



CURRICULUM COMMITTEE MEETING MINUTES

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

Voting Members Absent: Jerry Lulejian (no proxy), Emily Zwaal

Proxies: none

Non-voting Members Present: Joel Diaz, Luis Gonzalez, Carolyn Inouye, Christina Tafoya

Non-voting Members Absent: Roy Vasquez (Co-Chair), Gail Warner

Guests: America Barroso, Adam Hart

Meeting Date: 4/11/18 Approval of Minutes from: 3/14/18 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 2:07 pm. There were no proxies to announce.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: There were no changes to the agenda. C. Yang moved to approve the agenda as amended, A. Melidonis seconded, and the motion passed. Yes: Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Graciela Casillas-Tortorelli, Arminé Derdarian, Jonas Crawford, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Mati Sánchez, Art Sandford, Richard Williams, Scott Wolf, Catalina Yang No: None

III.	Approval of Minutes	I, AT	<p>Additions/changes to the minutes: R198A should be R199B; there was no meeting adjournment time; meeting adjourned at 2:26 pm.</p> <p>M. Sanchez moved to approve the March 14, 2018 minutes as presented, S. Wolf seconded, and the motion passed.</p> <p>Yes: Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Graciela Casillas-Tortorelli, Arminé Derdarian, Jonas Crawford, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Mati Sánchez, Art Sandford, Richard Williams, Scott Wolf, Catalina Yang No: None</p>
IV.	Second Reading	I, AT	<p><u>Career & Technical Education</u> CAOT R801, CAOT R802</p> <p><u>Liberal Studies</u> none</p> <p><u>Library, Transitional Studies, Health, Athletics, PE</u> ESL R048, ESL R801A, ESL R801B, ESL R801C, PE R133A</p> <p><u>Math/Science</u> MATH R005, MATH R015, MATH R098F, MATH R098G</p> <p><u>Student Development</u> none</p> <p>G. Casillas-Tortorelli moved to approve the second reading items, S. Wolf seconded, and the motion passed. Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Graciela Casillas-Tortorelli, Arminé Derdarian, Jonas Crawford, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Mati Sánchez, Art Sandford, Richard Williams, Scott Wolf, Catalina Yang No: None</p>
V.	First Reading	I	<p><u>Career & Technical Education</u> Associate in Science in Hospitality Management for Transfer (new) and Certificate of Achievement in Hospitality Management (revised)</p>

