



CURRICULUM COMMITTEE MEETING MINUTES

Voting Members Present: Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, 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, Michael Webb

Proxies: There were no proxies

Non-voting Members Present: Janet Dawald, Joel Diaz, Lisa Putnam (Co-Chair), Luis Gonzalez, Carolyn Inouye, Christina Tafoya

Non-voting Members Absent: Gail Warner

Guests: There were no guests

Meeting Date: 9/27/17 Approval of Minutes from: 9/13/17 Recorded By: Laurie Nusser

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 2:06 p.m. The following proxies were announced: none
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: Liberal Studies: ENG R128 and MUS R130 were removed from the agenda because they need DTRW-I review prior to coming back for second reading. R. Cabral moved to approve the agenda as amended, C. Yang 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, R. Williams, S. Wolf, C. Yang,

			E. Zwaal No: None
III.	Approval of Minutes	I, AT	<p>Corrections to the September 13, 2017 Minutes: Change to end time (4:30).</p> <p>A. Melidonis moved to approve the September 13, 2017 minutes as amended, J. McArthur 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, R. Williams, S. Wolf, C. Yang, E. Zwaal No: None</p>
IV.	Second Reading	I, AT	<p><u>Career & Technical Education</u> ADS R102, ADS R104, ADS R105A, ADS R112, ADS R122, CNIT R101, CNIT R120, CNIT R121, CNIT R127, CNIT R130, CNIT R131, CNIT R142</p> <p><u>Liberal Studies</u> ANTH R103, ANTH R105, ANTH R106, ANTH R107, ANTH R113, ANTH R115, ANTH R189, ANTH R199</p> <p><u>Library, Transitional Studies, Health, Athletics, PE</u> PE R115</p> <p><u>Math/Science</u> None</p> <p><u>Student Development</u> None</p> <p>S. Newby moved to approve the second reading items, C. Yang 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, R. Williams, S. Wolf, C. Yang, E. Zwaal No: None</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>

Career & Technical Education

ADS R107, ADS R123, AT R013, AT R013L, AT R015, AT R015L, AT R098, CNIT R144, CNIT R145, CRM R102A, CRM R102B, CRM R102C, CRM R103A, CRM R105, CRM R106, CRM R107, CRM R109, CRM R113, CRM R115,

First Reading (courses/programs in bold are new)–

ADS R107 Alcohol/Drug Treatment of Adolescents:
Changes Needed: SLO #1 “understand” is not measurable. Methods of Instruction - #3 & 4 sound more like assignments than methods. Typical Graded Assignments: Mid-term project is unclear – what is the assignment?

ADS R123 Alcohol, Drug Addiction and Trauma
Changes Needed: Basic Course Information – catalog description needs to be written in complete sentences. Methods of evaluation: consider checking “problem solving assignments.”

AT R013 Automotive Engine Performance :
Changes Needed: Basic Course Information: course is marked Basic Skills, but should not be. It shows a co-listing with itself and there should be no co-listing. SLO #1, 2, and 4 not measurable, methods of instruction are listed twice.

AT R013L Automotive Engine Performance Lab:
Changes Needed: Basic Course Information: change catalog start date to fall 2018. Course Objectives: overlap of objectives for lab/lecture CORs. Course Content: identical to lecture class. Should reflect the hands-on nature of a lab course, what the students are “doing” vs. being lectured on. SLOs: 1, 3, and 4 are same as lecture, Methods of Instruction: historic methods need to be deleted, old textbook (2011) should be removed.

AT R015 Automotive Electrical Systems:
Changes Needed: Course objectives: seem to belong in lab portion of the course. SLO’s: #2 and #3 are not

measurable, Methods of Instruction: box is not checked, typical graded assignment should not be bolded. See comments on AT R013.

AT R015L Automotive Electrical Systems Lab:
Changes Needed: Basic Course Information: Catalog date needs to change to 2018. Units/Hours: change variable units to "Yes" to allow for correct unit range. SLOs: field is empty. Enter SLOs for lab. Content Review: must be completed if there are any prerequisites for the course. Course Objectives: Some of these seem more related to the lecture than to the lab. Using verbs like "model" or "demonstrate" show that students are being active. Course Content/Lab Content: revise to include clearly lecture related content like describing how to use equipment under the Course Content and put the actual testing under the Lab Content. Methods of Instruction: on #2 and #3 describe what the students are doing, not what the instructor is doing. Maybe add in "Instructor supervised" to indicate it is an instruction method and not a graded assignment. Textbooks: no textbook listed but in Out-of-Class Assignments, students have textbook assignments. Attachment may belong with lab instead of lecture.

