



CURRICULUM COMMITTEE MEETING MINUTES

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

Voting Members Absent: Alan Ainsworth, Dianne Frehlich, Richard Williams

Proxies: None

Non-voting Members Present: Carolyn Inouye, Robert Cabral

Non-voting Members Absent: Joel Diaz, Luis Gonzalez, Gail Warner, Roy Vasquez (Co-Chair),

Guests: None

Meeting Date: 2.27.2019 Approval of Minutes from: 10.10.2018 Recorded By: Lily Banos

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 2:09 pm.
II.	Adoption of Agenda	I, AT	<p>Additions/Changes to the Agenda: S. Davis stated that under item X, she wrote PE instead of Dance (DANC). PE R112A and R112B are actually DANC and were approved as DANC at the GE Committee.</p> <p>A. Sandford moved to approve the agenda, A. Melidonis seconded, and the agenda passed with amendment as noted.</p> <p>Yes: Shannon Davis (Co-Chair), Laura Anderson, Arminé Derdarian, Steve Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munyantwali, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez, Art Sandford, Scott Wolf</p> <p>No: None</p>

III.	Approval of Minutes – October 10, 2018	I, AT	<p>J. McArthur moved to approve the minutes, J. Munyantwali seconded, and the minutes passed.</p> <p>Yes: Shannon Davis (Co-Chair), Laura Anderson, Arminé Derdarian, Steve Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munyantwali, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez, Art Sandford, Scott Wolf</p> <p>No: None</p>
IV.	Public Comment		S. Davis stated that Paris Trujillo will be the new Curriculum Technician beginning March 18.
VI.	First Reading	I	<p><u>Career & Technical Education</u> Certificate of Achievement in Restaurant Management (modification) Associate in Science in Restaurant Management (modification)</p> <p>S. Davis handed out a document showing the Program of Study for AS/COA in Restaurant Management. A.S. Degree. Changes: Last year CRM R114 and CRM R116 came to this committee as deactivations and were deactivated as of Fall 2018. In addition, CRM R107 was reduced from 3.5 units to 2.5 units, also effective Fall 2018. Therefore, reducing the major courses in the degree from 37 units to 30 units.</p> <p><u>Liberal Studies</u> None</p> <p><u>Library, Transitional Studies, Health, Athletics, PE</u> None</p> <p><u>Math/Science</u> None</p> <p><u>Student Development</u> None</p> <p>A. Melidonis moved to approve the first reading items, J. Munyantwali seconded, and the motion passed.</p> <p>Yes: Shannon Davis (Co-Chair), Laura Anderson, Armine Derdarian, Steve Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munyantwali, Shannon Newby,</p>

			Mary Pinto-Casillas, Mati Sánchez, Art Sandford, Scott Wolf No: None
VII.	Distance Learning Approval	I, AT	ART R171 S. Wolf moved to approve the Distance Learning Approval Item, A. Melidonis seconded, and the motion passed. Yes: Shannon Davis (Co-Chair), Laura Anderson, Arminé Derdarian, Steve Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Julius Mulyantwali, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez, Art Sandford, Scott Wolf No: None
VIII.	Requisite Approval	I, AT	Requisite Approval A. Prerequisites/Corequisites – None B. Advisories – None
IX.	Deletions/Inactivation	I, AT	ESL R044, ESL R046, ESL R054, ESL R064 M. Pinto-Casillas moved to approve the Deletions/Inactivation item, S. Newby seconded, and the motion passed. Yes: Shannon Davis (Co-Chair), Laura Anderson, Arminé Derdarian, Steve Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Julius Mulyantwali, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez, Art Sandford, Scott Wolf No: None
X.	General Education Committee Approvals:	I, AT	ART R174 for area C1 and C2 Fine/Perf. Arts & Humanities CHST R102 for area B2 and F Social Sciences & Gender/Ethnic Studies DANC R112A for area E2 Physical Education DANC R112B for area E2 Physical Education ECON R101H for area B2 Social Sciences ECON R102H for area B2 Social Sciences EMT R109 for area E1Health Education MATH R005 for area D2 Communication/Analytical Thinking MATH R015 for area D2 Communication/Analytical Thinking MATH R117 for area D2 Communication/Analytical Thinking

			<p>MUS R109 for area C1 Fine/Performing Arts PE R162 for area E2 Physical Education POLS R120 for area B2 Social Sciences SPAN R119 for area C2 Humanities</p> <p>S. Davis indicated that the GE committee met on January 30, 2019 and discussed the new GE proposals, comparing them to the GE SLO's and looking at CSU GE alignment and guidelines and made their decisions based on those factors.</p> <p>J. McArthur moved to approve the General Education Committee Approvals item, M. Hurtado seconded, and the motion passed.</p> <p>Yes: Shannon Davis (Co-Chair), Laura Anderson, Arminé Derdarian, Steve Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munyantwali, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez, Art Sandford, Scott Wolf</p> <p>No: None</p>
XI.	Consent Agenda	I, AT	<p>Change math courses listed as prerequisites (MATH R014 or R033) to the new math courses that now meet competency (MATH R005 or MATH R015) for the following DH courses: DH R010, DH R011, DH R012, DH R013, DH R014, and DH R015 for fall 2019.</p> <p>S. Davis commented that Dental Hygiene had some math courses in their pre-requisites that were not noticed before and were not brought through the Curriculum Committee when they changed the numbers for all of the pre-requisites in other courses that had math.</p> <p>L. Anderson moved to approve the consent agenda item, J. Munyantwali seconded, and the motion passed.</p> <p>Yes: Shannon Davis (Co-Chair), Laura Anderson, Arminé Derdarian, Steve Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munyantwali, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez, Art Sandford, Scott Wolf</p> <p>No: None</p>
	INFORMATION/DISCUSSION		
XII.	Curriculum Committee	I	S. Davis explained training on the new CourseLeaf system will

