



1900 Pico Boulevard Santa Monica, CA 90405
310.434.4611

Curriculum Committee Minutes

Wednesday, March 3, 2021, 3:00 p.m.

Zoom Meeting

Members Present:

Dana Nasser, <i>Chair</i>	Aurélie Chevant-Aksoy	Jennifer Merlic	Brandon Reilly
Jason Beardsley, <i>Vice Chair</i>	Sheila Cordova	Jacqueline Monge	Scott Silverman
Brenda Antrim	Guido Davis Del Piccolo	Estela Narrie	Briana Simmons
Fariba Bolandhemat	Sharlene Joachim	Quyen Phung	Esau Tovar
Susan Caggiano	Emin Menachekanian	Patricia Ramos	Audra Wells

Members Absent:

Yvonne Ortega	Lydia Strong	Kelsey Molle (A.S.)
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Others Present:

Rachel Demski	Walter Meyer	Perviz Sawoski	Howard Stahl
Gillian Grebler	Brenda Rothaupt	Vicky Seno	Sal Veas
Jon Michael Huls			

(Information items are listed numerically; action items are listed alphabetically)

I. Call to Order and Approval of Agenda

The meeting was called to order at 3:03 pm. Motion to approve the agenda with revision to remove MUSIC 27 (VII. g.) and HIST 47 (VII. t.) from consideration on this agenda.

Motion made by: Jason Beardsley; **Seconded by:** Estela Narrie

The motion passed unanimously.

II. Public Comments

None

III. Announcements

None

IV. Approval of Minutes

Motion to approve the minutes of February 24 with no revisions.

Motion made by: Susan Caggiano; **Seconded by:** Scott Silverman

The motion passed unanimously.

V. Chair's Report

The Chair announced that Garen Baghdasarian would no longer be serving on the Committee. She thanked him for his dedication to the Committee and years of service. Yvonne Ortega will be serving in his place. Many thanks to Yvonne for joining the Committee.

She recognized the committee members for their continued service during these challenging times.

VI. Information Items

1. Redesign of the Student Experience

(Non-Substantial Changes: SLO Updates)

2. HIST 12 The United States History Since Reconstruction
3. LIBR 1 Library Research Methods

VII. Action Items

(Courses: New)

- a. BUS 34C Digital Marketing Analytics
Motion to approve BUS 34C with revision to catalog description to spell out “ROI” (“return on investment.”)
Motion made by: Susan Caggiano; **Seconded by:** Audra Wells
The motion passed unanimously.
- b. CIS 30T Tableau Desktop Essentials
Motion to approve CIS 30T as a block with CS 79X (VII. c.), CS 82A (VII. d.), CS 82B (VII. e.), CS 82C (VII. f.) with revision to proposed start date for CS 82A, CS 82B, and CS 82C from Fall 2021 to Winter 2022 due to UC transfer approval timelines.
Motion made by: Estela Narrie; **Seconded by:** Audra Wells
The motion passed unanimously.
- c. CS 79X Data Science on Azure (Skills Advisory: CS 79A)
Passed as a block with CIS 30T (VII. b.)

Motion to approve CS 79X skills advisory of CS 79A with no revisions.
Motion made by: Fariba Bolandhemat; **Seconded by:** Estela Narrie
The motion passed unanimously.
- d. CS 82A Introduction to Data Science
Passed as a block with CIS 30T (VII. b.)
- e. CS 82B Principles of Data Science (Skills Advisory: CS 82A)
Passed as a block with CIS 30T (VII. b.)

Motion to approve CS 82B skills advisory of CS 82A with no revisions.
Motion made by: Fariba Bolandhemat; **Seconded by:** Audra Wells
The motion passed unanimously.
- f. CS 82C R Programming (Skills Advisory: CS 82A)
Passed as a block with CIS 30T (VII. b.)

Motion to approve CS 82C skills advisory of CS 82A with no revisions.
Motion made by: Sharlene Joachim; **Seconded by:** Estela Narrie
The motion passed unanimously.
- ~~g. MUSIC 27 Music for Early Childhood Education~~
- h. TH ART 48A Introduction to Acting Shakespeare
Motion to approve TH ART 48A with revisions to course description, third course objective (change “Develop a thorough” to “Develop a fundamental”), and change of proposed start date from Fall 2021 to Fall 2022, due to UC transfer, IGETC, and CSUGE approval timelines.
Motion made by: Jason Beardsley; **Seconded by:** Susan Caggiano
The motion passed unanimously.

