



# CURRICULUM COMMITTEE MEETING MINUTES

**Voting Members Present:** Shannon Davis (Chair), Graciela Casillas-Tortorelli, Armine Derdarian, Amy Edwards, Alex Lynch, Chris Mainzer, Judy McArthur, Marnie Melendez, Arion Melidonis, Krista Mendelsohn, Patricia Mendez, Jim Merrill, Robert Morris, Mati Sanchez, Christina Tafoya, Catalina Yang

**Voting Members Absent:** Robert Cabral, Diane Eberhardy

**Proxies:** Marnie Melendez for Robert Cabral

**Non-voting Members Present:** Joel Diaz, Art Sandford

**Non-voting Members Absent:** Ken Sherwood (Co-Chair), Luis Gonzalez, Carolyn Inouye, Gail Warner

**Guests:** Ashley Chelonis, Janet Dawald, Chris Horrock, Laurie Nelson-Nusser

Meeting Date: **9/23/2015** Approval of Minutes from: **9/9/2015** 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 2:07 p.m. and declared a quorum present. The following proxies were announced: Marnie Melendez for Robert Cabral.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none.  <b>C. Yang moved to approve the agenda as presented, A. Melidonis seconded, and the motion passed.</b> <b>Yes:</b> S. Davis (Co-Chair), G. Casillas-Tortorelli, A. Derdarian, A. Edwards, A. Lynch, C. Mainzer, J. McArthur, M. Melendez, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, M. Sanchez, C. Tafoya, C. Yang
III.	Approval of Minutes	I, AT	Corrections to the September 9, 2015 Minutes: none.  <b>C. Mainzer moved to approve the September 9, 2015 minutes as presented, M. Melendez seconded,</b>

			<p><b>and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), G. Casillas-Tortorelli, A. Derdarian, A. Edwards, A. Lynch, C. Mainzer, J. McArthur, M. Melendez, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, M. Sanchez, C. Tafoya, C. Yang</p>
IV.	Second Reading	I, AT	<p><u>Career &amp; Technical Education</u>  CAOT R129, CAOT R130</p> <p><u>Liberal Studies</u>  GLOS R102  AA-T in Anthropology</p> <p><b>C. Mainzer moved to approve the Second Reading items as presented, A. Melidonis seconded, and the motion passed.</b>  <b>Yes:</b> S. Davis (Co-Chair), G. Casillas-Tortorelli, A. Derdarian, A. Edwards, A. Lynch, C. Mainzer, J. McArthur, M. Melendez, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, M. Sanchez, C. Tafoya, C. Yang</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>Liberal Studies</u></p> <p>A. Melidonis introduced the ANTH course.</p> <p><b>ANTH R101L</b> – Introduction to Biological Anthropology Laboratory – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: Reason for Change – list which sections were modified: course description, objectives, content? Attached Files: attach CSLOs. Course Content: suggestion to add more detail. Textbook: is there a newer lab manual?</p> <p>J. Merrill introduced the ENGL courses.</p> <p><b>ENGL R098</b> – Short Courses in Basic English – Non-substantial revision.</p> <p>Changes Needed: Units/Hours: add weekly lecture and/or lab hours and total range. Outside Assign: add ‘may be offered’ in Other.</p> <p><b>ENGL R199</b> – Directed Studies in English – Non-substantial revision.</p>

