**CURRICULUM COMMITTEE**

**MEETING MINUTES**

**Voting Members Present:** Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Graciela Casillas-Tortorelli, Jonas Crawford, Arminé Derdiarian, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Mati Sánchez, Art Sandford, Scott Wolf, Catalina Yang, Emily Zwaal

**Voting Members Absent:** Jerry Lulejian (no proxy), Richard Williams

**Proxies:** Arminé Derdiarian for Richard Williams

**Non-voting Members Present:** Joel Diaz, Luis Gonzalez, Carolyn Inouye, Christina Tafoya, Roy Vasquez (Co-Chair), Gail Warner

**Non-voting Members Absent:**

**Guests:** Cynthia Azari, Marlene Dean, Alan Hayashi, Lilia Ruvalcaba, Shannon Trefts, Lois Zsarnay

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| Meeting Date: 2/14/18 | Approval of Minutes from: 12/13/17 | | Recorded By: Laurie Nusser | |
| **AN = Action Needed** | **AT = Action Taken** | **D = Discussion** | | **I = Information Only** |

**DISCUSSION/DECISIONS**

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|  | ACTION |  |  |
| I. | Call to Order & Welcome | I, AT | S. Davis called the meeting to order at 2:09 p.m.  The following proxies were announced: Arminé Derdiarian for Richard Williams. |
| II. | Adoption of Agenda | I, AT | Additions/Changes to the Agenda: ANAT R101 Distance Learning does not belong on this agenda. It is not taught through distance education.  **A. Melidonis moved to approve the agenda as presented, C. Yang seconded, and the motion passed.**  **Yes:** Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Graciela Casillas-Tortorelli, Jonas Crawford, Arminé Derdiarian, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Mati Sánchez, Art Sandford, Scott Wolf, Catalina Yang, Emily Zwaal  **No:** None |
| III. | Approval of Minutes | I, AT | Corrections to the December 13, 2017 Minutes:  **R. Cabral moved to approve the December 13, 2017 minutes as presented, J. McArthur seconded, and the motion passed.**  **Yes:** Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Graciela Casillas-Tortorelli, Jonas Crawford, Arminé Derdiarian, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Mati Sánchez, Art Sandford, Scott Wolf, Catalina Yang, Emily Zwaal  **No:** None |
| IV. | Second Reading | I, AT | Career & Technical Education  BUS R122 (SAM code change), **FT R090**  Liberal Studies  ASL R103 (SAM code change), ASL R104 (SAM code change), IDS R102 (TOP code change), POLS R100,  POLS R101, POLS R102, POLS R104, POLS R108  Library, Transitional Studies, Health, Athletics, PE  none  Math/Science  ESRM R100 (SAM code change only), MST R178 (TOP  code change only)  Student Development  none  **A. Melidonis moved to approve the second reading items, J. McArthur seconded, and the motion passed.**  **Yes:** Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Graciela Casillas-Tortorelli, Jonas Crawford, Arminé Derdiarian, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Mati Sánchez, Art Sandford, Scott Wolf, Catalina Yang, Emily Zwaal  **No:** None |
| V. | First Reading | I, D, AT | Only substantive changes are recorded in the minutes. Please refer to the comments in CurricUNET for additional non-substantive comments.  First Reading (courses/programs in **bold** are new) –  Career & Technical Education  **ADS R131 Abnormal Psychology**  L. Zsarnay provided an overview of the course which will be co-listed with ADS R131 and PSY R131 due to funding issues. There was discussion regarding when PSY R131 will be available and minimum qualifications. List ADS as the primary MQ and add as an additional cert a Master’s degree in psychology.  Co-listing missing, change variable hours, is newer text available? SLO recommendations, methods of instruction missing.  **DMS R120B Adobe Photoshop II**  R. Cabral introduced the new course and provided an overview. Methods of instruction, course content and assignments are all the same and this appears to be a copy and paste issue. DE appendix is incorrect. Basic Course information should be filled in.  Liberal Studies -  **MUS R109 Music of Latin America**  S. Wolf introduced the course and has taught this course at another college and fits our student demographic very well. Assignments need to include an essay or term paper and rigor needs to be obvious to be accepted by the UC and for IGETC. SLO and objectives are too much like each other.  **POLS R120 Political Theory**  Missing objective #1 from the C-ID descriptor. Change hours to 48-54. Fix formatting in course content. This course will be for 2019 (says 2017).  Library, Transitional Studies, Health, Athletics, PE -  none  Math/Science-  **CHEM R199** **Directed Studies in Chemistry**  S. Newby introduced the course. There were no substantive changes recommended on this course in CurricUNET.  **ENGR R130**  This is a pre-engineering course per S. Newby. New faculty has been hired in this area. This will not be offered for fall 2018 as it was submitted too late to have both CSU and UC articulation in place for the next academic year. It will have a catalog year of 2019-2020 (Fall 2019 start date).  **Math Discussion on new proposed math curriculum:**  Marlene Dean, Math Instructor, provided explanation for the creation of MATH R005 Intermediate Algebra for Statistics and Liberal Arts for non-stem students and those who would be taking MATH R101, MATH R102 or MATH R105 prior to transfer. A “Sequence of Oxnard College Mathematics Courses” flowchart handout was provided from the Oxnard College catalog. C. Yang indicated the flowchart is old and will be updated for the new catalog. S. Davis reminded the committee that all pre-requisites for math and science course outlines must be changed to reflect the new Math courses. S. Newby asked if all the CORs would have to be revised but S. Davis said this could be completed on a consent agenda, and the data techs will input in Banner. In the new curriculum, MATH R011 and MATH R014 will be switched out for MATH R015. MATH R005 will replace MATH R011 and R032. Alan Hayashi, Math Instructor, indicated new books and curriculum will be needed. Guided Pathways requires focusing on preparing for degrees and is streamlining the Math process to reach degrees sooner and with fewer units. MATH R002, MATH R011, MATH R014, MATH R032, MATH R033 will be removed from the active curriculum. C. Inouye commended the Math Department and Faculty for their hard work in completing the revisions to meet AB 705 measures. These courses were all presented with fall 2018 start dates. There was concern that fall 2018 was too soon to have a smooth transition given that fall registration was beginning in April and some math faculty indicated they weren’t prepared to start that soon. L. Ruvalcaba stated that she would like to start spring 2019 and discussion ensued regarding this issue. Counselors (J. McArthur and G. Casillas-Tortorelli) raised concerns that starting the new math sequence mid-year (Spring 2019) would cause confusion for counselors and students. Both old and new courses would have to be listed in the catalog since in fall the old courses would be active and in spring the new courses. AB 705 implementation was discussed and A. Hayashi indicated there is no formal implementation date but must show progress is being made by 2019. After comments were made by the counselors present, S. Davis recommended implementation of the new Math pathway start in fall 2019 to avoid confusion for students, counselors, and staff and to allow time to change all of the prerequisites for math and affected science courses and educate everyone on the completely new math sequence. Due to the late date that these changes are coming through and the amount of work that will be required to make the required changes, it was the committee recommendation to start the new pathway in fall 2019. Because the new experimental support courses would not be listed in the catalog and are being attached to existing courses, not the other new math courses, they could be offered in Spring 2019 instead.  Another concern was raised that new courses (MATH R015) should not have the same titles as previous courses (MATH R014) because this will be confusing for students and counselors, especially because these new courses will not have the same content as the current courses. Dr. Azari requested Math faculty attend the Board meeting (most likely April) when these courses are on the agenda to explain the rationale for creating 6 unit courses so that the Board understands this is a reduction in units from the 10 units that students are currently completing for MATH R011 + MATH R014.  **MATH R005**  Method of instruction #5 should have a better explanation, typical graded assignment #2 should be deleted, make pathway more prominent.    **MATH R015**  Math R115 should be updated to list this course as a prerequisite. There were no other substantive comments on CurricUNET.  **MATH R098F**  Lilia Ruvalcaba indicated this course is also intended to have students complete a college level math course within a year. Multiple measures are going to be used to place students up a level. Pre-requisites were discussed. There are Banner/schedule issues because the courses being supported don’t have corequisites of the support course, so there is no way to prevent a student from enrolling in the specific class they have designated as the class they want to tie with the support class.  **MATH R098G**  Discussed above.  Student Development-  none  **A. Melidonis moved to approve the First Reading items as presented, R. Morris seconded, and the motion passed.**  **Yes:**  Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Graciela Casillas-Tortorelli, Jonas Crawford, Arminé Derdiarian, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Mati Sánchez, Art Sandford, Scott Wolf, Catalina Yang, Emily Zwaal  **No:** None |
| VI. | Distance Learning Approval | I, AT | ADS R131/PSY R131, ANAT R101, DH R001, DMS R120B, MUS R109, POLS R120  –DH R001, MUS R109, and POLS R120  **reviewed and determined complete**  **Approved**  ADS 131 and PSY R131, DMS R120B, were incomplete and pulled from the agenda.  **C. Yang moved to approve the complete Distance Learning appendices, A. Melidonis seconded, and the motion passed.**  **Yes:** Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Graciela Casillas-Tortorelli, Jonas Crawford, Arminé Derdiarian, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Mati Sánchez, Art Sandford, Scott Wolf, Catalina Yang, Emily Zwaal  **No:** None |
| VII. | Requisite Approval | I, AT | * 1. Prerequisites/Corequisites – CHEM R199, DMS R120B, ENGR R130, FT R090, MATH R005, MATH R015, MATH R098F, MATH R098G   2. Advisories – none   DMS R120B was pulled due to incomplete requisite information.  **A. Melidonis moved to approve the complete Requisite item, J. McArthur seconded, and the motion passed.**  **Yes:** Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Graciela Casillas-Tortorelli, Jonas Crawford, Arminé Derdiarian, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Mati Sánchez, Art Sandford, Scott Wolf, Catalina Yang, Emily Zwaal  **No:** None |
| VIII. | Deletions/Inactivation | I | There were no items in this category. |
|  | General Education Approvals | I, AT | ART R140 Multicultural Children’s Art for area C1 Fine/Performing Arts  BRS R100/ANTH R119 Intro. to Border Studies for area B2 Social & Behavioral Science & area F Ethnic/Gender Studies  EMT R079 Emergency Medical Responder for E1 Health Education  ENGL R125 Children’s Literature for area C2 Humanities  ENGL R128 Adv. Composition & Critical Thinking Through Non-Fiction for area D2  MUS R130 Understanding Music & Dance for Elementary Education for area C1 Fine/Performing Arts  **S. Newby moved to approve the General Education Approvals, L. Anderson seconded, and the motion passed.**  **Yes:** Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Graciela Casillas-Tortorelli, Jonas Crawford, Arminé Derdiarian, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Mati Sánchez, Art Sandford, Scott Wolf, Catalina Yang, Emily Zwaal  **No:** None |
|  | Consent Agenda | I, AT | Consent Agenda –  1.) Allow for Credit by Exam: AB R001, AB R005A, ACCT R101, BUS R100, FTVE R120  2.) Addition of CHEM R110 to AS-T in Public Health Science now that it has been approved for C-ID CHEM 101  3.) Change of TOP code for MUS R140 from 0614.00 Digital Media to 1005.00 Commercial Music.  4.) Change approved/active course GEOL R110 to GEOL R114and GEOL R110L to R114L (because 110 was used previously)  5.) Change approved experimental course number from CNIT R198B to CNIT R198C |
|  | INFORMATION/DISCUSSION |  |  |
|  | New Course Numbers Assigned |  | The following courses that were approved by the Curriculum Committee in fall were found to have been assigned courses numbers that had been used previously so they have been assigned new course numbers prior to submission to the CCCCO:  PE R115 has been changed to PE R111  PE R118 has been changed to PE R112 |
