



CURRICULUM COMMITTEE MEETING MINUTES

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

Voting Members Absent: Dianne Frehlich

Proxies: Luis Gonzalez for Dianne Frehlich

Non-voting Members Present: Roy Vasquez (Co-Chair), Robert Cabral, Luis Gonzalez, Carolyn Inouye

Non-voting Members Absent: Joel Diaz, Gail Warner

Guests: Patricia Mendez, Rainer Mack, Lois Zsarnay, Alex Lynch

Meeting Date: 09.12.2018 Approval of Minutes from: 08.29.2018 Recorded By: Amparo Medina

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: Luis Gonzalez for Dianne Frehlich
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: A. Melidonis moved to approve the agenda as presented, R. Williams seconded, and the motion passed. First Reading items: Proficiency award in US Lifeguard Academy I and CNIT R180 should have been bolded on the agenda because they are new (new control number) ECE R108 pulled as it is co-listed with PSYCH 111. They need to be reviewed at the same time

			<p>Second Reading items: Pulling courses that did not complete changes from first reading - ART R104A, ART R104B, ART R106A, ART R106C, ART R110A, ART R110B, ART R110C, ART R115A, ART R126B, ART R126C, ART R165, ART R180, and EDU R122 removed.</p> <p>Agenda approved as amended. Yes: A. Ainsworth, L. Anderson, A. Derdarian, S. Hall, M. Hurtado, J. McArthur, A. Melidonis, R. Morris, J. Munityantwali, S. Newby, M. Sánchez, A. Sandford, R. Williams, S. Wolf No: None</p>
III.	Approval of Minutes – August 29, 2018	I, AT	<p>Additions/changes to the minutes:</p> <p>R. Morris moved to approve the August 29, 2018 minutes as presented, M. Sanchez seconded, and the motion passed.</p> <p>First reading: On page 2 and page 5, under Liberal Studies - “RT” of ART R104A is lowercased</p> <p>Second Reading: Top of page 8, removed Requisites: Should there be an “or” with ENGL R097 so reads ENGL 097 or ENGL 100.</p> <p>Minutes approved as amended.</p> <p>Yes: A. Ainsworth, L. Anderson, A. Derdarian, S. Hall, M. Hurtado, J. McArthur, A. Melidonis, R. Morris, J. Munityantwali, M. Pinot-Casillas, S. Newby, M. Sánchez, A. Sandford, R. Williams, S. Wolf No: None</p>
IV.	Second Reading	I, AT	<p>ADS R117, ADS R119, ADS R120, EMT R069, FT R151, FT R152, FT R154, FT R161, FT R167, FT R180, ENGL R104, ENGL R189, ENGL R198, SPAN R103, SPAN R140, SPAN R141</p> <p>A. Melidonis moved to approve the Second Reading items. M. Sanchez seconded and the motion passed.</p>

			<p>Yes: A. Ainsworth, L. Anderson, A. Derdarian, S. Hall, M. Hurtado, J. McArthur, A. Melidonis, R. Morris, J. Munyantwali, M. Pinot-Casillas, S. Newby, M. Sánchez, A. Sandford, R. Williams, S. Wolf</p> <p>No: None</p>
V.	First Reading	I	<p><u>Career & Technical Education</u> ADS R115, ADS R124, AT R014, AT R014L, AT R016, AT R018, AT R018L, AT R020, AT R026, AT R026L, AT R030, AT R030L, CNIT R151, CNIT R160, CNIT R180, CNIT R198, ECE R100, ECE R103, ECE R106, ECE R107, ECE R108, ECE R133, DH R015, DH R024, FT R155 Proficiency Award in USLA Lifeguard Academy I</p> <p><u>Liberal Studies</u> ART R101, ART R174, ENGL R097S, ENGL R101S, SPAN R119</p> <p><u>Library, Transitional Studies, Health, Athletics, PE</u></p> <p><u>Math/Science</u> BIOL R100/MST R100, BIOL R100L/MST R100L, CHEM R122, ENGR R135, ENGR R150, ENGR R160, ENGR R160L, MST R198</p> <p><u>Student Development</u> PG R820, PG R850</p> <p><u>Career & Technical Education</u></p> <p>L. Zsarnay introduced the revisions to the ADS courses being presented.</p> <p>ADS R115 - Alcohol, Drugs, Eating Disorders and Nutrition– Non-substantial revision Changes needed: Change catalog start date to Fall 2019. Typical graded assignments: Need to see more evidence of rigor since this is a baccalaureate level course. Essays must be included and we would expect to see a few shorter papers or one longer research paper due. Methods of Instruction #4 - perhaps not a method of instruction, consider adding "instructor critiques of... Textbooks/Resources: Journals are mentioned in the</p>

