



## CURRICULUM COMMITTEE MEETING MINUTES

**Voting Members Present:** Shannon Davis (Chair), Alan Ainsworth, Arminé Derdarian, Dianne Frehlich, Steve Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munyantwali, Shannon Newby, Maria Pinto-Casillas, Mati Sánchez, Art Sandford, Richard Williams, Scott Wolf

**Voting Members Absent:** Laura Anderson

**Proxies:** none

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

**Non-voting Members Absent:**

**Guests:** Janet Dawald, Mike Webb

Meeting Date: 8/29/18      Approval of Minutes from: 4/25/18      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 2:04 pm.  Proxies announced: There were no proxies to announce.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: There were no changes to the agenda.  <b>A. Melidonis moved to approve the agenda as presented, M. Hurtado seconded, and the motion passed.</b> <b>Yes:</b> Shannon Davis (Chair), Alan Ainsworth, Arminé Derdarian, Dianne Frehlich, Steve Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munyantwali, Shannon Newby, Maria Pinto-Casillas, Mati Sánchez, Art Sandford, Richard Williams, Scott Wolf

			<b>No:</b> None
III.	Approval of Minutes – April 25, 2018	I, AT	<p>Additions/changes to the minutes:</p> <p><b>M. Sanchez moved to approve the April 25, 2018 minutes as presented, M. Hurtado seconded, and the motion passed.</b></p> <p><b>Yes:</b> Shannon Davis (Chair), Alan Ainsworth, Arminé Derdarian, Dianne Frehlich, Steve Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munyantwali, Shannon Newby, Maria Pinto-Casillas, Mati Sánchez, Art Sandford, Richard Williams, Scott Wolf</p> <p><b>No:</b> None</p>
IV.	Second Reading	I	There are no second reading items.
V.	First Reading	I	<p><u>Career &amp; Technical Education</u>  ADS R117, ADS R119, ADS R120, EMT R069, FT R151, FT R152, FT R154, FT R161, FT R167, FT R170, FT R180</p> <p><u>Liberal Studies</u>  ART R104A, ART R104B, ART R106A, ART R106C, ART R110A, ART R110B, ART R110C, ART R115A, ART R126B, ART R126C, ART R165, ART R180, EDU R122, ENGL R104, ENGL R189, ENGL R198, SPAN R103, SPAN R140, SPAN R141</p> <p><u>Library, Transitional Studies, Health, Athletics, PE</u></p> <p><u>Math/Science</u></p> <p><u>Student Development</u></p> <p><u>Career &amp; Technical Education</u></p> <p>ADS R117 Treatment Modalities in the Criminal Justice System  Does not require DTRW-I review, move to 2nd reading  Typical Graded Assignments: Any assignments for which the student will receive a grade should be listed here. Outside Assignments: can repeat those that are</p>

