



CURRICULUM COMMITTEE MEETING MINUTES

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

Voting Members Absent: Diane Eberhardy

Proxies: None

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

Non-voting Members Absent: Christina Tafoya, Gail Warner

Guests: Rainer Mack, Brenda Thames (ACCJC Accreditation Team Member)

Meeting Date: **09/28/2016** Approval of Minutes from: **09/14/2016** 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 2:07 p.m. Introductions were made by all present.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none. A. Edwards moved to approve the agenda as presented, G. Casillas-Tortorelli seconded, and the motion passed. Yes: S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, O. Moreno, R. Morris, S. Newby, M. Sanchez, C. Yang
III.	Approval of Minutes	I, AT	Corrections to the Sept. 14, 2016 Minutes: none. A. Edwards moved to approve the Sept. 14, 2016 minutes as presented, J. Merrill seconded, and the motion passed.

			<p>Yes: S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, O. Moreno, R. Morris, S. Newby, M. Sanchez, C. Yang</p>
IV.	Second Reading	I, AT	<p><u>Career & Technical Education</u> FT R160</p> <p><u>Liberal Studies</u> COMM R111</p> <p><u>Math/Science/Health/PE/Athletics</u> CHEM R110, CHEM R112, CHEM R120, CHEM R130, CHEM R132</p> <p>A. Melidonis moved to approve the Second Reading item as presented, A. Edwards seconded, and the motion passed. Yes: S. Davis (Co-Chair), R. Cabral, A. Derdarian, A. Lynch, C. Mainzer, J. McArthur, A. Melidonis, P. Mendez, J. Merrill, R. Morris, 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>ANTH R118 – Introduction to Forensic Science – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: change transfer status to UC and CSU. Course description – remove “we” and “may” from last sentence.</p> <p>J. Merrill introduced the ENGL course.</p> <p>ENGL R152 – Major British Authors II – Non-substantial revision.</p> <p>Changes Needed: Methods of Instruction: remove numbers from each method – they will be auto-outlined on the COR.</p> <p>A. Edwards introduced the MUS course.</p> <p>MUS R106 – College Choir – Substantial revision. Requires DTRW-I and BOT approval.</p>

		<p>Changes Needed: Basic Course Info: Start Dates should be Fall 2017. Units/Hours: change Total Contact Hours to 48-54. Course Content and Lab Content should be identical. Recommendation to make this a family of courses, MUS R106A, B, C, and D.</p> <p>R. Mack introduced the AA-T in Art History.</p> <p>AA-T in Art History – New program. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: SLOs: Enter and Add one at a time, and do not number; they will be auto-numbered.</p> <p><u>Math/Science/Health/PE/Athletics</u></p> <p>S. Newby introduced the GEOL and MST courses.</p> <p>GEOL R101 – Physical Geology – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: Credit Basis - check one box only. Textbook: use newer (2015) edition. Typical Graded Assignments: remove second sentence from #1. Objectives: use verbs other than “demonstrate” to show higher level thinking; C-ID Descriptor has some other options.</p> <p>GEOL R103 – Introduction to Oceanography – Non-substantial revision.</p> <p>Changes Needed: Course Objectives: #2 and #6 are not identical to MST R103. Course Content: Typos in A, C, E, and J so they do not match MST R103. Typical Graded Assignments: #2 is different, and #3 is missing compared to MST R103. Textbooks: Title of workbook is different from MST R103.</p> <p>MST R103 – Introduction to Oceanography – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: Add GEOL R103 in the Same As Course field. Credit Basis - check one box only. Course Objectives: #2 and #6 are not identical to GEOL R103. Graded Assignments: #2 is different, and #3 is missing from GEOL R103. Textbooks: Title of workbook is different from GEOL R103.</p>
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			<p><u>Student Development</u></p> <p>G. Casillas-Tortorelli introduced the PG course.</p> <p>PG R101 – Career Development and Life Planning – Non-substantial revision.</p> <p>Changes Needed: Basic Course Info: Proposed Start – change date to Fall 2017; revise Reason Course is Offered using Shannon’s suggestion. Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly. Methods of Instruction: some should be assignments instead. Discussion took place about whether to change the discipline from Personal Growth to Counseling.</p> <p>J. Merrill moved to approve the First Reading items, A. Derdiarian seconded, and the motion passed. Yes: S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdiarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, O. Moreno, R. Morris, S. Newby, M. Sanchez, C. Yang</p>
VI.	Distance Learning Approval	I	None
VII.	Requisite Approval	I, AT	<p>ENGL R152 – Reviewed and determined Complete</p> <p>A. Edwards moved to approve the Complete Requisite items, A. Derdiarian seconded, and the motion passed.</p> <p>Yes: S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdiarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, O. Moreno, R. Morris, S. Newby, M. Sanchez, C. Yang</p>
VIII.	Deletions	I	None
IX.	Suspensions	I	None
X.	General Education Approval	I	None
XI.	Approval of Voting Administrator	I, AT	<p>Art Sandford volunteered to be the voting administrator for 2016-17.</p> <p>A. Edwards moved to approve Art Sandford as the voting Administrator, A. Melidonis seconded, and the motion passed.</p> <p>Yes: S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdiarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, P.</p>

