



CURRICULUM COMMITTEE MEETING MINUTES

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

Voting Members Absent: Alan Ainsworth, Laura Anderson, Richard Williams

Proxies: Shannon Newby for Alan Ainsworth

Non-voting Members Present: Robert Cabral, Joel Diaz, Art Sandford (Acting Co-Chair)

Non-voting Members Absent: Luis Gonzales, Carolyn Inouye, Gail Warner

Guests:

Meeting Date: 5/8/19 Approval of Minutes from: 10/24/18, 11/14/18, 12/12/18, 4/10/19 Recorded By: Paris Trujillo

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

DISCUSSION/DECISIONS

| | ACTION | | |
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| I. | Call to Order & Welcome | I, AT | A. Sandford called the meeting to order at 2:09 pm. |
| II. | Adoption of Agenda | I, AT | <p><u>Additions/Changes to the Agenda:</u></p> <p>J. Munityantwali moved to approve the agenda, A. Melidonis seconded, and the agenda passed unanimously.</p> <p>Yes: Shannon Davis (Co-Chair), Arminé Derdarian, Steve Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munityantwali, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez, Scott Wolf.</p> <p>No: None</p> |
| III. | Approval of Minutes – October, 24 th 2018 November, 14 th 2018 December, 12 th 2018 April, 10 th 2019 | I, AT | <p><u>Additions/Changes to Meeting Minutes:</u></p> <p>M. Hurtado moved to approve the minutes from 10/24/18, 11/14/18, 12/12/18, 4/10/19, S. Wolf seconded, and the minutes passed unanimously with no corrections.</p> <p>Yes: Shannon Davis (Co-Chair), Arminé Derdarian, Steve Hall, Milena</p> |

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| | | | Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munyantwali, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez, Scott Wolf. No: None |
| IV. | Public Comment | | None |
| V. | Second Reading | I | There were no Second Reading items |
| VI. | First Reading | I | There were no First Reading items |
| VII. | Distance Learning Approval | I, AT | CNIT R127, ECE R103, ECE R108, ECE R113, ECE R115, ECE R116, ECE R118, ENGL R101E, PSY R111 A. Derdarian moved to approve Distance Learning items, A. Melidonis seconded, and the items passed unanimously. Yes: 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, Scott Wolf. No: None |
| VIII. | Requisite Approval | I, AT | None |
| IX. | Deletions/Inactivation | I, AT | None |
| X. | General Education Committee Approvals: | I, AT | None |
| XI. | Consent Agenda | I, AT | None |
| | INFORMATION/DISCUSSION | | |
| XII. | Curriculum Committee Training/Info. | I | - S. Davis handed out a summary of curriculum committee accomplishments and an update of where programs are in the process, including a list of new programs approved by the state. Under revised programs, there are some that are still pending approval from the state. The Chancellor's Office was requiring CSU GE approval for COT courses in the new AA-T in Law, Public Policy & Society, but S. Davis informed them that COT courses are not GE and would never be approved for GE and they are investigating this |

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| | | | <p>requirement. In the meantime, the COT courses have been removed from the program in hopes of getting it approved in time for the catalog. If the Chancellor's Office allows for them to be added in at a later date, the program will be revised.</p> <ul style="list-style-type: none"> - The revised AA-T in POLS was approved this week. - Waiting on LMI data for some COAs so that faculty can write narratives. - J. McArthur asked about the queue for ECE COAs. S. Davis explained that they are waiting on LMI data and for faculty to write the narratives before they can be submitted for approval; hope to have them approved by next year's catalog. - AA in Coastal Environmental Studies is now deactivated in COCI. - New courses <ul style="list-style-type: none"> o Just received CSU GE approvals, will submit for UC in June, then submit for IGETC next December with results by May, effective Fall 2020. Reminder that it is a 2 year process for courses to be IGETC approved. o Engineering not GE but must be articulated with the UC on a course-by-course, major by major basis at each UC, generally a 2 year turn around. - A. Sandford asked if prior to the catalog being printed will they know which are UC CSU GE? S. Davis confirmed that she would be sending out an email with new approvals. - J. Muniyanti asked if we are offering Math R098T in the fall, S. Hall said we are not for fall, hoping to in the spring. S. Davis added if you have any questions about scheduling and when classes will be offered refer to faculty and deans. - S. Davis reviewed the courses that were revised. - J. Muniyanti shared if you register for CHEM R110 it won't let you register if you have higher level math classes, S. Newby said all of the courses should have had MATH R005 and R015 added to them, but if you find one that doesn't allow it, let Blanca and Laura know so they can fix it. S. Davis added that all math courses, allow for students to meet the prerequisite if they have taken a more advanced math course and while that is not indicated in the prerequisite, those courses are added to Banner to allow students to register without having to petition. - S. Davis reviewed the totals and thanked the committee for their hard work this year. |
| XIII. | Annual Committee Survey | I | S. Davis mentioned she will be sending out an email for an end of the year survey to evaluate the work of the committee. |
| XIV. | CourseLeaf CIM Updates | I | S Davis shared that the CourseLeaf group worked on replying to the 3 rd round of edits to the programs forms yesterday and they are looking really good. There are very minor changes left to be made. Courses still have more work that need to be done. Still confident we will be ready for the fall. Training will start Professional Development week. Planning to do a training at our first curriculum committee meeting with a focus on reviewing courses for curriculum members. |