		<p>assignments so it might make sense to list a journal or two here.</p> <p>ADS R124 - Ethics and Confidentiality for Alcohol/Drug Studies– Non-substantial revision Basic Course Info: Catalog Start Date should be Fall 2019 Units/hours: should be a range of hours from 48 to 54. SLO #2 - Please revise language to make more assessable. Methods #4 - may not be a method of instruction In DE Appendix change CMS to LMS. Course content contains 11 topics and is quite thorough. Course objectives should probably reflect more closely the content.</p> <p>R. Williams introduced the revisions to the AT courses.</p> <p>AT R014 - Advanced Engine Performance – Non-substantial revision Basic Course Information: missing SAM code SLOs: #4 seems more like a graded activity, #3 and #7 are identical and not clearly measurable as written ("improve in their ability...") Non sub - Course Content: select "DONE" so box is checked Typical Graded Assignments: #3 is indicated as a laboratory assignment but there are no lab hours for this course, remove and put in AT R014L if needed Other Instructional Materials: Check for newer editions? CA automotive repair laws 2002 edition is shown. Non sub - Attached Files is checked: remove file with attached SLOs now that SLOs have their own page. Methods of Instruction: Move the applicable Methods to current area from the Legacy methods area one at a time and remove the Legacy methods.</p> <p>AT R014L - Advanced Engine Performance Lab – Non-substantial revision Basic Course Information: Missing TOP code and SAM code SLOs: #4 difficult to measure "students will improve ability to remember..." Other Instructional Materials: check for more recent?</p>
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		<p>CA automotive repair laws 2014 instead of 2002?</p> <p>AT R016 - Auto Electronics – Non-substantial revision</p> <p>SLOs: #4 is difficult to measure "improve in ability", #5 seems more like an assignment, maybe change to "Students will accurately complete wiring diagrams"</p> <p>DE Appendix: if this course isn't going to be offered online, it should be blank and page unchecked.</p> <p>AT R018 - Automotive Brake Systems – Non-substantial revision</p> <p>Basic Course Information: TOP code, CB04, CB21, and CB24 all missing</p> <p>SLOs: #3 seems like a method of instruction, #7 is difficult to measure "improvement", some seem like Methods of Instruction. Drop use of 'comprehend and replace with 'prove ability to successfully perform...''?</p> <p>AT R018L - Automotive Brake Systems Lab – Non-substantial revision</p> <p>Basic Course Information: TOP code missing</p> <p>Unit / Hours: change to Yes for variable units to allow for range of hours. Upper limit of contact hour range should be (72)</p> <p>SLOs: #1 difficult to measure "improve" unless doing pre and post-test in class, #4 and #6 are same</p> <p>Lab Content: Outline formatting needed, Make into numbered/lettered list with headings/subheadings just a reminder lab content should be clearly "lab" unlike course content which should be clearly "lecture" as this is a lecture / lab combination course</p> <p>DE Appendix: This is a lab course and this page should be blank. Remove information about instructor provided content if possible</p> <p>∴</p> <p>Typical Graded Assignments: should it state 'students will be tested to gauge/confirm proficiency...''?</p> <p>AT R020 - ASE Mechanics Certification – Non-substantial revision</p> <p>Basic Course Information: TOP and SAM codes missing, Title V repeatable?</p> <p>Course Objectives: #3 seems more like a method of instruction, maybe take out the "Dialog with Instructor"</p>
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		<p>and change to "Become familiar with..."? SLOs: might want to put in a few placeholders such as, "Correctly identify components of heating system" just to have something there since if this is a 5 year review and the course has not been run in all that time (since SLOs will be determined next time the course is run) why is it still offered? Non-sub Methods of Instruction: random "1" at the top, leftover formatting? Methods of Instruction: maybe remove #2 about taking tests since it seems like a graded assignment and is mentioned there</p> <p>S. Davis: With the exception of courses covered under Title 5 55041, a course is not repeatable unless there's something legally saying that they must repeat it.</p> <p>AT R026 - Automotive Engine Overhaul – Non-substantial revision Basic Methods of Instruction: TOP code missing SLOs: #3 difficult to measure "improvement" unless doing assessment at start and end of course maybe just remove word "improve" so say, "Students will be able to identify, retrieve, etc." Non-sub? Method of Instruction: random "1" at the top, holdover from previous formatting (seen in several others as well) Typical Graded Assignments: Remove "Instructor feedback" from #4, so just has students role-play assignments Outside Assignments: formatting seems off, historical maybe? Methods of Instruction: Move methods from Legacy Methods to the current area if you want to keep them. The Legacy Methods are to show you what the course did have but want you to choose the ones that are still applicable by entering them one by one above.</p> <p>AT R026L - Automotive Engine Overhaul Lab – Non-substantial revision Why does a lab class have any lecture at all? Shouldn't the lecture class cover all the lecture and the lab portion just be lab hours? Is this a CTE lab thing? Basic Course Information: missing TOP code, Missing SAM code. Course Content / Lab Content are identical but this</p>
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		<p>course is a lecture and lab combined so should be differences between the two with lecture content clearly lecture (methods of testing) and lab content clearly lab (doing of test)</p> <p>Methods of Instruction: random "1" at the top, formatting thing?</p> <p>Outside Assignments: formatting seems off</p> <p>Methods of Instruction: move legacy methods that apply to the new area, remove legacy.</p> <p>Non-sub edits: Minor formatting issue in Lab content with bullets instead of letters/numbers.</p> <p>SLOs: use of 'comprehend' in the SLOs?</p> <p>AT R030 - Automotive Transmission and Drive Line – Non-substantial revision</p> <p>Basic Course Information: missing TOP code, CB24</p> <p>SLOs: #3 difficult to measure "improvement" unless have before and after test, #5, #6 might want to change "know how" to "demonstrate", #8 seems like a method of instruction or a graded assignment</p> <p>Method of Instruction: random "1" at top of the list, formatting?</p> <p>Typical Graded Assignments: nothing clearly "essay" included but essays are marked as a Method of Evaluation.</p> <p>Outside Assignments: formatting seems off?</p> <p>Attached Files: remove SLO file</p> <p>Methods of Instruction: add current methods, remove legacy methods.</p> <p>AT R030L - Automotive Transmission and Drive Line Lab – Non-substantial revision</p> <p>SLOs: #1 "students SHOULD know" seems a little wishy-washy, not measurable. Replace terms like 'should know' with 'will be able to demonstrate'??</p> <p>Methods of Instruction: Random "1" at top of list? Formatting?</p> <p>Outside Assignments: formatting seems off?</p> <p>Textbook: anything newer than 2012?</p> <p>A.Lynch introduced the CNIT courses.</p> <p>CNIT R151 - Cloud Computing and Virtualization – Non-substantial revision</p>
