



Curriculum Committee MEETING NOTES

Voting Members Present: Alan Ainsworth, Laura Anderson, Robert Cabral, Arminé Derdarian, Dianne Frehlich, Steve Hall, Milena Hurtado, Carolyn Inouye, Arion Melidonis, Robert Morris, Julius Munityantwali, Karla Rojas (ASG), Mati Sánchez, Scott Wolf

Proxies: Arminé Derdarian for Shannon Newby, Julius Munityantwali for Judy McArthur

Non-Voting Members Present: Shannon Davis (Co-Chair), Art Sandford (Co-Chair), Joel Diaz, Carolyn Inouye

Absent: Blanca Barrios, Luis Gonzalez, Alex Lynch, Judy McArthur, Shannon Newby, Richard Williams

Guests: Mary Pinto-Casillas, Shannon Trefts

Meeting Date: **09/11/19**

Approval of Minutes from: **8/28/19**

Recorded By: **Paris Trujillo**

AN = Action Needed

AT = Action Taken

D = Discussion

I = Information Only

	TOPIC		DISCUSSION	ACTION NEEDED	ACCJC
I.	Welcome / Call to Order	AT	The meeting was called to order at 2:18 p.m.		
II.	Adoption of Agenda	AT	R. Cabral moved to approve the agenda, J. Munityantwali seconded, and the agenda passed as presented. Yes: Alan Ainsworth, Laura Anderson, Robert Cabral, Arminé Derdarian, Dianne Frehlich, Steve Hall, Milena Hurtado, Carolyn Inouye, Arion Melidonis, Robert Morris, Julius Munityantwali, Karla Rojas (ASG), Mati Sánchez, Scott Wolf No: None		II.A
III.	Approval of Minutes	I	A. Derdarian moved to approve the minutes, M. Hurtado seconded, and the minutes passed as presented. Yes: Alan Ainsworth, Laura Anderson, Robert Cabral, Arminé Derdarian, Dianne Frehlich, Steve Hall, Milena Hurtado, Carolyn Inouye, Arion Melidonis, Robert Morris, Julius Munityantwali, Karla Rojas (ASG), Mati Sánchez, Scott Wolf No: None		

IV.	Public Comment	D	<ul style="list-style-type: none"> • S. Wolf shared that the first OC Live event will be Sept. 17th at 6:00pm in the PAC and is a celebration of Flamenco for Hispanic Heritage Month 		
V.	Second Reading		<ul style="list-style-type: none"> • None 		
VI.	First Reading		<ul style="list-style-type: none"> • <u>Career & Technical Education</u> <ul style="list-style-type: none"> ○ CAOT R800, CAOT R803, CAOT R804, CAOT R805, CAOT R806, CAOT R807 <ul style="list-style-type: none"> ▪ S. Hall asked if these noncredit courses will replace the credit version, M. Pinto-Casillas explained they will not replace them. ▪ S. Davis suggested a change to the Catalog Course Description: Last sentence add "the student" after "This course prepares..." and CB11 - change to "K" other noncredit enhanced funding, for all CAOT courses. ▪ CAOT R806: A. Lynch commented, should the units (hours) be lowered for this course? We already have an MS Excel course (CAOT R123) that is 3 units. M. Pinto-Casillas explained these are unit equivalents based on the number of hours she anticipates the course will take. ▪ J. Munityantwali asked if Non-Credit can be letter graded? He thought it would be based on positive attendance. And why does it list units if it's Non-credit? P. Trujillo explained the form requires the information because it syncs with Banner. Laura added that for figuring faculty load (for pay), Banner requires the unit equivalent of hours to be entered. <p>M. Sanchez moved to approve the CAOT Courses for First Reading, J. Munityantwali seconded and the motion passed with the suggested changes.</p> <p style="padding-left: 40px;">Yes: Alan Ainsworth, Laura Anderson, Robert Cabral, Arminé Derdarian, Dianne Frehlich, Steve Hall, Milena Hurtado, Carolyn Inouye, Arion Melidonis, Robert Morris, Julius Munityantwali, Karla Rojas (ASG), Mati Sánchez, Scott Wolf</p> <p style="padding-left: 40px;">No: None</p> <ul style="list-style-type: none"> ○ DH R023 – Addition of a course fee <ul style="list-style-type: none"> ▪ A. Derdarian explained, like the other Dental Hygiene courses that went through the committee last year for Instructional fees, this spring session also needs to include the fees in order for students to get financial aid. 		

