



## Curriculum Committee MEETING MINUTES

**Voting Members Present:** Alan Ainsworth, Laura Anderson, Robert Cabral, Kevin Corse, Dianne Frehlich, Steven Hall, Judy McArthur, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez

**Proxies:** Alan Ainsworth for Arion Melidonis, Judy McArthur for Julius Munnyantwali, Mati Sanchez for Milena Hurtado, Kevin Corse for Richard Williams

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

**Absent:** Armine Derdarian, Arion Melidonis, Robert Morris, Julius Munnyantwali, Richard Williams, Scott Wolf

Meeting Date: **2/26/2020**

Approval of Minutes from: **2/12/20**

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 2:04 p.m.		
II. Adoption of Agenda	AT	J. McArthur, moved to approve the agenda, M. Pinto-Casillas seconded, and the agenda passed as presented.  <b>Yes:</b> Alan Ainsworth, Laura Anderson, Robert Cabral, Kevin Corse, Dianne Frehlich, Steven Hall, Judy McArthur, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez <b>No:</b> None	<b>AT</b>	<b>II.A</b>
III. Approval of Minutes	I	M. Pinto-Casillas moved to approve the minutes, K. Corse seconded, and the minutes were approved with the following corrections.	<b>AN</b>	

		<ul style="list-style-type: none"> <li>M. Pinto-Casillas commented on the 3<sup>rd</sup> bullet under Distance Learning Approval, which should read, “she applied and <b>has</b> received a grant from the <b>Oxnard Monday Club</b>, to cover <b>all</b> instruction materials for 30 students.”</li> </ul> <p><b>Yes:</b> Alan Ainsworth, Laura Anderson, Robert Cabral, Kevin Corse, Dianne Frehlich, Steven Hall, Judy Mc Shannon Newby, Mary Pinto-Casillas, Mati Sánchez  <b>No:</b> None</p>		
IV. Public Comment	D	<ul style="list-style-type: none"> <li>None</li> </ul>	I	
V. Second Reading	AT	<p>R. Cabral moved to approve the Second Reading items, J. McArthur seconded, and the motion passed.</p> <ul style="list-style-type: none"> <li>CAOT R801, R802</li> <li>Cybersecurity - Certificate of Achievement</li> <li>Business Information Worker Quick Start -Certificate of Completion (Noncredit)</li> <li>English as a Second Language - Certificate of Competency (Noncredit)</li> <li>LS R016A, R016B</li> </ul>	AT	II.A
VI. First Reading	AT	None	AT	II.A
VII. Deactivations	AT	<p>L. Anderson moved to approve the deactivations, D. Frehlich seconded, and the motion passed.</p> <ul style="list-style-type: none"> <li>COMM R105 <ul style="list-style-type: none"> <li>Created 10 years ago has not offered it and the department does not plan to offer it.</li> </ul> </li> </ul> <p><b>Yes:</b> Alan Ainsworth, Laura Anderson, Robert Cabral, Kevin Corse, Dianne Frehlich, Steven Hall, Judy Mc Shannon Newby, Mary Pinto-Casillas, Mati Sánchez  <b>No:</b> None</p>	AT	II.A
VIII. Curriculum Updates		<ul style="list-style-type: none"> <li>P. Trujillo and S. Davis presented a video describing the upcoming project to clean up the data in CIM.</li> </ul>		

		<ul style="list-style-type: none"> <li>• S.Davis explained the different reasons for this project. Every course will need to come through the Curriculum process, unless you just did it this fall. Most of the Courses will stay the same, but there are blank fields in the form because they are new. Faculty should do any updates that you would normally do during a 5-year review. If the course is good as is, just complete the new required fields. Courses with no additional changes will come to first and second reading here and then will be done. But if you do make any substantial changes, they will need to go through DTRW – I and board.</li> <li>• S. Davis added that we are looking at how to break up the workload and organize the disciplines, if you know you have a busy fall ahead of you we will be taking volunteers who want to get started on it this Spring.</li> <li>• M. Pinto-Casillas asked if there is a Deadline for faculty who choose to submit in fall. S. Davis replied not at this time, those details are still being worked out.</li> <li>• A. Sandford asked how many new fields there are. P. Trujillo shared that there are 18 fields that need to be completed or confirmed.</li> <li>• M. Pinto-Casillas asked if we will be holding workshops for Faculty. P. Trujillo explained that there is a plan to offer them and hopes the videos will be helpful, but is happy to do any one on one training if needed.</li> <li>• A. Sandford suggested presenting at the Department Chairs’ meeting or even department meetings.</li> </ul>		
IX. CourseLeaf Discussion		<ul style="list-style-type: none"> <li>• S. Davis shared that there is still one function on the form that is not working correctly. P. Trujillo added that she has spoken with CourseLeaf about the issue and hope it is resolved soon.</li> </ul>		
X. Articulation Report		<ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>		
XI. DE Committee Report		<ul style="list-style-type: none"> <li>• L. Gonzales, provided an update on the DE Summit. There are over 60 registered participants. It will take place March 19th 8:00am –12:00pm in the Conference Center. The committee has scheduled a keynote speaker in addition to different workshops.</li> </ul>		

XII.	GE Committee Report		<ul style="list-style-type: none"> <li>Nothing to report</li> </ul>		
XIII.	DTRW-I		<ul style="list-style-type: none"> <li>S. Davis shared that everything at the last DTRW-I meeting went through smoothly</li> </ul>		
XIV.	New Business	I	<ul style="list-style-type: none"> <li>S. Newby commented that the college should offer Brewing and wine making, courses. S. Davis explained that the labor market data is weak for a program like that.</li> </ul>	I	
XV.	Adjournment	AT	The meeting adjourned at 2:25 p.m.		