curriculum.

7.2.5. **COUN 105 Planning for Transfer Success**  
*1.5 units*

**Modifications:** Recommended textbook added. SLO updates, change in TOP/SAM Code, addition of online.

7.2.5.1. **Distance Education:** Approve COUN 105 for offering through Distance Education with the following modalities: fully online, hybrid.

7.2.6. **HSRV 122 Helping Skills in Human Services**  
*3 units*

**Modifications:** changed subject code, textbook update, addition of prereqs.

7.2.7. **PHYE 174 Skills and Conditioning for Team Sports**  
*0.5-3 units*

**Modifications:** fix hours and units to match Countable Athletically Related Activities (CARA) requirements.

7.2.8. **RESP 185 Respiratory Care Clinical II**  
*2.5 units*

**Modifications:** update course description is still listing part time students. Part time program has been dissolved

7.2.9. **RESP 250 Respiratory Care Clinical IV**  
*5 units*

**Modifications:** 1. Eliminating the 2.5 unit option because the part-time track degree is being eliminated. 2. Updating the prerequisite.

7.3. **New Programs:**

7.3.1. **Architectural Drafting and Design Certificate of Achievement**

**Description:** This certificate will help students prepare for a future in architectural drafting and design as an entry level architectural drafter in the residential and commercial building industry using Building Information Modeling (BIM) and will prepare students for continuation in the Digital Design Graphics Technology Program. Upon successful completion of the required classes for the Architectural Drafting and Design Certificate, students will be prepared for employment in Architecture, Construction and Engineering Fields as Drafting Technicians, Designers, Building Information Modeling (BIM) Coordinators, or BIM Technicians. Students will have the ability to communicate successfully using industry standards and terminology and successfully create 2D drawing sets based off 3D Building Information Models using the latest release of the Autodesk Revit Architecture software. Students will have the ability to communicate successfully using industry standards and terminology and successfully create 2D and 3D drawing sets using the latest release of the Autodesk AutoCAD software.

7.3.2. **Business-Entrepreneurship Local Certificate**

**Description:** If you have a business idea but aren’t sure how to implement it, this Entrepreneur Certificate is for you! This program will guide you through creating a feasibility study and solid business planning. By the time you complete the program, you’ll have a business plan and be ready to seek financing and start your business.
7.3.3. Digital Photography Certificate of Achievement

Description: This certificate is designed for students interested in developing a contemporary practice as a digital photographer or assistant, or filling a photographic role in visual communication in an organization or industry.

-M/S/P to postpone indefinitely
-M/S/P to remove postponement

7.3.4. LGBTQ Community Awareness Noncredit Certificate of Completion

Description: The LGBTQ Community Awareness Certificate Program provides basic workplace training for professionals working in the industries related to education, social services, business and hospitality with basic information about sexual orientation and gender identity minorities for the purpose of creating inclusive workplaces and enhancing customer service. The program supports educational institutions by training teachers and staff on how to support LGBTQ+ students. This program is designed for employees at all levels of an organization.

-M/S/P

7.3.5. Mechanical Drafting and Design Certificate of Achievement

Description: This certificate will help students prepare for a future in mechanical drafting and design as an entry level mechanical drafter and will prepare students for continuation in the Digital Design Graphics Technology Program. Upon successful completion of the required classes for the Mechanical Drafting and Design Certificate, students will be prepared for employment in entry level mechanical drafting, design, and related fields. Students will have the ability to communicate successfully using industry standards and terminology. Students will be able to create detailed 2D drawing plans based off of 3D models and create physical 3d Printed prototypes using the latest release of the Autodesk AutoCAD, Inventor, and Fusion 360 software.

-M/S/P

7.4. Program Modifications:

7.4.1. California State University General Education Certificate of Achievement

-M/S/P

7.4.2. Commercial Photography Certificate of Achievement

-M/S/P

7.4.3. Proposed Change to Discipline Placement Review Process (see handout)

-Committee requests the inclusion of language in Step 2 to indicate that the discipline placement process adhere to the Brown Act.

-M/S/P to extend by 15 minutes
-M/S/P to postpone indefinitely

8. Discussion Items

-M/S/P to take 5 minute break before discussion on 8.1

8.1. Curriculum Committee Structure (see handout)

-M/S/P to extend discussion by 5 minutes

9. Information Items

-M/S/P to postpone all information items indefinitely

9.1. Clarification of Program Discontinuance and Archival Definitions and Process

9.2. NVC’s Course Numbering System:
CREDIT COURSES

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-49</td>
<td>Credit courses which are non-transferable and not AA/AS degree applicable, but which serve special populations</td>
</tr>
<tr>
<td>50-89</td>
<td>Credit skill courses, which are non-transferable, and not AA/AS degree applicable, which are developmental or remedial.</td>
</tr>
<tr>
<td>90-99</td>
<td>Credit courses, which are applicable to an AA/AS degree but are not transferable.</td>
</tr>
<tr>
<td>100-199</td>
<td>Credit courses ordinarily taken during the first year, which are transferable to the California State University System.</td>
</tr>
<tr>
<td>200-299</td>
<td>Credit courses ordinarily taken during the second year, which are transferable to the California State University</td>
</tr>
<tr>
<td>300-399</td>
<td>Credit skill courses, which are non-transferable and are not developmental and/or remedial, e.g. Cosmetology 300, Health Occupations 360. These courses are applicable to an AA/AS degree.</td>
</tr>
</tbody>
</table>

NONCREDIT COURSES

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>600-999</td>
<td>Noncredit Courses</td>
</tr>
</tbody>
</table>

9.3. Addition of Total Student Hours or Total Hours to credit COR as a required and currently missing field.

9.4. Community Education (not-for-credit courses) in the CTE Division
   9.4.1. Napa Valley College Safe Space Online Training
   9.4.2. LGBT Awareness For California Law Enforcement – Online
   9.4.3. Brewing Beer!
   9.4.4. Developing and Implementing SQF Systems Edition 8
   9.4.5. Internal and External GFSI Audits Workshop
   9.4.6. FSPCA for Human Food Compliance Workshop
   9.4.7. HACCP Workshop for Food Manufacturers
   9.4.8. SQF Advance Practitioner Course
   9.4.9. Produce Safety Rule Training Official Program
   9.4.10. SQF Quality Systems for Food Manufacturers
   9.4.11. FSMA Food Safety for Human Foods
   9.4.12. Retail and Food Service HACCP Workshop

10. Future Discussion Items
   10.1. Revision of Limitations on Enrollment BP/AP 4260.
   10.2. CourseLeaf Curriculum Software Demo
   10.3. Revision of NVC’s Multicultural/Gender Studies (GE) Definition

11. Adjourn
    The meeting was adjourned at 10:52am.