



# CURRICULUM COMMITTEE MEETING MINUTES

**Voting Members Present:** Shannon Davis (Chair), Robert Cabral, Graciela Casillas-Tortorelli, Jonas Crawford, Armine Derdarian, Judy McArthur, Arion Melidonis, Krista Mendelsohn, Jim Merrill, Robert Morris, Shannon Newby, Mati Sanchez, Art Sandford, Scott Wolf, Catalina Yang

**Voting Members Absent:** Alan Ainsworth, Patricia Mendez

**Proxies:** Art Sandford for Patricia Mendez

**Non-voting Members Present:** Linda Kama'ila (Co-Chair), Joel Diaz, Luis Gonzalez, Carolyn Inouye

**Non-voting Members Absent:** Christina Tafoya, Gail Warner

**Guests:** None

Meeting Date: **2/8/2017** Approval of Minutes from: **12/14/2016** 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. The following proxies were announced: Art Sandford for Patricia Mendez.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none.  <b>R. Cabral moved to approve the agenda as presented, A. Melidonis seconded, and the motion passed.</b> <b>Yes:</b> S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sanchez, A. Sandford, S. Wolf, C. Yang
III.	Approval of Minutes	I, AT	Corrections to the Dec. 14, 2016 Minutes: none.  <b>J. Merrill moved to approve the Dec. 14, 2016 minutes as presented, A. Derdarian seconded, and the motion passed.</b> <b>Yes:</b> S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, J. McArthur, A.

			Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sanchez, A. Sandford, S. Wolf, C. Yang
IV.	Second Reading	I, AT	<p><u>Career &amp; Technical Education</u> AB R003, AB R004, AB R007A, AB R007B</p> <p><u>Liberal Studies</u> PSY R107/SOC R104, PHIL R114/SOC R114</p> <p><u>Math/Science/Health/PE/Athletics</u> GEOL R103L/MST R103L</p> <p><b>S. Newby moved to approve the Second Reading item as presented, G. Casillas-Tortorelli seconded, and the motion passed.</b> <b>Yes:</b> S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdiarian, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sanchez, A. Sandford, S. Wolf, 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>Math/Science/Health/PE/Athletics</u></p> <p><b>MATH R002</b> – Transitional Mathematics II – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: Reason for Change – correct this to read, “Changing MATH R002 from 1 hour lecture, 9 hour lab weekly contact hours to 2 hours lecture, 6 hours lab weekly contact hours.” Course Description: needs to stress that this is done in a computer environment. Textbooks: capitalize textbook title; identify the software and videos used by students. SLOs: #1 and #3 are identical. Methods of Instruction: no lecture is listed. Submit a DL Appendix.</p> <p>Discussion took place about how MATH R001 and R002 are taught. Concerns were brought up about how students who struggle with technology can learn this content, and a face-to-face alternative pathway was recommended. Students cannot assess directly into MATH R002 the way the assessment process is currently set up. MATH R009, R010, and R011 were condensed to MATH R001 and R002. Students need to be able to access MyMathLab via Canvas, especially to document regular effective contact.</p> <p><b>R. Morris moved to approve the First Reading item,</b></p>

			<p><b>R. Cabral seconded, and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sanchez, A. Sandford, S. Wolf, C. Yang</p>
VI.	Distance Learning Approval	I, AT	<p>DANC R110A, GEOL R101L, GEOL R103L, GEOL R110, GEOL R110L, HIST R126, MST R103L, MUS R116 – <b>Approved by the Distance Education Committee on Dec. 1, 2016 and Feb. 2, 2017</b></p> <p><b>A. Melidonis moved to approve the Distance Learning appendices as presented, A. Sandford seconded, and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sanchez, A. Sandford, S. Wolf, C. Yang</p>
VII.	Requisite Approval	I, AT	<p>A. Prerequisites/Corequisites: GEOL R103L, MATH R002, MST R103L – <b>Reviewed and determined Complete</b></p> <p>B. Advisories: None</p> <p><b>A. Melidonis moved to approve the Complete Requisite items, S. Newby seconded, and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sanchez, A. Sandford, S. Wolf, C. Yang</p>
VIII.	Deletions	I	None
IX.	Suspensions	I	None
X.	General Education Approval	I, AT	<p>A. HED R113 approved for area E1</p> <p><b>A. Melidonis moved to approve the GE placement of the above course, S. Newby seconded, and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sanchez, A. Sandford, S. Wolf, C. Yang</p>
	INFORMATION/DISCUSSION		
XI.	Request for Subcommittees (DE, GE, LOT) to Create Annual Goals and Report on Progress	I	S. Davis requested that DE, GE, and LOT subcommittees create annual goals and report on their progress to the Curriculum Committee.

