



CURRICULUM COMMITTEE MEETING MINUTES

Voting Members Present: Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Marcelo Cabral, Robert Cabral, Jonas Crawford, Arminé Derdarian, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Mati Sánchez, Art Sandford, Ana Valle-Villa, Richard Williams, Scott Wolf, Catalina Yang, Emily Zwaal

Voting Members Absent: Marcelo Cabral, Jerry Lulejian

Proxies: There were no proxies

Non-voting Members Present: Lisa Putnam (Co-Chair), Luis Gonzalez, Carolyn Inouye, Christina Tafoya, Gail Warner

Non-voting Members Absent: Joel Diaz

Guests: Janet Dawald, Elissa Caruth, Alex Lynch, Teresa Bonham

Meeting Date: 9/13/17 Approval of Minutes from: 8/30/2017 Recorded By: Laura Anderson

AN = Action Needed AT = Action Taken D = Discussion I = Information Only

DISCUSSION/DECISIONS

	ACTION		
I.	Call to Order & Welcome	I, AT	S. Davis called the meeting to order at 2:05 p.m. The following proxies were announced: none
II.	Adoption of Agenda	I, AT	<p>Additions/Changes to the Agenda: PE R115 was incorrectly listed for Second Reading. It will go to DTRW-I on 9/14/17 then come back for Second Reading on 9/27/17.</p> <p>C. Yang moved to approve the agenda as amended, A. Derdarian seconded, and the motion passed. Yes: S. Davis (Co-Chair), L. Anderson, A. Ainsworth, R. Cabral, J. Crawford, A. Derdarian, J. McArthur, A. Melidonis, R. Morris, S. Newby, M. Sánchez, A. Sandford, A. Valle-Villa, S. Wolf, C. Yang, E. Zwaal Abstain: R. Williams</p>

III.	Approval of Minutes	I, AT	<p>Corrections to the August 30, 2017 Minutes: none</p> <p>R. Cabral moved to approve the August 30, 2017 minutes as presented, J. McArthur seconded, and the motion passed.</p> <p>Yes: S. Davis (Co-Chair), L. Anderson, A. Ainsworth, R. Cabral, J. Crawford, A. Derdarian, J. McArthur, A. Melidonis, R. Morris, S. Newby, M. Sánchez, A. Sandford, A. Valle-Villa, S. Wolf, C. Yang, E. Zwaal</p> <p>Abstain: R. Williams</p>
IV.	Second Reading	I, AT	<p><u>Career & Technical Education</u> ADS R110A, ADS R110B, ADS R118</p> <p><u>Liberal Studies</u> AA-T in Spanish</p> <p><u>Library, Transitional Studies, Health, Athletics, PE</u> None</p> <p><u>Math/Science</u> ANAT R101, PHSO R101</p> <p><u>Student Development</u> None</p> <p>A. Melidonis moved to approve the second reading items, J. McArthur seconded, and the motion passed.</p> <p>Yes: S. Davis (Co-Chair), L. Anderson, A. Ainsworth, R. Cabral, J. Crawford, A. Derdarian, J. McArthur, A. Melidonis, R. Morris, S. Newby, M. Sánchez, A. Sandford, A. Valle-Villa, R. Williams, S. Wolf, C. Yang, E. Zwaal</p>
V.	First Reading	I	<p>Only substantive changes are recorded in the minutes. Please refer to the comments in CurricUNET for additional non-substantive comments.</p> <p>Alex Lynch presented the CNIT courses.</p> <p>CNIT R101 IT Essentials - Non-substantial change</p>

Changes Needed: Reason for current outline revision: add "change to catalog description, lab hours added, change in lecture to lab hour ratio." This is needed when the course is submitted to the state and for our own tracking. Total contact hours are incorrect and should be a range of hours. Methods of Instruction: Some are not methods of instruction. Typical Graded Assignments: Essays are checked under Methods of Evaluation but no essays are listed under assignments.

