



CURRICULUM COMMITTEE MEETING MINUTES

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

Voting Members Absent: Alan Ainsworth, Diane Eberhardy, Judy McArthur, Oscar Moreno, Christina Tafoya

Proxies: Carolyn Inouye for Christina Tafoya

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

Non-voting Members Absent: Gail Warner

Guests: None

Meeting Date: **11/09/2016** Approval of Minutes from: **10/26/2016** 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 2:09 p.m. The following proxies were announced: Carolyn Inouye for Christina Tafoya.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none. J. Merrill moved to approve the agenda as presented, A. Edwards seconded, and the motion passed. Yes: S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, M. Sanchez, C. Yang
III.	Approval of Minutes	I, AT	Corrections to the Oct. 26, 2016 Minutes: none. J. Merrill moved to approve the Oct. 26, 2016 minutes as presented, A. Edwards seconded, and the motion passed. Yes: S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, A.

			Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, M. Sanchez, C. Yang
IV.	Second Reading	I, AT	<p><u>Career & Technical Education</u> AB R001, AB R005A, AB R005B, AB R098, AC R010, AC R010L, AC R011L, AC R020, AC R020L, AC R021L, AC R030, AC R030L, AC R040, AC R040L, AC R050, AC R050L, AT R010, DH R013, DH R014, DH R015, DH R020, DH R025, DH R031, DH R036, DH R040, DH R042, DH R043, DH R044 AS and COA in Fire Technology</p> <p><u>Liberal Studies</u> ENGL R100, ENGL R101, ENGL R102, ENGL R107, ENGL R108, ENGL R112, ENGL R153, ENGL R154, MUS R106, MUS R116, SOC R106, SPAN R117 AA-T in Art History</p> <p><u>Math/Science/Health/PE/Athletics</u> BIOL R101, GEOL R130</p> <p><u>Transitional Studies</u> ENGL R075, ENGL R095, ESL R044, ESL R046</p> <p>C. Yang moved to approve the Second Reading item as presented except for DH R013, DH R014, DH R015, DH R020, DH R025, DH R031, DH R040, DH R042, DH R043, and DH R044, A. Melidonis seconded, and the motion passed. Yes: S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdiarian, A. Edwards, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, M. Sanchez, 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>ACCT R110 – QuickBooks 1 – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: CB05 Transfer Status is CSU only; CB24 – what program will you be adding this course to? Units/Hours: lecture and other hours do not correspond with units; should be 1.5 weekly lecture. Requisites: copy and paste the requisite course objectives into the Requisite Justification text box. Textbook: list QuickBooks software.</p>