(Courses: Substantial Change)

- i. AHIS 71 African American Art History (updated: course description, SLOs, course objectives, course

content, methods of presentation, methods of evaluation, textbooks, assignments)

Motion to approve changes to AHIS 71 with no additional revisions.

Motion made by: Sharlene Joachim; **Seconded by:** Briana Simmons

The motion passed unanimously.

(Courses: Distance Education)

- j. AHIS 71 African American Art History
Motion to approve distance education for AHIS 71 with no revisions.
Motion made by: Estela Narrie; **Seconded by:** Aurélie Chevante-Aksoy
The motion passed unanimously.
- k. BUS 34C Digital Marketing Analytics
Motion to approve distance education for BUS 34C with no revisions.
Motion made by: Susan Caggiano; **Seconded by:** Guido Davis Del Piccolo
The motion passed unanimously.
- l. CIS 30T Tableau Desktop Essentials
Motion to approve distance education for CIS 30T as a block with CS 79X (VII. m.), CS 82A (VII. n.), CS 82B (VII. o.), and CS 82C (VII. p.) with revision to “Instructor’s Technical Qualifications” for CS 79X, CS 82A, and CS 82B to remove language referring to faculty training (instead copy language from CIS 30T/CS 82C.)
Motion made by: Susan Caggiano; **Seconded by:** Fariba Bolandhemat
The motion passed unanimously.
- m. CS 79X Data Science on Azure
Passed as a block with CIS 30T (VII. l.)
- n. CS 82A Introduction to Data Science
Passed as a block with CIS 30T (VII. l.)
- o. CS 82B Principles of Data Science
Passed as a block with CIS 30T (VII. l.)
- p. CS 82C R Programming
Passed as a block with CIS 30T (VII. l.)
- q. SST 905 Organics Recycling
Motion to approve distance education for SST 905 with no revisions.
Motion made by: Audra Wells; **Seconded by:** Aurélie Chevante-Aksoy
The motion passed unanimously.

(Courses: Global Citizenship)

- r. AHIS 2 Western Art History II
Motion to approve Global Citizenship for AHIS 2 with no revisions.
Motion made by: Briana Simmons; **Seconded by:** Audra Wells
The motion passed unanimously.
- s. AHIS 71 African American Art History
Motion to approve Global Citizenship for AHIS 71 with revision to add course objective of: “Demonstrate an understanding that African American Art is almost always in dialog with other cultures/paradigms by discussing examples of this relationship.”
Motion made by: Estela Narrie; **Seconded by:** Susan Caggiano
The motion passed with the following vote: Y: 17; N: 1 (Guido Davis Del Piccolo); A: 0

(Courses: Deactivation)

- t. ~~HIST 47 The Practice of History~~

(Programs: New)

- u. Data Analyst Department Certificate
Motion to table the Data Analyst Department Certificate based on feedback from the committee, recommending changing the program type to Certificate of Achievement.
Motion made by: Estela Narrie; **Seconded by:** Sheila Cordova
The motion passed unanimously.
- v. Data Science Certificate of Achievement
Motion to approve Data Science Certificate of Achievement with no revisions.
Motion made by: Jason Beardsley; **Seconded by:** Fariba Bolandhemat
The motion passed unanimously.

(Programs: Revisions)

