**CURRICULUM COMMITTEE**  
**MEETING MINUTES**

**Members Present:** Teresa Bonham (co-chair), Bret Black, Robert Cabral, Jonas Crawford, Tami Crudo, Shannon Davis, Carolyn Dorrance, Carmen Guerrero, Chris Mainzer, Krista Mendelsohn, Patricia Mendez, Jim Merrill, Jenny Redding, Mati Sanchez, Christina Tafoya and Emma Waits

**Proxy:** Shannon Davis for Judy McArthur, Ross Fontes for Everardo Rivera

**Non-voting Present:** Erika Endrijonas (co-chair), Joel Diaz, Karen Engelsen and Karen Gorback

**Members Absent:** Alex Lynch, Judy McArthur, Everardo Rivera and Nestor Zaragoza

**Non-voting Absent:** Carolyn Inouye and Gail Warner

**Guests:** Ross Fontes, Bola King-Rushing, Letty Mojica and Andres Orozco

<table>
<thead>
<tr>
<th>Meeting Date: 10/10/12</th>
<th>Approval of Minutes from: 09/26/12</th>
<th>Recorded By: Krista Mendelsohn</th>
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**AN = Action Needed  AT = Action Taken  D = Discussion  I = Information Only**

### DISCUSSION/DECISIONS

<table>
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<th>ACTION</th>
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<td>I. Call to Order &amp; Welcome</td>
<td>T. Bonham called the meeting to order at 2:04 p.m. and declared a quorum present. K. Mendelsohn announced the following proxies: Shannon Davis for Judy McArthur, Ross Fontes for Everardo Rivera. The following proxies were made as committee members left the meeting: Jim Merrill for Jenny Redding, Patricia Mendez for Christina Tafoya, Mati Sanchez for Chris Mainzer.</td>
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| II. Adoption of Agenda | Additions/Changes to the Agenda: IV. Second Reading – pull AS in Paralegal Studies and Certificate of Achievement in Paralegal Studies because they have to go to DTRW-I first. V. First Reading – **AS-T** in Child Development/Early Childhood Education. **AS-T** in Math. |

Curriculum Committee Minutes (10/10/12)
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<td><strong>VI. Distance Learning Approval</strong> – pull ANTH R105, ANTH R111 and ASL R103. Add MATH R003.</td>
<td><strong>T. Bonham called for a motion to accept the agenda as amended. C. Mainzer moved to accept, B. Black seconded, and the motion carried unanimously.</strong></td>
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<td><strong>III. Approval of Minutes</strong></td>
<td>Corrections to the Sept. 26, 2012 Minutes: All comments from CurricUNET were included, though they were not a consensus from committee. CurricUNET reviews should not be in the official minutes. Members need to bring CurricUNET reviews to the meeting if they want them discussed and included in the minutes. Reviews/comments stay in CurricUNET until final approval at the Board of Trustees. *Krista will add a disclaimer about CurricUNET comments to the Sept. 26, 2012 minutes. A discussion took place on how to use the COR/WR icon AND the checklist screen in tandem to fully review a course or program. <strong>T. Bonham called for a motion to accept the September 26, 2012 minutes as amended. S. Davis moved to accept, C. Guerrero seconded, and the motion carried unanimously.</strong></td>
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<td><strong>IV. Second Reading</strong></td>
<td>A discussion took place about when to return courses/programs to originators in the review process. Bola can make an additional step in CurricUNET between 1st Reading and DTRW-I so Krista can return courses to originators if needed, and then Teresa can return them. Bola and Krista are keeping accurate records of what is not working in CurricUNET to continually report the issues to Governet. Teresa and Shannon will be the final reviewers of courses/programs before they go to state. After the review process, faculty should go back in CurricUNET to validate the final product. Textbooks are accepted as older in certain fields. Authors should type “most recent edition” in the same text field as the book title.</td>
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C. Guerrero presented the PLS courses.

Reviews in bold below were determined to be substantive by the committee.