		<p>ACCT R111 – QuickBooks 2 – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: CB24 – what program will you be adding this course to? Units/Hours: lecture and other hours do not correspond with units. Requisites: copy and paste the requisite course objectives into the Requisite Justification text box. Textbook: list QuickBooks software.</p> <p>ADS R115 – Alcohol, Drugs, Eating Disorders and Nutrition – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p>AT R011 – Foundations of Automotive Technology – Non-substantial revision.</p> <p>Changes Needed: Lab Content: add more detail. Methods of Inst: reword #1.</p> <p>DA R010 – Introduction to Dental Assisting – Non-substantial revision.</p> <p>Changes Needed: Requisites: copy and paste the corequisite and advisory course objectives into the Requisite Justification text box; add ENGL R101H as optional advisory to ENGL R101; combine all the health-related Limitations into one paragraph to save space.</p> <p>DA R011 – Beginning Radiology for Dental Assisting – Non-substantial revision.</p> <p>Changes Needed: Requisites: copy and paste the corequisite and advisory course objectives into the Requisite Justification text box; add ENGL R101H as optional advisory to ENGL R101; combine all the health-related Limitations into one paragraph to save space.</p> <p>DA R012 – Dental Materials for Dental Assisting – Non-substantial revision.</p> <p>Changes Needed: Requisites: copy and paste the corequisite and advisory course objectives into the Requisite Justification text box; add ENGL R101H as optional advisory to ENGL R101; combine all the health-related Limitations into one paragraph to save space. Should lab content reflect course content?</p>
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		<p>DA R013 – Occupational Health for Dental Assisting – Non-substantial revision.</p> <p>Changes Needed: Requisites: copy and paste the corequisite and advisory course objectives into the Requisite Justification text box; add ENGL R101H as optional advisory to ENGL R101; combine all the health-related Limitations into one paragraph to save space.</p> <p>DA R014 – Introduction to Chairside Dental Assisting – Non-substantial revision.</p> <p>Changes Needed: Requisites: copy and paste the corequisite and advisory course objectives into the Requisite Justification text box; add ENGL R101H as optional advisory to ENGL R101; combine all the health-related Limitations into one paragraph to save space.</p> <p>DA R015 – Dental Specialties for Dental Assisting – Non-substantial revision.</p> <p>Changes Needed: Requisites: copy and paste the corequisite and advisory course objectives into the Requisite Justification text box; add ENGL R101H as optional advisory to ENGL R101; combine all the health-related Limitations into one paragraph to save space.</p> <p>DA R020 – Advanced Dental Assisting – Non-substantial revision.</p> <p>Changes Needed: Requisites: copy and paste the prerequisite, corequisite, and advisory course objectives into the Requisite Justification text box; add ENGL R101H as optional advisory to ENGL R101; combine all the health-related Limitations into one paragraph to save space.</p> <p>DA R021 – Practice Management for Dental Assisting – Non-substantial revision.</p> <p>Changes Needed: Requisites: copy and paste the prerequisite, corequisite, and advisory course objectives into the Requisite Justification text box; add ENGL R101H as optional advisory to ENGL R101; combine all the health-related Limitations into one paragraph to save space.</p>
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		<p>DA R022 – Clinical Dental Assisting Experiences – Non-substantial revision.</p> <p>Changes Needed: Requisites: copy and paste the prerequisite, corequisite, and advisory course objectives into the Requisite Justification text box; add ENGL R101H as optional advisory to ENGL R101; combine all the health-related Limitations into one paragraph to save space.</p> <p>DA R023 – Ethics and Jurisprudence for Dental Assisting – Non-substantial revision.</p> <p>Changes Needed: Requisites: copy and paste the prerequisite, corequisite, and advisory course objectives into the Requisite Justification text box; add ENGL R101H as optional advisory to ENGL R101; combine all the health-related Limitations into one paragraph to save space.</p> <p>DA R024 – Dental Assisting Seminar – Non-substantial revision.</p> <p>Changes Needed: Requisites: copy and paste the prerequisite, corequisite, and advisory course objectives into the Requisite Justification text box; add ENGL R101H as optional advisory to ENGL R101; combine all the health-related Limitations into one paragraph to save space.</p> <p>DA R025 – Dental Assisting Health Education – Non-substantial revision.</p> <p>Changes Needed: Requisites: copy and paste the prerequisite, corequisite, and advisory course objectives into the Requisite Justification text box; add ENGL R101H as optional advisory to ENGL R101; combine all the health-related Limitations into one paragraph to save space.</p> <p>DH R001 – Pre-Dental Hygiene – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: remove Same As DH R001; CB04 change to Degree Applicable; CB24 – change to Stand Alone; change Repeatability to Not Repeatable. Units/Hours: change weekly lecture hours to 1. Methods of Instruction: remove letters. Methods of Evaluation: should all three methods be checked? Other Instructional Materials: Typodonts are listed</p>
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		<p>twice. Textbook: newer edition.</p> <p>DH R010 – Oral Biology – Non-substantial revision.</p> <p>Changes Needed: Requisites: list all prerequisite courses and their objectives instead of statement; add BIOL R101H as optional advisory to BIOL R101.</p> <p>DH R011 – Oral Radiology – Non-substantial revision.</p> <p>Changes Needed: Requisites: list all prerequisite courses and their objectives instead of statement; add BIOL R101H as optional advisory to BIOL R101. Textbook: newer edition?</p> <p>DH R012 – Head and Neck Anatomy – Non-substantial revision.</p> <p>Changes Needed: Requisites: list all prerequisite courses and their objectives instead of statement; add BIOL R101H as optional advisory to BIOL R101. Units/Hours: check max in range. Lab Content should be more specific compared to Course Content. Textbook: newer edition?</p> <p>DH R021 – General and Oral Pathology – Non-substantial revision.</p> <p>Changes Needed: Requisites: list all prerequisite courses instead of statement. MQ: fewer requirements? Typical Graded Assign: explain essays. Textbooks: newer editions?</p> <p>DH R022 – Pharmacology – Non-substantial revision.</p> <p>Changes Needed: Methods of Instruction: reading is not a method. Methods of Eval: essays?</p> <p>DH R030 – Special Patients/Geriatrics – Non-substantial revision.</p> <p>Changes Needed: Requisites: list all prerequisite courses instead of statement. TGA: explain essays.</p> <p>DH R032 – Dental Materials – Non-substantial revision.</p> <p>Changes Needed: Requisites: list all prerequisite courses instead of statement; combine all the health-related Limitations into one paragraph to save space. Lab Content: are there only six? TGA: explain essays. Textbook: latest edition?</p>