CNIT R120 Cisco CCNA Computer Networking I – Non-substantial change

Changes Needed: Reason for current outline revision: add "catalog description change" to help us track this change. Total Contact hours should be a range of hours. (at the top of the page select that the course is variable units to allow for the range). Methods of Instruction: Some are not methods of instruction. Typical Graded Assignments: Essays are checked under Methods of Evaluation but no essays are listed under assignments.

CNIT R121 Cisco CCNA Computer Networking II Non-substantial change

Changes Needed: Total contact hours should be a range of hours. Catalog Description: This is not really a course description, more of a scheduling note with advising information (which doesn't belong in the course description). We know it's taken after CNIT R120 because that's its prerequisite so that doesn't belong in the description. A course description should describe what topics will be covered in a course, what students will be doing and/or learning. Lab content: should demonstrate what the students will be doing (vs. lecture content which tells what instructor will be teaching/lecturing on). Methods of Instruction: Some are not methods of instruction. Typical Graded Assignments: Essays are checked under Methods of Evaluation but no essays are listed under assignments.

CNIT R127 Wireless Networking Fundamentals Non-substantial change

Changes Needed: Basic Course Information: The Occupational SAM code is blank; State inventory and Banner show this code to be "C" - Clearly Occupational. Banner also shows that this course is

"Program Applicable" but this form has class marked as "Not Program Applicable". Is this course still part of a program sequence? Course is listed as stand alone but reason course is offered lists it as part of a program
Units/Hours: Total contact hours should be a range. Typical Graded Assignments: There is no essay listed, but could the writing assignment listed in Out-of-Class Assignments be considered an essay? Perhaps a writing assignment could be added to #4 in Typical Graded Assignments?

CNIT R130 Administer Microsoft Windows Operating System - Non-substantial change

Changes Needed: Basic Course Information: Catalog description: last sentence is advising information and doesn't belong in catalog description. Units / Hours: Select "yes" for variable units so you can put the entire range of units (64 - 72). Content Review: Select the requisite course then select the applicable course objectives from the drop down list (this is a new feature). Lab Content: Even though this is a combined lecture lab course you want to separate out what is specifically covered in lab vs what might be lecture only. It is expected there will be overlap between the two but there should be some differences (lecture or lab only items). Lab content: should be what students are doing (hands-on) vs. lecture content which is what instructors are talking about or demonstrating.

CNIT R131 Administer Microsoft Windows Server Non-substantial change

Changes Needed: Units / Hours: Change variable units to "yes" so can include full range of units (64 - 72). Requisites: Remove the "R" above CNIT R130, unless you mean familiarity with the programming R. Content Review: When the "R" is removed CNIT R130 should appear on this page. Select the course then the course objectives you feel students should have. Lab Content: You should separate out the lecture and lab components from the course content to indicate which items will be specifically covered in lab even if it is a combined lecture and lab class. Lab content: should be what students are doing (hands-on) vs. lecture content which is what instructors are talking about or demonstrating.

CNIT R142 CompTIA A+ Technician and Certification Preparation - Non-substantial change

Changes Needed: Catalog description: last sentence is really a catalog note, not a description of the course.

Units / Hours: Change variable units to "yes" to show the full range of hours (96 - 108)

Lab Content: Although this is a combined lecture and lab course you still need to indicate which content will be covered in lab and which is lecture only. There will be overlap between the two but they should not be identical. Lab content: should be what students are doing (hands-on) vs. lecture content which is what instructors are talking about or demonstrating.

Arion Melidonis introduced the Anthropology courses

ANTH R103 Introduction to Archaeology - Non-substantial change

Changes Needed: Basic Course Information: Reason for current outline revision: add "change in catalog description" for our tracking purposes and for submission to CCCCO. Student Learning Outcomes: SLO #3 - Can we assess an improvement in knowledge? Maybe better to stick with more safe words like "demonstrate"? Perhaps: "Students will be able to discuss and define key periods from prehistory to..., and be able to identify significant sites, and describe toolkits, cultural changes..." SLO #4 - Same thing, adjust to make SLO more accessible? Can we really assess if someone has acquired an awareness? We can definitely assess whether they can define and describe ethical and political issues.

