Voting Members Present: Shannon Davis (Co-Chair), Graciela Casillas-Tortorelli, Jonas Crawford, John Del Rosario, Armine Derdiarian, Diane Eberhardy, Amy Edwards, Mike Ketaily, Chris Mainzer, Arion Melidonis, Krista Mendelsohn, Jim Merrill, Catalina Yang

Voting Members Absent: Robert Cabral, Carmen Guerrero, Patricia Mendez, Judy McArthur

Proxies: Jonas Crawford for Robert Cabral and Patricia Mendez, Shannon Davis for Judy McArthur, Carolyn Inouye for Carmen Guerrero

Non-voting Members Present: Carole Bogue (Co-Chair), Carolyn Inouye, Ken Sherwood

Non-voting Members Absent: Joel Diaz, Karen Engelsen, Gail Warner

Guests: Rebekah Evans – Ventura County Lodging Association, Frank Haywood, Linda Kama‘ila, Chris Horrock, Sharon Oxford, Deborah Tyson

Meeting Date: 10/22/2014  Approval of Minutes from: 10/8/2014  Recorded By: Krista Mendelsohn

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

DISCUSSION/DECISIONS

<table>
<thead>
<tr>
<th>ACTION</th>
<th>I, AT</th>
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<tr>
<td>I. Call to Order &amp; Welcome</td>
<td>S. Davis called the meeting to order at 2:07 p.m. and declared a quorum present. The following proxies were announced: Jonas Crawford for Robert Cabral and Patricia Mendez; Shannon Davis for Judy McArthur; Carolyn Inouye for Carmen Guerrero.</td>
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<td>II. Adoption of Agenda</td>
<td>C. Mainzer moved to approve the agenda as presented, A. Melidonis seconded, and the motion passed. Yes: S. Davis (Co-Chair), G. Casillas-Tortorelli, J. Crawford, J. Del Rosario, A. Derdiarian, D. Eberhardy, A. Edwards, C. Inouye, M. Ketaily, C. Mainzer, A. Melidonis, K. Mendelsohn, J. Merrill, C. Yang</td>
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Curriculum Committee Minutes (10/22/14)
III. Approval of Minutes  

|   |   | I, D, AT | Corrections to the October 8, 2014 Minutes: none.  

**M. Ketaily moved to approve the October 8, 2014 minutes as presented, C. Mainzer seconded, and the motion passed.**  
**Yes:** S. Davis (Co-Chair), G. Casillas-Tortorelli, J. Crawford, J. Del Rosario, A. Derdiarian, D. Eberhardy, A. Edwards, C. Inouye, M. Ketaily, C. Mainzer, A. Melidonis, K. Mendelsohn, J. Merrill, C. Yang

IV. Second Reading  

|   |   | I, AT | Career and Technical Education  

AB R098, ADS R198, CRM R100, CRM R112,  
CRM R116, DMS R198, ENVT R098, FT R079,  
FT R083A, FT R151, FT R154, FT R155, HM R100,  
HM R112, HM R116, **HM R117 (not approved)**,  
HM R119, HM R120, HM R122  

AS and COA in Addictive Disorder Studies  
PA in Administering Microsoft Windows  
PA in Cisco Networking  
PA in Office Software Specialist  

Liberal Studies  
ANTH R101L, ENGL R100, ENGL R103,  
ENGL R127  

Math/Science/Health/PE/Athletics  
MATH R011, MATH R106, MATH R115  

**A. Melidonis moved to approve the Second Reading items, M. Ketaily seconded, and the motion passed except for HM R117.**  
**Yes:** S. Davis (Co-Chair), G. Casillas-Tortorelli, J. Crawford, J. Del Rosario, A. Derdiarian, D. Eberhardy, A. Edwards, C. Inouye, M. Ketaily, C. Mainzer, A. Melidonis, K. Mendelsohn, J. Merrill, C. Yang

V. First Reading  

|   |   | I, D, AT, AN | *Only substantive changes are recorded in the minutes. Please refer to the comments in CurricUNET for additional non-substantive comments.  

Career and Technical Education  

Rebekah Evans from the Ventura County Lodging Association presented on the industry need for the new Hospitality Management programs.
C. Guerrero and F. Haywood introduced the HM programs and responded to questions from the committee.

**AS and COA in Hospitality Management** – New programs. Require DTRW-I and BOT approval.

Changes Needed: Change start date to Fall 2015. AS narrative in CurricUNET refers to the COA. Program outcomes are not same in CurricUNET as the Narrative. Narrative #3 – correct the total required core units. Narrative #2 – career opportunities are different between the narrative and our catalog – remove sales management and events managers. AS Info Form – review and correct the following fields: max and min units, apprenticeship, faculty workload. Both of these should be considered new programs.

**Liberal Studies**

A. Melidonis introduced the ECON courses and program.

Discussion took place about the necessity of ENGL advisories, especially in the economics courses. A concern is that an ENGL advisory may deter enrollment.

**ECON R101** – Introduction to the Principles of Macroeconomics – Substantial revision: adding MATH R002 as prerequisite option. Requires DTRW-I and BOT approval.

Changes Needed: Requisites – do you wish to get rid of the ENGL R095 and ENGL R096 Advisories that are in the current course outline? Also, copy and paste the relevant course objectives from MATH R014 into the Requisite Justification box. Add MATH R014B as an Advisory. Textbooks – Other pubs #3 should be Government Accounting Office.

**ECON R102** – Introduction to the Principles of Macroeconomics – Substantial revision: adding MATH R002 as prerequisite option. Requires DTRW-I and BOT approval.

