



CURRICULUM COMMITTEE MEETING MINUTES

Present: Teresa Bonham (*Co-Chair*), Erika Endrijonas (*Co-Chair*), Marji Price (*Voting Dean*), Shannon Davis, Raul Pulido (*ASG Representative*), Jim Merrill, Alex Lynch, Jeannette Redding, Emma Waits, Mati Sanchez, Chris Mainzer, Maria Parker, Judy McArthur, Tom Stough, Letty Mojica, Patricia Mendez, Christina Tafoya, Mary Pinto-Casillas, Susan Cabral, and Carolyn Dorrance

Ex-Officio Members Present: Carmen Guerrero and Carolyn Inouye

Proxy: Everardo Rivera for Ross Fontes

Members Absent: Graciela Casillas-Tortorelli and Betty Hough

Guests: Gail Warner

Meeting Date: **09/14/2011** Minutes Approved: **05/11/11** Recorded By: **Grace Schneider**

AN = Action Needed AT = Action Taken D = Discussion I = Information Only

DISCUSSION/DECISIONS

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|------|---------------------|------|--|
| I. | Called to Order | I | The meeting was called to order at 2:05 by E. Endrijonas. |
| II. | Additions to Agenda | I | T. Stough requested a discussion on the library's role on this committee. |
| III. | Approval of Minutes | I | The Committee reviewed the minutes of the May 11 th , 2011 meeting. |
| | | AT | J. Merrill moved to adopt the minutes as presented.
M. Sanchez seconded. |
| | | D/AN | E. Endrijonas asked for any comments. M. Parker indicated that she was present as a proxy and not listed; T. Bonham was a guest, not a member; and S. Davis was absent. On page 2, Item G, should read "A. Edwards moved to approve the course deletion items." "On page 4, Item B, part of the last sentence should read "DTRW and DCSL will move to the 2 nd Thursday of the month to avoid missing a month of Board preparation." Also on page 4, Item C, "Act-One" should read " @One. " |

AT **E. Endrijonas called for a vote on the minutes as amended and the motion carried unanimously. S. Davis and J. Redding abstained.**

IV. Second Reading I *There were no second reading items for discussion/approval.*

V. First Reading AN **Career & Technical Education**
C. Guerrero presented the CD and CAOT courses.

CD R100 – Introduction to Curriculum for the Young Child - Cover Sheet changes: Use current cover sheet for second reading, as this will count as the 5-year review. Course Outline changes: Use current revised course outline form. Total contact hours need to be included. No DTRW submission necessary.

CD R102 – Human Development – Course outline for CD R100 is attached instead of R102. Change to credit by exam. SharePoint is okay, but Catalog course description needs to be changed, as it does not match the course outline. B. Barrios can affect the change. Textbook needs to be updated. Use current cover sheet and revised course outline form. Pulled until next meeting.

CAOT R122 – Microsoft Office – Cover Sheet changes: 2. STAND ALONE COURSE – Uncheck No; Check **Yes**. Course Outline changes: I.A. – Remove PREVIOUS COURSE ID CIS R122; BANNER TITLE Microsoft Applications Office; and FULL TITLE Microsoft Applications Office. No DTRW submission necessary.

CAOT R123 – Microsoft Excel – Course Outline changes: I.A. – Remove PREVIOUS COURSE ID CIS R123; BANNER TITLE Excel; and FULL TITLE Excel. I.C. – Change “update methods by instruction” to “update methods **of** instruction.” VII.A.1. – “Microsoft Excell 2010” should be “Microsoft **Excel** 2010.” No DTRW submission necessary.

Liberal Studies

CHST R114 – Psychological Issues of the Mexican People in the Southwest – Cover Sheet changes: 1. DISCIPLINE ASSIGNMENT – Replace Chicano Studies with **Ethnic Studies, Psychology**; 2. AA/AS GE LIST: Check **F**; 3. CSU-GE - Check **D3 and D9**; IGETC – Check **4C and 4I**. Course Outline changes: II.B.2. TOTAL CONTACT HOURS – Remove 0 to 0 and

replace with **48 to 54**; II.D. Current CATALOG DESCRIPTION should be changed, so that it is described in complete sentences; II.H. CREDIT BASIS: Current: Uncheck Student Opt. (This does not match the Catalog either.); if student option intended, then add: Previous, if different: Check **Student Opt**; VI.A. METHODS OF EVALUATION AND ASSIGNMENTS – Nothing is checked under Methods of Evaluation. Need to check at least one box. Needs to be reviewed for the second reading. No DTRW submission necessary.

PSY R114 – Psychological Issues of the Mexican People in the Southwest – Cover Sheet changes: 1. DISCIPLINE ASSIGNMENT – Add Ethnic Studies; 2. AA/AS GE LIST: Check **F**; 3. CSU-GE - Check **D3 and D9**; IGETC – Check **4C and 4I**. Course Outline changes: B.2. Remove 0 to 0 and replace with **48 to 54**; II.D. Current CATALOG DESCRIPTION should be changed, so that it is described in complete sentences; II.H. CREDIT BASIS: Current: Uncheck Student Opt; Previous, if different: Check **Student Opt**; VI.A. METHODS OF EVALUATION – Nothing is checked. Needs to be reviewed for the second reading; VI.C. A sample student assignment should be added. No DTRW submission necessary.

