



## Curriculum Committee MEETING MINUTES

**Voting Members Present:** Laura Anderson, Armine Derdarian, Dianne Frehlich, Milena Hurtado, Julius Munyantwali, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez

**Proxies:** None

**Non-Voting Members Present:** Luis Gonzales (Co-Chair), Shannon Davis (Co-Chair)

**Absent:** Alan Ainsworth, Art Sandford, Blanca Barrios, Robert Cabral, Steven Hall, Richard Williams, Scott Wolf

**Guests:** None

Meeting Date: **1/22/2020**

Approval of Minutes from: **12/11/19**

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 2:06 p.m.		
II. Adoption of Agenda	AT	<p>P. Trujillo pulled deactivations - AC R100, ACS R110 which have not been completed in CourseLeaf yet.</p> <p>D. Frehlich moved to approve the agenda, J. McArthur seconded, and the agenda passed with corrections.</p> <p><b>Yes:</b> Laura Anderson, Armine Derdarian, Dianne Frehlich, Milena Hurtado, Julius Munyantwali, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez</p> <p><b>No:</b> None</p>	<b>AT</b>	<b>II.A</b>

III.	Approval of Minutes	I	<p>J. Munityantwali moved to approve the minutes, L. Anderson seconded, and the minutes were approved as presented.</p> <p><b>Yes:</b> Laura Anderson, Armine Derdarian, Dianne Frehlich, Milena Hurtado, Julius Munityantwali, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez</p> <p><b>No:</b> None</p>	<b>AN</b>	
IV.	Public Comment	D	<ul style="list-style-type: none"> <li>• None</li> </ul>	<b>I</b>	
V.	Second Reading	AT	<ul style="list-style-type: none"> <li>• None</li> </ul>	<b>AT</b>	<b>II.A</b>
VI.	First Reading	AT	<ul style="list-style-type: none"> <li>• Cybersecurity – Certificate of Achievement <ul style="list-style-type: none"> <li>▪ J. McArthur asked if this was also going to be made into a degree as well as the certificate. S. Davis had previously asked Alex Lynch and he said they are thinking about it, but not at this time.</li> <li>▪ S. Davis commented, for annual completers field, we need a number, so choose the low end of 10 for now. It is just a rough estimate.</li> <li>▪ M. Hurtado commented, Looks great; only comment, in the Career Technical Education (CTE) Programs (including Certificates) "key findings" section, check the formatting.</li> </ul> </li> <li>• Business Information Worker Quick Start - Certificate of Completion (Noncredit) <ul style="list-style-type: none"> <li>▪ A. Derdarian asked since there is a Computer Literacy course in the program will the students have enough literacy to take the course in a hybrid format? M. Pinto-Casillas explained that the instruction will be face to face, but the practice and skills reinforcement assignments will be done online.</li> <li>▪ M. Pinto-Casillas added that this will be a low-cost option that will help students get started allows for them to quickly complete the program. S. Davis asked what the materials costs will be. M. Pinto-Casillas said she will be using the Test Out software so the whole program will be less than \$300. J. McArthur asked if the department will keep the for-credit Keyboarding class? M. Pinto-Casillas plans to phase out the current credit courses.</li> <li>▪ M. Pinto-Casillas asked S. Davis if a student has taken the Credit course can they finish the Certificate of Completion with the noncredit course? S. Davis explained that she's not sure if the state will allow it and hasn't seen it been done before but will research it. J. McArthur asked to</li> </ul> </li> </ul>	<b>AT</b>	<b>II.A</b>

look as the labor market data again. M. Pinto-Casillas explained that the need is still there, the isn't much growth, but there are still many job openings. J. McArthur added that the Dept. of Rehabilitation will be interested in this program as a good resource for them.

- S. Davis asked about the Introduction to Business Information Worker course and M. Pinto-Casillas confirmed this course will teach the students the soft-skills necessary for the job.
- J. Munyantwali asked if there was a significant difference in pay for students that complete the Business Administration Certificate of Achievement. M. Pinto-Casillas said they are about the same, but the Noncredit offers students a foot in the door at a low cost. J. McArthur asked if the \$300 out of pocket will be better for students than receiving financial aid. M. Pinto-Casillas explained that the Noncredit courses put less pressure on the student to complete, there is less homework, grades won't affect their GPA on their Transcripts, and it can be completed in a single semester. The software licensing allows for 18 months to finish. These courses can also serve as a supplement to credit courses to help employability.
- M. Sanchez shared how important the community outreach will be and ask if a student can take just one courses. S. Davis explained students can take one or as many courses as they wish, but for us to get the enhanced noncredit funding the college must offer them within an approved noncredit program. M. Pinto-Casillas shared that her plan is to offer all the courses every Fall, when enrollments are highest and would only offer them once a year.
- J. McArthur asked if the noncredit courses are taught at the same rigor as the credit courses. M. Pinto-Casillas said her credit courses will have more rigor than the noncredit and more hours.
- English as a Second Language - Certificate of Competency (Noncredit)
  - M. Sanchez described this new Certificate and how it will serve as level 1 for the students and will complete a comprehensive ESL program. J. McArthur asked if this was intended for monolingual students as well. M. Sanchez recommends that instead they start at Level 2.
  - S. Davis commented, In the narrative, in the opening paragraph, just make sure the title matches by adding "Level 1" after Certificate of Competency ESL. Otherwise, looks good!

