



# CURRICULUM COMMITTEE MEETING MINUTES

**Voting Members Present:** Shannon Davis (Chair), Robert Cabral, Armine Derdarian, Amy Edwards, Chris Mainzer, Judy McArthur, Arion Melidonis, Krista Mendelsohn, Patricia Mendez, Jim Merrill, Robert Morris, Mati Sanchez, Christina Tafoya, Catalina Yang

**Voting Members Absent:** Graciela Casillas-Tortorelli, Diane Eberhardy, Alex Lynch,

**Proxies:** None

**Non-voting Members Present:** Joel Diaz, Luis Gonzalez, Carolyn Inouye

**Non-voting Members Absent:** Ken Sherwood (Co-Chair), Art Sandford, Gail Warner

**Guests:** Ashley Chelonis, Janet Dawald, Katie Ostrinski

Meeting Date: **10/28/2015** Approval of Minutes from: **10/14/2015** 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	S. Davis called the meeting to order at 2:10 p.m. and declared a quorum present.
II.	Adoption of Agenda	I, AT	<p>Additions/Changes to the Agenda: none.</p> <p><b>C. Mainzer moved to approve the agenda as presented, A. Melidonis seconded, and the motion passed.</b></p> <p><b>Yes:</b> S. Davis (Co-Chair), R. Cabral, A. Derdarian, A. Edwards, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, M. Sanchez, C. Tafoya, C. Yang</p>
III.	Approval of Minutes	I, AT	<p>Corrections to the October 14, 2015 Minutes: none.</p> <p><b>R. Cabral moved to approve the October 14, 2015 minutes as presented, A. Edwards seconded, and the motion passed.</b></p> <p><b>Yes:</b> S. Davis (Co-Chair), R. Cabral, A. Derdarian, A. Edwards, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, M. Sanchez, C. Tafoya, C. Yang</p>

IV.	Second Reading	I, AT	<p><u>Liberal Studies</u>  ANTH R101, ANTH R101L, ANTH R102, ANTH R111, ART R103, ART R104A, ART R165, ART R170, ENGL R056, ENGL R098, ENGL R199, HIST R130, HIST R130H, HIST R140, HIST R140H, HIST R150, HIST R150H, HIST R160, HIST R160H, PHIL R101, PHIL R102, PHIL R115  AA-T in English, AA-T in Global Studies</p> <p><u>Math/Science/Health/PE/Athletics</u>  GEOG R106, MATH R014A, MATH R014B, MATH R198, PHYS R132, PHYS R133</p> <p><b>C. Mainzer moved to approve the Second Reading items as presented, R. Cabral seconded, and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), R. Cabral, A. Derdarian, A. Edwards, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, M. Sanchez, C. Tafoya, 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 &amp; Technical Education</u></p> <p>R. Morris introduced the EMT course.</p> <p><b>EMT R089</b> – Emergency Medical Responder – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: Credit by Exam needs to be Yes if you want to create high school articulation with this course. Choose a different course number – not R089 or R189, as these are reserved for special topics courses. Enter fee for CPR card. Other Instructional Materials: list mannequins, etc.</p> <p><u>Math/Science/Health/PE/Athletics</u></p> <p>R. Morris introduced the HED course.</p> <p><b>HED R105</b> – First Aid/Personal Safety – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: Title: suggestion to add CPR and AED training in the title. Change start dates to Fall 2016. Methods of Instruction: decide which methods to include, as there is redundancy, and</p>

			<p>add them one at a time to create a list. See Krista for assistance if needed. Methods of Evaluation: are students actually completing a college-level essay in the course? If not, deselect the Essays option. Textbooks: choose more recent text. SLOs: create more.</p> <p>C. Yang introduced the MATH courses.</p> <p><b>MATH R101</b> – Mathematics for the Liberal Arts Major – Substantial revision. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: change to Program Applicable. SLOs: create more.</p> <p><b>MATH R102</b> – Mathematics for Elementary School Teachers – Substantial revision. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: SLOs: create more.</p> <p><b>MATH R105</b> – Introductory Statistics – Substantial revision. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: SLOs: create more.</p> <p><b>MATH R115</b> – College Algebra – Substantial revision. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: SLOs: create more.</p> <p><b>MATH R116</b> – College Trigonometry – Substantial revision. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: SLOs: create more.</p> <p><b>C. Mainzer moved to approve the First Reading items, A. Melidonis seconded, and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), R. Cabral, A. Derdarian, A. Edwards, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, M. Sanchez, C. Tafoya, C. Yang</p>
VI.	Distance Learning Approval	I	None
VII.	Requisite Approval	I, AT	<p>ART R165, MATH R101, MATH R102, MATH R105, MATH R115, MATH R116 – <b>Reviewed and determined Complete</b></p> <p><b>C. Mainzer moved to approve the Complete</b></p>