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		<p>Objectives: Last objective wasn't obvious in course content. Where are they learning how to "formulate high level cloud migration strategy and best practices?" Units/Hours need to be set to variable. Textbooks: Textbook is 5 years old, in the computing world does that mean it is ancient by now? Consider finding a more recent text. Typical graded assignments: are end of chapter exams and end of chapter quizzes different things? Is "Cloud" a proper noun requiring capitalization?</p> <p>A. Lynch: Decided to change pre-req to advisory. Will improve enrollment and allow more people to take the course. CNIT – R161 (R160) Programming Essentials in Python Basic Course Information: I know it probably can't be changed but there is a IT C-ID 160 which is for security so having our intro to programming course be 160 is a little confusing</p> <p>Unit / Hours: change variable units to "Yes" so you can make a range of hours and change the upper limit of contact hours to 72</p> <p>Course Objectives: I am not certain I would recognize all the C-ID objectives in this course. Maybe use some of the same language where you can, so for #7 say, "Apply core program control structures using Python."?</p> <ol style="list-style-type: none"> 1. use primitive data types and data structures offered by the development environment. 2. choose an appropriate data structure for modeling a simple problem. 3. identify basic programming concepts. 4. write simple applications that relate to a specific domain. 5. design, implement, test, and debug a program that uses each of the following fundamental programming constructs: basic computation, simple I/O, standard conditional and iterative structures, and the definition of functions. 6. test applications with sample data. 7. apply core program control structures. <p>Course Content: I am having trouble matching the C-ID</p>
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		<p>content to the content in this class. I am sure it is there but I don't recognize it and I'm not certain the reviewer will be fluent in programming to be able to find it as well.</p> <p>Methods of Instruction: #2 is kind of long, maybe include only one or two examples instead of all of them?</p> <p>Outside Assignments: formatting for reading and other seems off</p> <p>DE Appendix: change LMS to CMS and remove references to specific technologies (CCC Confer) as they may become outdated</p> <p>Non-sub: units/hours need to be variable. MOI formatting?</p> <p>Objectives and content are thorough and well-written.</p> <p>A. Lynch - recommendation by the advisory council. Programming courses not offered since 2010.</p> <p>CNIT R180 - Certification Preparation – New Course Requisites: Did you want to add the new course, CNIT R160 to the list of possible prerequisites? SLO's: in appendix additionally?</p> <p>Units/Hours: choose yes to variable to allow for range of hours. Content review:, Check off the box next to the courses and then choose the objectives that apply.</p> <p>CNIT R198 - Short Courses in Computer Networking/IT Comments in CurricUNET: Should a DE Appendix be included in the event the course would be taught online? Or does that need to be added on a case by case basis? S. Davis: No, when specific courses are created under this umbrella they must be brought through the Curriculum Committee and those courses would have a DE Appendix if appropriate.</p> <p>S. Davis: Suggested the curriculum committee stop requiring faculty to bring through 98/99/189/198 classes (all the umbrellas) for 5 year review since they only contain boilerplate language. In addition, the Directed Study courses, all R199 would only be brought through if there were changes.</p> <p>S. Hall requested this item be added as an agenda</p>
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		<p>item for next meeting for vote</p> <p>P. Mendez introduced the revisions to the ECE courses. At this time, they are all 5 year reviews with changes made to</p> <p>ECE R100 - Introduction to Curriculum for the Young Child - Non-substantial revision. Course Catalog Description: Description is made of 2 very long sentences that could be divided into 3, maybe 4, sentences for more clarity. The use of semi-colons in the second sentence should be replaced by commas. The word course should be added after "This" = This course addresses ... Range in Contact Hours is missing. Check yes for variable units to allow the range to save. Course Content: The only content item from the C-ID descriptor that is not in the content on this COR is "The Role of the ECE teacher", which should be added since it's in the objectives as well. Basic Course Info: Not transferable is marked, but this is a 100 level course and should be transferable. Methods Instruction: some aren't methods of instruction Objectives: #1 "Recognize developmentally appropriate principles and teaching strategies..." <ul style="list-style-type: none"> • teaching strategies may not be evident in course content </p> <p>ECE R103 - Programs for Young Children – Non-substantial revision Units/Hours: Range for contact hours is missing. Under Methods of Instruction: #6,7,8 sound more like methods of evaluation. Typical Graded assignments: do not include an essay. Course Content: To better align with current C-ID descriptor, add "delivery systems" (would work as a subheading after The types of programs), "Quality Indicators" (such as accreditation), "Licensing and Regulation", and "career options." Methods Instruction: Some aren't methods instruction</p> <p>ECE R106 - Child, Family and Community – Non-substantial revision Course Content: C-ID descriptor has "Effects of Stereotypes, biases, and assumptions" but this isn't in the COR so should be added. Look again at descriptor and make sure all topics are covered and easy to find</p>
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		<p>on COR. Descriptors are reviewed and revised every 5 years and may add content that wasn't there previously when we first aligned our course.</p> <p>Units and Hours: Need to add range of hours.</p> <p>Textbooks: Text is almost 5 years old already. Add another newer text to the list.</p> <p>Some methods of Instruction sound like methods of evaluation (#3,4,6,8)</p> <p>ECE R133 - Language Arts in Early Childhood – Non-substantial revision Course Content: Last subheadings are written in the form of questions and should instead be written in the form of topics. For example: "What is the definition of an English Learner" should instead be "Definition of an English Learner"</p> <p>Make sure that the objectives are reflected in the content. The last objective is "Develop cultural literacy..." and I don't see where this is being taught within the content.</p> <p>Catalog start date should be Fall 2019</p> <p>Contact hours needs range</p> <p>SLO #1 could be two separate SLOs</p> <p>Methods of Instruction: 2 and 3 are not methods</p> <p>Graded assignments - no essay listed but essays are required for this type of course per Title 5.</p> <p>DH R015 - Introduction to PreClinic/Clinic for Dental Hygiene– Non-substantial revision Minimum Qualifications: MQ License? Course Content - consider revising format so that there are fewer categories with sub groups for clarity. For example, items II and III should probably be sub-categories of item I. Course Content and lab content are the same.</p> <p>Methods of Instruction: #2 may not be a method of instruction - consider revising.</p> <p>SLOS: Revise #2 and #3 - perhaps, "Demonstrate correct technique in the use of..."</p> <p>Section E. Fees is blank but this course requires a fee so add the amount.</p> <p>A. Derdarian: 5 year review completed last year and materials fee was \$0. Reinstitute materials fee. Student issue is \$8,000 - \$10,000. As a materials fee, student can now qualify for financial aid.</p>
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		<p>All course and content lab are identical because it's all lab.</p> <p>DH R024 - Dental Hygiene Clinic Seminar I – Non-substantial revision Section E. Fees -- none listed, add new fee.</p> <p>FT R155 - Fire Protection Equipment and Systems - Non-substantial revision. DE- no need to list methods if it is not going to be taught DE. Leave DE Appendix blank.</p> <p>Proficiency Award in USLA Lifeguard Academy I - New program. Requires DTRW-I and BOT approval.</p> <p>Edits: Catalog Description--Misspelled words: lifeguard, rigorous, academy, communications, lifesaving, rescue, lifesaving, athletically Course blocks section blank? For introduction to the award: Let's add an introductory sentence like "This proficiency award recognizes the completion of the Oxnard College Lifeguard Academy I." Typo in Title with capital I in "Lifeguard."</p> <p><u>Liberal Studies</u></p> <p>R. Mack introduced the changes to ART R101 and the new ART R174.</p> <p>ART R101 – Introduction to Art and Visual Culture – Non-substantial revision. Objectives: Not sure that all of the C-ID objectives are covered in outline such as descriptor objective #3. "Differentiate art historical methodologies." Make sure the reviewers can find each one easily. Essays are required (per Title 5) so writing assignments should be included in outside assignments. for . SLO's: need to complete SLO page and add all SLOs. Field trips need to be repeated in outside assignments? Methods of Instruction: #3, 4, 7 - These may not strictly be methods of instruction, consider adding the usual boilerplate, something like "instructor-guided."</p>
