Mission Statement
Oxnard College promotes high quality teaching and learning that meet the needs of a diverse student population. As a multicultural, comprehensive institution of higher learning, Oxnard College works to empower and inspire students to succeed in their personal and educational goals and aspirations.

Members Present: Teresa Bonham (co-chair), Graciela Casillas-Tortorelli, Shannon Davis, Carolyn Dorrance, Ishita Edwards, Ross Fontes, Chris Horrock, Alex Lynch, Chris Mainzer, Judy McArthur, Jim Merrill, Maria Parker, Jeannette Redding, Mati Sanchez, Christina Tafoya, Emma Waits

Proxy: Chris Mainzer for James Petersen

Non-voting Present: Erika Endrijonas (co-chair), Karen Engelsen, Carmen Guerrero, and Carolyn Inouye

Members Absent: Betty Hough, Patricia Mendez, Marjorie Price, Raul Pulido

Non-voting Absent: None

Guests: Bret Black, Ishita Edwards, Chris Horrock, Carolyn Inouye, Gail Warner

Minutes Recorder: Frances Lewis

ACTION

Welcome/Adoption of Agenda
Teresa called the meeting to order at 2:04 p.m. and declared a quorum present.

Teresa relayed to the committee that for those who wanted more information about AA-Ts and AS-Ts, you can attend a free webinar. Some are discipline specific but others are not. You can attend anyone of them because they are generic in nature. Teresa also passed out a handout with more information.

She was also asked in the last minutes to check on a couple of items. The first item was in regards to proxies and who can be a proxy. The description of the curriculum committee in our participatory governance manual, doesn’t state who may be a proxy. It just says that faculty chooses a proxy. Nowhere in the manual does it say who anybody can use as their proxy. So, if somebody is in a department and they choose their dean as their voting proxy, that person is carrying their vote; there is nothing that says they can’t. There was some discussion on this matter and it was noted by Teresa that perhaps the manual needs to clearly state the procedure on proxies. It was requested that this matter be captured in the minutes.
and referred to the Academic Senate for further discussion. It was also suggested that this matter be included in their upcoming committee evaluations.

Second item was about D2L shells. Somebody wanted to know if you have to teach online to have a shell. It doesn’t matter if you are teaching online, or hybrid, or web enhanced. If you are using it and it serves you well, then ask your Dean for one. The Dean’s administrative assistant can activate it for you. It is not automatically created unless you are teaching an approved online class.

It has been brought to Teresa’s attention that people in this committee do not know how to find the course outlines in SHAREPOINT. So at the close of this meeting we will do a mini tutorial on how to find things in share point.

**Additions to the agenda as follows:**

- **Add to Distance Learning Approval:** ECON R100, ECON R101, and ECON R102
- **Add an Action item:** J. AP4100, AP4025
- **Add to Information/Discussion:**
  - I. CurricUNET flow chart
  - J. Discussion on the Math AS-T
  - K. SHAREPOINT mini-tutorial

T. Bonham called for a motion to accept the agenda as amended. Maria Parker moved to accept, Chris Mainzer seconded, and the motion carried unanimously.

**Approval of the February 22, 2012 Meeting Minutes**

Meeting minutes amended as follows:

- **Members absent:** Add Robert Cabral.
- **Correction on page 3:** After the first reading items, it says that T. Bonham called for a motion to accept the second reading items. It should say, first reading items.
- **Correction on page 4:** From PACAH to PCAH.

T. Bonham called for a motion to accept the February 22, 2012 minutes as amended. Mati Sanchez moved to accept, Jim Merrill seconded, and the motion carried unanimously.
SECOND READING

T. Bonham and S. Davis read the Second Reading items prior to the meeting and all corrections were made.

T. Bonham called for a motion to approve the second read items. J. Redding moved to accept, it was seconded, and the motion carried unanimously.

FIRST READING

Career & Technical Education
AC R050 – Energy Auditing
Cover Sheet changes: STAND ALONE COURSE: Uncheck NO, Check YES.

Course Outline changes: II.C.1. Change ACR010 to AC R010, ACR010L to AC R010L; II.C.2. Change ACR050L to AC R050L; II.D. CATALOG DESCRIPT: Has run-on sentences.

AC R050L – Energy Auditing Lab
Cover Sheet changes: STAND ALONE COURSE: Uncheck NO, Check YES.

