



# CURRICULUM COMMITTEE MEETING MINUTES

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

**Voting Members Absent:** Jonas Crawford, Mary Pinto-Casillas, Mati Sanchez

**Proxies:** Armine Derdarian for Jonas Crawford; Jim Merrill for Mati Sanchez

**Non-voting Members Present:** Joel Diaz, Christina Tafoya

**Non-voting Members Absent:** Linda Kama'ila (Co-Chair), Luis Gonzalez, Carolyn Inouye, Gail Warner

**Guests:** None

Meeting Date: **3/8/2017** Approval of Minutes from: **2/22/2017** 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. The following proxies were announced: Armine Derdarian for Jonas Crawford, Jim Merrill for Mati Sanchez
II.	Adoption of Agenda	I, AT	<p>Additions/Changes to the Agenda: Remove SOC R111 from VII.A. – already approved on 2/22/2017.</p> <p><b>C. Yang moved to approve the agenda as amended, R. Cabral seconded, and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, A. Sandford, S. Wolf, C. Yang</p>
III.	Approval of Minutes	I, AT	<p>Corrections to the Feb. 22, 2017 Minutes: none.</p> <p><b>J. Merrill moved to approve the Feb. 22, 2017 minutes as presented, C. Yang seconded, and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G.</p>

			Casillas-Tortorelli, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, A. Sandford, S. Wolf, C. Yang
IV.	Second Reading	I, AT	<p><u>Liberal Studies</u> SOC R111, AA-T in History</p> <p><u>Math/Science/Health/PE/Athletics</u> MATH R002</p> <p><b>S. Newby moved to approve the Second Reading items as presented, J. McArthur seconded, and the motion passed.</b> <b>Yes:</b> S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, 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>Liberal Studies</u></p> <p><b>AA in Art – Two-Dimensional Studio</b> – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p><b>A. Derdarian moved to approve the First Reading item, S. Newby seconded, and the motion passed.</b> <b>Yes:</b> S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, A. Sandford, S. Wolf, C. Yang</p>
VI.	Distance Learning Approval	I, AT	<p>MATH R002 – <b>Approved by the Distance Education Committee on Mar. 2, 2017</b></p> <p><b>R. Cabral moved to approve the Distance Learning appendix as presented, A. Melidonis seconded, and the motion passed.</b> <b>Yes:</b> S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, A. Sandford, S. Wolf, C. Yang</p>
VII.	Requisite Approval	I	None
VIII.	Deletions	I, AT	<p>AA in Art</p> <p><b>J. Merrill moved to approve the Deletion item, A. Derdarian seconded, and the motion passed with</b></p>

			<p><b>one abstension.</b>  <b>Yes:</b> S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, A. Sandford, S. Wolf, C. Yang</p>
IX.	Suspensions	I	None
X.	General Education Approval	I, AT	<p>A. GE Committee Goals for 2016-17</p> <p>B. Courses for inclusion in Oxnard College GE pattern: GLST R101 and GEOG R102 for Area F</p> <p><b>S. Newby moved to approve the GE Committee Goals for 2016-17 and the GE placement of the above courses, A. Derdarian seconded, and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, A. Sandford, S. Wolf, C. Yang</p>
	INFORMATION/DISCUSSION		
XI.	CurricUNET Discussion/Updates	I	K. Mendelsohn shared that she will be leaving her position as Curriculum Technician at the end of June.
XII.	Articulation report	I	We have an approved AA-T in Global Studies, and an almost-approved AA-T in Social Justice Studies!
XIII.	High School Articulation report	I	<p>M. Cabral provided the following report via email, which Christina Tafoya summarized:</p> <ol style="list-style-type: none"> <li>1. HS Articulation team working with HS folks to process fall 2016 articulated courses for <ol style="list-style-type: none"> <li>a. CRM R106 – 41 credit by exam forms (CBE’s)</li> <li>b. PG R101 – 37 credit by exam forms (CBE’s)</li> </ol> </li> <li>2. HS Articulation Meetings Conducted – agreements are in different phases of being finalized <ol style="list-style-type: none"> <li>a. ADS R104</li> <li>b. AT R010</li> <li>c. AB R001</li> <li>d. AB R005A</li> <li>e. PLS R110 – Complete</li> <li>f. ACCT R101</li> <li>g. BUS R100</li> <li>h. BUS R120</li> <li>i. CNIT R101</li> <li>j. CNIT R120</li> </ol> </li> <li>3. HS Articulation Workshop Summary Conducted from 2/1/17 - 3/1/17</li> </ol>