**PLS R041** – First reading changes not made: still needs Credit Basis. Comma missing in Catalog Course Description. **Credit Basis – Student Option. Pulled.**

**PLS R101** – First reading changes not made: Banner title does not need to be shortened. Need Total Contact Hours. Fix periods in Outside Assignments. **Total Contact Hours – range not working. Fees – change to No.**

**PLS R102** – First reading changes not made:
Advisories - **Current should be PLS R101. Previous, if different should be LA R101. Need Total Contact Hours. Fix periods in Outside Assignments. Pulled.**

**PLS R103** – First reading changes not made:
Advisories – **Current should be PLS R101. Previous, if different should be LA R101. Need Total Contact Hours. Fix periods in Outside Assignments. Pulled.**

**PLS R104** – First reading changes not made:
Need newer textbook. Typical Graded Assign. – 2. “assignments such as utilizing”. Minimum Qual. – needs data. Advisories should have PLS R101 for current and LA R101 for previous, if different. Need Total Contact Hours. Fix errant period in Outside Assignments. Add “most current edition” to textbook. **Pulled.**

**PLS R105** – First reading changes not made:
Need newer textbook. Typical outside of class assignments - Writing: "documents using from their research" Something missing? **Need Total Contact Hours. Course Content – S. the verb “Is” should be capitalized. Pulled.**

**PLS R106** – First reading changes not made:
**Need Total Contact Hours. Course Objectives – review capitalization. Course Content – correct typos, e.g. R and Z. Outside Assignments – add commas and periods where missing. Pulled.**

**PLS R108** – First reading changes not made:
Need Total Contact Hours. Course Content – review for proper capitalization. Outside Assignments – fix commas and periods. Pulled.

A. Orozco presented the TV course.

TV R106 – First reading changes not made: Typical Graded Assignments – 6. “Compose and edit”. More specifics are needed as to why the course is being offered. Right now, “to receive appropriate current training” is too vague. Course Content – G. Capitalize “Digitized,” “Projects,” “Output,” and “CODEC.” Outside Assignments – Note typical sources of such internet articles. Either put quotes around the film titles or italicize. Define your acronyms, namely, “VTR” and “EDLs” as the lay reader will not know the jargon used in your field. Pulled.

C. Mainzer presented the ESRM course.

ESRM R100 – First reading changes not made: Course Content – review for proper capitalization. Outside Assignments – review for proper capitalization. Krista missed from 1st Reading: Move “Student interview…” from Methods of Instruction to Outside Assignment. Pulled.

Discussion ensued about extending the catalog deadline if bugs in CurricUNET are not fixed. Bola explained that he has no control over Governet’s speed to fix bugs. Shannon added that we have until 11/14 to bring proposals to 2nd Reading to still make it to the BOT and the District Banner rollover. Erika decided to wait until the next CC mtg and decide if we need an extension to the catalog deadline.

Discussion took place on how to approve requisites when we can’t see all the data we need. Teresa pulled all of the requisite approvals from the agenda, and told the originators to create a paper appendix and submit it via email to Erika, Teresa, Shannon & Krista.

T. Bonham called for a motion to accept the Second Reading item PLS R101 as presented. C. Mainzer moved to accept, S. Davis seconded, and the motion carried unanimously.
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<td>R. Cabral presented the CAOT course.</td>
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<td><strong>CAOT R004</strong> – Microsoft Outlook – New course/goes to DTRW-I &amp; BOT. Recommendation from CAOT Advisory Group. Part of Certificate.</td>
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<td>Discussion: Acronyms should be defined.</td>
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<td>Changes Needed: Range of Total Contact Hours needs updating. Remove Repeatability.</td>
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<td>C. Tafoya presented the DA courses.</td>
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<td><strong>DA R101</strong> – Introduction to Dental Assisting – New course/goes to DTRW-I &amp; BOT. One semester course condensed from current two-semester courses. Program condensed to two courses for time and cost-efficiency.</td>
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<td>Discussion: Why is this a revision of DA R010 instead of a new course? Using “Introduction…” is misnomer. Should be a new name; “Dental Assisting” and should be a new course. What is rationale for having one 9-unit course? Instructors were limited from moving on to new topic once students understood current topic, or staying on current topic longer.</td>
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<td>Changes Needed: Christina needs to start it as a new course in CurricUNET, and then let Bola know to delete the modification.</td>
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<td><strong>DA R101L</strong> – Introduction to Dental Assisting Laboratory – New course/goes to DTRW-I &amp; BOT. Condensed version of current lab portions of program.</td>
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<td>Changes Needed: Change name – remove “Introduction to.” Bola can change the revised courses to DA R999 and R999L so that Christina can start the correct numbers as new courses.</td>
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<td>A. Orozco and C. Morla presented the TV and ART co-listed courses.</td>
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|   |   | **TV R160** – Introduction to Digital Photography – New course/goes to DTRW-I & BOT. Hope to make transferable to UC and CSU. Planning to make this
course part of a new program. Co-listed with ART R160.

Discussion: Is it possible to make co-listing smoother in CurricUNET? Bola will investigate.

