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

*Arrived after the vote on agenda item IV. ** Left after the vote on agenda item IV.

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

**Proxies:** Chris Mainzer for Judy McArthur and Jim Merrill for Items V through IX.

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

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

**Guests:** Chris Horrock, Jerry Lulejian, Alex Lynch, Sharon Oxford, Kari Tudman, Emily Zwaal

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**Meeting Date:** 11/12/2014  
**Approval of Minutes from:** 10/22/2014  
**Recorded By:** Krista Mendelsohn

<table>
<thead>
<tr>
<th>DISCUSSION/DECISIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTION</td>
</tr>
</tbody>
</table>
| II. Adoption of Agenda | I, D, AT | Additions/Changes to the Agenda: A. Derdiarian withdrew the COA in Dental Assisting from First Reading and the AS in Dental Assisting from Deletion. J. Lulejian withdrew the AS and COA in Paralegal Studies from First Reading.  
C. Mainzer moved to approve the agenda as amended, C. Yang seconded, and the motion passed.  
Abstention: *A. Edwards  
|
### III. Approval of Minutes

**Corrections**

<table>
<thead>
<tr>
<th>I, AT</th>
<th>Corrections to the October 22, 2014 Minutes: none.</th>
</tr>
</thead>
</table>

**C. Mainzer moved to approve the October 22, 2014 minutes as presented, D. Eberhardy seconded, and the motion passed.**

**Yes:** S. Davis (Co-Chair), J. Crawford, J. Del Rosario, A. Derdiarian, D. Eberhardy, C. Guerrero, M. Ketaily, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, C. Yang

**Abstention:** *A. Edwards*

### IV. Second Reading

<table>
<thead>
<tr>
<th>I, AT</th>
<th>Career and Technical Education</th>
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</thead>
</table>

**Career and Technical Education**

<table>
<thead>
<tr>
<th>HM R117</th>
<th>Math/Science/Health/PE/Athletics</th>
</tr>
</thead>
</table>

**MATH R105**

**C. Mainzer moved to approve the Second Reading items, M. Ketaily seconded, and the motion passed.**

**Yes:** S. Davis (Co-Chair), J. Crawford, J. Del Rosario, A. Derdiarian, D. Eberhardy, C. Guerrero, M. Ketaily, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, C. Yang

**Abstention:** *A. Edwards*

### V. First Reading

<table>
<thead>
<tr>
<th>I, D, AT, AN</th>
<th>Only substantive changes are recorded in the minutes. Please refer to the comments in CurricUNET for additional non-substantive comments.</th>
</tr>
</thead>
</table>

**Career and Technical Education**

A. Lynch introduced the AT and CNIT courses.

**AT R011** – Foundations of Automotive Technology – New course. Requires DTRW-I and BOT approval.

Changes Needed: Basic Course Info: complete the Banner Title; do you plan to add this course to the AS/COA in AT – if not, it would be a stand-alone course. Requisites: copy and paste the relevant course objectives from the advisory into the Requisite Justification box. Objectives: do these cover all of the course content? Textbooks: is the 2011 the latest edition?

**AT R060** – Automotive Business Management – New course. Requires DTRW-I and BOT approval.

Changes Needed: Basic Course Info: complete the
Banner Title; do you plan to add this course to the AS/COA in AT – if not, it would be a stand-alone course; Credit Basis – choose only one; Reason Course is Offered – add the last sentence of catalog description; CB08 – not Basic Skills. Suggestion to make this an election in the major. Objectives: do these cover all of the course content?

**CNIT R150** – Virtualization – New course. Requires DTRW-I and BOT approval.

Changes Needed: Basic Course Info: do you plan to add this course to the AS/COA in CNIT – if not, it would be a stand-alone course; Repeatability – choose not repeatable; Reason Course is Offered – add this will be in the program; expand on why this is needed in the industry. Requisites: copy and paste the relevant course objectives from the prerequisites and the advisory into the Requisite Justification box. Lab Content: copy and paste the course content here. MQ: degree is missing.

P. Mendez introduced the ECE courses.

**ECE R102** – Child Growth and Development – Non-substantial revision.

Changes Needed: Textbooks – update. Objectives: #4 – replace develop with another word.

