



CURRICULUM COMMITTEE MEETING MINUTES

Voting Members Present: Shannon Davis (Chair), Graciela Casillas-Tortorelli, Jonas Crawford, Armine Derdarian, Amy Edwards, Arion Melidonis, Krista Mendelsohn, Patricia Mendez, Jim Merrill, Oscar Moreno, Robert Morris, Shannon Newby, Mati Sanchez, Christina Tafoya, Catalina Yang

Voting Members Absent: Alan Ainsworth, Robert Cabral, Diane Eberhardy, Judy McArthur

Proxies: Armine Derdarian for Robert Cabral; Shannon Davis for Judy McArthur; Shannon Newby for Catalina Yang

Non-voting Members Present: Art Sandford (Co-Chair), Joel Diaz, Carolyn Inouye

Non-voting Members Absent: Gail Warner

Guests: Nathan Angeles, Mike Ketaily

Meeting Date: **10/26/2016** Approval of Minutes from: **10/12/2016** Recorded By: Krista Mendelsohn

AN = Action Needed AT = Action Taken D = Discussion I = Information Only

DISCUSSION/DECISIONS

	ACTION		
I.	Call to Order & Welcome	I, AT	A. Sandford called the meeting to order at 2:04 p.m. The following proxies were announced: Armine Derdarian for Robert Cabral; Shannon Davis for Judy McArthur; Shannon Newby for Catalina Yang; Christina Tafoya for Art Sandford.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none. A. Melidonis moved to approve the agenda as presented, A. Derdarian seconded, and the motion passed. Yes: S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sanchez, A. Sandford, C. Yang
III.	Approval of Minutes	I, AT	Corrections to the Oct. 12, 2016 Minutes: none. A. Edwards moved to approve the Oct. 12, 2016

			<p>minutes as presented, P. Mendez seconded, and the motion passed.</p> <p>Yes: S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sanchez, A. Sandford, C. Yang</p>
IV.	Second Reading	I, AT	<p><u>Liberal Studies</u> ECON R100, ENGL R105</p> <p><u>Math/Science/Health/PE/Athletics</u> MATH R199</p> <p>S. Newby moved to approve the Second Reading item as presented, A. Melidonis seconded, and the motion passed with one abstention.</p> <p>Yes: S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sanchez, A. Sandford, C. Yang</p>
V.	First Reading	I, D, AT, AN	<p>Only substantive changes are recorded in the minutes. Please refer to the comments in CurricUNET for additional non-substantive comments.</p> <p><u>Career & Technical Education</u></p> <p>AB R001 – Introduction to Automotive – Body and Fender Repair – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: suggestion to enable Credit by Exam. Course Content: explain what MIG stands for. Lab Content: some is identical to lecture; be more descriptive in the lab section. Objectives: suggestion to reword #1&2 using Bloom’s taxonomy.</p> <p>AB R005A – Auto Body Painting and Refinishing I – Non-substantial revision.</p> <p>Changes Needed: Methods of Evaluation – explain why Essays is not checked. Lab Content: some is identical to lecture; be more descriptive in the lab section and remove lecture only content.</p> <p>AB R005B – Auto Body Painting and Refinishing II – Non-substantial revision.</p> <p>Changes Needed: Methods of Evaluation – explain why</p>

