



# CURRICULUM COMMITTEE MEETING MINUTES

**Voting Members Present:** Shannon Davis (Chair), Robert Cabral, Graciela Casillas-Tortorelli, Jonas Crawford, Armine Derdarian, Amy Edwards, Judy McArthur, Arion Melidonis, Krista Mendelsohn, Patricia Mendez, Jim Merrill, Robert Morris, Shannon Newby, Mati Sanchez, Catalina Yang

**Voting Members Absent:** Alan Ainsworth, Diane Eberhardy

**Proxies:** None

**Non-voting Members Present:** Ken Sherwood (Co-Chair), Joel Diaz, Art Sandford, Gail Warner

**Non-voting Members Absent:** Carolyn Inouye, Christina Tafoya

**Guests:**

Meeting Date: **09/14/2016** Approval of Minutes from: **05/11/2016** 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 2:15 p.m., slightly delayed due to technical difficulties, and declared a quorum present. She welcomed the committee back for the new academic year.
II.	Adoption of Agenda	I, AT	<p>Additions/Changes to the Agenda: Add XVIII. High School Articulation report, XXIII. New Business, and XXIV. Public Comment.</p> <p><b>A. Edwards moved to approve the agenda as amended, J. McArthur seconded, and the motion passed.</b></p> <p><b>Yes:</b> S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, M. Sanchez, C. Yang</p>
III.	Approval of Minutes	I, AT	<p>Corrections to the May 11, 2016 Minutes: confirm whether A. Edwards was present.</p> <p><b>A. Derdarian moved to approve the May 11, 2016</b></p>

			<p><b>minutes as amended, R. Morris seconded, and the motion passed.</b></p> <p><b>Yes:</b> S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, R. Morris, S. Newby, M. Sanchez, C. Yang</p> <p><b>Abstention:</b> J. Merrill</p>
IV.	Second Reading	I	None
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>G. Warner introduced the FT course.</p> <p><b>FT R160</b> – Fire Tactics and Strategies – Non-substantial revision.</p> <p>Changes Needed: Textbooks: new edition is coming out in 2017.</p> <p><u>Liberal Studies</u></p> <p>A. Melidonis introduced the ANTH course.</p> <p><b>ANTH R118</b> – Introduction to Forensic Science – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: Change Start Dates to Fall 2017; Reason for Change is inaccurate – course description is the same as the current catalog; CB05 – change to UC and CSU Transferrable. Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly. Course Content, Typical Graded Assign, Outside Assign: use outline icon to correctly format.</p> <p>A. Edwards introduced the COMM course.</p> <p><b>COMM R111</b> – Interpersonal Communication – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: input SAM Code as E – Non-Occupational; use Shannon’s suggested “Reason Course is Offered”. Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly. Typical Graded Assign, Outside Assign: use outline icon to</p>

		<p>correctly format. Attached Files: want to add a DL appendix? Methods of Evaluation: check Essays.</p> <p><u>Math/Science/Health/PE/Athletics</u></p> <p>S. Newby introduced the CHEM courses.</p> <p><b>CHEM R110</b> – Elementary Chemistry – Non-substantial revision.</p> <p>Changes Needed: Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly.</p> <p><b>CHEM R112</b> – Elementary Organic and Biological Chemistry – Non-substantial revision.</p> <p>Changes Needed: Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly.</p> <p><b>CHEM R120</b> – General Chemistry I – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: use Shannon’s suggested Reason Course is Offered. Requisites: copy and paste the requisite course objectives into the Requisite Justification text box instead of the Non Course Requirement text box.</p> <p><b>CHEM R130</b> – Organic Chemistry I – Non-substantial revision.</p> <p>Changes Needed: Requisites: copy and paste the requisite course objectives into the Requisite Justification text box instead of the Non Course Requirement text box. Why is CHEM R120 as a prereq? Outside Assign: #3 seems incomplete.</p> <p><b>CHEM R132</b> – Organic Chemistry II – Non-substantial revision.</p> <p>Changes Needed: Requisites: copy and paste the requisite course objectives into the Requisite Justification text box instead of the Non Course Requirement text box. Lab Content: use outline icon to correctly format. Outside Assign: Writing #3, 4, 5 do not seem to be outside assignments.</p> <p><b>A. Edwards moved to approve the First Reading items except ANTH R118, which will return for First</b></p>
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VI.	Distance Learning Approval	I, AT	<p><b>ENGL R124 – Approved by the Distance Education Committee on September 1, 2016</b>  <b>A. Melidonis moved to approve the Distance Learning appendices as presented, A. Edwards seconded, and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, M. Sanchez, C. Yang</p>
VII.	Requisite Approval	I, AT	<p><b>CHEM R110, CHEM R112, CHEM R120, CHEM R130, CHEM R132, FT R160 – Reviewed and determined Complete</b>  <b>A. Melidonis moved to approve the Complete Requisite items, C. Yang seconded, and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, M. Sanchez, C. Yang</p>
VIII.	Deletions	I, AT	<p><b>FT R164</b>  <b>R. Morris moved to approve the Deletion item, A. Melidonis seconded, and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, S. Newby, M. Sanchez, C. Yang</p>
IX.	Suspensions	I	None
X.	General Education Approval	I	None
	<b>INFORMATION/DISCUSSION</b>		
XI.	Selection of Voting Administrator	I, D, AN	A. Sandford volunteered to be the voting dean for 2016-17. *Krista will add this as an action item at the next meeting.
XII.	Review of Curriculum Deadlines	I, D	S. Davis reviewed and explained the curriculum deadlines using tables she created. All new and substantially revised course proposals must be submitted in CurricUNET by Nov. 2, 2016. All non-