		<p>Units were reviewed and discussed. Some faculty worried that students would see some courses listed in both List A and List B and think they could count them in both sections. A note can be added to let students know they cannot double count their courses within the major.</p> <p>Associate in Science in Culinary Arts (revised) and Certificate of Achievement in Culinary Arts (revised): Adam Hart introduced the two revised programs. Start date (should be fall 2019) and unit calculations need review.</p> <p>A. Hart introduced the new Certificate of Achievement and Proficiency Award in Baking and Patisserie. Previously, the only baking course that OC offered was Baking Techniques. This year A. Hart wrote two new courses, "Advanced Pastry" and "Cake Decorating and Assembly." These two courses are included in the two new programs being presented today. These programs are for students specifically interested in baking and pursuing jobs in bakeries, bakery departments in grocery stores, or as bakers for restaurants.</p> <p>Certificate of Achievement in Baking and Patisserie: Recommend rewriting the program's "justification." This program is only 15 units, and in order for students to receive federal financial aid, programs must be at least 16 units, something to consider.</p> <p>Proficiency Award in Baking and Patisserie:</p> <p>Proficiency awards need to go through the Board, but not the state, and therefore will make it into the next catalog because of this shorter process. Justification may need revising. Rewrite learning outcomes 1 & 2</p> <p>There was a short discussion about the number of units allowed in Certificates and Proficiency Awards. S. Davis reminded the committee that Certificates of Achievement are 18 units and up and anything that is 18 units must be called a Certificate of Achievement and be approved by the state Chancellor's Office (CCCCO). There are also "low-unit" certificates which are still Certificates of Achievement but they can be 12-17.5 units and they must also be submitted to the</p>
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		<p>CCCCO for approval. Proficiency Awards must be less than 18 units and do not require CCCCCO approval. Units for all courses were discussed as it was pointed out that our CRM R102A is 4 units more than the C-ID descriptor it aligns with. The committee agreed that this should be a popular program.</p> <p>M. Sanchez introduced the two new programs in Deaf Studies and American Sign Language for Emily Zwaal and read a statement on E. Zwaal's behalf.</p> <p>Currently, students completing all of the courses offered by Oxnard College who are interested in pursuing fields related to ASL and in working with the Deaf are able to document their skills with a certificate or degree. Students pursuing degrees in fields unrelated to ASL have continually expressed interest in learning the language to enhance prospective employment opportunities and to increase their communicative proficiency in the language. However, because the advanced ASL courses are not required in any program and therefore not covered by financial aid, students are often forced to discontinue their studies beyond ASL R102. Offering both a COA and an AA would give students the opportunity to advance in ASL and to boost enrollment at all levels, particularly in ASL R103 and ASL R104.</p> <p>In addition, there is a growing interest in ASL nationwide (it is the now the 3rd most studied modern language in the U.S.), there is a shortage of interpreters for the deaf and hard of hearing and a shortage of deaf educators nationwide. E. Zwaal took a survey of more than 100 ASL students at OC and results indicated that well over 90% of currently enrolled ASL students are highly interested in these certificate and degree options.</p> <p><u>Liberal Studies</u> Associate in Arts in Deaf Studies: PSLOs #1 and #3 are not measurable.</p> <p>Certificate of Achievement in American Sign Language: PSLO #1 is vague and needs to be measurable. Units need review, not calculating correctly.</p>
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VI.	Distance Learning Approval	I, AT	There were no items.
VII.	Requisite Approval	I, AT	There were no requisites to approve on this agenda.
VIII.	Deletions/Inactivation	I	There were no course inactivations on this agenda.
IX.	Consent Agenda	I, AT	There were no consent agenda items.
	INFORMATION/DISCUSSION		
X.	Impact of Curricular Decisions on Counseling, Veterans and Financial Aid – Graciela Casillas-Tortorelli	I	<p>G. Casillas-Tortorelli requested that faculty be mindful of veterans' resources and tuition benefits when creating or revising courses and programs, especially if these are late changes and require changes to the already published schedule. These changes affect all students but especially our Veterans.</p> <p>A. Barroso noted that the VA will not pay for a course that is not listed in the college catalog. The VA will also not pay for a course that is not included in the student's chosen program or related to the student's educational goal. Changes to the schedule financially impact the student as well. When students with priority registration meet with a counselor and create a schedule that works for the student, that student is then certified for the courses they are enrolled in. Students must be enrolled in a minimum of 12 units in order to receive the full housing allowance. Last minute changes to the schedule can leave students below full time status,</p>

		<p>which decreases the amount of housing allowance they receive. If they cannot make their rent this creates a housing stability issue. Also, if the student was paid by the VA for fulltime status and they fall below 12 units, the student may have to pay received money back to the VA. This can lead to anxiety for the student.</p> <p>In addition, if changes are made to their schedule, veteran students must meet with a counselor again to create a new schedule which needs to be certified again which requires all new paperwork. Once this paper work is completed by a counselor then Admissions and Records must recertify. Then the student has to wait for the VA to process this paperwork again and hope to receive payment in a timely manner. Students are diligent about doing their part but when changes to the schedule are made it not only affects them academically, since they may be delayed in reaching their academic goal. OC counselors have no control over how quickly the VA process paperwork.</p> <p>When Oxnard College cancels or changes courses after the schedule is published, students have to scramble to find new courses and this often results in them needing to enroll in courses at Ventura College because there are more course options available.</p> <p>For example, this year, CRM created experimental courses in order to change the units of existing courses mid-year. The existing courses were removed from the schedule and replaced with these new experimental courses during the first week of the spring semester. Students registered into the existing CRM courses were then switched automatically into the new experimental courses without their knowledge. This change in units resulted in some veteran's dropping below the 12 units they needed to be full-time and to receive their housing allowance. In addition, all of their paperwork had to be redone and recertified after the semester had already started. In addition, because experimental courses are not in the catalog and not connected to any program, the VA does not consider them to be eligible courses for financial aid.</p>
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			<p>Finally, veterans have only 36 months to complete their program, so delays and changes can greatly impact their progress. There is no wiggle room for vets. Under new financial aid initiatives, veterans are not eligible for completion grants.</p> <p>Counselors reminded the committee that in addition to experimental courses, directed studies courses (R199s) cannot be counted either. The committee asked about the transferability of the R198 courses. S.Davis explained that R198s are transferrable only as free electives to the CSU. The UC will not accept either R198s or R199s.</p>
XI.	Curriculum Updates – Shannon Davis	I	<p>The committee is still accepting deactivations of courses and programs for the 4/25 curriculum agenda. This is the last call to remove them from the 2018-2019 college catalog. S. Davis indicated the May curriculum meeting may be cancelled as there may not be anything for first or second reading.</p>
XII.	CurricUNET/CourseLeaf Updates – Shannon Davis	I	<p>CurricUNET will be available until next February and plans are under development for transferring the historical data to the new curriculum management system called CourseLeaf CIM. The workgroup that had previously worked to create a district wide COR template will meet on 4/26 to create a program template.</p>
XIII.	Articulation Report – Shannon Davis	I	<p>IGETC and CSU GE-Breadth determinations are not available as of yet. Usually these decisions are posted by April 1st but there has been a delay due to the new ASSIST Next Gen system and there is no timeline yet for their publication.</p>