Course Outline changes: II.C.1. Change ACR010 to AC R010, ACR010L to AC R010L; II.C.2. Change ACR050 to AC R050; II. D. CATALOG DESCRIPTION: Has run-on sentences.

CAOT R004 – Microsoft Outlook
Cover Sheet changes: There are none.

Course Outline changes: There are none.

Course Outline Appendix: Review of Distance Learning Courses changes: Not reviewed. Needs to go to Distance Learning Committee.

CD R100 – Curriculum for the Young Child
Cover Sheet changes: 1. DISCIPLINE ASSIGNMENT: Include /Early Childhood Education after Child Development; 2. ASSOCIATE DEGREE CREDIT: Check (D); STAND ALONE COURSE: Check NO; 3. TRANSFER CREDIT: Check CSU; 4. BASIC SKILLS: Check NO; DIVISION DEAN: SAM and CLASSIFICATION are missing.

Course Outline changes: II. B. 2. TOTAL CONTACT HOURS: Change Range to 48-54; II.C. 4. Check if a Negative TB test or Chest X-Ray required ; II.D. CATALOG DESCRIPTION: Remove last sentence.
CD R102 – Human Development  
*Cover Sheet changes:* 1. PREQ-COREQ-ADVIS: Uncheck this box; DISCIPLINE ASSIGNMENT: Include *Early Childhood Education* after Child Development; 2. ASSOCIATE DEGREE CREDIT: Check *(D)*; AA/AS GE LIST: Check B2; STAND ALONE COURSE: Check NO; 3. TRANSFER CREDIT: Check CSU and UC; CSU-GE: Check D7 and E; IGETC: Check 4G; BASIC SKILLS: Check NO.  

*Course Outline changes:* II. B.2. TOTAL CONTACT HOURS: Change Range to 48-54.

CD R103 – Programs for Young Children  
*Cover Sheet changes:* 1. PREQ-COREQ-ADVIS: Uncheck the box; DISCIPLINE ASSIGNMENT: Include *Early Childhood Education* after Child Development; 2. ASSOCIATE DEGREE CREDIT: Check *(D)*; AA/AS GE LIST: Check B2; STAND ALONE COURSE: Check NO. 3. TRANSFER CREDIT: Check CSU. 4. BASIC SKILLS: Check NO.  

*Course Outline changes:* II.B.2. TOTAL CONTACT HOURS: Change Range to 48-54; II.C.4. Remove none, add **Negative TB or Chest x-ray required** (if it is really required for this course. Carmen will check); II.D. CATALOG DESCRIPTION: Correct incomplete sentence at the beginning of the paragraph.

CD R106 – Child, Family and Community  
*Cover Sheet changes:* 1. PREQ-COREQ-ADVIS: Uncheck the box; DISCIPLINE ASSIGNMENT: Include *Early Childhood Education* after Child Development; 2. ASSOCIATE DEGREE CREDIT: Check *(D)*; AA/AS GE LIST: Check B2; STAND ALONE COURSE: Check NO. 3. TRANSFER CREDIT: Check CSU; CSU-GE: Check D0; IGETC: Check 4J; 4. BASIC SKILLS: Check NO.  

*Course Outline changes:* II.B.2. TOTAL CONTACT HOURS: Change Range to 48-54; II.D. CATALOG DESCRIPTION: Insert the word *This* at the beginning of the paragraph. In the second sentence check the tense, it is not the same as the last sentence.

CD R107 – Teaching in a Diverse Society  
*Cover Sheet changes:* 1. PREQ-COREQ-ADVIS: Carmen Guerrero will check on the prerequisites; DISCIPLINE ASSIGNMENT: Include *Early Childhood Education* after Child Development; 2. ASSOCIATE DEGREE CREDIT: Check *(D)*; AA/AS GE LIST: Check F; STAND ALONE COURSE: Check NO; 3. TRANSFER CREDIT: Check CSU; CSU-GE: Check D3; IGETC: Check 4C; 4. BASIC SKILLS: Check NO.  

