



Shasta College

Curriculum Committee Minutes

Monday, September 29, 2025

Room 154

3:00 p.m.

1. CALL TO ORDER

Meeting called to order at 3:04 pm.

Present: Rebecka Renfer, Scott Yates, Katie Elwood, Cheryl Cruse, Juanne Van Der Linde, Joanne Tippin, Marcee Martinez, Leimone Waite, Audrey Barto, Nickie McGarry, James Tate, Mark Montgomery, Sam Gordon, Tim Shelton

Absent: Ben Daw

Guests: Ioanna Iatridis, Laura Specht, Kim Alcorn, Justina Meeder, Iva Gallmeister, Will Breitbach

2. INTRODUCTIONS

3. MINUTES OF THE SEPTEMBER 15, 2025 MEETING

Motion to approve the September 15, 2025 minutes by: Martinez/Cruse

Motion passed unanimously.

4. OPPORTUNITIES FOR PUBLIC COMMENT

5. COMMENTS FROM THE CHAIRS

Ioanna – Tomorrow the Chancellor of Community Colleges and the Board of Governors are coming to take a tour. They're visiting the north state to see what our needs are compared to the urban community colleges. They'll be here in the afternoon and there will be breakout sessions where they can meet students.

Scott – The 5-Year Review List was emailed out to the deans today for some courses that have not been completed. There is some work to do in some divisions and not as much as others.

Leimone – I have some questions about that list. I submitted the Horticulture course and have worked with faculty to submit others.

Laura – There is a new list on the website that is more current than what we sent out with our email.

Leimone – But in regards to the Welding courses that say they were approved last year, why are those still highlighted?

Laura – Those are finished so you don't need to worry about them.

Leimone – Oh, so what indicates they need to be done?

Scott – It would be under the "Reviewed" column where it's either blank or there's a P for Pending or an X for finished/approved.

Leimone – I don't know what the zero means.

Laura – It means Overdue.

Scott – There aren't many courses on the BACTE list.

Leimone – But there's a lot of blanks on that list.

Scott – But like Laura said, this isn't the updated list. There were a lot more that were submitted.

Joanne – I have a question about the CULA courses. Have those been submitted or not?

Kim – No, those still need to be worked on. They have not been submitted yet.

Scott – So just check with your faculty to make sure if they haven't gotten their courses done yet that they do so soon. I know they have a lot going on. There are also those training videos on the CNET homepage which faculty can watch for help with submitting course revisions, deactivations, and new courses.

Leimone – Well, and I couldn't figure out how to launch the course I was working on. It's definitely not intuitive.

Scott – One other issue that's come up is that we need to refine the language for our embedded and lab sub-content in our courses. There were some suggestions I made last time about language, and then I realized I needed to revise my own language to make certain the GE reviewers wouldn't deny our courses. The reality in the classroom is that embedded support means you put a lot more emphasis on one item than another depending on who is in your classroom and needing help with different content. But, for the reviewers, we needed to clarify that our lab/support content *is taught* and is not optional.

6. CURRICULUM REP AREA REPORTS

Katie – Stacey is still not feeling well.

James – I have submitted the ANTH course for revision.

Leimone – I've been working with Audra to update some programs. She's trying to also work on updating our Animal Nutrition class so it can be accepted by C-ID. She's debating whether or not to put a prerequisite on it because we've seen a lot of students trying to take this course with no previous knowledge of animal science or nutrition.

Juanne – *none*

Marcee – Just working on getting those late Health Sciences courses done. I'm not really sure what's going on with the HEOC courses.

Joanne – Did the Addiction Studies program ever get submitted for review?

**discussion about whether or not the program was submitted and what is needed for accrediting bodies*

Mark – I reached out to Mike about getting our courses finished.

Ben – *absent*

Audrey – *none*

Tim – *none*

Cheryl – *none*

Nickie – *none*

Rebecka – *none*

Sam – There's something I'd like to propose. The HIT 30 course should be reviewed because it's only 1 unit and it should definitely be 3 units.

Scott – Sometimes accrediting bodies don't allow units to be changed like that, but we can definitely check into it. Thanks, Sam, and students for this suggestion!

