UNAPPROVED

Curriculum Committee

MINUTES

Tuesday, April 14, 2020, 2:40 – 5:00 PM

Place: https://cccconfer.zoom.us/j/634017715
Phone: +1 669 900 6833 / Mtg. ID 634017715

THIS MEETING IS BEING RECORDED


Members Absent: H. Duarte

Others Present: K. Addington (Instruction), T. Pacheco (Spanish), M. Walsh (Instruction)

I. APPROVAL OF ORDER OF AGENDA

M/S/U (L. Senechal, J. Forte) to approve the order of the agenda as stated with a request from L. Senechal to move New Business Action Item #4 CCCC0 Emergency Temporary Distance Education Blanket Addendum for Summer 2020 and/or Fall 2020, before Item V Course Discussion Agenda.

II. APPROVAL OF MINUTES

March 10, 2020

M/S/U (E. Maki, J. Forte) to approve the minutes of March 10, 2020 as stated.

III. COURSE NOTIFICATION AGENDA

CCCC0 Course Approvals

ART 193 (CCC000614789/Effective SU 2020)

Course Activity Report

( None )

C-ID Approvals ( C-ID Website )

( None )

In accordance with the Ralph M. Brown Act and SB 751, minutes of the MJC Curriculum committee record the votes of all committee members as follows. (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.
Columbia College Course Equivalencies

<table>
<thead>
<tr>
<th>Equivalency</th>
<th>Established</th>
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<tr>
<td>MJC Guidance Requirement - CC GUIDE 52</td>
<td>2/12/2020</td>
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<tr>
<td>MJC MATH 30 - CC MATH 101</td>
<td>4/03/2020</td>
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IV. COURSE CONSENT AGENDA

(None)

V. COURSE DISCUSSION AGENDA

MODIFICATIONS/REACTIVATIONS; INACTIVATIONS; ADOPTIONS:

(None)

DE (Distance Education) Only Proposals

AG 115  Introduction to Agricultural Education & Careers  1

Effective: Summer 2020

ADDENDUM ADOPTION: DE modalities only

Rationale: DE Only proposal.

Distance Education Status: Requesting: Online

Program Impact:
- Agricultural Environmental Science Certificate of Achievement
- Agricultural Environmental Science A.S. Degree
- Agriculture Business A.S. Degree
- Agriculture Science Certificate of Achievement
- Agriculture Science A.S. Degree
- Agriculture: Sales, Service A.S. Degree
- Agriculture: Sales, Service Technician Certificate of Achievement
- Animal Science A.S. Degree
- Artificial Insemination Technician Certificate of Achievement
- Commercial Floristry Technician Certificate of Achievement
- Crop Science A.S. Degree
- Dairy Science A.S. Degree
- Environmental Horticultural Science A.S. Degree
- Equine Science A.S. Degree
- Fruit Science A.S. Degree
- Irrigation Technology A.S. Degree
- Irrigation Technology Certificate of Achievement
- Landscape Design Certificate of Achievement
- Mechanized Agriculture A.S. Degree
- Mechanized Agriculture Technician Certificate of Achievement
- Poultry Science A.S. Degree
- Soil Science A.S. Degree
- Veterinary Technology A.S. Degree

M/S/U (E. TURNER, R. CRIPE) to ADOPT DE for AG 115

M. Garcia and S. Circle questioned if "Asynchronous Discussion" and/or "Synchronous Discussion" should be selected for AG 115 and AGEC 220. J. Haynes indicated that both AG 115 and AGEC 220 should have "Asynchronous Discussion" and "Synchronous Discussion" selected under Methods of Instruction. This modification was accepted by the committee as a friendly amendment. It was noted that H. Townsend would update the DE Addendums for AG 115 and AGEC 220.
AGEC 220  
Introduction to Agribusiness Management  
Effective: Summer 2020  
**ADDENDUM ADOPTION:** DE modalities only  
Rationale: DE Only proposal.  
**Distance Education Status:** Requesting: Online  
**Program Impact:**  
- Agriculture Business A.S. Degree  
- Agriculture Business AS-T Degree  
- Agriculture: Sales, Service A.S. Degree  
- Heavy Machinery Management Certificate of Achievement  
- Poultry Science A.S. Degree  

**M/S/U (E. TURNER, R. CRIPE) to ADOPT DE for AGEC 220** (See note on AG 115)

ANSC 55  
Introduction to Veterinary Technology  
Effective: Summer 2020  
**ADDENDUM ADOPTION:** DE modalities only  
Rationale: DE Only proposal.  
**Distance Education Status:** Requesting: Online  
**Program Impact:**  
- Veterinary Technician Certificate of Achievement  

