Voting Members Present: Shannon Davis (Co-Chair), Bret Black, Robert Cabral, Jonas Crawford, Armine Derdiarian, Diane Eberhardy, Mike Ketaily, Chris Mainzer, Arion Melidonis, Krista Mendelsohn, Jim Merrill, Everardo Rivera

Voting Members Absent: Carmen Guerrero, Judy McArthur, Patricia Mendez, Letty Mojica, Mario Ramirez,

Proxies: Carolyn Inouye for Carmen Guerrero

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

Non-voting Members Absent: Karen Engelsen, Ken Sherwood

Guests: Linda Chaparro, Chris Horrock, Jerry Lulejian, Alex Lynch, Andres Orozco, Mati Sanchez

Meeting Date: 11/13/13 Approval of Minutes from: 10/23/13 Recorded By: Krista Mendelsohn

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

DISCUSSION/DECISIONS

<table>
<thead>
<tr>
<th>ACTION</th>
<th>ACTION</th>
</tr>
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<tbody>
<tr>
<td>I. Call to Order &amp; Welcome</td>
<td>I, AT</td>
</tr>
<tr>
<td>S. Davis called the meeting to order at 2:09 p.m. and declared a quorum present. The following proxies were announced: Carolyn Inouye for Carmen Guerrero.</td>
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</tbody>
</table>

| II. Adoption of Agenda | I, AT |
| Additions/Changes to the Agenda: Pulled from 2<sup>nd</sup> Reading because substantive changes were not made: ECE R108/PSY R111, ECE R113 through R134, FTVE R108A, FTVE R108B, FTVE R130, FTVE R155, Proficiency Award in Site Supervisor, ART R180. Pulled all items from Requisite Approvals and moved to Nov. 27 agenda. |
| S. Davis called for a motion to accept the agenda as amended. J. Merrill moved to accept, B. Black seconded, and the motion carried unanimously. |

<p>| III. Approval of Minutes | I, AT |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>S. Davis called for a motion to accept the Oct. 23, 2013 minutes as presented. C. Mainzer moved to accept, J. Merrill seconded, and the motion carried unanimously with two abstentions.</th>
</tr>
</thead>
</table>
| IV. | Second Reading | Career and Technical Education  
ECE R100, ECE R102, ECE R103, ECE R106, ECE R107, ECE R111, ECE R112, ECE R189, ECE R198A-Z, ECE R199, EMT R169, ENVT R050L, FT R084A, FT R084B, FT R084C, FTVE R100, FTVE R106, FTVE R107, FTVE R120, FTVE R135, FTVE R150  
AS-T in Early Childhood Education  
Cert. of Ach. in Child Development/ECE: Master Teacher  
Cert. of Ach. in Child Development/ECE: Teacher Proficiency Award in Child Development Assistant  
Proficiency Award in Child Development Associate Teacher  
Liberal Studies  
ART R104B, ART R155, CHST R101, IDS R101A, IDS R101B, SPAN R140, SPAN R141  
AA-T in Anthropology  
Math/Science/Health/PE/Athletics  
PHSC R170  
AA-T in Geography  

S. Davis called for a motion to accept the approved Second Reading items as presented. C. Mainzer moved to accept, R. Cabral seconded, and the motion carried unanimously. |
| V. | First Reading | I, D, AT, AN  
*Only substantive changes that are verbalized during the meeting are recorded in the minutes. Please refer to the comments in CurricUNET for additional substantive changes requested, and non-substantive comments.  
Career and Technical Education  
Lois Zsarnay presented the ADS courses.  
**ADS R113** – Co-occurring Diagnosis – Non-substantial changes. Only title change and minor

updates.

Changes Needed: MQ: any other requirements? Objectives: #1 could be reworded to be more effective; #2 reworded for more clarity. Textbooks: more recent edition? DSM-V is now available.

**ADS R124** – Ethics & Confidentiality for Alcohol & Drug Studies – New course. Requires DTRW-I and BOT approval. This was embedded in other courses, but advisory committee felt it needed to be its own course.