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		<p>FT R157 – Wildland Fire Control – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: Credit Basis - make one selection only. 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.</p> <p><u>Liberal Studies</u></p> <p>DANC R110A – Mexican Folklórico Dance I – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p>DANC R110B – Mexican Folklórico Dance II – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: change to Transfer to CSU only.</p> <p>HIST R126 – History of Latin America – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Content: add Gender. Objectives: #F – missing art, music, architecture, literature, and philosophy in the content. Outside Assignments: Reading – list the actual assignment rather than what they will read.</p> <p>MUS R107A – Class Piano I – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: enter SAM Code as E; Reason Course is Offered – this course is NOT required as a major; course description must be in complete sentences. Units/Hours: enter Total Contact Hours as 64 to 72.</p> <p>MUS R107B – Class Piano II – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: enter SAM Code as E; Reason Course is Offered – this course is NOT required as a major; course description must be in complete sentences. Units/Hours: enter Total Contact Hours as 64 to 72. Requisites: copy and paste the prerequisite course objectives into the Requisite</p>
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		<p>Justification text box.</p> <p>MUS R107C – Class Piano III – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: enter SAM Code as E; Reason Course is Offered – this course is NOT required as a major; course description must be in complete sentences. Units/Hours: enter Total Contact Hours as 64 to 72. Requisites: copy and paste the prerequisite course objectives into the Requisite Justification text box. Textbook: newer edition or other text?</p> <p>MUS R107D – Class Piano IV – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: enter SAM Code as E; Reason Course is Offered – this course is NOT required as a major; course description must be in complete sentences. Units/Hours: enter Total Contact Hours as 64 to 72. Requisites: copy and paste the prerequisite course objectives into the Requisite Justification text box. Textbook: newer edition or other text?</p> <p>MUS R118A – Introduction to Guitar – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Consider titling this course Guitar I to differentiate it from MUS R118 - Introduction to Guitar. Add Catalog Note: Students furnish their own instruments. Textbook: newer edition?</p> <p>MUS R118B – Guitar II – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Add Catalog Note: Students furnish their own instruments. Requisites: copy and paste the prerequisite course objectives into the Requisite Justification text box. Textbook: newer edition?</p> <p>MUS R118C – Guitar III – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Add Catalog Note: Students furnish their own instruments. Requisites: copy and paste the prerequisite course objectives into the Requisite Justification text box. Textbook: newer edition?</p> <p>MUS R118D – Guitar IV – New course. Requires</p>
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		<p>DTRW-I and BOT approval.</p> <p>Changes Needed: Add Catalog Note: Students furnish their own instruments. Requisites: copy and paste the prerequisite course objectives into the Requisite Justification text box. Textbook: newer edition?</p> <p>SOC R105 – Aging in the United States – Non-substantial revision.</p> <p>Changes Needed:</p> <p>SOC R118 – Introduction to Human Services – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: include Social Work in the title. Objectives: align better with C-ID descriptor; G – change this one. Content: align better with C-ID descriptor.</p> <p><u>Math/Science/Health/PE/Athletics</u></p> <p>BIOL R198 – Short Courses in Biology – Non-substantial revision.</p> <p>Changes Needed: Units/Hours: correct max in range.</p> <p>ENGR R101 – Introduction to Engineering – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: change to Transfer to CSU only; Reason Course is Offered – list C-ID descriptor; change CB24 to Program Applicable. More details in Content, Lab Content, and Methods of Inst. Textbooks: are there three, newer editions? Leave C-ID blank. Units/Hours: fix range. C-ID descriptor is 2 units lecture only, so suggestion to make this 3 units with 2 weekly hours lecture and 3 weekly hours lab.</p> <p>ESRM R160 – Introduction to Research in Natural Resource Management – Non-substantial revision.</p> <p>Changes Needed: Requisites: list all science lecture/lab courses and corresponding objectives as individual prerequisites instead of statement.</p> <p>GEOG R198 – Short Courses in Geography – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: capitalize Courses in title and course description; change to</p>
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		<p>Transfer to CSU only; change CB24 to Stand Alone. Units/Hours: why did you choose max of 4 instead of 3? MQ: missing MQ.</p> <p>GEOG R199 – Directed Studies in Geographic Topics – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: change to Transfer to CSU only; change CB24 to Stand Alone unless this is being added to a program, update the Reason Course is Offered.</p> <p>GEOL R110 – Historical Geology – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: change to Transfer to CSU only; align course description with C-ID descriptor better. Advisory: see C-ID. C-ID align: Objectives, Course Content (catastrophism). Methods of Inst: provide more detail. See Shannon’s comments in CurricUNET.</p> <p>J. Crawford introduced the HED and ICA courses.</p> <p>HED R113 – Introduction to Public Health – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly.</p> <p>HED R114 – Introduction to Nutrition Science – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: use complete sentences in course description. Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly.</p> <p>ICA R130B – Intercollegiate Basketball-Men/Spring – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p>ICA R190B – Intercollegiate Basketball-Women/Spring – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p>C. Yang introduced the MATH courses. The P stands for “prep.”</p>