**M/S/U (E. TURNER, R. CRIPE) to ADOPT DE for ANSC 55**

ANSC 254  
Veterinary Medical Office Procedures  
Effective: Summer 2020  
**ADDENDUM ADOPTION:** DE modalities only  
Rationale: DE Only proposal.  
**Distance Education Status:** Requesting: Online  
**Program Impact:**  
- Large Animal Veterinary Technician Certificate of Achievement  
- Veterinary Technician Certificate of Achievement  
- Veterinary Technology A.S. Degree  

**M/S/U (E. TURNER, R. CRIPE) to ADOPT DE for ANSC 254**

T. Akers-Porter mentioned that on ANSC 254, ANSC 256, and ANSC 272 the DE Addendum: Section #3 references Zoom, but Section #4 indicates no third party tools. J. Haynes indicated that “Among Students and Faculty” should have been selected. This modification was accepted by the committee as a friendly amendment. It was noted that H. Townsend would update the DE Addendums for ANSC 254, ANSC 256, and ANSC 272.

ANSC 256  
Veterinary Assistance & Nursing: Emergency Procedures  
Effective: Summer 2020  
**ADDENDUM ADOPTION:** DE modalities only  
Rationale: DE Only proposal.  
**Distance Education Status:** Requesting: Online  
**Program Impact:**  
- Veterinary Technician Certificate of Achievement  

**M/S/U (E. TURNER, R. CRIPE) to ADOPT DE for ANSC 256** (See note on ANSC 254)

ANSC 272  
Veterinary Large Animal Emergency Procedures  
Effective: Summer 2020  
**ADDENDUM ADOPTION:** DE modalities only  
Rationale: DE Only proposal.  
**Distance Education Status:** Requesting: Online  
**Program Impact:**  
- Large Animal Veterinary Technician Certificate of Achievement  

**M/S/U (E. TURNER, R. CRIPE) to ADOPT DE for ANSC 272** (See note on ANSC 254)
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Effective</th>
<th>ADDENDUM ADOPTION: DE modalities only</th>
<th>Rationale: DE Only proposal.</th>
<th>Distance Education Status: Requesting: Online</th>
<th>Program Impact:</th>
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<tbody>
<tr>
<td>CHEM 164</td>
<td>Introductory Chemistry Laboratory</td>
<td>2</td>
<td>Summer 2020</td>
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<tr>
<td>CLDDV 122</td>
<td>Programs and Environments for Infants and Toddlers</td>
<td>3</td>
<td>Summer 2020</td>
<td></td>
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<td>Stand-Alone (Be advised that the department will need to do a timely modification to any desired academic programs to include this course as an option and to officially change the status to Program-Applicable).</td>
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<tr>
<td>CLDDV 126</td>
<td>Inclusion Special Needs Practicum</td>
<td>3</td>
<td>Summer 2020</td>
<td></td>
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<td>Stand-Alone (Be advised that the department will need to do a timely modification to any desired academic programs to include this course as an option and to officially change the status to Program-Applicable).</td>
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<td>CLDDV 151</td>
<td>Supervision in Children’s Programs</td>
<td>3</td>
<td>Summer 2020</td>
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<td>CLDDV 154</td>
<td>Adult Relationships &amp; Mentoring in School</td>
<td>2</td>
<td>Summer 2020</td>
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M/S/U (E. TURNER, R. CRIPE) to ADOPT DE for CHEM 164

M/S/U (E. TURNER, R. CRIPE) to ADOPT DE for CLDDV 122

M/S/U (E. TURNER, R. CRIPE) to ADOPT DE for CLDDV 126

J. Brennan requested that “Field Trips” be removed from CLDDV 151, as it was selected by mistake. This modification was accepted by the committee as a friendly amendment. It was noted that H. Townsend would update the DE Addendums for CLDDV 151.

M/S/U (E. TURNER, R. CRIPE) to ADOPT DE for CLDDV 151

M/S/U (E. TURNER, R. CRIPE) to ADOPT DE for CLDDV 154
MDAST 326

Medical Assisting Practicum

Effective: Summer 2020

ADDENDUM ADOPTION: DE modalities only

Rationale: DE Only proposal.