And we should also talk more about what we want to know from students. When I met with Student Senate, they were more concerned with the scheduling aspects than the actual curriculum, but it would be great to know how they feel about curriculum and if there's anything they'd like to contribute. Please, curriculum reps, be thinking about this question for next meeting. What do we want to know from students?

7. GENERAL EDUCATION COMMITTEE REPORT

Rebecka – From our Thursday meeting, we approved JOUR 21 and ENGL C1002 to be submitted to Cal-GETC this December. CSU GE courses were not grandfathered into Cal-GETC, so we had to do some work on both courses before we could submit them. ENGL C1002 will also be re-reviewed for the area (1) it's currently approved for.

Motion to approve 7.1-7.2 by: Renfer/Waite

Motion passed unanimously.

7.1. JOUR 21- Intro to Mass Communications

Cal-GETC: 4-Social & Behavioral Sciences

7.2. ENGL C1002- Introduction to Literature

Cal-GETC: 3B-Humanities

8. CURRICULUM TRAINING

**presented by Scott Yates*

Understanding Faculty Authority in Curriculum

- Title 5
- Ed Code

- 10 + 1 (Curriculum is #1)
- Collegial Consultation
- Etc.

Cheryl – I really appreciate your trainings! When I first started serving on this committee, I had no idea what I was doing and your trainings have helped tremendously.

9. DISCUSSION/ACTION ITEMS – New Courses

9.1 ADJU 152 Background Investigation – New Course, 1.5 units

Proposed Disciplines: Administration of Justice

Justification: There is a need to assist local law enforcement through Shasta College and the SHIELD Regional Training Facility by providing a background investigation course. Currently, there are no similar courses offered in this area. Local law enforcement agencies are forced to send their employees to Sacramento or the Bay Area.

Motion to approve 9.1 by: Montgomery/Martinez

Tim – Do we have the faculty to teach this course?

Mark – Yeah, we have faculty and the facilities; it will be up at SHIELD. Our target audience will be local law enforcement.

Scott – Is there demand for this course?

Mark – Yes, there’s a lot of demand up here, and we’ll probably also draw students from Sacramento as well.

Scott – How often do you think this course will be offered?

Mark – Probably once a year.

Tim – So is this a training course for going into law enforcement?

Mark – This is for law enforcement needing to do background checks.

Marcee – Is it for anybody or is it only for certified law enforcement?

Mark – It’s mainly for law enforcement but potentially Fire people. It’s for established workers – it’s not an entry-level course.

Marcee – Does there need to be a Limitation on Enrollment then?

Mark – We do limit some of our courses, but I don’t see that there’s a reason to limit the enrollment on this course. There’s nothing classified, but law enforcement will not sit in that class and have an open conversation with civilians.

Marcee – Like the PTA courses are limited only to students in the program.

Nickie – I feel like it should be limited to law enforcement.

Iva – There are notes on other courses that indicate “This may not be the course for me” instead of putting an actual limitation on enrollment.

Joanne – Is this a class where you, as a police officer, would be using very specific tools to use background checks that normal people wouldn’t be able to do?

Mark – Yeah, that’s a great point. They’d be using lingo most people don’t know, and they’d have access to databases that most people don’t.

Laura – I would say if you wanted to put a Limitation of Enrollment on this course, it would open a can of worms about putting limitations on all the other SHIELD courses as well.

Tim – Do you have any ballpark estimate about how many people would be taking this course?

Mark – I really don’t know. Officers rotate through these courses semi-regularly.

Motion passed unanimously.

9.2 ADJU 162 Adult Corrections Supplemental CORE – New Course, 2 units

Proposed Disciplines: Administration of Justice

Limitation on Enrollment: Students must submit to and successfully pass a LIVESCAN background check in order to register for this course.

Note: This course meets or exceeds Standards and Training for Corrections' minimum training in a condensed format for individuals employed as adult correctional officers who successfully completed a certified police academy approved by the Commission on Peace Officer Standards and Training (POST).

Note: Students must be at least 18 years of age and have a High School Diploma or GED in order to enroll in this course.

Note: Appropriate attire is required for all physical training.

Note: Students need to be prepared for the rigor of the physical conditioning and defensive tactics training. Pre-existing medical conditions may interfere with the successful completion of the course.

Justification: This new course is to better serve our industry partners in law enforcement by providing mandated Standard and Training for Corrections (STC) in a local setting.

