CURRICULUM COMMITTEE
MEETING MINUTES

Voting Members Present: Carmen Guerrero (Interim Co-Chair), Jim Merrill (Interim Co-Chair), Robert Cabral, Graciela Casillas-Tortorelli, Jonas Crawford, Armine Derdiarian, Diane Eberhardy, Amy Edwards, Mike Ketaily, Chris Mainzer, Judy McArthur, Arion Melidonis, Krista Mendelsohn, Patricia Mendez, Catalina Yang

Voting Members Absent: Shannon Davis

Proxies: Chris Mainzer for Shannon Davis, Carolyn Inouye for Carmen Guerrero (after Item V)

Non-voting Members Present: Carole Bogue, Joel Diaz, Carolyn Inouye, Ken Sherwood

Non-voting Members Absent: Karen Engelsen, Gail Warner

Guests: Alex Lynch, Sharon Oxford, Mike Webb

Meeting Date: 9/10/2014 Approval of Minutes from: 8/27/2014 Recorded By: Krista Mendelsohn

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

DISCUSSION/DECISIONS

| ACTION | ACTION 
<table>
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<tr>
<td>I. Call to Order &amp; Welcome</td>
<td>I, AT</td>
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<td>J. Merrill called the meeting to order at 2:03 p.m. and declared a quorum present. The following proxies were announced: Chris Mainzer for Shannon Davis, Carolyn Inouye for Carmen Guerrero (once she leaves). The committee introduced themselves to our new Interim EVP, Dr. Carole Bogue.</td>
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<td>II. Adoption of Agenda</td>
<td>I, D, AT</td>
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<td>Additions/Changes to the Agenda: move Action Item XI after CTE First Reading Items.</td>
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Curriculum Committee Minutes (9/10/14)
### III. Approval of Minutes

I, D, AT, AN

Corrections to the August 27, 2014 Minutes: insert under Item X “It was pointed out that this action runs counter to the local governing board’s authority to establish general-education requirements for its local degrees.”

**C. Mainzer moved to accept the August 27, 2014 minutes as amended, C. Yang seconded, and the motion passed.**


### IV. Second Reading

I, AT

**Career and Technical Education**

<table>
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<th>AT R088</th>
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**Liberal Studies**

| COMM R100 |

**A. Edwards moved to approve the Second Reading items, C. Mainzer 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 & Technical Education**

C. Guerrero introduced the AB course.

**AB R098** – Short Course in Automotive Body and Fender Repair – New course. Requires DTRW-I and BOT approval.

Changes Needed: Change title to ‘Short Courses in...’. Change CB24 to Stand Alone. Carole will check on whether these umbrella courses should be Stand Alone or Program Applicable. Discussion took place regarding unit range. It was determined that the unit range was fine to leave as is.

M. Webb introduced the ADS courses.
**ADS R111** – Management and Supervision in Alcohol Programs – Non-substantial revision: remove ADS R110A prerequisite.

Changes Needed: Typical Graded Assignments – will the Specific Assignments be essays or writing assignments? Please specify. Methods of Evaluation – would role plays be an example of Physical Skills Demonstration?

**ADS R113** – Co-occurring Diagnosis – Non-substantial revision: remove ADS R108 prerequisite.

Changes Needed: Should MQs include Psychology? Typical Graded Assignments – give examples of how will students be evaluated.

**ADS R116** – Alcohol, Drugs, and the Driving Laws – Non-substantial revision: remove ADS R101 prerequisite.

Changes Needed: Talk with Shannon about articulation repercussions of removing the prerequisite.

**ADS R198** – Short Courses in Addictive Disorders Studies – New course. Requires DTRW-I and BOT approval.

Changes Needed: Change CB24 to Stand Alone. Carole will check on whether these umbrella courses should be Stand Alone or Program Applicable.

