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), Carolyn Dorrance, Alex Lynch, Christiane Mainzer, Judy McArthur, Patricia Mendez, Jim Merrill, Maria Parker, Jeanette Redding, Mati Sanchez, Christina Tafoya and Emma Waits

Proxy: Christiane Mainzer for J. Peterson

Members Absent: Shannon Davis, Marji Price, Graciela Casillas-Tortorelli, and Jim Petersen

Non-voting Absent: Erika Endrijonas (co-chair)

Guests: Karen Engelsen, Carmen Guerrero, Carolyn Inouye, Gail Warner

Minutes Recorder: Christiane Mainzer

ACTION

Welcome/Announcements
Teresa called the meeting to order at 2:08 p.m. and declared a quorum present.

Adoption of the Agenda
Carolyn Dorrance requested that HIST R102 be pulled from second reading.
Added TV R105, ENGL R130 for PREQ approval.
TV R190 was pulled from first reading.

T. Bonham called for a motion to accept the agenda as amended. J. Merrill moved to accept, J. Redding seconded, and the motion carried unanimously.

Approval of the Minutes
Approval of the March 28, 2012 and April 11, 2012 minutes

T. Bonham called for a motion to accept the March 28, 2012 minutes as amended. M. Parker moved to accept, J. Redding seconded, and the motion carried unanimously.
T. Bonham called for a motion to accept the April 11, 2012 minutes as amended. C. Mainzer moved to accept, J. Merrill seconded, with 2 abstentions.
SECOND READING

Career & Technical Education
AC R050, AC R050L, CD R100, CD R102, CD R103, CD R106, CD R107, CD R111, CD R112, CD R129

There was discussion on clarification of which CD courses require a T.B. test.

Associate in Science in Business Administration for Transfer

There was discussion on the change in units for program, the required Math course is being revised for reduction in units.

Computer Networking/IT

Liberal Studies
ECON R100, ECON R101, ECON R102, ENGL R105, ENGL R152, ENGL R153, ENGL R154, HIST R115, HIST R116, SPAN R118

Math/Science/Athletics/Health
NONE

Student Services
NONE

Second Reading Approval

T. Bonham called for a motion to accept the Second Reading items. J. Redding moved to accept, J. McArthur seconded, and the motion carried unanimously.

FIRST READING

Career & Technical Education
AB R001, AB R002, AB R003, AB R004, AB R005A, AB R005B, AB R007A, AB R007B, TV R100, TV R105, ENGL R130, TV R198

TV R190 was pulled from first reading.

Global corrections for all AB courses: Per Title V, courses with lecture component cannot be repeated. Course outline – II. G. Change Current: MAY BE TAKEN from “2” to “1” box. VI. A. Methods of Evaluation: remove “X” from WRITTEN ASSIGNMENTS box. AB R001 – Course Outline: III. A. Add a “comma” between “bumping” and “metal”. 
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AB R002 – Course Outline: II. D. Delete the letter “s” from the word “plastics” in the first sentence.

AB R003 – Course Outline: VI. B. TYPICAL GRADED ASSIGNMENTS: remove double space between “Assignments” “1.” and “2.”


TV R100 – Cover Sheet: Under 2. ASSOCIATE DEGREE APPLICABILITY: AA/AS GE LIST: the box for C2 was marked which is being questioned by committee member. Committee will refer this course to the G.E. Subcommittee for G.E. consideration. Under 3. ARTICULATION RECOMMENDATIONS; CSU-GE.; the “D7” box was marked, also being questioned by committee member. Course Outline: I. C. Should read “Five-year review” instead of “New Book Title” I. H. CREDIT BASIS: LTR “box” should be marked instead of STUDENT OPT “box”. III. COURSE OBJECTIVES are completely missing? IV. COURSE CONTENT is repeated instead?

TV R105 – Cover Sheet: Under 1. COURSE IDENTIFICATION INFORMATION: APPENDICES: the box for PREQ-COREQ-ADVIS should be marked. Under 2. ASSOCIATE DEGREE APPLICABILITY: AA/AS GE LIST: the “C2“ box was marked which is being questioned, is this being proposed for GE LIST? Course Outline: I. C. Should read “Five-year review” instead of “New Book Title” I. D. CATALOG DESCRIPTION: Current: delete the first sentence. G. REPEATABILITY: box “1” should be marked instead of box “2”.