		<p>Changes Needed: Requisites: copy and paste relevant course objectives from the requisite course into the Requisite Justification text box.</p> <p>J. Lieser introduced the HIST courses.</p> <p>Use UC's TCA honors duplication statement. In Banner, equate honors courses to earlier versions of regular courses. Use US or U.S. consistently.</p> <p><b>HIST R130</b> – History of the United States I – Non-substantial revision.</p> <p>Changes Needed: Methods of Instruction – remove unwanted Legacy Methods of Instruction. Attached Files – attach CSLOs.</p> <p><b>HIST R130H</b> – Honors: History of the United States I – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: Reason Course is Offered – update regular course number. Attached Files – update course number and title in CSLO doc. Typical Graded Assignments: Honors example #1 may have typo/grammar issue. Textbook: use same year as regular course.</p> <p><b>HIST R140</b> – History of the United States II – Non-substantial revision.</p> <p>Changes Needed: Methods of Instruction – remove unwanted Legacy Methods of Instruction. Attached Files – attach CSLOs.</p> <p><b>HIST R140H</b> – Honors: History of the United States II – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: Reason Course is Offered – update regular course number. Attached Files – update course number and title in CSLO doc. Textbook: Manual #3 has wrong subtitle.</p> <p><b>HIST R150</b> – World History I – Non-substantial revision.</p> <p>Changes Needed: Attached Files – update course number and title in CSLO doc.</p> <p><b>HIST R160</b> – World History II – Non-substantial revision.</p>
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			<b>passed.</b> <b>Yes:</b> S. Davis (Co-Chair), G. Casillas-Tortorelli, A. Derdarian, A. Edwards, A. Lynch, C. Mainzer, J. McArthur, M. Melendez, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, M. Sanchez, C. Tafoya, C. Yang
VI.	Distance Learning Approval	I	None
VII.	Requisite Approval	I, AT	ANTH R101L, MATH R014A, MATH R014B, MATH R198 – <b>Reviewed and determined Complete – Approved</b>  ENGL R199 – <b>Reviewed and determined Incomplete – Not Approved</b>  <b>C. Mainzer moved to approve the Complete Requisite items, A. Edwards seconded, and the motion passed.</b> <b>Yes:</b> S. Davis (Co-Chair), G. Casillas-Tortorelli, A. Derdarian, A. Edwards, A. Lynch, C. Mainzer, J. McArthur, M. Melendez, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, M. Sanchez, C. Tafoya, C. Yang
VIII.	Deletions	I	None
IX.	Suspensions	I	None
	INFORMATION/DISCUSSION		
X.	OC Families of Courses	I, D	S. Davis shared the proposed Families of Courses in Modern Dance, Modern Jazz, Art Fundamentals, Painting, Sculpture, and Life Drawing, and the proposed catalog language created in DTRW-I. “Oxnard College faculty have defined _____ as a family of courses which includes _____. A student may take a maximum of four (4) courses from a family.” Discussion took place about the limitations on enrollment this may create. The catalog statement would be a note under each course in a family. J. McArthur also suggested including the Families of Courses chart in the catalog.
XI.	Honors Courses and Duplication of Credit Statement	I, D	S. Davis distributed the proposed the duplication of credit statement that would apply to honors courses and their regular course counterparts. Discussion took place, and it was decided that Oxnard College would use the following modified version from the UC’s TCA: “Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of C or “P” or better.”
XII.	Curriculum Committee Goals	I, D	S. Davis shared and reviewed the draft goals. A

	(Draft) for 2015-2016		discussion took place about how to update CSLOs in CurricUNET when they are updated in eLumen. For now, a Word doc can be emailed to Krista Mendelsohn for attachment to a COR. The committee was in agreement with the goals presented.
XIII.	Updates from the Curriculum Institute	I	S. Davis presented the PowerPoint presentation she gave during Fall 2015 Professional Development Week including updates from the Summer 2015 Curriculum Institute. The Committee was informed about OC's progress on ADTs, what new ADTs OC is still required to develop (Biology and Chemistry) and progress on C-ID approvals. The new Areas of Emphasis (AoEs) in Global Studies and Social Justice Studies were explained (the templates, the philosophy behind their creation, the CSU majors these AoEs would prepare students for, OCs plans for AoE aligned degrees), as were the upcoming Model Curriculum (MCs) and discipline faculty were encouraged to participate in the Southern California Discipline Input Groups (DIGs) that would be convening in October as there are several that OC already has programs in (Office Technology/Office Computer Applications, Small Business/Entrepreneurship, Business Information Worker, Hospitality/Culinary Arts). Also presented were Curriculum Institute topics on new directions for C-ID in Basic Skills, Content Review for Prerequisites, and proposing additional lab hours for course or changing lecture to lab hours and the reasons that would be acceptable (should be pedagogical not FTES or pay based) and what is permissible (CCCCO won't pay for anything that looks like "homework").
XIV.	CurricUNET Discussion/Updates	I	None
XV.	Articulation report	I	None
XVI.	High School Articulation report	I	None
XVII.	Distance Ed Committee report	I	The first DE Committee meeting of 2015-16 will take place on Oct. 1. The committee is working on a DE Handbook.
XVIII.	General Ed Committee report	I	The first GE Committee meeting of 2015-16 will take place on Oct. 7.
XIX.	LOT Committee report	I	The first LOT Committee meeting of 2015-16 took place on Sept. 15. C. Mainzer distributed the Fall 2014

			SLO Assessment Hot List. A discussion took place regarding the accuracy of the Hot List and how it was developed, and the true meaning behind SLOs including encouraging discussion among faculty members. Faculty members are encouraged to send an email to Laurie Nelson-Nusser to report inaccuracies on the SLO Assessment Hot List.
XX.	DTRW-I Committee report	I	The First Reading items on this agenda that require DTRW-I review are HIST R130H, HIST R140H, HIST R160H, and the AA in Global Studies. The next DTRW-I meeting will take place on Oct. 8.
XXI.	New Business	I	None
XXII.	Public Comment	I	None
XXIII.	Adjournment	I, AT	S. Davis adjourned the meeting at 4:03 pm.
XXIV.	Next meeting	I	The next Curriculum Committee meeting is on October 14, 2015 at 2:00 pm.