**ECE R112** – Practicum in Early Childhood Education – Non-substantial revision.

Changes Needed: Textbooks – update.

**ECE R129** – Child Nutrition, Health, and Safety – Non-substantial revision.

Changes Needed: Reason Course is Offered – add that it is required for the AS-T. Objectives: revise develop with another word.

M. Ketaily introduced the FT course.

**FT R170** – Firefighter I Academy – Substantial revision: increase units, revise course description. Requires DTRW-I and BOT approval.

Changes Needed: Units/Hours: weekly lab hours should be 24 to 24; total contact hours are 544 to 612. Requisites: copy and paste the relevant course
objectives from the prerequisites into the Requisite Justification box. Methods of Instruction: enter these one at a time. Textbooks: are these most current editions?

J. Lulejian introduced the PLS courses.

**PLS R124** – Bankruptcy Law – New course. Requires DTRW-I and BOT approval.

Changes Needed: none.

**PLS R125** – Business Organizations – New course. Requires DTRW-I and BOT approval.

Changes Needed: Objectives: replace “understand” with other words from Bloom’s taxonomy, including some of higher levels that demonstrate critical thinking.

**PLS R126** – Probate Law – New course. Requires DTRW-I and BOT approval.

Changes Needed: Basic Course Info: typo in course description “irrevocable trust”. Course Content: needs to be expanded. Objectives: replace “understand” with other words from Bloom’s taxonomy, including some of higher levels that demonstrate critical thinking.

**PLS R127** – Trusts and Estates – New course. Requires DTRW-I and BOT approval.

Changes Needed: Course Content: needs to be expanded. Objectives: replace “understand” with other words from Bloom’s taxonomy, including some of higher levels that demonstrate critical thinking.

A. Lynch introduced the PA in Wireless Networking.

**PA in Wireless Networking** – New program. Require DTRW-I and BOT approval.

Changes Needed: Course Blocks Definitions: reorder the courses and include an ‘and’ to make this clearer for students.

**Liberal Studies**

A. Melidonis introduced the ANTH courses and program.
ANTH R114 – African American Culture and Experience – New course. Requires DTRW-I and BOT approval.

Changes Needed: Basic Course Info: research whether this needs a new course number; uncheck UC Transferable. Content: reformat the outline. Reason Course is Offered: add that it will be part of AA-T in Anthropology. Objectives: E – replace develop with another word.

ANTH R118 – Introduction to Forensic Science – New course. Requires DTRW-I and BOT approval.

Changes Needed: Outside Assign – list different newspapers as examples. Reason Course is Offered – use Shannon’s suggestion. Objectives: #2 – replace develop with another word.

A. Edwards presented the ART courses.

ART R106C – Drawing and Composition III – Non-substantial revision.

Changes Needed: Basic Course Info: Reason Course is Offered - replace with "This advanced course for art majors provides transfer credit to both the CSU and UC systems." Units/Hours: Total Contact Hours should be 96 to 108. Objectives: replace develop with another word such as create or assemble. Content: #3 is materials, not content. Other Instructional Materials: consider adding art supplies. Requisites: copy and paste the relevant course objectives from the prerequisite into the Requisite Justification box. Content, Objectives, and Assignments: show more rigor. Textbook: add a more recent text since this course provides CSU/UC transfer credit.

ART R108B – Intermediate Oil Painting – Non-substantial revision.

Changes Needed: Basic Course Info: Reason Course is Offered - replace with "This intermediate level course for art majors is required in both the AA in Art and the AA in Art- Two-Dimensional Studio for students choosing the oil painting series over the acrylic painting series. This course also provides transfer credit to both the CSU and UC systems." Units/Hours: Total Contact Hours should be 96 to
108. Requisites: copy and paste the relevant course objectives from the prerequisite into the Requisite Justification box. Objectives: avoid using develop – see Shannon’s suggestions in CurricUNET. Textbook: Required for CSU/UC courses. The C-ID descriptor uses Robertson, Jean and Craig McDaniel. Painting as a Language: Material, Technique, Form, and Content. Methods of Evaluation: what kinds of Problem-Solving Assignments are used? Content, Objectives, and Assignments: show more rigor; need to show progression through the series of courses, should not be identical to the prerequisite course.