M. Ketaily introduced the FT courses.

**FT R079** – Fire Prevention 1 – New course. Requires DTRW-I and BOT approval.

Changes Needed: Change CB04 to D – Credit – Degree Applicable. Enter CB09 SAM Code. Typical Graded Assignments – not clear what “A short essay… criteria immediately above…” is referring to. Minimum Qualifications is missing. Add a newer textbook if one exists.

**FT R083A** – Command IA – Substantial revision: add FT R079 prerequisite. Requires DTRW-I and BOT approval.
Changes Needed: Change Proposed Start Date to Fall 2015. Change CB04 to D – Credit – Degree Applicable. Enter the Course Fee Justification. Other Instructional Materials: add other items like Fire Simulator Room and equipment.

**FT R167 – Fire Equipment and Apparatus – Non-substantial revision.**

Changes Needed: Change Proposed Start Date to Fall 2015. Enter CB08 Course Basic Skills as 2N = Not Basic Skills. Enter CB09 SAM Code. Enter CB03 TOP Code. Credit by Exam – change to No. Objectives – add electric and hydraulic equipment if appropriate.

M. Webb introduced the ADS programs. The ADS advisory committee and CAADE recommended the changes to improve the ability for students to maintain jobs in the industry after graduation.

**AS and Certificate of Achievement in Addictive Disorders Studies – Substantial revision: addition of required courses moved from electives (ADS R105B, ADS R124). Requires DTRW-I and BOT approval.**

Changes Needed: Suggestion to include some PSY, ANTH, COMM, or SOC courses in the electives.

A. Lynch introduced the CNIT programs. C. Guerrero explained that the Launch Board now has a place to enter the number of graduates from our PA programs. The Launch Board feeds into the CTE Scorecard.

**Proficiency Award in Administering Microsoft Windows – New program. Requires DTRW-I and BOT approval.**

Changes Needed: Add Required Courses heading.

**Proficiency Award in Cisco Networking – New program. Requires DTRW-I and BOT approval.**

Changes Needed: None.

Diane Eberhardy introduced the CAOT program.

**Proficiency Award in Office Software Specialist –**
New program. Requires DTRW-I and BOT approval.

Changes Needed: Courses have not been entered correctly in the Course Blocks Definitions page. Please see Krista, or the CurricUNET Basic User Guide for assistance.

(First Reading Items paused to address Item XI, and continued below.)

**XI. Requirement of all CCCCO submission paperwork with new and substantially revised programs**

C. Guerrero distributed the forms created to assist K. Mendelsohn in submitting new and revised programs to the CCCCO, and explained them. C. Inouye added that this information has always been required to be submitted to the state Chancellor’s Office, we are just formalizing the process of how and when it will be submitted for the Curriculum Committee’s review.

*Item was tabled until the next meeting in order to allow for edits of the forms.*

**V. First Reading (continued)**

**Liberal Studies**

**AA-T in Communication Studies** – Non-substantial revision: addition of electives (COMM R107, ANTH R102); moving elective from List B to List C (FTVE R100).

Changes Needed: Change heading of List A – Select two of the following courses. Add catalog language to introduce the degree and discipline.

**Math/Science/Health/PE/Athletics**

C. Mainzer introduced the GEOG course.

**GEOG R104** – Geography of California – Non-substantial revision.

Changes Needed: None.

C. Yang introduced the MATH courses.

**MATH R011** – Elementary Algebra – Substantial revision: addition of prerequisite (MATH R001). Requires DTRW-I and BOT approval.

Changes Needed: Other Instructional Materials – suggestion to add any software if necessary.

**MATH R014A** – Intermediate Algebra I – Non-
substantial revision.

Changes Needed: Other Instructional Materials – suggestion to add any software if necessary.

**MATH R014B** – Intermediate Algebra II – Non-substantial revision.

Changes Needed: Correct the CB04 Credit Status.

**MATH R105** – Introductory Statistics – Non-substantial revision.

Changes Needed: Mention software in Content and Other Instructional Materials since it is listed in Out of Class Assignments. Include Central Limit Theorem in Content to match C-ID.

