

OXNARD COLLEGE  
CURRICULUM COMMITTEE  
NOVEMBER 9, 2011 MINUTES

**Mission Statement**

Oxnard College promotes high quality teaching and learning that meet the needs of a diverse student population. As a multicultural, comprehensive institution of higher learning, Oxnard College works to empower and inspire students to succeed in their personal and educational goals and aspirations.

Members Present: Teresa Bonham (co-chair), Marji Price, Graciela Casillas-Tortorelli, Shannon Davis, Carolyn Dorrance, Ross Fontes, Betty Hough, Alex Lynch, Christiane Mainzer, Patricia Mendez, Jim Merrill, Maria Parker, Mary Pinto-Casillas, Raul Pulido (ASG), Mati Sanchez, Christina Tafoya, and Emma Waits

Non-Voting Present: Erika Endrijonas (co-chair), Carmen Guerrero, and Carolyn Inouye

Proxy: Shannon Davis for Judy McArthur

Members Absent: Judy McArthur, Jim Petersen, and Jeannette Redding

Non-voting Absent: Karen Engelsen

Guests Present: Bret Black, Susan Cabral, Margarita Corral and Chris Horrock

Minutes Recorder: Betty Hough

**ACTION**

**Welcome/Announcements**

T. Bonham called the meeting to order at 2:05 p.m. and declared a quorum present.

**Adoption of the Agenda**

Add:

- E. Next Meeting Date
- F. Discussion of Curriculum Approval Process
- G. CurricUNET Update
- H. Five-year Revision List - Shannon

**T. Bonham called for a motion to accept the agenda as amended. S. Davis moved to accept, M. Parker seconded, and the motion carried unanimously.**

**Approval of the Minutes**

Page 2, Second Reading Approval, change to read "to accept the ~~First~~ **Second** Reading courses . . . . .

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Add FT R170 to Prerequisite Approval.

**T. Bonham called for a motion to accept the October 12, 2011 minutes as amended. C. Mainzer moved to accept, E. Waits seconded, and the motion carried unanimously.**

**SECOND READING**

**Career & Technical Education**

None

**Liberal Studies**

SPAN R117 – Latin American Literature – First Reading changes had been made.

**Math/Science/Health/PE/Athletics**

PHSO R101- Human Physiology – First Reading changes had been made.

**Student Services**

None

**Second Reading Approval**

**T. Bonham called for a motion to accept the Second Reading courses. J. Merrill moved to accept, M. Parker seconded, and the motion carried unanimously.**

**FIRST READING**

**Career & Technical Education**

None

**Liberal Studies**

Jim Merrill presented the COMM course.

COMM R111 – Interpersonal Communication – Maria Parker and Jim Merrill will pass along a few minor corrections to the author, Amy Edwards.

Since neither the author, department chair or curriculum rep was present; Marji Price presented the following courses.

PHIL R112 – Symbolic Logic and Set Theory – BANNER title is too long; delete ~~and~~ and use **&** on cover and outline. 4. - Check BASIC SKILLS box. Outline changes: I.B. Redo; this course does not satisfy general transfer requirements. II.B. 2. Add TOTAL CONTACT HOURS. D. Delete last sentence beginning with “~~This course applies . . . . .~~ H. Consider making this a LTR grade rather than STUDENT OPT. If a change is made, don’t forget to

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check the Previous, if different box. VI.A. Why isn't WRITTEN ASSIGNMENTS box checked?  
VII.A.1.-4. Provide editions and publication dates.

SOC R111 – Introduction to Social Research – Cover Sheet changes: 1. Check PREQ box. BANNER TITLE is too long; change to Intro. on cover and outline. 2. Check NO STAND ALONE box; uncheck YES box. 4. Codes are missing. Outline changes: II.B.2. Add TOTAL CONTACT HOURS. C.1 Change See to SOC R101. D. Delete last sentence. III.F. Evaluate theories . . . . . G. ~~knowledge~~ **knowledge**. VII.A.1. Underline book title.

SOC R118 – Introduction to Human Services – Cover Sheet changes: 2. Check NO STAND ALONE box; uncheck YES box. 4. Codes are missing. Outline changes: II.B.2. Add TOTAL CONTACT HOURS. III.I. Phrase needs a verb. VIII.1. Delete ~~Certification of Achievement~~ and add **None**.

**Math/Science/Health/PE/Athletics**

The MATH course was presented by Bret Black.

MATH R010 – Pre-Algebra – Outline changes: IC. Delete ~~add methods of instruction and methods of evaluation~~.

**Student Services**

Emma Waits presented the PG course.

PG R101 – Career Development and Life Planning – Cover Sheet changes: 1. Check DL box. Outline changes: II.H. Consider making this course STUDENT OPTION rather than PASS/NO PASS. If a change is made, be sure to check the Previous, if Different box. VII.2. Add publication date (2006).

