**CURRICULUM COMMITTEE**
**MEETING MINUTES**

**Voting Members Present:** Shannon Davis (Co-Chair), Robert Cabral, Graciela Casillas-Tortorelli, Jonas Crawford, Armine Derdiarian, 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:** John Del Rosario, Diane Eberhardy

**Proxies:** Chris Mainzer for Diane Eberhardy

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

**Non-voting Members Absent:** Joel Diaz, Karen Engelsen,

**Guests:** Alex Lynch, Sharon Oxford

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**Meeting Date:** 12/10/2014  
**Approval of Minutes from:** 11/26/2014  
**Recorded By:** Krista Mendelsohn

**DISCUSSION/DECISIONS**

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<th>ACTION</th>
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<tr>
<td>I. Call to Order &amp; Welcome</td>
<td>I, AT</td>
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<td>II. Adoption of Agenda</td>
<td>I, D, AT</td>
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<td>III. Approval of Minutes</td>
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**AN = Action Needed**  
**AT = Action Taken**  
**D = Discussion**  
**I = Information Only**

- **S. Davis called the meeting to order at 2:07 p.m. and declared a quorum present. The following proxies were announced: Chris Mainzer for Diane Eberhardy.**

- **Additions/Changes to the Agenda:** VI. Pull DL Appendices for SOC R101, SOC R102, SOC R103, and SOC R116. VII. Typo – ACT R016423.

- **A. Melidonis moved to approve the agenda as amended, C. Yang seconded, and the motion passed.**


- **Abstention:** * C. Mainzer

- **Corrections to the November 26, 2014 Minutes:** none.
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<th>IV.</th>
<th>Second Reading</th>
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<td>Career and Technical Education</td>
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<td>AB R004, CAOT R009</td>
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<td><strong>Liberal Studies</strong></td>
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<td><strong>Math/Science/Health/PE/Athletics</strong></td>
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<td>BIOL R120L (not approved), HED R104, HED R105, ICA R110, ICA R120, ICA R130A, ICA R140, ICA R160, ICA R170, ICA R180, ICA R190A, MATH R102, MICR R100L (not approved), PE R161</td>
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<td><strong>Student Services</strong></td>
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<td>LS R003</td>
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<td><strong>A. Melidonis moved to approve the Second Reading items except for BIOL R120L and MICR R100L, M. Ketaily seconded, and the motion passed.</strong></td>
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<td><strong>Abstention:</strong> * C. Mainzer</td>
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<td>V.</td>
<td>First Reading</td>
<td>I, D, AT, AN</td>
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<td>Only substantive changes are recorded in the minutes. Please refer to the comments in CurricUNET for additional non-substantive comments.</td>
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<td>Discussion took place about the importance of the Curriculum Committee reviewing the required supplementary program forms for the Chancellor's Office.</td>
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Career and Technical Education

**FT R098B** – Fire Academy 2 – New course. Requires DTRW-I and BOT approval.

Changes Needed: Basic Course Info: change CB24 to Stand Alone; Program Description needs to be completed; elaborate on Reason Course is Offered and how it correlates to FT R170. MQ is missing. Req: needs coreq objectives. Does not need textbook.

A. Lynch introduced the AS and COA in ACS.

**AS and COA in Automation and Control Systems** – New program. Requires DTRW-I and BOT approval.

Changes Needed: none.

**AS and COA in Automotive Technology** – Substantive revision: Requires DTRW-I and BOT approval.

Changes Needed: Units: suggestion to change total unit range to 42-43 – elective range is 5-6.

A. Lynch introduced the AS and COA in CNIT.

**AS and COA in Computer Networking/IT** – Non-substantive revision.

Changes Needed: Units: suggestion to change total unit range to 30-33 – elective range is 9-12. Replace “or” in electives with subheading explaining only a total of 4 units for COT R190V and COT R191V. COA Info Form: references the AS instead of the COA. Narrative: do not refer to individual instructors by their names; PSLOs – remove extra intro wording for each SLO.

A. Derdiarian introduced the AS and COA in DA. COA is being changed from one semester version back to two semester version, which was never deleted from the CCCCO Curriculum Inventory.

**AS and COA in Dental Assisting** – Substantive revision: Requires DTRW-I and BOT approval.

Changes Needed: Narrative: Item 4 – revise
Advisory Committee paragraph.

**AS and COA in Film, Television, and Electronic Media** – New program. Requires DTRW-I and BOT approval.

Changes Needed: Program Description: last few sentences are from the AS-T, and need revision. Course Blocks Definitions: add co-listed ENGL R110 course. AS Program Info Form: last page box should be check No and is checked Yes; Net Labor Demand is not same number as in Narrative. AS Narrative: Master Planning #4 – description is very limited; need a planning process and more detail to be sufficient to the CCCCO. Program Requirements #3 – complete unit info below the table. COA changes need to start from the advisory committee. Minutes of Advisory Committee: need more detail about the creation and approval of the COA and AS.

