



# CURRICULUM COMMITTEE MEETING MINUTES

**Voting Members Present:** Shannon Davis (Chair), Teresa Bonham, Armine Derdarian, Chris Mainzer, Judy McArthur, Arion Melidonis, Krista Mendelsohn, Robert Morris, Mary Pinto-Casillas, Mati Sanchez, Catalina Yang

**Voting Members Absent:** Robert Cabral, Graciela Casillas-Tortorelli, Jonas Crawford, Amy Edwards, Alex Lynch, Patricia Mendez, Christina Tafoya

**Proxies:**

**Non-voting Members Present:** Ken Sherwood (Co-Chair), Joel Diaz, Luis Gonzalez, Carolyn Inouye, Art Sandford

**Non-voting Members Absent:** Gail Warner

**Guests:**

Meeting Date: **05/11/2016** Approval of Minutes from: **04/27/2016** 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 2:35 p.m. and declared a quorum present. Shannon thanked Chris Mainzer for her dedication and great attitude toward Tech Review and Curriculum, and wished her well in her retirement.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none.  <b>C. Mainzer moved to approve the agenda as presented, A. Melidonis seconded, and the motion passed.</b> <b>Yes:</b> S. Davis (Co-Chair), T. Bonham, A. Derdarian, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, R. Morris, M. Pinto-Casillas, M. Sanchez, C. Yang
III.	Approval of Minutes	I, AT	Corrections to the April 27, 2016 Minutes: none.  <b>C. Mainzer moved to approve the April 27, 2016 minutes as presented, T. Bonham seconded, and the motion passed.</b> <b>Yes:</b> S. Davis (Co-Chair), T. Bonham, A. Derdarian, C.

			Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, R. Morris, M. Pinto-Casillas, M. Sanchez, C. Yang
IV.	Second Reading	I	None
V.	First Reading	I	None
VI.	Distance Learning Approval	I, AT	ENGL R095 – <b>Approved by the Distance Education Committee on May 5, 2016</b> <b>C. Mainzer moved to approve the Distance Learning appendices as presented, R. Morris seconded, and the motion passed.</b> <b>Yes:</b> S. Davis (Co-Chair), T. Bonham, A. Derdarian, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, R. Morris, M. Pinto-Casillas, M. Sanchez, C. Yang
VII.	Requisite Approval	I	None
VIII.	Deletions	I	None
X.	Suspensions	I	None
X.	Single Reading Items	I, AT	A. Changes to Limitations for FT R170 <b>M. Sanchez moved to approve the Single Reading item, C. Mainzer seconded, and the motion passed.</b> <b>Yes:</b> S. Davis (Co-Chair), T. Bonham, A. Derdarian, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, R. Morris, M. Pinto-Casillas, M. Sanchez, C. Yang
XI.	Distance Education Handbook Approval	I, AT	Substantive and collegial dialogue took place about the handbook. The charge of the DE Committee to review DL Appendices and Procedure for doing so should be at the beginning of the document. Training and tutoring for students in the current LMS is missing. Most important parts of the handbook are in appendices, and should be front and center. The state mandates that a DE procedure exists for each college. The front desk staff at the library are currently trained in D2L to help students. Information about students is still helpful for instructors to see even if the handbook is not intended for students. Handbook should include info about what an instructor should put in the Note in the schedule. Contract with AFT says DE instructors must be certified, but not how often. It is important to not require online instructors more training than face-to-face instructors. Rewrite LMS Training and Technology Confidence section. Faculty teaching online should be evaluated to determine if they need more training. Training should be split between learning a new LMS vs. a new online instructor learning best practices. Ashley requested that experienced online instructors

			<p>give her feedback on the June Canvas training. Explain who keeps list of trained faculty.</p> <p><b>R. Morris moved to approve the Distance Education Handbook, A. Derdarian seconded, and the motion failed with two abstentions.</b></p> <p><b>A. Melidonis moved to return the Distance Education Handbook to the Distance Education Committee for further revisions, T. Bonham seconded, and the motion passed.</b></p> <p><b>Yes:</b> S. Davis (Co-Chair), T. Bonham, A. Derdarian, C. Mainzer, J. McArthur, A. Melidonis, K. Mendelsohn, R. Morris, M. Pinto-Casillas, M. Sanchez, C. Yang</p>
	INFORMATION/DISCUSSION		
XII.	Automatic Approvals of Honors Versions of Courses Already Approved for General Education	I	<p>S. Davis shared the courses approved by the General Education Committee on May 4, 2016</p> <ul style="list-style-type: none"> <li>A. ANTH R101H for A1</li> <li>B. ANTH R102H for B2 and F</li> <li>C. ANTH R111H for B2</li> <li>D. HIST R130H for B1 and B2</li> <li>E. HIST R140H for B1 and B2</li> <li>F. HIST R150H for B2</li> <li>G. HIST R160H for B2</li> <li>H. PHIL R101H for C2</li> <li>I. PHIL R102H for C2</li> <li>J. PHIL R115H for C2</li> </ul>
XIII.	Courses Due for Five Year Review Fall 2016/Active Course List	I	<p>S. Davis distributed the Active Course List and when it is next due for review. She changed the 5 Year Due Dates to Fall so faculty know that new and revised courses and programs should come through Curriculum Committee in the fall semester. We have 650 active courses.</p>
XIV.	Deadlines for Curriculum for 2017-18 Catalog	I	<p>August 24 will be the first curriculum meeting of 2016 unless we only have 5 year revisions on the agenda.</p>
XV.	Discipline Curriculum Planning Process/Meetings with Curriculum Chair/Technician	I	<p>S. Davis and K. Mendelsohn would like to set up appointments with instructors in August in different disciplines to discuss what curriculum changes they wish to make, and the effects and timing of those actions.</p>
XVI.	CurricUNET	I, D	<p>The CCCCCO will be extending their contract with</p>

	Discussion/Updates		Governet until December 2016 in order to help with data migration to their new COCI (Chancellor's Office Curriculum Inventory). This summer, we will receive a presentation from eLumen on their Curriculum Module to see if it is a better product for curriculum management than CurricUNET/Governet. K. Sherwood explained his meeting with the CEO of eLumen and the reasons he is hopeful that the eLumen Curriculum Module would be an improvement over CurricUNET. eLumen is working with the Chancellor's Office to create their new COCI. eLumen is also striving to work seamlessly with Canvas.
XVII.	Articulation report	I	None
XVIII	High School Articulation report	I	K. Sherwood shared that we are working to increase the dual enrollment with high schools. AB 288 state law to make it easier to conduct dual enrollment courses with high schools by sheltering them (not make them accessible to the public). Rules associated with AB 288 cause more headaches than it solves. We will continue with individual MOUs with high schools on an individual course basis.
XIX.	Distance Education Committee report	I	None
XX.	General Education Committee report	I	None
XXI.	LOT Committee report	I	Send to Janet the sections you will be assessing, and she will share that with all the instructors. Action Plans are now called Reflection Questions/Template and they are completed once assessments are done. Rich Williams emailed Ken to thank him for Janet's assistance and understanding of the SLO process from beginning to end.
XXII.	DTRW-I Committee report	I	None
XXIII.	New Business	I	None
XXIV.	Public Comment	I	None
XXV.	Adjournment	I, AT	S. Davis adjourned the meeting at 3:43 pm.
XXVI.	Final meeting	I	The first Curriculum Committee meeting of 2016-17 will be on August 24, 2016 at 2:00 pm.