*Course Outline changes:* II.B.2. TOTAL CONTACT HOURS: Change Range to 48-54; II.C.1. Carmen Guerrero will check on this; II.C.4. Remove none, add **Negative TB or Chest x-ray required** (if it is really required for this course. Carmen will check); VII.A.1. Check on a more current textbook.
CD R111 – Observation and Assessment

Cover Sheet changes: 1. DISCIPLINE ASSIGNMENT: Include /Early Childhood Education after Child Development; 2. ASSOCIATE DEGREE CREDIT: Check box (D); STAND ALONE COURSE: Check NO; 3. TRANSFER CREDIT: Check CSU; 4. BASIC SKILLS: Check NO.

Course Outline changes: I.A. For Previous FULL TITLE: Add Child Development before Principles and Practicum I; II.B.2. TOTAL CONTACT HOURS: Change Range to 80-90; II.C.1. Remove TB test required; II.C.3. Advisory of ENGL R066 is too low for a transfer course. Carmen Guerrero suggested ENGL R096 instead. Suggestion will be given to author; II.C.4. Remove none and add Negative TB test or Chest x-ray and fingerprints required; II.D. CATALOG DESCRIPTION: Remove last sentence.; VII.A.1. Check on a more current textbook.

Prerequisite/Corequisite/Advisory Justification Appendix changes: A. SEQUENTIAL: Add course objectives from CD R100; add a G. after F.; for section G. additional prerequisites are mentioned on this form which are not required on the course outline. Carmen will check on this; B. ADVISORY: Add actual English objectives from English course outlines.

CD R112 – Practicum in Early Childhood Education

Cover Sheet changes: DISCIPLINE ASSIGNMENT: Include /Early Childhood Education after Child Development; 2. ASSOCIATE DEGREE CREDIT: Check (D); STAND ALONE COURSE: Check NO; 3. TRANSFER CREDIT: Check CSU; 4. BASIC SKILLS: Check NO.

Course Outline changes: II.B.2. TOTAL CONTACT HOURS: Change Range to 80-90; II.C.1. Add with a grade of “C” or better; II.C.4. Remove none and add Negative TB or Chest x-ray and fingerprints required; II.D. CATALOG DESCRIPTION: Remove the word is in the first sentence and early qualified also remove the last three sentences; VII.A.2. Manual needs to be updated.

Prerequisite/Corequisite/Advisory Justification Appendix changes: Remove Item 4. This form needs to be redone onto the current form.

CD R129 – Child Nutrition, Health and Safety

Cover Sheet changes: 1. PREQ-COREQ-ADVIS : Remove the check; DISCIPLINE ASSIGNMENT: Include /Early Childhood Education after Child Development; 2. ASSOCIATE DEGREE CREDIT: Check (D); STAND ALONE COURSE: Check NO; 4. BASIC SKILL: Check NO; Needs material fee form because new fee is being added.

Course Outline changes: I.A. FULL TITLE: Insert the word and between the words Health Safety; II.B.2. TOTAL CONTACT HOURS: Change Range to 48-54; II.C.4. Add Negative TB test or Chest x-ray required (if it is really required for this course. Carmen will check); II.D. CATALOG DESCRIPTION: Needs complete sentences; VII. A.1. Check if this is the most current textbook.
Administrative Assistant

Program Modification Form changes: 3. Date of Initiation: Change to Fall 2013. Under Administrative Assistant – Required Courses: remove commas after the course number, instead of italics use bold, insert the word Concepts at the end of CIS R021A, Introduction to Windows; under Total Core Units: unbold the following statement: Complete a minimum of three units from the following; ACCT R003 – Computerized accounting needs to be added.

Business AS-T


Computer Networking Program

Program Modification Form changes: 11. Top Code is missing; under Computer Networking Required Additional Courses: change ENGT R131 Administering Microsoft Windows to ENGT R131 Windows Server Administrator.

Office Occupations Preparation Program

New Program Proposal changes: 4. Date of Initiation: Change to Fall 2013. Under Office Occupations Preparation Program – Required Courses: remove commas after the course number, instead of italics use bold for new courses.

Liberal Studies

ECON R100 – Modern American Economy

Cover Sheet changes: 1. PREQ-COREQ-ADVIS: Check box and needs an appendix attached with the advisory; 3. TRANSFER CREDIT: Check UC.

Course Outline changes: I.C. Add to sentence and an advisory.

Course Outline Appendix: Review of Distance Learning Courses changes: No appendix submitted.

ECON R101 – Introduction to the Principles of Macroeconomics

Cover Sheet changes: 2. AA/AS GE LIST: Check D2 because this is being proposed; remove the statement starting with the words: This course is recommended and ending with the words communication skills; 4. Remove the recommendation added in the textbox.