AT R098 Short Courses in Automotive Technology:
Changes needed: Basic Course Information: catalog start date should be changed to 2018 and Repeatability should be marked A – Not Designated as Repeatable. SLOs should show as TBD just like objectives since they could vary depending on the course. Methods of Instruction: is not checked, need comment about developing as appropriate for course content. Textbook: information not clear.

CNIT R144 CompTIA Network+ Fundamentals and Certification Prep:
Changes Needed: none

CNIT R145 CompTIA Security+ IT Security and Certification Preparation:
Changes Needed: Lab Content: specific lab content needs added like in the lab content for CNIT R144. Typical Graded Assignments: box is not checked, finish the page.

CRM R102A Institutional Food Production
Basic Course Information: revise course description for clarity. Is Student Option grading what you intended? Is there a course fee for the knife set and uniform listed in other instructional materials? This should be listed here. Units/Hours: need to select Yes on variable units in order for it to allow for the range of units to reflect 16-18 weeks. Methods of Instruction: some of these are not methods. Typical graded assignments: no essays are listed.

CRM R102B Institutional Food Production Management
Units/Hours: total contact hours should be a range reflecting 16-18 weeks. Course Objectives: Is #5 measurable? Consider rewording #4. Also, since most of the content of this course is spent preparing food, shouldn't there be some objectives related to the preparation of food? Student Learning Objectives: only one SLO is listed which seems insufficient. Methods of Instruction: several methods are not methods. Should be what the instructor is doing to cause the learning. Typical graded assignments: how are these graded? Also, since essays is checked, these should be reflected in assignments.

CRM R102C Catering Techniques
Basic Course Information: course description isn't consistent with objectives. Many objectives and topics in course content section seem to focus on the business/operations of catering but this isn't clearly communicated in the catalog course description. Reason for current outline revision: please add that the units were reduced from 4 to 3 in this section for our tracking purposes and that the course description had minor revisions. SLOs: sparse. Need more. Is the one listed measurable? Methods of Instruction: some do not appear to be methods. These should be what the Instructor is doing. Typical graded assignments: no essays are listed but essays are checked under methods of evaluation.

CRM R103A Introduction to Baking Techniques
Basic Course Information: credit basis – is student option what you intended? Course Fee: is there a materials fee associated with the knife set and uniform? If so this needs to be included. Units/Hours: select Yes for variable units to allow for the range of units to reflect 16-18 weeks. SLOs: unclear if #2 pertains to baking. Methods of Instruction: not all of these appear to be methods. Typical graded assignments: essays are not reflected. Change participation to completion/demonstration of specific skills.

CRM R105 Gourmet Restaurant Services:
Changes needed: Basic Course Information: Suggest change in TOP Code to 1306.30. Units/Hours: units should be made variable to allow display of contact hours for 16-18 week semesters. SLOs: only one SLO listed, SLO wording is very general and should be measurable. Typical graded assignments: there should be essays listed since essays is checked under methods of evaluation.

CRM R106 Nutrition in Food Service:
Changes needed: Units/Hours: units should be made variable to allow display of contact hours for 16-18 week semesters. SLOs: needs more than one SLO and it should be measurable. Course content: flesh out content, adding subheadings to provide more detail. Method of evaluation states “essays” but no essays listed in assignments.

CRM R107 Dining Room Service:
Changes needed: Basic Course Information: catalog description is sparse and doesn’t explain the content covered in the course as listed under the course content section and objectives (including dining room management, banquet management, table settings, types of service, methods of handling complaints, etc.) Units/Hours: units should be made variable to allow display of contact hours for 16-18 week semesters, SLOs: only one SLO and is sparse, add more for best practice; Textbook: is from 2012, is there also a newer appropriate text? Other instructional materials: no uniform required?

CRM R109 Management by Menu:
Changes needed: Basic Course Information: catalog description: unclear/confusing, needs rewording. Units/Hours: units should be made variable to allow display of contact hours for 16-18 week semesters, units hours should be 48-54. SLOs: only one SLO, need more. Textbook: text listed is from 2007, is there a newer text? Typical graded assignments: should list essays since essays is checked under methods of evaluation.

