



**SKYLINE COLLEGE ACADEMIC SENATE
CURRICULUM COMMITTEE MINUTES
ZOOM MEETING**

DATE: March 16, 2022

PRESENT: Curriculum Committee

Tammy Calderon, Business, Education and Professional Programs

Jacque Escobar, Counseling

Emilie Hein, Science, Technology, Engineering & Mathematics

Jessica Hurless, Chair, Language Arts

Alpha Lewis, Global Learning Programs & Services

Poh Kim Lim, Academic Support & Learning Technologies

Melissa Matthews, Counseling/Student Equity & Support Programs

Susanne Schubert, Science, Technology, Engineering & Mathematics

Erinn Struss, Language Arts

Arthur Takayama, Social Science/Creative Arts

Sanjyot (Pia) Walawalkar, Academic Support & Learning Technologies

Christopher Watters, Kinesiology, Athletics & Dance

Ronda Wimmer, Business, Education and Professional Programs

James Wong, Social Science/Creative Arts

Ex Officio

Christopher Collins, Distance Education Coordinator

Adriana Johnston, Classified Senate Representative

Danni Redding Lapuz, Interim Vice President of Instruction

Maria Norris, Staff Support, Curriculum and Instructional Systems Specialist

Sherrie Prasad, Staff Support, Executive Assistant

ABSENT: Marianne Beck, Tony Brunicardi, Luis Escobar, Shannon Hoang, William Minnich

GUESTS: Guillermo Alonzo, Tom Broxholm, Carla Grandy, Michael Kane, Kelly Li,
Ruben Parra, Nicole Porter, Cassidy Ryan-White, Madeline Wiest, Kathy Zarur

Chair Jessica Hurless convened the meeting at 2:11 pm.

I. Approval of Minutes: March 2, 2022

The minutes of the March 2, 2022 meeting were accepted as submitted.

II. Business, Education and Professional Programs Division

a. New Course

AUTO 532 – Introduction to Advanced Driver Assist Systems (ADAS)

Automotive Professor Tom Broxholm presented AUTO 532 explaining that this new course was developed to meet industry demands.

Counseling Professor Jacquie Escobar asked why there is not a prerequisite for AUTO 532 and whether that means anyone could take the course. Professor Broxholm replied that the recommended preparation helps notify students of which courses they should have before taking AUTO 532. He also added that, without the prerequisite, more students will be able to take the course.

Curriculum & Instructional Systems Specialist Maria Norris asked to confirm that AUTO 532 does not require admission to the Automotive Technology program, and Professor Broxholm confirmed that it does not.

- Accepted the recommended preparation for AUTO 532 (*AUTO 713 or AUTO 523, or AUTO 923 and AUTO 721, or AUTO 520 or AUTO 920; and AUTO 522 or AUTO 922. It is advised that the recommended courses be completed with a minimum grade of C*) effective Fall 2022.
- Accepted AUTO 532 effective Fall 2022.

b. Course Modification with New Distance Education

COSM 747 – Advanced Skin Care and Hair Removal

Cosmetology Coordinator Cassidy Ryan-White presented the modifications to COSM 747 explaining that COSM 747 is an elective course and the distance education mode of delivery was added. A question was asked if the course ID should be under ESTI instead, and Professor Ryan-White replied that COSM 747 was developed before the ESTI courses and in the future COSM 747 may be increased to 3.0 units and moved under ESTI.

- Accepted COSM 747 to be offered in the distance education mode of delivery effective Fall 2022.
- Accepted the modifications to COSM 747 (*Distance Education Addition, Mode of Delivery Revision, and Representative Assignments Revision*) effective Fall 2022.

c. Course Modifications

COSM 665SU – State Board Written Exam Preparation

Professor Ryan-White presented the modifications to COSM 665SU explaining that the State of California has passed new legislation reducing the number of hours Cosmetology students must complete from 1600 to 1000. She added that she has updated the prerequisite to allow transfer students from other Cosmetology institutions to take the course if a student failed the State Board exam.

