**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, Mati Sánchez, Art Sandford, Richard Williams Scott Wolf, Catalina Yang, Emily Zwaal

**Voting Members Absent:** Jerry Lulejian (no proxy), Shannon Newby

**Proxies:** Catalina Yang for Shannon Newby

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

**Non-voting Members Absent:** Joel Diaz

**Guests:** Amy Edwards, Marcia Fulkerson, Shannon Trefts, Lois Zsarnay

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| Meeting Date: 2/28/18 | Approval of Minutes from: 2/14/18 | | 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 2:04 p.m.  The following proxies were announced: Catalina Yang for Shannon Newby |
| II. | Adoption of Agenda | I, AT | Additions/Changes to the Agenda: Minutes approval from 2/14/18 meeting was removed as they are not ready yet.  **C. Yang moved to approve the agenda as presented, R. Cabral 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, Mati Sánchez, Art Sandford, Richard Williams Scott Wolf, Catalina Yang, Emily Zwaal  **No:** None |
| III. | Approval of Minutes | I, AT | The approval of the February 14, 2018 minutes were tabled to the next meeting. |
| IV. | Second Reading | I | There are no second reading items. |
| 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) –  Art and Laura 1st and second  Career & Technical Education  **ACCT R810 (noncredit), ACCTR 811 (noncredit), ADS R125, AT R100, AT R140, AT R150, BUS R199A, BUS R199B, CAOT R801, CAOT R802,** CRM R100/HM R100, **CRM R101**, CRM R104/**HM R104**, CRM R110/**HM R123**, CRM R112/HM R112, **CRM R117,** **CRM R118, CRM R119, HM R101,**  **Certificate of Achievement in Co-occurring Disorders, Certificate of Achievement in Eating Disorders**  **ACCT R810 (noncredit) QuickBooks 1**  R. Cabral indicated the intent of the ACCT R810 and ACCT R811 courses is to qualify for noncredit enhanced funding (CDCP) and will help to attract entrepreneurial students. Curriculum was written identical to credit courses. This is the first time noncredit classes are offered in this area. QuickBooks can possibly be done as weekend courses. Corequisites not listed and MQs are missing. Course content SLOs not part of course content. Mention essays but not listed in assignments. Textbook information is missing software information.    **ACCT R811 (noncredit) QuickBooks 2**  No MQ listed. Textbook - software information is different/missing in comparison to ACCT R111. Minimum Qualification:  shouldn't there be at least the requirement for someone to be proficient in QuickBooks?  Is it possible to list such a thing? Course Content:  SLOs mention ethics in accounting but ethics is not mentioned in the course content. ACCT R810 needs to be a prerequisite for these to be in a program for a noncredit certificate.  **ADS R125 Treatment of Eating Disorders**  Old textbook from 2010, is there a newer text? MQs question: addiction professional was listed as primary MQ and masters in psychology would be secondary MQ. It was noted that when courses are co-listed they can have different MQs. The course description and Objective 1 seem to imply a lab setting, but no lab hours/units are listed. Will students be doing actual assessment of patients in these various settings?  **AT R100 Alternative Fuels & Advanced Transportation Technology**  R. Williams introduced the new course and AT is now able to add new courses as new faculty is available. Unit/class hours need to be revised and it was suggested to make it an elective but there are no staffing/adjuncts available. MQs are missing. Course units/hours: choose variable and fix the hours (56-63 hours), units should be 2.5 for the course hours you have in there. Course content seems overly brief for two units of lecture. DL appendix is missing the methods of instruction.  **AT R140 Automotive Steering and Suspension**  R. Williams indicated they are changing the number to fit the transfer course and fit the C-ID. Descriptors were checked by R. Williams and feels they are good. Range needs to be fixed. DE Appendix: fill in the method of instruction portion. This is web enhanced class. Lab Content:  Seems identical to Course Content and is not clearly lab related. Methods of Instruction:  Some seem more like assignments than methods of instruction.  **AT R150 Automotive Braking Systems**  R. Williams indicated this course is the same as AT R140 but with brakes as an additional component. Staffing is back, lecture classes are being combined, and added new C-ID. Units/hours need revision and is a 6 unit course (change from 8).  **BUS R199A and BUS R199B Directed Studies in Business and Directed Studies in Business lab**  R. Cabral indicated this is a rewrite where it was bifurcated and split into two courses as R199A and R199A because it could not be submitted to the state the way it was written with variable hours from 0-4 in both lecture and lab. No MQs were in R199B but were in R199A. R. Cabral will look into the issue.  **CAOT R801 Keyboarding (Alpha and Numeric) noncredit**  R. Cabral introduced the CAOT courses. These are non-credit courses and are a result of recurring departmental discussions about creating a non-credit offering. These courses are the equivalent of the current credit courses. Course description: 1st sentence needs to be clarified (its redundant), CB 21 field is missing, formatting issues in objectives and SLOs, and course content needs to include topics, not just “lessons 1-11” in case an instructor uses a different textbook. Some methods of instruction aren’t methods, and “essays” is checked but there are no essays in the assignments. DE appendix needs edited, SLO #4 needs to be reworded to keep verbs consistent.  **CAOT R802 Keyboarding Speed and Accuracy noncredit**  CAOT R802 has repetition of SLOs, MQs are different than R801, some of the methods of instruction are not methods, and the objectives for the requisite should be listed. There are formatting issues in objectives and SLOs. CB 21 field is blank.  CRM R100/HM R100 Principles of the Hospitality Industry  S. Davis explained that HM R100 was not in the right review queue in CurricUNET because the courses had been brought through for a DL appendix first, then they decided to revise the course after, so the course will need to be made active then the instructor will have to go back and select the double papers icon to make a copy to work on the revision. Basic Course Info.: Make sure correct version of co-listed course is attached, make sure Banner titles on co-listed courses match. Units/Hours: change variable to “yes” to include range of 48-54 hours. SLOs need to be added, methods of instruction (delete legacy methods), and is there a newer textbook than 2012?  **CRM R101 Culinary Foundations**  C. Tafoya introduced the course and indicated Chef Adam Hart is implementing a “boot camp” to the Culinary Arts program. They are finding students are taking too long to get oriented to employ the service end of the program. This course is to prep students for all the different types of service. Lab content descriptions need to be revised to differentiate from the course content (use verbs in lab to indicate what the students are doing). Typical Graded Assignments #1:  Is personal grooming and hygiene graded? Should be removed hygiene if that is not a graded assignment. MQs are missing throughout the CRM courses under review today. Start date indicated is correct as summer of 2018 but will not make it in time, however, will be offering this course in the summer session right before fall. Learning objectives consider revising, SLOs should be more measureable. Essays is checked but not reflected in assignments.  CRM R104/**HM R104 Sanitation and Environmental Control**  Course description: needs to be written in complete sentences. Course Objectives: since this course is being revised to align with C-ID HOSP 110, the objectives need to at least cover the objectives from the descriptor. Course Content: There is content missing in the COR that is required in the descriptor including but not limited to: the development of sanitation standards in the U.S., Role of Govt agencies, comparison to world standards, Intoxications, Allergies, Food Intolerances, etc. All content from the C-ID descriptor needs to easily be found in this outline or it won't be approved. MQs do not match co-listed HM R104. DE Appendix: Method of Instruction description needs to be modified, see English as an example for verbiage.  CRM R110/**HM R123** Hospitality and Cost Control  CRM R110 is co-listed with HM R123. Hospitality and Cost Control. HM is changing is to align with C-ID and both have to come through at the same time. Course Content: C-ID descriptor requires "Theft prevention" as a topic and it isn't in this COR. Recommend double-checking COR against descriptor to make sure each topic and objective is covered. SLOs are not measurable and read like assignments.    CRM R112/HM R112 Food and Beverage Management  HM is changing to align with C-ID descriptors– same as above. Trying to establish an AD-T in this area and all are coming through at the same time. No further comments on this course.  **CRM R117 Culinary Culture and Leadership**  C. Tafoya introduced this new course from Chef Hart, which is intended on how to deal with the dynamics and politics and is a managerial class. Starting to build on higher level skills. Comments: Course outline doesn’t reflect what the intent of the course describes. Course description should reflect the CRM discipline. Course content does not fit within Culinary discipline expertise and includes neuroscience, lifespan development, psychological disorders and other content found in psychology courses requiring a Masters in psychology to teach. Objectives aren’t aligned with content. SLOs are clearly taken from a psychology course. MQs are not appropriate for the content. Not approved at First Reading. This course was pulled and returned to originator.  **CRM R118 Advanced Culinary Cuisine**  Comments: Course description is vague. Is this a technical cooking course or a geography, history, and anthropology course? Focusing on the ingredients, techniques and flavors of different regions seems like a great thing to do but connecting these to culture and history is a much larger project that requires significant expertise in these areas. The MQs do not reflect the course description and the course description does not reflect the course content. The lab activities also do not reflect the course content. Units/Hours should be 144, SLOs only emphasize the technical aspects of the course description. Methods of Instruction: some of these aren’t methods. In Methods of Evaluation essays and problem solving are checked but these are not reflected in the assignments. There is a lecture portion so there needs to be 2 hours of outside of class assignments for that portion. Textbook is old and is basically a cookbook. DE appendix missing methods of instruction. Not approved at First Reading. This course was pulled and returned to originator.  **CRM R119 Food Studies**  Comments: There were many issues with this course.  The description of the course emphasizes culinary anthropology but if it is an anthropology course, why is it being offered in the culinary arts discipline and with an MQ of culinary arts and not anthropology? There is concern that students would be misled into thinking this was a GE course or an anthropology course when it is not. There was concern about how the MQ of culinary arts prepares an instructor to discuss some of the content including Christendom and Islam in the Middle Ages, the American Colony, the Great Depression, religion, economics, culture, history, etc. and that the content was vague and didn’t include topics that would be discussed in a typical food studies course (symbolism, nutrition, identity, taboos, diffusion or the social uses of food, etc.). Most importantly, most food studies courses at the university level are housed in anthropology programs and are found at the upper division level. Even the SLOs appear to have been copied and pasted from Anthropology. No attempted collaboration with Anthropology. Requires a specialized knowledge to teach this class and huge level of expertise needed. If this was a lower division level anthropology course, there would already be such a course offered by our Anthropology department. Offering upper division coursework is outside of our mission and therefore this isn’t an appropriate course for OC. It was recommended to pull this course.  Some members wondered why this course was allowed to come forward to the curriculum committee and why it wasn’t stopped before it made it to an agenda. C. Tafoya indicated these courses had to come to committee so this discussion can occur. S.Davis commented that curriculum was the purview of the faculty and that while the Dean can and should advise and recommend against it, they couldn’t stop it from coming forward, that it was the job of the curriculum committee to determine whether or not the course was appropriate to the mission and is compliant. It was recommended that if the faculty in CRM wants to offer these kinds of courses that they review other CCC CRM programs within in the state that are more elevated such College of the Canyons to find courses that would be appropriate to add to the curriculum. There were other technical issues with the outline (edits recorded in CurricUNET) but since this course is not appropriate for the CCC, it was recommended the course not be revised as it would not be approved. Not approved at First Reading. This course was pulled and returned to originator.  **HM R101 Introduction to Hotel Management**  Catalog description needs complete sentences, formatting issues in content, move the “outside assignments” category added to the typical graded assignments section to the outside assignments page. Start date is fall 2018 and should be 2019. Methods of instruction – DE is not a method, it is a modality and COR should be written to teach in any modality, and we don’t want to encourage use of Internet research as a source instead of a scholarly or professional sources. Students don’t understand the difference but need to be taught to.   * **Certificate of Achievement in Co-Occurring Disorders** * **Certificate of Achievement in Eating Disorders**   L. Zsarnay provided an overview of the new COAs and  SLOs need to be measurable. #3 “Learn how to” isn’t what they should be demonstrating upon completion. #5 Improve what?  Liberal Studies -  **COMM R114 Introduction to Communication Research**  Marcia Fulkerson introduced the new communication class which is a course for Communication Studies majors. It was the one lower division course required by CSUCI’s Communication major that we didn’t offer. Course requisite page needs to be completed. Basic Course Information: CB03 TOP Code, CB09 SAM Code, and CB21 information is missing. Content Review: please check the box and select COMM R101 objectives. Methods of Instruction: what is meant here by laboratory assignments (course has no lab hours)? Some of these methods read like assignments.  Library, Transitional Studies, Health, Athletics, PE -  **ESL R048, ESL R801A, ESL R801B, ESL R801C**  **ESL R048 Academic Listening and Speaking Skills**  SLOs: Consider adding detail in SLO 1 to make it more assessable. SLOs: SLO 3 - It might make sense to have some language that shows their note-taking will be evaluated. Method #1 may not be a method of instruction, consider revising. Typical Graded Assignments #4 - consider removing "Successfully complete." Presentation needs to be part of evaluation.    **ESL R801A ESL Communication Skills**  As M. Sanchez introduced the three new noncredit courses, discussion ensued about unit minimums for courses and G. Warner will send non-credit information to S. Davis. Will be checked before Second Reading and before it goes to DTRW-I. 800 numbers will be used to designate noncredit courses at Oxnard College. VC is using “N” and MC is using 900. These new ESL noncredit courses should bolster the existing ESL program. AB 705 gives us 3 years to get ESL students through College Composition. Since these are non-credit courses they are repeatable. The associated noncredit Certificate of Completion will come to a later meeting after the courses go through. Units/hours need to be revised and only total contact hours are needed.  **ESL R801B ESL Reading Skills**  Reviewers commented that units were set to 0, but that’s because it is a noncredit course so the units need to be 0. Objectives 8 and SLO 4: Is submitting an assignment on the LMS a reasonable objective/SLO for this course? There may be some instructors who choose to have all assignments submitted on paper, so it might be a good idea to leave this out of objectives/SLOs. M. Sanchez explained that learning to use the district’s LMS was part of the course since students would need to know how to use it as they moved into other courses. This course won’t be taught as DE.  **ESL R801C ESL Grammar and Writing**  Reviewers commented that units were set to 0, but that’s because it is a noncredit course so the units need to be 0. Methods of Instruction mostly seem like assignments, consider revising to highlight the instructor's role here.  Math/Science-  **AS-T in Environmental Science**  It was noted this is a high unit AS-T and only works with IGETC for STEM as its GE pattern. S. Davis working with CCCCO reviewer to try to make units work within 60.    **A.S. in Pre-Health Professions**  This program was created for students pursuing admission into programs such as nursing, dental hygiene, radiology technology, physical therapy, chiropractic, or physician’s assistant. They take their prerequisites at OC and typically graduate with a General Studies degree with Natural Science emphasis or they finish their courses and don’t graduate at all. The hope is that this major will allow them to both complete their degree and their prerequisites within the same program and make an easier pathway for students, counselors, financial aid, and for tracking these students. There was a comment that the program looked odd in CurricUNET because of all of the “and”s and “or”s between courses listed but S. Davis said it would not be printed in the catalog like that, this is a function of how courses are selected in a program in CurricUNET. Certificate of Achievement will follow at a later date. G. Casillas-Tortorelli suggested that they add Spanish and/or ASL in the Humanities area since CSUCI’s nursing program requires a language; however, could be any language.  Student Development-  None  **CRM R117, CRM R118**, and **CRM R119** were pulled and not approved.  **Yes:** Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Graciela Casillas-Tortorelli, Jonas Crawford, Arminé Derdiarian, Judy McArthur, Arion Melidonis, Robert Morris, Mati Sánchez, Art Sandford, Richard Williams Scott Wolf, Catalina Yang, Emily Zwaal  **No:** none |
