



Curriculum Committee MEETING MINUTES

Voting Members Present: Alan Ainsworth, Robert Cabral, Arminé Derdarian, Dianne Frehlich, Milena Hurtado, Alex Lynch, Judy McArthur, Arion Melidonis, Robert Morris, Mati Sánchez, Scott Wolf

Proxies: Arminé Derdarian for Shannon Newby, Charles Ramirez for Julius Munityantwali, Blanca Barrios for Laura Anderson, Ashley Hawkins for Karla Rojas

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

Absent: Laura Anderson, Steve Hall, Shannon Newby, Richard Williams

Guests: Laura Gentry, Shannon Trefts

Meeting Date: **09/25/19**

Approval of Minutes from: **9/11/19**

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 2:02 p.m.		
II.	Adoption of Agenda	AT	<p>M. Hurtado moved to approve the agenda, A. Melidonis seconded, and the agenda passed as presented.</p> <p>Yes: Alan Ainsworth, Blanca Barrios, Robert Cabral, Arminé Derdarian, Dianne Frehlich, Ashley Hawkins Milena Hurtado, Alex Lynch, Judy McArthur, Arion Melidonis, Robert Morris, Charles Ramirez, Mati Sánchez, Scott Wolf</p> <p>No: None</p>		II.A
III.	Approval of Minutes	I	<p>R. Cabral moved to approve the minutes, J. McArthur seconded, and the minutes passed as presented.</p> <p>Yes: Alan Ainsworth, Blanca Barrios, Robert Cabral, Arminé Derdarian, Dianne Frehlich, Ashley Hawkins Milena Hurtado, Alex Lynch, Judy McArthur, Arion Melidonis, Robert Morris, Charles Ramirez, Mati Sánchez, Scott Wolf</p> <p>No: None</p>		

IV.	Public Comment	D	<ul style="list-style-type: none"> • R. Cabral announced the Career and Transfer Center will be hosting the Job and Career Fair Oct. 15th 10:00 am -1:00 pm in front of student services. There will be about 50 employers attending. • OC Live - Regional Transfer Success event with guest performers from Moorpark College and CSUCI, and performance from the OC Mariachi Trio. 		
V.	Second Reading		<ul style="list-style-type: none"> • <u>Career & Technical Education</u> <ul style="list-style-type: none"> ○ DH R023 <ul style="list-style-type: none"> ▪ Changes made per committee recommendations <p>A. Melidonis moved to approve the DH R023 for Second Reading, J. McArthur seconded and the motion passed.</p> <p>Yes: Alan Ainsworth, Blanca Barrios, Robert Cabral, Arminé Derdarian, Dianne Frehlich, Ashley Hawkins Milena Hurtado, Alex Lynch, Judy McArthur, Arion Melidonis, Robert Morris, Charles Ramirez, Mati Sánchez, Scott Wolf</p> <p>No: None</p>		
VI.	First Reading		<ul style="list-style-type: none"> • <u>Career & Technical Education</u> <ul style="list-style-type: none"> ○ FT R180 <ul style="list-style-type: none"> ▪ Updated faculty minimum qualifications ▪ S. Davis commented: Catalog Description: At end of paragraph, "medical clearance" is repeated twice. CB23: check to see if funding is correct Entrance skill #1: "demonstrated" should be "demonstrate" Outside Assignments: be a little more specific on the homework. Are they reading the multiple assigned texts and answering questions at the end of each chapter? Are they reading scenarios and applying what they've learned to solve wild fire scenarios? This course has 80 hours of outside work so there should be 80 worth of assignments. Requisite description: EMT R079 is "course not in a sequence" because it isn't in the same discipline. ▪ Requisite should be EMT R109 instead of R079. <p>A. Melidonis moved to approve FT R180 for First Reading, S. Wolf seconded and the motion passed with the suggested changes.</p>		