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		<p>Remove: "Field trips may be required." from course description, repetitive.</p> <p>R. Mack - Primarily focused on description that will go into course catalog. Title – incorporating something closer to the CID title – Understanding Art. Proposed: Introduction to Art and Visual Culture.</p> <p>S. Newby: Does it have to match the CID title – no per S. Davis Some suggested “Appreciation” is out of date.</p> <p>L. Kama’ila: Since art is a very visual culture – fear would be that someone at the state level would question if there’s enough room to get enough art in there as a sub-category of visual culture. Is there a lower division course that is intro to visual art at any other college?</p> <p>ART R174 - Latin American Art– New course. Requires DTRW-I and BOT approval.</p> <p>Course Content: Might want to make the content a bit more general, rather than listing specific cultural regions or nations. What if an instructor wanted to include different areas or groups? Topic C, change “Columbia” to “Colombia”</p> <p>Course objectives: #1 states “Identify, examine, and assess ...employing appropriate art historical terminology, “art historical terminology” is not included in course content. Course content: Textbooks: 1 & 2 out of date</p> <p>R. Mack - New course intended to compete a sequence, initiated a couple of years ago – Art of the Ancient Americas. Idea is to bring that story to present day. Categorized as non-western.</p> <p>ENGL R097S - Writing Support for Intermediate Composition– New course. Requires DTRW-I and BOT approval.</p> <p>Catalog Description should not mention ENGL R100 since there is a co-req course being developed for that course. Requisites: Remove ENGL 100 Methods Instruction- some are not methods instruction</p>
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		<p>that is optional to complete AA-T in Spanish. Additional courses needed for students who come in and place higher but need additional courses</p> <p>S. Newby suggested sentence be added to the course description stating this class will be taught in Spanish.</p> <p>A. Sandford & J. McArthur made suggestion to add “the class is conducted in Spanish” to course description.</p> <p>M. Hurtado: Under minimum qualifications, Spanish is not offered under drop down which is why foreign languages was chosen.</p> <p><u>Math/Science</u></p> <p>BIOL R100/MST R100 - Marine Biology – Non-substantial revision.</p> <p>Methods of Instruction, Typical Graded Assignments, Outside Assignments:</p> <ul style="list-style-type: none"> • Look for repeated use of "such as" and add consistent punctuation; for example, use semicolon before and comma after or comma before and after depending on what follows. <p>Units/Hours: Check Yes for Variable units to add range of contact hours.</p> <p>BIOL R100L/MST R100L - Marine Biology Laboratory 2 of 4 textbooks out of date.</p> <p>CHEM R122 - General Chemistry II – Non-substantial revision.</p> <p>Units / Hours: Change variable units to "YES" so you can add the upper limit of contact hours (162)</p> <p>Content Review: Select CHEM R120 then select all the CHEM R120 course objectives you feel students should have before taking CHEM R122. Since it is sequential, would select all of them</p> <p>Course Content: The C-ID suggests Coordination Chemistry and Descriptive Chemistry for the second semester. They are probably already included in the course content but it's not really obvious so you may want to spell it out where those topics fall</p> <p>Methods of Instruction: This is the legacy formatting. You need to cut and paste each method and add them separately. Then make certain you click "FINISH"</p> <p>Typical Graded Assignments: Don't think you have to include HOW you are going to grade the assignments (the first two paragraphs) as long as you have samples</p>
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		<p>of the types of assignments you will offer. Since you have ESSAYS as a Method of Evaluation you should make certain one of the assignments is obviously an essay.</p> <p>Reason Course is Offered: "for students majoring (instead of major) in..."</p> <p>Methods of Instruction: Remove Legacy Methods of Instruction Items A-E are duplicated below</p> <p>Typical Graded Assignments:</p> <ul style="list-style-type: none"> • Second sentence, used instead of "use." <ol style="list-style-type: none"> I. Add semicolon before and comma after "such as" II. Add word in parenthesis, "given (on) the materials" and replace word in with word in parenthesis, "in (after) every three or four chapters..." <p>Representative Out-of-Class Assignments</p> <ol style="list-style-type: none"> II. and III. Add semicolon before and comma after "such as" Other, III. Should it be, "discuss via email" instead of "Internet"? <p>Catalog description: need a leading R in CHEM 122 but I don't love this reference in the description as this is advising information and not an actual description of the course. The title and prereqs give this same information.</p> <p>.</p> <p>ENGR R135 – Dynamics– New course. Requires DTRW-I and BOT approval.</p> <p>Basic Course Info: Change the Catalog date back to 2019. Remove UC from CB05 Course Transfer Status. The Articulation Officer will add UC transferability once we receive approval.</p> <p>Change C-ID status from Approved to In Progress. The Articulation Officer will change to Approved once we receive approval from the state.</p> <p>Unit / Hours: set to variable so can put in upper limit of 54 at the bottom for total contact hours</p> <p>Course Content: Formatting looks off</p> <p>Methods of Instruction: Method 1 is bit vague, might combine it with #5 and say, "Lecture and instructor-led discussion on engineering topics, including historic feats of engineering (building the Brooklyn Bridge)</p> <p>Typical Graded Assignments I. use of "such as" should</p>
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		<p>include semicolon before and comma after.</p> <p>ENGR R150 - Engineering Graphics and Design– New course. Requires DTRW-I and BOT approval.</p> <p>Basic Course Information: Change C-ID Status from Approved to In Progress. Remove UC from CB05 Course Transfer Status. The Articulation Officer will add these once we have approval.</p> <p>Minimum Qualifications; No minimum qualifications to teach the course? Select the appropriate MQ from the dropdown menu. Should instructor have CAD certification?</p> <p>Units / Hours: Change units variable to Yes so can add the upper limit of the range in total contact hours</p> <p>Course Content: In the C-ID they mention use of engineering/architect scales, multiview drawings, auxiliary views, pictorial projections, and CAD (2D construction and editing tools, and 3D solid modeling). Did not find a direct correlation to in our course (although there was isometric pictorals) so they may be there but should make them a bit more obvious</p> <p>Lab Content: Should flesh out the Lab Activities some and make certain the items in Course Content are not lab activities. There are also a few things that were in the C-ID that were not found in the Lab Content (Visualization skills, use of engineering /architect scales, multiview drawings, pictorial projections, CAD 2D construction and editing tools and 3D solid modeling</p> <p>Method of Evaluation: lists essays but the outline has no assignments related to essays. Might want to take out essays</p> <p>Methods of Instruction: Since Lab consists of utilization of CAD software, this should probably be mentioned in the Methods as well as you will be demonstrating its use.</p> <p>Small formatting issue in Typical Graded Assignments</p> <p>ENGR R160 - Electronic Circuits and Devices– New course. Requires DTRW-I and BOT approval.</p> <p>Basic Course Info.--Catalog Course Description: Second sentence is not a sentence, nor are the following ones. Listing topics covered in this course? Switched from commas to semicolons toward the end. Please revise.</p>
