CURRICULUM COMMITTEE
MEETING MINUTES

Voting Members Present:	Shannon Davis (Co-Chair), Ken Sherwood (Co-Chair), Robert Cabral, Graciela Casillas-Tortorelli, Diane Eberhardy, Amy Edwards, Alex Lynch, Chris Mainzer, Judy McArthur, Marnie Melendez, Arion Melidonis, Krista Mendelsohn, Patricia Mendez, Jim Merrill, Robert Morris, Mati Sanchez, Catalina Yang
Voting Members Absent:	Armine Derdiarian
Proxies:	Diane Eberhardy for Armine Derdiarian
Non-voting Members Present:	Luis Gonzalez, Carolyn Inouye, Art Sandford, Christina Tafoya
Non-voting Members Absent:	Joel Diaz, Gail Warner
Guests:	Ashley Chelonis, Janet Dawald, Chris Horrock, Josh Lieser

Meeting Date: **9/9/2015**	Approval of Minutes from: **5/13/2015**	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 2:11 p.m. and declared a quorum present. The committee members introduced themselves. The following proxies were announced: D. Eberhardy for A. Derdiarian.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: VII. Remove CAOT R129. Add Information/Discussion items Curriculum Meeting Calendar, High School Articulation Report, New Business, and Public Comment. **C. Mainzer moved to approve the agenda as amended, A. Edwards seconded, and the motion passed.** **Yes:** S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, D. Eberhardy, A. Edwards, A. Lynch, C. Mainzer, J. McArthur, M. Melendez, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, M. Sanchez, C. Yang

III.	Approval of Minutes	I, AT	Corrections to the May 13, 2015 Minutes: none. **A. Edwards moved to approve the May 13, 2015 minutes as presented, C. Mainzer seconded, and the motion passed.** **Yes:** S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, D. Eberhardy, A. Edwards, A. Lynch, C. Mainzer, J. McArthur, M. Melendez, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, M. Sanchez, C. Yang
IV.	Second Reading	I	None
V.	First Reading	I, D, AT, AN	Only substantive changes are recorded in the minutes. Please refer to the comments in CurricUNET for additional non-substantive comments. <u>Career & Technical Education</u> D. Eberhardy introduced the CAOT courses. **CAOT R129** – Microsoft PowerPoint – Non-substantive revision. Changes Needed: Basic Course Info: Change start dates to Fall 2016. Enter CB21 and CB24 Codes; change Repeatability to Not Repeatable. Should Credit by Exam be checked? Units/Hours: Change Total Contact Hours to 64 to 72. Requisites: copy and paste relevant course objectives from CIS R020A into the Requisite Justification textbox. Lab Content: needs to be detailed in outline format just like the Course Content. Methods of Instruction: Do you wish to keep any or all of the Legacy Methods of Instruction? If so, copy, paste, and add them one at a time. Then delete the Legacy Methods of Instruction. Methods of Evaluation: Written Assignments should not be checked unless students are writing essays. **CAOT R130** – Microsoft Word – Non-substantive revision. Changes Needed: Basic Course Info: Change start dates to Fall 2016. Enter CB21 and CB24 Codes; change Repeatability to Not Repeatable. MQs: Is Comm Studies a mistake? Units/Hours: Change Total Contact Hours to 64 to 72. Lab Content: needs to be detailed in outline format just like the Course Content. Methods of Instruction: Do you wish to keep any or all of the Legacy Methods of Instruction? If so, copy, paste, and add them one at a time. Then delete the

| | | | | Legacy Methods of Instruction. Suggestion to add CIS R020A as Advisory.

Liberal Studies

A. Melidonis introduced the GLOS course.

GLOS R102 – Global Issues and Problems – New course. Requires DTRW-I and BOT approval.

Changes Needed: no substantive comments.

J. Lieser introduced the HIST course and hopes to create an honors program at OC. K. Sherwood explained that an honors course outline is typically identical to the regular course outline with the addition of two to three extra assignments.

HIST R100AH – World History I, Honors – New course. Requires DTRW-I and BOT approval.

Changes Needed: Basic Course Info: Catalog description - Should match the non-honors version of the course with an added sentence or two about the difference between an honors and non-honors course. See Moorpark College's example.

A. Melidonis introduced the AA-T in Anthropology.

AA-T in Anthropology – Non-substantial revision: added 15 electives.

Changes Needed: Course Blocks Definitions: remove "or" between courses in List A and List B. Replace "or" with "and" between GEOL R101 and GEOL R101L in List B.

Math/Science/Health/PE/Athletics

C. Mainzer introduced the PHYS courses.

PHYS R132 – Physics for Scientists and Engineers 2 – Non-substantive revision.

Changes Needed: Units/Hours: Change Total Contact Hours to 112 to 126. Textbooks: Update to the newer editions of both textbooks.

PHYS R133 – Physics for Scientists and Engineers 3 – Non-substantive revision.