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		<p>MATH R001P – Math Success Skills I – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: course description should refer to Transitional Math I (not 1).</p> <p>MATH R002P – Math Success Skills II – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: course description should refer to Transitional Math II (not 2).</p> <p>MATH R010 – Pre-Algebra – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: choose only one option for Credit Basis. Requisite: add ‘Placement as determined by the college’s multiple measures assessment process.’</p> <p>MATH R105 – Introductory Statistics – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p>MATH R105H – Honors: Introductory Statistics – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: change to Transfer to CSU only.</p> <p>MST R160 – Introduction to Research in Natural Resource Management – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: change to Transfer to CSU only. Requisites: list all science lecture/lab courses and corresponding objectives as individual prerequisites instead of statement.</p> <p>MST R199 – Directed Studies in Marine-Related Topics – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: change to Transfer to CSU only. Requisites: list all science lecture/lab courses and corresponding objectives as individual prerequisites instead of statement.</p> <p>D. Frehlich introduced the PE Courses.</p> <p>PE R103A – Yoga I – New course. Requires DTRW-I and BOT approval.</p>
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		<p>Changes Needed: Basic Course Info: remove Same As PE R198A; change to Transfer to CSU only; change CB24 to Program Applicable. MQ: list all that may apply. Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly.</p> <p>PE R103B – Yoga II – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: change to Transfer to CSU only; change CB24 to Program Applicable. Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly.</p> <p>PE R104A – Body Conditioning I – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: change to Transfer to CSU only; change CB24 to Program Applicable. Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly. Course Content should match Lab Content.</p> <p>PE R104B – Body Conditioning II – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: change to Transfer to CSU only; change CB24 to Program Applicable. Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly. Course Content should match Lab Content.</p> <p>PE R106 – Core Stability and Stretch – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: change to Transfer to CSU only; change CB24 to Program Applicable. Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly.</p> <p>PE R107 – Power Lifting/Free Weights – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: change to Transfer to CSU only; change CB24 to Program</p>
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		<p>Applicable. Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly.</p> <p>PE R108 – Pilates Mat – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: change to Transfer to CSU only; change CB24 to Program Applicable. Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly.</p> <p>PE R148A – Women’s Conditioning I – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: change start date to Fall 2017. Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly.</p> <p>PE R148B – Women’s Conditioning II – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: change to Transfer to CSU only. Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly. Add R148A as prerequisite.</p> <p>PE R150A – Weight Training/Conditioning I – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: change start date to Fall 2017. Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly. TGA: explain essays.</p> <p>PE R150B – Weight Training/Conditioning II – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: change to Transfer to CSU only. Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly. TGA: explain essays. Add R150A as prerequisite.</p> <p><u>Student Development</u></p> <p>ACT R001 – Assistive Computer Technology – Non-substantial revision.</p>
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		<p>Changes Needed: Basic Course Info: enter SAM Code E. Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly. Objectives: suggestions to rewrite. Content: suggestions to rewrite. MOI: suggestion to rewrite. Methods of Eval: uncheck Essays.</p> <p>ACT R011 – Computer-Aided Learning – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: enter SAM Code E. Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly.</p> <p>LS R006 – Improving Memory Strategies – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: change start date to Fall 2017, enter SAM Code E, change repeatability to Not Repeatable, did you want the Credit Basis to be Letter Graded only? Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly. Methods of Instruction: suggestion to rewrite. Update textbook, or add Latest Edition.</p> <p>LS R016A – Fundamentals of Mathematics I – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: did you want the Credit Basis to be Letter Graded only? Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly. Outside Assign.: enter reading assignments from text. Update textbook.</p> <p>LS R017A – Basic Reading Skills for Learning Disabled A – 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. Update textbook or add Latest Edition.</p> <p>LS R017B – Basic Reading Skills for Learning Disabled B – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: enter the TOP</p>
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			<p>Code. MQ: list MQ. 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 advisory course objectives into the Requisite Justification text box. Update textbook or add Latest Edition; question about software. Attach SLOs.</p> <p>LS R018A – Improving Written Language Skills A – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: enter SAM Code E. Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly. List textbook.</p> <p>LS R018B – Improving Written Language Skills B – 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 advisory course objectives into the Requisite Justification text box. List textbook.</p> <p>LS R021 – Introduction to Oral Communication – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: enter the TOP Code; suggestion to rewrite course description and reason course is offered; use a different title. MQ is missing. List textbook.</p> <p>J. Merrill moved to approve the First Reading items, A. Melidonis seconded, and the motion passed. Yes: S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, M. Sanchez, C. Yang</p>
VI.	Distance Learning Approval	I, AT	<p>BIOL R101, BIOL R101H, CNIT R151, ECON R100, ENGL R095, ENGL R101, ENGL R101H, ENGL R102, ENGL R102H, GEOL R130, HED R110, HIST R125, HIST R125H, POLS R125, POLS R125H, PSY R101, PSY R101H, SOC R101, SOC R101H – Approved by the Distance Education Committee on November 3, 2016</p> <p>A. Edwards moved to approve the Distance Learning appendices as presented, R. Cabral seconded, and the motion passed. Yes: S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, A.</p>

			Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, M. Sanchez, C. Yang
VII.	Requisite Approval	I, AT	<p>A. Prerequisites/Corequisites: AC R011L, AC R021L, DH R022, ENGL R101H, GEOG R199, MATH R105, MATH R105H – Reviewed and determined Complete</p> <p>Prerequisites/Corequisites: DA R010, DA R011, DA R012, DA R013, DA R014, DA R015, DA R020, DA R021, DA R022, DA R023, DA R024, DA R025, DH R010, DH R011, DH R012, DH R013, DH R014, DH R015, DH R020, DH R021, DH R025, DH R030, DH R031, DH R032, DH R040, DH R042, DH R043, DH R044, ESRM R160, FT R157, MST R160, MST R199, MUS R107B, MUS R107C, MUS R107D – Reviewed and determined Incomplete</p> <p>B. Advisories: AC R050, AC R050L, AT R011, DANC R110B, ESL R044, ESL R046 – Reviewed and determined Complete</p> <p>Advisories: ACCT R110, ACCT R111, DA R010, DA R011, DA R012, DA R013, DA R014, DA R015, DA R020, DA R021, DA R022, DA R023, DA R024, DA R025, DH R010, DH R011, DH R012, DH R013, DH R014, DH R015, ENGL R085 – Reviewed and determined Incomplete</p> <p>A. Melidonis moved to approve the Complete Requisite items, C. Yang seconded, and the motion passed.</p> <p>Yes: S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, M. Sanchez, C. Yang</p>
VIII.	Deletions	I	None
IX.	Suspensions	I	None
X.	General Education Approval	I	None
XI.	Allow Credit by Exam	I, AT	<p>BUS R132 – R. Cabral provided an explanation</p> <p>M. Sanchez moved to approve the listed course for Credit by Exam, R. Morris seconded, and the motion passed.</p> <p>Yes: S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, M. Sanchez, C. Yang</p>
XII.	Addition of ENGL R101H to courses and programs with	I, D, AT	BIOL R100, BIOL R100L, BIOL R101, BIOL R120, BIOL R122, BUS R140, COMM R101, DA R010-R025,