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		<p>Minimum Quals: Only Engineering Masters? Requisites: Co-requisite of Ordinary Differential Equations is required by the C-ID descriptor.. Prereqs and Coreqs must match. Catalog description: This is from the C-ID descriptor, which is fine but our convention is to use complete sentences so make these into complete sentences.</p> <p>*Requisite approval only Pulled until co-requisite listed</p> <p>ENGR R160L - Electronic Circuits and Devices Laboratory– New course. Requires DTRW-I and BOT approval.</p> <p>Units / Hours: change variable units to YES so you can add the upper limit of contact hours (54), Weekly LECTURE hours should be 0 and weekly LAB hours should be 3 Course Content: Has the list from the LECTURE but needs to be the LAB content and be fleshed out a bit. Then cut and paste into the lab content page</p> <ol style="list-style-type: none"> 1. Test and Measurement equipment: Use of each item for specific purposes 2. Circuit construction techniques for laboratory use (“breadboarding”) 3. Component identification and labeling; nominal and measured values; limitations on voltage, current, power dissipation 4. Verifying lecture concepts: KCL; KVL; Ohm’s Law; Voltage and Current Division; Power dissipation; Series and Parallel Circuits; Equivalent circuits; Thevenin equivalent circuit; and Superposition. 5. Operational Amplifiers and the practical voltage and current limits on the output of these devices. 6. Step response of RL, RC, and RLC circuits 7. Frequency response of RL, RC, and RLC circuits (including resonance) 8. Laboratory Safety <p>Typical Graded Assignments: Think the formatting is off here Lab Content: Only missing “Lab Safety” from the C-ID descriptor within your Lab Content.</p>
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		<p><u>Student Development</u> PG R820 - Reaching Excellence in Academics and Challenges– New course. Requires DTRW-I and BOT approval.</p> <p>Even though the course is a non-credit course, Title 5 still requires examples of assignments and/or activities and methods of evaluation. Must have some way to evaluate whether or not the students are meeting the course objectives. These can be listed in Typical Graded Assignments.</p> <p>Missing Minimum Qualifications Units/Hours need to be fixed. Is this a 3 hour (total) non-credit class?</p> <p>Course Objectives - Fix formatting. SLOS: There seem to be three SLOs here, these need formatting. SLO #3(?) "Students will be able to apply knowledge learned in course in daily life leading to high performance in academics" Please revise to more assessable language.</p> <p>Course Content, Methods - formatting No Typical Graded Assignments</p> <p>Suggested edit for course description: This course will provide students the understanding of non-cognitive factors that contribute to the status of being placed in academic probation poor academic performance, and a plan to overcome these non-cognitive factors through the use of emotional intelligence. Students will use skill building exercises and lecture and group discussion to identify barriers to their academic success as well as to overcome stress and negativity. Students will explore tools, techniques, and skills designed to improve academic performance, and utilize effective problem solving skills with confidence, leading to positive results that inspire improved performance.</p> <p>PG R850 - Emotional Intelligence - New course. Requires DTRW-I and BOT approval.</p> <p>Units/Hours: Need to have total contact hours even if course only meets one day. Typical Graded Assignments: Need to have assignments or activities that demonstrate the student</p>
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		<p>has met the course objectives (per Title 5 section 55002 (c) (2). Need MQ.</p> <p>Basic Course Information - Suggested rewrite for Catalog Course Description: This course will provide students with the ability to deal effectively with their emotions and self-perceptions that are critical to their success and inspire high performance as students, employees, and in relationships with others. Students will (learn) the definition and the five key components of emotional intelligence through skill-building exercises, lectures, and group discussions. Students will have opportunities to identify their own strengths and challenges in maintaining positive environments and collaborative relationships along with strategies for overcoming stress and negativity. Students will explore tools, techniques, and skills to help them perform their role and manage their emotions with confidence and positive results. CB03, CB04, CB09, credit basis are all missing.</p> <p>Some Course Objectives are not measurable (D - Understand) Formatting needs attention. SLOs - Take out "Will" at the beginning of each SLO. Start with Recognize ... and Analyze and interpret ... Methods of Instruction: Not clear what is meant by "multiple measures". Typical Graded Assignments are still needed for non-credit. There needs to be a method for assessing students. Even though this is a non-credit course, shouldn't there still be something listed under Textbooks or Class Material? Basic Course Info: Objectives- format Methods Instruction- format Catalog Description: "This course will provide students the definition of emotional intelligence and 5 key components through skill building exercises, lecture and group discussion to provide opportunities in identifying your own strengths and challenges in maintaining positive environments and collaborative relationships as well as overcoming stress and negativity." <ul style="list-style-type: none"> • Should list the "5 Key components" • Reword this run-on sentence; maybe change "your" to "their". Methods of Instruction:</p>
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			<p>A. “The instructor provides lectures and presentations supported with multiple measures such as visual aids of the topics of the course including student success strategies.”</p> <ul style="list-style-type: none"> • Not sure if this is a method of instruction; visual aids are not multiple measures. Reword this method and clarify what are the multiple measures. <p>Concerns about the course content were discussed. A Melidonis: No scholarship supporting their ideas. Can be misleading to students. Others agreed. Per J. Munyantwali course is being created to take the place of REACH workshops and will be taught by Linda Martinez.</p> <p>L. Kamaila mentioned other schools list as Basic Skills – maybe new discipline name needed. Concern that if MQ is Counseling, anyone with that MQ can teach it even if they don’t possess the same expertise that L. Martinez does.</p> <p>S. Davis recommended she look at what other colleges are offering.</p> <p>**Suggestion made to table PG R820 and R850 until author is here to answer questions about the courses. Committee agreed.</p> <p>L. Anderson moved to approve the first reading items, with the exception of PG R820 and R850 that are being pulled, M. Pinto- Casillas seconded, and the motion passed.</p> <p>Yes: A. Ainsworth, L. Anderson, S. Davis, A. Derdarian, S. Hall, M. Hurtado, J. McArthur, A. Melidonis, R. Morris, J. Munyantwali, M. Pinot-Casillas, S. Newby, M. Sánchez, A. Sandford, R. Williams, S. Wolf</p> <p>No: None</p>
VI.	Distance Learning Approval	I, AT	<p>Distance Learning Approval – ADS R115, ADS R124, ART R101, CNIT R151, CNIT R160, CNIT R180, ECE R106, ECE R107, ECE R108, ENGL R097S, ENGL R101S, FT R155, SPAN R119</p> <p>Arion moved to approve the Distance Learning items, M. Hurtado seconded, and the motion passed.</p>