			<ul style="list-style-type: none"> ▪ S. Davis commented, “Justification for revision” is vague. Were students short of materials? Will adding this fee allow materials to be covered by financial aid? Additional catalog notes: indicate materials fee here to make sure it gets into the catalog. Skills: since skills demonstrations are the primary way students are being evaluated, this section should be more specific. Methods should support course objectives and, in this class, all of the objectives look like they would be skills that students would have to demonstrate and be assessed on so you can probably just use these (and add any other skills students would be required to demonstrate to pass the class.) Great job on the entrance skills! <p>A. Melidonis moved to approve DH R023 fee change, S. Wolf seconded and the motion passed with suggested changes.</p> <p>Yes: Alan Ainsworth, Laura Anderson, Robert Cabral, Arminé Derdarian, Dianne Frehlich, Steve Hall, Milena Hurtado, Carolyn Inouye, Arion Melidonis, Robert Morris, Julius Munyantwali, Karla Rojas (ASG), Mati Sánchez, Scott Wolf</p> <p>No: None</p>		
VII.	Participatory Governance	I, D	<ul style="list-style-type: none"> • Feedback <ul style="list-style-type: none"> ○ S. Davis commented the second sentence in the second paragraph seems out of order, the paragraph should start with “The Oxnard College faculty is charged...” ○ S. Hall asked for clarification on the last statement in the second paragraph, “reports out to academic senate” Discussion ensued about the need to show the relationship between the curriculum committee and academic senate. A. Sandford suggested to move it down to the last sentence under purpose. ○ S. Davis suggested the addition of “compliance” after comprehensive in the list of items the committee ensures. ○ There was discussion about the phrase “social community” S. Davis suggested “local community” instead. ○ Under Co-Chairs the job title should be Vice President of Academic Affairs ○ S. Davis addressed the last bullet under voting member, an AFT representative and the fact that we haven’t had one recently. S. Hall suggested emailing Doug for a volunteer. 	Review PG Manual	II.A

- R. Cabral asked for clarification on the second to last bullet under Voting members “Articulation and Transfer Center counselors”. Does this mean all of them or one from each area?
- S. Davis also suggested there was a distinction between Articulation and High School Articulation and for the purposes of curriculum, it wouldn’t be appropriate to only have the High School Articulation Officer since many of the courses are designed for transfer and would require the input of the Articulation Officer as opposed to the High School Articulation Officer.
- S. Davis also mentioned some counseling departments have not been attending and maybe should be, such as EOPS Robert mentioned career counselors as well.
- S. Hall suggested the words Non-Voting Members instead of Ex-Officio and it needs to be underlined.
- S. Davis suggested to move the 2nd bullet under Goals pertaining to courses to be the first
- S. Davis suggested re wording the 3rd bullet, to add “including degrees” after noncredit programs
- A. Sandford asked if we should add to the last bullet a time frame on the phrase “current”
- Under Activities the 2nd bullet, listed Distance Learning and should be updated to Distance Education
 - S. Wolf asked if DE it still under the curriculum committee? Discussion ensued and it was decided to remove the second half of that bullet, after departments since CORs are no longer reviewed by the DE committee prior to being reviewed by Curriculum.
- A. Sandford suggested removing the 7th bullet because we no longer offer Community Education Courses.
- L. Anderson and A. Derdarian proposed to remove “CurricUNET”, A. Sanford suggested to replace it with Curriculum Management System
- S. Davis commented the last sentence under Meetings, where members lose voting privileges after missing three meetings, seemed harsh and addressed smaller departments that may have a difficult time attending all meetings. Asked what people thought of allowing part-time faculty to fill the seat, acknowledging they won’t be compensated for it. Discussion ensued and it was suggested we add “for that semester” to the end of the last sentence. S. Hall also said to clear that addition with the Academic Senate President before making changes since he believed all PG committees have the same voting requirement.

		<ul style="list-style-type: none"> ○ P. Trujillo will make the suggested changes and it will be on the next agenda for review again. 		
VIII.	Non-Credit Course Categories	<ul style="list-style-type: none"> • S. Davis presented on Noncredit Courses including the 10 categories, T5 regulations, and programs. • J. Munyantwali asked what category the PG courses fall under, S. Davis shared they were approved under the Home Economics Category. • R. Cabral asked if it is possible to offer a noncredit course with multiple start dates? S. Davis explained if the course is written in a way that supports Open entry Open exit, A. Sanford added the faculty must use positive attendance for the apportionment for all noncredit courses. • S. Hall asked if there is a designation in the CIM form for Open entry/open exit? S. Davis answered that it was not listed in CIM. Or positive attendance? No, but that is recorded in Banner. • J. Munyantwali clarified that a student can be undocumented and take a Noncredit course, but they still must be able to prove they are a California resident, undocumented students that are from out of state will have to establish residency, which is proof of residency for 1 year. • A. Derdarian, asked a question related to mirrored courses, if faculty have two kinds of students in one class, what rate does the district use to calculate pay? S. Davis shared that she was not sure, but that along with having to separately those students using positive attendance is why Mirrored courses have not been implemented at Oxnard College. • R. Morris asked if certification, and licenses would fall under the Short-Term Vocational category, S. Davis said she would have to look into it. 		
IX.	CTE Two Year Review of Requisites	<ul style="list-style-type: none"> • S. Davis expressed the need for a policy and procedure for recording the CTE Two Year Review of Requisites and presented a draft of a policy. R. Cabral and A. Derdarian confirmed these reviews take place at the Department meetings and advisory committee meetings. The policy would require CTE departments to send the curriculum technician and co-chair their list of courses that had been reviewed. Courses requiring changes to requisites would go through the regular curriculum process but those with no changes to requisites would also be recorded on a curriculum agenda and minutes in order to track them for accreditation purposes. S. Davis also suggested that a simple form could be created for faculty to use when submitting their reviewed courses. 		
X.	Curriculum Institute Updates	<ul style="list-style-type: none"> • P. Trujillo gave a brief update on topics that were discussed at the Curriculum Institute this Summer <ul style="list-style-type: none"> ○ Noncredit Approval Process 		

