



CURRICULUM COMMITTEE MEETING MINUTES

Voting Members Present: Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Jonas Crawford, Arminé Derdarian, Arion Melidonis, Robert Morris, Shannon Newby, Ana Maria Valle-Villa, Scott Wolf, Emily Zwaal

Voting Members Absent: Jerry Lulejian, Judy McArthur, Mati Sánchez, Art Sandford, Richard Williams, Catalina Yang

Proxies: Arminé Derdarian for Richard Williams, Shannon Newby for Catalina Yang, Jonas Crawford for Art Sandford

Non-voting Members Present: Lisa Putnam (Co-Chair)

Non-voting Members Absent: Joel Dian, Luis Gonzalez, Carolyn Inouye, Christina Tafoya, Gail Warner

Guests: Janet Dawald, Tim Fontenette

Meeting Date: 11/08/17 Approval of Minutes from: 10/25/17 Recorded By: Laurie Nusser

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 2:00 p.m. The following proxies were announced: Jonas Crawford for Art Sandford, Shannon Newby for Catalina Yang, Armine Derdarian for Richard Williams.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: there were no changes. A. Valle Villa moved to approve the agenda as presented, A. Melidonis seconded, and the motion passed. Yes: Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Jonas Crawford, Arminé

			Derdiarian, Arion Melidonis, Robert Morris, Shannon Newby, Ana Maria Valle-Villa, Scott Wolf, Emily Zwaal No: None
III.	Approval of Minutes	I, AT	<p>Corrections to the October 25, 2017 Minutes: there were no corrections.</p> <p>S. Newby moved to approve the October 25, 2017 minutes as presented, R. Cabral seconded, and the motion passed.</p> <p>Yes: Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Jonas Crawford, Arminé Derdiarian, Arion Melidonis, Robert Morris, Shannon Newby, Ana Maria Valle-Villa, Scott Wolf, Emily Zwaal No: None</p>
IV.	Second Reading	I, AT	<p><u>Career & Technical Education</u> BUS R111, BUS R121, BUS R122, BUS R124, BUS R125, BUS R132, BUS R140, CAOT R001, CAOT R004, EMT R169</p> <p><u>Liberal Studies</u> CHST R107, PHIL R103, PHIL R104, PHIL R105, PHIL R106, SOC R108, AA-T in Anthropology</p> <p><u>Library, Transitional Studies, Health, Athletics, PE</u> HED R103, HED R104, HED R107, PE R130, PE R133B, PE R134A, PE R148A</p> <p><u>Math/Science</u> BIOL R189, ESRM R100, PHSC R170</p> <p><u>Student Development</u> None</p> <p>A. Melidonis moved to approve the second reading items, A. Derdiarian seconded, and the motion passed.</p> <p>Yes: Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Jonas Crawford, Arminé Derdiarian, Arion Melidonis, Robert Morris, Shannon Newby, Ana Maria Valle-Villa, Scott Wolf, Emily Zwaal No: None</p>

V.	First Reading	I, D, AT	<p>Only substantive changes are recorded in the minutes. Please refer to the comments in CurricUNET for additional non-substantive comments.</p> <p>First Reading (courses/programs in bold are new) –</p> <p><u>Career & Technical Education</u> CAOT R124, CIS R020A, CIS R100, P.A. in Accounting for Entrepreneurs, P.A. in Entrepreneurship, P.A. in Marketing for Entrepreneurs</p> <p>CAOT R124 Microsoft Access The Lecture content should be written as topics instead of actions. For example: For A. Instead of "Create and use a Database" it would be "Database creation and usage" or "Database Creation." For B. Instead of "Maintain a Database" it would be "Database Maintenance." Attached Files: There is an attached file for a DE Appendix from 2016 but the DE Appendix box is blank in the COR. If the DE Appendix is desired, it needs to be put into the COR and the attached file deleted. SLOs 1 and 3, wording needs to reflect a demonstrated/measurable skill.</p> <p>CIS R020A Introduction to Microcomputers SLOs: instead of "must" use "will." Lab content: "History of the Internet" is one topic in the lab content that really doesn't belong there and already appears in the lecture, so it can be removed. Attached Files: there is a DE Appendix in the attached files that needs to be copied into the DE Appendix page of the COR and the file deleted</p> <p>CIS R100 Introduction to Computer Information Systems Textbook is almost past the five-year mark-is there a newer version? Basic Course Information: CB04 is incomplete, want to keep it student option? Course Objectives: C-ID course objectives are not obvious to the unfamiliar reader. Make sure that it aligns with the C-ID descriptor.</p> <p>P.A. in Accounting for Entrepreneurs Attached course files are missing. Otherwise no comments on CurricUNET.</p>
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P.A. in Entrepreneurship

