



CURRICULUM COMMITTEE I MINUTES

Wednesday, May 18, 2011 | 3:00 p.m.

Loft Conference Room – Drescher Hall 300E

Members Present:

Guido Davis Del Piccolo, <i>Chair</i>	Aileen Huang	Walter Meyer	Edie Spain
Georgia Lorenz, <i>Vice Chair</i>	Maral Hyeler	Estela Narrie	Marcel Strickler
Brenda Benson	Randal Lawson	James Pacchioli	Gary Taka
Ellen Cutler	Helen LeDonne	Deborah Schwyster	Esau Tovar
Diane Gross	Emily Lodmer	Jeffery Shimizu	

Members Absent:

Eric Minzenberg	Marco Vivero	Carol Womack	Patricia Ramos
Richard Tahvildaran-Jesswein			

Others Present:

Vicki Drake	Pete Morris	Joy Tucker	Sal Veas
Mona Martin			

M I N U T E S

I. Call to order:

The meeting was called to order at 3:10 p.m.

II. Public Comments:

None

III. Approval of Minutes:

The minutes of May 4, 2011 were unanimously approved as presented.

IV. Chair's report:

The Academic Senate approved the following on May 17, 2011:

- Energy Efficiency 2: Residential Building Science
- Public Policy A.A. Degree/Certificate of Achievement

The Academic Senate tabled the following for consideration in the near future:

- Expansion of GE Area Credit for College Level Examination Program (CLEP)

The Chair also announced the following:

- Santa Monica College's AS-T in Mathematics was approved by the Chancellor's office, as of 5/7/11.

V. Information items:

- I. **Update on Arranged Hours** – presented by Mona Martin, Dean, Learning Resources. Ms. Martin gave an update on the TBA (To Be Arranged) Hours which will comprise a part of the annual audit in June, 2011. See Appendix-A.

VI. Distance Education:

- a. **Geography 8/Urban Studies 8 – Urban Geography: Introduction to Urban Studies** – presented by Pete Morris.

Estela Narrie moved to approve Geography 8/Urban Studies 8 (Distance Ed) with the following changes:

- Replace “eCompanion” with “eCollege” – all references in the course outline.
- The percentage(s) of grade under no. 3. Assignments/Assessments (DE Application) readjusted to include final exam %.

Approval of course:

Motion made by: Estela Narrie
The motion passed unanimously.

Seconded by: Helen LeDonne

- b. Business II: Introduction to the Hospitality Industry** – presented by Sal Veas. Maral Hyeler moved to approve Business II with the following changes:
- Addition of text: Walker R., John, *Introduction to Hospitality Management*.
 - Add word “revision forthcoming” after International Business Certificate of Achievement, for which course will be an option.

Approval of course:

Motion made by: Maral Hyeler
The motion passed unanimously.

Seconded by: Brenda Benson

VII. Old Business:**c. SB 1440 update:**

The *Chair* shared an e-mail that he had received from ASCCC (Academic Senate for California Community Colleges) which mentioned UC interest in the TMCs being developed, particularly in Mathematics.

VIII. New Business:**d. AR 4314 Credit by Examination** – presented by the *Chair*.

An extensive discussion took place regarding AR 4314 Credit by Examination. A motion was made by Estela Narrie that AR 4314 be presented with all edits made by Guido to the Academic Senate for their consideration with the following changes to be included:

- Under 1. *SMC Departmental Challenge Exam*, “College Catalog” to replace “appropriate publications” under no. g.
- The word “Center” be deleted after “Educational Testing Service” under 2. *College Level Examination Program (CLEP)*
- The word “Bachelorette” to be replaced with “Baccalaureate” in heading no. 4. *International Baccalaureate Exam*.

Motion made by: Estela Narrie
The motion passed unanimously.

Seconded by: Emily Lodmer

e. AR 4351 Catalog Rights – presented by the *Chair*.

