



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, Richard Williams, Scott Wolf

Voting Members Absent: Alan Ainsworth, Dianne Frehlich

Proxies: L. Gonzales for D. Frehlich, G. Warner for A. Sandford

Non-voting Members Present: Robert Cabral, Joel Diaz, Luis Gonzales, Carolyn Inouye, Art Sandford (Acting Co-Chair), Gail Warner

Non-voting Members Absent: None

Guests: Dr. Bush

Meeting Date: 4.10.2019 Approval of Minutes from: 2.27.19 Recorded By: Paris Trujillo

AN = Action Needed AT = Action Taken D = Discussion I = Information Only

DISCUSSION/DECISIONS

	ACTION		
I.	Call to Order & Welcome	I, AT	<p>Dr. Bush announced Dr. Azari's retirement and VP Vasquez's resignation; the district and sister colleges have been very supportive. There will be an acting President put in place by the end of the week. Then we will have an interim President for up to 2 years while a search for a permanent President is conducted. He thanked us for our hard work and left with words of encouragement.</p> <p>S. Davis called the meeting to order at 2:13 pm. Welcomed Paris Trujillo, new Curriculum Technician and thanked Laura Anderson for her help and support while the position was vacant for the past two years. S. Davis presented L. Anderson with a card and gift as a thank you.</p>
II.	Adoption of Agenda	I, AT	<p><u>Additions/Changes to the Agenda:</u> S. Davis – we will not be approving the minutes from 10/24/18, just 2/27/19.</p> <p>J. Munyantwali moved to approve the agenda, A. Melidonis seconded,</p>

			<p>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, Richard Williams, Scott Wolf</p> <p>No: None</p>
III.	Approval of Minutes –February 27, 2019	I, AT	<p><u>Additions/Changes to Meeting Minutes:</u> L. Anderson – under “Adoption of Agenda” add the letter “R” to the PE course numbers.</p> <p>J. McArthur moved to approve the minutes, S. Wolf 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, Richard Williams, Scott Wolf</p> <p>No: None</p>
IV.	Public Comment		<p>R. Cabral congratulated A. Derdarian on the Dental Hygiene program’s 100% pass rate on the NBDHE (National Board Dental Hygiene Exam)</p>
V.	Second Reading	I	<p><u>Career & Technical Education</u> - None <u>Liberal Studies</u> - None <u>Library, Transitional Studies, Health, Athletics, PE</u> - None <u>Math/Science</u> - None <u>Student Development</u> – None</p> <p>A.Melidonis moved to approve the second reading items, M. Sanchez 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, Richard Williams, Scott Wolf</p> <p>No: None</p>
VI.	First Reading	I	<p><u>Career & Technical Education</u> Associate in Science in Hospitality Management (Modification), S. Davis explained that the revisions being made to the A.S. degree matched those already made to the Certificate of Achievement approved earlier this year by the committee.</p>

			<p>Fee Change for CPR card from \$8 to \$12 on EMT R069, EMT R079, EMT R109, and HED R105, effective May 1st 2019</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, M. Sanchez 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, Richard Williams, Scott Wolf</p> <p>No: None</p>
VII.	Distance Learning Approval	I, AT	None
VIII.	Requisite Approval	I, AT	None
IX.	Deletions/Inactivation	I, AT	None
X.	General Education Committee Approvals:	I, AT	<p>Revisions to International Baccalaureate (IB) Test Equivalency List for OC GE to align minimum passing scores with CSU as allowed by VCCCD's AP 4235.</p> <p>J. Munyantwali moved to approve the General Education Committee Approval Items, S. Newby 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, Richard Williams, Scott Wolf</p> <p>No: None</p>
XI.	Consent Agenda	I, AT	None

	INFORMATION/DISCUSSION		
XII.	Curriculum Committee Training/Info.	I	<p>S. Davis stated that CurricUNET is now gone; we have reviewed the XML data export. Currently in the third round of edits with LeepFrog and waiting on their response to the last round of edits and questions, but it looks really good so far.</p> <p>J. Munyantwali asked where the course outlines will be during the transition. P. Trujillo replied that she is currently working to get pdfs for all CORs on the website, expects them to be available by the end of next week.</p> <p>S. Newby asked if Co-listed courses will need to be put in twice like in CurricUNET?</p> <p>S. Davis replied, no, Co-listed courses will be linked and will require only one submission.</p> <p>S. Hall asked when training will be held and if it will be just one day dedicated to it?</p> <p>S. Davis replied that the super-users will be trained over the summer. They are planning to hold training during Professional Development week, if all goes well. S. Davis & P. Trujillo will also be working on a user guide and one-on-one trainings with Paris will still be offered. Various people suggested videos & recordings of training as well.</p>
XIII.	CurricUNET/CourseLeaf Updates	I	See above
XIV.	Articulation Report – Shannon Davis	I	S. Davis stated that the new ASSIST website will be launching on May 31 st . Training, resources, & videos will be available.
XV.	High School Articulation Report – S. Trefts		No report.
XVI.	Distance Ed Committee Report – S. Wolf		<p>S. Wolf shared that the committee is in the process of getting a district wide license for a video making software called Camtasia. Very easy to use, should be available for every one by July 1.</p> <p>L. Gonzales clarified that it will be a site license, S. Wolf confirmed, they are just figuring out the log on logistics.</p> <p>L. Anderson suggested adding it to the new “Single Sign on” access that the district is working on.</p> <p>A. Sandford announced that in March 2020 OC will be hosting the 5th Annual Distance Education Summit. S. Hall suggested scheduling this on the FLEX day rather than a Friday.</p> <p>S. Wolf shared that DDFAC is looking into issues with student evaluations, the district is looking to move all evaluations online, and discussion ensued.</p> <p>S. Wolf added that Ally should be ready Summer 2019 and will help with bad</p>

			files, auditory files, offers other formats, will still need to do some level of accessibility. A. Sanford shared that the Instructional Technologist position is in the interview process and we will know more soon, the position will be 100%
XVII.	General Ed Committee Report – Shannon Davis		None
XVIII.	DTRW-I Committee Report – Shannon Davis	I	Next meeting is 4/11/19. They are working on updating Administrative Procedures and Board Policies.
XIX.	New Business	I	None
XX.	Future Meetings	I	Next meeting is scheduled for May 8th. R. Cabral announced that the Foundation Scholarship Awards will be held that day at 4:00 for those who would like to attend after the meeting.
XXI.	Adjournment	I, AT	The meeting was adjourned at 2:43.