Changes Needed: Basic Course Info – CB09 SAM Code is missing. Requisites – do you wish to get rid of the ENGL R095 and ENGL R096 Advisories that
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<td>are in the current course outline? Also, copy and paste the relevant course objectives from MATH R014 into the Requisite Justification box. Add MATH R014B as an Advisory.</td>
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<td><strong>AA-T in Economics</strong> – New program. Requires DTRW-I and BOT approval.</td>
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<td>Changes Needed: try removing the “and” in Required Core Courses.</td>
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<td><strong>Math/Science/Health/PE/Athletics</strong></td>
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<td>C. Mainzer introduced the GEOG course.</td>
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<td><strong>GEOG R106</strong> – Introduction to Geographic Information Systems and Techniques – New course. Requires DTRW-I and BOT approval.</td>
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<td>Changes Needed: Units/Hours – change Total Contact Hours to 80 to 90.</td>
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<td><strong>C. Mainzer moved to approve the First Reading items, A. Melidonis seconded, and the motion passed.</strong></td>
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<td><strong>Yes:</strong> S. Davis (Co-Chair), G. Casillas-Tortorelli, J. Crawford, J. Del Rosario, A. Derdiarian, D. Eberhardy, A. Edwards, C. Inouye, M. Ketaily, C. Mainzer, A. Melidonis, K. Mendelsohn, J. Merrill, C. Yang</td>
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<td>VI.</td>
<td>Distance Learning Approval</td>
<td>I</td>
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<td>VII.</td>
<td>Requisite Approval</td>
<td>I, AT</td>
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<td><strong>D. Eberhardy moved to approve the Complete Requisite items, M. Ketaily seconded, and the motion passed.</strong></td>
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<td><strong>Yes:</strong> S. Davis (Co-Chair), G. Casillas-Tortorelli, J. Crawford, J. Del Rosario, A. Derdiarian, D. Eberhardy, A. Edwards, C. Inouye, M. Ketaily, C. Mainzer, A. Melidonis, K. Mendelsohn, J. Merrill, C. Yang</td>
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<tr>
<td>VIII.</td>
<td>Deletions</td>
<td>I</td>
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<td>IX.</td>
<td>Suspensions</td>
<td>I, AT</td>
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<td><strong>C. Mainzer moved to approve the Suspension</strong></td>
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### Curriculum Committee Goals for 2014-2015


### INFORMATION/DISCUSSION

#### XI. CurricUNET Discussion/Updates/Training

K. Mendelsohn presented training on the following pages of the Course Outline:

- **a. Basic Course Information page**

  The Full Title is limited to 68 characters, including spaces and punctuation. The Banner Title is limited to 30 characters, including spaces and punctuation. The title of the course and the first sentence of the course description should clearly explain to a reader what the course is about. Reason Course is Offered and Reason for change are both important fields because these responses are submitted to the Chancellor’s Office along as part of the course outline approval process. Contact your Department Dean with any questions about the codes at the bottom of the page. All of the codes fields must be completed.

- **b. Methods of Instruction page**

  When a course revision proposal is created, the Methods of Instruction from the active course outline are not made visible in the revision proposal. (This is a CurricUNET glitch that should be remedied soon.) To view the Methods of Instruction, click the COR icon to open the Word doc, and copy and paste the Methods of Instruction into the proposal one at a time.

#### XII. Curriculum Committee Training

S. Davis presented training on the following topic:
a. The Course Outline of Record: Writing Objectives, Content, Methods of Instruction, Methods of Evaluation and Assignments.

Shannon presented a PowerPoint based on the Academic Senate of the California Community College’s 2008 publication “The Course Outline of Record: A Curriculum Reference Guide.” Discussion took place about how objectives, methods of instruction, methods of evaluation, and assignments must be related. Shannon reviewed important components of objectives including that at least some objectives should convey critical thinking because degree-applicable courses require students to demonstrate critical thinking. Content should be in an outline format, with sub-topics, and must be a complete list of all topics to be taught in the course. The content should be obviously relevant to the objectives. Methods of Instruction should be appropriate to the objectives and should lead students to achieving those objectives. Types or examples are required. The focus of Methods of Instruction should be about describing what the students will be doing or experiencing, but can also include what the instructor will be doing to cause learning. In addition to listing graded assignments, the COR should describe the basis for grading or other evaluations and relate the methods of evaluation to skills and abilities in the objectives. Out-of-class assignments must be clearly sufficient to meet the minimum study time hours of work beyond class time for each unit of credit. The committee requested that Shannon email out the presentation.

C. Inouye suggested that CSLOs be an attached file in CurricUNET to comply with Accreditation requirements.

b. General Education Patterns presentation – postponed
status of the Student Equity plan, and eLumen. Sharon distributed an eLumen flowchart — **all Dept. Chairs should meet with Sharon Oxford and Marc Prado before Dec. 21.** Chris Mainzer and Lucy Solomon presented on their STEAM SLOs. Student success rates increased, possibly due to student engagement. Next month SLO presentations will be from Sociology and History.

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<tr>
<th>XVII.</th>
<th>DTRW-I Committee report</th>
<th>I, D</th>
<th>DTRW-I met on Oct. 9, and all curriculum items were reviewed favorably. The following items from this agenda will be reviewed at the Nov. 13 meeting: ECON R101, ECON R102, GEOG R106, AA-T in Economics, and AS and COA in Hospitality Management.</th>
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<tr>
<td>XVIII</td>
<td>Adjournment</td>
<td>I</td>
<td>S. Davis adjourned the meeting at 3:56 pm.</td>
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<td>XIX.</td>
<td>Next meeting</td>
<td>I</td>
<td>The next Curriculum Committee meeting is on Nov. 12, 2014 at 2:00 pm.</td>
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