



# CURRICULUM COMMITTEE MEETING MINUTES

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

**Voting Members Absent:** Alan Ainsworth, Robert Cabral, Jonas Crawford, Mary Pinto-Casillas, Mati Sánchez, Catalina Yang

**Proxies:** Armine Derdarian for Robert Cabral and Jonas Crawford, Jim Merrill for Mati Sánchez, Shannon Newby for Catalina Yang

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

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

**Guests:** Janet Dawald, Lois Zsarnay

Meeting Date: **4/12/2017** Approval of Minutes from: **3/22/2017** 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 2:10 p.m. The following proxies were announced: Armine Derdarian for Robert Cabral and Jonas Crawford, Jim Merrill for Mati Sánchez, Shannon Newby for Catalina Yang.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: Add Info Item: AP 4235.  <b>G. Casillas-Tortorelli moved to approve the agenda as amended, R. Morris seconded, and the motion passed.</b> <b>Yes:</b> S. Davis (Co-Chair), G. Casillas-Tortorelli, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, A. Sandford, S. Wolf
III.	Approval of Minutes	I, AT	Corrections to the March 22, 2017 Minutes: none.  <b>A. Derdarian moved to approve the March 22, 2017 minutes as presented, A. Melidonis seconded, and</b>

			<p><b>the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), G. Casillas-Tortorelli, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, A. Sandford, S. Wolf</p>
IV.	Second Reading	I, AT	<p><u>Career &amp; Technical Education</u>  ECE R111  PA in Early Childhood Education Associate Teacher</p> <p><u>Liberal Studies</u>  ASL R103, ASL R104, PHIL R100, PHIL R107, PHIL R108, PHIL R110, PHIL R111</p> <p><b>J. Merrill moved to approve the Second Reading items as presented, G. Casillas-Tortorelli seconded, and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), G. Casillas-Tortorelli, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, A. Sandford, S. Wolf</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>ACCT R104</b> – Accounting Ethics – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: Are you planning to add this to a degree or certificate? If not, change CB24 to Stand Alone.</p> <p>Lois Zsarnay introduced the ADS courses.</p> <p><b>ADS R113</b> – Co-Occurring Disorders – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: Title – Recommendation to retitle this course Co-Occurring Disorders I, so people know there is a part II to look for. Change number to R113A. Course Content: add more detail like in ADS R125.</p> <p><b>ADS R125</b> – Co-Occurring Disorders II – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Change number to R113B. Requisites: remove objective #3. Reason course is</p>

		<p>offered: add the names of the certificates this will go into.</p> <p><b>BUS R105</b> – Accounting for Entrepreneurs – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Lab Content: add content in outline format. Course description: in first sentence, substitute financial for accounting. Requisite: suggestion to add math advisory. Textbooks: add software they may use. Reason Course is Offered: low unit, not small unit.</p> <p><b>BUS R134</b> – Marketing for Small Business – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Reason Course is Offered: low unit, not small unit. Catalog description: viewpoint of small business owner vs. directed toward the small business owner.</p> <p><b>BUS R135</b> – Social Media Marketing – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Reason Course is Offered: low unit, not small unit. Lab Content: add content in outline format. Objectives: E – how do you measure Examine? Textbook: newer edition?</p> <p><b>BUS R198W</b> – Accounting Ethics – New experimental course.</p> <p>Changes Needed: none.</p> <p><b>BUS R198X</b> – Marketing for Small Business – New experimental course.</p> <p>Changes Needed: none.</p> <p><b>BUS R198Y</b> – Social Media Marketing – New experimental course.</p> <p>Changes Needed: Lab Content: add content in outline format. TGA: suggestion to have students create an actual marketing campaign. Textbook: need a newer one.</p> <p><b>BUS R198Z</b> – Accounting for Entrepreneurs – New experimental course.</p> <p>Changes Needed: Lab Content: add content in outline format.</p>
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VI.	Distance Learning Approval	I, AT	<p>ADS R115, ENGL R075, ENGL R087, ENGL R111, ENGL R127, PHIL R100, PHIL R107, PHIL R108, PHIL R110, PHIL R111, SPAN R117, SPAN R118 – <b>Approved by the Distance Education Committee on Dec. 1, 2016 and Mar. 2, 2017</b></p> <p><b>A. Melidonis moved to approve the Distance Learning appendices as presented, A. Derdarian seconded, and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), G. Casillas-Tortorelli, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, A. Sandford, S. Wolf</p>
VII.	Requisite Approval	I, AT	<p>A. Prerequisites/Corequisites: ART R106B, ASL R103, ASL R104, SPAN R102 – <b>Reviewed and determined Complete</b></p> <p>Prerequisites/Corequisites: ENGL R157 – <b>Reviewed and determined Incomplete</b></p> <p>B. Advisories: None</p> <p><b>A. Melidonis moved to approve the Complete Requisite items, A. Derdarian seconded, and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), G. Casillas-Tortorelli, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, A. Sandford, S. Wolf</p>
VIII.	Deletions	I	None
IX.	Suspensions	I	None
X.	General Education Approval	I, AT	<p>A. Courses for inclusion in Oxnard College GE pattern: HIST R126 for Area B2 and C2</p> <p>B. Changes to Advanced Placement Credit Chart</p> <p>Discussion took place on changes to biology, chemistry, and physics units. Shannon also answered specific questions.</p> <p><b>A. Melidonis moved to approve the GE placement of the above course and the changes to the Advanced Placement Credit Chart, A. Derdarian seconded, and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), G. Casillas-Tortorelli, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, A.</p>

