



Curriculum Committee
September 16, 2022
9:00 – 10:30 a.m.

Via Zoom—Copy/Paste the Link Below:
<https://napavalley-edu.zoom.us/j/95301574489>

Agenda

This meeting will be 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.

- 1.0 **Welcome and Call to Order** (9:00 a.m.)
- 2.0 **Adoption of the Agenda** (1 minute)
- 3.0 **Approval of Submitted Minutes from September 2, 2022** (1 minute)
+Attachments
- 4.0 **General Announcements** (3 minutes)
Curriculum Committee members are invited to make announcements to the committee.
- 5.0 **Public Comment** (3 minute)
Members of the public are invited to comment on items on the agenda.
- 6.0 **Information Items** (2 minutes)
 - 6.1 **New Member**
The Faculty Co-Chair will welcome Nancy McEnery as the Faculty Librarian on Curriculum Committee.
- 7.0 **Consent Item** (2 minutes)
 - 7.1 **AB 361 Conditions for Virtual Meetings**
+Attachments
The committee will acknowledge 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** (45 minutes)
 - 8.1 **Update on CourseLeaf Project**
Faculty Co-Chair and Curriculum Analyst will update the committee on CourseLeaf transition and discuss contingency plans and plans for data transfer.
 - 8.2 **Using ASSIST as a Resource for Curriculum Development**
Articulation Officer will demonstrate 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.
- 9.0 **Action Items** (32 minutes)
 - 9.1 **Create New WORKNC (Work Skills – Noncredit) Subject Heading**
The committee will discuss and vote 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.

9.2 Approve Program Narrative Forms

+Attachments

The committee will discuss and vote 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.

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.

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** Approval of courses for Local GE pattern
- 10.4** AB 1705 and Math, English, ESL placement
- 10.5** Revision of Curriculum Handbook Chapters 6 through 9
- 10.6** Work Experience Education (AP 4103)
- 10.7** Other

11.0 Adjourn