Scott – Mark and I have already talked about this course, and for various reasons we're just going to table it for now.

Motion TABLED.

10. DISCUSSION/ACTION ITEMS – Course Deactivations

10.1 ALH 300 Medical Assisting Certification Exam Prep Course

Last offered: Spring 2023

Justification: Lack of community interest.

Proposal Impact:

- None

10.2 MATH 101L Basic Algebra Lab

Last offered: Spring 2018

Justification: This course has not been offered for several years, and Math 101 is now only allowed to be offered to high school students.

Proposal Impact:

- None

10.3 MATH 304 Math Camp

Last offered: Never

Justification: This course was designed to allow students to enroll in Math Camp through MyShasta. However, we have never utilized it, and the Math Camp enrollment process seems to be working well without it.

Proposal Impact:

- None

10.4 MATH 306 Stats Camp

Last offered: Never

Justification: This course was designed to allow students to enroll in Stats Camp through MyShasta. However, we have never utilized it and Statistics has been rolled into Math Camp. The Math Camp enrollment process seems to be working well without using MyShasta.

Proposal Impact:

- None

Motion to approve 10.1-10.4 by: Barto/Shelton

Scott – Sometimes these courses are good indications that we didn't ask enough questions when these courses were created, but sometimes not.

Leimone – What do they mean on the Math Camp courses that they're not utilizing them? Are we missing out on funding because of apportionment?

Will – No, we're not.

Iva – We're using STU 310 for tutoring?

Will – Yes.

Motion passed unanimously.

11. DISCUSSION/ACTION ITEMS – Course/Program Revisions

11.1 **COMM ~~10~~ C1004 Interpersonal Communication**

Last offered: Fall 2025 (Currently)

Proposed Revisions:

Updated Course Description

Updated Course Number

Updated Objectives

Updated Course Content

Updated Texts

Proposal Impacts:

- **Communication Studies 2.0 AA-T.4005**
- *Dental Hygiene AS.1173*
- *Nursing AS.1380*

Motion to approve 11.1 by: Elwood/Shelton

Motion passed unanimously.

11.2 **ENGL C1000E Academic Reading and Writing (F25 Retroactive UCTCA appeal updates / applied to F26)**

Last offered: Fall 2025 (Currently)

Prerequisite: Placement as determined by the college's multiple measures assessment process

Proposed Revisions:

Updated Course Content

11.3 **ENGL C1000E Academic Reading and Writing (F26)**

Last offered: Fall 2025 (Currently)

Prerequisite: Placement as determined by the college's multiple measures assessment process

Proposed Revisions:

Updated Course Content

Motion to approve 11.2-11.3 by: Martinez/Shelton

Scott – The first version is the one that's currently under appeal at UCTCA, so we had to revise it. And then the second one is the version that will go through, if and when we get that appeal made. The second one is more up-to-date and doesn't require the "research paper" (just a paper that requires research).

Motion passed unanimously.

11.4 **ETHS 5 Introduction to Asian American Studies**

Last offered: Fall 2025 (Currently)

Advisory: Essay-writing skills and eligibility to enroll in a transfer-level English Composition course.

Proposed Revisions:

Updated Course Description

Updated Objectives
Updated Course Content
Updated Texts
Updated DEI statement
Updated Typical Assignment

Motion to approve 11.4 by: Tate/Elwood

Motion passed unanimously.

- 11.5 FREN 1 French 1**
Last offered: Fall 2025 (Currently)
Advisory: English Placement Level 6
Note: This course corresponds to two years of high school study.
Proposed Revisions:
Updated Requisites

- 11.6 FREN 2 French 2**
Last offered: Spring 2025
Prerequisite: FREN 1 with a grade of C or higher or Foreign Language Placement Level 2 or Higher
Advisory: English Placement Level 6
Note: This course is beyond the proficiency level equivalent to two years of high school level instruction in the same language.
Proposed Revisions:
Updated Requisites

Motion to approve 11.5-11.6 by: Elwood/Waite

Scott – This is about the note, right?

Katie – Yep.

Motion passed unanimously.

Motion to approve the prerequisite by: Elwood/Martinez

Motion passed unanimously.