ANTH R105 Sex, Gender and Culture - Non-substantial change

Changes Needed: none.

ANTH R106 Psychological Anthropology - Non-substantial change

Changes Needed: none.

ANTH R107 The Anthropology of Native Americans - Non-substantial change

Changes Needed: Basic Course Information: Reason for current outline revision: can you please add

"changes to catalog description" just to help for tracking. Total contact hours: needs to be a range. Student Learning Outcomes: SLO's do not appear to be measurable the way they are currently worded.

ANTH R113 Ancient Civilizations of the Americas - Non-substantial change

Changes Needed: Total contact hours should be a range. Student Learning Outcomes: are these measurable? Typical graded assignments: no exams?

ANTH R115 Introduction to Language and Culture - Non-substantial change

Changes Needed: none

ANTH R189 Topics in Anthropology - Non-substantial change

Changes Needed: none

ANTH R199 Directed Studies in Anthropology - Non-substantial change

Changes Needed: none

Teresa Bonham introduced ENGL R120.

ENGL R120 Advanced Composition and Critical Thinking - NEW

Changes Needed: Basic Course Information: Course Number needs changed as a course was found in the hard copy files (prior to Banner) with the same number. Start date should be Fall 2018. CB09, CB21, and CB24 codes are missing. Total contact hours should be a range of hours. Did you explore aligning it with the C-ID ENGL 105 or 110? The content is very similar.

Elissa Caruth introduced ENGL R115.

ENGL R115 – Children’s Literature - NEW

Changes Needed – Course Number needs changed as a course was found in the hard copy files with the same number. Units/Hours: Change Variable to "Yes" so you can complete the range of units (48 - 54). Weekly Lecture Content Hours should be 3.

Requisites: Remove text about being a transfer level course. Content Review: Select requisite class then check course objectives from those listed by checking the appropriate box (this is a new way of doing requisites). Student Learning Outcomes: I'm not sure

how you can quantify #4. Maybe rephrase?
Textbook: The Norton Anthology is from 2005. Is there a more recent edition?

Scott Wolf introduced MUS R130.

MUS R130 Understanding Music and Dance for Elementary Education - NEW

Changes Needed – Methods of Instruction: some of are not methods of instruction. Textbooks: anything newer?

Arion Melidonis introduced the PSY R131 course.

PSY R131 Abnormal Psychology - Non-substantial change.

Changes Needed: Basic Course Information: Start date should be Fall 2018 (not Fall 2014). Units/Hours: Should this be a range set to 48-54. Methods of Instruction: "Journal article reading on the influence of social background upon perception of psychological therapy." Might be better suited to the Outside Assignments category. Student Learning Outcomes page is blank. Need to add SLOs. Textbooks: Is there anything newer? Textbooks should be no more than 5 years old.

Jonas Crawford introduced PE R116.

PE R116 Personal Training: Principle and Applications - NEW

Changes Needed: Basic Course Information: Course number needs changed as we previously had PE R116A R116B Modern Dance courses that were recently inactivated and this could be confusing. Course Title: shouldn't the word "Principle" be plural? CB21 Course Prior to College field is not filled in. Should be marked as "Y-Not Applicable." Total contact hours: Lecture and Lab hours do not equal a 3-unit course. Would need to be 2 hours lecture, 3 hours lab per week. Should be a range of hours showing 16-18 weeks. Reason course is offered: you can add "It is a required course in the Certificate of Achievement in Fitness Trainer" (because even though the committee hasn't yet seen this COA, this is one of the reasons this course will be offered and this is important justification for the CCCCO) Repeatability: This should be marked no because this is not a repeatable course. Textbooks: Find at least one more recent text. This one is already 5 years old.