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| XV. | Articulation Report – Shannon Davis | I | <p>CSU, GE IGETC updates will be sent out by S. Davis. The new ASSIST site goes live May 31st</p> <ul style="list-style-type: none"> - J. Munyantwali asked if counseling will be trained on the new ASSIST or will they be self-taught? S. Davis responded that she can give training and ASSIST will provide other resources. J. Munyantwali suggested an online workshop. |
| XVI. | High School Articulation Report – S. Trefts | | <ul style="list-style-type: none"> - S. Trefts gave updates on High School Articulation; the 2019-2020 year will be a fully online process. We will now be sending digital copies and uploading to a google drive for a more streamlined process. There is an Intent to Articulate form, for faculty to fill out that must be uploaded into the drive. High Schools will now be able to track and get credit for students taking articulated courses. - S. Trefts will send out the Articulation Agreement pdf for faculty to fill out. - A. Sandford, asked how High School credit will be processed S. Trefts said the process has not changed for them, they are still using CATEMA and those are listed as Credit by Exam. |
| XVII. | Distance Ed Committee Report – S. Wolf | | <ul style="list-style-type: none"> - S. Wolf shared that the district is acquiring site license for Camtasia, video and auto captioning tool, anyone who wants one will have one, great for counseling to walk students through the process. - S. Davis asked if there will be limits to the number of licenses per campus? S. Wolf said it should be available to anyone on campus, A. Sandford added that the district IT office is still figuring out the logistics, but think it will be similar to the Adobe license. - S. Wolf added they are hoping it will be available after July 1. They won't be having another meeting until fall, but an email should go out. He is planning to hold a training during flex week. - A. Sandford shared that OC will be hosting the 6th Annual Distance Education Summit on Flex day March 2020. - R. Morris asked if there was any news of the Instructional Technologist position, A. Sandford said there was nothing new. - S. Wolf addressed an issue on canvas related to opening modules for a particular student who may need more time on tasks and the ability to change due dates for particular students. - A. Sandford shared that a state committee has recommended changing the phrase "Hybrid" class to "Partially Online". Courses that are taught only using Distance Ed will be referred to as "Fully Online." Anticipate transitioning to the new terms. |
| XVIII. | General Ed Committee Report – Shannon Davis | | None |
| XVIII. | DTRW-I Committee Report – Shannon Davis | I | Finishing up Administrative Procedures (APs) and Board Policy's (BPs) |
| XIX. | New Business | I | S. Davis announced the social event for curriculum committee, tomorrow from 3:00-6:00pm and invited everyone to attend along with any other |

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| | | | <p>colleagues or former curriculum committee members.</p> <p>S. Wolf shared tomorrow evening's OC Live event</p> <p>S. Newby announced Guided Pathways is looking for faculty and counseling to work over the summer to map the programs to the meta majors. If you are interested this Friday is the deadline to sign up. They will be working in teams of two, a counselor and a faculty member. Plan to have each team map around 25 programs. Then they will be working with departments to build a timeline for students.</p> <p>R. Morris shared that May 10th will be the Fire Academy Graduation</p> <p>R. Cabral reminded everyone that the foundation will be honoring 600 students with scholarships today. The reception starts at 3:00 in the PAB.</p> |
| XX. | Future Meetings | I | Next meeting is scheduled for 8/28/19. |
| XXI. | Adjournment | I, AT | The meeting was adjourned at 2:40. |