**CURRICULUM COMMITTEE MEETING MINUTES**

**Voting Members Present:** Shannon Davis (Co-Chair), Jonas Crawford, Armine Derdiarian, Diane Eberhardy, *Amy Edwards, Mike Ketaily, Chris Mainzer, Judy McArthur, Arion Melidonis, Krista Mendelsohn, Patricia Mendez, Jim Merrill, Catalina Yang

*Arrived after the vote on agenda item II.*

**Voting Members Absent:** Robert Cabral, Graciela Casillas-Tortorelli, Carmen Guerrero,

**Proxies:** Mike Ketaily for Robert Cabral, Ken Sherwood for Carmen Guerrero

**Non-voting Members Present:** Carole Bogue (Co-Chair), Joel Diaz, Ken Sherwood

**Non-voting Members Absent:** Karen Engelsen, Carolyn Inouye, Gail Warner

**Guests:**

**Meeting Date:** 10/8/2014  
**Approval of Minutes from:** 9/24/2014  
**Recorded By:** Krista Mendelsohn

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<th>DISCUSSION/DECISIONS</th>
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<tr>
<td><strong>ACTION</strong></td>
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<tr>
<td>I. Call to Order &amp; Welcome</td>
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<td>S. Davis called the meeting to order at 2:07 p.m. and declared a quorum present. The following proxies were announced: Mike Ketaily for Robert Cabral, and Ken Sherwood for Carmen Guerrero.</td>
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<td>II. Adoption of Agenda</td>
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<td>Additions/Changes to the Agenda: none.</td>
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| C. Mainzer moved to approve the agenda as presented, M. Ketaily seconded, and the motion passed.  
Abstention: *A. Edwards |
| III. Approval of Minutes | I, D, AT |
| Corrections to the September 24, 2014 Minutes: FT R152 is undergoing a non-substantial revision. |
| J. Merrill moved to approve the September 10, 2014 minutes as amended, D. Eberhardy |
| IV. | Second Reading | I, AT | Career and Technical Education  
|     |               |      | FT R152  
|     |               |      | Liberal Studies  
|     |               |      | HIST R199  
|     |               |      | C. Yang moved to approve the Second Reading items, J. McArthur seconded, and the motion passed.  

| 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  
|     |               |      | M. Ketaily introduced the FT courses.  
|     |               |      | FT R083B – Fire Command IB – Substantial revision: adding prerequisite (FT R083A). Requires DTRW-I and BOT approval.  
|     |               |      | Changes Needed: Basic Course Info – enter TOP Code; change CB04 Course Credit Status to D – Credit-Degree Applicable; enter SAM Code.  
|     |               |      | Minimum Qual – Fire Technology is entered twice.  
|     |               |      | Methods of Evaluation – consider removing Written Assignments, because none of your assignment examples are essays. Typical Graded Assign – consider providing examples of a problem-solving assignment and a physical skills demo. Methods of Instruction – add additional methods.  
|     |               |      | FT R151 – Fire Protection Organizations – Non-substantial revision.  
|     |               |      | Changes Needed: Basic Course Info – enter TOP Code; enter SAM Code. Attached Files – remove out of date Methods of Instruction. |
**FT R154** – Fire Behavior and Principles of Combustion – Non-substantial revision.

Changes Needed: Basic Course Info – enter TOP Code; enter SAM Code. Requisites – copy and paste the relevant course objectives from FT R151 into Requisite Justification box; Currently the catalog has FT R151 or concurrent enrollment; do you want the concurrent enrollment option to be removed? Course Content – consider rewording A; instead of “Stuff” you could use “Building Blocks” or “Chemistry and Physics”. Objectives - #4 is this just in relation to how they pertain to fire?

**FT R155** – Fire Protection Equipment and Systems – Non-substantial revision.

Changes Needed: Basic Course Info – do you mean for Credit by Exam to be an option? Requisites – copy and paste the relevant course objectives from FT R151 into Requisite Justification box; Currently the catalog has FT R151 or concurrent enrollment; do you want the concurrent enrollment option to be removed?

**Liberal Studies**

J. Merrill introduced the ENGL and ESL courses.

**ENGL R100** – Composition: ESL Emphasis – Non-substantial revision: reducing units from 5 to 4.

Changes Needed: Requisites – copy and paste the relevant course objectives from ENGL R068 into Requisite Justification box. Suggestion to elaborate on “pre-writing strategies.” Follow-up with Carole on correct TOP Code.

**ENGL R103** – Creative Writing – Non-substantial revision.

Changes Needed: Units/Hours – change weekly lecture hours to 3. Typical Graded Assign – explain “workshop” in #1.

**ENGL R127** – Advanced Creative Writing – Non-substantial revision.

Changes Needed: Units/Hours – change weekly lecture hours to 3. Textbooks – should these be
**ESL R065** – Preparation for Academic Reading and Writing – New course. Requires DTRW-I and BOT approval.

Changes Needed: Change CB21 Code.

A. Edwards introduced the THTR courses.

**THTR R111** – Introduction to Theatre – New course. Requires DTRW-I and BOT approval.

Changes Needed: Basic Course Info – remove UC Transferable (this is not added until after UC approves); Units/Hours – change total contact hours to 48 to 54. Outside Assignments – add textbook to Reading section; give more details. Methods of Instruction – give more details.

**THTR R151** – Acting I – New course. Requires DTRW-I and BOT approval.

Changes Needed: Basic Course Info – remove UC Transferable (this is not added until after UC approves); change CB04 Course Credit Status to D-Credit-Degree Applicable. Methods of Instruction – give more details. Textbook – add a newer one. Outside Assignments – add textbook to Reading section; add more details.

