



1900 Pico Boulevard Santa Monica, CA 90405
310.434.4611

Curriculum Committee Minutes

Wednesday, September 17, 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>	Evelyn Chantani	Bryan Hartanto (AS)	Scott Silverman
Dione Hodges, <i>Vice Chair</i>	Rachel Demski	Aileen Huang	Bobby Simmons
Lourdes Arévalo	Susan Fila	Sharlene Joachim	Briana Simmons
Fariba Bolandhemat	Walker Griffy	Walt Louie	Olivia Vallejo
Walter Butler	Catherine Haradon	Kevin Roberts	Audra Wells
Susan Caggiano			

Members Absent:

Jason Beardsley*	Jacqueline Monge*	Jesus Lopez*	Lydia Strong
Justice Isaacs			

**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:

Kristin Lui-Martinez	Jessica Rodriguez	Steven Sedky	Howard Stahl
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(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 3:06 pm. Motion to approve the agenda with no revisions.

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

The motion passed unanimously.

II. Public Comments

None

III. Announcements

None

IV. Approval of Minutes

Motion to approve the minutes of September 3, 2025 with no revisions.

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

The motion passed unanimously.

V. Chair's Report

Welcome to our new member – Bryan Hartanto, the A.S. Director of Instructional Support who will be serving as a student representative on the Curriculum Committee. Welcome Bryan!

VI. Information Items

1. Common Course Numbering (CCN) Updates

A survey link from ASCCC for Phase III has been posted to the Canvas shell. The Chancellor's Office and ASCCC co-hosted a webinar last week – a major update is UC plans to allow submission to Cal-GETC first. Usually, UC requires review/approval prior to Cal-GETC submission, however, Phase I allowed Cal-GETC approval first, and the plan is to also allow it for Phases II and III. All impacted departments (Phase IIB and III) are highly encouraged to submit templates as soon as possible.

2. Board Policy and Administrative Regulations

We'll need to work on updating the board policies (BP) and administrative regulations (AR) that govern curriculum, including needed updates to the BP 4020 and AR 5360 covering hours and units.

3. Course Deactivations

There was a question regarding the reasoning for course deactivations – part of the PCAH states courses we list in our catalog are offered at least once every two years. Additionally, we want to ensure the courses (and programs) we advertise to students are actually available to them for enrollment.

We've pulled a list of courses that haven't been scheduled (not necessarily low/non-enrolled) in the last 3-5 years (approximately 400+ courses.) These lists will be shared by Academic Affairs with the department chairs. This will be an ongoing discussion between Academic Affairs, the Curriculum Committee, and department chairs.

Course deactivation is not permanent – if a course is deactivated and later would like to be offered again, it can be submitted for reactivation.

4. Curriculum Highlight: Hours and Units

This year we'll be doing a series of in-depth trainings/discussions/Q&A on the various sections of the course online of record. The first topic is hours and units. Please see the [Zoom recording of the presentation](#), as well as the PowerPoint (pages 4-29)

VII. Action Items

(Consent Agenda: Program Maps)

- a. Introduction to Engineering Certificate of Achievement Program Map
- b. Engineering Electrical UC Transfer Program Map
- c. Engineering Mech/Civil/Aero UC Transfer Program Map

Motion to approve the consent agenda of program maps with no revisions.

Motion made by: Walker Griffy; **Seconded by:** Susan Caggiano

The motion passed unanimously.

(Courses: New)

- d. FILM 4 History of World Cinema

Motion to approve FILM 4 with no revisions.

Motion made by: Scott Silverman; **Seconded by:** Aileen Huang

The motion passed unanimously.

(Courses: Global Citizenship)

- e. FILM 4 History of World Cinema

Motion to approve Global Citizenship for FILM 4 with no revisions.

Motion made by: Walker Griffy; **Seconded by:** Audra Wells

The motion passed unanimously.

(Courses: Distance Education)

- f. FILM 4 History of World Cinema

Motion to approve distance education for FILM 4 with revision to 5. Student Support Services to add language "...and a variety of other student support services."