CRM R113 Bar and Beverage Management:
Changes needed: Basic Course Information: unclear what is meant by “control objectives” (cost control? inventory control?) Units/Hours: units should be made variable to allow display of contact hours for 16-18 week semesters. Course content: needs more detail by using subheadings. SLOs should be measurable. Outside of classroom assignments should reflect the 6 hours per week required of the Carnegie unit since this is a 3 unit lecture course.

CRM R115 Marketing of Hospitality Services:
SLOs: there should be more than one SLO and they need to be measurable. Course content: consider adding more detail to course content, use subheadings. It should be clear what exactly is covered in the course. Objectives: how would they “demonstrate the ability to sell a product?” (hard to measure). Typical graded assignments: since essays is checked under Methods of evaluation, which is appropriate for this type of course, evidence of essays being required should be listed among the typical graded assignments and out of class assignments.

SLO discussion followed. How many are required? Former VPAA used to require two or more. Is two adequate or should there be three or more? Should it vary depending on the course?

Liberal Studies

ART R140, BRS R101, MUS R103A, MUS R140, MUS R198 (bold indicates new courses)

ART R140:

Changes needed: Basic Course Information: discussion about the title which is the same title as CSUCI's course that this course is being created to articulate to as part of the TEACH grant that OC has with CSUCI. Course objectives: should be measurable (#5 isn't), Units/Hours: units should be made variable to allow display of contact hours for 16-18 week semesters Typical outside assignments: should one of these be "create lesson plans" that is mentioned in typical graded assignments? Methods of Instruction: appear to be assignments and not methods which should describe what the instructor is doing to cause the learning. consider revising the course title,

BRS R101 Explorations in Border Studies

Changes needed: catalog description clarification, Reason course is offered: add that the course is intended to meet general education requirements in the Social and Behavioral Sciences. Units/Hours: set to variable units to allow for the range of units. MQs: hiring issues for new discipline was discussed since Border Studies is not on the state disciplines list, even though several MQs were listed on this course. The instructor wanted to move forward with the course as presented, understanding that after the VPAA checked with HR, a co-listing in an existing discipline might need to be listed.

MUS R103A:

Changes needed: catalog description: reword desired outcome of course. Units/Hours: upper range should be 54. Typical graded assignments: change bullets to subheadings.

MUS R140: Units/Hours: units should be made variable to allow display of contact hours for 16-18 week semesters. Course Objectives: 2nd and 3rd course objectives should be more measurable. Typical graded assignments: change bullets to subheading. Textbooks: text is almost 5 years old already (before course is even active) and C-ID won't allow for a text older than 5 years, is there a newer one you could list?

MUS R198:

Changes needed: none

			<p><u>Library, Transitional Studies, Health, Athletics, PE</u> COA Fitness Trainer Certificate –PDF looks very different from Course Blocks Definitions page where it is built in CurricUNET, units are totaling correctly. Faculty will need to attach all documents required for submission to the state Chancellor’s office such as a narrative, labor market reports/data, justification for program and program SLOs.</p> <p><u>Math/Science</u> MATH R116, AS-T in Geology</p> <p>MATH R116: Changes needed: none</p> <p>AS-T in Geology: AS-T in Geology: add note to catalog that additional courses may be required for transfer to some universities.</p> <p><u>Student Development</u> None</p> <p>A. Derdarian moved to approve the First Reading items as presented, A. Melidonis 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, R. Williams, S. Wolf, C. Yang, E. Zwaal No: none</p>
VI.	Distance Learning Approval	I, AT	<p>CNIT R144, CRM R102C, CRM R106, CRM R109, CRM R113, CRM R115, BRS R101, MUS R103A -Reviewed and determined complete - Approved</p> <p>A. Melidonis moved to approve the complete Distance Learning appendices, R. Cabral 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, R. Williams, S. Wolf, C. Yang, E. Zwaal</p>