Changes Needed: MQ: any other requirements? Content: does this reflect the objectives?

Robert Cabral presented the BUS course.

**BUS R100** – Introduction to Entrepreneurship – New course. Requires DTRW-I and BOT approval.

Changes Needed: Basic Course Info: Did you intend the start date to be Fall 2015 instead of Fall 2014? Units/Hours: Weekly Lecture Hours = 1. Total Contact Hours = 18. Methods of Inst: add examples in Other Methods. Course Content: need to be expanded.

Alex Lynch presented the CNIT course.

**CNIT R198** – Short Courses in Computer Networking/IT – New course. Requires DTRW-I and BOT approval.

Changes Needed: none.

Robert Cabral presented the CRM courses.

**CRM R102C** – Catering Techniques – New course. Requires DTRW-I and BOT approval.

Changes Needed: Course Content: could be expanded to be more robust. Objectives: replace “understand” with something measurable.

**CRM R198A-Z** – Short Courses - Culinary Arts and
<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLS R107</td>
<td>Family Law</td>
<td>New</td>
<td>Requires DTRW-I and BOT approval. Changes Needed: TGA: #1 looks like it’s from a Torts class. Course Content: break these down into subheadings.</td>
</tr>
<tr>
<td>PLS R109</td>
<td>Communications and Case Management</td>
<td>New</td>
<td>Requires DTRW-I and BOT approval. Changes Needed: Basic Course Info: Remove extra ‘R’ from Course Number. Objectives: replace “understand” with something measurable. Outside Assign: #1 looks like it’s from a Torts course. Content: these need more detail/subheadings. Course Content: references legal assistant instead of paralegal.</td>
</tr>
<tr>
<td>PLS R120</td>
<td>Real Estate Law</td>
<td>New</td>
<td>Requires DTRW-I and BOT approval. Changes Needed: Basic Course Info: Get SAM Code from your dean.</td>
</tr>
<tr>
<td>PLS R122</td>
<td>Immigration Law</td>
<td>New</td>
<td>Requires DTRW-I and BOT approval. Changes Needed: Course Objectives: #B/2 and E/5 – replace verb with something measurable.</td>
</tr>
<tr>
<td>PLS R123</td>
<td>Employment Law</td>
<td>New</td>
<td>Requires DTRW-I and BOT approval. Changes Needed: Objectives: replace “learn” with</td>
</tr>
</tbody>
</table>

Jerry Lulejian presented the PLS courses. The advisory committee proposed these courses and change to the programs. The department is planning to add five more courses next year.
something higher on Bloom's taxonomy.

Robert Cabral presented the Business Management and Culinary Arts programs.

**AS and Cert. of Ach. in Business Management** –
Substantial changes: addition of required courses (BUS R100 and BUS R130). Requires DTRW-I and BOT approval.

Changes Needed: Course Blocks Definitions: Enter ACCT R101 and ACCT R102 from the course drop-down menu, instead of as non course requirements.

**AS and Cert. of Ach. in Culinary Arts** –
Substantial change: addition of required course (CRM R102C). Requires DTRW-I and BOT approval.

Changes Needed: Frank will be removing CRM R102E.

Jerry Lulejian presented the Paralegal Studies programs. Most ABA approved programs have around 30 units.

**AS and Cert. of Ach. in Paralegal Studies** –
Substantial changes: addition of required courses (BUS R111A, PLS R109) and deletion of required courses/moved to electives (PLS R102, PLS R103, PLS R106, PLS R108). Requires DTRW-I and BOT approval.

Changes Needed: Course Blocks Definitions: Total Units should be 30.

**Liberal Studies**


Changes Needed: Basic Course Info: Confirm CB Codes with your dean and enter/correct them. Catalog Description: make it clear that this does not
lead to natural or physical science courses. MQ: do you want all of these? Would Geography be an appropriate addition? Course Content: outline has two Cs. Methods of Instruction: should read more like a list of what the instructor would do in the class.

