

**HSH Division Curriculum Committee Meeting Minutes**  
**Friday, October 18, 2024**  
**12:00 PM – 1:00 PM**  
**HSH Conference Room 5212**

<b>Item</b>	<b>Action</b>	<b>Presenter(s)</b>
1. Welcome and check-in	Discussion A quorum of 6 members was met	All
2. Updates from the CCC	Discussion items Addition of ethnic studies implemented in 24-25 may impact students enrolled in various HSH programs  Common course numbering, Minimum quals handbook(new edition) available now  HSH Division's SLO's process (ACCJC) Phase 1 enter all SLOs into excel spreadsheets by end of Fall Quarter Phase 2 review SLO's Winter Quarter Phase 3: ready to implement once the college decides on an action plan during Spring Quarter.	Campbell, Draper
3. Brown Act and HCC meeting protocols	Discussed the pro and cons of keeping the curriculum process and development at the division level while remaining compliant with the Brown Act vs changing to campus wide unified curriculum committee. A college level "Technical Review" Committee will still be considered as a way to ensure that COR's are compliant with Title 5 requirements.  The HSH CC attendee consensus was to keep the process at the division level.	Campbell, Draper
4. Approval of minutes (5/31/24, 6/4/24)	<b>Motion to approve M/S (St. Onge-Cole, Hanning)</b> <b>Approved</b>	Campbell, Draper
5. Title 5 updates for 2025	The projected Title 5 updates for 2025 were discussed. Mary Vanatta has sent the HSH division the list of HSH courses and their review date; each COR must be reviewed every 5 years. The 5-year cycle resets anytime the COR is reviewed. Each program/department should be working now on their courses for 2025 to avoid pushing all the courses to the spring deadline.	Campbell, Draper

	The horticulture courses (11) that were given an extension last year need to be ready for HSH CC review by the beginning of the winter quarter. Bryant agreed on the deadline for the COR revisions.	
6. Student Learning Outcomes	The college will be deciding on a management system for course SLOs and outcomes tracking. Daniel from dental assisting will be representing HSH Division at the next academic senate meeting to be a part of the decision-making process.	Campbell
7. Regular Substantive Interaction	Anyone who teaches asynchronously or a hybrid course must be certified in the requirements for RSI. Pods for the next RSI phase will have their first meeting Monday 10/21.	Campbell
8. HSH CC meeting schedule	Friday, November 15, 2024 12:00 – 1:00 pm Room 5212	Campbell, Draper
9. Good of the order	Reminder to submit agenda items no later than November 8, 2024 to be in compliance with the Brown Act regarding HSH Curriculum Committee Meetings.	
10. Adjournment		Campbell, Draper

**Attendees:**

Cathy Draper, Instructor Department, HSH Curriculum Committee Rep  
 Rachelle Campbell, Program Director, Radiologic Technology, HSH Curriculum Committee Rep  
 Shaelyn St Onge-Cole, Veterinary Technology Program Director, HSH Curriculum Committee Rep  
 Patti Chan, Dental Hygiene Program Director  
 Brenda Hanning, Respiratory Therapy Program Director  
 Denise Bryant, Instructor, Environmental Horticulture faculty  
 Glenn Kurisu, Program Director, EMS department

**Minutes Recorded by:** Glenn Kurisu