**THTR R191** – Theatre Production: Performance I – New course. Requires DTRW-I and BOT approval.

Changes Needed: Basic Course Info – remove UC Transferable (this is not added until after UC approves); change CB04 Course Credit Status to D-Credit-Degree Applicable. Requisites – which courses are prerequisites, and which are advisories? Content – since this is a lab course, shouldn’t all of the course content be identical to the lab content? Textbooks – are there any newer texts you can add? Methods of Instruction – add more details.

C. Mainzer moved to approve the First Reading items, A. Melidonis seconded, and the motion passed.

Yes: S. Davis (Co-Chair), J. Crawford, A. Derdiarian, D. Eberhardy, A. Edwards, M. Ketaily, C.
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<tr>
<th></th>
<th>Distance Learning Approval</th>
<th>I, AT</th>
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| VI. | ADS R111, ANTH R101L, HIST R100A, HIST R100B, HIST R102, HIST R103, PHIL R103, PLS R107, PLS R109, PLS R110, PLS R122, PLS R123 – Approved by the Distance Education Committee on October 2, 2014  
A. Melidonis moved to approve the Distance Learning appendices as presented, C. Yang seconded, and the motion passed.  
|   |   |   |
| VII. | ANTH R101L, ENGL R103, ENGL R127, ESL R065, FT R083B, FT R152 – Reviewed - Complete  
ENGL R100, FT R154, FT R155, HM R119, THTR R191 – Reviewed - Incomplete  
A. Melidonis moved to approve the Complete Requisite items, C. Yang seconded, and the motion passed.  
| VIII. | None |
| IX. | None |
| X. | The following DE Committee Membership definition was approved at the Oct. 2, 2014 DEC meeting, and is submitted to the CC for approval:  
“Every department that offers at least one distance-education course must send a representative to the committee. The department chair shall be notified when any department is unrepresented for two consecutive meetings. Any department that is unrepresented for three or more consecutive meetings shall have its dean and the EVP notified along with a recommendation that said department not have any DE offerings in the following term.”  
A discussion took place as to the importance of having DE Committee representatives for all members of the OC online teaching community, both for dissemination of information and for input | I, D, AT |
on the creation of policies and procedures. Concern was raised on how to best include small departments with only two or three faculty members. The membership definition was left open enough so that a representative could be a full time faculty member, an adjunct faculty member, or a classified employee.

The suggestion was presented to have DE-related information disseminated through a faculty recertification process. However, any type of recertification process will be in longer intervals than updates and changes in Distance Education, so relying on online teaching recertification as a means to relay vital information is not feasible.

A vote was called, and the motion passed.
**Opposed:** D. Eberhardy

### INFORMATION/DISCUSSION

#### XI. Curriculum Committee Goals for 2014-2015

S. Davis distributed the proposed goals and discussed them with the committee. (See attached document.) Certain goals were highlighted:

**#4 –** AA-T in Studio Arts is in final review at the CCCCCO. ADTs in Economics and Chemistry need to be created in 2014-2015.

**#6 –** Shannon explained this requirement and distributed a memo from the CCCCCO, along with a status report of our C-ID courses in ADTs. The new TMCs being developed are the Areas of Emphasis of Global Studies/International Relations and Ethnic Studies.

**#11 –** Shannon explained CLEP (College Level Examination Program) – an exam that students can take for course credit, typically taken by military students. The GE Committee will work on this goal and bring a draft policy to the CC for review.

Email Shannon with suggestions, questions or revisions. The finalized goals will be on our next agenda for a vote.

#### XII. CurricUNET

K. Mendelsohn shared that on the Methods of
**Discussion/Updates**  
Evaluation page in CurricUNET, the Written Assignments option will be changed to Essays. Title 5 language is clear about this. If your students are not completing essays, please do not check this box.

Also, Krista shared all of the locations where the CC agendas and minutes can be found.

Lastly, Krista demonstrated for the CC how to correctly complete the Requisites page for a Course Outline in CurricUNET.

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<tr>
<td>XIII.</td>
<td>Articulation report</td>
<td>I</td>
<td>S. Davis gave an articulation report while discussing the Curriculum Committee goals in agenda Item XI.</td>
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<tr>
<td>XIV.</td>
<td>Distance Ed Committee report</td>
<td>I</td>
<td>C. Mainzer shared that the DEC is creating a priority list of goals for the year.</td>
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<td>XV.</td>
<td>GE Committee report</td>
<td>I</td>
<td>S. Davis shared that the GEC will meet in Nov. Shannon and Krista will see where gaps exist in membership, and work to recruit unrepresented departments.</td>
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<tr>
<td>XVI.</td>
<td>LOT Committee report</td>
<td>I</td>
<td>None</td>
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<td>XVII.</td>
<td>DTRW-I Committee report</td>
<td>I, D</td>
<td>DTRW-I will meet on Oct. 9. The following items from this agenda will be reviewed at the Nov. 13 meeting: FT R083B, ESL R065, THTR R111, THTR R151, and THTR R191.</td>
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<td>XVIII.</td>
<td>Adjournment</td>
<td>I</td>
<td>S. Davis adjourned the meeting at 3:40 pm.</td>
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<td>XIX.</td>
<td>Next meeting</td>
<td>I</td>
<td>The next Curriculum Committee meeting is on Oct. 22, 2014 at 2:00 pm.</td>
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