



Curriculum Committee MEETING MINUTES

Voting Members Present: Laura Anderson, Robert Cabral, Kevin Corse, Armine Derdarian, Steven Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Julius Munyantwali, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez, Scott Wolf

Proxies: Kevin Corse for Richard Williams, Armine Derdarian for Alan Ainsworth

Non-Voting Members Present: Art Sandford (Co-Chair), Shannon Davis (Co-Chair), Matt Jewett, Luis Gonzales

Absent: Alan Ainsworth, Joel Diaz, Dianne Frehlich, Carolyn Inouye, Robert Morris, Richard Williams

*This meeting was held virtually using Zoom (<https://cccconfer.zoom.us/j/826882386>) due to the State mandate to Shelter in Place during the COVID-19 Pandemic.

Meeting Date: **3/25/2020**

Approval of Minutes from: **3/11/20**

Recorded By: **Paris Trujillo**

**AN = Action Needed
Information Only**

AT = Action Taken

D = Discussion

I =

TOPIC		DISCUSSION	ACTION NEEDED	ACCT C
I. Welcome / Call to Order	AT	The meeting was called to order at 2:05 p.m.		
II. Adoption of Agenda	AT	A. Melidonis moved to approve the agenda, S. Wolf seconded, and the agenda passed as presented. Yes: Laura Anderson, Robert Cabral, Kevin Corse, Armine Derdarian, Steven Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Julius Munyantwali, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez, Scott Wolf No: None	AT	II.A

III. Approval of Minutes	I	<p>K. Corse moved to approve the minutes, A. Melidonis seconded, and the minutes were approved as presented.</p> <p>Yes: Laura Anderson, Robert Cabral, Kevin Corse, Armine Derdarian, Steven Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Julius Munyantwali, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez, Scott</p> <p>No: None</p>	AN	
IV. Public Comment	D	<ul style="list-style-type: none"> • None 	I	
V. Second Reading	AT	<p>R. Cabral moved to approve the First Reading items, A. Melidonis seconded, and the motion passed.</p> <p><u>Career & Technical Education:</u></p> <ul style="list-style-type: none"> – AT R100 – Automotive Technology - Associate in Science – Automotive Technology - Certificate of Achievement – Automotive Steering and Suspension - Certificate of Achievement – Automotive Brake Systems - Certificate of Achievement – Automotive Transmission and Driveline Systems - Certificate of Achievement – Automotive Emissions Systems - Certificate of Achievement – Automotive Engine Performance - Certificate of Achievement – Automotive Service Advising - Certificate of Achievement – Automotive Air Conditioning Service - Certificate of Achievement – CNIT R145 – FT R170 – Fire Technology - Associate in Science – Fire Technology - Certificate of Achievement – Firefighter Academy I/II - Certificate of Achievement <p><u>Math, Science, Ect.:</u></p> <ul style="list-style-type: none"> – Kinesiology – Associate in Arts for Transfer 	AT	II.A

		<p>Yes: Laura Anderson, Robert Cabral, Kevin Corse, Armine Derdarian, Steven Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Julius Munityantwali, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez, Scott</p> <p>No: None</p>			
VI.	First Reading	AT	<ul style="list-style-type: none"> • None 	AT	II.A
VII.	Deactivations	AT	<p>K. Corse moved to approve the deactivations, S. Wolf seconded, and the motion passed.</p> <ul style="list-style-type: none"> • ENGL R077, R087 • DMS R122A, R130, R133 • PSY R116, R117, R118 • MATH R001, R001P, R002, R002P, R098T, R098V, R098W • AT R010, R011, R012, R013, R013L, R014, R014L, R015, R015L, R016, R018, R018L, R020, R026, R026L, R030, R030L, R033, R048, R050, R060 <p>Yes: Laura Anderson, Robert Cabral, Kevin Corse, Armine Derdarian, Steven Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Julius Munityantwali, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez, Scott</p> <p>No: None</p>	AT	II.A
VIII.	Curriculum Updates		<ul style="list-style-type: none"> • S. Davis reminded the committee that before doing course updates, look at the discipline as a whole. Open up the catalog and look at all of your courses and at your program(s). • Look at how any changes you make to individual courses might affect other courses and/or the programs associated with your discipline. For instance, if you change a course number, that will also need changed anywhere this course is listed as a prereq/coreq/advisory and within any program where that course appears. P. Trujillo demonstrated using the Ecosystem on CIM to show these dependencies. • S. Davis continued, if your course is already approved for C-ID and you're thinking about making changes to content/objectives/requisites or units, be sure to review the descriptor to make sure that these changes will not affect the course's approval. The same goes for courses approved for articulation/CSU GE/IGETC. Please run these by Shannon Davis before proceeding to make sure they will retain their approval with the changes. 		