			<p>Yes: A. Ainsworth, L. Anderson, S. Davis, A. Derdarian, S. Hall, M. Hurtado, J. McArthur, A. Melidonis, R. Morris, J. Munyantwali, M. Pinot-Casillas, S. Newby, M. Sánchez, A. Sandford, R. Williams, S. Wolf</p> <p>No: None</p>
VII.	Requisite Approval	I, AT	<p>Requisite Approval</p> <p>A. Prerequisites/Corequisites – AT R014, AT R014L, AT R016, AT R018, AT R018L, AT R026, AT R026L, AT R030, AT R030L, BIOL/MST R100L, BIOL R155, CHEM R122, CNIT R180, DH R015, DH R024, ENGL R097S, ENGL R101S, ENGR R135, ENGR R150, ENGR R160L, FT R155, -Reviewed and determined complete - Approved</p> <p>ENGR R160 – Reviewed and determined Incomplete – Not Approved</p> <p>B. Advisories – AT R018, AT R020, AT R026, AT R026L, AT R030, AT R030L, BIOL/MST R100, BIOL/MST R100L, CNIT R151, DH R015, ENGL R101, SPAN R119 -Reviewed and determined complete - Approved</p> <p>S. Newby moved to approve the complete requisite items, J. McArthur seconded, and the motion passed.</p> <p>Yes: A. Ainsworth, L. Anderson, S. Davis, A. Derdarian, S. Hall, M. Hurtado, J. McArthur, A. Melidonis, R. Morris, J. Munyantwali, M. Pinot-Casillas, S. Newby, M. Sánchez, A. Sandford, R. Williams, S. Wolf</p> <p>No: None</p>
VIII.	Deletions/Inactivation	I	<p>MST R190, MST R195, PE R198A, PE R198B, A. Sandford moved to approve the deletions/inactivation items, L. Anderson seconded, and the motion passed.</p> <p>Yes: A. Ainsworth, L. Anderson, S. Davis, A. Derdarian, S. Hall, M. Hurtado, J. McArthur, A. Melidonis, R. Morris, J. Munyantwali, M. Pinot-Casillas, S. Newby, M. Sánchez, A. Sandford, R. Williams, S. Wolf</p>

