



CURRICULUM COMMITTEE MEETING MINUTES

Voting Members Present: Shannon Davis (Chair), Teresa Bonham, Jonas Crawford, Armine Derdarian, Chris Mainzer, Judy McArthur, Arion Melidonis, Krista Mendelsohn, Robert Morris, Mati Sanchez, Christina Tafoya, Catalina Yang

Voting Members Absent: Robert Cabral, Graciela Casillas-Tortorelli, Amy Edwards, Alex Lynch, Patricia Mendez, Mary Pinto-Casillas

Proxies: Chris Mainzer for Amy Edwards, Krista Mendelsohn for Robert Cabral

Non-voting Members Present: Ken Sherwood (Co-Chair), Carolyn Inouye

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

Guests: Ashley Chelonis, Kathy Spencer (via phone)

Meeting Date: **02/24/2016** Approval of Minutes from: **02/10/2016** 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	S. Davis called the meeting to order at 2:10 p.m. and declared a quorum present. The following proxies were announced: Chris Mainzer for Amy Edwards, Krista Mendelsohn for Robert Cabral.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: VII. FT R1528 C. Mainzer moved to approve the agenda as amended, T. Bonham seconded, and the motion passed. Yes: S. Davis (Co-Chair), T. Bonham, J. Crawford, A. Derdarian, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, R. Morris, M. Sanchez, C. Tafoya, C. Yang
III.	Approval of Minutes	I, AT	Corrections to the February 10, 2016 Minutes: remove Robert Morris from attendance list. J. McArthur moved to approve the February 10, 2016 minutes as amended, C. Mainzer seconded, and the motion passed.

			<p>Yes: S. Davis (Co-Chair), T. Bonham, J. Crawford, A. Derdarian, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, R. Morris, M. Sanchez, C. Tafoya, C. Yang</p>
IV.	Second Reading	I, AT	<p><u>Career & Technical Education</u> BUS R001, CAOT R122, CAOT R123, EMT R069, FT R158</p> <p><u>Liberal Studies</u> COT R190G, COT R190V, MUS R106, PSY R117, PSY R118 AA in Art AA in Art – Two-Dimensional Studio</p> <p><u>Math/Science/Health/PE/Athletics</u> GEOG R103, HED R101, HED R102, HED R102L, HED R106A, HED R106B, PE R185C</p> <p>T. Bonham moved to approve the Second Reading item as presented except COT R190G & R190V, C. Mainzer seconded, and the motion passed. Yes: S. Davis (Co-Chair), T. Bonham, J. Crawford, A. Derdarian, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, 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 & Technical Education</u></p> <p>AT R050 – Automotive Steering and Suspension – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: not repeatable. Instead, add a Catalog Note stating that course may be repeated if legally mandated. Requisites: copy and paste relevant course objectives from the advisory course into the Requisite Justification text box. Advisory is incorrect – change to AT R010. Lab Content: enter lab content in outline format to correspond to activities in lab. Methods of Evaluation: are student writing college level essays? If not, remove Essays from the Methods of Eval. TGA & Outside Assign: are these truly writing assignments or essays? SLOs: 4th SLO is repeated.</p> <p>S. Davis introduced the COT course.</p>

		<p>COT R191V – Occupational Cooperative Paid Work Experience – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: Why did you choose to remove the list of occupational programs in the course description, or at least some reference to a CTE programs?</p> <p>K. Spencer introduced the DMS courses. C. Tafoya has provided all the SAM and TOP Codes, and will work with Kathy to check the MQs.</p> <p>DMS R120A – Photoshop I – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: add Adobe to title; enter CB03 TOP Code. Lab Content: put in outline format; textbook reading should not be part of lab content. Methods of Instruction: move part B to TGA.</p> <p>DMS R121A – Adobe Illustrator I – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: enter CB03 TOP Code and CB09 SAM Code. Lab Content: textbook reading should not be part of lab content.</p> <p>DMS R122A – Adobe InDesign I – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: enter CB03 TOP Code and CB09 SAM Code.</p> <p>DMS R130 – Adobe Acrobat – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: enter CB03 TOP Code and CB09 SAM Code. MQ: should CIS be included?</p> <p>DMS R131A – Web Pages with Dreamweaver – Non-substantial revision.</p> <p>Changes Needed: Reason Course is Offered: we no longer offer HTML course – please update.</p> <p>DMS R133 – Cascading Style Sheets (CSS) – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: enter CB03 TOP Code and CB09 SAM Code. MQ: should CIS be included?</p>
--	--	--