Course Outline changes: I.B. Remove the statement: Applies to the Associate Degree. Transfer Credit: CSU, UC. CAN: ECON 2. IGETC: AREA 4; I.C. Add to sentence and addition of prerequisite to match C-ID descriptor; II.C.1. Change MATH R11 to MATH R011; add none for Previous, if different; II.C.3. Change MATH R14 to MATH R014; remove or equivalent; change MATH R11 to MATH R011.
Prerequisite/Corequisite/Advisory Justification Appendix changes: 2. ADVISORY: Copy and paste objectives from the prerequisite courses outlines to show which skills and knowledge students need from those courses.

ECON R102 – Introduction to the Principles of Microeconomics
Cover Sheet changes: 2. Remove the statement: This course is recommended and ending with the words communication skills; 4. Remove the statement: Not applicable.

Course Outline changes: I.B. Remove the statement: Applies to the Associate Degree and ending with the word AREA 4; I.C. Add the statement: Addition of Math prerequisite to match C-ID descriptors; II.C.3. Change MATH R14 to MATH R014.

Prerequisite/Corequisite/Advisory Justification Appendix changes: 2. ADVISORY: Copy and paste objectives from the prerequisite courses outlines to show which skills and knowledge students need from those courses.

HIST R103 – History of the United States II
Cover Sheet changes: None

Course Outline changes: II.B.2. TOTAL CONTACT HOURS: Change Range to 48-54; II.D. CATALOG DESCRIPTION: remove last sentence. Counseling information doesn’t belong in the catalog description. Under Previous, if different: Remove this paragraph and insert information from catalog; VII.A.4. Remove. If this is the only textbook available then put in an explanation such as this is the most recent edition available.

Math/Science/Health/PE/Atheltics
CHEM R130 – Organic Chemistry I
Cover Sheet changes: None

Course Outline changes: II.D. CATALOG DESCRIPTION: Under Previous, if different, must include this information even if it is a slight change; II.H. Change from STUDENT OPT to LTR; VI.B. Change legible to legibility; VII.I. Move the letter “A” to the beginning of the title.

MATH R199 – Directed Studies in Math
Cover Sheet changes: None

Course Outline changes: II.1. For Previous, if different: insert the blurb Lecture and/or lab hours as required by unit formula.

Student Services
None

T. Bonham called for a motion to accept the First Reading items. Motion moved, Shannon Davis seconded, and the motion carried unanimously.
Distance Learning Approval
ECON R100, ECON R101, ECON R102, MATH R105, MATH R115

T. Bonham called for a motion to approve. It was moved/Seconded/Passsed.

Prerequisite Approval
AC R050, AC R050L, CHEM R130, MATH R199

T. Bonham called for a motion to approve. It was moved/Seconded/Passsed.

Deletions
INT R101, INT R102, INT R103, INT R104, INT R105, INT R106, INT R107, INT R108, INT R109, PHOT R100
Entire ASL and Interpretation Program deleted.

T. Bonham called for a motion to approve. It was moved/Seconded by S. Davis/Passed.

Suspensions
SPAN R107

T. Bonham called for a motion to approve. It was moved/Seconded/Passed.

Consent Items
PG R198G

T. Bonham called for a motion to approve. J. Redding moved to accept/Seconded by C. Mainzer/Passed.
Action Item
Teresa made copies of handouts re AP4100 and AP4025 and distributed to the Committee members.

AP4100 – Graduation Requirements for Degrees and Certificates
A letter grade of “C” or better is required for courses in the major for the Associates Degree. We’re proposing to also require a grade of “C” or better for all major courses for Certificates of Achievement and Proficiency Awards.

AP4025 – Philosophy and Criteria for Associate Degree and General Education
Due to the new legislated AA-T and AS-T degrees that require CSU GE or IGETC instead of Oxnard College GE, we had to modify AP4025 to include these GE patterns. Erika Endrijonas is passing this with the exception of Gender Studies.

This will go to Academic Senate and then to DCSL.

T. Bonham called for a motion to approve. J. Redding moved to accept/Seconded by S. Davis/Passed with 1 abstention by C. Dorrance.

INFORMATION/DISCUSSION
These items on the agenda will be discussed at the next Curriculum Committee meeting on April 11, 2012.