ART R108C – Advanced Oil Painting – Non-substantial revision.

Changes Needed: Basic Course Info: Reason Course is Offered - replace with Shannon’s suggestion. CB03 TOP Code – why is it Drawing for a painting course? CB24 – change to stand-alone as this course does not appear in any program. Units/Hours: Total Contact Hours should be 96 to 108. Requisites: copy and paste the relevant course objectives from the prerequisite into the Requisite Justification box. Objectives: avoid using develop. Content, Objectives, and Assignments: show more rigor; need to show progression through the series, not be identical. Methods of Evaluation: what kinds of Problem-Solving Assignments are used? Textbook: Required for CSU/UC courses.


Changes Needed: Basic Course Info: Reason Course is Offered - replace with Shannon’s suggestion. CB03 TOP Code – why is it Drawing for a painting course? Units/Hours: Total Contact Hours should be 96 to 108. Requisites: copy and paste the relevant course objectives from the prerequisite into the Requisite Justification box. Objectives: avoid using develop. Content, Objectives, and Assignments: show more rigor; need to show progression through the series, not be identical. Methods of Evaluation: what kinds of Problem-Solving Assignments are used? Textbook: Required for CSU/UC courses.

ART R110C – Advanced Acrylic Painting – Non-
substantial revision.

Changes Needed: Basic Course Info: Reason Course is Offered - replace with Shannon’s suggestion. Start Dates – change to Fall 2015. CB03 TOP Code – why is it Drawing for a painting course? Units/Hours: Total Contact Hours should be 96 to 108. Requisites: copy and paste the relevant course objectives from the prerequisite into the Requisite Justification box. Content, Objectives, and Assignments: show more rigor; need to show progression through the series, not be identical. Methods of Evaluation: what kinds of Problem-Solving Assignments are used? Textbook: Required for CSU/UC courses.

ART R115A – Abstract Concepts I – Substantial revision: addition of ART R110A as prerequisite, and removal of other prereqs. Requires DTRW-I and BOT approval.


ART R126B – Life Drawing II – Non-substantial revision.

Changes Needed: Basic Course Info: Reason Course is Offered - rewrite with Shannon’s suggestion. Start Dates – change to Fall 2015. Credit Basis – choose only one. Requisites: copy and paste the relevant course objectives from the prerequisite into the Requisite Justification box. Objectives: replace develop with another word. Textbooks: is there a newer edition? GE: why is this proposed?

ART R126C – Life Drawing III – Non-substantial revision.

Changes Needed: Basic Course Info: Reason Course is Offered - rewrite with “provides transfer
credit” instead of “Fulfills transfer requirement.” Start Dates – change to Fall 2015. CB24 – change to stand-alone as this course is not part of a program. Requisites: copy and paste the relevant course objectives from the prerequisite into the Requisite Justification box. Objectives: #2 replace acquire, #4 rewrite the beginning, #5 replace “Demonstrate the use” with “Use.” Textbooks: is there a newer edition?

**ART R156** – Intermediate Sculpture – Non-substantial revision.

Changes Needed: Basic Course Info: Reason Course is Offered - rewrite with Shannon’s suggestions. Start Dates – change to Fall 2015. Requisites: copy and paste the relevant course objectives from the prerequisite into the Requisite Justification box. Objectives: #3 avoid using develop. Methods of Evaluation: what kinds of Problem-Solving Assignments are used?

E. Zwaal introduced the ASL courses.

**ASL R101** – American Sign Language I – Substantial revision: unit increase. Requires DTRW-I and BOT approval.

Changes Needed: Basic Course Info: Reason Course is Offered – add that it meets local GE area C2 Humanities, is transferable to both the CSU and UC and meets CSU GE Breadth area C2 Humanities and IGETC area 6 Languages Other than English. If you are planning to make the Deaf Studies degree active for the next catalog year, mention that in the Reason Course is Offered. Units/Hours: Issues with unit increase – at other CSUs except SDSU they accept our 3 unit course; the BOT is not looking favorably on increasing units. One option is to keep 3 units, but have 3 hrs lecture, and 1 hr lab. Typical Graded Assignments: remove sentences that describe which objectives each assignment is related to.