			<ul style="list-style-type: none"> <li>a. Adolfo Camarillo High School – ECEC R102 = 2 sections</li> <li>b. Adolfo Camarillo High School – ECEC R103 = 2 sections</li> <li>c. Adolfo Camarillo High School – CRM R106 = 4 sections</li> <li>d. Adolfo Camarillo High School – CNIT R101 = 2 sections</li> <li>e. Channel Islands High School – AT R010 = 1 section</li> <li>f. Channel Islands High School – CRM R106 = 2 sections</li> <li>g. Channel Islands High School – ECE R102 = 2 sections</li> <li>h. Channel Islands High School – PG R101 = 1 section</li> <li>i. Channel Islands High School – BUS R132 = 1 section</li> <li>j. Condor High School – PG R101 = 1 section</li> <li>k. Fillmore High School – AT R010 = 1 section</li> <li>l. Frontier High School – PG R101 = 2 sections</li> <li>m. Hueneme High School – PG R101 = 1 section</li> <li>n. Hueneme High School - ECE R102 = 2 sections</li> <li>o. Hueneme High School – ECE R103 = 2 sections</li> <li>p. Hueneme High School - CNIT R101 = 1 section</li> <li>q. Newbury Park High School – CRM R106 = 5 sections</li> <li>r. Newbury Park High School – CRM R100 = 1 section</li> <li>s. Oxnard High School – PG R101 = 1 section</li> <li>t. Oxnard High School – CRM R106 2 sections</li> <li>u. Pacifica High School – ECEC R102 = 4 sections</li> <li>v. Pacifica High School – CRM R100 = 1 section</li> <li>w. Pacifica High School – CRM R104 = 1 section</li> <li>x. Pacifica High School – CRM R106 = 1 section</li> <li>y. Rancho Campana High School – PG R101 = 1 section</li> </ul>
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			<p>z. Rio Mesa High School – AT R010 = 1 section</p> <p>OUHSD and VCOE administration meet regularly to determine where and which courses are ready for articulation.</p>
XIV.	Distance Ed Committee report	I, D	<p>The DE Committee met on March 2. Oxnard College hosted the District-wide DE Summit on Feb. 24, 2017, and it ran very smoothly. Approximately seventy people attended. The student discussion panel was very valuable for faculty to hear. Lunch from CRM catering was great. Presentations from presenters should be posted on DE Summit website soon. Ashley will distribute a survey to attendees. The Online Educational Resources (OER) session was very helpful.</p> <p>Bret Black attended to present the DL Appendix for MATH R002 and the committee had a productive discussion about how the course should be structured to be a compliant and successful hybrid course. The appendix was conditionally approved pending suggested revisions by Bret.</p> <p>Data gathered by Lisa Hopper and distributed to use for PEPRs were confusing. Hybrid courses are considered non-DE if they have less than 50% of instruction online, which does not follow our practice or understanding at OC. The term “web enhanced” is outdated. The DEC will take action in April on proposing clearer language.</p> <p>Ashley Chelonis provided an update on the transition from D2L to Canvas. The district is working on an all-inclusive resource webpage with answers to questions about the transition. <b>D2L access will be completely shut off July 15, 2017.</b> District IT will maintain records for compliance, but the records will not be easy to access. You are responsible for exporting what you want in advance of July. District IT is concerned about too many people trying to export at once and might assign times for each campus to start exporting course data. It is relatively easy to export a D2L course setup, and there will be directions on the transition webpage. It is <i>not as easy</i> to pull course records, such as grades. The course export does not include student data. If you would like to maintain student data records from your classes for reference (without needing to seek the info from District IT), then you will need to do separate steps. The grades area does have an export feature to</p>

			<p>Excel spreadsheets. Other areas, such as assignments and discussions, will be tougher to pull documentation from, but if you require the data, there are time consuming ways.</p> <p>The next DE Committee meeting is on April 6, 2017.</p>
XV.	General Ed Committee report	I, D	<p>A. First Reading: GE Handbook</p> <p>The GEC charge in the handbook needs to be the approved version. The handbook is inconsistent with whether the GEC recommends approval/denial, or actually approves/denies. GE placement is like DL Appendices that are approved at DEC, and also approved at CC.</p> <p>Suggestion to add a process for appealing a denial, or if GEC is divided on an item. Shannon is still welcoming edits.</p>
XVI.	LOT Committee report	I	None
XVII.	DTRW-I Committee report	I	The DTRW-I Committee is meeting on March 9, 2017.
XVIII.	Strategic Planning Steering Committee report	I	The SPSC met on Monday, March 6. They are holding a forum on Thurs, April 20 from 12:30 to 1:30 pm to discuss the vision and values results of the Charrette. Josh Lieser will be organizing a student forum to gather student input.
XIX.	New Business	I	None
XX.	Public Comment	I	None
XXI.	Adjournment	I, AT	S. Davis adjourned the meeting at 2:54 pm.
XXII.	Next meeting	I	The next Curriculum Committee meeting is on March 22, 2017 at 2:00 pm.