		<p>worked on at home. Outside Assignments: there is a 3-5 page report that should be in the Graded Assignments</p> <p>ADS R119 – Community as Treatment in the Criminal Justice System  Does not require DTRW-I review, move to 2nd reading  Catalog description: last part of last sentence is vague and seems incomplete "illustrations of the entire process of life-style changes." Are these life-style changes that occur when someone is incarcerated or need to occur after they are released or ???. Objectives: #1 Assessment, screening, &amp; evaluation aren't included in course content. Course content: needs fleshed out in better outline format with topics and subtopics. All topics from objectives and SLOs should be found within the content. Typical Graded Assignments/Outside Assignments: the graded assignments that are outside should also be found in the outside section to justify the lecture units assigned to the course (2 hours of outside work per 1 hour of lecture).</p> <p>ADS R120 – Introduction to Alcohol and Drugs in the Criminal Justice System  Does not require DTRW-I review, move to 2nd reading  Objectives: #1, 2, 3, don't appear in course content. #5 refers to police culture, but content only mentions police management, #4 refers to specific Supreme Court cases but the content looks like only the types of courts are covered, doesn't mention cases, #8 refers to prof. courtroom actors but these aren't specified in content. Content: Needs to be fleshed out so that objectives are clearly covered. #7 might instead be Punishment &amp; Sentencing Rationales with judicial philosophy as one of the subheadings below.</p> <p>FT R151 Fire Protection Organizations  Does not require DTRW-I review, move to 2nd reading  Units / Hours: Change to "Yes" for variable units so you can add the upper range of 54 in the total contact hours. Distance Learning Appendix: should be left blank unless you are actually offering this as a hybrid or online class. It is meant to indicate how you have contact hours with students in an online class, not how you will communicate with students in general.  Methods of Instruction: fix format by unlocking the page</p>
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		<p>and copying/pasting each method individually instead of in a single paragraph so that it transfers to CourseLeaf correctly.</p> <p>FT R152 Fire Prevention Technology Does not require DTRW-I review, move to 2nd reading Basic Course Information: Course start date should be Fall 2019, not Fall 2015. Units / Hours: choose variable units to "yes" so you can add the upper limit of contact hours. Content Review: is incomplete. Method of Instruction: Says to see attached file but there are no files attached</p> <p>FT R154 – Fire Behavior and Principles of Combustion Does not require DTRW-I review, move to 2nd reading Basic Course Information: Catalog start date is 2019, not 2020. Units / Hours: choose "yes" for variable units so you can add the upper limit for contact hours (54). Content Review: needs to be completed for requisites. Methods of Instruction: historic formatting rolled over, you need to cut and paste each method separately. Typical Graded Assignments: should include an example of the type of homework assignment, "homework assignments, such as chapter quizzes from the text. Distance Learning Appendix: unless intended to be offered as a hybrid or online course, leave both boxes on this page blank.</p> <p>FT R161 – Building Construction for Fire Protection Does not require DTRW-I review, move to 2nd reading Basic Course Information: catalog date should be 2019, not 2020. Units / Hours: variable units to "yes" to add the upper limit of contact hours (54). Content Review: needs to be completed for the requisites. Typical Graded Assignments: have an example of the type of assignment required. Distance Education Appendix: unless offering the course as a hybrid or fully online this page should be left blank. In comparing the COR to C-ID FIRE 130X, there were just a few items from the content &amp; objectives that might be spelled out more clearly so that the alignment is obvious. Objectives: From the C-ID descriptor, objective #11 (GIS) is not evident in COR in objectives or content. Objectives 4-10 are clearly found in the outline but 1, 2, &amp; 3, are not clear in the objectives. Content: content is much more detailed than the descriptor, but there were some topics in the descriptor that should be spelled out</p>
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		<p>in the content.</p> <p>FT R167 – Fire Equipment and Apparatus Does not require DTRW-I review, move to 2nd reading Basic: Start date 2020 or 2019? Units: Put a range in for hours. Methods: Not all methods are methods</p> <p>FT R170 – Firefighter I Academy Change to units requires course to have DTRW-I review. Methods of Instruction #4 is not a method of instruction. Methods of Evaluation lists essays, but none are listed in Graded Assignments.</p> <p>FT R180 – Wildland Fire Academy Does not require DTRW-I review, move to 2nd reading. Basic Course Information: catalog start date should be FALL 2019 not summer. Requisites: Does EMT 079 HAVE to be taken at the same time? Could a student have taken EMT 079 earlier and still take FT 180? If so, then should add in an “or” at the bottom of the EMT 079 requisite (instead of the "and" that is already there) and put in the same course as a prerequisite.</p> <p><b><u>Liberal Studies</u></b></p> <p>ART R104A – Color and Design: 2-D Foundations Does not require DTRW-I review, move to 2nd reading SLOs need to be revised. This looks like the content was accidentally copied and pasted into this section or merged with this section. Units/Hours: Put in range of hours. Methods: Some aren't methods.</p> <p>ART R104B – Color Theory Does not require DTRW-I review, move to 2nd reading SLOs: same issue as with ART R104A. Looks like content was copied into SLOs. These need revised. Textbook: This is a C-ID course so there should be at least one text listed that is less than 5 years old.</p> <p>ART R106A – Drawing and Composition I Does not require DTRW-I review, move to 2nd reading Lab content: #9 is write a gallery report. Is this truly done in class and is it a graded assignment that should also be listed under Typical Graded Assignments? Textbooks: Need one less than 5 years old for C-ID. Units: Put a range of hours</p> <p>ART R106C – Drawing and Composition I</p>