			substantially revised course proposals must be submitted by Nov. 16, 2016. And all programs must be submitted by Mar. 15, 2017, although there is no guarantee that programs will be approved by the next Fall due to the long approval process at the state Chancellor's Office.
XIII.	CurricUNET Discussion/Updates	I, D	<p>A. How to review courses and programs as a Curriculum Committee member</p> <p>K. Mendelsohn presented how to review curriculum in CurricUNET using My Approvals, the pencil icon, and the COR icon.</p> <p>B. Requirement of attached CCCCCO paperwork with new and revised programs</p> <p>K. Mendelsohn reminded the committee that all new and revised program proposals in CurricUNET must have two documents completed and attached: the Credit Program Information Form, and the Narrative. Please contact her if you have questions.</p>
XIV.	Enhanced Noncredit	I, D	<p>M. Sanchez shared that the intent of creating enhanced noncredit courses was to create courses that serve as a bridge between Oxnard adult education and our ESL program. Before Assistant Dean Luis Gonzalez left Oxnard College, his plan was to invite the OC Adult School to teach one of their upper level English courses on the OC campus to familiarize students with our college, with the goal of having those students continue here to take OC's enhanced noncredit courses using the Basic Skills Transformational funding. A question was posed about the MQs and pay scale for the instructors of the enhanced noncredit courses. This would require further negotiations with the AFT. The state pays the college for enhanced noncredit courses, but students are not charged. Students must apply, but residency is not required. More information will be shared as it becomes available.</p>
XV.	Curriculum Committee Goals for 2016-17	I, AN	<p>S. Davis requested that the committee share their goals. Please email them to Shannon by Sept. 27, 2016.</p>
XVI.	Revisions to the Curriculum Handbook	I, D	<p>S. Davis shared the status of the Curriculum Handbook. The most recent revisions were done in 2012, and not finalized. Shannon has started rewriting the handbook as a more streamlined document, and</p>

			will share it soon for input and approval.
XVII.	Articulation report	I	S. Davis shared that ASSIST: The Next Generation will be rolled out in spring 2017 with increased functionality and reports, including C-ID. She will attend a training in early October to learn more.
XVIII	High School Articulation report	I	None
XIX.	Distance Ed Committee report	I	The DE Committee met on Sept. 1, 2016. S. Newby and K. Mendelsohn reported that the DE Handbook was discussed in response to comments from the Curriculum Committee, and the draft will be revised and resubmitted to Curriculum by December. Jessica Kuang, the current faculty chair, will be on sabbatical in spring, so Cecilia Milan volunteered to chair in spring 2017. The DEC is forming a workgroup to create a draft Distance Education Plan for the next three to five years. The next DE Summit will be at Moorpark College in February or March. A planning session is set for Oct. 6 at 4 pm at the OC Fire Technology Center – Art Sandford and Scott Wolf will attend, and other faculty members are welcome also. Scott also volunteered to be OC’s faculty representative on the Instructional Technology Advisory Committee (ITAC). The next DEC meeting is on Oct. 5, 2016.
XX.	General Ed Committee report	I, D	The GE Committee meets Wed., Oct. 5, 2016. A representative from the Science Department is needed. Shannon Newby shared that she is only available if the GEC meets at a different time.
XXI.	LOT Committee report	I	The LOT Committee meets next Tues., Sept. 20, 2016.
XXII.	DTRW-I Committee report	I	No First Reading items on this agenda require DTRW-I review. The next DTRW-I meeting will take place on October 13, 2016.
XXIII.	New Business	I	None
XXIV.	Public Comment	I	None
XXV.	Adjournment	I, AT	S. Davis adjourned the meeting at 3:43 pm.
XXVI.	Next meeting	I	The next Curriculum Committee meeting is on September 28, 2016 at 2:00 pm.