Changes Needed: Some data is different from ART R160. Typical Graded Assign – What does 5. mean? Methods of Instruction – need to match between two co-listed courses.

**TV R175** – Digital Concepts and Techniques in Art – New course/goes to DTRW-I & BOT. Planning to make this part of new program. Co-listed with ART R175.

Changes Needed: See Carmen’s reviews in CurricUNET for all pages that have discrepancies between TV and ART R175. Typical Outside Assignments are too vague; give specific examples.

**Certificate of Achievement in Administrative Assistant** – Substantial change/goes to DTRW-I & BOT: new course added and some courses removed.

Discussion: They have job data to support this. Associate degree will come to the next CC mtg.

Changes Needed: None.

P. Mendez presented the CD/ECE program.

**Associate in Science in Child Development/Early Childhood Education for Transfer** – New program/goes to DTRW-I & BOT.

Changes Needed: Move order of courses to either our numerical order or order the same as the TMC.

C. Guerrero presented the Culinary Arts and Office Technologies programs.

**Associate in Science in Culinary Arts** – Substantial change/goes to DTRW-I & BOT:
Changing certifications printed in catalog, two courses have increased in units.

Changes Needed: None.

**Certificate of Achievement in Culinary Arts** – Substantial change/goes to DTRW-I & BOT: Changing certifications printed in catalog, two courses have increased in units.

Changes Needed: None.

**Office Technologies Proficiency Award** – Substantial change/goes to DTRW-I & BOT: reduction of units, courses removed and new courses added.

Discussion: Moorpark raised issue with this last Spring at DTRW. Need to have job data prepared for BOT.

Changes Needed: None.

C. Tafoya presented the Dental Assisting programs.

**Associate in Science in Dental Assisting** – New program /goes to DTRW-I & BOT: New courses added, courses removed.

Discussion: How were the current required additional courses selected? With an abbreviated program, students could choose where to focus their time, e.g. front office dental assistant. Need advisory board so we can hear from dentists why these electives are relevant courses.

Changes Needed: Only one of work-experience courses should be able to count toward degree. Change titles on DA courses.

**Certificate of Achievement in Dental Assisting** – New program /goes to DTRW-I & BOT:

Changes Needed: Needs to be considered new, not a revision of current certificate.

C. Guerrero presented the Restaurant Management programs.

**Associate in Science in Restaurant Management**
– Substantial change/goes to DTRW-I & BOT: two courses moved to electives, new required courses, one course deleted. Intended for this to match Certificate. Frank and/or Carmen will let Krista know which courses are required/electives to accurately report to DTRW-I.

Changes Needed: Update so AS and Cert. of Ach. match. Change to “Take 2 courses or a min of 7 units.”

Certificate of Achievement in Restaurant Management – Substantial change/goes to DTRW-I & BOT:

Changes Needed: Update so AS and Cert. of Ach. match. Change to “Take 2 courses or a min of 7 units.”

Liberal Studies

C. Horrock presented the Anthropology courses.

**ANTH R105** – Sex, Gender and Culture – Non-substantial change. AA-T almost finished. Done in concert with the C-ID.

Discussion: *Do Moorpark & Ventura use “Other Methods” to list specific Methods of Instruction rather than just use check box?*

Changes Needed: Methods of Instruction, Typical Graded Assign. – revise using CurricUNET comments.

**ANTH R107** – The Anthropology of Native Americans – Non-substantial change.

Changes Needed: Same as ANTH R105.

**ANTH R111** – Magic, Witchcraft and Religion: Anthropology of Belief – Non-substantial change.

Changes Needed: Same as ANTH R105.

**ANTH R115** – Introduction to Language and Culture – Non-substantial change.

Changes Needed: Same as ANTH R105.

**ART R160** – Introduction to Digital Photography – Substantial change/goes to DTRW-I & BOT: Added
co-listing of TV R160.

Changes Needed: See TV R160 above.

**ART R175** – Digital Concepts and Techniques in Art
– New course/goes to DTRW-I & BOT.

Changes Needed: See TV R175 above.

J. Merrill presented the Communication course.

**COMM R113** – Intercultural Communication – Non-substantial change. C-ID kicked it back to make it closer to the descriptor.

Changes Needed: Check that it is CSU/UC transferrable.

C. Horrock presented the History course.

**HIST R107** – History of Mexicans in the United States – Non-substantial change.

Changes Needed: Recommended that student take for a letter grade, not pass/no pass. Tomas needs to “finish” each checklist page – use old COR from SharePoint for guidance. Need “most current edition” on textbooks.

