



# CURRICULUM COMMITTEE MEETING MINUTES

**Voting Members Present:** Shannon Davis (Chair), Teresa Bonham, Robert Cabral, Jonas Crawford, Armine Derdarian, Amy Edwards, Alex Lynch, Chris Mainzer, Judy McArthur, Arion Melidonis, Krista Mendelsohn, Patricia Mendez, Mary Pinto-Casillas, Mati Sanchez, Christina Tafoya, Catalina Yang

**Voting Members Absent:** Graciela Casillas-Tortorelli, Robert Morris

**Proxies:**

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

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

**Guests:** Ashley Chelonis, Janet Dawald, Cynthia Herrera, Chris Horrock

Meeting Date: **02/10/2016** Approval of Minutes from: **12/09/2015** 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 2:07 p.m. and declared a quorum present.
II.	Adoption of Agenda	I, AT	<p>Additions/Changes to the Agenda: VIII. typo FT R1258.</p> <p><b>C. Mainzer moved to approve the agenda as amended, T. Bonham seconded, and the motion passed.</b></p> <p><b>Yes:</b> S. Davis (Co-Chair), T. Bonham, R. Cabral, J. Crawford, A. Derdarian, A. Edwards, A. Lynch, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, M. Pinto-Casillas, M. Sanchez, C. Tafoya, C. Yang</p>
III.	Approval of Minutes	I, AT	<p>Corrections to the December 9, 2015 Minutes: none.</p> <p><b>C. Mainzer moved to approve the December 9, 2015 minutes as presented, A. Edwards seconded, and the motion passed with one abstention.</b></p> <p><b>Yes:</b> S. Davis (Co-Chair), R. Cabral, J. Crawford, A. Derdarian, A. Edwards, A. Lynch, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, M.</p>

			Pinto-Casillas, M. Sanchez, C. Tafoya, C. Yang <b>Abstain:</b> T. Bonham
IV.	Second Reading	I, AT	<p><u>Career &amp; Technical Education</u> CAOT R002, CAOT R124</p> <p><u>Liberal Studies</u> ART R102, ART R172, PSY R115, PSY R116</p> <p><b>R. Cabral moved to approve the Second Reading item as presented, A. Edwards seconded, and the motion passed.</b> <b>Yes:</b> S. Davis (Co-Chair), T. Bonham, R. Cabral, J. Crawford, A. Derdarian, A. Edwards, A. Lynch, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, M. Pinto-Casillas, 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. Cabral introduced the BUS course.</p> <p><b>BUS R001</b> – Preparation for Accounting – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: update the Reason Course is Offered; complete CB08 and CB09. Change Course Fee to No. Units/Hours: change Total Contact Hours to 48 to 54. Methods of Instruction: enter methods one at a time and do not use numbering or lettering. Textbook: update to newer edition. TGA &amp; Methods of Inst: do not include attendance. TGA: #3 seems vague. Outside Assign: clarify reading assignment. Move Other assign to Reading assign.</p> <p><b>CAOT R122</b> – Microsoft Office – Non-substantial revision.</p> <p>Changes Needed: TGA: suggestion to include objective tests with true/false or multiple choice</p> <p><b>CAOT R123</b> – Microsoft Excel – Non-substantial revision.</p> <p>Changes Needed: Content: remove web queries. Suggestions for Methods if Instruction &amp; TGA to match new textbook.</p>