			<p><b>Requisite items, J. McArthur seconded, and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), R. Cabral, A. Derdarian, A. Edwards, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, M. Sanchez, C. Tafoya, C. Yang</p>
VIII.	Deletions	I	None
IX.	Suspensions	I	None
X.	Allow Credit by Exam	I, AT	<p>PLS R110</p> <p><b>C. Mainzer moved to allow Credit by Exam for the above course, J. Merrill seconded, and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), R. Cabral, A. Derdarian, A. Edwards, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, M. Sanchez, C. Tafoya, C. Yang</p>
XI.	DTRW-I Charge in the VCCCD Decision Making Handbook	I, AT	<p>S. Davis distributed copies of the revised DTRW-I Charge in the VCCCD Decision Making Handbook and explained the proposed revisions. The State Chancellor’s Office changed what constitutes a substantial revision to a course and program, and thus we are submitting more courses and programs for stricter scrutiny (DTRW-I and BOT) than necessary. Typo found pg. 4 – change ‘campus level’ to ‘college level.’</p> <p><b>C. Mainzer moved to approve the revisions to the DTRW-I Charge in the VCCCD Decision Making Handbook, A. Edwards seconded, and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), R. Cabral, A. Derdarian, A. Edwards, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, M. Sanchez, C. Tafoya, C. Yang</p>
	INFORMATION/DISCUSSION		
XII.	Honors Courses: Examples from Other CCCs	I, D	<p>K. Mendelsohn shared recommended websites, resources, and honors program information provided by Ashley Chelonis from Kay Ferguson Ryals, Ph.D., Professor of English and the Honors Program Director at Irvine Valley College. Websites include the National Collegiate Honors Council, <a href="http://nchchonors.org/">http://nchchonors.org/</a>, and the Honors Transfer Council of California (HTCC), <a href="http://htcca.org/">http://htcca.org/</a>. Please contact Ashley to get in touch with Dr. Ryals if more information is desired.</p>
XIII.	CurricUNET	I	None

	Discussion/Updates		
XIV.	Articulation report	I	None
XV.	High School Articulation report	I	None
XVI.	Distance Ed Committee report	I, D	The next DE Committee meeting will take place on Nov. 5. The committee is close to approving a new DE Handbook. Faculty training for instructors wishing to teach online is now being provided by Ashley Chelonis. There is an online version of the faculty training course that was created by Marc Prado. Ashley is adding on to it make it more robust and to match what MC and VC provide for their faculty.
XVII.	General Ed Committee report	I	The next GE Committee meeting will take place on Nov. 4.
XVIII.	LOT Committee report	I, D	The LOT Committee met on Oct. 20. C. Mainzer shared that 14 faculty members attended. LOT decided to return to the original ten ISLOs to best map to courses and programs, meet the college's mission statement, and align with the LEAP outcomes. The streamlined six ISLOs were not meeting the college's needs. Department Chairs are being trained on how to write and assess SLOs. Department meetings are now capturing SLOs discussions that eLumen does not capture.
XIX.	DTRW-I Committee report	I	The First Reading items on this agenda that require DTRW-I review are EMT R089, MATH R101, MATH R102, MATH R105, MATH R115, and MATH R116. The next DTRW-I meeting will take place on Nov. 12.
XX.	New Business	I	S. Davis is reinstating the Nov. 25 Curriculum Committee meeting to only approve Second Reading items.
XXI.	Public Comment	I	The STEAM Open House is scheduled for Tuesday, Nov. 3, from 12-3 pm in the North Hall gardens. Students will be presenting their campus-based projects on sustainability and changing climate.
XXII.	Adjournment	I, AT	S. Davis adjourned the meeting at 2:58 pm.
XXIII.	Next meeting	I	The next Curriculum Committee meeting is on November 11, 2015 at 2:00 pm.