		<p>Yes: Alan Ainsworth, Blanca Barrios, Robert Cabral, Arminé Derdarian, Dianne Frehlich, Ashley Hawkins Milena Hurtado, Alex Lynch, Judy McArthur, Arion Melidonis, Robert Morris, Charles Ramirez, Mati Sánchez, Scott Wolf</p> <p>No: None</p>		
VII.	Technical Changes	<ul style="list-style-type: none"> • <u>Liberal Studies</u> <ul style="list-style-type: none"> ○ ENGL R101 – Prerequisites <ul style="list-style-type: none"> ▪ S. Davis explained per of AB705 we removed the prerequisite of ENGL R101 and added the statement of multiple measures. This created an articulation issue with the UC because they require the prerequisite to show the level at which the class is taught, but it is up to the community colleges to determine how the prerequisite is satisfied. It needs to be added back to the course so that Shannon can re-submit it to the UC. ▪ J. Diaz asked if this will be enforced in Banner, S. Davis yes, it will and will then need to be satisfied by multiple measures and cleared by a counselor. ▪ L. Gonzales asked if this same issue applies to the R097 course. No, because it is not UC transferable. ▪ B. Barrios asked if that will be effective in fall 2020. S. Davis clarified it will be effective this spring 2020. <p>S. Wolf moved to approve the technical change. A. Derdarian seconded and the motion passed.</p> <p>Yes: Alan Ainsworth, Blanca Barrios, Robert Cabral, Arminé Derdarian, Dianne Frehlich, Ashley Hawkins Milena Hurtado, Alex Lynch, Judy McArthur, Arion Melidonis, Robert Morris, Charles Ramirez, Mati Sánchez, Scott Wolf</p> <p>No: None</p>		
VIII.	Distance Education Appendix	<ul style="list-style-type: none"> • <u>Math & Science</u> <ul style="list-style-type: none"> ○ GEOL R121 – Adding DE Appendix Only <ul style="list-style-type: none"> ▪ L. Gentry shared that if you do an online chat in Canvas it does not notify the students. Make sure to email students to schedule the chat beforehand. Recommend using conferencing application instead of chat feature. 		

			<ul style="list-style-type: none"> ▪ M. Hurtado suggested adding other specific methods of Regular Effective/Substantive Contact, e.g. email, telephone. ▪ R. Cabral recommended calling “Synchronous Dialog” “Real Time Communication” instead. S. Davis explained that since it is a static element of the form this change will need to be agreed upon with the other colleges and may be an additional charge by CourseLeaf if a change is requested. ▪ B. Barrios explained that Banner doesn’t currently show the 1-50% Hybrid distinction. <p>A. Melidonis moved to approve the GEOL R121 DE Appendix with suggested changes. D. Frehlich seconded and the motion passed.</p> <p>Yes: Alan Ainsworth, Blanca Barrios, Robert Cabral, Arminé Derdarian, Dianne Frehlich, Ashley Hawkins Milena Hurtado, Alex Lynch, Judy McArthur, Arion Melidonis, Robert Morris, Charles Ramirez, Mati Sánchez, Scott Wolf</p> <p>No: None</p>		
INFORMATION/DISCUSSION					
IX.	DE: Regular & Effective Contact	I, D	<ul style="list-style-type: none"> • L. Gentry explained the different kinds of Regular and Effective Contact Hours, such as student to student and instructor to student. Examples of these interactions are: <ul style="list-style-type: none"> ○ Faculty can write on assignments in Canvas, L. Gentry will create a video that shows students how to view the comments. ○ Video conferencing or real time communication, notifications can be set up to go to the student’s personal email. ○ Peer review assignments get students to interact with the rubric. • A. Sandford asked if student to student was a new element added by Title 5? L. Gentry confirmed it was and faculty need to provide specific instructions so students know what is expected and how they will be measured. • L. Gentry recommended using dynamic homepages on Canvas, which change every week to keep students up to date and can feature a video from faculty. • A. Hawkins (ASG Rep) shared an experience using Peer Review in an online class and asked what the process is for when students submit the assignment late. L. Gentry explained that it depends on the 		II.A

