TAFTCOLLEGE

OFFICE OF THE VICE PRESIDENT OF INSTRUCTION
CURRICULUM AND GENERAL EDUCATION COMMITTEE

Memorandum

Present:	K. Bandy, M. Mayfield, C. Duron, D. Garza, B. Devine, A. Bledsoe, M. Oja, J. Lopez, G. Bormann, J. Norris, V. Jacobi, S. Eveland
	C. Duron represented J. Rangel-Escobedo
	M. Oja represented T. Mendoza
Absent:	J. Rangel-Escobedo, T. Mendoza
DATE:	May 15, 2025

MINUTES

I.   CALL TO ORDER
The committee was called to order at 1:10pm.

II.   PUBLIC COMMENTARY
No public commentary.

III.   APPROVAL OF MINUTES: From May 2, 2025 Curriculum & General Education meeting
No changes and accepted as approved.

IV.   NEW BUSINESS

A. Certificate of Achievement - California General Education Transfer Curriculum (Cal-GETC)

Program Learning Outcomes bullet #3 was removed on pages 8 and 13. On a motion by K. Bandy, seconded by M. Mayfield, and unanimously approved by all, the program was approved.

V.   CONSENT - Items listed under the CONSENT ITEMS are considered routine and are acted on by the Committee in one motion. There is no discussion of these items before the Committee vote unless a member of the Committee, staff, or public requests specific items be discussed and/or removed from the Consent Agenda. Any person can pull items from the consent agenda and move to new business, to be discussed and voted on individually. Items typically on consent are course outline of record under five-year review, renewal of distance learning modality or inactivation of course (removal from Chancellor Office Inventory of Courses).

Several consent items were pulled by V. Jacobi due to them not having SLO's approved or DL approvals. The following consent items were approved on a motion by A. Bledsoe, seconded by K. Bandy and unanimously approved by all.

A.   1-16, 23
B.   2-16
C.   2-3, 13-30

The remainder of the consent items were pulled and tabled.

A. **Allied Health/Applied Tech Division – Course Revisions**
   1. CTRP 1010   Machine Shorthand Theory and Lab
   2. CTRP 1131   60 WPM Machine Shorthand Speed Building Literary and Jury Charge
   3. CTRP 1132   100 WPM Machine Shorthand Speed Building Literary and Jury Charge
   4. CTRP 1133   140 WPM Machine Shorthand Speed Building Literary and Jury Charge
   5. CTRP 1134   180 WPM Machine Shorthand Speed Building Literary and Jury Charge
   6. CTRP 1141   60 WPM Machine Shorthand Speed Building 2-Voice
   7. CTRP 1152   120 WPM Machine Shorthand Speed Building Literary and Jury Charge
   8. CTRP 1153   160 WPM Machine Shorthand Speed Building Literary and Jury Charge
   9. CTRP 1154   200 WPM Machine Shorthand Speed Building Literary and Jury Charge
   10. CTRP 1161   80 WPM Machine Shorthand Speed Building 2-Voice
   11. CTRP 1162   120 WPM Machine Shorthand Speed Building 2-Voice
   12. CTRP 1163   160 WPM Machine Shorthand Speed Building 4-Voice
   13. CTRP 1164   200 WPM Machine Shorthand Speed Building 4-Voice
   14. CTRP 1260   Machine Shorthand Speed Building Dictation/Transcription
   15. ~~ENER 1503~~   ~~Environmental Awareness & Regulatory Compliance~~
   16. ~~ENER 1510~~   ~~Introduction to Energy~~
   17. ~~ENER 1025~~   ~~Oil and Gas Laws and Regulations~~
   18. ~~ENER 1515~~   ~~Fundamentals of Instrumentation for Energy Industries~~
   19. ~~ENER 1520~~   ~~Introduction to Petroleum Technology~~
   20. ~~ENER 1530~~   ~~Electricity and Basic Electronics~~
   21. ~~ENER 1540~~   ~~Fundamentals of Programmable Logic Controllers~~
   22. ~~ENER 1610~~   ~~Mechanical Systems~~
   23. UDGE 3005   Research Methodology

