

CUYAMACA COLLEGE

CURRICULUM, GENERAL EDUCATION AND ACADEMIC POLICIES AND PROCEDURES COMMITTEE

Minutes of March 4, 2025

CO-CHAIRS: Annalinda Arroyo, Jeanie Machado Tyler
MEMBERS: Roula Aoneh, Josh Eggleton, Bryan Elliott, Josue Franco, Jane Gazale, Aseel Hanna,
 Tania Jabour, Richard Jimenez, Jonathan Martin, Laura Ratto, Vivi Ricardez Veasey,
 Kelly Togerson, Christopher Torres, Kimberly Wolfe, Laurie Woods
EX-OFFICIO: Anthony Campbell, George Dowden, Tammi Marshall, Agustin Orozco, Marissa Salazar,
 Rita Ghazala

RECORDER/MINUTES: Julie Kahler/Aiden Lovewell

GUESTS: NONE

APPROVAL OF MINUTES of February 18, 2025: *Ricardez Veasey/Elliott* to approve: 12 Yes, 0 No, 0 Abstentions.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ None

INFORMATION ITEMS:

- ◆ **COUN 125, 135:** Distance Education
Annalinda clarified these courses have previously undergone curriculum review and are now being reintroduced to incorporate distance education. The updated distance education form is now in use and is much more streamlined. Reviewed and forwarded for action.
- ◆ **ENGL 126:** Modification
Tania explained the modifications being made to ENGL 126. This outline is returning to curriculum for a second time this semester. The initial review was for CCN cleanup. Julie Kahler realized we were out of alignment with Grossmont, as they modified their title and prerequisite in 2021, but Cuyamaca College was not informed of these changes through the alignment process. The compromise for alignment was to align our title with Grossmont College and have them align their prerequisite with ours for UC approval as all writing courses currently need prerequisites attached. Our English department noted that this course needed a major update to all aspects, so they went ahead and did this work proactively. Reviewed and forwarded for action.
- ◆ **GD 115:** Distance Education, Review
Annalinda explained the changes being made to GD 115. We are adding distance education for this course. Annalinda noted that the emergency online option was not checked off because it had previously been approved for it. This DE addition is for the hybrid and full online options. Reviewed and forwarded for action.
- ◆ **Course Addition Timeline:** Addition
Annalinda explained the course addition timeline is designed to answer and summarize the most common questions that Vivi receives. The curriculum committee offered various formatting ideas and suggestions for increased clarity. Tania proposed potentially creating a comprehensive timeline for all curriculum processes. Reviewed and forwarded for action.
- ◆ **General Education Philosophy:** Modification
Annalinda shared our local GE philosophy statement. Tania noticed a wording issue so we added some language to correct it. This is, and will continue to be, fully aligned with Grossmont. Reviewed and forwarded for action.
- ◆ **Local General Education List:** Addition
Annalinda shared the local general education list with curriculum and noted that this was shared with ILAT yesterday as well. We made sure to keep courses in the areas that they will be approved in. This will now include more courses in some of the areas. Intercollegiate sports were formerly not included but are now being included on this list to prevent forcing students to take additional courses unnecessarily. Richard asked if we could add BIO 251 to the list, however, it would require a lecture lab combo that this course currently does not have. Curriculum is urging its members to share this with constituents for awareness and feedback. Reviewed and forwarded for action.

OTHER:

- ◆ BP 4025/AP 4025: Review
- ◆ CCN Phase II, and Phase III Course Lists
- ◆ Elementary Teacher Education (AA-T): Cal-GETC TMC Pending
- ◆ Training: 2024-25 Five-Year Curriculum Review Cycle
- ◆ Goals for the Curriculum Year (Continued)
 - Curriculum Software Management System
 - CIM (CourseLeaf Curriculum Inventory Management)
 - Streamline and digitize curriculum process
 - Continue to refine our processes with a lens of diversity, equity, and inclusivity
- ◆ Chairs Report
- ◆ Dates:
 - Curriculum proposals for the 2025-2026 curriculum year from faculty and deans are due to the Instructional Operations Supervisor by the end of the day Wednesdays on the following dates:
 - August 21, 2024
 - September 4, 2024
 - September 18, 2024
 - October 2, 2024
 - October 16, 2024 (Last submittals for the December board packet)
 - November 6, 2024
 - *March Board packet deadline for last submittals January 22, 2025 (Tentative)
 - August 21, 2024: The deadline date for faculty to turn in curriculum to meet the October 2024 Board Packet.
 - October 1, 2024: Notification of the intention to delete a program must be sent to the Instructional Operations Supervisor of each year. This requirement is to prepare for the next year's student application for the major.
 - October 2, 2024: Six CCN course outlines due to curriculum
 - October 8, 2024: Governing Board to review and approve October Board packet
 - October 15, 2024: Six CCN course outlines up for curriculum vote for November Board packet
 - October 16, 2024: The deadline date for faculty to turn in Curriculum to meet the December Board Packet and;
 - Modifications for transfer degrees (ADTs) are due by the December Board Packet deadline.
 - To ensure the deadlines for Curriculum Committee and Governing Board approval can be met, as well as being mindful of the Articulation timeline, course deactivations and deletions should be submitted as early as possible in the fall semester and by the December board packet deadline.
 - Transfer GE for the next calendar year must be approved at the last meeting in fall for the next calendar year 2025-2026. Proposal deadline to turn in is October 16, 2024.
 - Course numbering changes are to be turned in by the December Board packet deadline.
 - November 12, 2024: Governing Board to review and approve November board packet.
 - December 17, 2024: Governing Board to review and approve December board packet.
 - *January 22, 2025 (Tentative): March Board packet deadline. When the Governing Board sets the meeting dates and deadlines for the 2025 year, this will be updated.
 - Course additions should be submitted as early as possible in the fall semester; however, the window will extend to the beginning of the spring semester by the March board packet deadline.
 - Program modifications intended to add the new courses are recommended to be submitted at the same time as the course addition.
 - No other curriculum proposals will be processed for the 2025-2026 catalog after this date.
 - January 23, 2025 Start of the 2026-2027 catalog year for curriculum submittals.
 - **Fall 2025: Curriculum Information Management (CIM) implementation.**
 - **August 20, 2025: Curriculum review deadline for Five-Year Curriculum Review Cycle of Courses overdue for Spring 2026**
- ◆ Articulation Timeline (GE approvals):
 - The Articulation Officer determines if courses are CSU transferable.
 - Courses are submitted for UC transferability once per year between August 1st – August 25th.
 - UC transferability decisions are typically returned no later than October (following submission).

- Any UC transferability approvals would be effective in the semester we gain approval (courses submitted August 2024 will be effective fall 2024, if approved).
- Courses that were approved as UC transferable can be submitted in December of each year to be approved for Cal-GETC
 - Only Curriculum Committee approval of COR is needed, not Board.
 - Cal-GETC decisions are typically returned in May and go into effect the following fall semester (courses submitted in December 2024 will be effective fall 2025).