		<p>instructor’s policy but they can control the groups students are assigned to in the peer review and can exclude the student who did not submit the assignment on time.</p>		
X.	High School Articulation Report	<ul style="list-style-type: none"> • S. Trefts. shared that she has been working with the local high schools and County Office of Education to align pathways for students. They had about 1,600 high school students total enrolled in articulated courses. They are working to align only high school capstone courses with introductory and foundational college level courses. S. Trefts asked faculty to include her in communications regarding high school articulation. • It was clarified that if faculty do not select “Credit by Exam” In CourseLeaf then it cannot be articulated with the high school. If they do select “Credit by Exam”, any student may challenge the course by taking an exam. • J. Diaz, added that this is a manual process and because of the time-consuming nature this can impact transcript turnaround time. S. Trefts, suggested that students complete the FERPA release form so that she can communicate with the institution and inform them of the pending credit. • J. McArthur asked if there is timeline for processing high school credit by exam, S. Trefts said credit should be posted following course completion. • S. Trefts is attending a summit with county leaders and sister colleges, on Monday sept. 30th 9am. • A. Lynch asked if we can change the language to “Credit will be awarded for the first course completed with a grade of <u>B or better</u>” instead of “<u>C or better</u>”. S. Trefts shared that a high school instructor can select “not recommended” regardless of the grade the student earned. S. Davis will double check the language in AP 4051. S. Trefts added that if students are unprepared, there needs to be a conversation about it with the high school to make adjustments to the curriculum. R. Cabral added that these agreements are for one year and need to be renewed every year. • J. Diaz shared that Admissions and Records run into issues with the timeline, because students haven’t been awarded the credit by the time they go to register for the following semester. S. Trefts said to let her know when that happens and she will contact the high school faculty to submit the grades. 		
XI.	Courses Needing to be Offered	<ul style="list-style-type: none"> • S. Davis presented a list of courses that are ready to be offered (finally have all GE approvals) and courses that have not been offered for some time and need to be offered or deactivated. • S. Davis sent a list of courses being offered for the first time this spring to the counselors so that they are aware of these new courses and help promote them to students. 		

- A. Sandford asked what Python is (CNIT R161), A. Lynch explained it is a new program language that Facebook and other big tech companies use.
- There was discussion about the ACS - Automation and Controls Systems courses, when they were offered they were cancelled due to low enrollment. A. Sandford asked if these are courses for people entering the field or for those already in the field? A. Ainsworth explained it is for people already in the field and the training through private organization can be very expensive. S. Davis added that this may be a good program for Noncredit in the short-term vocational category.
- GEOL R114, was offered once but has been cancelled due to low enrollment. C. Inouye said because enrollment is so low they recommend students go to Ventura College to complete the requirement.
- GLST R102, A. Melidonis explained they have trouble finding faculty to teach this course and added that this course is co-listed with Anthropology at Princeton.
- A. Melidonis commented on SJS R110 – R130 saying he hoped our sociology department would offer those courses.
- R. Cabral asked if the HM R101 is co-listed with CRM. S. Davis confirmed it is not because it is hotel management.
- D. Frehlich in looking at the list of approved PE courses said they will look into switching up the PE courses offered to include more of these (Pilates).
- S. Davis explained that the p/t faculty who developed R111 and R112 is no longer at the college and the COA associated with the courses was never submitted to the state.
- S. Davis then discussed the courses that have not been offered for many years and encouraged faculty to offer or deactivate the courses.
- S. Wolf shared that MUS R106 was offered in Spring of 2018 but was cancelled due to low enrollment.
- R. Cabral shared that they are finding students cannot get past Photoshop which leads to low enrollment for the DMS courses.
- There was discussion regarding the IDS courses and the difficulty they have getting traction with students, S. Davis suggested communication with counseling to encourage students to enroll.
- A. Melidonis suggested combining IDS R101A & R101B, but there will still be an issue of having faculty to teach the course. There is potential for these courses with revision and proper marketing.

			<ul style="list-style-type: none"> S. Davis explained that the Psychology courses (R115-R118) were developed for a county program that is no longer in place. 		
XII.	Participatory Governance Feedback		<ul style="list-style-type: none"> S. Davis presented the recommended changes to the PG Manual. She will reach out to the AFT and Transfer center about representation on the committee. It was suggested to remove the numbers listed with the representatives and instead use singular language. 		
XIII.	New Business	I	<ul style="list-style-type: none"> S. Davis reminded members that next week's meeting we will be the final chance for new courses and she will be assigning teams. A. Lynch asked if that is the same deadline for programs S. Davis clarified that programs will have a deadline later in the fall. 		
	Adjournment	AT	The meeting adjourned at 3:05 p.m.		

Handouts & Presentations:

- [PG Manual – Curriculum pages only](#)
- [Regular & Effective Hours](#)
- Course Offering