



1900 Pico Boulevard
Santa Monica, CA 90405
310.434.4611

Curriculum Committee Minutes

Wednesday, September 16, 2020, 3:00 p.m.

Zoom Meeting

Members Present:

Dana Nasser, <i>Chair</i>	Susan Caggiano	Jamar London	Brandon Reilly
Jason Beardsley, <i>Vice Chair</i>	Aurélie Chevart-Aksoy	Emin Menachekanian	Briana Simmons
Brenda Antrim	Sheila Cordova	Jennifer Merlic	Lydia Strong
Garen Baghdasarian	Guido Davis Del Piccolo	Jacqueline Monge	Esau Tovar
Fariba Bolandhemat	Sharlene Joachim	Estela Narrie	Audra Wells
Dione Carter	Sasha King		

Members Absent:

None

Others Present:

Jamey Anderson	Rachel Demski	Christyanne Melendez	Sehat Nauli
Christopher Badger	Josephine Hao	Walter Meyer	Debbie Perret
Ciaran Brewster	Liz Koenig	Eric Minzenberg	Christine Schultz
Victoria Charles	Stephanie Lewis	Pete Morris	Alex Tower
Lisa Collins	Jing Liu	Peter Morse	

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

All Distance Education Applications (emergency and fully online) on this agenda are being reviewed for recommendation, however each discipline’s DE applications will be represented by a “Representative DE Application(s)” attached to the agenda (indicated in bold, with an associated page number.) All other Distance Education applications listed are available for review in [META](#).

I. Call to Order and Approval of Agenda

The meeting was called to order at 3:02 pm. Motion to approve the agenda with revision to move COSM 50R from “Courses: Approved for Online Delivery in an Emergency Context Only” to “Courses: Distance Education” (fully online).

Motion made by: Brandon Reilly; **Seconded by:** Susan Caggiano

The motion passed unanimously. *(Sasha King, Jamar London, and Estela Narrie not present for vote.)*

II. Public Comments

None

III. Announcements

None

IV. Approval of Minutes

Motion to approve the minutes of September 2 with no revisions.

Motion made by: Audra Wells; **Seconded by:** Guido Davis Del Piccolo

The motion passed unanimously. *(Jamar London not present for vote)*

V. Chair’s Report

The Chair thanked the Curriculum Representatives for their hard work and commitment with all the DE

applications.

She reviewed how when we converted to META, the proposals require that we complete the SAM and TOP Codes for each course proposal for it to launch through the system. If faculty have questions about the codes, she encouraged them to check with their Chairs. Entering the codes incorrectly can have negative consequences.

Due to the number of proposals being submitted, the Chair asked that comments regarding proposals be sent to the Tech Review Team via email rather than being made solely in the Comments section in META.

She reviewed the DE approval process generally and distinguished the "For emergency only" and "fully online" requests.

VI. Information Items

1. Redesign of the Student Experience
Update provided by Jennifer Merlic - DPAC has evolved how they're working as a committee and decided last year the planning was happening too late for implementation (plans were developed in fall of the year of the plan.) Last year, DPAC made two years worth of plans (current year, and next year's) so going forward planning will happen in the year prior to allow plenty of time to meet goals and implementations. This year, five of the plans are related to the Redesign so a lot of progress is being made on planning efforts.

(Non-Substantial Changes)

2. ANTHRO 5 Physical Anthropology with Lab
3. ANTHRO 9 Paleoanthropology
4. ANTHRO 10 Forensic Anthropology
5. ANTHRO 19 The Culture of Food
6. ART 13 3D Design
7. ART 34A New Genres
8. BIOL 3 Fundamentals of Biology
9. COSM 50C Written Preparation for State Board Exam
10. ESL 902 English as a Second Language Level 2
11. ESL 903 English as a Second Language Level 3
12. ESL 904 English as a Second Language Level 4
13. ESL 905 English as a Second Language Level 5
14. ESL 906 English as a Second Language Level 6
15. GEOG 5 Physical Geography with Lab
16. GEOL 3 Introduction to Environmental Geology
17. GEOL 5 Historical Geology with Lab
18. GIS 25 Introduction to Cartography
19. GLOBAL 10 Global Issues
20. HIST 3 British Civilization I
21. POL SC 21 Race, Ethnicity, and the Politics of Difference
22. ZOOL 5 Introductory Zoology