|  | Curriculum Updates/Reminders – Shannon Davis/ Laura Anderson | I, D | 1. R199s (can’t be variable lecture & variable lab), COCI won’t allow for both the lecture and lab hours to be variable. A COR can have fixed lecture + lab, or just variable lecture, or just variable lab, but not both. S. Davis recommends that if faculty want the option of having both be variable, that they create a R199A with lecture and an R199B with lab. 2. Differences between 89s/189s & 98/198   89/189s are special topics. Can be taught as many times as wanted, are stand alone courses, and useful for a course that isn’t planned as a permanent course, typically elective only. 98s and 198s are experimental and may be taught only twice. Designed to allow faculty to try a course, see if it works and tinker with it before deciding how they want the permanent course to be. Not intended as a way to get around curriculum deadlines which is how it is being used.   1. Active/effective term vs. term the course will be offered. Courses are “active” for the catalog year, always “fall.” We do not have a spring active term. Faculty may choose to offer their course for the first time any semester after the fall date it becomes active but not before. 2. Reminder to include honors/co-listed courses in pre/coreqs.These must all be listed in Banner in order to clear prerequisites for students. |
|  | Curriculum Timeline Updates | I | Next agenda (2/28) is last agenda this semester for new/revised courses that meet criteria. Must be in CurricUNET and through your dean and department. |
|  | CurricUNET/CourseLeaf Discussion/Updates – Shannon Davis | I | CourseLeaf was approved by the Board and discussion is underway for implementation. DTRW-I will be reviewing the processes and common district COR before CourseLeaf starts the transition. CurricUNET is available through next January. The vendor will come in to do training with us, hopefully, during professional development days. |
|  | Articulation Report – S. Davis | I | There was no report. |
| 1. XIV. | High School Articulation Report – C. Tafoya | I | There was no report but reporting will be taken over by Shannon Trefts in the future. |
| 1. XV. | Distance Ed Committee Report – Scott Wolf | I, D | S. Wolf indicated there is some Title V grant money for distance education related courses. March 2nd is the DE Summit, which will be held at Moorpark College. There is a promotional video under development. . |
| 1. XVI. | General Ed Committee Report – Shannon Davis | I, D | At their last meeting, held on 1/10/18, the GE Committee approved the courses listed above on the agenda. In addition, S. Davis informed the group that she gave the same PowerPoint presentation to GE on the proposed changes to the district’s local GE pattern for CTE/STEM majors to align it with Title 5 and decrease unit requirements for these students to increase the number that graduated with their A.S. |
| 1. XVII. | DTRW-I Committee Report – Shannon Davis | I, D | The DTRW-I group which meets the second Thursday of the month, has been reviewing policies and procedures, and the agenda items listed here will need to go forward to DTRW-I include: ADS R131, DMS R120B, MUS R109, POLS R120, CHEM R199, ENGR R130, MATH R005, MATH R015, MATH R098F, MATH R098G, MUS R140 (TOP code change only from 0614.00 to 1005.00) Curriculum will only go to DTRW-I once all first reading changes have been made and the course has been returned in CurricUNET. |
| 1. XIII. | Strategic Planning Steering Committee Report (SPSC) | I, D | Objectives and action steps are under review at the participatory governance meetings for vetting. |
| 1. XXI. | New Business | I | There was no new business. |
| XXII. | Public Comment | I | C. Azari indicated the 18-month follow-up visit will be conducted April 17-18. Accreditation Forums will be held on March 22 (two events). |
| XXIII. | Adjournment | I, AT | S. Davis adjourned the meeting at 4:11 pm. |
|  | Future Meetings | I | * February 28 * March 14 * ~~March 28~~ *(college closed for Spring break)* * April 11 * April 25 * May 9 *(no first reading items will be read)* |