M. Hurtado moved to approve the First Reading items, A. Melidonis seconded, and the motion passed.

**Yes:** Laura Anderson, Armine Derdarian, Dianne Frehlich, Milena Hurtado, Julius Munyantwali, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez

**No:** None

VII. Deactivations	AT	<ul style="list-style-type: none"> <li>• Automation &amp; Control Systems - AS</li> <li>• Automation &amp; Control Systems – COA</li> <li>• <del>ACS R100, ACS R110</del> – <i>Pulled</i> <ul style="list-style-type: none"> <li>▪ S. Davis explained that these programs were being deactivated due to low enrollments. The department may consider offering this as a noncredit program in the future.</li> </ul> </li> </ul> <p>J. Muniyantwali moved to approve the deactivations, R. Morris seconded, and the motion passed.</p> <p><b>Yes:</b> Laura Anderson, Armine Derdarian, Dianne Frehlich, Milena Hurtado, Julius Muniyantwali, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez  <b>No:</b> None</p>	AT	II.A
VIII. Technical Changes	I	<ul style="list-style-type: none"> <li>• ENGL R101H - Prereq should be R097 not R096</li> </ul> <p>When the English reading and writing courses were renumbered a few years ago, this prerequisite number was missed, so this is just correcting the number of the course, not changing the requisite.</p> <p>J. McArthur moved to approve the Technical Changes, A. Derdarian seconded, and the motion passed.</p> <p><b>Yes:</b> Laura Anderson, Armine Derdarian, Dianne Frehlich, Milena Hurtado, Julius Muniyantwali, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez  <b>No:</b> None</p>	AT	II.A
IX. Curriculum Updates		<ul style="list-style-type: none"> <li>• Dormant Courses <ul style="list-style-type: none"> <li>▪ S. Davis presented a list of courses that have received all of their GE approvals and are ready to be offered and courses that are still listed as active but have not been offered for some time or not ever been offered. S. Davis explained that if the departments do not plan to offer these courses or if they continue to be cancelled for low enrollment then faculty should consider</li> </ul> </li> </ul>		

		<p>deactivating them. The catalog should be an actual list of active courses being currently offered and is not “aspirational.” All active courses should have current outlines and need to have SLOs assessed regularly which you cannot do if you are not offering the courses. What is listed is active in the catalog should match what is active in CIM and COCI (state Chancellor’s curriculum inventory), and ASSIST. D. Frehlich asked if it was possible to schedule two PE courses at the same time when they are essentially doing the same activity, for instance Weight Training and Power Lifting this would help with room availability and allow a single faculty member to teach more than one low enrolled course. L. Anderson explained that the courses would need to be cross listed (not co-listed) on the schedule. This only works for these activity courses (not lecture courses) that are similar as the instructor has to be able to cover the instruction and students have to be able to meet the objectives of the course outlines. An example of this is how Volleyball I and Volleyball II are scheduled at the same time, but the Faculty instruction is determined by the student’s skill level.</p> <ul style="list-style-type: none"> <li>● Catalog Updates <ul style="list-style-type: none"> <li>▪ S. Davis asked the committee to review these dormant courses with their departments and if they choose to deactivate a course to do so by the end of February so they can be removed as next year’s catalog is being edited.</li> </ul> </li> </ul>		
<p>X. CourseLeaf Discussion</p>		<ul style="list-style-type: none"> <li>● P. Trujillo shared that the district recently approved the purchase of CAT, CourseLeaf’s Catalog product. The plan is to implement CAT next spring which means all the courses in CIM will need to be updated to add missing information to fields that are new in CIM and didn’t exist before in CurricUNET or to add data that didn’t migrate from CurricUNET. This will be a big undertaking and will require the faculty’s help next Fall in order to prepare for it.</li> <li>● P. Trujillo also shared that the VPAA Office has been talking to CourseLeaf about piloting their Syllabi product, which will sync with Banner and make the syllabi writing and revision process easier. There will be another webinar displaying the product at the Academic Senate meeting on Feb. 24<sup>th</sup>. P. Trujillo asked if anyone on the committee was interested in being a part of the syllabi pilot to let her know.</li> </ul>		

XI.	DE Committee Report		<ul style="list-style-type: none"> <li>L. Gonzales shared that the DE committee has not met but are preparing to host the DE Summit. The committee is trying to determine if there is interest from MC or VC to attend. If not, it may just be local to OC. It will take place on a self-assigned flex day, March 19<sup>th</sup>, 2020 Thursday.</li> </ul>		
XII.	GE Committee Report		None		
XIII.	DTRW-I		None		
XIV.	New Business	I	<ul style="list-style-type: none"> <li>L. Gonzales shared that Laura Gentry, Instructional Technologist, will be back to work at OC on Monday.</li> </ul>	I	
XV.	Adjournment	AT	The meeting adjourned at 2:59 p.m.		