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		<p>Does not require DTRW-I review, move to 2nd reading  Lab content: formatting is off. Should be numbered  outline format instead of bullets. Methods of Instruction:  legacy methods should be deleted. Units: Put a range  of hours. Lab Content: May want to include more detail.  Methods: Some aren't methods of instruction.  Evaluation: Essays? If so, please list example in typical  graded. Textbooks: Anything newer?</p> <p>ART R110A – Beginning Acrylic Painting  Does not require DTRW-I review, move to 2nd reading  Units/Hours upper range missing. Objectives: #5, 6, 7  all use the word "develop" which isn't what they will be  able to do or know by the end of the semester.  Hopefully, they are developing throughout the semester  and at the end can demonstrate what they learned in  some way. Textbooks: C-ID courses (and UC  transferable courses) require a text no older than 5  years old. You can leave the one you have and add  another more recent text as well that would be an  appropriate text. Need newer textbook. Methods of  instruction is listed as essays.</p> <p>ART R110B – Intermediate Acrylic Painting  Does not require DTRW-I review, move to 2nd reading  Units/Hours: Hours incomplete. Methods of Instruction-  -4. Indent A-E (outline format).</p> <p>ART R110C – Advanced Acrylic :Painting  Does not require DTRW-I review, move to 2nd reading  SLO #2 - how do you measure that the student has  "realized a creative expression?"</p> <p>ART R115A – Abstract Concepts I  Does not require DTRW-I review, move to 2nd reading  Units/Hours--No max hours listed. Course ID: drop the  "A" since you are inactivating the "B" section of this  course. SLOs--Replace word develop with maybe  express and integrate in numbers 2 and 3. Course  Textbook--2005 and 2011 – need newer textbook.</p> <p>ART R126B – Life Drawing II  Does not require DTRW-I review, move to 2nd reading  No substantive changes.</p> <p>ART R126C – Life Drawing III</p>
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		<p>Does not require DTRW-I review, move to 2nd reading No substantive changes.</p> <p>ART R165 – Portfolio/Gallery Presentation Does not require DTRW-I review, move to 2nd reading Missing range in contact hours. SLOs need measurable "verbs" other than use, understand, or realize. Graded assignments don't mention an essay.</p> <p>ART R180 – 3-D Foundations Does not require DTRW-I review, move to 2nd reading Textbooks: This is a C-ID course (and UC) requiring at least one current textbook less than 5 years old.</p> <p>EDU R122 – Introduction to Education Does not require DTRW-I review, move to 2nd reading Change start date to Fall 2019. Catalog Description: the TB test and Livescan fingerprinting belong under Limitations on Enrollment. Course Content: just a few topics I'd add from the C-ID descriptor to the COR. #3 in descriptor mentions "ethics" so this should be evident in the COR. #7 "other school personnel both in general &amp; special ed" should be added. #8 &amp; 9 should be added under XI. Student Observations. #11 should be spelled out, maybe under IV?</p> <p>ENGL R104 – English Literature I Course does not require DTRW-I review. Move to 2nd Reading. Units / Hours: select "yes" for variable units so can put range in total contact hours. Student Learning Outcomes: clarify the word "Locate." Textbook: Is there a newer edition? This one is dated 2012. GE / Transfer / C-ID: box not checked from list on the right side. Attached Files: Uploaded version of the SLOs is not needed now that we have a page for SLOs.</p> <p>ENGL R189 – Topics in Literature Course doesn't require DTRW-I review, move to 2nd Reading. Prerequisites: should be changed to add "or placement as determined by the college's multiple measures assessment process." Methods of Instruction: this page needs fixed. Only the legacy Methods are showing.</p> <p>ENGL R198 – Short Courses in English Course does not require DTRW-I approval, move to</p>
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		<p>2nd Reading. <del>Requisites: Should there be an "or" with ENGL R097 so reads ENGL 097 or ENGL 100.</del>  Content Review: needs to be completed. Student Learning Outcomes: remove specific "is developed" from end of sentence, "student learning outcomes will be developed as appropriate for the course is developed." Methods of Evaluation: N/A? Other Instructional Materials: should read, "Appropriate materials" instead of "Appropriate textbooks."</p> <p>SPAN R103 – Intermediate Spanish I  Does not require DTRW-I review, move to 2nd Reading. Course Textbook Resources--The word "Required" may not be necessary under Text, Software and Other. Course Objectives: make sure that all objectives are taught within the content. In the objectives in #1 and #2 the "indicative" mood is one of the topics but it is not obviously evident in the content. #5 has students reading and identifying main &amp; secondary ideas but this also isn't in the content section.</p> <p>SPAN R140 – Spanish for Heritage Speakers I  Does not require DTRW-I review, move to 2nd reading. Catalog start date Fall 2018- should be 2019. Units/Hours - upper range missing. Course Textbook/Resources--Should term "required" be removed? How about examples of "Required Websites in Spanish"?</p> <p>SPAN R141 – Spanish for Heritage Speakers II  Does not require DTRW-I review, move to 2nd Reading.</p> <p><b>A. Melidonis moved to approve the first reading items, M. Sanchez seconded, and the motion passed.</b></p> <p><b>Yes:</b> Shannon Davis (Chair), Alan Ainsworth, Arminé Derdarian, Dianne Frehlich, Steve Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munyantwali, Shannon Newby, Maria Pinto-Casillas, Mati Sánchez, Art Sandford, Richard Williams, Scott Wolf  <b>No:</b> None</p>
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VI.	Distance Learning Approval	I, AT	<p>Distance Learning Approval – ADS R117, ADS R119, ADS R120, EDU R122, ENGL R104, FT R152, SPAN R103, SPAN R140, SPAN R141</p> <p>ADS R117  ADS R119  ADS R120  EDU R122  ENGL R104  FT R152  LMS says CMS, remove brand names,  SPAN R103  SPAN R140  SPAN R141</p> <p><b>A. Melidonis moved to approve the Distance Learning items, R. Morris seconded, and the motion passed.</b></p> <p><b>Yes:</b> Shannon Davis (Chair), Alan Ainsworth, Arminé Derdarian, Dianne Frehlich, Steve Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munnyantwali, Shannon Newby, Maria Pinto-Casillas, Mati Sánchez, Art Sandford, Richard Williams, Scott Wolf  <b>No:</b> None</p>
VII.	Requisite Approval	I, AT	<p>Requisite Approval</p> <p>A. Prerequisites/Corequisites – ART R104B, ART R106C, ART R110B, ART R110C, ART R115B, ART R126B, ART R126C, ART R165, ENGL R104, ENGL R189, FT R152, FT R154, FT R161, FT R167, FT R170, FT R180, SPAN R103, SPAN R141</p> <p>B. Advisories – ENGL R189, ENGL R198, FT R170, SPAN R102</p> <p><b>A. Melidonis moved to approve the requisite items, A. Sandford seconded, and the motion passed.</b></p> <p><b>Yes:</b> Shannon Davis (Chair), Alan Ainsworth, Arminé Derdarian, Dianne Frehlich, Steve Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munnyantwali, Shannon Newby, Maria Pinto-Casillas, Mati Sánchez, Art Sandford, Richard Williams, Scott Wolf</p>