			No: None
IX.	Consent Agenda	I, AT	Addition of new math course numbers (R005, R015 which will replace MATH R014, R032, R033 in Fall 2019) to existing math requisites along with the multiple measures assessment statement for the following science courses: ANAT R101, BIOL R155, PHSO R101
	INFORMATION/DISCUSSION		
X.	Proposal: New policy/process on two year review of CTE requisites.	I	Proposal will be emailed and brought forward at next meeting. Title V states CTE courses are supposed to review their requisites every 2 years but we haven't had a way to document that we are in fact doing this if ever asked by accreditation. Proposal would be that it would be reviewed within the discipline and then at the department level, documented in agendas and minutes which would then come forward to curriculum as an information item so that their regular review can be tracked.
XI.	Curriculum Updates: Deadlines for this curriculum cycle	I, D	<p>The deadline for new/revised courses for this curriculum cycle is Wednesday, Sept. 19th. Faculty get your courses into CurricUNET by Tuesday, Sept. 18th to give Dept. Chair/Dean time to review/approve. Programs will continue to be accepted through October 17th.</p> <p>A large volume of curriculum is anticipated for the 9/26 meeting. S.Davis asked the committee members to read new courses first and those submitted for their 5 year review second. S. Davis stressed that every member must do their part to review courses for their team and put their comments into CurricUNET in a timely manner.</p> <p>S. Newby – do second readings need to be finished by next meeting? Per S. Davis no. 10/24 will be the last meeting for second readings of courses.</p> <p>DTWR-I is the second Thursday of the month. October's meeting has been moved to 10/17.</p> <p>Curriculum Technician is still under review as current testing process is not applicable to the duties of the position. Hoping to have someone hired in spring 2019.</p>