	existing requisite/requirement of ENGL R101		EMT R169, ENGL R102-R124, ENGL R199, MICR R100, MST R100, MST R100L, PHIL R111, program prerequisite of AS in Dental Hygiene, required course in AA-T in Elementary Education A. Edwards moved to approve the addition of ENGL R101H as a requisite/requirement to the listed courses and programs, M. Sanchez seconded, and the motion passed. Yes: S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, M. Sanchez, C. Yang
	INFORMATION/DISCUSSION		
XIII.	CurricUNET Discussion/Updates	I	None
XIV.	Articulation report	I	None
XV.	High School Articulation report	I	None
XVI.	Distance Ed Committee report	I	The DE Committee met on Thursday, Nov. 3, 2016. S. Newby and K. Mendelsohn provided a report. Scott Wolf shared his MUS R103A online course in Canvas. The committee is continuing to endorse faculty members to teach online in Canvas when they complete the online training course. Ashley Chelonis, our Instructional Technologist, is maintaining this district-wide list for OC. The committee participated in a live online demonstration by Proctorio, the online proctoring service used by the 24 OEI pilot colleges. The best features were the Lock Down options, including Force Full Screen, Only One Screen, Disable New Tabs, Close Open Tabs, Disable Printing, Disable Clipboard, Clear Cache, Disable Right Click, and Force Completion. After the exam, a Proctorio Gradebook is provided using smart technology, and sorted according to suspicion level. Proctorio is designed to work within Canvas. An updated Distance Education Handbook will be presented to the Curriculum Committee in early 2017. We have 24/7 phone support for Canvas; online work tickets go into the nether. The DE Summit will be at OC on Feb. 24.
XVII.	General Ed Committee report	I	None
XVIII.	LOT Committee report	I	None

XIX.	DTRW-I Committee report	I	The DTRW-I Committee will meet on November 10, 2016. The First Reading items on this agenda requiring DTRW-I review are ACCT R110, ACCT R111, DANC R110B, HIST R126, MUS R118A, MUS R118B, MUS R118C, MUS R118D, ENGR R101, GEOG R198, GEOG R199, GEOL R110, HED R113, HED R114, MATH R001P, MATH R002P, MATH R105H, PE R103A, PE R103B, PE R104A, PE R104B, PE R106, PE R107, PE R108, PE R148B, PE R150B, LS R017B, and LS R021.
XX.	New Business	I	None
XXI.	Public Comment	I	CCCCO approves non-substantive courses automatically already, and is considering doing so for substantive changes to courses too. The CCCCCO staff is also looking for ways to fast track program revisions. Next Wed, Nov. 16, 2016 there will be a forum to discuss the presidential election results at 12:30 pm in LA-6.
XXII.	Adjournment	I, AT	S. Davis adjourned the meeting at 4:03 pm.
XXIII	Next meeting	I	The next Curriculum Committee meeting is on November 23, 2016 at 2:00 pm. If you do not plan to attend, please designate a proxy and let Krista and Shannon know.