B. **Social Sciences Division – Course Revisions**
   1. ~~ADMJ 2134~~   ~~Correctional Interviewing and Counseling~~
   2. ECEF 1561   Literature and Storytelling in the Early Childhood Environment
   3. ECEF 1581   Introduction to Infant Development – Infant, Family, and Society
   4. ECEF 1582   Infant Massage
   5. ECEF 1583   Using Infant Cues
   6. ECEF 1584   Field Experience: Infant and Toddler Care and Education
   7. ECEF 1611   Introduction to Children with Special Needs Birth to Age Eight
   8. ECEF 1612   Curriculum and Intervention for Children with Special Needs
   9. ECEF 1621   Administration I: Planning and Administering an Early Care and Education Program
   10. ECEF 1653   Discipline Techniques for Preschool Children
   11. ECEF 2021   Introduction to the Primary Grade Classroom
   12. ECEF 2041   Administration II: Personnel and Leadership in Early Care and Education Programs
   13. ECEF 2051   Adult Supervision: Mentoring in a Collaborative Learning Setting
   14. HIST 2000   Critical Thinking and the Historian's Craft
   15. HIST 2231   History of the United States to 1877 (CCN)
   16. HIST 2232   History of the United States Since 1877 (CCN)

C. **DL Approvals – General (documentation to be provided separately, pending approval)**
   1. ~~ECEF 1561~~   ~~Literature and Storytelling in the Early Childhood Environment~~

2. ECEF 1581   Introduction to Infant Development – Infant, Family, and Society
3. ECEF 1582   Infant Massage
4. ~~ECEF 1583~~   ~~Using Infant Cues~~
5. ~~ECEF 1584~~   ~~Field Experience: Infant and Toddler Care and Education~~
6. ~~ECEF 1611~~   ~~Introduction to Children with Special Needs Birth to Age Eight~~
7. ~~ECEF 1612~~   ~~Curriculum and Intervention for Children with Special Needs~~
8. ~~ECEF 1621~~   ~~Administration I: Planning and Administering an Early Care and Education Program~~
9. ~~ECEF 1653~~   ~~Discipline Techniques for Preschool Children~~
10. ~~ECEF 2021~~   ~~Introduction to the Primary Grade Classroom~~
11. ~~ECEF 2041~~   ~~Administration II: Personnel and Leadership in Early Care and Education Programs~~
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26. CTRP 1163   160 WPM Machine Shorthand Speed Building 4-Voice
27. CTRP 1164   200 WPM Machine Shorthand Speed Building 4-Voice
28. CTRP 1260   Machine Shorthand Speed Building Dictation/Transcription
29. ~~ENER 1503~~   ~~Environmental Awareness & Regulatory Compliance~~
30. ~~ENER 1510~~   ~~Introduction to Energy~~

Consent items with strikethroughs have been pulled and tabled.

VI.   **DISCUSSION ITEMS**

A. New Advisory Language

This item was also discussed previously in Tech Review and moved to curriculum for an update and further discussion. There is a need for general language on courses with ENGL 1000 and READ 1005 as a prerequisite. Something similar to "Basic English, Math, Reading, and Writing is strongly recommended." This suggested language will go through the next Curriculum and General Education Meeting.

B. Work Experience ENER 1513

V. Jacobi provided the background of work experience and changes from the Chancellor's Office regarding hours and updated. She also went through a potential process stating that internships from the Foundation should go the work experience.

C. Political Science POSC to POLS

It was determined that there is a need to change the dept name from POSC to POLS in order to match the CCN changes. A memo from the Social Sciences department was requested for these changes.

D. 5-year review list
The 5-year review list was re-shared to the committee members.

E. Curriculum Tracking System Update
Taft College is in pursuit of an eLumen (Coursedog) contract for curriculum management. M. Oja expressed concern that the software will potentially be bought without faculty input. G. Bormann stated that there will be training for faculty, and that faculty will minimally interact with the software.

F. Curriculum Related Comments
V. Jacobi sent current CCN templates to division chairs and urged them to submit them to C & GE in September or October.

K. Bandy advocated the need for a subcommittee for curriculum development and marketing. The Academic Senate will take up the subcommittee creation.

Discussion was made about the submission of a Geology and Physics ADT. M. Mayfield stated that it is "in the pipeline."

VII. **NEXT MEETING: TBD August 2025 from 1:10-2:30pm in the Cougar Room**

VIII. **PROGRAM STATUS: See the table below**

Program	Tech Review Approved	C & GE Approved	Board Approved	Status
Psychology ADT	March 14, 2024	March 22, 2024	June 12, 2024	Under Review
*Political Science ADT	March 14, 2024	March 22, 2024	June 12, 2024	Under Review
Kinesiology ADT	May 2, 2023	March 22, 2024	May 10, 2023	Approved

* New Program

IX. **ADJOURNMENT**