- S. Davis encourage faculty to lay out your plan for offering all the courses within your discipline and within your program. Required courses in a program must be offered at least once within every two-year cycle. If this isn't possible, that course shouldn't be required so the program should change. If the program cannot change (for instance very prescriptive ADTs or courses required in an industry), then you MUST find a way to schedule and offer this course. Non-required elective courses within majors or those that are just GE can be offered every 3-4 years, but if you aren't offering a course within that time frame, it really isn't an active course and should be deactivated. It does not belong in programs, GE, or our catalog.
- S. Davis reminded the committee as we are reviewing courses and programs, we are supposed to be reviewing whether or not the courses and programs still meet the 5 approval criteria: 1.) Appropriateness to Mission 2.) Need 3.) Curriculum Standards 4.) Adequate Resources 5.) Compliance. Courses that aren't being offered can no longer justify their "need" nor that we have "adequate resources" to offer them and they are also out of "compliance." Therefore, they should not be reapproved by the committee when we review them. It is out of compliance and misleading to students who expect to have access to all of the curriculum in the catalog within their time at our college. Remember, the catalog is NOT aspirational, it should be based on which courses and programs a student can actually take.
- S. Davis asked the committee to consider, with the funding model emphasizing completion, is there any way you can facilitate completion by reducing units or requirements within the degree or certificate or in other ways make the program easier for students complete? Sometimes that is about requirements, other times about scheduling. Some programs require cooperation between disciplines for students to complete all the necessary requirements. It is important for all faculty to know which courses in their disciplines are required or even restricted electives in majors in other disciplines.
- A. Sandford commented there were not any IDS courses on the deactivations list. A. Melidonis shared that there was good discussion at the last social services department. He will bring up the topic again.
- S. Davis shared the committee may need to establish a policy to ensure no "orphaned" or interdisciplinary courses that do not fall under a specific discipline, are assigned to the committee with the responsibility to update the courses, etc.
- Discussion ensued

IX. CourseLeaf Discussion		<ul style="list-style-type: none"> ● P. Trujillo shared the catalog due date is next week. If they haven't reviewed their section, please do so by 4/3. Email sent by Amy on 3/12 ● P Trujillo announced the Entrance Skills function is working again. Now that it's fixed, she will be sending out the Mission CIMpossible emails/ instructions, by the end of the week. (Some have already received the email, but most haven't) ● M. Pinto-Casillas asked what happens if the updates aren't completed by the Fall deadline. S. Davis and P. Trujillo reminded the committee that CIM will sync to CAT so if these updates are not made then the courses may not be accurate in next year's catalog. ● A. Melidonis asked a question on behalf of Ishita Edwards about Program CORs A. Derdiarian explained that it was most likely in reference to a conversation at Academic Senate program narrative. P. Trujillo added that the videos that will be sent regarding Mission CIM possible should help clear up questions like this. 		
X. Articulation Report		<ul style="list-style-type: none"> ● S. Davis shared she is continuing to work on articulation. She is currently waiting for CSU & IGETC reports, ● S. Davis added that the Chicano Studies R102 was approved by Berkeley 		
XI. DE Committee Report		<ul style="list-style-type: none"> ● S. Wolf shared the DE committee plans to meet next week, they unfortunately had to cancel the DE Summit due to COVID-19. ● The committee is working to become a part of CVCOEI, which will provide the college free classroom technology and online technology access and resources. <ul style="list-style-type: none"> ○ This was hosted in person by Ventura College and had presentations on various classroom technology ○ Plicker - great for large classes, instructors can take role via a photo of the room while students hold up their phones, questions can be asked by the professor and students can answer with their phones, etc. - https://get.plickers.com/ ○ Respondus - Allows Canvas import/export of test banks from CSV and Word docs, etc. ○ Still looking at lock-down browser tools for online testing https://proctorio.com/platform ● A. Sandford added the state is making all these resources free during this time. ● S. Newby asked what the plan for the Summer session is. A, Sandford shared the first summer session will be held online, depending on how things go courses offered during the second 		

			summer session that are face to face may need to be converted to online and if they are unable to they may be canceled. Discussion ensued.		
XII.	GE Committee Report		<ul style="list-style-type: none"> S. Davis shared the GE committee will meet next fall, only one course to review and it is not offered until Fall 2021 		
XIII.	DTRW-I		<ul style="list-style-type: none"> S. Davis shared the committee will meet next month. 		
XIV.	New Business	I	None	I	
XV.	Adjournment	AT	The meeting adjourned at 2:53 p.m. Next meetings will be on 4/22, 5/13 depending on if faculty start working on Mission CIMpossible.		

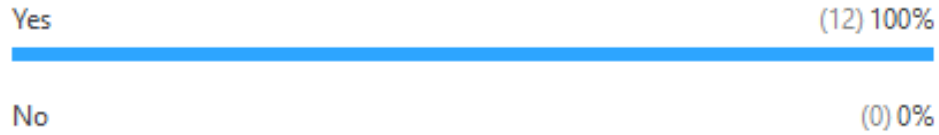
Curriculum Committee 3/25 ... in Progress 1:08

Attendees are now viewing questions 12 of 18 (66%) voted

1. Are you in favor of approving the agenda?



2. Are you in favor of approving the minutes from 3/11?



3. Are you in favor of approving the second reading items?



4. Are you in favor of approving the deactivations?



