CURRICULUM COMMITTEE
MEETING MINUTES

Voting Members Present: Shannon Davis (Co-Chair), Bret Black, Jonas Crawford, Armine Derdiarian, Diane Eberhardy, Chris Mainzer, Arion Melidonis, Krista Mendelsohn, Patricia Mendez, Jim Merrill, Mario Ramirez, Jenny Redding, Mati Sanchez

Voting Members Absent: Robert Cabral, Graciela Casillas-Tortorelli, Carmen Guerrero, Mike Ketaily, Judy McArthur, Everardo Rivera, Michael Webb

Proxies: Gail Warner for Carmen Guerrero, Mati Sanchez for Robert Cabral, Shannon Davis for Judy McArthur, and Jonas Crawford for Everardo Rivera

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

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

Guests: Chris Horrock, Bola King-Rushing

Meeting Date: 9/25/13
Approval of Minutes from: 9/11/13
Recorded By: Krista Mendelsohn

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

DISCUSSION/DECISIONS

<table>
<thead>
<tr>
<th>ACTION</th>
<th>I, AT</th>
<th>ACTION</th>
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<tbody>
<tr>
<td>I. Call to Order &amp; Welcome</td>
<td></td>
<td>S. Davis called the meeting to order at 2:05 p.m. and declared a quorum present. The following proxies were announced: Gail Warner for Carmen Guerrero, Mati Sanchez for Robert Cabral, Shannon Davis for Judy McArthur, and Jonas Crawford for Everardo Rivera. Shannon explained the assignment of the Curriculum Review Teams. If committee members are absent, they are expected to notify their Team Lead, give their proxy to another committee member, and are still expected to review the courses/programs assigned to their teams.</td>
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<tr>
<td>II. Adoption of Agenda</td>
<td></td>
<td>Additions/Changes to the Agenda: Pull ECE R108 from First Reading – co-listed PSY R111 must accompany this course.</td>
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</table>
S. Davis called for a motion to accept the agenda as amended. J. Redding moved to accept, D. Eberhardy seconded, and the motion carried unanimously.

### III. Approval of Minutes

| I, AT | Corrections to the September 11, 2013 Minutes: none. |

S. Davis called for a motion to accept the September 11, 2013 minutes as presented. J. Merrill moved to accept, D. Eberhardy seconded, and the motion carried unanimously.

### IV. Second Reading

| I | None |

### V. First Reading

| I, D, AT | *Only substantive changes needed are recorded in the minutes. Please refer to the comments in CurricUNET for the non-substantive comments. |

**Career and Technical Education**

Patricia Mendez presented the ECE courses and programs. Child Development (CD) is being changed to ECE (Early Childhood Education).

**ECE R100** – Introduction to Curriculum for the Young Child – Non-substantial change.

Changes Needed: Units/Hours: Input Total Contact Hours as Units x 18 weeks. *Check Credit by Exam.

*PCAH is in conflict with the Tech Prep Articulation Agreement regarding a student using a CRE grade toward a transfer degree. Erika and Shannon will look into this further.

**ECE R102** – Human Development – Non-substantial change.

Changes Needed: Units/Hours: Input Total Contact Hours as Units x 18 weeks; input Repeatability as A – Not designed as repeatable. *Check Credit by Exam.

**ECE R103** – Programs for Young Children – Non-substantial change.

Changes Needed: Units/Hours: Input Total Contact Hours as Units x 18 weeks; input Repeatability as A – Not designed as repeatable.

**ECE R106** – Child, Family and Community – Non-
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Changes Needed</th>
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<tbody>
<tr>
<td>ECE R107</td>
<td>Teaching in a Diverse Society</td>
<td>Non-substantial change.</td>
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<td>Changes Needed: Units/Hours: Input Total Contact Hours as Units x 18 weeks; input Repeatability as A – Not designed as repeatable.</td>
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<tr>
<td>ECE R108</td>
<td>The Exceptional Child</td>
<td>Pulled</td>
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<td>ECE R111</td>
<td>Observation and Assessment</td>
<td>Non-substantial change.</td>
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<td></td>
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<td>Changes Needed: Units/Hours: Input Total Contact Hours as Units x 18 weeks; input Repeatability as A – Not designed as repeatable. Textbooks: is there a newer edition than 2008? Requisites: TB test should be limitation, not prereq. To advisory regarding language proficiency, change to Add ENGL R096 or ENGL R100. Appropriate to put fingerprinting as an Advisory.</td>
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<tr>
<td>ECE R112</td>
<td>Practicum in Early Childhood Education</td>
<td>Substantial change: adding two prerequisites. Goes to DTRW-I and BOT.</td>
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<td></td>
<td></td>
<td>Changes Needed: Units/Hours: Input Total Contact Hours as [(Weekly Lecture + Lab Hours) x 18 weeks]; input Repeatability as A – Not designed as repeatable. Textbooks: are there newer editions? Methods of Instruction: 6 and 7 look more like Assignments. GE page is for proposing new areas where it does not exist currently. Requisites: to match C-ID descriptor, needs ECE R102 and R106 added.</td>
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<tr>
<td>ECE R113</td>
<td>Programs for Infants and Toddlers</td>
<td>Non-substantial change.</td>
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<td>Changes Needed: CSU Transferable, not UC.</td>
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<td>ECE R115</td>
<td>Management for Child Development Programs: Administration and Supervision</td>
<td>Non-substantial change.</td>
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<td>Changes Needed: None.</td>
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</table>
ECE R116 – Management and Administration of Programs for Young Children – Non-substantial change.