		<p>Essays is not checked. Lab Content: some is identical to lecture; be more descriptive in the lab section and remove lecture only content.</p> <p>AB R098 – Short Courses in Automotive Body and Fender Repair – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p><u>Global Comments for all AC courses:</u> Basic Course Info: is Credit by Exam correct for all AC courses except AC R050 & R050L? Suggestion to make corresponding lecture and lab corequisites; or renumber to make the flow better. Textbooks: newer edition of text is available. Methods of Inst: they read like assignments. Reference the discipline in all the course titles where possible, such as Electrical Systems for HVACR I.</p> <p>AC R010 – Introduction to Air Conditioning & Refrigeration – Non-substantial revision.</p> <p>Changes Needed: see global comments.</p> <p>AC R010L – Introduction to Air Conditioning & Refrigeration I Lab – Non-substantial revision.</p> <p>Changes Needed: Outside Assign: Other – lists lab work, not an outside assign. Textbook: suggestion to list the service manuals.</p> <p>AC R011L – Air Conditioning & Refrigeration II Lab – Non-substantial revision.</p> <p>Changes Needed: Requisites: copy and paste the requisite course objectives into the Requisite Justification text box. Outside Assign: Other – reference to ECTEC R010L, change to AC R010L; lab assignments don't belong here. Textbook: suggestion to list the service manuals. Methods of Inst: sound like assignments.</p> <p>AC R020 – Electrical Systems I – Non-substantial revision.</p> <p>Changes Needed: see global comments. Methods of Evaluation: uncheck Essays.</p> <p>AC R020L – Electrical Systems I Lab – Non-substantial revision.</p>
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		<p>Changes Needed: see global comments. Requisites: suggestion to add AC R020 as a prereq, coreq, or advisory.</p> <p>AC R021L – Electrical Systems II Lab – Non-substantial revision.</p> <p>Changes Needed: Requisites: copy and paste the requisite course objectives into the Requisite Justification text box. Textbook: suggestion to add current literature related to electrical systems for solar.</p> <p>AC R030 – Airside Systems – Non-substantial revision.</p> <p>Changes Needed: see global comments.</p> <p>AC R030L – Airside Systems Lab – Non-substantial revision.</p> <p>Changes Needed: see global comments.</p> <p>AC R040 – Heating and Control Systems – Non-substantial revision.</p> <p>Changes Needed: see global comments.</p> <p>AC R040L – Heating and Control Systems Lab – Non-substantial revision.</p> <p>Changes Needed: see global comments.</p> <p>AC R050 – Energy Auditing – Non-substantial revision.</p> <p>Changes Needed: Requisites: why is this course an advisory for itself? Methods of Eval: are students writing essays? Textbooks: title is not correct; list energy auditing software. Other Inst Materials: list other required tools or equipment.</p> <p>AC R050L – Energy Auditing Lab – Non-substantial revision.</p> <p>Changes Needed: Requisites: why is this course an advisory for itself? Course Content: is the use of energy auditing software listed? Lab Content: reformat using only the outline tool; list the use of energy auditing software. Methods of Eval: are students writing essays? Textbooks: title is not correct; list energy auditing software. Other Inst Materials: list other required tools or equipment.</p>
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		<p>AC R098 – Short Courses in Air Conditioning/Refrigeration – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p>AT R010 – Fundamentals of Auto Technology – Non-substantial revision.</p> <p>Changes Needed: Methods of Inst: change first method to Discussion of Reading Assign.</p> <p>A. Derdiarian introduced the DH courses.</p> <p>DH R013 – Dental Health Education Seminar – Non-substantial revision.</p> <p>Changes Needed: Finish Attached Files. Requisites: list all prerequisite courses; add MATH R033 as optional advisory to MATH R014; add BIOL R101H as optional advisory to BIOL R101; combine all the health-related Limitations into one paragraph to save space.</p> <p>DH R014 – Introduction to Dental Hygiene Practice – Non-substantial revision.</p> <p>Changes Needed: Requisites: list all prerequisite courses instead of statement; add MATH R033 as optional advisory to MATH R014; add BIOL R101H as optional advisory to BIOL R101.</p> <p>DH R015 – Introduction to PreClinic/Clinic – Non-substantial revision.</p> <p>Changes Needed: Content & lab content should be identical if there is no lecture component. Attached Files: instrument list with pricing, but no course fee? Should be removed. Requisites: list all prerequisite courses instead of statement; add MATH R033 as optional advisory to MATH R014; add BIOL R101H as optional advisory to BIOL R101.</p> <p>DH R020 – Local Anesthesia and Nitrous Oxide – Non-substantial revision.</p> <p>Changes Needed: Lab content reads like objectives. Methods of Instructions: read like assignments rather than methods. Requisites: list all prerequisite courses instead of statement; combine all the health-related Limitations into one paragraph to save space.</p>
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		<p>DH R025 – Periodontics I – Non-substantial revision.</p> <p>Changes Needed: Requisites: list all prerequisite courses instead of statement.</p> <p>DH R031 – Nutrition in Dentistry – Non-substantial revision.</p> <p>Changes Needed: SAM Code B for all DH 30s, 40s & 50s. Requisites: list all prerequisite courses instead of statement; combine all the health-related Limitations into one paragraph to save space.</p> <p>DH R036 – Community Oral Health I – Non-substantial revision.</p> <p>Changes Needed: SAM Code B for all DH 30s, 40s & 50s. Requisites: combine all the health-related Limitations into one paragraph to save space.</p> <p>DH R040 – Advanced Clinical Topics – Non-substantial revision.</p> <p>Changes Needed: SAM Code B for all DH 30s, 40s & 50s. Requisites: list all prerequisite courses instead of statement; combine all the health-related Limitations into one paragraph to save space. Lab Content: seems vague; use outline tool to format. Textbooks: newer than 2007?</p> <p>DH R042 – Clinic III Seminar – Non-substantial revision.</p> <p>Changes Needed: SAM Code B for all DH 30s, 40s & 50s. Requisites: list all prerequisite courses instead of statement; combine all the health-related Limitations into one paragraph to save space.</p> <p>DH R043 – Clinical Practice III – Non-substantial revision.</p> <p>Changes Needed: SAM Code B for all DH 30s, 40s & 50s. Content and lab content should be identical. Lab Content: use outline tool to format. Requisites: list all prerequisite courses instead of statement; combine all the health-related Limitations into one paragraph to save space.</p> <p>DH R044 – Community Oral Health II – Non-substantial revision.</p>
