

**DE ANZA COLLEGE**  
**CURRICULUM COMMITTEE MINUTES**  
**Tuesday, September 29, 2009 2:00pm-3:30pm**  
**Location: Staff Development Lab**

**PRESENT:** Lori Clinchard-Sepeda (Soc. Sci. & Hum.), Dan Mitchell (Creative Arts), David Gray (PSME), Patty Guitron (COUN), Hua-Fu Liu (Interc./Internat. Stds.), Scott Osborne (BUS/CIS), Bruce Heyer (BHES), Stephanie Sherman (Administrative Co-Chair, tie-vote), Janet Takahashi (SPED), Marcia Maiero (CC Co-Chair, tie-vote), Rachel Pacheco (PE/Athletics), Carolyn Wilkins-Greene (Division Dean Rep.), Renee Augenstein (Artic. Officer/GERC), Christine Tran (DASB), Mike Appio (App. Tech), Cheryl Woodward (FA Rep. and Couns. and Matric./nv), Randy Splitter (GERC), Mary Clark (CC Resource/GE/nv)

**ABSENT:** Lena Chang (Learn. Res.),

**GUESTS:** Rich Schroeder (Dean of Physical Education & Athletics Division)

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1. **Approval of today's agenda.**

Today's agenda was **APPROVED** – (M/S/C—Gray/Appio) – with the following amendments:

- a. Action Calendar: Add as item (a), "Memo from PE division".
- b. Other Business: Add as item (f), "SLO".

2. **APPROVAL OF MINUTES:** None

3. **CONSENT CALENDAR:** None

4. **ACTION CALENDAR:**

a. **APPROVED, effective Fall 2010: Memo from PE Division**

In reviewing scheduled hours and course outline hours as mandated by the state, we discovered several situations that require curriculum changes in order to align how we are teaching the courses with the course outline and mandated hours. These changes are by direction of the state to come into compliance with reporting regulations.

**Curriculum Changes:**

- P E 038W IC Women's Badminton
- P E 039M IC Men's Soccer
- P E 039W IC Women's Soccer
- P E 040 IC Football
- P E 041 IC Water Polo
- P E 042W IC Women's Volleyball
- P E 043IC Cross Country (Men and Women)
- P E 044M IC Men's Basketball

**P E 044W IC Women's Basketball**  
**P E 045IC Swimming and Diving (Men and Women)**  
**P E 046IC Track and Field (Men and Women)**  
**P E 047M IC Baseball**  
**P E 047W IC Softball**  
**P E 048M IC Men's Tennis**  
**P E 048W IC Women's Tennis**

**Changes to IC classes**

- **9 hours a week for 3 units (now listed as 10) total 108 hours**
- **Add a 1.5 unit option to each one (4.5 hours a week) total 54 hours**

Since these classes require curriculum changes, we request an exception to the curriculum process in the following manner:

Approval of this memo will facilitate changes to the hours as indicated on the parent course outline and the on line catalog. The on line catalog course outline hours will thus match the schedule of courses times for Winter Quarter 2010. (We understand that printed catalog changes will follow the mandated time lines so changes proposed in this memo will not be reflected in that version.)

We agree to submit full five year course outline reviews for all indicated courses above no later than 5 PM on October 20, 2009. All certificates will be updated to reflect these changes by the posted regular deadline for certificate updates for the 09-10 cycle.

- Signed Rich Schroeder, Dean PE/Athletics Division

- The dean of Physical Education & Athletics division pointed out that the intercollegiate PE courses mentioned in the memo are out of compliant with Title V, fixing the course units and hours will bring the courses in compliant and the changes would not impact students in any ways. Apportionments for the last two academic years would have to be returned to the state as a result of this non-compliance.
- The Physical Education & Athletics division will submit final course outline revisions for existing courses, and final outlines for all new courses (with temporary new course numbers) by October 13, 2009 so that the articulation office has adequate time to submit the courses for articulation to avoid the mis-numbering of these courses for 1 ½ years. The Curriculum Committee will allow the articulation office to use these finalized outlines from ECMS to achieve this goal.

**5. OTHER BUSINESS:**

**a. Introduction of 2009-2010 Curriculum Committee Members (No Action Taken)**

Each member of the Curriculum Committee briefly introduced his or herself. There were no discussions on this agenda item.

**b. Responsibilities of Division Representatives (No Action Taken)**

The primary role of each division curriculum representative is to help curriculum initiators produce course outlines that align with De Anza Curriculum Committee's policies and guidelines, as well as stay in compliant with Title V education code. The Curriculum Co-Chair outlined key responsibilities of the division curriculum representative as well as some important curriculum committee processes:

- ECMS – Division curriculum representative must be ECMS trained. All course revision and creation must be done in ECMS.

- Course outline – Examine the course outline and look for the following glitches:
    1. Incorrect spellings and over capitalizations. These errors should be written down on a piece of paper and given to the curriculum initiator.
    2. Check for correlations between the course objectives and assignments.
  - Sign off on the course coversheet form – The division curriculum representative’s signature on the form means that he or she has reviewed the course and are satisfied with it.
  - Meeting agenda and materials – Weekly meeting agenda and materials are emailed to each curriculum committee member’s FHDA email account; and are additionally posted to the curriculum committee website.
  - Two weeks to submit final version - If a course is approved, the curriculum initiator has two weeks to amend the course outline to incorporate any technical cleanups, required and recommended changes, and to submit the final version of the course outline to the curriculum office.
  - Attend curriculum committee meeting each week.
  - Help curriculum initiators introduce courses submitted for review in the event the initiators are not able to attend the curriculum committee meeting.
  - Course hours listed in the course outline must match what is actually being scheduled at the class section level – Title V requirement.
  - June deadline – The curriculum committee have been progressively moving the annual curriculum deadline dates to June since last academic year. The objective of this action is to help alleviate the influx of courses submitted for review each fall quarter, and to give faculty more time to work on course revision/creation.
- c. **Overview of Curriculum Committee website** (No Action Taken)  
The curriculum committee secretary demonstrated the curriculum committee website, and pointed out where forms, ECMS online tutorials, and other curriculum resources are located on the website. There were no discussions on this agenda item.
- d. **Articulation: What and how it works** (No Action Taken)  
The articulation officer provided a handout and gave brief overview on “Articulation 101”. There were no discussions on this agenda item, please refer to the handout for articulation information and details.
- e. **Matriculation: What and how it works** (No Action Taken)  
The following points concerning course requisites were outlined:
- All GE courses must have an advisory of EWRT 1A or ESL 5.
  - Advisory is skills students should have before enrolling in the course.
  - Prerequisite is skills students must have before enrolling in the course.
  - Curriculum initiators should make an appointment to see the matriculation officer if they have any matriculation questions or concerns—do not wait until the course outline have been completely revised and all paperwork are filled out.
- f. **SLO** (No Action Taken)  
Student Learning Outcome is not required in courses that are due for 5-year revision this fall 2009 quarter. There were no discussions on this agenda item.

**Cc:** All Division Deans and Division Administrative Assistant