Curriculum/Gen Ed Committee

A Standing Committee of the Education Advisory Council

March 5, 2025 | 3:00 PM to 5:00 PM
Virtual Meeting via Zoom

Minutes

Committee – Voting Members					
✔	Erin Briddick	✔	Jane Loverin	✔	Henry Mesa
	Alireza Esteghlalian	✔	Debbie Galba-Machuca	✔	Robin Shapiro
	Ksenia Everton	✔	Tara McDowell	✔	Joanna Sullivan (Chair)
	Amber Hicks	✔	DeAnne Hardy		
✔	Morgan Lindberg	✔	Michael Meagher		
Committee Support – Non-Voting Members					
	Dorothy Badri	✔	Adam Lucero	✔	Carmen Seto
✔	Katelyn Goslin		Jessica Morfin	✔	Edmond Wong
✔	Anne Haberkern		Nikki Paterson		
✔	Stacey Holland	✔	Rondi Schei		
Guests					
Michael Hohn (BA)		Justin Mortensen (CADD)		Camille Walker (HIM)	
Shelton Fu (MT)		Michael Reis (Executive Dean)			
Eric Kirchner (MT)		Wendie Siverts (CADD)			

Notes: **Directions for Accessing CourseLeaf** – Log into MyPCC, go to the Faculty tab, select the "Electronic Approval Queue" link in Faculty Tools, then select "Curriculum Committee Chair" in the drop-down menu. You can also copy and paste this link directly into the Course Management window: https://catalog-next.pcc.edu/courseleaf/approve/?role=Curriculum_Committee_Chair.

Business Items:

Code	Title	Status	Discussion ↓	Recommend	Recommend w/ Amendments	Postpone
BA 169Z	Data Analysis Using Microsoft Excel	New		✔		
BA 226	BA 226: Introduction to Business Law (BA 226=BA 226Z)	Edited		✔		
HIM 260	HIM Professional Practice Lab 1	Edited		✔		
MT 228	Process Equipment III	Edited		✔		

Discussion:

Michael Reis - Accessible student language on CCOGs

The English SAC voiced some concern last year over how CCN course descriptions are written, as the language seems to be focused on students who have already selected a major. However, PCC students are sometimes more interest driven, meaning they are still exploring various options before selecting a major. We are able to make changes, up to 20%, if they are specifically linked to our style guide.

Non-grammar and non-syntax (plain language) changes we can consider:

- More inviting and inclusive language
- Limiting density of paragraphs
- Starting with an active verb
- Considering how our students come from many different backgrounds and levels of preparation that differ from university students

We don't need to reinvent things when our style guide already exists, and we will try to work on this during meetings versus having to do work outside of meetings. If time permits, we can try to review plain language examples by April's meeting.

April's Meeting

      Our next meeting falls on the third day of spring term, which makes it difficult to review courses in a timely manner. We can consider changing next year's April meeting so that members have more time to review courses, but it might be difficult since we also need to consider DAC and EAC deadlines.

Information Items from the Curriculum Office:

(These items do not require curriculum committee recommendation)

Grading Option Changes:

N/A

Experimental Courses:

ART 299X	Intermediate Animation

Course Inactivation:

N/A