

**HSH Division Curriculum Committee**

**Minutes**

**Friday, December 5, 2025**

**HSH Conference Room 5212**

**12:00PM**

<b>Item</b>	<b>Action</b>	<b>Presenter(s)</b>
1. Welcome and check-in	<p>Discussion: SLO Discussion</p> <ul style="list-style-type: none"><li>• We talked about needing a department meeting to go over SLO reflections. The idea is that the chair will pull together a summary of what everyone is doing so we're all on the same page.</li><li>• Someone mentioned that a few faculty didn't choose a fall class to evaluate, so those individuals will need to wait until the end of winter to complete their SLO reflection.</li><li>• We reviewed how SLOs tie into Title V and why staying on a regular cycle matters.</li><li>• There was agreement that reviews should</li></ul>	All

happen quarterly and be staggered. After the final exam, instructors will review their SLO data and upload reflections to Canvas.

- In spring, we'll meet again as a department to finalize all reflections before the official submission.
- We talked about why Canvas is being used — mainly so the department can easily track submissions and ensure everyone is participating.
- The group clarified that the lead instructor for each class is responsible for that course's SLO reflection. By spring, every class should have at least one SLO evaluated. Only classes tied to the current Title V review cycle require the formal reflection.
- We discussed how SLOs connect to the Title V five-year review. It was also mentioned that

it's still unclear what ACCJC expects in terms of timing — whether evaluations need to happen every five years, yearly, or quarterly.

- We walked through an example: For an EMT SLO, instructors would review an assessment (such as a triage test), note the grade distribution (e.g., 60% A, 20% B, etc.), identify where students struggled, and describe what adjustments they'd make for future classes.
- It was clarified that we don't include student-level data — reflections are aggregate only and not tied to individual students or instructors.
- Instructors will input their reflections, and pod leaders will review them and provide a big-picture summary.
- Final summaries will be uploaded

	<p>to a shared location — possibly SmartSheet or a Canvas form — so everything is stored in one place.</p>	
2. Updates from the CCC	<p>Information</p> <ul style="list-style-type: none"> <li>• State's New Method for Attendance Accounting (Lab Hours &amp; Units)</li> </ul> <p>Mr. Hueg will be creating a list of classes that fall into this category and reach out to the different departments to discuss.</p>	Cole, Kurisu
3. Approval of 11/14/25 minutes	<p>Action: Motion to approve: M/S (Cole, Campbell,) Approved</p>	Cole, Kurisu
4. New Class Proposal:	<p>Discussion/Action</p> <p>VT 83A</p> <p>Pharmacology was split into two courses to improve content delivery, but the courses have been rolled back for further revision.</p> <p>VT 83B</p>	Cole
5. Title 5 Course Review:	<p>Discussion/Action</p> <p>DH 320 B</p> <p>Revised the course objectives to better align with the course content, added an equity statement, and made minor revisions throughout.</p>	Chan

VT 51D	<p><b>Motion to approve: M/S (Cole, Campbell,) Approved</b></p> <p>Revised senior seminar's course objectives to better align with the course content, added an equity statement, and made minor revisions throughout.</p> <p><b>Motion to approve: M/S (Chan, Draper) Approved</b></p>	Cole
HSH CC 2025 Winter 26 Next Meeting	1/23/25 in room 5212 at 12pm	Cole, Kurisu
6. Good of the order		
7. Adjournment		Cole, Kurisu

**Attendees:**

**Rachelle Campbell**, Program Director, Radiologic Technology

**Shaelyn Cole**, Program Director, Veterinary Technology; HSH Curriculum Committee Representative

**Cathy Draper**, Instructor, Health Department, HSH Curriculum Committee Representative

**Zenaida (Pia) Staana**, Director, Dental Assisting Program

**Patti Chan**, Program Director, Dental Hygiene

**Glenn Kurisu**, Program Director, EMS Department; HSH Curriculum Committee Representative

Minutes recorded by Glenn Kurisu