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		<p>Changes Needed: SAM Code B for all DH 30s, 40s & 50s. Requisites: list all prerequisite courses instead of statement; combine all the health-related Limitations into one paragraph to save space. Course Content and Lab Content should be identical. Lab Content: use outline tool to format. Outside Assign: 3 hrs of reading per week?</p> <p>M. Ketaily introduced the Fire Technology programs.</p> <p>AS in Fire Technology – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p>COA in Fire Technology – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p><u>Liberal Studies</u></p> <p>M. Sanchez and J. Merrill introduced the ENGL and ESL courses.</p> <p>ENGL R075 – Reading Fundamentals – Non-substantial revision.</p> <p>Changes Needed: Methods of Eval: explain which writing assignments.</p> <p>ENGL R085 – Academic Reading – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: enter TOP Code. Requisites: copy and paste the requisite course objectives into the Requisite Justification text box.</p> <p>ENGL R095 – College Reading Across the Curriculum – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p>ENGL R100 – Intermediate Composition: ESL Emphasis – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: Can a course be degree applicable and basic skills? Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly. Requisites: multiple measures. Methods of Inst: delete legacy methods. Outside Assign: Reading #2 – newspaper is listed incorrectly. Textbooks: e.g./i.e.</p>
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		<p>issues. Attached files: SLOs for ENGL R101 are also attached.</p> <p>ENGL R101 – College Composition – Non-substantial revision.</p> <p>Changes Needed: Update Reason Course is Offered using Shannon’s suggestion, except the reference to the “golden four.”</p> <p>ENGL R101H – Honors: College Composition – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: repeating sentence about credit will not be awarded.</p> <p>ENGL R102 – Critical Thinking through Composition and Literature – Non-substantial revision.</p> <p>Changes Needed: Use Shannon’s suggested Reason Course is Offered from ENGL R101.</p> <p>ENGL R102H – Honors: Critical Thinking through Composition and Literature – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: none.</p> <p>ENGL R107 – American Literature I – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p>ENGL R108 – American Literature II – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p>ENGL R112 – Literature by Women – Non-substantial revision.</p> <p>Changes Needed: Use Shannon’s suggestion for Reason Course is Offered. Content: appears sparse; are certain authors covered every time?</p> <p>ENGL R153 – Major American Authors I – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p>ENGL R154 – Major American Authors II – Non-substantial revision.</p>
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		<p>Changes Needed: none.</p> <p>ESL R044 – Intermediate Listening and Speaking Skills – Non-substantial revision.</p> <p>Changes Needed: Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly. Requisites: copy and paste the requisite course objectives into the Requisite Justification text box. Methods of Inst: formatting/remove legacy methods. Textbooks: one is five years old.</p> <p>ESL R046 – Academic Listening and Speaking Skills – Non-substantial revision.</p> <p>Changes Needed: Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly. Requisites: copy and paste the requisite course objectives into the Requisite Justification text box. Methods of Inst: formatting/remove legacy methods. Textbooks: one is five years old.</p> <p>A. Edwards introduced the MUS course.</p> <p>MUS R116 – History of Rock Music – Non-substantial revision.</p> <p>Changes Needed: Units/Hours: Yes for range of TCH. Objectives: are these connected enough with the content? DL appendix? Basic Course Info: suggested changes to course description.</p> <p>SOC R106 – Contemporary Family in American Society – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p>J. Merrill introduced the SPAN course.</p> <p>SPAN R117 – Latin American Literature – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p><u>Math/Science/Health/PE/Athletics</u></p> <p>S. Newby introduced the BIOL and GEOL courses.</p> <p>BIOL R101 – General Biology – Non-substantial</p>
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			<p>revision.</p> <p>Changes Needed: none.</p> <p>BIOL R101H – Honors: General Biology – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: none.</p> <p>GEOL R130 – Environmental Geology – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p>A. Edwards moved to approve the First Reading items, R. Morris seconded, and the motion passed. Yes: S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdiarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sanchez, A. Sandford, C. Yang</p>
VI.	Distance Learning Approval	I	None
VII.	Requisite Approval	I, AT	<p>A. Prerequisites/Corequisites: AB R005B, DH R013, DH R014, DH R015, DH R020, DH R025, DH R031, DH R036, DH R040, DH R042, DH R043, DH R044, ENGL R100, ENGL R101, ENGL R102, ENGL R102H, ENGL R107, ENGL R108, ENGL R112, ENGL R153, ENGL R154, SPAN R117 – Reviewed and determined Complete</p> <p>Prerequisites/Corequisites: AC R011L, AC R021L, ENGL R101H – Reviewed and determined Incomplete</p> <p>B. Advisories: AT R010, BIOL R101, BIOL R101H, ENGL R075, ENGL R095, SPAN R117 – Reviewed and determined Complete</p> <p>Advisories: AC R050, AC R050L, DH R013, DH R014, DH R015, ENGL R085, ESL R044, ESL R046 – Reviewed and determined Incomplete</p> <p>A. Edwards moved to approve the Complete Requisite items, G. Casillas-Tortorelli seconded, and the motion passed. Yes: S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdiarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sanchez, A. Sandford, C. Yang</p>