Distance Education Status: Requesting: Hybrid

Program Impact:
- Medical Assisting Certificate of Achievement
- Medical Assisting A.S. Degree

M/S/U (E. TURNER, R. CRIP) to ADOPT DE for MDAST 326

T. Akers-Porter noted her concern that the question of accessibility may not have been fully understood. B. Hunt commented that the faculty didn’t fully comprehend the question and would like to update their response. B. Hunt offered to send H. Townsend suitable answers to the question of accessibility which would address closed captioning and alternative text for images. It was noted that H. Townsend would update the DE Addendums for MDAST 326 and NURSE 52. This solution was accepted by the committee as a friendly amendment with the understanding that the modifications would be noted on the April 28, 2020 agenda.

J. Zellet recommended producing an instructional video talking faculty through the DE Addendum form, which could be sent out to faculty and/or linked on appropriate websites.

NURSE 52

Nurse Assistant

Effective: Summer 2020

ADDENDUM ADOPTION: DE modalities only

Rationale: DE Only proposal.

Distance Education Status: Requesting: Hybrid

Program Impact:
- Nurse Assistant Skills Recognition Award

M/S/U (E. TURNER, R. CRIP) to ADOPT DE for NURSE 52 (See note on MDAST 326)
PLSC 200  Introduction to Plant Science  
**Effective:** Summer 2020  
**ADDENDUM ADOPTION:** DE modalities only  
**Rationale:** DE Only proposal.  
**Distance Education Status:** Requesting: Online  
**Program Impact:**  
- Agriculture Business A.S. Degree  
- Agriculture Business AS-T Degree  
- Agriculture Science A.S. Degree  
- Agriculture Plant Science AS-T Degree  
- Agriculture Science A.S. Degree  
- Agriculture: Sales, Service A.S. Degree  
- Agriculture: Sales, Service Technician Certificate of Achievement  
- Animal Science A.S. Degree  
- CSU General Education Pattern Certificate of Achievement  
- Commercial Floristry Technician Certificate of Achievement  
- Crop Science A.S. Degree  
- Dairy Science A.S. Degree  
- Environmental Horticultural Science A.S. Degree  
- Fruit Science A.S. Degree  
- General Studies, Emphasis in Natural Sciences A.A. Degree  
- IGETC Pattern Certificate of Achievement  
- Irrigation Management Certificate of Achievement  
- Irrigation Technology A.S. Degree  
- Irrigation Technology Certificate of Achievement  
- Landscape and Park Maintenance Certificate of Achievement  
- MJC-GE Pattern  
- Mechanized Agriculture A.S. Degree  
- Poultry Science A.S. Degree  
- Soil Science A.S. Degree  
- University Preparation, Emphasis in Agricultural Sciences A.S. Degree  
- Veterinary Technology A.S. Degree  
**M/S/U (E. TURNER, R. CRIPET) to ADOPT DE for PLSC 200**