- 11.7 JAPN 1 Japanese 1**
Last offered: Fall 2025 (Currently)
Note: This course corresponds to two years of high school study.
Proposed Revisions:
Updated Requisites

- 11.8 JAPN 2 Japanese 2**
Last offered: Fall 2025 (Currently)
Prerequisite: JAPN 1 with a grade of C or higher or Foreign Language Placement Level 2 or higher
Note: This course is beyond the proficiency level equivalent to two years of high school level instruction in the same language.
Proposed Revisions:
Updated Requisites

- 11.9 JAPN 3 Japanese 3**
Last offered: Fall 2025 (Currently)
Prerequisite: JAPN 2 with a grade of C or higher or Foreign Language Placement Level 3 or higher

Note: This course is beyond the proficiency level equivalent to two years of high school level instruction in the same language.

Proposed Revisions:

Updated Requisites

11.10 JAPN 4 Japanese 4

Last offered: Spring 2024

Prerequisite: JAPN 3 with a grade of C or higher or Foreign Language Placement Level 4 or higher

Note: This course is beyond the proficiency level equivalent to two years of high school level instruction in the same language.

Proposed Revisions:

Updated Requisites

Motion to approve 11.7-11.10 by: Elwood/Tate

Motion passed unanimously:

Motion to approve the prerequisites by: Elwood/Tate

Motion passed unanimously.

11.11 JOUR 29 Photojournalism

Last offered: Spring 2021

Note: Students are urged to furnish their own camera.

Proposed Revisions:

Updated Course Description

Updated Hours/Units 2.0→3.0

Updated Objectives

Minor update to Course Content

Updated Methods of Evaluation

Updated Texts

Added DEI statement

Updated Typical Assignment

Updated SLOs

Proposal Impact:

- *General Studies – Humanities AS.1515*
- *General Studies – Language Arts AS.1502*
- *University Studies – Language Arts AA.1496*

Motion to approve 11.11 by: Elwood/Waite

Someone—That’s a strange note.

Will – We have some cameras at the library that meet the minimum qualifications for some of these courses. I don’t recall how many, but Cheryl probably knows.

Cheryl – We have at least 8 now.

James – We did have a part-time faculty teaching this course, but COVID kind of messed that up. So I’m not sure who is going to teach this.

Will – Stacey did indicate that they hope to offer this course in the spring.

Leimone – It didn’t look like they updated the content, but the units increased? What’s their justification?

Scott – Without the revising faculty here, I think that’s about all the information we can gather at this time.

Leimone Waite opposed.

Motion passed, 11 yes, 1 no.

11.12 SPAN 1 Spanish 1

Last offered: Fall 2025 (Currently)

Advisory: English Placement Level 6

Note: This course corresponds to two years of high school study.

Proposed Revisions:

Updated Requisites

11.13 SPAN 2 Spanish 2

Last offered: Fall 2025 (Currently)

Prerequisite: SPAN 1 with a grade of C or higher or Foreign Language Placement Level 2 or Higher

Advisory: English Placement Level 6 or higher

Note: This course is beyond the proficiency level equivalent to two years of high school level instruction in the same language

Proposed Revisions:

Updated Requisites

Motion to approve 11.12-11.13 by: Elwood/Tate

Motion passed unanimously.

Motion to approve the prerequisite: Elwood/Tate

Motion passed unanimously.

11.14 STAT C1000E Introduction to Statistics (F25 Retroactive UCTCA updates)

Last offered: Fall 2025 (Currently)

Prerequisite: Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra.

Proposed Revisions:

Updated Objectives

Updated Course Content

Motion to approve 11.14 by: Barto/Martinez

Audrey – This is just fixing the notes to clarify the embedded support.

Motion passed unanimously.

11.15 General Studies – Industrial Technologies

SC Program: AS.1500

Proposed Revisions:

Updates to Program Description

-WTT 177

-WTT 180

-WTT 181

-WTT 183

-WTT 184

-WTT 186

+ AGNR 101

+ AGNR 102

+ AGNR 103

+ AGNR 104

+ AGNR 105

+WTT 101

+WTT 102

+WTT 103

+WTT 104

+WTT 105

Motion to approve 11.15 by: Waite/Martinez

Leimone – These were the new Wastewater Treatment courses, and then the AGNR courses are the logging courses.

Motion passed unanimously.

12. ADJOURN

Meeting adjourned at 4:15pm.