



CURRICULUM COMMITTEE MEETING MINUTES

Voting Members Present: Shannon Davis (Chair), Alan Ainsworth, Laura Anderson, Marcelo Cabral, Robert Cabral, Jonas Crawford, Arminé Derdarian, Judy McArthur, Arion Melidonis, Robert Morris, Shannon Newby, Mati Sánchez, Art Sandford, Ana Valle-Villa, Michael Webb, Scott Wolf, Catalina Yang, Emily Zwaal

Voting Members Absent: No voting members were absent

Proxies: There were no proxies

Non-voting Members Present: Lisa Putnam (Co-Chair), Joel Diaz, Luis Gonzalez, Carolyn Inouye, Christina Tafoya, Gail Warner

Non-voting Members Absent: There were no non-voting members absent

Guests: Janet Dawald

Meeting Date: 8/30/17 Approval of Minutes from: 5/10/2017 Recorded By: Laurie Nusser

AN = Action Needed AT = Action Taken D = Discussion I = Information Only

DISCUSSION/DECISIONS

	ACTION		
I.	Call to Order & Welcome	I, AT	<p>S. Davis called the meeting to order at 2:05 p.m. Lisa Putnam, new interim VPAA, was introduced to the group and all attendees introduced themselves to L. Putnam.</p> <p>The following proxies were announced: none</p>
II.	Adoption of Agenda	I, AT	<p>Additions/Changes to the Agenda: High school articulation updates will be handled by Marcelo Cabral for future meetings. Nomination of voting dean was added under item</p> <p>A. Melidonis moved to approve the agenda as presented, R. Cabral seconded, and the motion passed. Yes: S. Davis (Co-Chair), L. Anderson, A. Ainsworth,</p>

			M. Cabral, R. Cabral, J. Crawford, A. Derdarian, J. McArthur, A. Melidonis, R. Morris, S. Newby, M. Sánchez, A. Sandford, A. Valle-Villa, M. Webb, S. Wolf, C. Yang, E. Zwaal
III.	Approval of Minutes	I, AT	<p>Corrections to the May 10, 2017 Minutes: none</p> <p>C. Yang moved to approve the May 10, 2017 minutes as presented, S. Newby seconded, and the motion passed.</p> <p>Yes: S. Davis (Co-Chair), L. Anderson, A. Ainsworth, M. Cabral, R. Cabral, J. Crawford, A. Derdarian, J. McArthur, A. Melidonis, R. Morris, S. Newby, M. Sánchez, A. Sandford, A. Valle-Villa, M. Webb, S. Wolf, C. Yang, E. Zwaal</p>
IV.	Second Reading	I, AT	There were no second reading items.
V.	First Reading	I	<p><u>Career & Technical Education</u> ADS R102, ADS R104, ADS R105A, ADS R110A, ADS R110B, ADS R112, ADS R118, ADS R122</p> <p><u>Liberal Studies</u> SPAN R101 AA-T in Spanish</p> <p><u>Library, Transitional Studies, Health, Athletics, PE</u> PE R115</p> <p><u>Math/Science</u> ANAT R101, PHSO R101</p> <p><u>Student Development</u></p> <p>A. Derdarian moved to approve the First Reading items as presented, R. Cabral seconded, and the motion passed.</p> <p>Yes: S. Davis (Co-Chair), L. Anderson, A. Ainsworth, M. Cabral, R. Cabral, J. Crawford, A. Derdarian, J. McArthur, A. Melidonis, R. Morris, S. Newby, M. Sánchez, A. Sandford, A. Valle-Villa, M. Webb, S. Wolf, C. Yang, E. Zwaal</p>
VI.	Distance Learning Approval	I, AT	None
VII.	Requisite Approval	I, AT	A. Prerequisites/Co-requisites – ADS R102, ADS R105A, ADS R110A, ADS R110B, ANAT R101