		<p>FT R098 – Short Courses in Fire Technology – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: Catalog Description – do you want to keep the max units at 10, or reduce them to 3 or 4? Change CB05 to Non Transferrable. Change CB08 Basic Skills Status to Not Basic Skills. Enter CB09 SAM Code, and CB21. MQ: add instructor MQs. Units/Hours: Change to Variable Units and enter the range of units and weekly hours.</p> <p><u>Liberal Studies</u></p> <p>COT R191G – General Cooperative Paid Work Experience – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: not repeatable. Shannon and Krista will help rework this to match Title 5.</p> <p><u>Math/Science/Health/PE/Athletics</u></p> <p>C. Mainzer introduced the BIOL and CHEM courses.</p> <p>BIOL R155 – Principles of Botany – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: change start dates to Fall 2016. Requisites: copy and paste relevant course objectives from the requisite course into the Requisite Justification text box; add MATH R032 as prerequisite. Methods of Instruction: any Legacy M of I you wish to keep, copy and add them individually to the list. Then delete the Legacy M of I. Remove numbering from M of I as they will auto-format in the Word doc. Attached Files: attach CSLOs as Word doc or pdf. TGA: is suggested rubric necessary?</p> <p>CHEM R133 – Organic Chemistry II – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Requisites: copy and paste relevant course objectives from the requisite course into the Requisite Justification text box. Objectives: enter and add one at a time. Methods of Instruction: enter one at a time and do not use numbering/lettering.</p> <p>CHEM R133L – Organic Chemistry II Laboratory – New course. Requires DTRW-I and BOT approval.</p>
--	--	---

			<p>Changes Needed: Requisites: copy and paste relevant course objectives from the requisite course into the Requisite Justification text box. Enter requisite course as Co-requisite rather than Concurrent. Objectives: enter and add one at a time. Methods of Instruction: enter one at a time and do not use numbering/lettering.</p> <p>PE R198 – Short Courses in Physical Education – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: Change CB05 Transfer Status to CSU only. Units/Hours: suggestion to reduce max units to 3, then reduce max total contact hours accordingly.</p> <p>C. Mainzer moved to approve the First Reading items, A. Melidonis seconded, and the motion passed. Yes: S. Davis (Co-Chair), T. Bonham, J. Crawford, A. Derdarian, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, R. Morris, M. Sanchez, C. Tafoya, C. Yang</p>
VI.	Distance Learning Approval	I	None
VII.	Requisite Approval	I, AT, AN	<p>FT R158, HED R102, HED R102L – Reviewed and determined Complete</p> <p>BIOL R155, CHEM R133, CHEM R133L – Reviewed and determined Incomplete</p> <p>C. Mainzer moved to approve the Complete Requisite items, A. Melidonis seconded, and the motion passed. Yes: S. Davis (Co-Chair), T. Bonham, J. Crawford, A. Derdarian, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, R. Morris, M. Sanchez, C. Tafoya, C. Yang</p>
VIII.	Deletions	I, AT	<p>AT R045</p> <p>T. Bonham moved to approve the Deletion item, C. Mainzer seconded, and the motion passed. Yes: S. Davis (Co-Chair), T. Bonham, J. Crawford, A. Derdarian, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, R. Morris, M. Sanchez, C. Tafoya, C. Yang</p>
IX.	Suspensions	I	None
X.	Distance Education Approval	I, AT	<p>Move from Desire2Learn to Canvas as the District-supported Learning Management System (LMS)</p> <p>A. Melidonis moved to approve the move from</p>

			<p>Desire2Learn to Canvas as the District LMS, C. Mainzer seconded, and the motion passed. Yes: S. Davis (Co-Chair), T. Bonham, J. Crawford, A. Derdarian, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, R. Morris, M. Sanchez, C. Tafoya, C. Yang</p>
XI.	General Education Approval	I, AT	<p>New GE SLOs in Area B Social Science to address accreditation Standard II.A.12</p> <p>C. Mainzer moved approve the new GE SLOs in Area B Social Science to address accreditation Standard II.A.12, A. Melidonis seconded, and the motion passed. Yes: S. Davis (Co-Chair), T. Bonham, J. Crawford, A. Derdarian, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, R. Morris, M. Sanchez, C. Tafoya, C. Yang</p>
	INFORMATION/DISCUSSION		
XII.	CurricUNET Discussion/Updates	I	None
XIII.	Articulation report	I	None
XIV.	High School Articulation report	I	None
XV.	Distance Ed Committee report	I, D	<p>The DE Summit occurred on Friday, Feb. 19 at Ventura College from 8:30 am to 2:30 pm. Art Sandford was the MC of the summit. A. Chelonis shared that there are different ways to sample Canvas, including emailing Marc Boman to request an account. VC is piloting the statewide Online Education Initiative (OEI) in Canvas for specific courses. Across the district, we are interested in moving to Canvas for all DE courses.</p>
XVI.	General Ed Committee report	I	None
XVII.	LOT Committee report	I, D	<p>C. Mainzer reported on the Feb. 16, 2016 LOT meeting. The Department Chairs were sent a list of OC's active courses to input a review date of every course over the next two year assessment cycle. K. Sherwood shared that Barbara Beano, the President of the ACCJC, suggested that every section of every course should be assessed every semester, but colleges have not been told to do so yet.</p> <p>LOT is encouraging revisions of the PSLOs for the March 21 deadline for the 2016-17 OC Catalog. Send PSLO revisions to Janet Dawald, who will inform Krista</p>

			Mendelsohn. PEPRs are due March 7, and the SLO report is downloadable from SharePoint.
XVIII	DTRW-I Committee report	I	There First Reading items on this agenda that require DTRW-I review are CHEM R133 and CHEM R133L. The next DTRW-I meeting will take place on March 10, 2016.
XIX.	New Business	I	None
XX.	Public Comment	I	None
XXI.	Adjournment	I, AT	S. Davis adjourned the meeting at 3:01 pm.
XXII.	Next meeting	I	The next Curriculum Committee meeting is on March 9, 2016 at 2:00 pm.