



Curriculum Committee MEETING MINUTES

Voting Members Present: Kevin Corse, Armine Derdarian, Dianne Frehlich, Milena Hurtado, Carolyn Inouye, Judy McArthur, Julius Munityantwali, Shannon Newby, Mary Pinto-Casillas, Paris Trujillo, Scott Wolf

Proxies: Julius Munityantwali for Arion Melidonis, Paris Trujillo for Laura Anderson, Milena Hurtado for Mati Sanchez, Kevin Corse for Richard Williams, Carolyn Inouye for Robert Cabral

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

Absent: Alan Ainsworth, Laura Anderson, Robert Cabral, Joel Diaz, Luis Gonzalez, Steven Hall, Arion Melidonis, Robert Morris, Mati Sánchez, Richard Williams

Meeting Date: **3/11/2020**

Approval of Minutes from: **2/26/20**

Recorded By: **Paris Trujillo**

**AN = Action Needed
Information Only**

AT = Action Taken

D = Discussion

I =

TOPIC		DISCUSSION	ACTION NEEDED	ACCJC
I. Welcome / Call to Order	AT	The meeting was called to order at 2:09 p.m.		
II. Adoption of Agenda	AT	<p>A. Derdarian moved to approve the agenda, J. Munityantwali seconded, and the agenda passed as presented.</p> <ul style="list-style-type: none"> • S. Newby asked if courses without DE appendices will be addressed in report later in the meeting? A. Sandford confirmed the subject will be addressed. <p>Yes: Kevin Corse, Armine Derdarian, Dianne Frehlich, Milena Hurtado, Carolyn Inouye, Judy McArthur, Julius Munityantwali, Shannon Newby, Mary Pinto-Casillas, Paris Trujillo, Scott Wolf</p> <p>No: None</p>	AT	II.A

III.	Approval of Minutes	I	<p>A. Derdiarian moved to approve the minutes, S. Newby seconded, and the minutes were approved as presented.</p> <p>Yes: Kevin Corse, Armine Derdiarian, Dianne Frehlich, Milena Hurtado, Carolyn Inouye, Judy McArthur, Julius Munnyantwali, Shannon Newby, Mary Pinto-Casillas, Paris Trujillo, Scott Wolf</p> <p>No: None</p>	AN	
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>J. McArthur moved to approve the First Reading items, S. Newby seconded, and the motion passed.</p> <p><u>Career & Technical Education:</u></p> <ul style="list-style-type: none"> • K. Corse explained the reason for the revisions and new programs is to align all courses with Rio Hondo's Bachelors program. S. Davis reminded the committee that all the courses came through this fall and now all the programs need to match those changes. P. Trujillo added that in addition to those updates Kevin created 7 new stackable Certificates. • K. Corse shared that the advisory board expressed the desire to get students in and out as soon as possible. The revisions to the Automotive Technology AS & COA allow students to complete the program in 3 semesters. The required units were reduced by 10. • J. McArthur asked that counseling receive a matrix. K. Corse confirmed that the department would provide one. • AT R100 <ul style="list-style-type: none"> – Needed to update the advisories to be consistent with new course numbering. – M. Pinto-Casillas commented, "Units & Hours In-Class: I count 70 hours, not 80 Total Student Learning then should be 230, not 240. Only one SLO? Course Content After No. 17, Intro to hybrid... did you intend to add a numbered list or is that a heading that should be at the top before the numbered list?" • Automotive Technology - Associate in Science • Automotive Technology - Certificate of Achievement • Automotive Steering and Suspension - Certificate of Achievement 	AT	II.A