**ASL R102** – American Sign Language 2 – Substantial revision: unit increase. Requires DTRW-I and BOT approval.

Changes Needed: Basic Course Info: Reason Course is Offered – add that it meets local GE area C2 Humanities, is transferable to both the CSU and
UC and meets CSU GE Breadth area C2
Humanities and IGETC area 6 Languages Other than English. If you are planning to make the Deaf Studies degree active for the next catalog year, mention that in the Reason Course is Offered.

Units/Hours: Issues with unit increase – at other CSUs except SDSU they accept our 3 unit course; the BOT is not looking favorably on increasing units. One option is to keep 3 units, but have 3 hrs lecture, 1 hr lab. Course Objectives & Course Content: These are both the same as when the course was only 3 units. Since the course has increased to 4 units, I would expect there to be more content and there to be objectives and assignments related to the new content as well. We should be able to see where that additional hour per week - 16-18 additional hours for the semester is in the instruction as well as the additional 2 hours of homework per week generated by the additional hour of lecture per week.

A. Edwards introduced the COMM courses.

**COMM R101** – Introduction to Oral Communication – Non-substantial revision.

Changes Needed: Basic Course Info: start date 2015. Requisites: copy and paste the relevant course objectives from the advisory into the Requisite Justification box. Objectives/content: need to align completely with C-ID descriptor. Content: consider adding research techniques.

**COMM R105** – Oral Interpretation of Literature – Non-substantial revision.

Changes Needed: Basic Course Info: start date 2015. Objectives and Content: need to align completely with C-ID descriptor. Textbook: can you add a newer text to the list, or is this the standard in the field?

**COMM R109** – Readers’ Theatre – Non-substantial revision.

Changes Needed: Basic Course Info: start date 2015; Banner title to Readers’ Theatre. MQ: does it make sense to add Theatre Arts? Content and Methods of Instruction: do not address group collaboration. Content starts to look more like COMM R105. Textbook: can you add a newer text
to the list, or is this the standard in the field?

**EDU R122 – Introduction to Education – Non-substantial revision.**

Changes Needed: Basic Course Info: Course Description - remove last sentence about regular and DE format. Objectives: replace “observe” or “explore” with something that shows the work has been completed.

**SOC R122 – Introduction to Education – Non-substantial revision.**

Changes Needed: Basic Course Info: Course Description - remove last sentence about regular and DE format. Objectives: replace “observe” or “explore” with something that shows the work has been completed.

K. Tudman introduced the ENGL course.

**ENGL R095 – College Reading Across the Curriculum – Non-substantial revision.**

Changes Needed: Basic Course Info: Reason Course is Offered – replace “fulfills requirements for a two-year degree” with “is degree-applicable”; add to prepare student for success across the curriculum. Requisites: copy and paste the relevant course objectives from the advisory into the Requisite Justification box. Content: no mention of materials in various disciplines to address the title ‘across the curriculum’.

**SOC R101 – Introduction to Sociology – Non-substantial revision.**

Changes Needed: Basic Course Info: Course Description - remove last sentence about regular and DE format; revise Reason Course is Offered to “This course is a required course in the AA-T in Sociology, the AA in Sociology, the AS in Human Services, and the Certificate of Achievement in Human Services. This course is transferable to both the CSU and UC systems, is articulated as a standard required course in the Sociology major at most universities and also provides general education credit in Oxnard College's local general education pattern, the CSU GE-Breadth pattern, and IGETC.”
SOC R102 – Social Problems – Non-substantial revision.

Changes Needed: Basic Course Info: Course Description - remove last sentence about regular and DE format; revise Reason Course is Offered to “This course is an option in List A of the AA-T in Sociology, and a required course in the AA in Sociology, the AS in Human Services, and the Certificate of Achievement in Human Services. This course is transferable to both the CSU and UC systems, is articulated as a standard required course in the Sociology major at most universities and also provides general education credit in Oxnard College’s local general education pattern, the CSU GE-Breadth pattern, and IGETC.” Content: add subtopics under both B and C for more detail.

SOC R103 – Race and Ethnic Relations – Non-substantial revision.