ENGL R130 - Cover Sheet: Under 1. COURSE IDENTIFICATION INFORMATION: APPENDICES: the box for PREQ-COREQ-ADVIS should be marked. Under 2. ASSOCIATE DEGREE APPLICABILITY: AA/AS GE LIST: the “C2” box was marked which is being questioned, is this being proposed for GE LIST? Course Outline: I. C. Should read “Five-year review” instead of “New Book Title” I. D. CATALOG DESCRIPTION: Current: delete the first sentence. G. REPEATABILITY: box “1” should be marked instead of box “2”.

TV R190 was pulled from 1st reading.

TV R198 – Course Outline: II. B.: delete hours from LECTURE and LAB areas.

Liberal Studies
ENGL R100, SPAN R101A

ENGL R100 – Cover Sheet: Under 2. ASSOCIATE DEGREE APPLICABILITY: AA/AS GE LIST: delete “X” from D1 box.

SPAN R101A – Perfect, very clean outline!

Math/Science/Athletics/Health
MATH R105
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MATH R105 – Cover Sheet: Under 1. COURSE IDENTIFICATION INFORMATION: APPENDICES: the PREQ-COREQ-ADVIS box should be marked. Under 2. ASSOCIATE DEGREE APPLICABILITY: STAND ALONE COURSE: the “YES” box should be marked instead of the “NO” box. Under 3. ARTICULATION RECOMMENDATIONS: CSU-GE: the “A2” box should be marked. There was discussion about the unit reduction for this course, from 5 to 4 units. As a result CSUCI will probably pull this course from their list for Math majors. UC campuses do accept pre-statistics course. Course Outline: II. I. CREDIT BASIS: This item will be discussed at a future Math department meeting. In VII. A.: the title of the text should be capitalized: “Introductory Statistics: Exploring the World Through Data”. Also the date of publication should be corrected to read “2013”.

Student Services
LS R016B, LS R018B

LS R016B – Course Outline: In I. A. PROPOSED COURSE ID: use numeric “0” not “O” for course number. In I.B. REASON(S) COURSE IS OFFERED: delete the 2nd and 3rd sentences. In II. C. 3. ADVISORIES: Current: add “LS R016B” In II. D. CATALOG DESCRIPTION: In 3rd sentence the word is “learning” not “leaning”. In III. F.: the second word is “ratios” not “rations”. Comment was made by one of the committee members that there is no course objective on the use of “signs” and “percents”. Missing an ADVISORY APPENDIX with the skills (course objectives) from LS R016A.

LS R018B – Course Outline: In I. A. PROPOSED COURSE ID: use numeric “0” not “O” for course number. In I. B.: committee member questioned if this course is exclusively for students with disabilities or can any student take this course? In II. A. UNITS: Current: delete “.0” In VII. A. 1.: The title of the text should be in quotes: “WRITE 2”. Add a “period” after “Sebranek.” and a “comma” after “MA,”.

FIRST READING APPROVAL

T. Bonham called for a motion to accept the First Reading items as presented. C. Mainzer moved to accept, J. Redding seconded, and the motion carried unanimously.

Distance Learning Approval
None

Prerequisite Approval
AB R002, AB R003, AB R004, AB R005A, AB R007B, ENGL R100, LS R016B, LS R018B, MATH R105, TV R105/ENGL R130