			<p>Catalina Yang introduced the MATH R014 course.</p> <p>MATH R014 Intermediate Algebra - Non-substantial change</p> <p>Changes Needed - Basic Course Information: catalog description should be in complete sentences. Methods of Instruction #5 is "Use of scientific calculators to reinforce concepts." - maybe include something to the effect that they will be instructed on proper use of this technology? Course DE Appendix - is a course online if there are mandated weekly meetings with the instructor? Are these online weekly meetings? On campus? Typical Graded Assignments - no quizzes or tests?</p> <p>A. Melidonis moved to approve the First Reading items as presented, R. Cabral seconded, and the motion passed.</p> <p>Yes: S. Davis (Co-Chair), L. Anderson, A. Ainsworth, R. Cabral, J. Crawford, A. Derdarian, J. McArthur, A. Melidonis, R. Morris, S. Newby, M. Sánchez, A. Sandford, A. Valle-Villa, R. Williams, S. Wolf, C. Yang, E. Zwaal</p>
VI.	Distance Learning Approval	I, AT	<p>BUS R125, ENGL R115, ENGL R120, HED R110, HIST R117 -Reviewed and determined complete - Approved</p> <p>MATH R014 - Reviewed and determined Incomplete – Not Approved</p> <p>A. Melidonis moved to approve the complete Distance Learning appendices, J. McArthur seconded, and the motion passed.</p> <p>Yes: S. Davis (Co-Chair), L. Anderson, A. Ainsworth, R. Cabral, J. Crawford, A. Derdarian, J. McArthur, A. Melidonis, R. Morris, S. Newby, M. Sánchez, A. Sandford, A. Valle-Villa, R. Williams, S. Wolf, C. Yang, E. Zwaal</p>
VII.	Requisite Approval	I, AT	<p>A. Prerequisites/Co-requisites – CNIT R121, ENGL R115, ENGL R120, MATH R014</p> <p>B. Advisories – CNIT R130, CNIT R131</p> <p>MATH R014 -Reviewed and determined complete - Approved</p>

			<p>CNIT R121, ENGL R115, ENGL R120, CNIT R130, CNIT R131– Reviewed and determined Incomplete – Not Approved</p> <p>A. Melidonis moved to approve the Complete Requisite items, A. Derdiarian seconded, and the motion passed.</p> <p>Yes: S. Davis (Co-Chair), L. Anderson, A. Ainsworth, R. Cabral, J. Crawford, A. Derdiarian, J. McArthur, A. Melidonis, R. Morris, S. Newby, M. Sánchez, A. Sandford, A. Valle-Villa, R. Williams, S. Wolf, C. Yang, E. Zwaal</p>
VIII.	Deletions/Inactivation	I	None
IX.	Suspensions	I	None
X.	Consent Agenda	I, AT	None
	INFORMATION/DISCUSSION		
XI.	Curriculum Updates – Shannon Davis/Lisa Putnam	I	<p>L. Putnam handed out copies of the Annual Credit Course Certification form from the California Community College’s Chancellor’s Office and explained what it is, what is being certified, and who is responsible for signing it on campus (the Chief Executive Officer, the Chief Instructional Officer, the Academic Senate President, and the Curriculum Chair).</p> <p>S. Davis handed out copies of the 2016-2017 Curriculum Committee survey that was sent to curriculum committee members at the end of spring semester and briefly went over the results, which were very positive. There was a comment that more training should have been provided to which S. Davis explained that she and Krista had held three training sessions during professional development week and that they had invited and actively encouraged faculty to come and sit in Krista’s office for one-on-one CurricUNET training, which many faculty did throughout the year. There was also one comment about active participation of members and S. Davis reminded the committee that all members are expected to help their teams review curriculum. S. Davis acknowledged that Krista’s absence and a lack of a replacement for this important</p>

