Voting Members Present: Dana Arazi, Sharon Bell, Ryan Carey, Janet Cha, Mike Garabedian, Alex Gardos, Rose Marie Gaw, Lydia Gonzalez, Jannine Livingston, Patti Luna, Moises Mata, Juana Mora, Jim Newman, Michelle Pilati, Dorali Pichardo-Diaz, Elizabeth Ramirez, Melissa Rino-Juarez, Claudia Rivas, Warren Roberts, Mutsuno Ryan, Jodi Senk, Mike Slavich, Christian Vaca

Voting Members Absent:

Non-Voting Members: Rose Sanceda

Guests: Yolanda Emerson, Francisco Suarez, Charlene Jin

I. 2019-2020 CURRICULUM TRAINING

Dana Arazi conducted CurriQunet training for covering the creation of new courses and course revisions. A PowerPoint is available at Curriculum.danaarazi.com for further information and guidelines pertaining to curriculum rules and guidelines. Training will continue at the next meeting.

II. CURRICULUM DEADLINES

Michelle Pilati announced that in order for new courses, revisions, and programs to be included in the 2020/2021 catalog curriculum must be included on the November 6th agenda at the latest. All curriculum should be through the CurriQunet approval queue by noon on October 31st for inclusion on this agenda.

Michelle also asked committee members to review their division matrices to see when courses were last revised. If over five years perhaps the division should discuss possible removal from the catalog.

III. ACTION ITEMS

A) Approval of Consent Agenda:

Item 1920-001
Request for Assigning Courses to Discipline
Art

It was moved by Alex Gardos seconded by Rose Marie Gaw.
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_B) Second Readings: No Items_

_C) First Readings_

**Item 1920-002**  
Non-Credit Course Revision  
NBAS 010 Supervised Tutoring in Mathematics  
_Description_
Trained tutors will individually help students who need assistance in attaining comprehension and competency in mathematical learning skills. This course is designed to supplement the instruction in mathematics courses and other courses with mathematical content. This course is open-entry/open-exit.

It was moved by _Mike Slavich_ seconded by _Alex Gardos_.

____X____Approved  _____Not Approved  _____Tabled

**Item 1920-003**  
Credit Course Revision  
CD 208 Child, Family, and Community  
Units 3.00  
_Description_
This course is designed for students desiring to work with children in a group setting, as well as for parents and others who wish to further their understanding of how the socio-cultural environment affects the developing child. The course examines the historical and contemporary interrelationship of family, school and community on child development. The process of socialization and identity formation will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. This course meets the Department of Social Services Classification Indicator DS2 and the State of California Department of Education Title 5 Child Development.

It was moved by _Jim Newman_ seconded by _Ryan Carey_.

____X____Approved  _____Not Approved  _____Tabled

**IV. UNFINISHED BUSINESS: No Items**
V. DISCUSSION ITEMS/ATTACHMENT

1. CTE Curriculum Review Process

Mike Slavich presented an overview of processes for preparation and submission of CTE courses and programs. He stated that all CTE curriculum, credit and noncredit, should include a review of LMI (Labor Market Information) data. Mike provided the website of coeccc.net to be used for pulling LMI data and demonstrated how to use the website. He also offered assistance by his department to anyone having problems maneuvering the website.

2. Bylaws

Michelle asked members to review the Bylaws. She pointed out some updates in regards to number of representatives by division.

Dorali Pichardo-Diaz asked for clarity on Item D – Administrators

Jim Newman questioned #2 under Procedures. His concern was that the Bylaws should be more clear as to who needs to be in attendance when a new course is presented to the committee.

Michelle will rework the wording on both items and present again at the next meeting.

VI. ADJOURNMENT

Michelle Pilati announced September 4, 2019 for the next meeting. Meeting adjourned at 12:25 P.M.