XII.	Combined Summer/Fall Registration Effective Spring 2018	I, D	S. Davis shared the history of dual registration in our district, which has not taken place since 2010. In Spring 2018, students will be able to register for both Summer 2018 and Fall 2018 simultaneously. Discussion took place about the negative aspects of dual registration. One result is that curriculum deadlines will now be earlier. Shannon will share updated deadline charts soon.
XIII.	CurricUNET Discussion/Updates	I, D	<p>K. Mendelsohn shared the updates that were implemented in CurricUNET during winter break: improved formatting for CORs, including pdf capability; C-ID fields on the Basic Course Info page.</p> <p>Krista also shared that CurricUNET users from all three colleges in our district participated in an online demo from Governet last week about their new Curriculum Management System called CurricUNET META. Everything about CurricUNET META is better, and will likely solve many of our current issues and frustrations. Once approved, it will be a 4-6 month process to move all three colleges' data from CurricUNET Version 2, which we all current use, to META. Training for all users will follow.</p>
XIV.	Articulation report	I	<p>S. Davis reported that the AA-T in Elementary Teacher Education was approved by the state. The Statewide Academic Senate passed a resolution that colleges can now submit ADTs for state approval if they contain courses which have been submitted for C-ID approval, not only courses that have already received C-ID approval. This change helps work around the unreasonable long wait times for C-ID approval in certain disciplines. Now OC can submit the AA-T in Global Studies and the AA-T in Social Justice Studies.</p> <p>CSULA held an articulation event last week inviting AOs from VCCCD and LACCD to meet with CSULA discipline faculty and get courses articulated on the spot. Shannon was able to get courses in Accounting, Anatomy, Art, Biology, Chemistry, Math, Physics, and Physiology articulated. TMCs coming soon: Hospitality Management, Environmental Science, Social Work &amp; Human Services, and Law, Public Policy &amp; Society.</p>
XV.	High School Articulation report	I	<p>Marcelo Cabral submitted the following report, shared by K. Mendelsohn:</p> <ul style="list-style-type: none"> <li>A. January 4-6: The OC Career Counselor participated in the Get Focused Stay Focused Conference at SBCC</li> <li>B. January 27 – The first articulated courses for Get Focused Stay Focused were completed at</li> </ul>