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

The motion passed unanimously.

(Courses: Substantial Changes)

g. CS 3 Introduction to Computer Systems

- Changed: course content, methods of presentation, methods of evaluation, textbooks, sample assignments

Motion to approve changes to CS 3 with no additional revisions.

Motion made by: Susan Caggiano; **Seconded by:** Bobby Simmons

The motion passed unanimously.

h. MEDIA 11 Introduction to Electronic Media

- Changed: course name (was "Introduction to Broadcasting"), course description, SLOs, course objectives, course content, methods of presentation, methods of evaluation, textbooks, sample assignments

MEDIA 11 tabled for additional revisions to further include information about AI, deep-fakes, misinformation, and incorporation of IDEAA in the course objectives and course content.

(Programs: Revisions)

i. Changes to degrees, certificates, and program maps as a result of courses considered on this agenda

Motion to approve to changes to degrees, certificates, and program maps as a result of courses considered on this agenda

- FILM 4 will be added as an "or" option to FILM 2 for the Film Studies AA and Film Production AS/Certificate of Achievement

Motion made by: Sharlene Joachim; **Seconded by:** Scott Silverman

The motion passed unanimously.

VIII. New Business

None

IX. Old Business

None

X. Adjournment

Motion to adjourn the meeting at 5:01 pm.

Motion made by: Scott Silverman; **Seconded by:** Aileen Huang

The motion passed unanimously.

Curriculum Highlight: Units & Hours



Santa Monica College

Course Outline for MATHEMATICS 7, Calculus 1

Course Title: Calculus 1

Total Instructional Hours (usually 18 per unit):

90.00

Total Student Learning Hours:

270.00

Hours per week (full semester equivalent) in Lecture:

5.00

In-Class Lab:

0.00

Arranged:

0.00

Outside-of-Class Hours

180.00

Units: 5.00

Date Submitted: November 2021

Date Updated: May 2022

C-ID: MATH 211

Transferability: Transfers to CSU

Transfers to UC

Cal-GETC Area: NONE

Why does this matter?

- Units of credit are the basis for courses, programs, and degrees
 - Understanding hours and units makes course design more transparent
 - 10+1!
 - Current issues related to hours and units
- 

Whence hours and units?

- Code of Federal Regulations “CFR” Title 34 600.2
- California Code of Regulations “Title 5”
§§55002-55002.5
 - Chancellor’s Program and Course Approval Handbook (PCAH)
 - Local Board Policies and Administrative Regulations

Cal. Code Regs. tit. 5 § 55002

“Title 5”

(a)(2)(B) Units. The course grants units of credit in a manner consistent with the provisions of section 55002.5. The course outline of record shall record the total number of hours in each instructional category specified in governing board policy, the total number of expected outside-of-class hours, and the total student learning hours used to calculate the award of credit.



“Instructional categories”

Santa Monica College

Course Outline for MATHEMATICS 7, Calculus 1

Course Title: Calculus 1

Units: 5.00

Total Instructional Hours (usually 18 per unit). 90.00

→ Total Student Learning Hours: 270.00

→ Hours per week (full semester equivalent) in Lecture: 5.00

→ In-Class Lab: 0.00

→ Arranged: 0.00

→ Outside-of-Class Hours 180.00

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Cal. Code Regs. tit. 5 § 55002.5

- (a) One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work or 33 quarter hours of total student work, which may include hours inside or outside-of-class.



Cal. Code Regs. tit. 5 § 55002.5

(g) District governing boards shall establish a policy defining the standards for credit hour calculations.