		<p><b>EMT R069</b> – Emergency Medical Technician - Refresher – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: not repeatable. TGA: omit point values. Content: remove “Appendix B.”</p> <p><b>FT R158</b> – Principles of Fire and Emergency Services; Safety and Survival – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: update Reason Course is Offered. MQ: add instructor MQs. Requisites: copy and paste relevant course objectives from the requisite course into the Requisite Justification text box; create an additional requisite for Co-requisite.</p> <p><u>Liberal Studies</u></p> <p>R. Cabral introduced the COT courses. In depth discussion took place regarding all four COT courses, in which departments they should be housed, and how to calculate contact hours.</p> <p><b>COT R190G</b> – General Cooperative Work Experience – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: Complete Reason Course is Offered. Enter CB08; confirm repeatability with a dean. Units/Hours: how did you choose these Weekly Other Hours? Total Contact Hours minimum does not match Weekly Other Hours minimum.</p> <p><b>COT R190V</b> – Occupational Cooperative Work Experience – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: Update CTE list in Course Description. Enter CB04, CB08, CB24; confirm repeatability with a dean. Do you want to keep this course Pass/No Pass only? Units/Hours: how did you choose these Weekly Other Hours? Total Contact Hours do not match Weekly Other Hours. Requisites: concurrent enrollment must be entered as a separate co-requisite. Attached Files: remove CSLOs as they pertain to Auto Tech.</p> <p>A. Edwards introduced the MUS course.</p> <p><b>MUS R106</b> – College Choir – Non-substantial revision.</p> <p>Changes Needed: none.</p>
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		<p>S. Davis introduced the PSY courses.</p> <p><b>PSY R117</b> – Introduction to Case Management for Mental Health and Human Service – Non-substantial revision.</p> <p>Changes Needed: Attach CSLOs.</p> <p><b>PSY R118</b> – Psychiatric Rehabilitation and Mental Health Recovery – Non-substantial revision.</p> <p>Changes Needed: Attach CSLOs.</p> <p>A. Edwards introduced the AA in Art and the AA in Art – Two-Dimensional Studio.</p> <p><b>AA in Art</b> – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p><b>AA in Art – Two-Dimensional Studio</b> – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p><u>Math/Science/Health/PE/Athletics</u></p> <p>C. Mainzer introduced the GEOG course.</p> <p><b>GEOG R103</b> – Introduction to Weather and Climate – Non-substantial revision.</p> <p>Changes Needed: Methods of Instruction: enter methods one at a time and do not use numbering or lettering.</p> <p><b>HED R101</b> – Health and Society – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: use Shannon’s suggested Reason Course is Offered. Methods of Instruction: enter methods one at a time and do not use numbering or lettering. Essays are listed in Methods of Eval, but not in TGA or Outside Assign. Content: suggestion to add more detail.</p> <p><b>HED R102</b> – Fitness/Nutrition/Health – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: use Shannon’s suggested Reason Course is Offered. Requisites: copy</p>
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		<p>and paste relevant course objectives from the requisite course into the Requisite Justification text box. Methods of Instruction: enter methods one at a time and do not use numbering or lettering. Essays are listed in Methods of Eval, but not in TGA or Outside Assign. Content: suggestion to add more detail.</p> <p><b>HED R102L</b> – Fitness/Nutrition/Health Lab – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: use Shannon’s suggested Reason Course is Offered. Lab Content: revise to be more descriptive of the lab activities. Requisites: copy and paste relevant course objectives from the requisite course into the Requisite Justification text box. Attach CSLOs. TGA: will students be graded for body composition or V02?</p> <p><b>HED R106A</b> – Introduction to Athletic Training and Sports Medicine – Non-substantial revision.</p> <p>Changes Needed: Some Methods of Instruction read like Methods of Evaluation.</p> <p><b>HED R106B</b> – Care and Prevention of Athletic Injuries – Non-substantial revision.</p> <p>Changes Needed: Some Methods of Instruction read like Methods of Evaluation.</p> <p><b>PE R185C</b> – Baseball Theory – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: Change CB24 to Program Applicable if you wish this to be an elective in the AA-T – Shannon will check if this is even possible. Textbook: if 2005 is the Latest Edition, add that in the City field. Put “Collegiate Baseball” in quotes.</p> <p><b>C. Yang moved to approve the First Reading items, A. Melidonis seconded, and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), T. Bonham, R. Cabral, J. Crawford, A. Derdarian, A. Edwards, A. Lynch, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, R. Morris, M. Pinto-Casillas, M. Sanchez, C. Tafoya, C. Yang</p>
VI.	Single Reading Items	<p>I, AT</p> <p>AA-T in Studio Arts – update titles and course outlines for ART R102, R103, R104A, and R172 [all changes previously approved in Curriculum this year]</p> <p>Change ENGR R138/MATH R138 to ENGR</p>

			<p>R148/MATH R148</p> <p><b>C. Mainzer moved to approve the Single Reading items, T. Bonham seconded, and the motion passed.</b></p> <p><b>Yes:</b> S. Davis (Co-Chair), T. Bonham, R. Cabral, J. Crawford, A. Derdarian, A. Edwards, A. Lynch, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, M. Pinto-Casillas, M. Sanchez, C. Tafoya, C. Yang</p>
VII.	Distance Learning Approval	I, AT	<p>CAOT R002, CAOT R124 – <b>Approved by the Distance Education Committee on February 4, 2016</b></p> <p><b>C. Mainzer moved to approve the Distance Learning appendices as presented, J. McArthur seconded, and the motion passed.</b></p> <p><b>Yes:</b> S. Davis (Co-Chair), T. Bonham, R. Cabral, J. Crawford, A. Derdarian, A. Edwards, A. Lynch, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, M. Pinto-Casillas, M. Sanchez, C. Tafoya, C. Yang</p>
VIII.	Requisite Approval	I, AT, AN	<p>EMT R069, HED R106B, PSY R117 – <b>Reviewed and determined Complete</b></p> <p>FT R158, HED R102, HED R102L – <b>Reviewed and determined Incomplete</b></p> <p><b>C. Mainzer moved to approve the Complete Requisite items, J. McArthur seconded, and the motion passed.</b></p> <p><b>Yes:</b> S. Davis (Co-Chair), T. Bonham, R. Cabral, J. Crawford, A. Derdarian, A. Edwards, A. Lynch, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, M. Pinto-Casillas, M. Sanchez, C. Tafoya, C. Yang</p>
IX.	Deletions	I, AT	<p>CIS R021A</p> <p><b>T. Bonham moved to approve the Deletion item, A. Edwards seconded, and the motion passed.</b></p> <p><b>Yes:</b> S. Davis (Co-Chair), T. Bonham, R. Cabral, J. Crawford, A. Derdarian, A. Edwards, A. Lynch, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, M. Pinto-Casillas, M. Sanchez, C. Tafoya, C. Yang</p>
X.	Suspensions	I	None
XI.	General Education Approval	I, AT	<p>Reinstate MATH R101 for Area D2</p> <p><b>C. Mainzer moved to reinstate MATH R101 for Area D2, C. Yang seconded, and the motion passed.</b></p> <p><b>Yes:</b> S. Davis (Co-Chair), T. Bonham, R. Cabral, J.</p>