			Sandford, S. Wolf
	INFORMATION/DISCUSSION		
XI.	CurricUNET Discussion/Updates	I	K. Mendelsohn shared that she is continuing to submit work tickets to update our existing version of CurricUNET (v2). Dave Fuhrmann's district IT budget pays for the annual maintenance fee with CurricUNET, but the three colleges will need to find the funds for the one-time data migration and set up fee to upgrade to META (\$25,000 per college). The three VPs of AA will be at a conference together soon and plan to discuss this.
XII.	Articulation report	I	S. Davis shared that ASSIST has launched the Next Gen system, so AOs are inputting courses to the new system. There will be a delay in CSU and IGETC decisions because they are using Next Gen; not coming until May instead of first week of April.
XIII.	High School Articulation report	I	None.
XIV.	Distance Ed Committee report	I	<p>The DE Committee met on April 6, 2017. The committee voted to recommend the removal of the "web enhanced" course designation in Banner. It is expected that there will be a course shell in Canvas for each course with the syllabus posted at a minimum. Summer course shells are already available, fall course shells will be available in May. Ashley will come to your department to create a default course shell, since there will be no equivalent to D2L Lite.</p> <p>The committee approved DL Appendices, and endorsed more faculty members who have completed the training in updated best practices in online education and course design in Canvas. The up to date list of endorsed faculty is maintained by Ashley Chelonis. Dave Fuhrmann may be bringing Canvas trainers to the colleges to provide workshops during fall PD Week.</p> <p>Turnitin was approved for another annual contract by the BOT.</p> <p>Jessica Kuang, math faculty member, is a new member of the state Open Educational Resources (OER) Task Force, so please reach out to her with questions or for help with OER for your discipline or course. XanEdu in our bookstore will also search OER materials for you. Discussion took place on how robust OER materials are.</p>

			<p>Take home messages from articles we discussed: Be aware to make sure your online materials are accessible to students with disabilities. Email interaction needs to be through the LMS.</p> <p>Nathan Wyckoff, Tutorial Services Specialist, shared about Pearson’s Smarthinking.com, which is built into Canvas already. Smarthinking provides online tutoring in math and writing, and proofreading essays. Services include a drawing tool for math problems and a chat room with a tutor in math or English. Math help is available in Spanish.</p> <p>Krista Mendelsohn demonstrated the new Distance Learning Appendix page and approval process in CurricUNET that should take effect for Fall 2017. *Suggestion to revise the DL Appendix to a default statement with all Methods of Instruction checked.</p> <p>Academic Senate reviewed the DE Handbook, and requested three minor revisions, which the DEC will update and resubmit for final approval.</p> <p>The last DEC meeting of the year is on May 4, so all Distance Learning appendices that require approval must be submitted via CurricUNET or via email to Krista by April 26.</p>
XV.	General Ed Committee report	I	The GE Committee met on April 5, 2017. The GE Handbook was approved by Academic Senate.
XVI.	LOT Committee report	I	None. Remove this item from future agendas as the LOT Committee is on a hiatus.
XVII.	DTRW-I Committee report	I	The DTRW-I Committee will meet on April 13, 2017. The First Reading items on this agenda requiring DTRW-I review are ACCT R104, ADS R125, BUS R105, BUS R134, BUS R135, and BUS R199.
XVIII.	Strategic Planning Steering Committee report	I	S. Newby shared that April 20 is the faculty/staff charrette to share input for the strategic plan. The Strategic Planning Steering Committee is revising the vision and values of the college.
XIX.	AP 4235	I	S. Davis shared the revisions suggested to AP 4235, and received the following input from the Curriculum Committee. Do not capitalize “College.” There are two bullets under Courses Eligible for Credit by Exam that should only apply to II. Internal Departmental Examinations. Pg. 3 – why was <b>Counseling</b> faculty added? Pg. 4 – why does a high school student need to be in good standing? AP 4051 needs to be updated to reflect this new process.

XX.	New Business	I	None.
XXI.	Public Comment	I	None.
XXII.	Adjournment	I, AT	S. Davis adjourned the meeting at 3:58 pm.
XXIII	Next meeting	I	The next Curriculum Committee meeting is on April 26, 2017 at 2:00 pm.