Board Policy 4020: Program, Curriculum, and Course Development

Units of Credit

The Board of Trustees authorizes the use of the Carnegie Unit Formula as the relationship between hours of student work and units earned. The normal expectation for a semester-length course is that for each week, a minimum of:

One hour of lecture = one unit of credit

Three hours of lab/studio/activity = one unit of credit



Administrative Regulation 5360: Carnegie Unit

One credit hour of community college work is approximately three hours of recitation, study, or laboratory per week throughout a term of 16 weeks. Where a term is more or less than 16 weeks, more or less than one credit hour is allowed in the same ratio that the length of the term is to 16 weeks. For work experience courses, the relationship is one unit of credit is earned for each 75 hours (paid) or 60 hours (unpaid) of work experience activity within a semester.

Standard Hours/Units Ratios

Instructional Category	Weekly Contact Hours (w/instructor)	Weekly Outside-of-class Hours	Units
Lecture	1	2	1
Activity	2	1	1
Laboratory	3	0	1

Standard Hours/Units Ratios

Using 18-week semester:

Instructional Category	Weekly Contact Hours (w/instructor)	Weekly Outside-of-class Hours	Total Hours
Lecture	18	36	54
Activity	36	18	54
Laboratory	54	0	54

Standard Hours/Units Ratios

MATH 7 Example:

Instructional Category	Weekly Contact Hours (w/instructor)	Weekly Outside-of-class Hours	Total Hours
Lecture	$5 * 18 = 90$	$5 * 2 * 18 = 180$	270
Activity	0	0	0
Laboratory	0	0	0

Standard Hours/Units Formula

Units of Credit =

$$\frac{\text{[Total Contact Hours + Outside-of-class Hours]}}{\text{Hours-per-unit Divisor}}$$

Round the result down to the nearest increment of credit awarded by the college. As this calculation can produce results below smallest unit threshold, college's must award lowest unit increment at a minimum. No zero-unit courses are permitted.

Standard Hours/Units Formula

MATH 7 Example

Units of Credit =

$$\frac{90 + 180}{\text{Hours-per-unit Divisor} = 5 \text{ units}}$$

Round the result down to the nearest increment of credit awarded by the college. As this calculation can produce results below smallest unit threshold, college's must award lowest unit increment at a minimum. No zero-unit courses are permitted.

Standard Hours/Units Formula

**What is our Hours-per-unit
Divisor?**

54



Standard Hours/Units Ratios

ANIM 3
Example:

Instructional Category	Weekly Contact Hours (w/instructor)	Weekly Outside-of-class Hours	Total Hours
Lecture	2	4	6
Activity	0	0	0
Laboratory	2	0	2
Arranged	1	0	1
Total	5	4	9

Standard Hours/Units Ratios

ANIM 3
Example:

Instructional Category	Weekly Contact Hours (w/instructor)	Weekly Outside-of-class Hours	Total Hours
Lecture	36	72	108
Activity	0	0	0
Laboratory	36	0	36
Arranged	18	0	18
Total	90	72	162

Standard Hours/Units Formula

ANIM 3 Example

Units of Credit =

$$\frac{90 + 72}{54} = \frac{162}{54} = 3 \text{ units}$$

$$\frac{[\text{Total Contact Hours} + \text{Outside-of-class Hours}]}{\text{Hours-per-unit Divisor}}$$

Why does this matter?

- Units are the basis for courses, programs, and degrees
- Understanding hours and units makes course design more transparent
- 10+1!
- Current issues related to hours and units

Why does this matter?

- Current issues related to hours and units
 1. Need to update our Board Policy and Administrative Regulation
 2. New Student Attendance Accounting formula and “Dangling Lab Hours”
- 

Cal. Code Regs. tit. 5 § 55002.5

(g) District governing boards shall establish a policy defining the standards for credit hour calculations.

District policies shall specify the credit hour calculation method for all academic activities, expected ratios of in-class to outside-of-class hours for each type of academic activity, standards for incremental award of credit, standard term length, and provisions for monitoring compliance with state and federal regulations related to credit hour calculations.





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“Dangling Lab Hours”

How many units of credit in this example?

Instructional Category	Weekly Contact Hours (w/instructor)	Weekly Outside-of-class Hours	Total Hours
Lecture	54	108	162
Activity	0	0	0
Laboratory	18	0	18
Arranged	0	0	0