- S. Newby commented, in the "Similar Programs at other Colleges" section, regarding the "Memorandum of understanding" with Vista Ford using Ford curriculum, either "Memorandum" should be lower case or "understanding" should be capitalized for consistency. Same in the program narrative attachment. Otherwise looks good.
- Automotive Brake Systems - Certificate of Achievement
 - S. Newby commented, in the "Similar Programs at other Colleges" section, regarding the "Memorandum of understanding" with Vista Ford using Ford curriculum, either "Memorandum" should be lower case or "understanding" should be capitalized for consistency. Same in the program narrative attachment. Otherwise looks good.
 - S. Newby added, The Plan of Study is not included, is it mandatory? S. Davis explained that it is mandatory for CTE
- Automotive Transmission and Driveline Systems - Certificate of Achievement
 - S. Newby commented, "In the "Similar Programs at other Colleges" section, regarding the "Memorandum of understanding" with Vista Ford using Ford curriculum, either "Memorandum" should be lower case or "understanding" should be capitalized for consistency. Same in the program narrative attachment. Otherwise looks good."
 - S. Newby added, "The Plan of Study is not included, is it mandatory?"
- Automotive Emissions Systems - Certificate of Achievement
- Automotive Engine Performance - Certificate of Achievement
 - J. Munityantwali commented, "Does the Plan of Study need to be completed? Otherwise, Program looks great!"
- Automotive Service Advising - Certificate of Achievement
 - M. Pinto-Casillas commented, "Looks good. Only thing is under Career Opportunities, "This program involves rigorous curriculum and can be completed in a rapid time frame, as little as 3 semesters, as requested by the industry." However, under Plan of Study the program is set up to be completed in two semesters--one year."
 - S. Davis explained that language applies to the AS and COA in Automotive Technology and was left in by mistake.
- Automotive Air Conditioning Service - Certificate of Achievement
- CNIT R145
 - M. Pinto-Casillas, commented "Units & Hours Section: Provide Max Hours (right column) SLOs: Nos. 1 and 2, begin with active verb as you did with 3 and 4."

- S. Davis, commented “We now have to provide hour calculations in total hours per semester instead of per week like we used to for the state. In-class lecture and in-class lab should be the hours per week students are under the direct supervision of an instructor x 17.5 weeks to give us the total hours for the semester. Outside of class are the homework hours (2 hours of homework for every one unit of lecture) Total student learning hours are calculated by adding the total in-class hours for the semester plus the total outside of class hours for the semester. Specific methods of instruction would be something like "the instructor will demonstrate how to configure a wireless router"
 - D. Frehlich commented “Consistently punctuate all statements under "Representative Course Assignments.”
- M. Jewett explained that the State creates the curriculum for the program to follow, they updated it to be delivered in a Firefighter I & II joint format which was recommended by the advisory group. The course now includes Firefighter I structural, contamination, wildland, Firefighter II structural, and certification exams testing. When students complete the course, they just need to complete the required hours of experience in the Fire service.
- FT R170
 - M. Hurtado commented, “error: "Entrance Skills Students will demonstrated (demonstrate?) the basic knowledge delivered in FT R151...”
 - A. Derdarian commented, “Three of the textbooks are within the 5-year recency, the others are much older. Any newer versions or are these the classical texts? Looks good!"
 - S. Newby commented, "Catalog Course Description: the two new lines, "Approved by the California State Board of Fire Services and California State Fire Marshal's Office. Fulfills all educational and training requirements for Firefighter I and II." are confusing to me. Do these refer to the Academy or the California State Fire Fighter I curriculum? If it is the Fire Fighter I curriculum is there a State Fire Fighter II curriculum as well? Does the Academy address both?"
 - S. Newby added, “Why is the Firefighter Academy (one word) and California State Fire Fighter I curriculum (two words)? Should it be consistent or is there a reason?"
 - D. Frehlich commented, “Under Catalog Course Description, consider rewording the last statement, "Physically demanding program." into a complete sentence, such as, "Please note that this is a physically demanding course.”
- Fire Technology - Associate in Science

		<ul style="list-style-type: none"> – D. Frehlich commented, "In Career Opportunities, the capitalization of the word "firefighter(s)" needs to be consistent." • Fire Technology - Certificate of Achievement • Firefighter Academy I/II - Certificate of Achievement <ul style="list-style-type: none"> – P. Trujillo explained that the Entrance Skills function is still not working as soon as it is the committee will be notified. <p>Math & Science:</p> <ul style="list-style-type: none"> • Kinesiology – Associate in Arts for Transfer <ul style="list-style-type: none"> – A. Sanford asked why it is an AA not an AS? D. Frehlich explained that the State decided to make it an AA when they created the ADT. – D. Frehlich explained the need to standardize the catalog language and add the DANC & CHEM courses. – D. Frehlich asked if there is a preferred way to identify the different levels of a course. Some courses use the Introduction, beginner, intermediate, advanced language and others use numbers. – S. Davis explained that it is not consistent, but it should be. <p>Yes: Kevin Corse, Armine Derdarian, Dianne Frehlich, Milena Hurtado, Carolyn Inouye, Judy McArthur, Julius Munyantwali, Shannon Newby, Mary Pinto-Casillas, Paris Trujillo, Scott Wolf</p> <p>No: None</p>			
VII.	Distance Learning Approval	<p>D. Frehlich moved to approve the Distance Learning Approval items, M. Hurtado seconded, and the motion passed.</p> <ul style="list-style-type: none"> • CNIT R145 <p>Yes: Kevin Corse, Armine Derdarian, Dianne Frehlich, Milena Hurtado, Carolyn Inouye, Judy McArthur, Julius Munyantwali, Shannon Newby, Mary Pinto-Casillas, Paris Trujillo, Scott Wolf</p> <p>No: None</p>			
VIII.	Deactivations	AT	<p>D. Frehlich moved to approve the deactivations, M. Pinto-Casillas seconded, and the motion passed.</p> <ul style="list-style-type: none"> • Biology - Associate in Arts <ul style="list-style-type: none"> ▪ S. Newby explained that the college still has the ADT (AS-T in Biology), but the local degree doesn't serve a purpose anymore since most CSUs accept the AS-T for their BA and/or BS in Biology. The state is developing the UC transfer degrees (UCTP) and those should be coming out soon and then she will create a new degree aligned with the UCTP. 	AT	II.A

