CURRICULUM COMMITTEE
MEETING MINUTES

Voting Members Present: Shannon Davis (Co-Chair), Jonas Crawford, Armine Derdiarian, Carmen Guerrero, Mike Ketaily, Chris Mainzer, Judy McArthur, Arion Melidonis, Krista Mendelsohn, Patricia Mendez, Letty Mojica, Everardo Rivera, Catalina Yang

Voting Members Absent: Robert Cabral, Diane Eberhardy, Jim Merrill, Mario Ramirez

Proxies: Mike Ketaily for Robert Cabral

Non-voting Members Present: Erika Endrijonas (Co-Chair), Joel Diaz, Carolyn Inouye, Ken Sherwood

Non-voting Members Absent: Karen Engelsen, Gail Warner

Guests: None

Meeting Date: 5/14/14

Approval of Minutes from: 4/23/14

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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<td>I. Call to Order &amp; Welcome</td>
<td>S. Davis called the meeting to order at 2:09 p.m. and declared a quorum present. Shannon thanked the committee members for their feedback, input, and work as team leaders and reviewers. She also thanked Erika for providing excellent guidance and knowledge, and Krista for her behind-the-scenes work. The Committee thanked Shannon for all her expertise and efforts as chair. The following proxies were announced: Mike Ketaily for Robert Cabral.</td>
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<td>II. Adoption of Agenda</td>
<td>Additions/Changes to the Agenda: Add to deletions: ANTH R198, IDS R150, and IDS R151. S. Davis called for a motion to accept the agenda as amended. C. Mainzer moved to accept, C. Yang seconded, and the motion carried unanimously.</td>
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| III. | Approval of Minutes | I, AT | Corrections to the April 23, 2014 Minutes: none. 
S. Davis called for a motion to accept the April 23, 2014 minutes as presented. A. Melidonis moved to accept, J. McArthur seconded, and the motion carried unanimously. |
| IV. | Second Reading | I, AT | All Second Reading items were reviewed and approved. 
Career and Technical Education 
CRM R104, CRM R110, CRM R111, CRM R114 
AS and COA in Addictive Disorders Studies 
Liberal Studies 
ART R199, HIST R100A, IDS R198, MUS R199 
Math/Science/Health/PE/Athletics 
BIOL R170, MST R170, PE R143, PE R146 
AA in Coastal Environmental Studies 
AS in Coastal Environmental Studies 
S. Davis called for a motion to accept the approved Second Reading items as presented. C. Mainzer moved to accept, M. Ketaily seconded, and the motion carried unanimously. |
| V. | First Reading | I | None. |
| VI. | Distance Learning Approval | I, AT | ENGL R056, IDS R198 – Approved by the Distance Education Committee on May 8, 2014 
S. Davis called for a motion to accept the approved Distance Learning appendices as presented. A. Melidonis moved to accept, A. Derdiarian seconded, and the motion carried unanimously. |
| VII. | Requisite Approval | I, AT | BIOL R170 and MST R170 – Approved 
S. Davis called for a motion to accept the approved Requisite item as presented. C. Yang moved to accept, E. Rivera seconded, and the motion carried unanimously. |
| VIII. | Deletions | I, AT | ANTH R198, CHST R114, HED R098, IDS R150, IDS R151, PSY R114 
S. Davis called for a motion to approve the Deleted items as presented. A. Melidonis moved to accept, C. Mainzer seconded, and the motion carried unanimously. |
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<th>IX.</th>
<th>Suspensions</th>
<th>I, AT</th>
<th>HIST R199</th>
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<td><strong>S. Davis called for a motion to approve the Suspended items as presented. A. Derdiarian moved to accept, C. Mainzer seconded, and the motion carried unanimously.</strong></td>
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<th>X.</th>
<th>Consent Items</th>
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<th>AA in Psychology – two deleted courses were removed, and one course discipline was updated to match approved courses for Fall 2014</th>
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<td><strong>E. Endrijonas explained that we need to meet 100% submission of our required ADTs by June 2014. All of our ADTs are submitted, and some are awaiting review. The AS-T in Film, Television, and Electronic Media cannot be submitted to the state until a template is approved, but it should be available in September 2014. The AS-T in FTVE will be printed in the 2014-2015 catalog with a note for students.</strong></td>
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<td><strong>S. Davis called for a motion to approve the Consent Items as presented. E. Rivera moved to accept, C. Mainzer seconded, and the motion carried unanimously.</strong></td>
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| XI. | CurricUNET report | I, AN | Krista did not have anything to report on CurricUNET. She was asked to check the formatting of the Course Content page of CRM R111. |

| XII. | Designation of Curriculum Faculty Co-Chair for 2014-2015 | I | Linda Kama'ilaa has designated Shannon Davis as the faculty co-chair for 2014-2015. |

| XIII. | Service Learning language in the catalog | I, D, AN | Jim Merrill previously suggested that we add service learning language in the catalog, as there is none at this time. Jim was absent, and could not speak to this. |
|       |                                           |         | **C. Inouye suggested getting input on what service learning means to different people.** |
|       |                                           |         | **E. Endrijonas shared that we were chosen for the 2+2+3 law school program, and a service learning component is part of this program.** |
|       |                                           |         | The Curriculum Committee will come back to this in 2014-2015. |
| XIV. | Curriculum Deadline charts for 2014-2015 | Shannon distributed the Curriculum Committee meeting and DTRW-I meeting schedules for 2014-2015. She is still working on the curriculum deadline charts, and will distribute them in fall.