AB R002 – Used old “PREREQUISITE/COREQUISITE/ADVISORY APPENDIX. Under 2. ADVISORY: delete the sentence “To succeed in this course.”
AB R003 - Used old “PREREQUISITE/COREQUISITE/ADVISORY APPENDIX. Under 2. ADVISORY: delete the sentence “To succeed in this course.”
AB R004 – Used old “PREREQUISITE/COREQUISITE/ADVISORY APPENDIX. In 1. A 6.: add the words “and electronically” after the word “Manually” and before “prepare”. Under 2. ADVISORY: delete the sentence “To succeed in this course..”
AB R005B - Used old “PREREQUISITE/COREQUISITE/ADVISORY APPENDIX. Under 2. ADVISORY: delete the sentence “To succeed in this course..”
AB R007B - Used old “PREREQUISITE/COREQUISITE/ADVISORY APPENDIX. In 1. SEQUENTIAL C: delete the “hyphen” in the word “pinstriping”.
LS R016B – Need a PREREQUISITE/COREQUISITE/ADVISORY JUSTIFICATION APPENDIX. LS R018B – In 2. ADVISORY: need to list all the course objectives from LS R018A. replace the “O” in LS R018a with a numeric “0”.
MATH R105 – Need a PREREQUISITE/COREQUISITE/ADVISORY JUSTIFICATION APPENDIX with the course objectives from MATH R14 to be listed under 1. SEQUENTIAL. TV R105/ENGL R130 – In 1. SEQUENTIAL: delete “A. Delete this line if inappropriate...” In 2. ADVISORY: list the correct course objectives for ENGL R096. In 3. LECTURE AND LAB RELATIONSHIP: delete “<Delete this line..” In 4. STANDARD PREREQUISITE OR COREQUISITE: delete “<Delete this line..” In 5. REQUIRED OR AUTHORIZED BY STATUTE OR REGULATION: delete “<Delete this line..” In 6. FACULTY VALIDATION: delete “<Delete this line..”

PREREQUISITE APPROVAL

T. Bonham called for a motion to accept the First Reading items as presented. J. Redding moved to accept, M. Parker seconded, and the motion carried unanimously.

Deletions
EMP R001, EMP R004, EMP R005, EMP R006

T. Bonham called for a motion to accept the Deletion items as presented. J. Redding moved to accept, C. Mainzer seconded, and the motion carried unanimously

Suspensions
None

Consent Items
MATH R098R, MATH R098S – Bret Black led the discussion on the new Math courses that will replace those currently offered in the Math Academy. It will eventually represent a 9-unit package dividing the 27 topics in Math R09, Math R10 and Math R11 into 9 topic increments. Math R098R will be scheduled in spring 2013 phasing out Math R09. It was discussed by some of the committee members if students will be able to assess into these courses? Both new courses will require DISTANCE EDUCATION APPENDIX.
MATH R098R – Cover Sheet: Under 2. ASSOCIATE DEGREE APPLICABILITY: STAND ALONE COURSE: the “YES” BOX should be marked, not the “NO” BOX. Course Outline: Under II.D. CATALOG DESCRIPTION: redo the catalog description. In VI.: delete section
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“C. TYPICAL GRADED ASSIGNMENTS”, it is a duplication of section “B.” Delete “E.” TYPICAL OUTSIDE OF CLASSROOM ASSIGNMENTS”, it is a duplication.
MATH R098S - Cover Sheet: Under 2. ASSOCIATE DEGREE APPLICABILITY: STAND ALONE COURSE: the “YES” BOX should be marked, not the “NO” BOX. Course Outline: Under VI. C. 1. READING b.: change the math word problem to a different example.

INFORMATION/DISCUSSION

A. Articulation Report: Shannon is away at the annual CIAC (California Intersegmental Articulation Council) Conference through Friday.

B. DTRW: done for the semester. Will bring back in the fall the CAOT, ADMIN ASST., OFFICE OCCUPATION PREP programs for review. Also CAOT/New Courses Outlook

C. DCSL: Approved AP 4225 Course Repetition, AP 4227 Course Repetition Absent Substandard Academic Work, AP 4230 Grading and Academic Record Symbols, AP 4100 Graduation Requirements for Degrees and Certificates. Going to Senates for review: AP 5010 Admissions and Concurrent Enrollment (BP existed but no AP, so this is new).

D. GE Subcommittee: Has not met. Need to schedule an emergency meeting to discuss the TV R100 and TV R105 courses.

E. Board Goals and Objectives Implementation Task Force: Did not meet.


G. Next meeting, second reading items only – everything else starts over next year if it did not finish this year.

H. CurricUNET update – Bola King-Rushing was tabled.

I. Meeting was adjourned at 4:00 pm