



Curriculum Committee MEETING MINUTES

Voting Members Present: Alan Ainsworth, Robert Cabral, Armine Derdarian, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munityantwali, Mary Pinto-Casillas, Mati Sánchez, Scott Wolf

Proxies: Paris Trujillo for Laura Anderson, Mati Sanchez for Dianne Frehlich

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

Absent: Laura Anderson, Dianne Frehlich, Steven Hall, Richard Williams, Shannon Newby

Guests: Joel Diaz

Meeting Date: **2/12/2020**

Approval of Minutes from: **1/22/20**

Recorded By: **Paris Trujillo**

AN = Action Needed

AT = Action Taken

D = Discussion

I = Information Only

TOPIC		DISCUSSION	ACTION NEEDED	ACJC
I. Welcome / Call to Order	AT	The meeting was called to order at 2:09 p.m.		
II. Adoption of Agenda	AT	J. Munityantwali moved to approve the agenda, J. McArthur seconded, and the agenda passed as presented. Yes: Alan Ainsworth, Robert Cabral, Armine Derdarian, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munityantwali, Mary Pinto-Casillas, Mati Sánchez, Paris Trujillo, Scott Wolf No: None	AT	II.A
III. Approval of Minutes	I	M. Hurtado moved to approve the minutes, S. Wolf seconded, and the minutes were approved as presented.	AN	

			<p>Yes: Alan Ainsworth, Robert Cabral, Armine Derdarian, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munyantwali, Mary Pinto-Casillas, Mati Sánchez, Paris Trujillo, Scott Wolf</p> <p>No: None</p>		
IV.	Public Comment	D	<ul style="list-style-type: none"> • None 	I	
V.	Second Reading	AT	<ul style="list-style-type: none"> • None 	AT	II.A
VI.	First Reading	AT	<p>A. Melidonis moved to approve the First Reading items, S. Wolf seconded, and the motion passed.</p> <ul style="list-style-type: none"> • CAOT R801, R802 <ul style="list-style-type: none"> ▪ S. Davis explained that M. Pinto-Casillas needed to update the hours to be consistent with the new courses and to remove the range of hours. A. Sandford asked if there is a reason why we wouldn't want a range? S. Davis explained that because they are noncredit it is difficult to determine when a student is finished. The state used to recommend a range, but no longer do. ▪ J. Diaz asked if we will still have the credit courses, M. Pinto-Casillas explained that while we will still have them, they will not be offered as often. The plan is to only offer the noncredit courses this Fall. ▪ R. Cabral explained that there is an industry need for this noncredit program. M. Pinto-Casillas added that while they hope to schedule all the courses in one semester, there are some technical challenges that need to be discussed. ▪ J. McArthur commented that there may be an issue with students who have the already taken some of the credit courses and may not be able to finish the certificate if the others aren't offered. A. Sandford mentioned that the students can petition for it, J. McArthur added that counselors will need to be made aware, R. Cabral recommended setting up a meeting with counselors to communicate the changes. <p>Yes: Alan Ainsworth, Robert Cabral, Armine Derdarian, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munyantwali, Mary Pinto-Casillas, Mati Sánchez, Paris Trujillo, Scott Wolf</p> <p>No: None</p>	AT	II.A

VII. Deactivations	AT	<p>M. Sanchez moved to approve the deactivations, J. McArthur seconded, and the motion passed.</p> <ul style="list-style-type: none"> • ACS R100, ACS R110 <ul style="list-style-type: none"> ▪ S. Davis explained that Alan Ainsworth had previously deactivated the Program, which was approved at the last meeting, and is now bringing through the two associated courses to be deactivated. <p>Yes: Alan Ainsworth, Robert Cabral, Armine Derdarian, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munyantwali, Mary Pinto-Casillas, Mati Sánchez, Paris Trujillo, Scott Wolf No: None</p>	AT	II.A
VIII. Distance Learning Approval	I	<p>J. McArthur moved to approve the Distance Learning Approvals, A. Melidonis seconded, and the motion passed.</p> <ul style="list-style-type: none"> • CAOT R801, R802 <ul style="list-style-type: none"> ▪ J. Diaz explained that when noncredit courses are offered, they are calculated with 2 census dates and faculty don't report regular contact hours. Discussion ensued. ▪ R. Morris asked if students can take the Microsoft test that some businesses require, M. Pinto-Casillas explained that Test Out does include those tests. ▪ M. Pinto Casillas shared that she applied and has received a grant for \$4,800 from the Oxnard Monday Club and the OC Foundation will match that amount. This will cover all instructional materials for a total of 30 students. They plan to offer 15 of these scholarships in Fall 2020 and the other 15 Fall 2021. ▪ R. Morris asked if Test Out will sync with Canvas. M. Pinto-Casillas shared that it does sync with canvas very well. <p>Yes: Alan Ainsworth, Robert Cabral, Armine Derdarian, Milena Hurtado, Judy McArthur, Arion Melidonis, Robert Morris, Julius Munyantwali, Mary Pinto-Casillas, Mati Sánchez, Paris Trujillo, Scott Wolf No: None</p>	AT	II.A

IX. Curriculum Updates		<ul style="list-style-type: none"> • None 		
X. CourseLeaf Discussion		<ul style="list-style-type: none"> • None 		
XI. DE Committee Report		<ul style="list-style-type: none"> • S. Wolf shared that the DE Summit will be March 19th 8:00am –12:00pm, the committee recently confirmed a keynote speaker, afterwards there will be workshop instead of breakout sessions. Breakfast will be provided, and the event will be held in the PAB. • S. Wolf added that the committee recently discussed a partially online course where a Faculty member had assigned an uneven number of hours. 2 hours in person, 3 hours online. M. Sanchez added that the question was who decides the ratio. • A. Sandford explained that the Dean must consult with Faculty, but according to the contract the final decision is made by the Dean. R. Cabral added that ideally this decision is mutual agreed upon and is a conversation involving the Faculty, Department Chair, and the Dean. • S. Wolf continued, that it becomes a scheduling concern and the dean will need to look at maximizing room utilization. No decision was made. 		
XII. GE Committee Report		<ul style="list-style-type: none"> • None 		
XIII. DTRW-I		<ul style="list-style-type: none"> • None 		
XIV. Strategic Planning Steering Committee Report		<ul style="list-style-type: none"> • None, this item can be removed from future agendas. 		

XIV. New Business	I	<ul style="list-style-type: none"> • R. Morris shared that the Public Safety Division held the Fire Technology Advisory Meeting yesterday. This will require a lot of changes to the curriculum. Fire Technology passed the State accreditation with flying colors. • R. Cabral asked if the IFSAC and other authorities understand the curriculum confines we are under? R. Morris explained that he's not sure, but Assistant Dean Jewett will convey that to them. 	I	
XV. Adjournment	AT	The meeting adjourned at 2:39 p.m.		