| VI. | Distance Learning Approval | I, AT | Distance Learning Approval – ADS R125, ~~AT R140, AT R150,~~ BUS R199A, BUS R199B, CAOT R801, CAOT R802, CNIT R198C, CRM R100/HM R100, CRM R101, CRM R104/HM R104, CRM R105, CRM R110, CRM R112/HM R112, ~~CRM R117, CRM R118, CRM R119~~, ECE R108, HED R113, HED R114, CRM R100/HM R100, HM R101, HM R123, SOC R118  Reviewed and determined incomplete: AT R140 and AT R150. **Not approved**.  Pulled: CRM R117, CRM R118, and CRM R119. **Not approved.**  – **All other DL items reviewed and determined complete**  **Approved**  **G. Casillas-Tortorelli moved to approve the complete Distance Learning appendices, A. Sandford 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, Mati Sánchez, Art Sandford, Richard Williams Scott Wolf, Catalina Yang, Emily Zwaal  **No:** none |
| VII. | Requisite Approval | I, AT | * 1. Prerequisites/Corequisites – ACCT R811, ADS R125, ~~CRM R118~~   2. Advisories – AT R100, AT R140, AT R150, CAOT R802, COMM R114, ESL R048, ESL R801A, ESL R801B, ESL R801C     Pulled: CRM 118 was pulled from the requisites. Not approved.  **J. McArthur moved to approve the complete Requisite item, 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, Mati Sánchez, Art Sandford, Richard Williams Scott Wolf, Catalina Yang, Emily Zwaal  **No:** none |
| VIII. | Deletions/Inactivation | I | CRM R114, CRM R116/HM R116 , HED R107L  **C. Yang moved to approve the complete Requisite item, R. Cabral 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, Mati Sánchez, Art Sandford, Richard Williams Scott Wolf, Catalina Yang, Emily Zwaal  **No:** none |
|  | INFORMATION/DISCUSSION |  |  |
|  | Curriculum updates/reminders: Shannon Davis/Laura Anderson |  | * Curriculum window has closed for courses for 1st Reading until Aug. * Still accepting programs (degrees, certificates, proficiency awards): new or revised. CCCCO Approval dates will determine catalog year. * Don’t forget to make 1st Reading changes to keep your courses moving through the process. Courses that aren’t edited/fixed won’t move to DTRW-I or to 2nd Reading. |
|  | Curriculum Timeline Updates | I | New curriculum deadline charts for fall will be available soon. |
|  | CurricUNET/CourseLeaf Discussion/Updates – Shannon Davis | I | There was no report. |
|  | Articulation Report – S. Davis | I | There was no report. |
| 1. XIV. | High School Articulation Report – C. Tafoya | I | OUSHD met with A&R and Vice President Oscar Cobian, Student Service to improve methods for high school articulation to gather students with dual enrollment. |
| 1. XV. | Distance Ed Committee Report – Art Sandford | I, D | There is a DE Summit which will be held at Moorpark College on Friday, March 2 where best practices will be reviewed. |
| 1. XVI. | General Ed Committee Report – Shannon Davis | I, D | There was no report. |
| 1. XVII. | DTRW-I Committee Report – Shannon Davis | I, D | **Courses/programs going to DTRW-I:** ADS R131, CHEM R199, DMS R120B, ENGR R130, MATH R005, MATH R015, MATH R098F, MATH R098G, MUS R109, POLS R120 (all from 2/14 Curriculum mtg.) and from 2/28 mtg.: ACCT 810 (noncredit), ACCT 811 (noncredit), ADS R125, AT R140, AT R150, BUS R199A, BUS R199B, CAOT R801, CAOT R802, CRM R101, HM R104, HM R123, HM R101, COMM R114, ESL R048, ESL R801A, ESL R801B, ESL R801C  Certificate of Achievement in Co-Occurring Disorders  Certificate of Achievement in Eating Disorders  AS-T in Environmental Science  A.S. in Pre-Health Professions  Since these items need to be in the queue by tomorrow morning to meet the agenda deadline for the 3/8/18 DTRW-I meeting, few of these items will make it, only the ones with a few minor changes or no changes. Next DTRW-I is 4/12. |
| XVII | Strategic Planning Steering Committee Report (SPSC) | I, D | There was no report. |
| XVIII. | New Business | I | There was no new business. |
| XIX. | Public Comment | I | There was no public comment. |
| XX. | Adjournment | I, AT | S. Davis adjourned the meeting at 4:04 pm. |
| XXI. | Future Meetings | I | * March 14 * ~~March 28~~ *(college closed for Spring break)* * April 11 * April 25 * May 9 *(no first reading items will be read)* |