VII. Action Items

(Courses: Substantial Change)

- a. IARC 53 Production Design for Film and TV 1 (formerly INTARC 37, changed: Course Name, Advisory: ARC 11 (was INTARC 28A), Textbooks, Course Objectives, Methods of Presentation, Course Content, Methods of Evaluation, Sample Assignments, SLOs)
Motion to approve changes to IARC 53 and IARC 63 (VII. b.) as a block, with additional revision to IARC 53 to change Methods of Evaluation: "Final Project" 40% reduced to 30%, and addition of 10% Research/Analysis; no additional revisions to IARC 63.
Motion made by: Jason Beardsley; **Seconded by:** Sharlene Joachim
The motion passed unanimously. (*Jamar London not present for vote*)

- b. IARC 63 Production Design for Film and TV 2 (formerly INTARC 52; changed: Course Name, Hours (no change to units), Advisory: ARC 11 or IARC 53 (was INTARC 28A or INTARC 37), Catalog Description, Textbooks, Course Objectives, Methods of Presentation, Course Content, Lab Content, Sample Assignments, SLOs)
Passed as a block with IARC 53 (VII. a.)

(Courses: Distance Education)

- c. ANTHRO 5 Physical Anthropology with Lab
- d. **ANTHRO 9 Paleoanthropology (Representative DE Application)**
- e. ANTHRO 10 Forensic Anthropology
- f. **ANTHRO 19 The Culture of Food (Representative DE Application)**
Motion to approve distance education for: ANTHRO 5 (VII. c.), ANTHRO 9 (VII. d.), ANTHRO 10 (VII. e.), and ANTHRO 19 (VII. f.) as a block, with revision to change “Canvas” to “LMS (ex: Canvas)”.
Motion made by: Jason Beardsley; **Seconded by:** Susan Caggiano
The motion passed unanimously. (*Jamar London not present for vote.*)
- g. **ART 13 3D Design (Representative DE Application)**
- h. ART 34A New Genres
Motion to approve distance education for: ART 13 (VII. g.) and ART 34A (VII. h.) as a block with no revisions.
Motion made by: Jacqueline Monge; **Seconded by:** Aurélie Chevant-Aksoy
The motion passed unanimously.
- i. **COSM 50C Written Preparation for State Board Exam (Representative DE Application)**
- j. COSM 50E Written Preparation for Esthetician State Board Exam
- k. COSM 50N Written Preparation for Nail Care State Board Exam
- l. COSM 50R Written Preparation for Barbering State Board Exam
Motion to approve distance education for: COSM 50C (VII. i.), COSM 50E (VII. j.), COSM 50N (VII. k.), and COSM 50R (VII. l.) as a block with no revisions.
Motion made by: Jacqueline Monge; **Seconded by:** Dione Carter
The motion passed unanimously.
- m. **COUNS 1 Developing Learning Skills (Representative DE Application)**
Motion to approve distance education for COUNS 1 with no revisions.
Motion made by: Estela Narrie; **Seconded by:** Sharlene Joachim
The motion passed unanimously.
- n. **ESL 902 English as a Second Language Level 2 (Representative DE Application)**
- o. ESL 903 English as a Second Language Level 3
- p. ESL 904 English as a Second Language Level 4
- q. ESL 905 English as a Second Language Level 5
- r. ESL 906 English as a Second Language Level 6
- s. ESL 911 Beginning Listening and Speaking
- t. ESL 913 Intermediate Listening and Speaking
- u. ESL 915 Advanced Listening and Speaking
- v. ESL 961 Beginning Reading and Writing
- w. ESL 963 Intermediate Reading and Writing
- x. ESL 965 Advanced Reading and Writing
- y. ESL 971 Beginning ESL Vocabulary
- z. ESL 973 Intermediate ESL Vocabulary
- aa. ESL 975 Advanced ESL Vocabulary
- bb. ESL 994 ESL for College and Career Pathways-Introduction
- cc. ESL 995 ESL for College and Career Pathways-Effective Communication
Motion to approve distance education for: ESL 902 (VII. n.), ESL 903 (VII. o.), ESL 904 (VII. p.), ESL 905 (VII. q.), ESL 906 (VII. r.), ESL 911 (VII. s.), ESL 913 (VII. t.), ESL 915 (VII. u.), ESL 961 (VII. v.), ESL 963 (VII. w.), ESL 965 (VII. x.), ESL 971 (VII. y.), ESL 973 (VII. z.), ESL 975 (VII. ss.), ESL 994 (VII. bb.), and ESL 995 (VII. cc.) as a block with no revisions.