	Training/Info.	<p>be held in August, during professional development week. If it is working well, Paris, our new curriculum technician, may start conducting trainings in June, either in small groups or individually for those faculty who want to start working on items in the summer. But we'll have to see how the implementation goes and if we're ready. She'll also be working on user guides in the summer.</p>
XIII.	CurricUNET/CourseLeaf Updates	<p>I</p> <p>S. Davis stated that CourseLeaf testing will be running through April 24th. A point person from each campus will report their findings every two weeks to Kim from Ventura College. Kim will in turn report them to CourseLeaf.</p> <p>S. Davis and L. Anderson will conduct the first round of testing and then ask some CurricUNET super users to try and build a fake course and program to see if anything appears to not work correctly or is missing.</p> <p>S. Davis said that there will be a final data pull from CurricUNET for courses in March. Then they are pulling programs in April and May.</p> <p>The system is more user friendly. It is a single document instead of the multiple pages that CurricUNET has. It has a feature called eco system, which tells you how your course is related to other courses (such as in prerequisites or corequisites) and to programs. There are now many drop down menus with options that align with what the State is asking users to input. It will be more direct.</p> <p>R. Morris asked if it would help counselors. S. Davis replied that it will not help them much except for being able to access course outlines and programs. She asked if he was asking if a counselor has a student who has taken a course and is wondering what other programs can you use it in? That information is in DegreeWorks and that is what the counselors use for students. This is more for curriculum management.</p> <p>L. Anderson explained that CourseLeaf will feed information into Banner automatically, making a triple entry of information obsolete.</p> <p>S. Davis added that the system was designed from a catalog product that feeds the courses and programs into the catalog. They are looking to purchase that catalog product next year, which would streamline catalog production as well. Currently catalog preparation requires the manual input of courses and programs.</p>

XIV.	Articulation Report – Shannon Davis	I	S. Davis waiting for CSU, GE and IGETC approvals. They typically arrive early April. She reminded everyone that when a new GE course comes through, it is a two year process. The first year they can ask for CSU GE-Breadth approval, but then they have to wait until she asks for UC approval in June before she can ask for IGETC the following December. Then they can offer the course the following fall. They may offer the course before this entire process has been completed, however, if a student decides to transfer to a UC, the approval is not retroactive, therefore the student cannot receive credit for taking that course, when it was not UC approved and due to Title 5 repeatability limitations, the student cannot repeat the course for credit. Offering the course prior to receiving all approvals is confusing to students and to counselors so it is not advised.
XV.	High School Articulation Report – S. Trefts		None
XVI.	Distance Ed Committee Report – S. Wolf		Art S. shared that they met this month and will meet again on March 7 th . The 4 th annual VCCCD DE Summit is March 15 at Ventura College. Anyone wanting to know what Canvas is, should attend. It is open to all skill levels. We have no instructional Tech. Designer at the moment. The position is posted and will close on Friday. If you know of anyone skilled in that area, please encourage them to apply by the deadline.
XVII.	General Ed Committee Report – Shannon Davis		GE Committee met on 1/30/19 and approved courses for inclusion on the Oxnard College GE pattern. The GE approvals from that meeting are on this agenda.
XVIII.	DTRW-I Committee Report – Shannon Davis	I	Committee met on March 14th. The last meeting the group was trained on how to test in CourseLeaf. MC put forward 11 new programs at the last minute but the group voted to not review them, since time did not allow and all of the colleges had previously agreed on deadlines for adding new courses/programs to CurricUNET. The addition of late curriculum would delay the data pull from CurricUNET to CourseLeaf.
XIX.	New Business	I	None.
XX.	Future Meetings	I	S. Davis announced that the next meeting is scheduled for March 13th 2019. It may be cancelled if there are not any items up for approval such as code changes/modified programs. If it is cancelled, the following meeting will be on 4/10/19, as scheduled. There was no 3/27 meeting scheduled, due to

			<p>Spring Break.</p> <p>A. Sandford asked when the deadline is for deactivations. Shannon D. responded that they can be reviewed at the meeting in April but to email her as soon as you can so that they can be removed from the draft of the catalog that is being worked on as soon as possible.</p>
XXI.	Adjournment	I, AT	The meeting was adjourned at 2:33.