VIII.	Deletions	I	None
IX.	Suspensions	I	None
X.	General Education Approval	I	None
XI.	Approval of Curriculum Committee Goals for 2016-17	I, D, AT	Tabled for Nov. 9 meeting.
XII.	Approval of Voting Administrator	I, D, AT	<p>Art Sandford was assigned as the Curriculum Committee Co-Chair, so Christina Tafoya agreed to be the voting administrator for 2016-17.</p> <p>G. Casillas-Tortorelli moved to approve Christina Tafoya as the voting Administrator, A. Derdarian seconded, and the motion passed.</p> <p>Yes: S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, O. Moreno, R. Morris, S. Newby, M. Sanchez, C. Yang</p>
	INFORMATION/DISCUSSION		
XIII.	CurricUNET Discussion/Updates	I	None
XIV.	Articulation report	I	S. Davis attended the “ASSIST Next Gen” meeting on October 25. The updated website will go live to AOs in Jan 2017, and live to the public in summer 2017. Counselors will receive training on using the new features. The Next Gen website is much better and faster.
XV.	High School Articulation report	I	C. Tafoya reported that Janelle Hill has started as the CTE Program Specialist last week, and is catching on quickly. High School articulation may be able to occur outside of CTE, thanks to the hard work of Marcelo Cabral and Janelle Hill. A new space may be available soon for the Career & Transfer Center where the current STEM Center is.
XVI.	Distance Ed Committee report	I	None
XVII.	General Ed Committee report	I	None
XVIII.	LOT Committee report	I	The LOT Committee met on Tues., Oct. 18, 2016. Quorum was not met. The new chair is Lois Zsarnay, and Gail Warner is new administrative Co-Chair.

XIX.	DTRW-I Committee report	I	The DTRW-I Committee met on October 13, 2016. The First Reading items on this agenda requiring DTRW-I review are AC R098, ENGL R085, ENGL R101H, ENGL R102H, and BIOL R101H. The next DTRW-I meeting will take place on November 10, 2016.
XX.	New Business	I	None
XXI.	Public Comment	I	Classified Senate is holding a fundraiser at Panda Express tonight.
XXII.	Adjournment	I, AT	S. Davis adjourned the meeting at 3:22 pm.
XXIII	Next meeting	I	The next Curriculum Committee meeting is on November 9, 2016 at 2:00 pm.