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Curriculum Committee Minutes

Wednesday, September 3, 2025, 3:00 p.m.
Drescher Hall, Loft (3rd Floor, Room 300-E)
Zoom (guests/members of the public)

Members Present:

Redelia Shaw, <i>Chair</i>	Susan Caggiano	Justice Isaacs	Scott Silverman
Dione Hodges, <i>Vice Chair</i>	Evelyn Chantani	Sharlene Joachim	Bobby Simmons
Lourdes Arévalo	Rachel Demski	Jesus Lopez	Briana Simmons
Jason Beardsley	Susan Fila	Walt Louie	Olivia Vallejo
Fariba Bolandhemat	Walker Griffy	Jacqueline Monge	Audra Wells
Walter Butler	Catherine Haradon	Kevin Roberts	

Members Absent

Aileen Huang Lydia Strong*

**Attended via Zoom – voting members of the committee unable to attend in-person may join as a guest on zoom but cannot move or vote on action items.*

Others Present:

Steven Sedky

(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 3:07 pm. Motion to approve the agenda with no revisions.

Motion made by: Kevin Roberts; **Seconded by:** Scott Silverman

The motion passed unanimously.

II. Public Comments

None

III. Announcements

None

IV. Approval of Minutes

Motion to approve the minutes of June 4, 2025 with corrections to VI. Information Items, 2. Cal-GETC Updates: Area 6: ETH ST 6 was denied; Area 4: POLS C1000 was approved (*POLS C1000 was originally denied due to a technical error which was corrected and approved.*)

Motion made by: Scott Silverman; **Seconded by:** Jason Beardsley

The motion passed with the following vote: Y 18; N 0; A 2 (Walker Griffy, Sharlene Joachim)

V. Chair's Report

Our goal is always quality curriculum and student success. This years priorities for curriculum includes: incorporation of IDEAAS throughout our curriculum, discussing a workflow for deactivating courses that are no longer offered, updates to Board Policies and Administrative Regulations governing curriculum, updating ADTs to reflect Cal-GETC and CCNs, discussing apportionment changes from the Chancellor's Office, and transitioning from TOP to CIP codes as TOP codes are scheduled to be retired Fall 2027.

VI. Information Items

1. Curriculum Information and Training

- Welcome new and continuing members!
 - Welcome to all our new (Lourdes Arévalo, Catherine Haradon, Justice Isaacs, and Walt Louie) and returning committee members!
- Common Course Numbering Faculty Lead
 - Our new Common Course Numbering faculty lead is Susan Caggiano, congratulations Susan!
 - This fall we'll be reviewing four additional courses from Phase II(A) from ECON and HIST
 - Phase II(B) and Phase III are due for implementation Fall 2027 – we'll want to finalize and approve II(B) and III in the Spring semester (60+ courses)
 - If your department has a course from an upcoming phase, start discussing with chairs now
 - Reach out to Susan if you have questions or need help
 - There will be a Phase IV (dates TBD), that will most likely include a revisiting of Phase I
 - An important part of submitting the CCNs is including "Part 2: Optional" language when available – during Phase I many CCNs were rejected for *only* including the template language; any sections in META where part 2 language is being used, indicate with an asterisk
- Curriculum Tech Review Team
 - The tech review team meets every other week to discuss curriculum and assemble agendas for the committee: Redelia Shaw (Chair), Dione Hodges (Vice Chair), Rachel Demski (Curriculum Specialist), and Olivia Vallejo (Articulation Officer)
- Curriculum Institute Recap
 - The Curriculum Institute had lots of information to be shared in future meetings.
- 2025-2026 Curriculum Timelines
 - Please review the curriculum [approval timelines for 2025-2026](#), and share with your departments for deadlines and implementation dates
 - Page 2 of the timelines document provides an overview of the entire curriculum workflow (including the META workflow, local approvals, and implementation details)
- Common Course Numbering Updates
 - Phase II(A) – effective Fall 2026: we'll be reviewing/approving the remaining Phase II(A) courses this Fall (ECON and HIST); the AHIS Phase II(A) courses were approved in Spring
 - Phase II(B) – effective Fall 2027: Phase II(B) templates are now available on the [Chancellor's Office website](#); if your department(s) are part of Phase II(B), start discussing with your chairs
 - ADT Updates: all our ADTs need to be updated to reflect the Cal-GETC and CCN details; Redelia is working with the impacted department chairs to get the ADTs updated
- Cal-GETC and State Updates
 - UC/Cal-GETC Updates: Olivia contacted departments who received approvals and denials, the AHIS CCN courses from Phase II(A) were approved for UC transfer and will be uploaded for Cal-GETC review and approval in December
 - Title 5 Updates: there are many updates coming to Title 5; as changes are made, we'll be discussing/announcing and making updates to curriculum (META), as needed
 - PCAH Updates: the 9th edition of the PCAH has not yet been released, however the Chancellor's Office announced the 9th edition will be an online "living" document. The [8th edition of the PCAH](#) is available on the curriculum website (under "Resources") and in the canvas shell.
- Deactivation of Courses
 - We'll be discussing/determining a workflow for deactivation of courses that haven't been offered

- META Updates
 - New Course Outline of Record Template/PDF: META has a new course outline of record template, which will appear in the system soon:

ENGL C1000 - Academic Reading and Writing (formerly ENGL 1)		Course Outline
Course Title: Academic Reading and Writing (formerly ENGL 1) Units: 3.00 Total Instructional Hours (usually 18 per unit): 54.00 Total Student Learning Hours: 162.00 Hours per week (full semester equivalent) in Lecture: 3.00 In-Class Lab: 0.00 Arranged: 0.00 Outside-of-Class Hours: 108.00 Date Submitted: September 2024 Date Updated: April 2025 C-ID: Transferability: CSU/UC: Transfers to CSU, UC Cal-GETC Area: 1A: English Composition SMC GE Area: 1A: English Composition IGETC Area: 1A: English Composition CSU GE Area: A2 - Written Communication Degree Applicability: Requisites Prerequisite(s): Placement as determined by the college's multiple measures assessment process Pre/Corequisite(s): NONE Corequisite(s): NONE Advisory(s): NONE		
I. Catalog Description In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of		

- Curriculum Committee Training

Overview of pages in the canvas shell providing details on the META proposal form, including information on how to incorporate IDEAAS when submitting curriculum. Another great resource is the [META User Guide](#), which provides details on reviewing and approving proposals, workflows, links to resources, frequently asked questions, course and program proposal requirements, search functions, and report types

VII. Action Items

None

VIII. New Business

None

IX. Old Business

None

X. Adjournment

Motion to adjourn the meeting at 4:36 pm.

Motion made by: Scott Silverman; **Seconded by:** Bobby Simmons

The motion passed unanimously.