			<b>No:</b> None
VIII.	Deletions/Inactivation	I	<p>ART R115B, ART R156B</p> <p><b>A. Sandford moved to approve the deletions/inactivation items, A. Melidonis seconded, and the motion passed.</b></p> <p><b>Yes:</b> Shannon Davis (Chair), Alan Ainsworth, Arminé Derdarian, Dianne Frehlich, Steve Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munyantwali, Shannon Newby, Maria Pinto-Casillas, Mati Sánchez, Art Sandford, Richard Williams, Scott Wolf</p> <p><b>No:</b> None</p>
IX.	Consent Agenda	I, AT	N/A
	<b>INFORMATION/DISCUSSION</b>		
X.	Substitute Curriculum Chair for 9/26 Meeting	I, D	<p>Governet delayed the upload of data from CurriUNET to CourseLeaf, resulting in more delays in our implementation timeline. There were many CourseLeaf teleconferences and work being done by the district workgroup throughout June, July, and August, which continues in September. Some CourseLeaf meetings scheduled within the next few weeks conflict with our regularly scheduled Curriculum Committee meetings. L. Anderson is attending the conference call meeting today which resulted in her absence from the Curriculum Committee meeting today. S. Davis indicated co-chairs are needed to run the meeting on 9/26 since S. Davis and R. Vasquez cannot be in attendance due to mandatory CourseLeaf on-site training. A. Melidonis was selected as the faculty co-chair and A. Sandford as the administrative co-chair. S. Davis mentioned she will provide access to the curriculum for that agenda as soon as possible and requested the teams review it promptly and stressed that everyone needed to do their part to contribute. Agendas and assignments will come out early due to a heavy agenda for the next two meetings. The implementation of CourseLeaf is moving along with an expected launch in Spring 2019 and will be an improvement in curriculum software with a much more user-friendly interface that includes color indicating new and deleted information. Some</p>