XII.	CurricUNET/CourseLeaf Updates – Shannon Davis	I, D	S. Davis, L. Anderson, and R. Vasquez will attend two day CourseLeaf Pilot Meeting at the District office along with MC and VC’s implementation teams on 9/26 and 9/27. A. Sandford and A. Melidonis will co-chair the Curriculum meeting on 9/26 in their absence.
XIII.	Articulation Report – Shannon Davis	I, D	No report
XIV.	High School Articulation Report – Shannon Trefts	I, D	Fall is the perfect time for anyone faculty to create new articulations or express concerns regarding existing articulations. Meetings with HS instructors are currently going on.
XV.	Distance Ed Committee Report – Scott Wolf	I, D	No report
XVI.	General Ed Committee Report – Shannon Davis	I, D	Has not met yet.
XVII.	DTRW-I Committee Report – Shannon Davis	I, D	Has not met yet. Will meet on 9/13. FT R170 is the only course from OC on the agenda.
XVIII.	New Business	I	There was no new business.
XIX.	Public Comment	I	R. Cabral: Reported HR is started a faculty longevity review. As a result it was also determined by not allowing multiple MQ choices this may impact faculty assignments. 2 years ago decision made by Curriculum to only go with 1 MQ. A lot of CTE courses while going through review, dropped lower MQs which now impacts existing faculty. Workaround is submission of course update. S. Davis suggested faculty think through when listing MQs. Who’s qualified to teach it? How does that affect others? Longevity list? Possibility of hiring someone to teach the course? You don’t want to limit your ability to find qualified instructors to teach the course which has happened in some disciplines that were too restrictive in their MQs unnecessarily.
XX.	Adjournment	I, AT	S. Davis adjourned the meeting at 4:04 pm.
XXI.	Future Meetings	I	September 26, 2018