			position is being felt by faculty, curriculum members, and those who work in the Office of Instruction. A. Valle-Villa commented that S. Davis forgot to include a question about the effectiveness of the Chair on the survey and complimented S. Davis in her role as faculty co-chair of this committee.
XII.	CurricUNET Discussion/Updates	I, D	S. Davis explained that Krista had just informed her that the new DL approval process is finally working in CurricUNET. Faculty who wish to add just a DL appendix to existing active CORs will now be able to select this option by choosing the “Build - Courses” function on the menu, then selecting the discipline, then “Course Update,” then selecting the actual course to be updated, then the copy icon (the double papers), then from the drop down menu that’s labelled “proposal type” there is a new choice of “Distance Learning Appendix.” This will allow faculty access to the COR but will only allow faculty to edit the DL appendix page (all other pages will be locked). Faculty are encouraged to still send an email to S. Davis and L. Anderson to let them know that a DL appendix is being submitted until everyone is sure the new system is functioning.
XIII.	Articulation Report – S. Davis	I	S. Davis announced that due to the transition to the new ASSIST Next Gen (Next Generation) system, results of the University of California Transfer Course Agreement (UC TCA) have been delayed. Typically S. Davis in her role as Articulation Officer (AO) submits courses for inclusion on the UC TCA in June, with results available by August. There is no projected date for results yet. There continue to be issues with Next Gen, with few AOs using the system for submission of articulation proposals and delays in the ability to view new agreements due to workload issues of CSU and UC AOs who must build the new agreements in Next Gen. While the old ASSIST (known as ASSIST Legacy) is still accessible on assist.org, agreements shown are only through 2016-2017 and no new agreements are being posted on this site. S. Davis also informed the group that the three district AOs were beginning work on the district’s comparable course list for 2017-2018.
XIV.	High School Articulation Report – M. Cabral	I	There was no report.

XV.	Distance Ed Committee Report – Shannon Newby	I, D	<p>S. Newby explained that a representative from Turn it In came to the DE Committee meeting and Turn it In will now be embedded in Canvas. She also announced that S. Wolf will be the new Co-Chair of the DE Committee beginning in Spring 2018. S. Wolf shared the 7 goals created by the DE Committee which include the following:</p> <ul style="list-style-type: none"> ○ Select a new co-chair ○ Get DE plan finalized and approved ○ Revise DE handbook ○ Establish the canvas buddies (faculty mentors for Canvas) ○ Increase the number of instructors utilizing canvas shells for at least basic info. such as syllabus and grade book ○ Promote and develop OER ○ ZTC - Zero Textbook Cost - indicates OER – By Spring the college needs to identify it - we need to be aware of faculty using OER ○ Create standardized DE Appendix language
XVI.	General Ed Committee Report – Shannon Davis	I	There has been no meeting yet.
XVII.	DTRW-I Committee Report – Shannon Davis	I	DTRW-I meets September 14 th . Oxnard has only one course being reviewed at DTRW-I: PE R115
XIII.	Strategic Planning Steering Committee Report (SPSC)	I	S. Newby informed the committee that the SPSC will meet on the 3 rd Tuesday of every month from 2-4pm.
XIX.	Curriculum Committee Goals for 2017-2018	I	Tabled due to time until next meeting on 9/27/17.
XXI.	New Business	I	There was no new business.
XXII.	Public Comment	I	Scott Wolf announced the new OC Live event

			“Flamenco Tablao: Song and Dance from Spain” on Thursday, September 21 st at 6:30pm. This is a free event and there will be food trucks starting at 5:30. He will be playing guitar in this show.
XXIII	Adjournment	I, AT	S. Davis adjourned the meeting at 4:30 pm.
	Future Meetings	I	<ul style="list-style-type: none"> • September 27 • October 11 • October 25 • November 8 • November 22 (<i>college is closed that week</i>) • December 13 • January (<i>curriculum is dark</i>) • February 14 • February 28 • March 14 • March 28 (<i>college closed for Spring break</i>) • April 11 • April 25 • May 9 (<i>no first reading items will be read</i>)