Coursework does not show under attached files. Otherwise no comments on CurricUNET.

P.A. in Marketing for Entrepreneurs

No changes recommended.

Liberal Studies

ANTH R110, ANTH R116/IDS R102, EDU R122, ENGL R102, POLS R100, POLS R101, POLS R102, POLS R104, POLS R108

ANTH R110 People of the World: The Cultures of Globalization and Change

SLOS: consider removing or updating the language in SLO#1 - "learning about cultural diversity and paying attention to issues surrounding power, identity and discrimination."

ANTH R116/IDS R102 Science, Technology, and Human Values

SLO #1 - this looks like a lot of items to assess in a single assessment. Maybe a good idea to reduce its scope? MIS codes: Banner appears to have an error in Transfer Status (CB05). COCI shows this course is transferable to both UC and CSU, but Banner states it only transfers to CSU. Office of Academic Affairs will confirm.

EDU R122 Introduction to Education

SLOs: need to be revised. Units/Hours: should reflect a range of hours (48-54).

ENGL R102 Critical Thinking through Composition and Literature

Basic Course Info: Start date Fall 18; Content Review: list objectives; typical graded: click finish

POLS R100 Introduction to Politics

Units/Hours page: total contact hours should be a range of hours. Typical Graded Assignments: seems to be a formatting issue when you look at the PDF version of the COR.

POLS R101 Government of the United States I: Institutions and Politics
Units/Hours page: total contact hours should be a range of hours. SLO verbiage of "understand" should be changed.

POLS R102 Government of the United States: Institutions and Laws
Units/Hours page: total contact hours should be a range of hours. List only one primary MQ.

POLS R104 Introduction to International Relations
C-ID: difficult time identifying the objectives from C-ID embedded in POLS 104 eg."Describe the roles of national, international, transnational, and sub-national actors." Text is old.

POLS R108 Comparative Politics
Units need to be variable. Methods: formatting is a mix of letters and numbers and appears to be legacy and new at once. Textbooks: there are a lot of textbooks listed and many are older than 10 years.

Library, Transitional Studies, Health, Athletics, PE
PE R133A Boxing for Fitness I
Unit Hours: should reflect a range

Math/Science
BIOL R199, CHEM R189, GEOG R102

BIOL R199 Directed Studies in Biology Related Topics
No substantive comments.

CHEM R189 Topics in Chemistry
Recommend primary MQ of Chemistry. Content Review: check what requirements are needed from Chem 120 as well as Chem 110.

GEOG R102 World Regional Geography
Methods of Instruction: some are not methods of instruction. Typical Graded: How will students be evaluated? Essays?