- w. Computer Business Applications AS/Certificate of Achievement
 - Replace CIS 67 with BUS 34A in “Track 1: Social Media Specialist”; no change to unitsMotion to approve changes to Computer Business Applications AS/Certificate of Achievement with no additional revisions.
Motion made by: Sheila Cordova; **Seconded by:** Audra Wells
The motion passed unanimously.
- x. Early Intervention/Special Education Assistant AS/Certificate of Achievement
 - Rename of program (was “Early Intervention Assistant”)
 - Update to program description and Program Learning Outcomes languageMotion to approve changes to Early Intervention/Specialist Education Assistant AS/Certificate of Achievement with no additional revisions.
Motion made by: Fariba Bolandhemat; **Seconded by:** Audra Wells
The motion passed unanimously.
- y. Social Media Assistant Certificate of Achievement
 - Remove CIS 51; add DMPOST 3 or MEDIA 20; no change to unitsMotion to approve changes to Social Media Assistant Certificate of Achievement with no additional revisions.
Motion made by: Fariba Bolandhemat; **Seconded by:** Aurélie Chevant-Aksoy
The motion passed unanimously.
- z. Changes to degrees and certificates as a result of courses considered on this agenda
 - BUS 34C will be included in the forthcoming Digital Marketing Certificate of Achievement
 - CIS 30T will be a required course for the Data Science Certificate of Achievement
 - CS 79X will be an elective course for the Data Science Certificate of Achievement
 - CS 82A will be a required course for the Data Science Certificate of Achievement
 - CS 82B will be a required course for the Data Science Certificate of Achievement
 - CS 82C will be an elective course for the Data Science Certificate of Achievement
 - TH ART 48A will be added to the Theatre AA degreeMotion to approve the changes to degrees and certificates listed above as a result of courses considered on this agenda.
Motion made by: Estela Narrie; **Seconded by:** Aurélie Chevant-Aksoy
The motion passed unanimously.

VIII. New Business

- Guided Pathway Program Map Approval Process Proposal (*see pages 6-9*)
Presented by Jason Beardsley, Audra Wells, and Guido Davis Del Piccolo

Maps are about looking at Curriculum through the student experience lens.

In addition to having a document that’s helpful for our current and prospective students, as well as

counselors and faculty, a big part has been the meaningful collaborations – when we're mapping programs, it brings up a lot of great conversations. For counseling faculty, it was very helpful to have those conversations about how to advise students, to really look at the sequencing of courses.

Many programs have put through changes, as a result of those mapping days, through viewing their programs through a new lens – seeing it through the student experience.

It's important to figure out the logistics, to make mapping an integral part of the approval process. Additionally, can we offer trainings for faculty who may not have been a part of the original mapping days, and raise awareness across the campus, so maps are a topic being discussed in departments, even before a new course or program is entered into META.

IX. Old Business

None

X. Adjournment

Motion to adjourn the meeting at 5:07 pm

Motion made by: Jason Beardsley; **Seconded by:** Jennifer Merlic

The motion passed unanimously.

Overview of “Program Mapping Process” moving forward:

An embedded process is necessary going forward to ensure proposed program maps for new and revised programs are created and vetted prior to the program and/or new courses coming to the Curriculum Committee for vote. Alignment of the curriculum approval process for new and revised maps and programs will ensure that program maps remain current and accurate, and that the program map (and, thus, the student perspective) be considered at the time of curriculum development. Ideally, the new or revised Program map will accompany new courses or programs when they go to the Curriculum Committee for vote.

Proposed Process:

To ensure a coordinated approach, the Counseling Department Curriculum Committee Representative will be notified via META upon “Launch” of a new proposal in the following Approval Workflows:

- Course: NEW or Reinstatement
- Course: SUBSTANTIAL Change
- Program: New Degree/Certificate
- Program: NON-Substantial Change
- Program: SUBSTANTIAL Change

Using an electronic form, the following questions will be asked of the Originator and Sponsoring Department(s) Curriculum Rep(s) and Chair(s):

COURSES:

New Course:

- Does this new course replace any “Program Requirement (PR)” or “Restricted Elective (RE)” currently on any program map?
 - If yes, program map revisions are to be created in consultation with the Counseling Department Curriculum Representative and are to be considered for approval simultaneously with the new course.
- Does this new course need to be added as a PR or RE to any program map?
 - If yes, program map revisions are to be created in consultation with the Counseling Department Curriculum Representative and are to be considered for approval simultaneously with the new course.

Course (Substantial) Revision (units, hours, requisite):

- Does this substantial revision impact any program map?
 - If yes, program map revisions are to be created in consultation with the Counseling Department Curriculum Representative and are to be considered for approval simultaneously with the course revision.

If the answer to any of the above questions is “YES”, the New or Revised Course proposal will be placed on the Curriculum Committee’s agenda for approval only when accompanied by any appropriate program map(s).