Motion made by: Dione Carter; **Seconded by:** Audra Wells
The motion passed unanimously. (*Guido Davis Del Piccolo not present for vote.*)

- dd. GEOG 5 Physical Geography with Lab (Representative DE Application)**
Motion to approve distance education for: GEOG 5 and GIS 25 (VII. gg.) as a block with no revisions.
Motion made by: Estela Narrie; **Seconded by:** Jacqueline Monge
The motion passed unanimously. (*Guido Davis Del Piccolo not present for vote.*)
- ee. GEOL 3 Introduction to Environmental Geology (Representative DE Application)**
Motion to approve distance education for: GEOL 3 and GEOL 5 (VII. ff.) as a block, with no revisions to GEOL 3, and revision to add lab manual to "Appropriate Textbooks" for GEOL 5.
Motion made by: Estela Narrie; **Seconded by:** Sharlene Joachim
The motion passed unanimously.
- ff. GEOL 5 Historical Geology with Lab (Representative DE Application)**
Passed as a block with GEOL 3 (VII. ee.)
- gg. GIS 25 Introduction to Cartography (same as GEOG 25) (Representative DE Application)**
Passed as a block with GEOG 5 (VII. dd.)
- hh. GLOBAL 10 Global Issues (Representative DE Application)**
Motion to approve distance education for: GLOBAL 10 and POL SC 21 (VII. kk.) as a block with no revisions to GLOBAL 10, and revision to fix POL SC 21 DE assessments in META.
Motion made by: Estela Narrie; **Seconded by:** Audra Wells
The motion passed unanimously. (*Jamar London not present for vote*)
- ii. IARC 53 Production Design for Film and TV 1 (Representative DE Application)**
jj. IARC 63 Production Design for Film and TV 2
Motion to approve distance education for: IARC 53 (VII. ii.) and IARC 63 (VII. jj.) as a block with no revisions.
Motion made by: Esau Tovar; **Seconded by:** Jason Beardsley
The motion passed unanimously.
- kk. POL SC 21 Race, Ethnicity, and the Politics of Difference (Representative DE Application)**
Passed as a block with GLOBAL 10 (VII. hh.)
- ll. RRM 1 Introduction to Recycling Resource Management (Representative DE Application)**
mm. RRM 2 Culture and Zero Waste
Motion to approve distance education for: RRM 1 (VII. ll.) and RRM 2 (VII. mm.) as a block with no revisions.
Motion made by: Dione Carter; **Seconded by:** Aurélie Chevant-Aksoy
The motion passed unanimously.

