



Curriculum Committee MEETING NOTES

Voting Members Present: Alan Ainsworth, Laura Anderson, Arminé Derdarian, Dianne Frehlich, Milena Hurtado, Carolyn Inouye, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munityantwali, Karla Rojas (ASG), Mati Sánchez, Scott Wolf

Proxies: None

Non-Voting Members Present: Shannon Davis (Co-Chair), Art Sandford (Co-Chair), Blanca Barrios, Joel Diaz, Carolyn Inouye

Absent: Robert Cabral, Luis Gonzalez, Steve Hall, Alex Lynch, Shannon Newby, Richard Williams

Guests: Diane Eberhardy

Meeting Date: **08/28/19**

Approval of Minutes from: **5/8/19**

Recorded By: **Paris Trujillo**

AN = Action Needed

AT = Action Taken

D = Discussion

I = Information Only

	TOPIC		DISCUSSION	ACTION NEEDED	ACCJC
I.	Welcome / Call to Order	AT	The meeting was called to order at 2:09 p.m. A. Sandford, asked everyone to introduce themselves.		
II.	Adoption of Agenda	AT	J. Munityantwali moved to approve the agenda, A. Melidonis seconded, and the agenda passed as presented. Yes: Alan Ainsworth, Laura Anderson, Arminé Derdarian, Dianne Frehlich, Milena Hurtado, Carolyn Inouye, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munityantwali, Karla Rojas (ASG), Mati Sánchez, Scott Wolf. No: None		II.A
III.	Approval of Minutes	I	M. Hurtado moved to approve the minutes, M. Sanchez seconded, and the minutes passed as presented. Yes: Alan Ainsworth, Laura Anderson, Arminé Derdarian, Dianne Frehlich, Milena Hurtado, Carolyn Inouye, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munityantwali, Karla Rojas (ASG), Mati Sánchez, Scott Wolf. No: None		

IV.	Public Comment	D	<ul style="list-style-type: none"> A. Melidonis shared the development of the honors program, Josh Leiser asked that we would continue to develop Honors courses to grow the program for students. A. Melidonis shared his own Honors course experience saying it is easy to combine with your regular classes. <ul style="list-style-type: none"> S. Davis added honors courses have to be UC transferable. J. McArthur shared that word is spreading and a lot of students seem to be interested. 		
V.	Voting Dean Election	AN	<ul style="list-style-type: none"> A. Sandford asked for nominations for a voting dean, R. Morris, motioned to elect Robert Cabral, A. Derdarian seconded. There were no other nominations, and the motion passed unanimously. <p>Yes: Alan Ainsworth, Laura Anderson, Arminé Derdarian, Dianne Frehlich, Milena Hurtado, Carolyn Inouye, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munyantwali, Karla Rojas (ASG), Mati Sánchez, Scott Wolf.</p> <p>No: None</p>		
VI.	Second Reading		<ul style="list-style-type: none"> None 		
VII.	First Reading		<ul style="list-style-type: none"> None 		
VIII.	Participatory Governance	I, D	<ul style="list-style-type: none"> D. Eberhardy, thanked the committee members for serving. She reiterated that this committee is under the purview of Academic Senate. They are in the process of updating the Participatory Governance (PG) Manual, which serves as a guide for all committees. She is asking for all committees to consider and give feedback on the draft and the expected outcomes. If you have thoughts or changes please send those to the co-chairs and they will send it to Diane by the end of September. <ul style="list-style-type: none"> D. Eberhardy mentioned that looking at the last curriculum minutes membership seemed low. A. Sandford shared that it was the last meeting of the year and there were a few absences. S. wolf asked if this is something that needs to be shared at the DE committee, D. Eberhardy shared they are welcome to give input, but the focus for accreditation does not include subcommittees. D. Eberhardy shared that at their last meeting there was a long discussion regarding student and classified representation on PG committees. She has been encouraged to get this done quickly, and she wants to make sure faculty give proper feedback. 	Review PG Manual	II.A
IX.	Curriculum Committee Survey Results	I	<ul style="list-style-type: none"> S. Davis presented the results of the committee's end of the year survey which is aligned with the expected outcomes, goals, and objects of the Curriculum Committee in the current PG manual. The feedback received in Spring 2019 indicated the committee members feel they are meeting the established goals. S. Davis reviewed the responses 		II.A

