

**WEST HILLS COLLEGE COALINGA  
CURRICULUM/GENERAL EDUCATION COMMITTEE**

**September 28, 2007**

**12:00p.m. - ????**

**Room E 1**

**MINUTES**

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| <p><b>Voting Members:</b> C. Cowden, R. Mayer, S. McGlothlin, M. Magnuson, K. Sowden, S. Sutherland, M. Hendrickson, S. Shepard, J. Stearns, K. Wilds</p> |
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| <p><b>At-Large Non-Voting Members:</b> D. Georgatos, S. Kincade, M. Lourenco</p> |
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**Members Present:** M. Lourenco, R. Mayer, S. McGlothlin, S. Shepard, K. Sowden, J. Stearns, S. Sutherland, K. Wilds

**Members Absent:** C. Cowden, D. Georgatos, S. Kincade, M. Magnuson, S. McGlothlin

**Others Present:** M. Discont

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**1.0 Call to Order**

Faculty- Chair S. Shepard called the meeting to order at 12:09p.m.

**2.0 Changes to Agenda**

None

**3.0 Approval of Minutes 9/14/07**

A motion to approve the minutes from 9/14/07 was made by S. Sutherland, seconded by R. Mayer; the motion passed with one abstention by J. Stearns.

**4.0 Items For Second Consideration**

**4.1 Course Revisions**

**4.1.1 EDUC 1 – Introduction to Teaching**

**• Course**

No update submitted with the recommendations from the committee.

Tabled

S. Shepard reported that any curricula to be effective 2008 fall should be submitted for Board approval by November 9, 2007. This information should be shared with all educational areas.

**4.1.2 Math 2A – Multivariate Calculus**

**• Five-year review**

The committee reviewed course outline and recommendations recommended by the committee have been incorporated.

A motion to accept the five-year review for Math 2A on a 2<sup>nd</sup> reading was made by K. Sowden, seconded by B. Wilds; the motion passed unanimously.

## **4.2 New Course**

### **4.2.1 PE 45 – Philosophy of Coaching Team Sports**

- **Course**
- **Distance education Addendum**

Discussion took place regarding bringing the program revision for approval along with course outline with recommendations incorporated.

J. Stearns stated that the interim Director of athletics is acting as an associate dean in the HE/PE area is aware of the changes needed in this area.

The course and distance education addendum was reviewed and more recommendations were made. K. Sowden as the educational area representative will inform the course originator of recommendation made by the committee.

S. Sutherland stated as he reviewed the outline the ISBN does not match the author listed for this course.

This item was tabled to the next meeting.

## **5.0 Items for First Consideration**

### **5.1 PE Program Revision**

- **To include PE 45 as elective credit**

Tabled

## **6.0 Consent Agenda**

None

## **7.0 Old Business**

### **7.1 Tracking Sheets**

S. Shepard stated that representatives should be communicating with their educational areas regarding the deadlines (November 9, 2007 meeting) for curricula to be offered during the 2008/fall semester.

S. Sutherland has been communicating with H. Wiest, and MUS discipline not full-time faculty available but P. Gaines and L. Butts with assistance from the representative for the area could guide the adjunct-faculty .

A discussion took place regarding a stipend for adjunct faculty to assist with curriculum reviews. The committee agreed that a \$200.00 stipend would be a

reasonable amount. Jill Stearns stated that she take the proposed recommendation to her president for discussion/approval.

### **7.2 DE & LRC Forms**

S. Shepard stated the DE and LRC forms have been approved by the Senate and are now available on public folders and it will also be posted to Bb.

A discussion took place regarding other changes needed to be added to the Curriculum forms to include TOP, SAM , Class size etc. S. Shepard stated that changes to forms can only be processed once a year. S. Shepard will work on form updates and bring them back to the committee. Changes will be effective upon Senate approval.

### **7.3 Stand Alone Training**

S. Shepard informed the committee that 5 date's available and encouraged representative to register for the training.

## **8.0 New Business**

### **8.1 Routing Form Update**

S. Shepard stated that if a routing form is not attached to curricula being proposed for the agenda stating that review from the CIO has taken place and email or any other type of communication has taken place works for her, as long as it states that it has been reviewed by the CIO, Learning Area Rep, and originating faculty.

### **8.2 SLO's & Curriculum Forms**

S. Shepard informed the committee that hard copies of SLO's and Course Outlines will be stored in the senate office.

J. Stearns stated that she would like a copy of the SLO's in her office for accessibility for adjunct-faculty.

### **8.3 TRC Form**

S. Shepard stated that she had received a request from M. Discont/TRC regarding making the changes directly on the forms verses completing the TRC form.

M. Discont was present and stated that she would make changes in colored font where originator could easy view the recommended changes. M. Discont/TRC will also be responsible for keeping a copy of all TRC'd curriculum (showing TRC recommendations).

J. Stearns proposed that a exemplary course outline/DE be posted for faculty to use as tool to guide them as they work on their curricula. The course recommended POLSCI 1 course outline and Distance Education Addendum was recommended to be posted.

### **8.4 Articulation and Transcript Changes**

S. Shepard stated that a letter was received from CSU Fresno regarding Articulation with WHCCD. CSU Fresno just now became aware that WHCCD is now two separate campuses. The courses have to be identified on student transcripts at which campus student took courses. M. Lourenco stated that change is in progress and transcript should show campus identification effective 2008/spring.

#### **8.5 Lemoore Curriculum Update**

S. Shepard stated that communication between herself and M. Lourenco had taken place earlier in the week and she proposing that this item “Lemoore Curriculum Update” be added as an ongoing agenda item and all curriculum that has passed at the WHCL be listed as an informational item. This will keep the representatives aware of changes or new curricula taking place within the district.

#### **9.0 Adjournment**

Faculty Chair S. Shepard adjourned meeting at 1:23p.m.