(Courses: Online Delivery in an Emergency Context Only)

- nn. BIOL 3 Fundamentals of Biology (Representative DE Application)**
Motion to approve distance education for: BIOL 3 with no revisions.
Motion made by: Audra Wells; **Seconded by:** Susan Caggiano
The motion passed unanimously. (*Guido Davis Del Piccolo not present for vote.*)
- oo. CHEM 10 Introductory General Chemistry (Representative DE Application)**
pp. CHEM 11 General Chemistry I (Representative DE Application)
qq. CHEM 12 General Chemistry II
rr. CHEM 19 Fundamentals of General, Organic, and Biological Chemistry (Representative DE Application)
ss. CHEM 22 Organic Chemistry II (Representative DE Application)
tt. CHEM 24 Organic Chemistry II Laboratory
Motion to approve distance education for: CHEM 10 (VII. oo.), CHEM 11 (VII. pp.), CHEM 12 (VII. qq.), CHEM 19 (VII. rr.), CHEM 22 (VII. ss.), and CHEM 24 (VII. tt.) as a block with revision to add lab

manuals, if needed, to any course(s) with lab.

Motion made by: Jennifer Merlic; **Seconded by:** Susan Caggiano

The motion passed unanimously. (*Guido Davis Del Piccolo not present for vote.*)

uu. COSM 50B Practical Preparation for State Board Exam (Representative DE Application)

Motion to approve distance education for: COSM 50B with no revisions.

Motion made by: Jacqueline Monge; **Seconded by:** Esau Tovar

The motion passed unanimously.

vv. COUNS 41H (Representative DE Application)

ww. COUNS 52 Textbook/Memory Strategies (Representative DE Application)

xx. COUNS 921 (Representative DE Application)

Motion to approve distance education for: COUNS 41H (VII. vv.), COUNS 52 (VII. ww.), and COUNS 921 (VII. xx.) as a block with no revisions.

Motion made by: Dione Carter; **Seconded by:** Jacqueline Monge

The motion passed unanimously.

yy. ENGR 1 Introduction to Engineering (Representative DE Application)

zz. ENGR 11 Engineering Graphics and Design

aaa. ENGR 12 Statics

Motion to approve distance education for: ENGR 1 (VII. yy.), ENGR 11 (VII. zz.), and ENGR 12 (VII. aaa.) as a block to add lab manuals, if needed, to any course(s) with lab.

Motion made by: Susan Caggiano; **Seconded by:** Estela Narrie

The motion passed unanimously. (*Guido Davis Del Piccolo not present for vote.*)

bbb. PHYSCS 6 General Physics 1 with Lab (Representative DE Application)

ccc. PHYSCS 7 General Physics 2 with Lab

ddd. PHYSCS 8 Calculus-based General Physics 1 with Lab

eee. PHYSCS 9 Calculus-based General Physics 2 with Lab

fff. PHYSCS 12 Introductory Physics Non-Lab (Representative DE Application)

ggg. PHYSCS 14 Introductory Physics with Lab

hhh. PHYSCS 21 Mechanics with Lab

iii. PHYSCS 22 Electricity and Magnetism with Lab

jjj. PHYSCS 23 Fluids, Waves, Thermodynamics, Optics with Lab

kkk. PHYSCS 24 Modern Physics with Lab

Motion to approve distance education for: PHYSCS 6 (VII. bbb.), PHYSCS 7 (VII. ccc.), PHYSCS 8 (VII. ddd.), PHYSCS 9 (VII. eee.), PHYSCS 12 (VII. fff.), PHYSCS 14 (VII. ggg.), PHYSCS 21 (VII.

hhh.), PHYSCS 22 (VII. iii.), PHYSCS 23 (VII. jjj.), and PHYSCS 24 (VII. kkk.) as a block with revision to add lab manuals, if needed, to any course(s) with lab.

Motion made by: Dione Carter; **Seconded by:** Aurélie Chevant-Aksoy

The motion passed unanimously. (*Guido Davis Del Piccolo not present for vote.*)

III. ZOOL 5 Introductory Zoology (Representative DE Application)

Motion to approve distance education for: ZOOL 5 with no revisions.

Motion made by: Estela Narrie; **Seconded by:** Jacqueline Monge

The motion passed unanimously. (*Guido Davis Del Piccolo not present for vote.*)

VIII. New Business

None

IX. Old Business

None

X. Adjournment

Motion to adjourn the meeting at 4:54 pm

Motion made by: Susan Caggiano; **Seconded by:** Jason Beardsley

The motion passed unanimously.