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), Shannon Davis, Carolyn Dorrance, Ross Fontes, Betty Hough, Chris Mainzer, Patricia Mendez, Jim Merrill, Marji Price, Raul Pulido, Jenny Redding, Mati Sanchez, Christina Tafoya and Emma Waits

Proxy: Bret Black for Maria Parker
Diane Eberhardy for Robert Cabral
Shannon Davis for Judy McArthur

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

Members Absent: Graciela Casillas-Tortorelli, Alex Lynch, Judy McArthur, Maria Parker and Jim Petersen

Non-voting Absent: None

Guests: Gail Warner

Minutes Recorder: Betty Hough

ACTION

Welcome/Announcements
Teresa called the meeting to order at 2:03 p.m. and declared a quorum present.

There was discussion regarding the precedent established when an administrator is asked to serve as a proxy for faculty positions. Teresa will research the charter and let us know. For now, an administrator cannot vote but they can report back to their area on items discussed at the meetings.

Adoption of the Agenda

I. D. **PULL** Administrative Assistant Program
I. E. **DELETE** MATH R105, MATH R115, SOC R106 – DE Committee has not reviewed yet
T. Bonham called for a motion to accept the agenda as amended. C. Mainzer moved to accept, R. Pulido seconded, and the motion carried unanimously.

**Approval of the Minutes**
Robert Cabral replaces Mary Pinto-Casillas on the committee since Mary is on sabbatical.

T. Bonham called for a motion to accept the February 8, 2012 minutes as amended. J. Merrill moved to accept, S. Davis seconded, and the motion carried unanimously.

**SECOND READING**

**Career & Technical Education**
None

**Liberal Studies**
ASL R101 – American Sign Language 1 – There were no First Reading changes.

**Math/Science/Athletics/Health**
MATH AS-T

**Student Services**
None

**Second Reading Approval**
ASL R101 and MATH AS-T

T. Bonham called for a motion to accept the Second Reading items as presented. S. Davis moved to accept, R. Pulido seconded, and the motion carried unanimously.

**FIRST READING**

**Career & Technical Education**
C. Guerrero presented the CAOT courses. T. Bonham advised that these courses seem like basic computer skills courses. If a student doesn't have computer skills, how do they work online? Has this been discussed within the department and has the department talked about teaching practices for online with this? Carmen could not answer these questions and will get back to the committee regarding these issues. It is possible to have a D2L course shell without it being online. We need to have clarity on this.

CAOT R001 – Keyboarding (Alpha and Numeric) – Cover Sheet changes: Check DL box. Outline changes: II.B. Add Previous, if different information. Delete #3. G. MAY BE TAKEN check 1; Previous, if different check 2. DL Appendix changes: COURSE ID CAOT R4001. 1. Delete (Click here & type)
CURRICULUM COMMITTEE  
FEBRUARY 22, 2012 MINUTES

CAOT R003C – Proofreading Skills – Outline changes: II.B. Add Previous, if different information. Delete #3. VII.1. Add *(This is the most recent edition available.)*

**Liberal Studies**  
None

**Math/Science/Athletics/Health**  
None

**Student Services**  
None

**First Reading Approval**  
CAOT R001, CAOT R003C

T. Bonham called for a motion to accept the Second Reading items as presented. R. Pulido moved to accept, E. Waits seconded, and the motion carried unanimously.

**Distance Learning Approval**  
None

**Prerequisite Approval**  
None

**Deletions**  
None

**Suspensions**  
None

**Consent Items**  
None

**Distance Education Definitions**

T. Bonham called for a motion to accept the Distance Education Definitions as presented and discussed at the February 8, 2012 meeting. C. Mainzer moved to accept, D. Eberhardy seconded, and the motion carried with one abstention. Teresa will now take these definitions to the Academic Senate.

**INFORMATION/DISCUSSION**

**Experimental Course**
C. Guerrero presented this experimental course. Providing that changes are received on time, this course will be on the Consent Agenda at the next meeting. Shannon Davis advised that in the past we have always put these courses as Information Items, but according to PACAH (Program and Course Approval Handbook) they must be Approval Items because even though these are experimental courses they do require the approval of the Curriculum Committee. In the future these experimental courses will be placed on the Consent Agenda from the beginning. There will be no First and Second Readings.

CAOT R198A – Microsoft Outlook – Cover Sheet changes: Check DL box. Check YES for STAND ALONE COURSE. DL Appendix changes: 1. Delete (Click here & type)

**Articulation**
Shannon advised that CSUCI finally published their 2011-2012 Agreement on Assist so we should be up to date with them. Shannon was asked if the TMC in Spanish or Anthropology have been approved. Faculty DIGS (Degree Interest Groups) have started the process this year but the TMC is not ready for vetting yet.

**DTRW**
Erika reported that DTRW and DCSL will meet on March 8th. She is meeting with Clare Geisen to talk about the process including various policies that DCSL had worked on last year that were never forwarded to Cabinet or Board for approval. Clare has been charged with ensuring the district is actually reviewing board policies the way it's supposed to be, matching them up with what the CCLC League is doing. She has been working on those APs that pertain to the Board. Policies have not gone to DCSL namely registration, changes to repetition, and pass/no pass. Shannon and Erika will be working on the language regarding some of these policies.

Shannon has also realized that Title 5 citations are incorrect for some APs that have already gone to the Board, so they are trying to get that cleaned up.

Because catalogs of all three colleges are being worked on by the same two people (Janeene Nagaoka and Dina Pielaet), the articulation officers are getting together and looking at those parts of our catalogs that are common as they relate to policy, making sure that we all have the same wording. The registrars, financial aid directors, and the deans of students are also checking on common areas in the catalogs. What we are trying to do is align the catalogs this year so they will be much more consistent than in the past. If you would like to work on the catalog language, please let Erika know. We are ahead of the other two colleges because we already have our PSLOs in our catalog.

Email any PSLO updates to Blanca and Erika.

**DCSL**
See DTRW
**GE Subcommittee**
Shannon advised that they will meet following today’s meeting to discuss assessing GE SLOs.

**Board Goals and Objectives Implementation Task Force**
Ramiro is the leader of this group. They are meeting tomorrow.

T. Bonham shared a memo from J. Redding which is her personal response from a participatory standpoint on who should be involved in the decision making.

**Curriculum Approval Queue Flowchart**
T. Bonham distributed copies of the revised flowchart she developed and asked for comments, particularly if you notice any steps missing.

Chris Mainzer reported that there are some missing parts to the outlines in CurricUNET. She discussed this with Bola King-Rushing and the incorrect areas are consistent. The good news is that this issue will be addressed and fixed by CurricUNET staff.

Chris also mentioned that the ISLOs on CurricUNET are the old ones from 2007. Erika advised that they have not yet been updated. She will ask Bola to do this.

**For the Good of the Order**
Chris Mainzer discussed a recent article posted on liberal.education nation which is a blog sponsored by the Association of American Colleges and Universities (AAC&U). Susan Albertine, Vice President of the AAC&U interviewed Gail Warner, Director of Fire Technology at OC. Chris reach excerpts from the article; the committee congratulated Gail.

**Adjournment**
There being no further business, the meeting adjourned at 3:10 p.m.