G. Warner introduced the COA in Firefighter 1 Academy.

**COA in Firefighter 1 Academy** – New program. Requires DTRW-I and BOT approval.

Changes Needed: none.

**AS and COA in Paralegal Studies** – Non-substantive revision.

Changes Needed: AS and COA Narratives: #2 refers to AT; #3 refers to ACS; #5 refers to AT; #7 refers to AT.

C. Guerrero introduced the AS and COA in RM.

**AS and COA in Restaurant Management** – Substantive revision: Requires DTRW-I and BOT approval.

Changes Needed: AS Narrative: change GE units from 23 to 24.

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

|   | VI. Distance Learning Approval | I | Mendelsohn, P. Mendez, J. Merrill, C. Yang  
|   |                             |   | Abstention: ** C. Guerrero  
|   |                             | I | ANTH R114, ANTH R118, ECE R102, ECE R129,  
|   |                             |   | EDU R122, FTVE R175, PLS R124, PLS R125, PLS  
|   |                             |   | R126, PLS R127, SOC R122, URBS R101 –  
|   |                             |   | Approved by the Distance Education Committee  
|   |                             |   | on December 4, 2014  
|   |                             |   | C. Mainzer moved to approve the Distance  
|   |                             |   | Learning appendices as presented, A. Edwards  
|   |                             |   | seconded, and the motion passed.  
|   |                             |   | Yes: S. Davis (Co-Chair), R. Cabral, G. Casillas-  
|   |                             |   | Tortorelli, J. Crawford, A. Derdiarian, A. Edwards, M.  
|   |                             |   | Ketai, C. Mainzer, J. McArthur, A. Melidonis, K.  
|   |                             |   | Mendelsohn, P. Mendez, J. Merrill, C. Yang  
|   |                             |   | Abstention: ** C. Guerrero  
|   | VII. Requisite Approval     | I, D, AT | AB R004, ACS R100, ACS R110, ACT R123, MATH  
|   |                             |   | R102 – Reviewed and determined Complete -  
|   |                             |   | Approved  
|   |                             |   | BIOL R120, BIOL R120L, FT R098B, MICR R100,  
|   |                             |   | MICR R100L – Reviewed and determined  
|   |                             |   | Incomplete – Not Approved  
|   |                             |   | A. Melidonis moved to approve the Complete  
|   |                             |   | Requisite items, C. Yang seconded, and the  
|   |                             |   | motion passed.  
|   |                             |   | Yes: S. Davis (Co-Chair), R. Cabral, G. Casillas-  
|   |                             |   | Tortorelli, J. Crawford, A. Derdiarian, A. Edwards, M.  
|   |                             |   | Ketai, C. Mainzer, J. McArthur, A. Melidonis, K.  
|   |                             |   | Mendelsohn, P. Mendez, J. Merrill, C. Yang  
|   |                             |   | Abstention: ** C. Guerrero  
|   | VIII. Deletions             | I | None  
|   | IX. Suspensions             | I | None  
|   | INFORMATION/DISCUSSION      |   |   
|   | X. SLO Attachment to CORs in  | I, D, AN | J. Merrill has begun attaching course SLOs as  
|   | CurricUNET                  |   | attached Word docs as English courses are being  
|   |                             |   | revised in CurricUNET. K. Mendelsohn suggested  
|   |                             |   | that the new VP of Academic Affairs hire a student  
|   |                             |   | worker to save all course SLOs from eLumen, and  
|   |                             |   | attach them to active courses in CurricUNET.  
|   | XI. CurricUNET              | I, D | K. Mendelsohn reported that Governet is working on  
|   | Discussion/Updates/Training |   | our work tickets and completing them. She  
|   |                             |   | demonstrated some of the improvements to the  
|   |                             |   | Codes/Dates page.  

Curriculum Committee Minutes (12/10/14)
| XII. | Articulation report | I | S. Davis is submitting proposed courses for CSU-GE and IGETC patterns for the 2015-2016 catalog year. The deadline for this annual submission is Friday, Dec. 12. Results are received the first week of April. |
| XIII. | Distance Ed Committee report | I | K. Mendelsohn reported that the DE Committee met on Dec. 4, and has a working group formed to create a DE Handbook. Also a district-wide DE Instructor Course is in production. |
| XIV. | GE Committee report | I | S. Davis share that the GE Committee will meet on Monday, Dec. 15. |
| XV. | LOT Committee report | I | A. Derdiarian had no report. |
| XVI. | DTRW-I Committee report | I | DTRW-I will meet on Dec. 11. The following items from this agenda will be reviewed at the Jan. 15 meeting: FT R098B, AS and COA in Automation and Control Systems, AS and COA in Automotive Technology, AS and COA in Dental Assisting, AS and COA in Film, Television, and Electronic Media, COA in Firefighter 1 Academy, and AS and COA in Restaurant Management. |
| XVII. | Adjournment | I | S. Davis adjourned the meeting at 3:45 pm. |
| XVIII. | Next meeting | I | The next Curriculum Committee meeting is on January 14, 2015 at 2:00 pm. |