



# CURRICULUM COMMITTEE MEETING MINUTES

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

**Voting Members Absent:** Alan Ainsworth, Robert Cabral, Graciela Casillas-Tortorelli, Jonas Crawford, Oscar Moreno

**Proxies:** Armine Derdarian for Robert Cabral, Amy Edwards for Alan Ainsworth, Judy McArthur for Graciela Casillas-Tortorelli

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

**Non-voting Members Absent:** Joel Diaz, Luis Gonzalez, Gail Warner

**Guests:** None

Meeting Date: **12/14/2016** Approval of Minutes from: **11/23/2016** 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: Armine Derdarian for Robert Cabral, Amy Edwards for Alan Ainsworth, and Judy McArthur for Graciela Casillas-Tortorelli.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none.  <b>C. Yang moved to approve the agenda as presented, A. Melidonis seconded, and the motion passed.</b> <b>Yes:</b> S. Davis (Co-Chair), A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, M. Sanchez, C. Tafoya, C. Yang
III.	Approval of Minutes	I, AT	Corrections to the Nov. 23, 2016 Minutes: none.  <b>A. Edwards moved to approve the Nov. 23, 2016 minutes as presented, J. Merrill seconded, and the motion passed.</b>

			<p><b>Yes:</b> S. Davis (Co-Chair), A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, M. Sanchez, C. Tafoya, C. Yang</p>
IV.	Second Reading	I, AT	<p><u>Career &amp; Technical Education</u>  AB R002, DH R023, DH R024, DH R033, DH R034, DH R035, DH R041, DH R043, DH R044, DH R045, DH R050, DH R051, DH R098</p> <p><u>Liberal Studies</u>  SPAN R118  AA-T in Anthropology</p> <p><u>Math/Science/Health/PE/Athletics</u>  GEOL R101L, GEOL R110L, HED R110</p> <p><u>Student Development</u>  LS R016B</p> <p><u>Transitional Studies</u>  ENGL R077, ENGL R087, ENGL R097, ESL R065</p> <p><b>A. Melidonis moved to approve the Second Reading item as presented, J. McArthur seconded, and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, 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><b>AB R003</b> – Introduction to Estimating Auto Body Damage – Non-substantial revision.</p> <p>Changes Needed: Textbooks: suggestion to list industry journals since they are referenced in outside assignments. Other Instructional Materials: list other equipment.</p> <p><b>AB R004</b> – Advanced Auto Body Collision and Damage Repair – Non-substantial revision.</p> <p>Changes Needed: TGA #4 – add “but not limited to.”  Textbooks: suggestion to list industry journals and website since they are referenced in outside</p>

		<p>assignments.</p> <p><b>AB R007A</b> – Automotive Graphics – Non-substantial revision.</p> <p>Changes Needed: Textbook: label as most recent text. Spell “pinstriping” consistently throughout the COR.</p> <p><b>AB R007B</b> – Advanced Automotive Graphics – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: consider SAM Code B. Textbook: label as most recent text.</p> <p><u>Liberal Studies</u></p> <p><b>PSY R107</b> – Sex Roles – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p><b>SOC R104</b> – Sex Roles – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: Description – remove “can”.</p> <p><b>PHIL R114</b> – Social Philosophy – Non-substantial revision.</p> <p>Changes Needed: Course Content: is restorative justice discussed? Methods of Instruction: remove “delete”, correct formatting.</p> <p><b>SOC R114</b> – Social Philosophy – Non-substantial revision.</p> <p>Changes Needed: Course Content: is restorative justice discussed? Objectives: #6 different wording. TGA: #3 different wording. Outside Assign: don’t match.</p> <p><u>Math/Science/Health/PE/Athletics</u></p> <p><b>GEOL R103L</b> – Introduction to Oceanography Lab – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: Reason Course is Offered – worded differently. Course Content and Lab Content should be the same. TGA: give example of essay.</p> <p><b>MST R103L</b> – Introduction to Oceanography Lab – Non-substantial revision.</p>
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			<p>Changes Needed: Methods of Inst.: #2 is incomplete. Course Content and Lab Content should be the same. TGA: give example of essay.</p> <p><b>PE R198B</b> – Volleyball II – New experimental course.</p> <p>Changes Needed: Basic Course Info: CB24 – is this program applicable? Will PE R161 become Volleyball I?</p> <p><b>A. Edwards moved to approve the First Reading items, A. Melidonis seconded, and the motion passed.</b></p> <p><b>Yes:</b> S. Davis (Co-Chair), A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, M. Sanchez, C. Tafoya, C. Yang</p>
VI.	Distance Learning Approval	I	None
VII.	Requisite Approval	I, AT	<p>A. Prerequisites/Corequisites: AB R003, AB R004, AB R007B, DH R010, DH R011, DH R012, DH R013, DH R014, DH R015, DH R020, DH R021, DH R023, DH R030, DH R031, DH R032, ENGL R097, ESRM R160, GEOL R101L, GEOL R103L, MST R103L, MST R160, MUS R107B, PE R103B, PE R104B, PE R198B – <b>Reviewed and determined Complete</b></p> <p>B. Advisories: DH R010, DH R011, DH R012, DH R013, DH R014, DH R015 – <b>Reviewed and determined Complete</b></p> <p><b>S. Newby moved to approve the Complete Requisite items, P. Mendez seconded, and the motion passed.</b></p> <p><b>Yes:</b> S. Davis (Co-Chair), A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, M. Sanchez, C. Tafoya, C. Yang</p>
VIII.	Deletions	I, AT	<p>HIST R115, HIST R116</p> <p><b>A. Melidonis moved to approve the courses for deletion, A. Edwards seconded, and the motion passed.</b></p> <p><b>Yes:</b> S. Davis (Co-Chair), A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, M. Sanchez, C. Tafoya, C. Yang</p>
IX.	Suspensions	I	None