POLSC 110  International Relations  
**Effective:** Summer 2020  
**ADDENDUM ADOPTION:** DE modalities only  
**Rationale:** DE Only proposal.  
**Distance Education Status:** Requesting: Online  
**Program Impact:**  
- CSU General Education Pattern Certificate of Achievement  
- Ethnic Studies Skills Recognition Award  
- General Studies, Emphasis in Social and Behavioral Sciences A.A. Degree  
- IGETC Pattern Certificate of Achievement  
- MJC-GE Pattern  
- Political Science AA-T Degree  
**M/S/U (E. TURNER, R. CRIPET) to ADOPT DE for POLSC 110**
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<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<th>Rationale</th>
<th>Distance Education Status</th>
<th>Program Impact</th>
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<tr>
<td>POLSC 165</td>
<td>Political Science Research Methods</td>
<td>3</td>
<td>Summer 2020</td>
<td>DE modalities only</td>
<td>DE Only proposal.</td>
<td>Requesting: Online</td>
<td>- CSU General Education Pattern Certificate of Achievement</td>
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<td>- General Studies, Emphasis in Social and Behavioral Sciences A.A. Degree</td>
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<td></td>
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<td>- IGETC Pattern Certificate of Achievement</td>
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<td>- MJC-GE Pattern</td>
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<td></td>
<td>- Political Science AA-T Degree</td>
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<td><strong>M/S/U (E. TURNER, R. CRIPE) to ADOPT DE for POLSC 165</strong></td>
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<tr>
<td>PSYCH 102</td>
<td>Research Methods</td>
<td>3</td>
<td>Summer 2020</td>
<td>DE modalities only</td>
<td>DE Only proposal.</td>
<td>Requesting: Hybrid, online</td>
<td>- Anthropology AA-T Degree</td>
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<td></td>
<td>- Psychology AA-T Degree</td>
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<td><strong>M/S/U (E. TURNER, R. CRIPE) to ADOPT DE for PSYCH 102</strong></td>
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<td>RSCR 222</td>
<td>Cardiopulmonary Anatomy and Physiology</td>
<td>3</td>
<td>Summer 2020</td>
<td>DE modalities only</td>
<td>DE Only proposal.</td>
<td>Requesting: Online</td>
<td>- Respiratory Care A.S. Degree</td>
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<td><strong>M/S/U (E. TURNER, R. CRIPE) to ADOPT DE for RSCR 222</strong></td>
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<td>RSCR 224</td>
<td>Respiratory Care Theory 2</td>
<td>5</td>
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<td>DE modalities only</td>
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<td>Requesting: Hybrid</td>
<td>- Respiratory Care A.S. Degree</td>
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<td><strong>M/S/U (E. TURNER, R. CRIPE) to ADOPT DE for RSCR 224</strong></td>
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<td>RSCR 240</td>
<td>Advanced Cardiopulmonary Physiology</td>
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<td>Summer 2020</td>
<td>DE modalities only</td>
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<td>- Respiratory Care A.S. Degree</td>
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<td><strong>M/S/U (E. TURNER, R. CRIPE) to ADOPT DE for RSCR 240</strong></td>
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</tbody>
</table>
RSCR 242  Critical Care Procedures  4.5
Effective: Summer 2020
ADDENDUM ADOPTION: DE modalities only
Rationale: DE Only proposal.
Distance Education Status: Requesting: Hybrid, online
Program Impact:
- Respiratory Care A.S. Degree
M/S/U (E. TURNER, R. CRIPE) to ADOPT DE for RSCR 242

SOCSC 105  Introduction to Global Women's Studies  3
Effective: Summer 2020
ADDENDUM ADOPTION: DE modalities only
Rationale: DE Only proposal.
Distance Education Status: Requesting: Hybrid, online
Program Impact:
- CSU General Education Pattern Certificate of Achievement
- Ethnic Studies Skills Recognition Award
- General Studies, Emphasis in Humanities A.A. Degree
- General Studies, Emphasis in Social and Behavioral Sciences A.A. Degree
- History AA-T Associate of Arts for Transfer
- IGETC Pattern Certificate of Achievement
- MJC-GE Pattern
- Sociology AA-T Associate of Arts for Transfer
M/S/U (E. TURNER, R. CRIPE) to ADOPT DE for SOCSC 105

VI. PROGRAM NOTIFICATION AGENDA

Program Activity
(None)

Regional Consortium CTE Program Approvals: New/Substantial Change
(None)

CCCCO Program Approvals: New/Substantial Change
(None)

ACCJC Program Approvals: New/Substantial Change
(None)

ACCJC DE Substantive Change Proposal Needed
A.S. Degree: Respiratory Care

VII. PROGRAM CONSENT AGENDA
(None)
VIII. PROGRAM DISCUSSION AGENDA

Application for Approval - New Credit Programs - Requires CCCCO and ACCJC Approval
(Formerly the CCC-501)

(None)

Application for Approval - New Noncredit Programs - Requires CCCCO Approval
(Formerly the CCC-460)

(None)

Substantial Changes to an Approved Credit Program – Requires CCCCO and ACCJC Approval
(Formerly the CCC-510)

(None)

Non-Substantial Changes to Approved Program or Change of Active–Inactive Status – Requires CCCCO Approval (Formerly the CCC-511)

MODIFICATIONS:

(None)

INACTIVATIONS:

(None)

Program Changes that do not require Chancellor’s Office Notification/Application for Approval

(None)

IX. STANDING REPORTS

Due to time constraints and the volume of work before the Curriculum Committee, regular reports for Articulation and the Academic Senate will be provided electronically as an appendix to the minutes.

1. Articulation: C-ID Newsletter - January  
   L. Senechal

   NCIAC Spring 2020 Meeting Highlights

   L. Senechal noted that the NCIAC meeting link gives interesting information from the perspective of the articulation community, including UC, CSU, and all things going on in the state regarding articulation. L. Senechal continued that the information is accessible to faculty interested in a good read.