<p>XIV.</p>	<p>High School Articulation Report – Shannon Trefts/Christina Tafoya</p>		<p>S. Trefts provided a written report via C. Tafoya:</p> <p>Number of Participating High Schools: 16+ (+ accounting for all CEC Sites)</p> <p>ACHS, Apollo HS, Buena HS, CEC, CIHS, Foothill Tech, Frontier, Hueneme, NPHS, Nordoff, Oxnard, Pacifica, Rancho Campana, Rio Mesa, Royal, Santa Susana</p> <p>Students Awarded Credit: Pending Credit: 564 (Assumed that this will process) Awarded Credit: 509 Total: 1,073</p> <p>Courses Articulated: 90 Agreements, 20 Courses</p> <ul style="list-style-type: none"> • AB R001-2 • AB R005A-2 • ACCT R101-1 • ADS R104-1 • AT R010-5 • BUS R001-1 • BUS R100-2 • BUS R132-1 • CAOT R122- 5 • CNIT R101-3 • CNIT R120-1 • CRM R100-2 • CRM R106-14 • ECE R102- 10 • ECE R103- 4 • FTVE R120-1 • FTVE R130-14 • FTVE R135-2 • PG R101-13 • PLS R110-6
<p>XV.</p>	<p>Distance Ed Committee Report – Shannon Newby</p>	<p>I, D</p>	<p>S. Newby said that the DE Committee had revised the DE plan and it will be circulated for review. She indicated there is a DE Summit in June for which professional development funds are available but faculty must apply to receive these funds. R Cabral indicated the Professional Development Committee</p>

			<p>(PDC) has about \$14k in travel related funding specifically for DE and has a special application to use those funds which can be found in SharePoint under the 2016 Accreditation Vault folder. S. Wolf is the only one that has applied so far. If this funding is not used, it will have to be returned to the District.</p> <p>There is an Online Teaching Conference in Anaheim, June 18-20, 2018. It was noted that conferences related to DE, Dual Enrollment, as well as OER program development can be paid for under the Title V grant administered by Eliseo Gonzalez. Requests need to be processed through PDC.</p>
XVI.	General Ed Committee Report – Shannon Davis	I, D	S. Davis indicated they will not hold any more meetings until fall.
XVII.	DTRW-I Committee Report – Shannon Davis	I, D	The DTRW-I meeting was postponed until next week, April 19th.
XVIII.	Strategic Planning Steering Committee Report (SPSC)	I, D	The draft strategic plan is available for reviewing. The next SPSC meeting will be held next week.
XIX.	New Business	I	There was no new business.
XX.	Public Comment	I	There was no public comment
XXI.	Adjournment	I, AT	S. Davis adjourned the meeting at 2:48 pm.
XXII.	Future Meetings	I	<ul style="list-style-type: none"> • April 25 • May 9 (<i>no first reading items will be read</i>)