Student Development
PG R100A, PG R100B, PG R102

			<p>PG R100A Student Success: EOPS Units/Hours: total contact hours needs to be a range. Catalog Course Description: consider revising, it could easily be broken into several sentences for additional clarity. Field trips: consider "may be required" instead? DE appendix - should this be left unchecked?</p> <p>PG R100B Student Success: Strategies for Academic Success Basic Course Information: CB21 is blank. Units/Hours should be changed to variable - 16 to 18. Requisites: Is PG R100A a requisite for PG100B? DE Appendix: This should be left blank unless the plan is to have students meet some of their contact hours online, in which case it needs to be more complete. Course content: I. Should the Transfer Center be added to this list of support services now that we have one again?</p> <p>PG R102 College Success Units/Hours: Total student contact hours should be a range of 48-54 total student contact hours. MIS Codes: Currently this class is listed as transferable to CSU only (in Banner and at the State). Prior-to-College should be listed as "Y" (Not applicable); Other codes are accurate and match across all three database.</p> <p>A. Melidonis moved to approve the First Reading items as presented, J. McArthur seconded, and the motion passed. Yes: Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Jonas Crawford, Arminé Derdarian, Arion Melidonis, Robert Morris, Shannon Newby, Ana Maria Valle-Villa, Scott Wolf, Emily Zwaal No: None</p>
VI.	Distance Learning Approval	I, AT	<p>ANTH R110, ANTH R199, CNIT R142, POLS R100, POLS R108</p> <ul style="list-style-type: none"> - Reviewed and determined complete - Approved <p>A. Melidonis moved to approve the complete Distance Learning appendices, S. Wolf seconded, and the motion passed.</p>

			<p>Yes: Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Jonas Crawford, Arminé Derdarian, Arion Melidonis, Robert Morris, Shannon Newby, Ana Maria Valle-Villa, Scott Wolf, Emily Zwaal No: None</p>
VII.	Requisite Approval	I, AT	<p>A. Prerequisites/Corequisites – ENGL R102 B. Advisories – CAOT R124, CIS R100</p> <p>– All requisites and advisories reviewed and determined complete – Approved</p> <p>A. Valle Villa moved to approve the Requisite items, A. Melidonis seconded, and the motion passed. Yes: Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Jonas Crawford, Arminé Derdarian, Arion Melidonis, Robert Morris, Shannon Newby, Ana Maria Valle-Villa, Scott Wolf, Emily Zwaal No: None</p>
VIII.	Deletions/Inactivation	I	<p>SOC R122</p> <p>A. Melidonis moved to approve the Deletions/Inactivation items, E. Zwaal seconded, and the motion passed. Yes: Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Jonas Crawford, Arminé Derdarian, Arion Melidonis, Robert Morris, Shannon Newby, Ana Maria Valle-Villa, Scott Wolf, Emily Zwaal No: None</p>
IX.	Consent Agenda	I, AT	<p>Allow Credit by exam for FTVE R130 and FTVE R135</p> <p>S. Newby moved to approve the Consent Agenda items, R. Morris seconded, and the motion passed. Yes: Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Robert Cabral, Jonas Crawford, Arminé Derdarian, Arion Melidonis, Robert Morris, Shannon Newby, Ana Maria Valle-Villa, Scott Wolf, Emily Zwaal No: None</p>
	INFORMATION/DISCUSSION		
X.	Curriculum Updates – Shannon Davis	I, D	

XI.	CurricUNET/Discussion/ Updates – Shannon Davis/Laura Anderson		
XII.	Articulation Report – S. Davis	I	No report.
XIII.	High School Articulation Report – C. Tafoya	I	No report.
XIV.	Distance Ed Committee Report – Shannon Newby	I, D	A report will be provided at the next meeting
XV.	General Ed Committee Report – Shannon Davis	I, D	There has been no meeting yet.
XVI.	DTRW-I Committee Report – Shannon Davis	I, D	DTRW-I meets tomorrow (11/9/17)
XVII.	Strategic Planning Steering Committee Report (SPSC)	I, D	No report.
XVIII.	New Business	I	There was no new business.
XXII.	Public Comment	I	There was no public comment.
XXIII.	Adjournment	I, AT	S. Davis adjourned the meeting at pm.
	Future Meetings	I	<ul style="list-style-type: none"> • November 22 (college is closed that week) • December 13 • January (curriculum is dark) • February 14 • February 28 • March 14 • March 28 (college closed for Spring break) • April 11 • April 25 • May 9 (no first reading items will be read)