			<ul style="list-style-type: none"> ○ S. Davis addressed the responses related to needing more training explaining that there is always training provided in the beginning of the semester, during professional development week and the first committee meeting. The issue is that over 30% of the committee members were new and sometimes departments either change or decide their representatives after this training takes place. She encouraged departments to submit their curriculum representatives for the next year in the spring so that trainings could be appropriately scheduled for the new representatives. ● D. Eberhardy shared that she sits on the DTRW-I committee and that we are so fortunate to have Shannon Davis as our co-chair. Her hard work is very appreciated. The committee responded with applause. 		
X.	Plan for curriculum review	I	<ul style="list-style-type: none"> ● S. Davis referenced the email D. Eberhardy sent out for her regarding the plan for curriculum this year. Due to the transition to CourseLeaf we will not be doing 5-year reviews. She explained that the committee usually sees over 200+ courses in the Fall. She explained that the committee usually sees over 200+ courses in the Fall. This semester the focus will be on new courses and the most critical revisions of courses. ● S. Davis explained that faculty who have had the CIM training are welcome to start on new courses. For those looking to revise a course, please set a time to meet with Paris, as they are more complicated, requiring missing information to be completed. 		
XI.	Curriculum Committee Goals for 2019-2020	I	<p>S. Davis presented 6 goals for the curriculum committee:</p> <ol style="list-style-type: none"> 1. Train all Curriculum Committee members on CIM. 2. Train all new Curriculum Committee members on curriculum requirements and review per Title 5, PCAH, and local policy. 3. Contribute to the revision of the Participatory Governance, Standing, Advisory, and Ad-Hoc Committee Manual. 4. Review and approve new and revised courses and programs by stated deadlines in order to meet deadlines for Banner rollover, fall 2020 schedule, CSUGE/IGETC submissions, and 2020-2021 catalog. 5. Develop process for documenting the review of CTE curriculum and prerequisites/corequisites taking place outside of Curriculum Committee meetings to prove that it is taking place every two years as required (in dept. meetings, advisory groups, and as part of program review.) <ul style="list-style-type: none"> ● A. Sandford suggested adding them as consent agenda items so that they could be 		

			<p>recorded in the minutes.</p> <p>6. Educate ourselves on enhanced noncredit courses and discuss the pros and cons of expanding Oxnard's curriculum to include more noncredit courses and programs</p> <ul style="list-style-type: none"> R. Morris asked if the information will be shared with counseling, S. Davis explained they are trained every year. J. Munyantwali asked about a correction in the catalog, asking if it would be reprinted. S. Davis clarified that we cannot reprint the catalog. P. Trujillo shared that the corrections have been made to the pdf version of the catalog online. 		
XII.	Catalog Deadlines for 2020-2021	I	<ul style="list-style-type: none"> S. Davis presented the deadlines for submitting curriculum in order for changes to be reflected in the 2020-2021 catalog and walked through the process to explain why courses need to be submitted so early. 		
XIII.	Non-Credit Course Categories		<ul style="list-style-type: none"> Will be revisited at a future meeting. 		
XIV.	CourseLeaf CIM Training	I	<ul style="list-style-type: none"> S. Davis distributed the CIM Basic Course Information Approval Criteria handout. P. Trujillo showed the committee how to access CourseLeaf and navigate in Courses. S. Davis explained the CIM course form and what needs to be in each field per legal requirements from Title 5 and PCAH, Articulation requirements per UCOP, UCTCA, CSU GE-B, C-ID, and system requirements for Banner and COCI. Best practices from the Academic Senate for California Community College's publication "The Course Outline of Record: A Curriculum Reference Guide Revisited" (2017) are also included on the CIM Basic Course Information handout and were discussed. P. Trujillo explained what happens to the course after it has been submitted into workflow, how to edit, rollback, and approve courses in their queue. She also encouraged faculty to enroll in the canvas shell she created for more training resources. 		
XV.	Curriculum Institute Updates		<ul style="list-style-type: none"> Tabled. Will be revisited at a future meeting. 		
XVI.	Curriculum Training required by CCCCCO		<ul style="list-style-type: none"> Tabled. Will be revisited at a future meeting. 		
XVII.	GE Committee membership		<ul style="list-style-type: none"> Tabled. Will be revisited at a future meeting. 		

XVIII.	Articulation report		• Tabled. Will be revisited at a future meeting.		
XIX.	New Business	I	• None		
	Adjournment	AT	The meeting adjourned at 4:13 p.m.		

Handouts & Presentations:

- [Curriculum Committee Survey Results 2018-19](#)
- [Curriculum Committee goals 2019-20](#)
- [Curriculum Deadlines 2019-20](#)
- [CIM Basic Course Information Approval Criteria](#)

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