Changes Needed: None.

ECE R117 – Adult Supervision/Mentor Teacher – Non-substantial change.

Changes Needed: Units/Hours: Input Total Contact Hours as Units x 18 weeks; input Repeatability as A – Not designed as repeatable. Requisites: change to ECE R112. Textbooks: is there a newer edition than 2006? Methods of Instruction: most of these look like Assignments.

ECE R118 – Infant/Toddler Theory and Practice – Non-substantial change.

Changes Needed: Units/Hours: Input Total Contact Hours as [(Weekly Lecture + Lab Hours) x 18 weeks]; input Repeatability as A – Not designed as repeatable. Requisites: change to ECE R113; add TB test as limitation. Catalog Description: does not need TB test reference. Differentiate between Lecture Content and Lab Content.

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

Changes Needed: Units/Hours: Input Total Contact Hours as Units x 18 weeks; input Repeatability as A – Not designed as repeatable. Textbooks: is there a newer edition than 2009? Objectives: seem vague, could apply to adults too? Typical Graded Assignments: how will students be evaluated?

ECE R131 – Art in Early Childhood – Non-substantial change.

Changes Needed: Units/Hours: change Course Fee to No. Methods of Instruction: some sound like Typical Graded Assignments. Typical Graded Assignments: how will students be evaluated?

ECE R132 – Science in Early Childhood – Non-substantial change.

Changes Needed: Methods of Instruction: some sound like Outside Assignments.
ECE R133 – Language Arts in Early Childhood – Non-substantial change.

Changes Needed: Methods of Evaluation: what types of written evaluations are used? – give examples.

ECE R134 – Music and Movement in Early Childhood – Non-substantial change.

Changes Needed: Methods of Instruction: 3 & 4 sound like Typical Graded Assignments. Typical Graded Assignments: 1 should say Oxnard College Child Development Center.

ECE R189 – Topics in Early Childhood Education – Non-substantial change.

Changes Needed: Units/Hours: Input Repeatability as A – Not designed as repeatable. Should be Stand Alone Course.

ECE R198A-Z – Short Courses in Child Development – Non-substantial change.

Changes Needed: Title: change to Short Courses in Early Childhood Education. Should be Stand Alone Course.


Changes Needed: Title: change to Directed Studies in Early Childhood Education. Should be Stand Alone Course.

AS-T in Early Childhood Education – Non-substantial change.

Changes Needed: Make an appt. with Krista M. to fix the Course Blocks Definitions page.

Certificate of Achievement in Child Development/Early Childhood Education: Master Teacher – New program. Goes to DTRW-I & BOT.

Changes Needed: Make an appt. with Krista M. to fix the Course Blocks Definitions page to better show GE areas.

Certificate of Achievement in Child
Development/Early Childhood Education: 
Teacher – Non-substantial change.

Changes Needed: Make an appt. with Krista M. to fix the Course Blocks Definitions page.

Proficiency Award in Child Development 
Assistant – New program. Goes to DTRW-I & BOT.

Changes Needed: None.

Proficiency Award in Child Development 
Associate Teacher – New program. Goes to DTRW-I & BOT.

Changes Needed: Click “Finish” on Program Outcomes page once it is complete.

Proficiency Award in Site Supervisor – New program. Goes to DTRW-I & BOT.

Changes Needed: Title: Add CD/ECE.

Liberal Studies

Mati Sanchez presented the ART courses.

ART R104B – Color and Design II – Substantial change: revision of catalog description and objectives to match C-ID descriptor.

