NAPA VALLEY COLLEGE

Curriculum Committee
September 16, 2022
9:00 – 10:30 a.m.
Via Zoom—Recording Link (Passcode: 9R.hqP.N)

Minutes

This meeting was conducted virtually pursuant to Government Code section 54953(e)(1)(A) and the Memorandum from Napa County Executive Officer Minh C. Tran and Public Health Officer Karen Relucio, M.D., dated September 27, 2021, regarding Recommendation for Continued Remote Attendance at Brown Act meetings.

Members Present: Seth Anderson, Rhue Bruggeman, Shawna Bynum, Jerry Dunlap, Bob Freschi, Paul Gospodarczyk, Josh Hanson, Bob Harris, Stacey Howard, Brian Larsen, Karen Larsen, Tia Madison, Nancy McEnery, Katherine Rhyno, Shawntel Ridgle, Bob Van der Velde
Members Absent: Naomi Chianese, Douglas Marriott, Eric Martinez
Public Present: Michelle Hinchcliff

1.0   Welcome and Call to Order (9:00 a.m.)

-Meeting called to order at 9:01 am

2.0   Adoption of the Agenda

-M/S/P (10 ayes)

3.0   Approval of Submitted Minutes from September 2, 2022
**   +Attachments**

-M/S/P (10 ayes)

4.0   General Announcements
Curriculum Committee members invited to make announcements to the committee.

-None

5.0   Public Comment
Members of the public invited to comment on items on the agenda.

-None

6.0   Information Items

**   6.1   New Member**
The Faculty Co-Chair welcomed Nancy McEnery as the Faculty Librarian on Curriculum Committee.

7.0   Consent Item - M/S/P (11 ayes)

**   7.1   AB 361 Conditions for Virtual Meetings**
**   +Attachments**
The committee acknowledged the AB 361 conditions have been met. This item must be placed on the agenda to be reviewed every 30 days.

8.0 Discussion Items

8.1 Update on CourseLeaf Project
Faculty Co-Chair and Curriculum Analyst updated the committee on CourseLeaf transition and discussed contingency plans and plans for data transfer.

-Still facing technical issues with our servers that are holding up our project.

-Katherine Rhyno and Seth Anderson met with CourseLeaf project managers on 9/15 to discuss options.

-Our best option is still to work on our internal server issues to that we can move forward with Sync Test.

-Plan B is to use CourseLeaf forms without integration with Colleague.

-Either way, we will need a way for faculty to submit new proposals by October.

-All existing courses and programs in CurricUNET will be backed up and made available in the future.

8.2 Using ASSIST as a Resource for Curriculum Development
Articulation Officer demonstrated how faculty members can use the ASSIST database to download course outlines and research courses at other California Community Colleges as part of the process of curriculum development.

- Articulation System Stimulating Interinstitutional Student Transfer (ASSIST) is the official statewide database that shows prospective transfer students how courses they complete at a CCC may be used to satisfy elective, general education, and major requirements at a CSU or UC campus.
- Student facing "public" site is www.assist.org - facilitates transfer from CCCs to the CSU and UC by providing comprehensive articulation information to students and to those who serve them, which include discipline faculty. Primarily this site is utilized by students and Counselors.
- ASSIST is also the mechanism by which CCC courses are submitted and reviewed for transferability and articulation.
- All Faculty ASSIST Report Login Information Sheet - I.T. helped in getting a generic email for report-sharing with faculty. All Faculty log on provides report-only access.
- Log in here: ASSIST Data Management area https://prod.assistng.org/AdminReports
  Email/login: ASSIST.Reports@napavalley.edu / Password: assistNVC!
- Course Search features: View full-text CORs from all 115 other California Community Colleges; conduct analysis of other CCC courses for UC transferability; can also look for comparability at the UC.
- Plan to share this resource more widely and incorporate into curriculum training documents.

9.0 Action Items

9.1 Create New WORKNC (Work Skills – Noncredit) Subject Heading
The committee discussed and voted whether to approve creating a new subject heading to house noncredit work skills courses as requested by the Director of Continuing and Community Education in consultation with discipline faculty.

-This new subject heading will house noncredit courses that help with workforce and workplace readiness for underserved and nontraditional students.

-Discussions are also already underway with discipline faculty in offering noncredit courses like Title IX training that might meet local workforce needs.

-M/S/P (11 ayes)

9.2   Approve Program Narrative Forms
+Attachments
The committee discussed and voted whether to approve new drafts of Program Narrative forms for local degrees, ADTs, certificates, and noncredit certificates. These forms were developed over the summer by the Faculty Co-Chair, Curriculum Analyst, and Articulation Officer and based on the Chancellor's Office requirements as stated in the Program and Course Approval Handbook.

-The requirements listed in these forms come straight from PCAH and have all been reviewed by Katherine Rhyno.

-Question about whether it is possible to copy and paste text from these Word documents into the forms in CourseLeaf.

-Unlike CurricUNET, there shouldn't be any issues with copying and pasting formatted text into CourseLeaf.

-M/S/P (11 ayes)

9.3   Recommend Use of Content Review Worksheet
+Attachment
The committee will discuss and vote whether to recommend for use a new content review worksheet for faculty going through the Program Review process. While not an official form of the Curriculum Committee, this document is designed to help faculty better understand the processes and requirements for regular review of courses with prerequisites and corequisites. Faculty will still need to submit any requisite changes that come out of this review to the Curriculum Committee for approval.

-This form is design for faculty going through Program Review to better connect external review processes with curriculum revision

-CourseLeaf forms will have specific fields to verify that content review has taken place for courses with prerequisites and corequisites, the category under which this requisite has been established, and the entry skills for the course (when applicable)

-M/S/P (9 ayes)

10.0   Future Items

10.1   Trainings on CourseLeaf for Curriculum Committee members, faculty, and campus at large
10.2   Updated checklists for curriculum authors and reviewers
10.3   AB 1705 and Math, English, ESL placement
10.4   Revision of Curriculum Handbook Chapters 6 through 9
10.5   Work Experience Education (AP 4103)
10.6   Other

11.0   Adjourn
-Meeting adjourned at 10:20 am