**First Reading Approval**

**T. Bonham called for a motion to accept the First Reading items. S. Davis moved to accept, C. Mainzer seconded, and the motion carried unanimously.**

**Distance Learning Approval**

PG R101

**T. Bonham called for a motion to accept the Distance Learning item. C. Mainzer moved to accept, M. Parker seconded, and the motion carried unanimously.**

**Prerequisite Approval**

MATH R010

**T. Bonham called for a motion to accept the Prerequisite item. A. Lynch moved to accept, R. Pulido seconded, and the motion carried unanimously.**

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**Deletions**

None

**Suspensions**

JAPN R101, JAPN R101A, JAPN R101B, JAPN R102

**T. Bonham called for a motion to accept the Suspended items. M. Parker moved to accept, R. Fontes seconded, and the motion carried unanimously.**

**Consent Items**

None

**INFORMATION/DISCUSSION**

**Articulation**

No report.

**DTRW**

Erika advised that DTRW meets tomorrow. For a variety of reasons, the state has moved to more stringent auditing standards. The state chancellor's office is taking seriously its job to make sure that colleges are only getting paid for the instruction they say they are doing and that they are not charging fees that they shouldn't be charging. What happened was that we went through a basic audit and several of the materials fees came under question. If we couldn't demonstrate that whatever it was we were charging students for had lasting value after the class, we had to remove that materials fee for spring. Ninety percent of fees were removed for spring because we could not provide justification for keeping them. It doesn't mean that we cannot get the materials fee back for the fall. This pertains to the same issue that Erika alerted everyone to about the battles in court based on a case about a student who is suing Foothill De Anza College. We are waiting for closure on this case. Going forward we need to utilize the form we approved to justify materials fees in the future. This form is available in SharePoint.

**DCSL**

Erika advised that DCSL also meets tomorrow and will be discussing AP4021 the Program Discontinuance Policy, Ws and repeats and the new changes to title 5, and priority of registration for over 90 units.

**GE Subcommittee**

Shannon advised that the committee had met briefly to discuss what to work on this year.

**Next Meeting Date**

The committee agreed that the next meeting date will be Wednesday, November 30, 2011. However, the deadlines already established will hold firm. **No meeting on November 23<sup>rd</sup>.**

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**Discussion of Curriculum Approval Process**

Basically we do a First Reading on campus, DTRW reviews if necessary, a Second Reading takes place on campus and then items go to via the chancellor's cabinet to the Board for approval. Last night a number of courses (TV co-listed with DMS)) were pulled by someone and Jim wanted to know how this fits in our process. Erika responded that it fits in our process because it was a request of a board member who felt that given the public comments that would happen last night and the current program discontinuance discussions taking place, it was an inappropriate time to talk about those courses. Erika then confirmed with the chancellor that this was also his recommendation. These courses should have gone forward to the board earlier, but they were delayed due to the absences of Betty and Shannon. Erika sent them to the board because the board has not voted on program discontinuance yet so she thought it made sense to review them. The board member and the chancellor did not agree, and the chancellor has the right for final board agenda approval.

Carmen was concerned about the web design program. She indicated that three of the courses pulled were not co-listed with TV courses. They are getting reading to put together the program for the web design which requires several of these courses. Carmen suggested that perhaps next time we should send the program along with the courses to the board. Erika indicated that they would probably also need to provide justification for the program including job data.

**CurricUNET Update**

Erika reported that she checked in with the department chairs at their meeting last week, to make sure that they, or maybe working with their lead faculty, are going in and validating the course outlines of record that are in CurricUNET. We did not type all of these outlines into CurricUNET; the CurricUNET staff did. Every course should be proofed by January. In January, the Curriculum Committee will talk about the approval process and then we can begin training.

**Five-year Revision List - Shannon**

Shannon distributed the list of active courses. The date of the last review and when the next review is due are indicated. Grace, Shannon and Betty worked on this list. Send any corrections to Shannon.

The committee will need to revisit the suspend/delete question. In the process of trying to clean up our catalog, both the physical format, the BANNER catalog and what is available at the state, one problem is that when you run a list of all of our Active courses, suspended courses pop up. BANNER has either Active or Inactive courses so there is no suspension. This is a problem because we have a BANNER catalog that doesn't match our other documents. The second issue is that there will be a meeting next week to try to clean up coding issues which we ran into regarding TBA hours, the upshot of which is that Erika asked to have this added to the list and one of the other colleges asked her for the Board policy where it talks about suspended courses.

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Betty advised that there is a folder on SharePoint for deleted courses. She will post the list of suspended courses on SharePoint. Betty began keeping electronic copies of documents in July 2003, so anything prior to that will not be included.

**Adjournment**

The meeting was adjourned at 3:50 p.m.

DRAFT