			members indicated that they were colorblind and S.Davis commented that they were told by the programmers that CourseLeaf will be color blind friendly.
XI.	Curriculum Updates: Deadlines for this curriculum cycle	I, D	Deadlines were sent out to the committee members. The next two meetings are the only meetings for approving curriculum this year. S. Davis reminded everyone that the reasons for the early deadlines include the combination summer/fall schedule and that.
XII.	CurricUNET/CourseLeaf Updates – Shannon Davis	I, D	CourseLeaf will be pulling all data from CurricUNET one last time at the end of the semester and all courses and programs must be complete including approval dates. We don't want anything in a draft status
XIII.	Articulation Report – Shannon Davis	I, D	The ASSIST Next Gen Articulation website's public site launch has once again been delayed. Originally it was to go LIVE Summer 2017, then Summer 2018, and now, thanks to having to change vendors, it is delayed until Summer 2019. Articulation agreements continue to be built by Articulation officers but most of this information is not yet accessible so CSU and UC's have started to put some articulation information on their own websites and sent out links to these sites which S. Davis forwards to Counselors. A chart was sent to Counselors indicating which CSU/UC campuses were still honoring the 16-17 Articulation on the ASSIST website and which had changes. At the Curriculum Institute, the Chancellor's Office explained that they were changing vendors for COCI as well after having so many issues with the new platform. It works, but there are still issues on a regular basis. C-ID is also experiencing problems with its new site.
XIV.	High School Articulation Report – Shannon Trefts	I, D	Add Shannon Trefts to the Curriculum Committee's distribution list so she can send a report to Robert.
XV.	Distance Ed Committee Report – Shannon Newby	I, D	The DE Committee has not met yet. S. Newby indicated she is no longer on this committee and Scott Wolf will be the one reporting out to the Curriculum Committee.
XVI.	General Ed Committee Report – Shannon Davis	I, D	Has not met yet. Will meet after new courses proposed for GE are reviewed by the Curriculum Committee.
XVII.	DTRW-I Committee Report – Shannon Davis	I, D	Has not met yet. Meets Thursday, 9/13.

XVIII.	Strategic Planning Steering Committee Report (SPSC)	I, D	S. Newby indicated the SPSC has been disbanded and should be taken off the agenda as a standing item.
XIX.	New Business	I	There was no new business.
XX.	Public Comment	I	S. Wolf indicated there is a student film screening at the PAB tonight and encouraged all to attend. The film was shot at Paramount Studios and will be submitted to Sundance Festival. City of Oxnard film festival will also feature this film.
XXI.	Adjournment	I, AT	S. Davis adjourned the meeting at 3:14 pm.
XXII.	Future Meetings	I	September 12, 2018