Changes Needed: Units/Hours: Change Total Contact |

			Hours to 112 to 126. Textbooks: Update to the newer editions of both textbooks. **A. Melidonis moved to approve the First Reading items, A. Edwards seconded, and the motion passed.** **Yes:** S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, D. Eberhardy, A. Edwards, A. Lynch, C. Mainzer, J. McArthur, M. Melendez, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, M. Sanchez, C. Yang
VI.	Distance Learning Approval	I	None
VII.	Requisite Approval	I, AT	PHYS R132, PHYS R133 – **Reviewed and determined Complete – Approved** **A. Edwards moved to approve the Complete Requisite items, C. Mainzer seconded, and the motion passed.** **Yes:** S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, D. Eberhardy, A. Edwards, A. Lynch, C. Mainzer, J. McArthur, M. Melendez, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, M. Sanchez, C. Yang
VIII.	Deletions	I	None
IX.	Suspensions	I	None
X.	Allow Credit by Exam	I, AT	CRM R100, CRM R104, ECE R103, HM R100 **A. Edwards moved to allow Credit by Exam for the above courses, C. Mainzer seconded, and the motion passed.** **Yes:** S. Davis (Co-Chair), R. Cabral, G. Casillas-Tortorelli, D. Eberhardy, A. Edwards, A. Lynch, C. Mainzer, J. McArthur, M. Melendez, A. Melidonis, K. Mendelsohn, P. Mendez, J. Merrill, R. Morris, M. Sanchez, C. Yang
	INFORMATION/DISCUSSION		
XI.	Selection of Voting Administrator	I	Christina Tafoya volunteered to be the voting administrator for 2015-16.
XII.	New Discipline Requests	I, D	Geographic Information Systems (GIS) is requested by C. Mainzer. The GIS discipline would allow for greater ease of finding the courses we offer. Social Justice Studies (SJS) is requested by A. Melidonis. There are two SJS C-ID Descriptors for which Arion would like to create courses.

XIII.	Review of Curriculum Deadlines	I	S. Davis shared the deadlines for courses. She will distribute the deadline calendars at the next meeting. New and substantially revised courses must come to First Reading by Oct. 7 to make the 2016-17 catalog. Courses with catalog and/or banner changes must come to First Reading by Nov. 11 to make the 2016-17 catalog. Shannon also explained that programs can be submitted on a rolling basis because, due to the delay in approvals at the state Chancellor's Office, there is no longer an expectation that programs submitted by a certain date will be approved in time for the following catalog. It is recommended that faculty submit programs as early as possible so that they can be sent in as soon as possible. It is also recommended that faculty not make constant minor changes to degrees and certificates each year and instead wait and make several changes at once.
XIV.	Requirement of all CCCCO submission paperwork with new and revised programs	I, D	K. Mendelsohn reviewed the two required forms to be attached to ALL program proposals in CurricUNET: the Credit Program Information Form and the Narrative Template. The forms are saved in SharePoint for all to access. The completed forms must be attached to any new or revised program proposal before the program will appear on a Curriculum Committee agenda.
XV.	Curriculum Meeting Calendar	I	S. Davis distributed the 2015-16 meeting calendar. There will be no meetings on the day before Thanksgiving, in January, or during Spring Break.
XVI.	Curriculum Committee Goals for 2015-2016	I	S. Davis distributed a draft of possible Curriculum Committee goals for 2015-2016 and asked for comments via email. We will discuss these at the next meeting.
XVII.	Updates from the Curriculum Institute	I	S. Davis will discuss these at the next meeting.
XVIII	CurricUNET Discussion/Updates	I, D	A. How to review courses and programs – Krista can meet with new Curriculum Committee members individually for training. B. Maintaining adjunct faculty as users – MC and VC add adjunct faculty as users in CurricUNET at the Dept Chair's request. The Committee gave Krista consent to operate in the same fashion at OC, and to clean out all adjunct faculty from the CurricUNET users database. Krista will email all Dept Chairs with this request.
XIX.	Articulation report	I	None

XX.	High School Articulation report	I	M. Melendez shared that Oxnard College had 279 of the 300 students district-wide that were awarded high school articulation credit.
XXI.	Distance Ed Committee report	I	The first DE Committee meeting of 2015-16 will take place on Oct. 1. A new committee handbook is being reviewed.
XXII.	General Ed Committee report	I	The first GE Committee meeting of 2015-16 will take place on Oct. 7.
XXIII	LOT Committee report	I	The first LOT Committee meeting of 2015-16 will take place on Sept. 15. Our SLOs in eLumen are out of alignment, partially due to our mistake and partially due to the data migration. The split model of SLO mapping will no longer be used; instead the hierarchy model will be implemented. Ken encouraged all those who are interested in SLOs to attend the LOT meeting.
XXIV	DTRW-I Committee report	I	The First Reading items on this agenda that require DTRW-I review are GLOS R102 and HIST R100AH. The next DTRW-I meeting will take place on Sept. 10.
XXV.	New Business	I	There is no new news regarding how to reduce units to meet the requirements of the ADT in Chemistry TMC. The Chancellor's Office staff has suggested that CCCs submit their Chemistry ADT proposals without reducing units as evidence that it is too difficult to do so. They can then provide this evidence to the legislature.
XXVI.	Public Comment	I	None
XXVII	Adjournment	I, AT	S. Davis adjourned the meeting at 3:56 pm.
XXVII	Next meeting	I	The next Curriculum Committee meeting is on September 23, 2015 at 2:00 pm.