X.	General Education Approval	I, AT	<p>A. GEOL R110 approved for Area A2</p> <p>B. HED R114 approved for Area E1</p> <p>C. HIST R125/H &amp; POLS R125/H approved for Area B2</p> <p>D. DANCE R110B, PE R103A, PE R103B, PE R104A, PE R104B, PE R107, PE R108, PE R148B, &amp; PE R150B approved for Area E2</p> <p><b>A. Melidonis moved to approve the GE placement of the above courses, R. Morris seconded, and the motion passed.</b></p> <p><b>Yes:</b> S. Davis (Co-Chair), A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, M. Sanchez, C. Tafoya, C. Yang</p>
	INFORMATION/DISCUSSION		
XI.	CurricUNET Discussion/Updates	I	<p>K. Mendelsohn shared that the Distance Learning Appendix will become a CurricUNET approval process. Courses will have a page to input CSLOs rather than attaching a Word doc or pdf. Programs will have additional data fields instead of the attaching the Credit Program Info Page. The Narrative attachment will still be required for Programs.</p>
XII.	Articulation report	I	<p>S. Davis shared that she submitted all of the new courses to CSU GE and IGETC, and the results will be available in April.</p>
XIII.	High School Articulation report	I	<p>Marcelo Cabral submitted the following report, shared by Christina Tafoya:</p> <ol style="list-style-type: none"> <li>1. HS Articulations 2016-2017 <ol style="list-style-type: none"> <li>a. Total of 20 articulations are being renewed from 2015-2016</li> <li>b. 486+7 = 493 students have been awarded credit for Spring 2016</li> </ol> </li> <li>2. High School Students not eligible for credit by exam – Spring 2016 Semester <ol style="list-style-type: none"> <li>a. 52 students submitted credit by exam (CBE) form but skipped steps in articulation process, the articulation team is working with the High Schools to help the students complete the process</li> <li>b. Students have until January 10<sup>th</sup> to submit missing info to get credit</li> </ol> </li> <li>3. College &amp; Career Seminar – Get Focused Stay Focused <ol style="list-style-type: none"> <li>a. Total of 120 students taking the class and will be able to apply for credit for PG</li> </ol> </li> </ol>

		R101 at the end of fall	
XIV.	Distance Ed Committee report	I, D	<p>The DE Committee met on December 1, 2016. Rainer Mack presented his hybrid ART R101 course in Canvas. Discussion took place on creating prerequisites for each module to prevent students from skipping around. He feels consistency is important in the layout of each module/week.</p> <p>The Distance Education Handbook was approved for First Reading, and will be presented to the Curriculum Committee in early Spring.</p> <p>Sharon Oxford, Instruction Technologist from VC, presented the OEI (Online Education Initiative) Readiness for Online Learning Program, a series of web-based tutorials to prep a student for online learning. VC, an OEI pilot college, requires students who wish to take an OEI course to complete an online course/self-assessment called Quest for Online Success. Quest is a series of videos and quizzes taken from the Readiness for Online Learning Program. The DE Committee is interested in including the Quest course/self-assessment for incoming students through SSSP, First Year Experience, a PG course, or Promise Pathway under the STEM Grant. The Curriculum Committee expressed support for OC to start a student course/self-assessment for hybrid and online courses similar to what VC uses.</p> <p>Dr. Cynthia Herrera, Lisa Hopper, and Janet Dawald presented Tableau as a visual data tool, which can be found on the OC website. Our college data is not disaggregated into hybrid vs. 100% online, which it needs to be. The committee requested the ability to see DE vs. Non-DE side by side in the same graph by discipline.</p> <p>A district-wide list of faculty members who have completed the Canvas and online instruction training is kept in SharePoint by the Instructional Technologists, and shared with all deans.</p> <p>Discussion took place regarding the recent article in the <i>San Francisco Chronicle</i> about City College of SF being required to repay \$39M to state over ten years because it can't prove that students received instruction in online classes. Our D2L and Canvas Learning Management Systems are set up to capture this type of critical data.</p>

			OC is hosting the district-wide DE Summit on Feb. 24, 2017. Please contact Art Sandford if you are interested in joining the planning group. The next DEC meeting is on Feb. 2, 2017.
XV.	General Ed Committee report	I, D	<p>The GE Committee met on December 7, 2016. Honors courses were read, and are automatically approved per Curriculum Committee approved procedure.</p> <p>A. The following honors courses received automatic approval on 12/7/2016:  BIOL R101H for Area A1  ENGL R101H for Area D1  ENGL R102H for Area C2 &amp; D2  MATH R105H for Area D2  PSY R101H for Area B2  SOC R101H for Area B2</p>
XVI.	LOT Committee report	I	None
XVII.	DTRW-I Committee report	I	The DTRW-I Committee met on December 8, 2016. Shannon was not present, and Linda Kama'ila represented the OC curricula on the agenda, which was reviewed with no comment.
XVIII.	New Business	I	None
XIX.	Public Comment	I	None
XX.	Adjournment	I, AT	S. Davis adjourned the meeting at 2:52 pm.
XXI.	Next meeting	I	The next Curriculum Committee meeting is on February 8, 2017 at 2:00 pm.