**MATH R106** – Business Calculus – Substantial revision: removing two prerequisites (MATH R014, MATH R014B); changing advisory to prerequisite (MATH R115). Requires DTRW-I and BOT approval.

Changes Needed: First sentence of catalog description needs to be a complete sentence. Enter CB09 SAM Code. Flesh out the Course Content in outline form so it doesn’t look identical to the C-ID Descriptor. Add at least one newer textbook to the list.

**MATH R115** – College Algebra – Non-substantial revision.

Changes Needed: CB04 Code should be D – Credit-Degree Applicable. CB24 Code should be Program Applicable.

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


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VI. Distance Learning Approval

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<tr>
<td>PLS R120</td>
<td>Approved by the Distance Education Committee on September 4, 2014</td>
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R. Cabral moved to approve the Distance Learning appendix as presented, C. Mainzer
<p>| VIII. | Deletions | I | None |
| IX. | Suspensions | I | None |
| X. | Distance Education Committee Membership Definition | I, D, AN | At the May 8, 2014 meeting, the Distance Ed Subcommittee approved the following membership definition: Every department that offers at least one distance-education course must send a representative to the committee. 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. The Curriculum Committee recommends a warning to the department after the second absence before a notice to the dean and EVP. C. Mainzer moved to approve the definition and the motion failed for lack of a second. |
| INFORMATION/DISCUSSION |
| XII. | Selection of Voting Administrator | I | Carmen Guerrero will be the Voting Administrator. |
| XIII. | Curriculum Committee Goals for 2014-2015 | I | S. Davis requested that the committee email her with any goals for 2014-2015. She has not received any to date. |</p>
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<tr>
<th>Section</th>
<th>Report/Committee</th>
<th>I, D</th>
<th>Minutes</th>
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<tbody>
<tr>
<td>XIV.</td>
<td>CurricUNET</td>
<td>I, D</td>
<td>K. Mendelsohn showed the committee how the Requisites and the Methods of Instruction pages are now functioning. She reminded the deans to make sure all the necessary CB codes are completed on the Codes/Dates page for course proposals. Krista gave an update on Active courses and programs from 2013-2014, and asked for faculty to email if they need a course/program to be activated that is not yet.</td>
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<td>XV.</td>
<td>Articulation report</td>
<td>I</td>
<td>None</td>
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<td>XVI.</td>
<td>Distance Ed Committee report</td>
<td>I</td>
<td>C. Mainzer reported that the Distance Ed Committee met on Sept. 4, 2014 and discussed goals for the year. The next meeting is on Oct. 2, 2014 at 2:30 pm.</td>
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<td>XVII.</td>
<td>GE Committee report</td>
<td>I</td>
<td>The GE Committee will meet on Oct. 1, 2014 at 2:00 pm. Email Shannon Davis if you are interested in serving on GE.</td>
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<td>XVIII.</td>
<td>LOT Committee report</td>
<td>I</td>
<td>The LOT Committee will meet on Sept. 16, 2014 at 2:00 pm.</td>
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<tr>
<td>XIX.</td>
<td>DTRW-I Committee report</td>
<td>I, D</td>
<td>DTRW-I will meet on Sept. 18, 2014. Oxnard College has no curriculum on the Sept. 18 agenda, however at the next meeting on Oct. 9, the following items will be reviewed: AB R098, ADS R198, FT R079, FT R083A, MATH R011, MATH R106, AS and COA in Addictive Disorder Studies, PA in Administering Microsoft Windows, PA in Cisco Networking, and PA in Office Software Specialist.</td>
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<td>XX.</td>
<td>Adjournment</td>
<td>I</td>
<td>J. Merrill adjourned the meeting at 3:51 pm.</td>
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<tr>
<td>XXI.</td>
<td>Next meeting</td>
<td>I</td>
<td>The next Curriculum Committee meeting is on Sept. 24, 2014 at 2:00 pm.</td>
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