**ANTH R117** – Introduction to Global Studies – New course. Requires DTRW-I and BOT approval. Co-listed with GLOS R101 and SOC R121.

Changes Needed: Basic Course Info: Remove UC Transferable – we will not know this until next year. Course Content: outline has two Ds. The committee recommends only creating GLOS R101, and not creating ANTH R117 or co-listing with SOC R121.

**ART R108A** – Beginning Oil Painting – Non-substantial change.

Changes Needed: Textbooks: add a newer textbook to the list.


Changes Needed: Basic Course Info: TOPS Code is incorrect; should be Photography. Course Content (FTVE R160 only): missing ‘A’ at the beginning of the outline. Textbook (FTVE R160): missing ‘London’. Methods of Inst: looks like a list of content, rather than how that content is delivered. Course Content: Adobe Photoshop is listed here; should this be under Textbooks as Software? Maybe list it generically (digital editing software), rather than naming a specific software program.

**ART R175** – Introduction to Digital Art – Non-substantial change. Co-listed with FTVE R175

Changes Needed: Basic Course Info: Catalog Description needs to be identical to ART R175. Textbooks: Text #3 needs identical info to ART R175. Course Objectives: #4 & #11 need to be identical with ART R175. Course Content: #J sounds more like an objective or a graded assignment than content. Lab Content: remove “Students will”; should read more like a table of contents. Methods of Instruction: seem like objectives; turn these into methods of delivery. TGA: #9 is not an assignment; seems like content or method of instruction. Outside Assign: delete time
expectations, only list examples.

Jim Merrill presented the ENGL courses.

**ENGL R066** – Writing Fundamentals – Non-substantial change.

Changes Needed: Add repeatability; change course fee to no.

**ENGL R104** – English Literature I – Non-substantial change.

Changes Needed: none.

**ENGL R130** – Introduction to Media Writing – Non-substantial change. Co-listed with FTVE R110.

Changes Needed: Textbooks: newer text is needed.

**ENGL R151** – Major British Authors I – Non-substantial change.

Changes Needed: none.

Andres Orozco presented the FTVE courses.

**FTVE R110** – Introduction to Media Writing – Non-substantial change. Co-listed with ENGL R130.

Changes Needed: Textbooks: newer text is needed.


Changes Needed: Basic Course Info: TOPS Code is incorrect; should be Applied Photography. Course Content: missing ‘A’ at the beginning of the outline. Textbook: missing ‘London’. Methods of Inst: looks like a list of content, rather than how that content is delivered. Course Content: Adobe Photoshop is listed here; should this be under Textbooks as Software? Maybe list it generically (digital editing software), rather than naming a specific software program.

**FTVE R175** – Introduction to Digital Art – Non-substantial change. Co-listed with ART R175.
Changes Needed: Basic Course Info: Catalog Description needs to be identical to ART R175. Textbooks: Text #3 needs identical info to ART R175. Course Objectives: #4 & #11 need to be identical with ART R175. Course Content: #J sounds more like an objective or a graded assignment than content. Lab Content: remove “Students will”; should read more like a table of contents. Methods of Instruction: seem like objectives; turn these into methods of delivery. TGA: #9 is not an assignment; seems like content or method of instruction. Outside Assign: delete time expectations, only list examples.

Arion Melidonis and Gloria Guevara presented the GLOS course. This is the capstone of the AA in Global Studies.

**GLOS R101** – Introduction to Global Studies – New course. Requires DTRW-I and BOT approval. Co-listed with ANTH R117 and SOC R121.

Changes Needed: Basic Course Info: Remove UC Transferable – we will not know this until next year. MQ: Discussion took place about what to include. Probably having Interdisciplinary Studies only is the best way. Course Content: outline has two Ds. The committee recommends only creating GLOS R101, and not creating ANTH R117 or co-listing with SOC R121.

Arion Melidonis presented the IDS courses.