			<p>Oxnard HS and Rancho Campana HS. The OC articulation team is working with these two high schools to process the credit</p> <ul style="list-style-type: none"> <li>C. Newbury Park HS – CRM R106, 41 students eligible for credit; waiting for HS teacher to enter final grades, make recommendation for credit &amp; OC faculty to approve grades</li> <li>D. High School Curriculum Alignment Meetings <ul style="list-style-type: none"> <li>1. FTVE R120 – Beginning Single Camera</li> <li>2. EMR R079 – Emergency Medical Response</li> </ul> </li> <li>E. Upcoming Articulation Meetings <ul style="list-style-type: none"> <li>1. Auto Body/Auto Paint AB R005A/R001</li> <li>2. Auto Technology R010</li> </ul> </li> <li>F. Upcoming Curriculum Alignment Meetings <ul style="list-style-type: none"> <li>1. FTVE R130</li> <li>2. CRM R100</li> <li>3. Business Entrepreneurship</li> <li>4. IT Essentials</li> <li>5. HVAC</li> <li>6. PLS R110</li> <li>7. ADS R101</li> </ul> </li> </ul>
XVI.	Distance Ed Committee report	I, D, AN	<p>The DE Committee met on February 2, 2017. OC is hosting the district-wide DE Summit on Feb. 24, 2017, from 8 am to 2 pm. Please register at <a href="http://oxnardcollege.edu/desummit">oxnardcollege.edu/desummit</a>. Elissa Caruth presented examples from her online and hybrid English courses in Canvas, and she will host a workshop at the DE Summit also. The next DEC meeting is on March 2, 2017.</p> <p>Dave Fuhrmann, Associate Vice Chancellor of Information Technology, gave an update on the transition from D2L to Canvas. 49% of our current online courses are being provided to students in Canvas. The district’s license with D2L is over on July 15, 2017. Please plan to start teaching in Canvas for the summer sessions. ‘Countdown to Canvas’ reminder emails will be distributed district-wide, with an option for faculty to opt out if they are already using Canvas. Ashley Chelonis is the point person at OC for questions and concerns.</p> <p>A. First Reading of Distance Education Handbook</p> <p>The following comments were given on the Distance Education Handbook, which will return for a second reading and vote on Feb. 22.</p>

			<p>Arion – Pg. 5 #6: Suggestion for general email to be sent to all Canvas users from IT if system is down.</p> <p>Pg. 6 #1: issue with language suggesting that approved users need to receive training. Change to Teaching Online for the first time, or using new LMS. Oversight should stay with deans.</p> <p>Pg. 8 top: add email to the list. If someone is teaching fully online, there should be at least one online office hour.</p> <p>Pg. 21 captioning: change Do Not Caption to Caption Not Required. Discussion took place regarding captioning copyrighted material.</p> <p>Jim – Pg. 5 #2: they should check the VCCCD Portal first, and then contact A&amp;R if issues persist.</p> <p>Pg. 14 VCCD Policy Guidelines: remove (Contact the A&amp;R Office). Change to census deadline via the VCCCD Portal.</p>
XVII.	General Ed Committee report	I, D, AN	<p>The GE Committee met on February 1, 2017, and the next meeting is on March 1.</p> <p>A. Revised Charge of the GE Committee</p> <p>Shannon distributed the changes recommended. The Curriculum Committee voiced approval, and it will return for second reading and a vote on Feb. 22.</p> <p>B. Process for Removal of Courses from General Education Inclusion</p> <p>Shannon distributed the recommended process and reviewed it with the CC. The process is initiated by one of the seven reasons listed. A suggestion was given to spell out that there will be two readings by the Curriculum Committee. The process will return for second reading and a vote on Feb. 22.</p>
XVIII.	LOT Committee report	I	None
XIX.	DTRW-I Committee report	I	The DTRW-I Committee met on January 12, 2017. Oxnard College did not have any curriculum for review. The next DTRW-I meeting is on Feb. 9.
XX.	New Business	I, AN	Add a standing discussion item to each CC agenda for SPSC report.

XXI.	Public Comment	I	<p>Rob Morris reported that on March 10 the Oxnard Union High School District will hold a Career Fair at the Oxnard Performing Arts Center. Contact Mike Ketaily or Rob Morris for more info.</p> <p>If you want a Counselor to visit your class this semester, let Graciela know by Friday to schedule a visit.</p> <p>Jonas Crawford shared some upcoming sports events. Tonight – Men’s Basketball game at 5 pm, Women’s at 7pm; Saturday, Feb. 11 – Coaches vs. Cancer Basketball games vs. Cuesta College, Men play at 1 pm and Women play at 3pm.</p>
XXII.	Adjournment	I, AT	S. Davis adjourned the meeting at 3:43 pm.
XXIII.	Next meeting	I	The next Curriculum Committee meeting is on February 22, 2017 at 2:00 pm.