2. Academic Senate 
   S. Circle

   S. Circle mentioned that the 2020 Innovative Collaboration Retreat has been cancelled due to COVID-19, but the committee was working on some other creative ideas for virtual professional development. S. Circle noted that the Academic Senate passed Resolution S20-A: Instructional Emergency Preparedness Planning and Virtual Academic Senate Meetings and noted that the first reading of the Resource Allocation Model (RAM) was voted down.
3. **eLumen Transition**

   J. Zellet/B. Adams

   B. Adams mentioned the Instruction Office team is continuing with weekly check-in meetings and configuration of the database is ongoing. B. Adams continued that data import is much closer but manual data entry will be necessary. An estimated rollover of data is late April or early May, and once the system is functioning there will be multiple trainings scheduled during summer.

4. **Externally-Funded Program Development**

   B. Adams

   No Report

**X. NEW BUSINESS**

**Action Items**

1. **Curriculum Co-Chair Election**

   G. Hausmann nominated to re-elect B. Adams as the Curriculum Committee Co-Chair.

   **M/S/U (R. CRIPKE, E. MAKI) to close nominations and re-elect B. Adams as the Curriculum Committee Co-Chair.**

2. **SUR Subcommittee Formation**

   S. Circle mentioned that on the Unit Value Review Process form, under item #3e, the sentence “Majority vote stands” was accidently left off on the copy the Academic Senate approved. S. Circle noted that she has notified C. Redwing and the Curriculum Committee’s approved version will be re-submitted for approval. S. Circle asked for volunteers for SUR Subcommittees that will review the evidence to support the two Math and two Spanish classes that are coming through with a unit value higher that the C-ID descriptor.

   J. Zellet requested to be available in the conversation along with B. Adams and S. Circle, as co-chairs, as the SUR subcommittees are formed.

   Discussion ensued regarding how many subcommittees would be needed. Should a subcommittee be formed for each course, for each of the two course sequences, or one committee to review all four courses? The committee decided that since the two Math and two Spanish courses were part of a sequence and for the sake of efficiency, that two separate subcommittees would be needed.

   B. Adams requested names of those interested in volunteering for one of the two subcommittees. For the sake of adhering to meeting time, B. Adams requested those interested in volunteering to follow through and email her or S. Circle.

3. **Curriculum Committee Proposed Meeting Schedule for 2020-2021**

   B. Adams

   B. Adams noted that the proposed meeting schedule for 2020-2021 includes the second and fourth Tuesday of the month and is what we typically follow. B. Adams mentioned that the Curriculum Committee training will be moved to the second Friday of September rather than the traditional first Friday of September because of Labor Day weekend.

   T. Akers-Porter asked if the Curriculum Committee training would include instruction on the new eLumen program and, if so, should the training be scheduled in August.

   B. Adams informed the committee that eLumen training would be separate from the mandated Curriculum Committee’s Annual Training and would be scheduled in the summer.

   J. Zellet mentioned that the Annual Curriculum Committee Training Day is required to cover any new changes to Title Five, as well as any changes in the curricular process. J. Zellet added that more than just one day to get everybody familiar with eLumen will be necessary. J. Zellet assured the committee that focused eLumen trainings would be available to the Curriculum Committee as soon as possible but the specifics of those trainings are still being assessed due to COVID-19.

   **M/S/U (J. FORTE, L. SENECHAL) to accept the 2020-2021 Curriculum Committee meeting dates.**
4. **CCCCO Emergency Temporary Distance Education Blanket Addendum**  
   **J. Zellet/B. Adams**  
   **for Summer 2020 and/or Fall 2020**  
   **Chancellor's Office Communications to Colleges, CCCC DE Guidance Memo – 3/31/2020**

J. Zellet shared a PowerPoint that she was working on with all the things that COVID-19 has done related to instruction.

Information presented in J. Zellet's presentation included, but was not limited to:

- The Emergency Temporary Blanket Distance Education Addendum grants temporary DE approval only through fall 2020, the Chancellor's Office is giving us time to engage in contingency and resiliency planning for the continuity of education. Therefore, as educators, we will need to plan on how we continue instruction in the case we have to bounce back and forth between face-to-face and virtual education.

- Executive Summary 20-12 amends Title 5 – Section 555206 which gives us two opportunities (summer 2020 and fall 2020) for courses that do not already have local approval for distance education. Summer 2020 applications need to be into the Chancellor's office by May 20, 2020, with applications for fall 2020 due by July 1, 2020. These temporary approvals are valid only for the term of submission. The Chancellor's office is also asking for a schedule of Curriculum Committee meetings and how many courses can be accommodated in each meeting, showing our contingency plan so that we can continue instruction.