			No: None
VII.	Requisite Approval	I, AT	<p>A. Prerequisites/Corequisites – ADS R105A, AT R013, AT R015, AT R015L, CRM R102A, CRM R102B, CRM R102C, CRM R103A, CRM R105, CRM R107, MATH R116</p> <p>B. Advisories – AT R013, AT R015, AT R015L, CRM R115</p> <p>ADS R105A, AT R013, AT R015, AT R015L, CRM R102A, CRM R102B, CRM R102C, CRM R103A, CRM R105, CRM R107, CRM R115, MATH R116 -Reviewed and determined complete – Approved</p> <p>AT R015L – Reviewed and determined Incomplete – Not Approved</p> <p>Arion moved to approve the Complete Requisite items, J. McArthur 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, R. Williams, S. Wolf, C. Yang, E. Zwaal No: None</p>
VIII.	Deletions/Inactivation	I	None
IX.	Suspensions	I	None
X.	Consent Agenda	I, AT	None
	INFORMATION/DISCUSSION		
XI.	Curriculum Updates – Suspension of Courses/Programs – Shannon Davis/Lisa Putnam	I	S. Davis indicated there have been no course “suspensions” in recent history and is recommending the elimination of the “suspension” option practiced in the past. The state of “suspension” is not recognized by the state Chancellor’s Office, which only recognizes courses as “active” or “inactive.” Having a shadow-system of courses that are still listed as “active” at the state level yet not actually offered or assessed at the college creates inconsistency with our data. All of our

			<p>data should match from CurricUNET to the catalog to Banner to the state Chancellor's Office inventory (COCI). All active courses should be offered often enough to also assess their SLOs on a regular basis. If not offered, the classes shouldn't be listed in the catalog, so faculty keeping courses listed in hopes that someday they might be able to offer them are encouraged to inactivate these courses. If the day comes when they are able to offer them again, they can always be reactivated but must go through Board approval again and get chaptered by the state.</p>
XII.	CurricUNET Discussion/Updates – Shannon Davis/Laura Anderson	I, D	<p>M. Ketaily did DL appendix only for FT R152, which showed up in the Curriculum Tech queue, so this option of adding a DL appendix only (without updating the whole COR) is now working.</p>
XIII.	Curriculum Committee Goals 2017-18 – Shannon Davis	I, D	<p>S. Davis reviewed the draft of the Curriculum Committee Goals for 2017-18. S. Davis will work with C. Tafoya for item 9 and to find a way to document review of CTE curriculum every two years as required by the state. Item 13 is new and might be an item that will be added to the Curriculum Handbook. Vote will take place at the next meeting; send comments to S. Davis.</p>
XIV.	Curriculum Handbook Sections: Committee members' role, Curriculum meeting agendas, what must be approved by the Curriculum Committee, calendar and approval timelines	I, D	<p>The Handbook was split into sections for review by the committee members assigned to teams. Send any further comments/edits to S. Davis.</p> <p>Suggestions under timelines included adding reviews, which should be completed every 5 years.</p> <p>Chapter 2: what must be approved by the committee? Fix formatting, change "proofed" to "reviewed," and spell out what should be proofed vs. reviewed.</p> <p>Chapter 3: Curriculum Meeting Agendas: A. Melidonis and J. McArthur reviewed this area and there are no changes.</p>
XV.	Noncredit Courses	I, D	<p>S. Davis provided a presentation from the Academic Senate for CCC titled Beginning Noncredit Programs. Items in the presentation included reviewed completion vs. competency, pros and cons of non-credit courses were discussed, and there are 10 non-credit categories. Positive attendance issues were discussed. Career Development College Prep (CDCP)</p>

			requirements were established in Ed Code 84760.5. Course numbering for non-credit classes was discussed. Conversation regarding this issue will continue at the next meeting. It was suggested to put something (a new noncredit course) through and test the process. CurricUNET should allow for this as is.
XVI.	Articulation Report – S. Davis	I	There was no report.
XIV.	High School Articulation Report – M. Cabral	I	There was no report.
XV.	Distance Ed Committee Report – Shannon Newby	I, D	There was no report.
XVI.	General Ed Committee Report – Shannon Davis	I	There has been no meeting yet.
XVII.	DTRW-I Committee Report – Shannon Davis	I	DTRW-I had demos of both DigARC and CourseLeaf curriculum management systems.
XIII.	Strategic Planning Steering Committee Report (SPSC)	I	There was no report.
XXI.	New Business	I	There was no new business.
XXII.	Public Comment	I	There was no public comment.
XXIII	Adjournment	I, AT	S. Davis adjourned the meeting at 4:05 pm.
	Future Meetings	I	<ul style="list-style-type: none"> • October 11 • October 25 • November 8 • November 22 (college is closed that week) • December 13 • January (curriculum is dark) • February 14 • February 28 • March 14 • March 28 (college closed for Spring break) • April 11 • April 25 • May 9 (no first reading items will be read)