Changes Needed: Basic Course Info: Course Description - remove last sentence about regular and DE format; revise Reason Course is Offered to "This course is an option in List B of the AA-T in Sociology, an option in the AA in Sociology, and a required course in the AS in Human Services, and the Certificate of Achievement in Human Services. It is transferable to both the CSU and UC systems, and provides general education credit in the CSU GE-Breadth pattern and IGETC as well as Oxnard College’s local general education pattern in both the Social and Behavioral Sciences and the Gender and Ethnic Studies areas." Textbooks: needs to be cleaned up – some publications are listed in the incorrect area, or listed twice.

SOC R116 – Crime and Society – Non-substantial revision.

Changes Needed: Basic Course Info: Course Description - remove last sentence about regular and DE format; revise Reason Course is Offered to Shannon’s suggestion. Content: reformat. Objectives: #6 – replace demonstrate with analyze.

A. Edwards introduced the THTR course.

THTR R198 – Short Course in Theatre – New course. Requires DTRW-I and BOT approval.
<table>
<thead>
<tr>
<th>VI. Distance Learning Approval</th>
<th>ART R175, ECON R101, ECON R102 – Approved by the Distance Education Committee on November 6, 2014</th>
</tr>
</thead>
</table>

Changes Needed: Basic Course Info: Titles – change to Courses. Uncheck UC Transferable. Change repeatability to Not Repeatable. Units/Hours: add lab hour range of 1.5 to 9; change Total Contact Hours to 8 to 162. Requisites: copy and paste the relevant course objectives from the prerequisite into the Requisite Justification box.

Math/Science/Health/PE/Athletics

C. Mainzer introduced the GEOG course.

**PE R159A** – Soccer I – Non-substantial revision: units reduced.

Changes Needed: Basic Course Info: Reason Course is Offered – Fulfills district GE area E2 and CSU GE area E.

**PE R159B** – Soccer II – Non-substantial revision: units reduced.

Changes Needed: Basic Course Info: Reason Course is Offered – Fulfills district GE area E2 and CSU GE area E. Requisites: copy and paste the relevant course objectives from the prerequisite into the Requisite Justification box.

C. Mainzer moved to approve the First Reading items, J. Merrill seconded, and the motion passed.


Abstention: ** J. Del Rosario
| VII. | Requisite Approval | I, D, AT | ASL R102, ECE R112 – **Reviewed and determined complete - Approved**  
A. Melidonis moved to approve the Complete Requisite items, C. Mainzer seconded, and the motion passed.  
Abstention: ** J. Del Rosario |
| VIII. | Deletions | I, AT | DA R009, DA R101, DA R101L, DA R105  
C. Mainzer moved to approve the Deletion items, C. Yang seconded, and the motion passed.  
Abstention: ** J. Del Rosario |
| IX. | Suspensions | I, AT | ART R115B, ART R156B  
A. Melidonis moved to approve the Suspension items, C. Mainzer seconded, and the motion passed.  
Abstention: ** J. Del Rosario |
<p>| INFORMATION/DISCUSSION |
| X. | CurricUNET Discussion/Updates/Training | I | Postponed. |
| XI. | Curriculum Committee Training | I | Postponed. |
| XII. | Articulation report | I | Postponed. |
| XIII. | Distance Ed Committee report | I | Postponed. |</p>
<table>
<thead>
<tr>
<th>XIV.</th>
<th>GE Committee report</th>
<th>I</th>
<th>Postponed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>XV.</td>
<td>LOT Committee report</td>
<td>I</td>
<td>None</td>
</tr>
<tr>
<td>XVI.</td>
<td>DTRW-I Committee report</td>
<td>I</td>
<td>DTRW-I will meet on Nov. 13. The following items from this agenda will be reviewed at the Dec. 4 meeting: AT R011, AT R060, ANTH R114, ANTH R118, ASL R101, ASL R102, CNIT R150, FT R170, PLS R124, PLS R125, PLS R126, PLS R127, THTR R198, and PA in Wireless Networking.</td>
</tr>
<tr>
<td>XVII.</td>
<td>Adjournment</td>
<td>I</td>
<td>S. Davis adjourned the meeting at 4:25 pm.</td>
</tr>
<tr>
<td>XVIII</td>
<td>Next meeting</td>
<td>I</td>
<td>The next Curriculum Committee meeting is on Nov. 26, 2014 at 2:00 pm.</td>
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</tbody>
</table>