A stand-in chair is needed for the September 10, 2014 Curriculum Committee meeting as Shannon and Erika will be at a conference in Texas. |
| XV. | Articulation report | I, D, AN
Shannon gave a summary of the Curriculum Committee updates to our current Curriculum Committee Goals. See the attached document for details.

The Committee approved 40 programs, over 130 COR revisions, added 22 new courses, added a new discipline (Global Studies), and deleted 19 courses.

Carmen Guerrero raised the issue of the course and program approval process in the Curriculum Committee and its relevance in the CTE Division. In CTE, the regional advisory committee plays a huge role. *Shannon requested that Carmen bring suggestions for revising the CurricUNET approval process that would help her division. |
| XVI. | LOT Subcommittee report | I
A. Derdiarian shared that Jerry Lulejian in Paralegal Studies presented on the SLO process in his discipline at the last LOT meeting. He discovered that the day vs. evening student population is distinct in PLS. He is using the PLS SLOs to help students fully understand what a Paralegal is, and to address different needs of the day vs. evening students.

Armine will email the list of departments who have not presented their SLO processes at LOT yet. |
| XVII. | GE Subcommittee report | I
The GE Committee met last week. Six new courses were approved for local GE this year. Membership guidelines were drafted and approved. The GE Committee discussed upcoming GE projects, such as Pathways.

C. Inouye announced that CSU Channel Islands approached Oxnard College to partner in a Title 5 Cooperative Grant for five years, and Oxnard College would have a small piece of the larger grant. The emphasis of the grant is improving transfer |
success by creating thematic pathways. Focus will also be on faculty professional development and learning communities. Another focus is to create learning communities with our local high schools to get them in our ADTs and then on to CSUCI.

| XVIII. | Distance Ed Subcommittee report | I | The Distance Education Committee accomplished the following in 2013-2014:
1. Finalized development of the Online Drop Policy;
2. Finalized development of the Regular Effective Contact Policy; 3. Reviewed and approved 28 Distance Learning Appendices; and 4. Reviewed and endorsed six faculty members for Distance Education teaching.

K. Sherwood shared the DECs recommendation that any department who wants to offer online courses have a representative on the committee. Bola King-Rushing is the new FT English instructor, and will be the faculty co-chair of the DEC. |

| XIX. | DTRW-I Committee report | I, D | E. Endrijonas shared that DTRW-I met on April 24. She explained the process for policy creation and input from the district committees before going to the Policy Committee and then the Board. Comparable course lists were reviewed by DTRW-I. Mary Rees, the Academic Senate President at Moorpark College, discussed the bill at the state regarding baccalaureate degrees at the community college level.

The student score card metrics will have additional analysis added. The data is six years old that we are evaluated on. We need to suggest additional categories for analysis to the legislature.

DTRW-I will meet the second Thursday of each month in 2014-2015. |

| XX. | Adjournment | I, AT | S. Davis adjourned the meeting at 2:56 pm. |

| XXI. | First meeting of 2014-2015 | I | The first Curriculum Committee meeting of 2014-2015 is on August 27, 2014 at 2:00 pm. |
Curriculum Committee Goals for 2013-2014 and outcomes

1. Complete and approve Curriculum handbook – **still in progress**

2. Create/approve membership guidelines for subcommittees including LOT (not done), GE (completed and approved), and DE (not done).

3. Increase Curriculum Committee training opportunities to 2-3x per semester – **Training occurred on the following topics during Curriculum Committee Meetings: using the C-ID website, using the adegreewithaguarantee website, finding C-ID on ASSIST. Additional Training session was offered during Fall 2013 Flex week on Navigating CurricUNET and Curriculum Development.**

4. Achieve 100% compliance with ADTs – **completed!**

5. Achieve 100% course revision and submission for C-ID (for existing courses in our catalog) – **Getting closer – 128 courses have been submitted for C-ID. All courses within ADTs have been submitted for C-ID, 71 have been approved so far. Remaining courses include 2 Psychology courses, Math, fewer than 10 total classes.**

6. Develop procedures for access to disciplines in CurricUNET/rules for updating course outlines that are not assigned to a discipline/a faculty member or are outside of one’s traditional discipline or Interdisciplinary courses (current and future). - **ongoing**

7. Eliminate the “HOT LIST” by having all courses on it updated or deleted – **Almost! Down to only 4 old CORS!**

8. Revise all CORs due for revision this year by the end of this year so that there are NO overdue CORs – **Almost! 24 CORs were not done that either needed revised or deleted.**

9. Continue to work to streamline the CurricUNET process - **ongoing**

10. Facilitate the district-wide faculty review of comparable courses to allow for enforcement of repeat laws and to aid in degree completion – **District faculty have reviewed comparable courses and made determinations and the only task remaining is to facilitate faculty decisions with the few courses where there was not consensus.**

11. Suspension list: Continue clean-up. Last year voted that anything over 2 years gets deleted. Gave reprieve to those courses suspended 2007 on for this one year to bring back or make decisions regarding. We still have 297 courses on the Suspension List. In comparison, we have only 624 Active Courses. – **Significant progress has been made. All courses on suspension lists are being automatically deleted at the end of Spring 2014 with the exception of those courses**
suspended 2012-2013 (8 courses) and those suspended this academic year 2013-2014 (7 courses) for a total of 15 courses.

12. Curriculum Committee criteria/review of courses and programs in relation to their appropriateness to our mission, etc. Curriculum should weigh in with recommendations. Faculty should know if their course/program has little chance of approval or if approved, will not be offered. – ongoing