



CURRICULUM COMMITTEE MEETING MINUTES

Voting Members Present: Shannon Davis (Chair), Alan Ainsworth, Arminé Derdarian, Judy McArthur, Arion Melidonis, Krista Mendelsohn, Jim Merrill, Robert Morris, Shannon Newby, Mati Sánchez, Scott Wolf

Voting Members Absent: Robert Cabral, Graciela Casillas-Tortorelli, Jonas Crawford, Patricia Mendez, Mary Pinto-Casillas, Art Sandford, Catalina Yang

Proxies: Armine Derdarian for Robert Cabral, Dianne Frehlich for Jonas Crawford, Judy McArthur for Graciela Casillas-Tortorelli, Arion Melidonis for Art Sandford, Shannon Newby for Catalina Yang

Non-voting Members Present: Linda Kama'ila (Co-Chair), Joel Diaz

Non-voting Members Absent: Luis Gonzalez, Carolyn Inouye, Christina Tafoya, Gail Warner

Guests: Laura Anderson, Ashley Chelonis, Dianne Frehlich

Meeting Date: **5/10/2017** Approval of Minutes from: **4/26/2017** 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 2:09 p.m. Shannon thanked Jim Merrill and Krista Mendelsohn and presented them with kind words and gifts on behalf of the Curriculum Committee. Jim is retiring and Krista is leaving her position as Curriculum Technician. The following proxies were announced: Armine Derdarian for Robert Cabral, Dianne Frehlich for Jonas Crawford, Judy McArthur for Graciela Casillas-Tortorelli, Arion Melidonis for Art Sandford, Shannon Newby for Catalina Yang.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none. S. Wolf moved to approve the agenda as presented, A. Melidonis seconded, and the motion passed. Yes: S. Davis (Co-Chair), A. Ainsworth, A. Derdarian,

			J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sánchez, S. Wolf
III.	Approval of Minutes	I, AT	<p>Corrections to the April 26, 2017 Minutes: V. rephrase reason for title change for ART R172.</p> <p>J. Merrill moved to approve the April 26, 2017 minutes as amended, M. Sanchez seconded, and the motion passed.</p> <p>Yes: S. Davis (Co-Chair), A. Ainsworth, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sánchez, S. Wolf</p>
IV.	Second Reading	I, AT	<p><u>Career & Technical Education</u> FT R180</p> <p><u>Liberal Studies</u> ART R102, ART R103, ART R172, FTVE R115</p> <p><u>Math/Science/Health/PE/Athletics</u> GEOL R178, MST R122, MST R178, PHYS R101, PHYS R101L, PHYS R102, PHYS R102L, PHYS R121, PHYS R122, PHYS R131 AA-T in Kinesiology</p> <p>J. Merrill moved to approve the Second Reading items as presented, J. McArthur seconded, and the motion passed.</p> <p>Yes: S. Davis (Co-Chair), A. Ainsworth, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sánchez, S. Wolf</p>
V.	First Reading	I	None
VI.	Distance Learning Approval	I, AT	<p>ACCT R104, ADS R113A, ADS R113B, ADS R198A, ART R102, ART R103, ART R172, BUS R105, BUS R134, BUS R135, BUS R198W, BUS R198X, BUS R198Y, BUS R198Z, BUS R199, ENGL R097, ENGL R157, SPAN R102 – Approved by the Distance Education Committee on May 4, 2017</p> <p>A. Melidonis moved to approve the Distance Learning appendices as presented, S. Newby seconded, and the motion passed.</p> <p>Yes: S. Davis (Co-Chair), A. Ainsworth, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sánchez, S. Wolf</p>
VII.	Requisite Approval	I, AT	<p>A. Prerequisites/Corequisites: PHYS R101, PHYS R101L, PHYS R102, PHYS R102L, PHYS R121, PHYS R122, PHYS R131 – Reviewed and determined Complete</p>

			<p>B. Advisories: ART R103, ART R172 – Reviewed and determined Complete</p> <p>J. Merrill moved to approve the Complete Requisite items, A. Melidonis seconded, and the motion passed.</p> <p>Yes: S. Davis (Co-Chair), A. Ainsworth, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sánchez, S. Wolf</p>
VIII.	Deletions	I	None
IX.	Suspensions	I	None
X.	General Education Approval	I, AT	<p>Courses for inclusion in Oxnard College GE pattern: EMT R169 for GE Area E1 Health Education</p> <p>J. Merrill moved to approve the GE placement of the above course, J. McArthur seconded, and the motion passed.</p> <p>Yes: S. Davis (Co-Chair), A. Ainsworth, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sánchez, S. Wolf</p>
XI.	Consent Agenda	I, AT	<p>A. Correction: change ENGL R095 prerequisite from ENGL R056/R075 to ENGL R085</p> <p>B. Update course titles in programs: AS & COA in Addictive Disorders Studies (ADS R115) AS & COA in Automotive Body and Fender Repair; PA in Auto Body/Collision Repair; PA in Auto Body Painting and Refinishing (AB R001, AB R005A) AS in Dental Hygiene (DH R010, DH R011, DH R012, DH R013, DH R015, DH R020, DH R021, DH R022, DH R023, DH R025, DH R030, DH R031, DH R032, DH R033, DH R034, DH R035, DH R036, DH R040, DH R041, DH R042, DH R043, DH R044, DH R045, DH R050, DH R051) AA & AA-T in Economics (ECON R100) AA in Sociology; AS & COA in Human Services (SOC R118)</p> <p>J. Merrill moved to approve the consent agenda, M. Sanchez seconded, and the motion passed.</p> <p>Yes: S. Davis (Co-Chair), A. Ainsworth, A. Derdarian, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sánchez, S. Wolf</p>
	INFORMATION/DISCUSSION		
XII.	Rough draft of Curriculum Handbook chapters 1-3	I	S. Davis emailed a rough draft of the first three chapters of the revised Curriculum Handbook and