			Crawford, A. Derdarian, A. Edwards, A. Lynch, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, M. Pinto-Casillas, M. Sanchez, C. Tafoya, C. Yang
XII.	Allow Credit by Exam	I, AT	EMT R169 <b>A. Melidonis moved to allow Credit by Exam in the above listed course, J. McArthur seconded, and the motion passed.</b> <b>Yes:</b> S. Davis (Co-Chair), T. Bonham, R. Cabral, J. Crawford, A. Derdarian, A. Edwards, A. Lynch, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, M. Pinto-Casillas, M. Sanchez, C. Tafoya, C. Yang
	INFORMATION/DISCUSSION		
XIII.	Split a Discipline between Two Departments	I, D	Suggestion to leave COT R190G and R191G in Social Science; move COT R190V and R191V to a Department TBD in Career & Technical Education  C. Tafoya suggested moving COT R190V and R191V to the Management Department in the CTE Division. Krista will have all four COT courses report to the CTE Dean and the LS Dean.
XIV.	CurricUNET Discussion/Updates	I	K. Mendelsohn reviewed how to use the outline tool in CurricUNET.
XV.	Articulation report	I	None
XVI.	High School Articulation report	I	R. Cabral shared that Oxnard HS has Multi Media Business Academy, and he has been working on articulation agreements with the OC Marketing and Entrepreneurship courses.
XVII.	Distance Ed Committee report	I, D	The DE Committee meeting took place on February 4, 2016. A. Chelonis shared an update on the Canvas LMS implementation plan. Our contract with D2L ends June 2017, and can be extended if necessary.  The DE Summit is on Friday, Feb. 19 at Ventura College from 8:30 am to 2:30 pm. C. Mainzer will share the invitation link to the CC members.  Contact Ashley Chelonis for any D2L help. Judy shared a counselor's perspective that some students need D2L support, so Ashley can provide various links with that information.  A. The DE Committee recommends the move from

			Desire2Learn to Canvas as the District-supported Learning Management System (LMS)
XVIII.	General Ed Committee report	I	<p>The GE Committee meeting took place on February 3, 2016.</p> <p>A. The GE Committee recommends new GE SLOs in Area B Social Science to address accreditation Standard II.A.12. S. Davis explained the updates to Standard II.A.12, and introduced the new proposed GE SLOs to address this.</p>
XIX.	LOT Committee report	I, D	<p>C. Mainzer shared about the Jan. 19, 2016 meeting. The SLO report for the PEP report has been selected and shared at PEPC meeting last month. eLumen workshops are being offered to faculty in each program. The new SLO assessment cycle begins Fall 2016. J. Dawald shared that she created a list of all courses that have never been assessed in eLumen, and saved the list on SharePoint. Faculty should assess their Fall 2015 courses now.</p>
XX.	DTRW-I Committee report	I	<p>There are no First Reading items on this agenda that require DTRW-I review. The next DTRW-I meeting will take place on February 11, 2016.</p>
XXI.	New Business	I, D	<p>A question was raised about how long a new course could be in the catalog without ever being offered. The COR must be revised every 5 years, and the SLOs should also be assessed. Shannon suggested looking at the purpose of maintaining the course. She also explained that courses that are deactivated are still searchable in ASSIST, so that should not be a reason to keep a course active.</p>
XXII.	Public Comment	I	None
XXIII.	Adjournment	I, AT	S. Davis adjourned the meeting at 3:37 pm.
XXIV.	Next meeting	I	The next Curriculum Committee meeting is on February 24, 2016 at 2:00 pm.