PROGRAMS:

To ensure the smoothest approach, the Counseling Department Curriculum Committee Representative should be contacted as early as possible in the construction of program or program revisions (even before “Launch” in META).

New Program (16+ units or requires multiple semesters):

- A new program map must be created in consultation with the Counseling Department Curriculum Representative

Program Revision:

- A revised program map must be created in consultation with the Counseling Department Curriculum Representative

The New or Revised Program proposal will be placed on the Curriculum Committee’s agenda for approval only when accompanied by any appropriate program map(s).

In all instances (course or program), any resulting program map will become “active” only when the courses and/or programs are officially made “active” in META. Therefore, the Counseling Department Curriculum Committee Representative is to be notified regarding Chancellor’s Office approval decisions.

Guiding Principles for Program Maps

What are Program Maps?

Programs maps are intended to give students a framework for a specific course of study, if they are unsure where to begin, or if they have not yet begun their studies and are exploring options. Program maps allow students to compare different programs and have a transparent understanding of requirements.

Program maps for AA/AS/ADT/Transfer/Certificate of Achievement (CoA) outline the sequence of courses that a student should take, including general education and/or transfer major requirements (if applicable). Maps provide the student valuable information with which to begin a conversation with a Counselor.

Each Associate degree and/or Certificate of Achievement has been mapped as a result of the collaborative work that took place at multiple mapping days. These “mapping teams” were comprised of Discipline faculty, Counseling faculty, Curriculum representatives and students. The maps were organized into Areas of Interest and each map was vetted by a 2-member Counselor Vetting Team. Final maps were vetted by the Redesign Team and Counseling Mapping Lead, in consultation with appropriate faculty and Department Chairs, and approved by each Department.

Guiding Principles of Maps:

- Maps are not educational plans (which are tailored to individual student goals, needs and unique circumstances). Maps are intended as the most time efficient guideline for a specific program and used in the educational planning process with Counselors.
- General Education (GE) courses and Restricted Electives (RE) have remained “wide open” in most cases to allow for choice. In some cases, when discipline faculty (or articulation agreements) suggest specific RE’s, those will be noted in the Comments/Notes column (L).
- There are disclaimers on all published maps indicating that there may be a better path for a particular students’ goals, thus emphasizing the importance of creating a customized Educational Plan with the assistance of a Counselor.
- Typically, 2 courses per semester have been noted as being “appropriate” for intersession. Many times, we have designated GE courses as appropriate for intersession. If Program Requirements (PR’s) have been noted as “appropriate for intersession”, they have been confirmed by discipline faculty as being consistently offered during short sessions and recommended in a short-term format.

- Typically, an SMC Associate degree was mapped using the SMC local GE pattern. In some cases, IGETC or CSU GE was used based on the goals of most of our students for that major. That is, the map leads the student towards completion of an Associate degree and/or Certificate of Achievement as well as transfer requirements for that program/major.
- In some cases, but not all, Career Education (CE) Programs that offer an Associate degree and CoA were included on the same map and the CoA was prioritized in the first 1-3 semesters as appropriate. This demonstrates reasonably efficient opportunity to “scale up” to degree completion and/or transfer (if applicable). There are a few cases when separate maps were developed for CoA’s and degrees. These were decided upon by discipline faculty and the mapping team.
- Official posted advisories and pre-requisites are included on all Program maps, and those advisories and pre-requisites were added to the 2-year map accordingly.
- Sequencing of courses for the part-time student is an important aspect of published maps. The PR’s and RE’s are sequenced in EACH semester as to prioritize which courses should be taken first SHOULD a student complete their studies at a slower/part-time pace.
- Gateway courses are noted on each map and exist in the first 1-2 semesters for each Program. These are courses that introduce the field of study for students who are deciding on their major.

Assumptions of Maps:

- Eligibility of ENGLISH 1 and MATH 21/54/2. Support courses were NOT included; therefore, course advisement will adjust given these unique student needs.
- No enrollment in intersessions.
- No outside credits earned.
- Completion of the IGETC UC foreign language requirement in high school.
- Eligibility to enroll in foreign language level 2 for the major in a foreign language.