A motion was made by Randal Lawson to present AR 4351 with all edits made by Guido to the Academic Senate for their consideration with the following changes to be included:

- The words “graduate” and “both” (as presented in the edited version) to be replaced such that AR 4351 reads as follows: “*Students may satisfy the requirements for a degree or certificate by using the general education and major/area of emphasis requirements in effect at any time during their continuous enrollment. Continuous enrollment is defined as enrollment in consecutive Fall and Spring semester terms.*”

Motion made by: Randal Lawson
The motion passed unanimously.

Seconded by: James Pacchioli

IX. Adjournment: The meeting was adjourned at 4:40 p.m.

Respectfully submitted,

Georgia Lorenz, *Vice Chair*
GL/gs

APPENDIX – A

To Be Arranged Hours

Department Chairs and Coordinators Meeting May 6, 2011

Background:

A number of courses at SMC have additional “To Be Arranged” hours (TBA). Students typically complete these hours either independently or in a small group in a lab setting on campus, and it is acknowledged that these additional instructional hours are of great value in helping students succeed in the course.

Colleges receive apportionment (funding) for these “TBA” hours and, therefore, are required to meet a set of criteria as stated in various sections of Title 5 (California Administrative Code). In an attempt to help colleges interpret and implement these guidelines, the Chancellor’s Office has issued several memos to colleges over the past few years related to TBA hours.

A discussion about TBA hours has been ongoing at SMC for a couple of years, resulting in changes in the curriculum approval process for courses with TBA hours. We now include learning objectives on the outline of record for all classes with TBA hours. This year, TBA hours will be audited for the first time as part of the annual audit that all colleges go through. In an effort to prepare for this audit, we are asking Department Chairs to be familiar with the basic requirements for TBA hours and to assist with the collection of documentation if needed. The audit will take place June 13 – 20, 2011.

Brief Summary of Title 5 Regulations

(Please note that all of the following conditions need to be met)

1. Notification of TBA Hours:
 - a. Course Outline of Record (number of hours, learning objectives/activities)
 - b. Catalog (number of hours)
 - c. Schedule of Classes (number of hours, location)
2. TBA Hours must be expected of all students in course
3. Specific assignments/activities must be assigned and evaluated
 - a. cannot be homework
 - b. cannot be tutoring
4. TBA hours to be conducted under the supervision of instructor with minimum qualifications for each discipline
5. Participation in TBA Hours must be documented

Expanded explanation of regulations:

1. The official **course outline of record** must include the number of TBA hours and specific instructional activities/learning outcomes for TBA hours expected of all students enrolled in the course. Specific instructional activities, including those conducted during TBA hours, expected of all students enrolled in the course are included in the official course outline. All enrolled students are informed of these instructional activities and expectations for completion. (§§ 55002(a)(3), 55002(b)(3), 58050(a)(5), 58051(a)(1).)
2. The TBA hours/week required for the course must be included in the **published catalog and class schedule**. (§§ 58102, 58104.)
3. The **designated location for the TBA hours** must be specified in a way that appropriately informs students. (§§ 58102, 58108.)
4. The **TBA hours must provide instruction that is not homework** and the student work completed for TBA **must be evaluated**. During TBA hours, there must be some kind of instruction provided (such as course content) and/or activity that is not an activity that should be done independently outside of class time. In this regard, do not include within TBA hours unsupervised activities such as attendance at plays and concerts. Apportionment may not be collected for such activities. Pursuant to section 55002(a)(2)(C), students must still be required to study independently outside of class time.
5. TBA hours may **not** be claimed for apportionment under the auspices of **individual student tutoring**.
6. An **instructor meets the minimum qualifications** or equivalency and is authorized to teach in the discipline in which the course is offered. (Cal. Code Regs., tit. 5, §§ 55002(a)(4), 55002(b)(4), 58050(a)(7).)1
7. **All students enrolled in a course with TBA hours must be required to fulfill the hours and other conditions for TBA**. Make sure that all **student participation is documented**. Students may demonstrate that they fulfilled their regularly scheduled TBA responsibilities by signing in and out every time they come to the lab or learning assistance center in a manner that documents the days, times, and the number of TBA hours fulfilled. An electronic system may be used to document regular attendance and fulfillment of the individual TBA schedule. (§§ 58000, 58020, 58030.)