Changes Needed: Click “Finish” on each page of the Course Checklist when you are done with that page. Basic Course Info: Get CB Codes from your Dean. Units/Hours: Input Total Contact Hours as [(Weekly Lecture + Lab Hours) x 18 weeks]; input Repeatability as A – Not designed as repeatable. Requisites: input relevant objectives from ART R104A in Requisite Justification text box. Textbooks: is there a newer edition than 2009? Credit Basis: should be Letter Graded; should not be Credit by Exam. Objectives: 1, 3, and 8 may not be measurable. Title: Shannon suggested faculty consider changing the title to Color Theory and course ID to match C-ID descriptor.

ART R155 – Beginning Sculpture – Non-substantial change.

Changes Needed: Basic Course Info: Get CB Codes
from your Dean. Minimum Qualification: missing. Units/Hours: Input Total Contact Hours as $[(Weekly Lecture + Lab Hours) \times 18$ weeks]; input Repeatability as A – Not designed as repeatable; Credit Basis should be Letter Grade; should not be Credit by Exam.

**ART R180** – 3-D Foundations – Substantial change: new course.

Changes Needed: Basic Course Info: Get CB Codes from your Dean. Units/Hours: input Repeatability as A – Not designed as repeatable; Credit Basis should be Letter Grade; should not be Credit by Exam. Textbooks: missing. Reason Course is Offered: clarify that this is created for AA-T in Studio Arts.

**S. Davis called for a motion to accept the First Reading item as presented. M. Sanchez moved to accept, J. Redding seconded, and the motion carried unanimously.**

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<thead>
<tr>
<th>VI.</th>
<th>Distance Learning Approval</th>
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<th>None</th>
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| VII. | Requisite Approval | I | **Approved:** ART R104B, ECE R111, ECE R113, ECE R115, ECE R116  
**Not approved:** ECE R112 – add two more prerequisites to match C-ID descriptor, ECE R117 – missing objectives from ECE R112; ECE R118 – missing objectives from ECE R113.  
**S. Davis called for a motion to accept the approved Requisite items as presented. C. Mainzer moved to accept, J. Redding seconded, and the motion carried unanimously.** |
| VIII. | Deletions | I | None |
| IX. | Suspensions | I | None |
| X. | Consent Items | I | None |

**INFORMATION/DISCUSSION**

| XI. | Assignment of review group leads & teams | I, D | S. Davis covered this topic in agenda item I. |
| XII. | Curriculum Committee goal setting | I, D | S. Davis shared a list of possible goals.  
1. Complete and approve Curriculum handbook. 2. |
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<tbody>
<tr>
<td>XIII.</td>
<td>Curriculum Committee Training</td>
<td>I, D</td>
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<tr>
<td>XIV.</td>
<td>CurricUNET report</td>
<td>I</td>
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<tr>
<td>XV.</td>
<td>Articulation report</td>
<td>I</td>
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three campuses, and be vetted through the CC. The AOs are not making the decisions. They are facilitating the creation and update of the list.

XVI. LOT Subcommittee report

E. Endrijonas reported that LOT met on Sept. 17. LOT is looking at the ISLOs for the college. There are currently ten ISLOs, and we are discussing about whether they should be revised or condensed. The next meeting is Oct. 15. The ADS department will report their SLO process and get committee feedback. Program Assessment calendar updates for 2013-2016 are needed from all departments.

XVII. GE Subcommittee report

S. Davis reported that Gloria Guevara will take on the co-chair role. The first meeting will be Wed. Oct. 2 at 2:00 pm in the Condor Hall Conference Room.

XVIII Distance Ed Subcommittee report

K. Mendelsohn reported that the DE Committee will next meet on Thursday, Oct. 3 at 2:00 pm. Elissa Caruth will be continuing as chair for Fall 2013. The committee will be seeking a new chair for Spring 2014.

XIX. DTRW-I Committee report

E. Endrijonas reported that the first DTRW-I meeting of the academic year is Thursday, Sept. 26.

K. Mendelsohn reported that ART R104B, ART R180, ECE R112, Cert. of Ach. in Child Development/ECE: Teacher, Cert. of Ach. in Child Development/ECE: Master Teacher, Proficiency Award in Child Development Assistant, Proficiency Award in Child Development Associate Teacher, and Proficiency Award in Site Supervisor will be going to DTRW-I for review on October 24.

XX. Adjournment

S. Davis adjourned the meeting at 3:45 pm.

XXI. Next meeting

The next Curriculum Committee meeting is on Oct. 9, 2013 at 2:00 pm.