		<ul style="list-style-type: none"> • BUS R132: Marketing <ul style="list-style-type: none"> ▪ S. Davis explained that the department offers social media and small business marketing courses instead. • ESRM R160: Introduction to Research in Natural Resource Management <ul style="list-style-type: none"> ▪ S. Newby explained that this course was developed with the NOAA grant which we no longer have. The purpose is to teach students learn to research, but the department lacks faculty to teach it right now, it may possibly come back as something similar, but broader. • FTVE R108: Acting for TV and Film <ul style="list-style-type: none"> ▪ S. Davis explained that the faculty member who developed the course is no longer here, but there is still an acting course in the THTR discipline. • FTVE R175: Intro to Digital Art <ul style="list-style-type: none"> ▪ S. Davis explained that the department is removing the co-list. The course will still be offered under ART R175. • SPAN R199: Directed Studies/Spanish <ul style="list-style-type: none"> ▪ M. Hurtado explained that the course hasn't been offered. <p>Yes: Kevin Corse, Armine Derdarian, Dianne Frehlich, Milena Hurtado, Carolyn Inouye, Judy McArthur, Julius Munyantwali, Shannon Newby, Mary Pinto-Casillas, Paris Trujillo, Scott Wolf</p> <p>No: None</p>		
IX.	Curriculum Updates	<ul style="list-style-type: none"> • S. Davis announced that we only have 3 curriculum meetings left. The last day for deactivations for the 2020-2021 catalog is Wednesday 18th. 		
X.	CourseLeaf Discussion	<ul style="list-style-type: none"> • P. Trujillo reminded the committee to finish the Catalog Review, then start on Mission CIM possible. • A. Sandford added that CAT is going through the purchase order phase and in order to get the CourseLeaf Syllabi product we need to have the other campuses on board since it must be purchased as a district. 		

X. Articulation Report		<ul style="list-style-type: none"> Nothing to report 		
XI. DE Committee Report		<ul style="list-style-type: none"> A. Sandford shared that the college is prepared in case of a Coronavirus threat. There are 3 phases to the plan. Phase 1. Faculty can volunteer to teach lectures online they can. Phase 2. All lecture courses will only be offered online, CTE and laboratory courses may still be offered. Phase 3. School will be closed. The CCCCCO will exempt courses from DE requirements and the semester may be pushed back into the summer session. A. Derdairian shared that in the worst-case scenario for skills based Dental Hygiene students will still have to take their clinical exams are on May 31st A. Sandford added that the Ventura County Public Health office states that we are at minimal risk. S. Wolf shared that they are looking to offer the DE summit online only. A. Sandford added if you have issues with childcare due to school closures, please work with your supervisor, to figure out a solution. M. Pinto-Casillas asked if M&O can provide disinfecting wipes, and hand sanitizers in the classrooms. There may be a lack of supply. Recommended washing hands before and after classes. A. Sandford added that there is talk of offering counseling and tutoring by Zoom. Laptops will be available for students to check out. For staff to work from home the district would need to issue VPNs to access banner and other software's, which is a complicated process. Laura Gentry is working hard to offer Canvas trainings 		
XII. GE Committee Report		<ul style="list-style-type: none"> Nothing to report 		
XIII. DTRW-I		<ul style="list-style-type: none"> S. Davis said they are meeting tomorrow (3/12/2020) and the new COAs in Auto Technology on this agenda will be reviewed at DTRW-I. 		

XIV.	New Business	I	None	I	
XV.	Adjournment	AT	The meeting adjourned at 3:08 p.m.		