Math/Science/Health/PE/Athletics

B. Black presented all the courses and program.

**GEOL R103L** – Introduction to Oceanography Lab – Non-substantial change. Co-listed with MST R103L.

Changes Needed: Co-listed with MST V103L (Ventura) instead of MST R103L. Should lecture courses be co-reqs rather than pre-reqs?

**GEOL R130** – Environmental Geology – New course/goes to DTRW-I & BOT.

Changes Needed: Catalog Description – use complete sentences. Total Contact Hours – for all semester. Methods of Instruction – add a narrative in addition to the checklist. Typical Graded Assign. – strangely worded, e.g. second sentence is implied in 1. Second sentence can be removed in 2.
**MATH R134** – Linear Algebra – New course/goes to DTRW-I & BOT. Instead of offering MATH R125, this will be offered along with MATH R143. On AS-T.

Changes Needed: Catalog Description – Use complete sentences. Total Contact Hours – for whole semester.

**MATH R143** – Differential Equations – New course/goes to DTRW-I & BOT. Instead of offering MATH R125, this will be offered along with MATH R134. On AS-T.

Changes Needed: Catalog Description – Use complete sentences. Total Contact Hours – for whole semester.

**MST R103L** – Introduction to Oceanography Lab – co-listed with GEOL R103L.

Changes Needed: Co-listed with GEOL R103L. Total Contact Hours – is for semester. Objectives – lacking objective 5. from GEOL R103L. Outside Assignments – need to match GEOL R103L.

**Associate in Science in Math for Transfer** – New program/goes to DTRW-I & BOT.

Changes Needed: MATH R105 class needs to change to 4 units.

**Student Services**

None

**VI. Distance Learning Approval**

(Pulled) ANTH R105, ANTH R111, ASL R103, ART R101, ENLG R102, MATH R001, MATH R002, **Added: MATH R103**, PLS R101, PLS R102, PLS R103, PLS R104, PLS R105, PLS R106, PLS R108, SOC R105, SOC R108

T. Bonham called for a motion to accept the Distance Learning items as presented. M. Sanchez moved to accept, B. Black seconded, and the motion carried unanimously.
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<td>VII.</td>
<td>Prerequisite Approval</td>
<td>DA R101, DA R101L, GEOL R103L, MATH R134, MATH R143, MST R103L, PLS R041, PLS R105 Pulled</td>
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<td>VIII.</td>
<td>Deletions</td>
<td>CRM R108, FT R156, POLS R189A</td>
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<td><strong>T. Bonham called for a motion to accept the Deletion item as presented. J. Merrill moved to accept, S. Davis seconded, and the motion carried unanimously.</strong></td>
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<td>IX.</td>
<td>Suspensions</td>
<td>None</td>
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<td>X.</td>
<td>Consent Items</td>
<td>None</td>
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<td>INFORMATION/DISCUSSION</td>
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<td>XI.</td>
<td>Review of 2011-12 Curriculum Committee Self-Appraisal Survey</td>
<td>I, D Tabled</td>
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<td>XII.</td>
<td>Changes to Title 5 on Repeatable Courses</td>
<td>I, D Tabled</td>
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<td>XIII.</td>
<td>LOT Subcommittee report</td>
<td>I E. Endrijonas reported that the committee has had one meeting so far.</td>
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<td>XIV.</td>
<td>Distance Ed Subcommittee report</td>
<td>I, D T. Bonham reported that the committee met and went over approvals.</td>
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<td>XV.</td>
<td>GE Subcommittee report</td>
<td>I, D No report as the committee has not met yet. Shannon called for more members. The committee will be rewriting the GE Statement of Philosophy. The Board has asked that General Education be looked at. DCAA will be directing the GE Subcommittees at the campuses to review GE requirements, units, SLOs, common courses across the district, etc. so this is an important time to be involved for those concerned about some areas of GE that might be threatened. Shannon thanked the faculty for their help on mapping their courses to the GE SLOs and said she had received nearly all of the course maps now.</td>
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<td>XVI.</td>
<td>DTRW-I Committee report</td>
<td>I Tabled</td>
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<td>XVII.</td>
<td>CurricUNET discussion</td>
<td>I, D Tabled</td>
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<td>XVIII.</td>
<td>Adjournment</td>
<td>I T. Bonham adjourned the meeting at 5:34 pm.</td>
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<td>XIX. Next meeting</td>
<td>I</td>
<td>The next Curriculum Committee meeting is on October 24, 2012 at 2:00 pm.</td>
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