			<p>PHSO R101 B. Advisories – ADS R105A</p> <p>ADS R102, ADS R110A, ADS R110B, ANAT R101, and PHSO R101 -Reviewed and determined complete - Approved</p> <p>ADS R105A – Reviewed and determined Incomplete – Not Approved</p> <p>S. Newby moved to approve the Complete Requisite items, A. Melidonis seconded, and the motion passed. Yes: S. Davis (Co-Chair), L. Anderson, A. Ainsworth, M. Cabral, R. Cabral, J. Crawford, A. Derdarian, J. McArthur, A. Melidonis, R. Morris, S. Newby, M. Sánchez, A. Sandford, A. Valle-Villa, M. Webb, S. Wolf, C. Yang, E. Zwaal</p>
VIII.	Deletions/Inactivation	I	None
IX.	Suspensions	I	None
X.	General Education Approval	I, AT	None
XI.	Consent Agenda	I, AT	None
INFORMATION/DISCUSSION			
XII.	Curriculum Updates – Shannon Davis/Lisa Putnam	I	<p>S. Davis provided a curriculum update presentation, which will be posted on SharePoint for committee member reference. The update included timeline issues, discoveries in 5C and NFN Projects, and Chancellor’s Office approval processes. S. Davis provided further information regarding the new state streamlined approval process and Title 5 changes including the new credit hour calculations. Course outlines will now be required to specify the expected number of contact hours (in-class hours), outside-of-class hours, and total student learning hours. S. Davis explained the new Title 5 formula for calculating credit hours. She will request that this be added to the units/hours page in CurricUNET. S. Davis will send a link to the new Program and Course Approval Handbook (PCAH) to committee members. S. Davis also reviewed changes to the program goals and</p>

			supporting documentation required for programs when they are submitted to the CCCCCO for approval. S. Davis will provide this presentation at a future Academic Senate meeting.
XIII.	CurricUNET Discussion/Updates	I, D	L. Putnam provided an update regarding the replacement of CurricUNET. CourseLeaf, a new curriculum software program, is under review by the District and integrates with Banner, DegreeWorks, and other areas. There are several colleges within the state already using this software. Moving to a new curriculum management system will require all content to be manually entered as Governet says they own the outlines/content faculty have entered in CurricUNET and won't allow it to be migrated to another vendor's curriculum management system.
XIV.	Articulation Report – S. Davis	I	There was no report.
XV.	High School Articulation Report – M. Cabral	I	M. Cabral provided an update regarding high school articulation, which included articulating 47 new courses; credit by exams must be done prior to the end of October; there are 22 new courses the high schools would like to articulate (many in Business). M. Cabral works with all local high school districts and some charter and private schools within the county. There was discussion regarding whether the high schools in the county have agreements with the VCCCD sister colleges. There is an upcoming meeting with VC Innovates to review high school articulation.
XVI.	Distance Ed Committee Report – Shannon Newby	I, D	There has been no meeting yet.
XVII.	General Ed Committee Report – Shannon Davis	I	There has been no meeting yet.
XVIII	DTRW-I Committee Report – Shannon Davis	I	There has been no meeting yet.
XIX.	Strategic Planning Steering Committee Report (SPSC)	I	L. Gonzalez, SPSC committee member, provided an update and indicated a student charrette will be held in October.
XX.	Nominate Voting Dean	I, AT	Art Sandford was nominated as the voting dean and he accepted.

XXI.	New Business	I	There was no new business.
XXII.	Public Comment	I	There was no public comment.
XXIII	Adjournment	I, AT	S. Davis adjourned the meeting at 3:42 pm.
	Future Meetings	I	<ul style="list-style-type: none"> • September 13 • September 27 • October 11 • October 25 • November 8 • November 22 (<i>college is closed that week</i>) • December 13 • January (<i>curriculum is dark</i>) • February 14 • February 28 • March 14 • March 28 (<i>college closed for Spring break</i>) • April 11 • April 25 • May 9 (<i>no first reading items will be read</i>)