Changes Needed: Basic Course Info: Confirm CB Codes with your dean and enter/correct them. Catalog Description: make it clear that this does not lead to natural or physical science courses. MQ: do you want all of these? Would Geography be an appropriate addition? Course Content: outline has two Cs. Methods of Instruction: should read more like a list of what the instructor would do in the class.
IDS R110 – Frontiers of Thought – Non-substantial change.

Changes Needed: Basic Course Info: correct the Basic Skills code, and TOP code. MQ: possibly change to only Interdisciplinary Studies. Discussion took place regarding MQs and whether the course would be more appropriate as a 189 course.


Changes Needed: Basic Course Info: TOP Code should not be in Social Sciences. MQ: how to make this available to any discipline to the campus? MQ's will be decided upon the time the course is offered. Units/Hours: correct Total Contact Hours. Course Objectives: remove first sentence. TGA: should be a generic statement, not specific to how Marie teaches the course. Textbook: add generic comment about how text will be chosen when course is offered.


Changes Needed: Basic Course Info: Remove UC Transferable – we will not know this until next year. Course Content: outline has two Ds. The committee recommends only creating GLOS R101, and not creating ANTH R117 or co-listing with SOC R121.

Arion Melidonis presented the Economics program.

AA in Economics – Substantial change: deletion of required course (ECON R199); also changes to elective courses. Requires DTRW-I and BOT approval.

Changes Needed: Course Blocks Definitions: please select the current titles for ACCT R101 and ACCT R102. CurricUNET will not allow a historical (suspended or deleted) course to appear in a program, e.g. POLS R106.
Andres Orozco presented the FTVE program.

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

Changes Needed: List C. remove R108B.

Arion Melidonis and Gloria Guevara presented the Global Studies program. CSUCI has a minor and is creating a major in this. UCSB has a major. One of the fastest growing majors.

**AA in Global Studies** – New program. Requires DTRW-I and BOT approval.

Changes Needed: Course Blocks Definitions: Total Units is incorrect. Please make an appointment with Krista M. for assistance. Erika requested documentation from CSUCI that they are seeking students for this major so she can show support to the BOT. Erika recommends removing the co-listed courses for GLOS R101 (ANTH R117 and SOC R121). Is there an interest in having students choose from certain areas/disciplines? Add Geography to the list of disciplines in the second sentence of the description.

Linda Chaparro presented the Psychology program.

**AA-T in Psychology** – Substantial change: addition of required course (MATH R105); also changes to elective courses. Requires DTRW-I and BOT approval.

Changes Needed: none.

Mati Sanchez presented the Studio Arts program.

**AA-T in Studio Arts** – New program. Requires DTRW-I and BOT approval.

Changes Needed: Add the subheadings of the different areas in List B, just like in the TMC.
Math/Science/Health/PE/Athletics

**BIOL R100** – Marine Biology – Non-substantial change. – **Pulled; co-listed course needs to be at First Reading simultaneously**

**BIOL R100L** – Marine Biology Laboratory – Non-substantial change. – **Pulled; co-listed course needs to be at First Reading simultaneously**

Chris Mainzer presented the CHEM and MST courses.

**CHEM R122** – General Chemistry II – Non-substantial change.

Changes Needed: Requisites: need objectives from the prereq course. TGA: #4&5 – both of these are lab reports; should be combined or differentiated. Outside Assignments: Writing #3 – this seems in class, please clarify. Textbook: other publications need to go under other materials.

**MST R175** – Marine Sampling Techniques and Field Studies – Substantial change: change from lecture to lab. Requires DTRW-I and BOT approval.

Changes Needed: This is a new course, not a modification. Begin a new course proposal in CurricUNET. Lab Content: needs to be expanded.

**MST R190** – Communicating Ocean Science to Informal Audiences – Non-substantial change.

Changes Needed: Basic Course Info: TOP code needs to be confirmed with you dean. Catalog Description does not make sense. Lab Content: B – finish the sentence; D – seems like an assignment; please clarify. TGA: examples of what the activities or programs may be; #3 is unclear. Outside Assignments: Reading – what will they be reading? Other – is this script different from the script listed in Writing?