		<ul style="list-style-type: none"> ▪ Will be the same as the credit process, coming Fall 2019 ○ AB 705 Data Revision Project <ul style="list-style-type: none"> ▪ The state has added a couple of CB codes to track prior to transfer level and support courses ○ UC Transfer Pathways <ul style="list-style-type: none"> ▪ Piloting Chemistry and Physics, currently working on a template ○ Credit for Prior Learning (SB1071) <ul style="list-style-type: none"> ▪ Chancellor's office will "Develop a consistent policy to award military personnel and veterans who have an official Joint Services Transcript course credit" • C. Inouye asked if they need to do anything to get ready for the UC pathways for Chemistry and Physics. S Davis said not yet, COCI doesn't yet have a way to submit these degrees and there are still questions about how they are going to work. S. Davis assured C. Inouye that the Science department would be notified when everything was in place to create and submit these new degrees. 		
XI.	Curriculum Training required by CCCCCO	<ul style="list-style-type: none"> • A. Sandford presented the annual Curriculum Committee training required by the state using the PowerPoint provided by the CCCCCO. It will also be shared with the committee via email and posted on the Curriculum Committee webpage. 		
XII.	GE Committee membership	<ul style="list-style-type: none"> • S. Davis will send a GE membership list to those who served last year to see if they are still interested in representing their designated GE area and dept. If spots open up she will ask for volunteers. 		
XIII.	Articulation report	<ul style="list-style-type: none"> • UC TCA (University of California Transfer Course Agreement) – New Approvals <ul style="list-style-type: none"> ○ CNIT R161 Programming Essentials in Python ○ DANC R112A Introduction to Hip-Hop Dance ○ DANC R112B Beginning Hip-Hop Dance ○ ENGR R135 Dynamics ○ ENGR R140 Materials Science and Engineering ○ ENGR R140L Materials Science and Engineering Lab ○ ENGR R150 Engineering Graphics and Design ○ ENGR R160 Electronic Circuits and Devices ○ ENGR R160L Electronic Circuits and Devices Lab ○ PG R101 Career Development & Life Planning ○ PE R162 Volleyball II • Pending CSU GE & IGETC <ul style="list-style-type: none"> ○ ART R174 Latin American Art 		

			<ul style="list-style-type: none"> ○ CHST R102 Chicana/o Cultural Identity ○ ECON R101H Honors: Introduction to the Principles of Macroeconomics ○ ECON R102H Honors: Introduction to the Principles of Microeconomics ○ ESRM R100L Introduction to Environmental Science Lab ○ MATH R117 Precalculus and Trigonometry ○ SPAN R119 Cultures of Latin America • A. Sandford asked to S. Davis to explain IGETC <ul style="list-style-type: none"> ○ S. Davis explained the difference between UC TCA, IGETC and CSU GE-Breadth and presented the articulation flowchart for transfer courses to demonstrate the timeline and process for submission of courses for CSU GE, UC TCA, and IGETC approval. The external deadlines and approval notifications dictate how soon courses that are intended to transfer to the UC and fulfill IGETC can be offered. It is essentially a two-year process from the time such a course is presented to the curriculum committee to when it can be offered in the class schedule. 		
XIV.	Consent Agenda	AT	<ul style="list-style-type: none"> • Committee Goals <p>The 2019-2020 committee goals were approved unanimously</p> <p>Yes: Alan Ainsworth, Laura Anderson, Robert Cabral, Arminé Derdiarian, Dianne Frehlich, Steve Hall, Milena Hurtado, Carolyn Inouye, Arion Melidonis, Robert Morris, Julius Munyantwali, Karla Rojas (ASG), Mati Sánchez, Scott Wolf</p> <p>No: None</p>		
XV.	New Business	I	<ul style="list-style-type: none"> • None 		
	Adjournment	AT	The meeting adjourned at 3:33 p.m.		

Handouts & Presentations:

- [Curriculum Committee goals 2019-20](#)
- [PG Manual – Curriculum pages only](#)
- [Noncredit Courses Policy & Process](#)
- [CCCCO Training](#)
- [Articulation Update](#)
- [Articulation Flowchart for Transfer Courses](#)
- [Policy on Two Year Review of CTE Requisites](#)