Ms. Norris apologized for belatedly noting that as a course intended to apply to the Cosmetology degree and certificate, this topic no longer qualifies as a Selected Topic (because those are intended to be rotational and not indefinitely ongoing) and suggested that the course modification be tabled. Ms. Norris will clone the course to a new permanent course number to be decided by Professor Ryan-White who can then complete the proposal for the April 20 meeting.

- Tabled the course proposal, which will be brought under a new permanent course number to the April 20 meeting.

ESTI 775 – Esthetics I

Professor Ryan-White presented the modifications to ESTI 775 explaining that the State of California has passed new legislation eliminating the practical portion of the State Board of Cosmetology examination. She said that the course outline has been updated to reflect this and the addition of a State Board Written Exam Preparation course to the sequence of courses for the Esthetics certificate.

A question was asked about the sequence of courses in the catalog description. Professor Ryan-White clarified that the first sentence should begin “The first of a three course, two semester sequence...”.

Ms. Norris suggested again that the 665 course should be transitioned to a new permanent course number, which would then be referenced in the Catalog description. Professor Ryan-White replied that she can make the change and noted that she would also need to update the Esthetics

certificate. Chair Hurless stated that Ms. Norris would update the course number in the ESTI 775 catalog description and on the previously approved certificate.

- Accepted the modifications to ESTI 775 (*Catalog Description Revision, Lab Content Revision, Lecture Content Revision, Objectives Revision, Representative Assignments Revision, and Student Learning Outcomes Revision*) with the pending changes effective Fall 2022.

ESTI 776 – Esthetics II

Professor Ryan-White presented the modifications to ESTI 776 explaining again that the State of California has passed new legislation eliminating the practical portion of the State Board of Cosmetology examination. She said that the course outline has been updated to reflect this and the addition of a State Board Written Exam Preparation course to the sequence of courses for the Esthetics certificate.

Chair Hurless noted that the same update to the first sentence of the catalog description as for ESTI 775 would be needed (“The second of a three-course, two semester sequence...” and that Ms. Norris would update the Exam Prep course number in the ESTI 776 catalog description as well.

- Accepted the modifications to ESTI 776 (*Catalog Description Revision, Lab Content Revision, Lecture Content Revision, Objectives Revision, Representative Assignments Revision, and Student Learning Outcomes Revision*) with the pending changes effective Fall 2022.

III. Social Science/Creative Arts Division

a. Program Modifications

Art, AA Degree

Art Professor Kathy Zarur presented the modifications to the Art Associate in Arts Degree explaining that the only update was to correct the modified course title for ART 105.

Program Supervisor for Transcript Evaluation Services (TES) Madeline Wiest commented that the language under Required Core Courses that states “Select two courses (6 units minimum) from the following” can be confusing to a student especially one who is coming from a quarter system school. She added that it is often declared that the student is missing units

from the calculations in DegreeWorks. She asked for guidance on how to address the issue. A short discussion ensued and it was decided that additional research is needed and Ms. Wiest would work with TES, Curriculum Committee, and the Counseling department to address this issue next year as new curriculum is submitted for review and approval.

- Accepted the program modifications to the Art Associate in Arts Degree, effective Fall 2022.

Art History for Transfer, AA-T Degree

Professor Zarur presented the modifications to the Art History for Transfer AA-T Degree explaining that the only update was to correct the modified course title for ART 105.

- Accepted the program modifications to the Art History for Transfer AA-T Degree, effective Fall 2022.

Studio Arts for Transfer, AA-T Degree

Professor Zarur presented the modifications to the Studio Arts for Transfer AA-T Degree explaining that the only update was to correct the modified course title for ART 105.

- Accepted the program modifications to the Studio Arts for Transfer AA-T Degree, effective Fall 2022.

IV. Science, Technology, Engineering and Mathematics Division

a. Course Modification with New Distance Education

GEOL 695 – Independent Study in Geology

Dean of Science, Technology, Engineering & Mathematics Carla Grandy presented the modifications to GEOL 695 explaining that Earth Sciences is going through Comprehensive Program Review and the distance education mode of delivery has been added to the course.