			requested feedback via email.
XIII.	CurricUNET Discussion/Updates	I, D	<p>An online demo of CourseLeaf is being scheduled. Krista is training Laura Anderson on the basics of CurricUNET in the event that the Curriculum Technician position is not filled after Krista leaves on June 30.</p> <p>K. Mendelsohn shared the new Distance Learning Appendix page in CurricUNET which will be part of every course outline. Curriculum Committee members are in favor of approving the DL Appendix as part of the Course Outline, and having the DE Committee create broad language regarding regular effective contact that all appendices can use.</p>
XIV.	Articulation report	I	<p>S. Davis shared that she is currently working in ASSIST Next Gen, and will provide training for faculty members in fall. It is much faster at generating reports. Shannon can now submit a course to multiple colleges in one step.</p>
XV.	High School Articulation report	I	<p>M. Cabral submitted a revised April high school articulation report that was distributed via email to the Curriculum Committee. Rob Morris shared that an articulation agreement about EMT R079 has been signed with Nordoff High School.</p>
XVI.	Distance Ed Committee report	I, D	<p>A. Recommendation to remove the “web enhanced” course designation in Banner</p> <p>The DE Committee feels that this concept is now archaic since there is no Canvas Lite (like D2L Lite). Linda K. shared that there may be instances in which courses may not be allowed to have internet access, such as in the correctional facilities. One of the five year goals in the DE Plan draft is to have every course, where possible, post the syllabus online and possibly use the gradebook. The online class schedule class notes are all over the place in describing web-enhanced, hybrid, and online courses.</p> <p>B. Recommendation to recognize Jessica Kuang as the Oxnard College representative on the ASCCC Open Educational Resources (OER) Task Force</p> <p>Jessica is our point of contact at Oxnard College for all OER questions and concerns.</p> <p>C. DE Committee accomplishments for 2016-17</p> <p>Ashley Chelonis requested that she be alerted if any groups or faculty members are unclear or uninformed about the transition to Canvas and how to download or</p>

			<p>save information from D2L. After the June 30 transition to Canvas, we will have access to the D2L data but the request must go through the district IT dept. The district has funding to bring in Canvas trainers during Professional Development Week in fall. Ashley has started building new webpages related to the transfer to Canvas because the district's page is not up and running yet. A question was raised about how courses are being organized by semester in the dashboard.</p> <p>The DEC has begun a draft of the DE Plan. Linda Kama'ila shared that a number of the standards which were concerns in our accreditation visit need to be addressed in our DE Plan.</p> <p>Discussion took place about the major drawbacks of the online class schedule.</p>
XVII.	General Ed Committee report	I	A. Progress check on GE Committee goals for 2016-17 Shannon shared the progress check.
XVIII	DTRW-I Committee report	I	<p>The DTRW-I Committee will meet one final time this semester on May 11, 2017. Three Articulation Officers are presenting to District Trustees D. McKay and S. Blum this Friday on transfer and how units work at the university, why we have 5 unit courses, how courses in STEM fields articulate in groups, and other related topics.</p> <p>Shannon distributed a curriculum summary handout on all new courses, courses with number, discipline, title or unit changes, deleted courses, new programs, deleted programs, revised programs, and our total numbers of curriculum reviewed.</p>
XIX.	Strategic Planning Steering Committee report	I	S. Newby shared that the SPSC met and reviewed the data from the in-house charrette. The committee is meeting again next Monday and through the summer to put together a draft strategic plan to present on All College Day.
XX.	New Business	I	<p>L. Kama'ila shared that the VCCCD has moved to an early registration schedule for Spring 2018 which will affect the curriculum schedule.</p> <p>Strategic Plan – insurance policy for how OC will go in the future. Be mindful about our need for curriculum and the curriculum technician position when pulling together the strategic plan. Be aware of who is not represented in the SPSC and work to include those perspectives. We use multiple measures now, and can use new grading symbols for enhanced non-credit. S. Newby shared that the draft Strategic Plan will be distributed and vetted by each PG and subcommittee.</p>

			L. Kama'ila strongly suggested adding a standing item on Accreditation for each Curriculum Committee meeting.
XXI.	Public Comment	I	Joel Diaz was honored by El Concilio Family Services as one of the recipients of the 28th annual Latino Leadership Awards.
XXII.	Adjournment	I, AT	S. Davis adjourned the meeting at 3:42 pm.
XXIII	Next meeting	I	The first Curriculum Committee meeting of the fall semester scheduled on August 30, 2017.

DRAFT