**MST R195** – Communicating Ocean Science – Non-substantial change.

Changes Needed: Course Content: need more
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>I, AT</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>VI.</td>
<td>Distance Learning Approval</td>
<td>ECE R102, ECE R106, ECE R107, ECE R113, ECE R115, ECE R116, ECE 129, PE R124/DANC R110 – Approved by the Distance Education Committee on Nov. 7, 2013</td>
<td>S. Davis called for a motion to accept the approved Distance Learning Appendices as presented. J. Merrill moved to accept, J. Crawford seconded, and the motion carried unanimously.</td>
</tr>
<tr>
<td>VII.</td>
<td>Requisite Approval</td>
<td>All appendices were pulled and will reappear on the Nov. 27, 2013 agenda. ADS R113, BIOL R100, BIOL R100L, CHEM R122, CRM R102C, ENGL R066, ENGL R104, ENGL R130, ENGL R151, ENVT R050L, FTVE R108B, FTVE R110, FTVE R155, IDS R199, MST R175, MST R190, MST R195, PLS R110, SPAN R140</td>
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<tr>
<td>VIII.</td>
<td>Deletions</td>
<td>AA in Math – approved IDS R189A-Z – not approved. Discussion took place about why IDS R189A-Z is being deleted. IDS R189A-Z was not accepted for deletion because it is important to maintain for the whole campus. A. Melidonis offered to update the course outline instead.</td>
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<tr>
<td>IX.</td>
<td>Suspensions</td>
<td>None</td>
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<td></td>
<td>Consent Items</td>
<td></td>
<td>Pulled. Will reappear on the Nov. 27, 2013 agenda.</td>
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<tr>
<td>X.</td>
<td>GE Committee recommendations for Oxnard College General Education</td>
<td>I, AT</td>
<td>The following were approved by the GE Committee on Nov. 6, 2013:</td>
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<tr>
<td></td>
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<td>HED R110 - Introduction to Kinesiology approved for area E1 Health Education</td>
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<td></td>
<td>ART R171 - Survey of Modern Art approved for area C1 Fine and Performing Arts</td>
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<td>ART R172 - Art of the Ancient Americas approved for area C1 Fine and Performing Arts</td>
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<td>S. Davis called for a motion to accept the GE Committee recommendations as presented. J. Merrill moved to accept, B. Black seconded, and the motion carried unanimously.</td>
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<tr>
<td>INFORMATION/DISCUSSION</td>
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<tr>
<td>XII.</td>
<td>CurricUNET report</td>
<td>I</td>
<td>No report presented.</td>
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<tr>
<td>XIII.</td>
<td>GE Subcommittee Membership Proposal</td>
<td>I</td>
<td>No proposal presented.</td>
</tr>
<tr>
<td>XIV.</td>
<td>Suspended Courses</td>
<td>I</td>
<td>No suspended courses presented.</td>
</tr>
<tr>
<td>XV.</td>
<td>Articulation report</td>
<td>I</td>
<td>No report presented.</td>
</tr>
<tr>
<td>XVI.</td>
<td>LOT Subcommittee report</td>
<td>I</td>
<td>No report presented.</td>
</tr>
<tr>
<td>XVII.</td>
<td>GE Subcommittee report</td>
<td>I</td>
<td>No report presented.</td>
</tr>
<tr>
<td>XVIII.</td>
<td>Distance Ed Subcommittee report</td>
<td>I</td>
<td>No report presented.</td>
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<tr>
<td>XIX.</td>
<td>DTRW-I Committee report</td>
<td>I</td>
<td>No report presented.</td>
</tr>
<tr>
<td>XX.</td>
<td>Adjournment</td>
<td>AT</td>
<td>S. Davis called for a motion to adjourn the meeting. R. Cabral moved to accept, J. Crawford seconded, and the motion carried unanimously.</td>
</tr>
<tr>
<td>XXI.</td>
<td>Next meeting</td>
<td>I</td>
<td>The next Curriculum Committee meeting is on Nov. 27, 2013 at 2:00 pm.</td>
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