- “Temporary” is not a term that we’re going to attach to any of our local processes. Actions are considered permanent until the faculty author makes changes through the Curriculum Committee’s revision process. Any course on the temporary approval list must be included in a plan that shows how all courses will “obtain local approval” by December 30, 2020.

- Local approval can be hybrid, fully online, or both and that’s currently determined by faculty proposals. An “Emergency Conditions Only” option is recommended which would be applicable only in emergency situations and not for regular offerings via distance education. This option would be for faculty who have concerns that in an emergency situation they can put their course into a virtual space, but don’t think it’s a good idea for the course to be scheduled either online or hybrid on a regular basis. This option would add protection for the course should the college have to go into remote education.

- It is recommended that an Emergency Only option along with a definition of what an “Emergency Situation” is should be added to the Distance Education Addendum.

Discussion ensued on the recommendation along with what criteria would constitute an “Emergency Situation”.

**M/S/U (E. MAKI, T. AKERS-PORTER) to modify the Distance Education Addendum to have an Emergency Only for Remote Learning option. The criteria for “an Emergency” may include mandates called by city, county, state, federal agencies and their affiliates (aka FEMA), and/or YCCD Administration.**
5. Curriculum Committee TBD Meetings

B. Adams noted that with the postponement of the March 24, 2020 Curriculum Committee meeting, we need to schedule one more meeting for this spring. B. Adams asked the committee for input to determine if they wished to follow typical protocol and have the next meeting on April 28, 2020, during finals week. B. Adams also mentioned the volume of DE Only proposals coming in and questioned if the Curriculum Committee was interested in enacting what our current bylaws state in terms of a summer approval process. There was no indication from the Committee that current bylaws needed to be amended.

J. Zellet mentioned that we need to look ahead through spring 2021 and have a plan for courses that haven’t been through the local process or are covered under any blanket DE addendum, by December 30, 2020. J. Zellet suggested having a meeting once a month dedicated to DE Only approvals. She added that it wouldn’t have to be the same smaller group at every meeting and members that are available to do so, could respond by accepting the meeting invite. J. Zellet confirmed that those off-contract would be compensated for their time. J. Zellet also noted that the DE Only proposals approved during the emergency summer meetings would be added as a Consent Agenda Item on the first fall Curriculum Committee meeting agenda, for the purpose of the record.

M/S/U (J. BRENNAN, B. HUNT) that the next regular Curriculum Committee meeting to be scheduled for April 28, 2020, with subsequent meetings being scheduled the second Tuesday of each month throughout the summer, which would consist of smaller Curriculum Committee member groups. The summer dates would include May 12, June 9, July 14, and August 11, if necessary.

Informational Items

1. Shadow Placement Courses
   B. Adams/H. Townsend
   B. Adams noted that the Shadow Placement Course list has been updated based on information that was received from Science, Mathematics, and Engineering Division Dean, L. Maki.

2. Curriculum Committee Membership
   B. Adams
   B. Adams suggested checking the Curriculum Committee website to see when membership terms are up. B. Adams recommended those whose term ends spring 2020, and don’t plan on serving another term, to be looking for a replacement. B. Adams requested that members inform the Instruction Office if they are renewing their membership for another two years or who will be their replacement, so that the listserv may be updated.

XI. UNFINISHED BUSINESS

Action Items

1. MJC Associates Degree Requirements (Postponed until the April 28, 2020 meeting) B. Adams/L. Senechal
2. Content Overlap (Postponed until the April 28, 2020 meeting) Sub-Committee
3. Fall-Spring Academic Year for MJC Catalogs (Postponed until the April 28, 2020 meeting) L. Senechal

Informational Items

1. CTE 2-Year Review Forms – Fall 2019
   B. Adams
   B. Adams noted that only eight or nine CTE 2-Year Review Forms due Fall 2019 have been received. B. Adams was compelled to keep the Informational Item on the agenda, in hopes that more would come in before the fall semester. B. Adams added she would send a list of CTE Programs who have not turned in their Review Forms to those requesting one.
XII. PUBLIC COMMENT

J. Brennan commented that local animal shelters are in desperate need of emergency volunteers to foster animals due to COVID-19 and shelter cut-backs. J. Brennan mentioned the joy she found in hanging out with her new adopted puppy, adding that a new puppy or kitten are great for those who may have some extra time on their hands.

B. Adams thanked S. Joy for joining the Curriculum Committee, as the new ASMJC Student Representative.

M/S/U (E. MAKI, T. AKERS-PORTER) to adjourn at 4:53 PM