- Accepted GEOL 695 to be offered in the distance education mode of delivery effective Fall 2022.
- Accepted the modifications to GEOL 695 (*Distance Education Addition*) effective Fall 2022.

b. Course Modifications

GEOL 100 – Survey of Geology

Dean Grandy presented the modifications to GEOL 100 explaining that Geology is going through Comprehensive Program Review. She added that the Student Learning Outcomes (SLOs) for GEOL 100 and GEOL 210 were identical and the SLOs for GEOL 100 have been updated to align with General Education requirements and the lecture content updated as well.

A discussion took place regarding the removal of the recommended preparation. It was decided that when new language has been decided for frequently recommended English preparation, the faculty will consider reinstating a recommendation for the course.

- Accepted the removal of the recommended preparation for GEOL 100 (*Eligibility for ENGL 846 or ESOL 400, or equivalent*) effective Fall 2022.
- Accepted the modifications to GEOL 100 (*Distance Education Revision, Recommended Preparation Revision, and Textbooks Revision*) effective Fall 2022.

GEOL 105 – Environmental Earth Science

Dean Grandy presented the modifications to GEOL 105 explaining that Geology is going through Comprehensive Program Review and the course outline of record has been updated.

Chair Hurless requested clarification on the length and frequency of the research paper writing assignment, and Dean Grandy replied that it should be 6-8 pages, once a semester. Chair Hurless asked if the length and frequency of the outside assignments were similar to those for GEOL 210, and Dean Grandy responded yes.

Chair Hurless asked if there was an Open Educational Resource (OER) textbook available for GEOL 105 and Dean Grandy replied yes. Chair Hurless then asked Dean Grandy to send the textbook information to her along with hard copy textbook information to be added under the Representative Texts.

- Accepted the removal of the recommended preparation for GEOL 105 (*Eligibility for ENGL 846 or ESOL 400, or equivalent*) effective Fall 2022.
- Accepted the modifications to GEOL 105 (*Catalog Description Revision, Distance Education Revision, Method of Evaluation Revision, and Textbooks Revision*) effective Fall 2022.

GEOL 220 – Historical Geology

Dean Grandy presented the modifications to GEOL 220 explaining that Geology is going through Comprehensive Program Review and the course outline of record has been updated.

Chair Hurless requested clarification on the length and frequency for the Writing Assignments. Dean Grandy replied that answering study guide questions would be 5-10 pages per week. Chair Hurless asked about the length and frequency of the Other Outside Assignments, and Dean Grandy responded that she would need to consult with the faculty.

Chair Hurless asked if there were additional textbooks under Representative Texts, and Librarian Pia Walawalkar responded that she can send additional citations to be updated under the Other section.

- Accepted the modifications to GEOL 220 pending length and frequency of the Other Outside Assignments, and the justification for the seven-year-old primary textbook as well as additional text references (*Distance Education Revision, Representative Assignments Revision, and Textbooks Revision*) effective Fall 2022.

V. Discussion Item

Syllabus Checklist Update

Chair Hurless shared with committee members that in a conversation with Interim Vice President of Instruction Danni Redding Lapuz, it was noted that the Syllabus Checklist is missing information such as Distance Education, Synchronous or Asynchronous; and Hybrid. She stated that the Education Policy Committee will be requesting a team to draft the updated Syllabus Checklist and asked the committee members if anyone would be interested in joining that work. Erinn Struss, Adriana Johnston and Jacquie Escobar volunteered to join the team.

VI. Information Item

Comprehensive Program Review Training, 4/6/22

Chair Hurless reminded committee members that the next regular Curriculum Committee meeting will be held on April 20, 2022. She shared that the April 6, 2022 Curriculum Committee meeting will be devoted to a Curriculum Review Workshop for faculty who will be going through Comprehensive Program Review next year. She added that Curriculum Committee members will be providing guidance and expertise to the faculty at this training.

VII. Other

No additional items were discussed.

VIII. Adjourn

Chair Hurless adjourned the meeting at 4:01 pm.