Math/Science/Health/PE/Athletics

None

Student Services

None

J. Merrill moved to approve the first reading items. M. Parker seconded, and motion carried unanimously.

AN/AT

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| VI. | Distance Learning Approval | I | <i>There were no distance learning items for discussion/approval.</i> |
| VII. | Prerequisite Approval | I | <i>There were no prerequisite items for discussion/approval.</i> |
| VIII. | Deletions | I | <i>There were no deletion items for discussion/approval.</i> |
| IX. | Suspensions | I | <i>There were no suspension items for discussion/approval.</i> |
| X. | Consent Items | I | <i>There were no consent items for discussion/approval.</i> |

- XI. Articulation I *There were no articulation items for discussion/approval.*
- XII. DTRW I E. Endrijonas briefly discussed the roles and objectives of the District Technical Review Workgroup (DTRW). The members come from all three colleges and come together to review curriculum and offer their feedback. The colleges then take the feedback back to their college's curriculum committee and receive their comments and then it comes back to DTRW.
- I/D This year's Co-Chairs are Gaither Lowenstein, a consultant appointed by the Chancellor, and Mary Rees from Moorpark College. There was much discussion regarding this and Ventura College's Academic Senate's objection to the appointment of a non-VCCCD staff person. E. Endrijonas assured the Committee that there has been no discussion thus far of revising the District PGM or the suggestion of a District Curriculum Committee.
- E. Endrijonas will ask that DTRW discuss the Board's objectives at the next DTRW meeting.
- XIII. DCSL I S. Cabral reported that there was a lengthy discussion on the appointment of Gaither Lowenstein by the Chancellor and Ventura College's Academic Senate's objection to a non-VCCCD staff member. She then mentioned that early registration would be separate for Fall and Summer especially now since students have to pay immediately. She said that DCSL is discussing the possibility that students with 90 or more units would go to bottom of priority registration so that students who are ready to graduate would have more class availability. The Program Discontinuance Policy was rewritten over the summer and needs to be reviewed by the Senate. Dealing with students who registered and are waitlisted and then dropped for non-payment has been a difficult adjustment for everyone. Personal alerts are given as well as email. She also mentioned that a Payment Plan is available for \$15.
- I E. Endrijonas mentioned that the Title V Coop Grant will help to totally overhaul our district portal, as well as adding mobile technology (i.e. text messaging) which will also help with getting messages to students.

XIV.	GE Subcommittee	I	Did not meet. S. Davis invited members to join. Assessment of GE SLOs will be one of this year's projects.
XV.	Stand Alone Course Training	I/AT	E. Endrijonas indicated that training is required each year. Sunset date has been extended to December 2013. Chancellor's MIS data needs to be together and strict about no college can do local approval of stand-alone courses unless every person on the Curriculum Committee has done the training before September 30 th , 2011. She passed out the CCC's "Local Approval of Stand-Alone Credit Courses" and 4 Handouts and proceeded to review the handouts.
		AN	E. Endrijonas wants to take a closer look at how OC handles 18 or more semester (27 quarter units) units of stand-alone courses coding in Banner.
		AN	S. Davis suggested stand-alone course listings for counselors. She does not think we have very many. E. Waits is in agreement with this. E. Endrijonas will ask Blanca Barrios to run a list from Banner.
XVI.	Curriculum Institute Report	I	E. Endrijonas, T. Bonham and M. Price attended and gave a report.
XVII.	Materials Fee Justification Form	I/AN	C. Guerrero described the Materials Fee Justification Form as an addendum to the Course Outlines that require materials fee. E. Endrijonas asked for the Committee to review and give feedback at our September 28 th meeting so we may vote on it.
XVIII.	CurricUNET Update	I/D	E. Endrijonas indicated that all of our course outlines, forms, programs, etc. are now in CurricUNET, and we are in the final stages of preparation. Training will begin soon for department chairs that will help to validate and fine tune the data. She mentioned that an informational email would be sent to the librarian each time a new course is added. T. Bonham, E. Endrijonas, A. Lynch and Bola King-Rushing will be the ad hoc group working on the CurricUNET implementation.
XIX.	Approval of AA-Ts in PSY and SOC	I	E. Endrijonas mentioned that an approval letter was received from the State Chancellor's Office for the AA-Ts in PSY and SOC. We are still waiting on final approval for Communication Studies.
XX.	Adjournment	I/AN	E. Endrijonas informed the Committee that they were given the official determination letter with regards to Title 5 Repetition and Withdrawal from Credit Courses.

She asked that the letter and the attached revisions be reviewed. This is very important, as our Board Policy and catalog will have to be revised by Summer, 2012.

I T. Stough indicated that this meeting clarified what the library's role is on this Committee.

AT The meeting adjourned at 3:57 p.m.

XXI. Next Meeting

I **Wednesday, September 28th, 2011 @ 2:00 p.m. in the President's Conference Room**