			Mendez, J. Merrill, O. Moreno, R. Morris, S. Newby, M. Sanchez, C. Yang
	INFORMATION/DISCUSSION		
XII.	CurricUNET Discussion/Updates	I, D	K. Mendelsohn reported that the Governet auto-email feature and the spell check features should be fully functional. Please continue to report issues to Krista.
XIII.	Curriculum Committee Goals for 2016-17	I, D, AN	S. Davis shared ideas for goals, including the need for Outside of Class Hours and Total Student Learning Hours on the bottom of the Units/Hours page, and removing Weekly Other Hours in CurricUNET. *Krista will put in a work ticket to request auto-calculation of hours. The CCCCCO recommends 18 weeks for Total Contact Hours. Goal #2 is to finalize an update to the Curriculum Handbook. Shannon requested additional goals from the committee.
XIV.	Articulation report	I	None
XV.	High School Articulation report	I	G. Casillas-Tortorelli shared that all students who have competed high school articulated courses have received grades, which will show on their transcripts.
XVI.	Distance Ed Committee report	I	The DE Committee met on Sept. 1, 2016. S. Newby and K. Mendelsohn reported that our district is moving from Desire2Learn to Canvas in Summer 2017. VCCCD Canvas 4-week training dates are scheduled to start on Sept. 12 and on Oct. 24. The next DEC meeting is on Oct. 6, 2016.
XVII.	General Ed Committee report	I	The GE Committee meets Wed., Oct. 5, 2016.
XVIII.	LOT Committee report	I, D	The LOT Committee met on Tues., Sept. 20, 2016. S. Newby reported that there is a need for SLO Best Practices for faculty. Janet Dawald created and emailed all faculty members a 'One Page SLO Stuff' info sheet to get people started in eLumen. Assessments should not be started in eLumen until after the last day to drop with a "W", Nov. 18. Do not use N/A if a student performs poorly, because it means Not Assessed, rather than Not Applicable. Report student errors to Janet Dawald.
XIX.	DTRW-I Committee report	I	The First Reading items on this agenda requiring DTRW-I review are MUS R106 and AA-T in Art History. The next DTRW-I meeting will take place on October 13, 2016.
XX.	New Business	I	None

XXI.	Public Comment	I	<p>R. Cabral report that Oct. 7 is the deadline to submit a fall application to the Professional Development Committee (PDC) for fall professional development events and travel funding. A spring 2017 folder is in SharePoint to upload applications for spring events, and a spring deadline will be determined.</p> <p>S. Newby shared that a group of faculty, HIPsters (High Impact Practices), chaired by Teresa Bonham will meet to develop a document of high impact practices and share out in spring 2017, to be added to the PDC calendar. Project ALAS also has funds to bring in speakers to address student success-related topics. Please share your ideas with Shannon Newby.</p>
XXII.	Adjournment	I, AT	S. Davis adjourned the meeting at 3:19 pm.
XXIII.	Next meeting	I	The next Curriculum Committee meeting is on October 12, 2016 at 2:00 pm.