



## Curriculum Committee MEETING MINUTES

**Voting Members Present:** Robert Cabral, Armine Derdarian, Dianne Frehlich, Steven Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Charles Ramirez, Karla Rojas, Mati Sánchez, Paris Trujillo, Scott Wolf

**Proxies:** Arion Melidonis for Alan Ainsworth, Paris Trujillo for Laura Anderson, Charles Ramirez for Julius Munityantwali, Armine Derdarian for Shannon Newby

**Non-Voting Members Present:** Art Sandford (Co-Chair), Shannon Davis (Co-Chair), Carolyn Inouye

**Absent:** Alan Ainsworth, Laura Anderson, Blanca Barrios, Alex Lynch, Julius Munityantwali, Shannon Newby, Richard Williams

**Guests:** None

Meeting Date: **11/13/19**

Approval of Minutes from: **10/23/19**

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 | A<br>T | The meeting was called to order at 2:07 p.m.  |               |             |
| II. Adoption of Agenda     | A<br>T | M. Sanchez moved to approve the agenda, A. Melidonis seconded, and the agenda passed as presented.<br><b>Yes:</b> Robert Cabral, Armine Derdarian, Dianne Frehlich, Steven Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Charles Ramirez, Karla Rojas, Mati Sánchez, Paris Trujillo, Scott Wolf<br><b>No:</b> None | <b>AT</b>     | <b>II.A</b> |
| III. Approval of Minutes   | A<br>T | A. Melidonis moved to approve the minutes, M. Sanchez seconded, and the minutes were approved as presented.   | <b>AT</b>     | <b>II.A</b> |

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|                    |        | <p><b>Yes:</b> Robert Cabral, Armine Derdarian, Dianne Frehlich, Steven Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Charles Ramirez, Karla Rojas, Mati Sánchez, Paris Trujillo, Scott Wolf</p> <p><b>No:</b> None</p>   |    |      |
| IV. Public Comment | D      | <ul style="list-style-type: none"> <li>A. Melidonis handed out an honors program flyer and informed the committee of the website which lists the current honors agreements and allow for automatic admissions. They need more student's involvement and additional curriculum to support the program. It enables students to enroll in Honors cohorts when they transfer.</li> </ul>   | I  |      |
| V. Second Reading  | AT     | <ul style="list-style-type: none"> <li><u>Career &amp; Technical Education</u> <ul style="list-style-type: none"> <li>AT R110, R113, R114, R115, R116, R120, R121, R126, R140, R150, R148, R161, R170</li> </ul> </li> <li><u>Liberal Studies</u> <ul style="list-style-type: none"> <li>SPAN R100, R110, R200, R210, R220, R220H, R230, R230H, R236, R236H</li> </ul> </li> <li><u>Math, Science, Health, PE, Athletics:</u> <ul style="list-style-type: none"> <li>MATH R066S</li> </ul> </li> <li><u>Student Services:</u> <ul style="list-style-type: none"> <li>PG R805</li> <li>LS R016A, R016B</li> </ul> </li> </ul> <p>M. Hurtado moved to approve all courses for Second Reading, A. Melidonis seconded, and the motion passed.</p> <p><b>Yes:</b> Robert Cabral, Armine Derdarian, Dianne Frehlich, Steven Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Charles Ramirez, Karla Rojas, Mati Sánchez, Paris Trujillo, Scott Wolf</p> <p><b>No:</b> None</p> | AT | II.A |
| VI. First Reading  | A<br>T | <ul style="list-style-type: none"> <li>FT R090 <ul style="list-style-type: none"> <li>S. Davis explained that the faculty added EMT &amp; EMR courses to limitations</li> <li>R. Morris added that this helps inform students of additional options to fulfill the First Aid requirement</li> </ul> </li> </ul>  | AT | II.A |

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|                    |        | <p>R. Cabral moved to approve all courses for Second Reading, M. Sanchez seconded, and the motion passed.</p> <p><b>Yes:</b> Robert Cabral, Armine Derdarian, Dianne Frehlich, Steven Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Charles Ramirez, Karla Rojas, Mati Sánchez, Paris Trujillo, Scott Wolf</p> <p><b>No:</b> None</p>  |    |      |
| VII. Deactivation  | A<br>T | <ul style="list-style-type: none"> <li>• EMT R079 <ul style="list-style-type: none"> <li>○ S. Davis explained that this course was replaced by EMT R109</li> <li>○ A. Sandford asked what the purpose of the replacement was. R. Morris shared the new 100 level course is transferable and is equivalent to Health R105. S. Davis added that it fulfills the GE requirements.</li> </ul> </li> </ul> <p>R. Morris moved to approve all courses for Second Reading, S. Hall seconded, and the motion passed.</p> <p><b>Yes:</b> Robert Cabral, Armine Derdarian, Dianne Frehlich, Steven Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Charles Ramirez, Karla Rojas, Mati Sánchez, Paris Trujillo, Scott Wolf</p> <p><b>No:</b> None</p> | AT | II.A |
| VIII. Consent Item | A<br>T | <ul style="list-style-type: none"> <li>• S. Davis explained the spreadsheet provided and that the state is now requiring us to record two new CB codes 25 and 26. The Codes will first be updated in Banner, then in CourseLeaf.</li> <li>• S. Hall asked if the new math course will need these added as well. P. Trujillo clarified that the new codes were included when we created the course. This will only effect previously existing courses.</li> </ul>  | AT | II.A |
| IX. New Business   | I      | <ul style="list-style-type: none"> <li>• J. McArthur explained an issue regarding clearing students of a lower level Math &amp; English requirement when they have already enrolled in a higher-level course. S. Davis will investigate the issue further with the Academic Data Specialist who may be able to adjust this in Banner.</li> <li>• A. Sandford shared that there are meetings being held at the District Office relating to business processes and the need for streamlining manual tasks like this.</li> </ul>   | I  |      |

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|    |             | <ul style="list-style-type: none"> <li>• A. Sanford informed the committee that there is interest in a Syllabus Management System and presented a video from Concourse, a potential vendor. Streamlining the Syllabus process is something to consider.</li> <li>• S. Davis added that students often request syllabus records when transferring. Some universities prefer it to the Course Outline. If the department is unable to provide a syllabus to the student will be required to take the course again.</li> </ul> |                                    |  |
| X. | Adjournment | A<br>T  | The meeting adjourned at 2:32 p.m. |  |