



Curriculum Committee MEETING MINUTES

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

Proxies: None

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

Absent: Robert Morris, Richard Williams

*This meeting was held virtually using Zoom (<https://cccconfer.zoom.us/j/99804685185>) due to the State mandate to Shelter in Place during the COVID-19 Pandemic.

Meeting Date: **4/22/2020**

Approval of Minutes from: **3/25/20**

Recorded By: **Paris Trujillo**

**AN = Action Needed
Information Only**

AT = Action Taken

D = Discussion

I =

TOPIC		DISCUSSION	ACTION NEEDED	ACCC C
I. Welcome / Call to Order	AT	The meeting was called to order at 2:05 p.m.		
II. Adoption of Agenda	AT	M. Sanchez moved to approve the agenda, M. Pinto-Casillas seconded, and the agenda passed as presented. Yes: Alan Ainsworth, Laura Anderson, Robert Cabral, Armine Derdarian, Dianne Frehlich, Steven Hall, Milena Hurtado, Judy McArthur, Arion Melidonis, Julius Munyantwali, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez, Scott Wolf	AT	II.A

		No: None			
III.	Approval of Minutes	I	<p>M. Hurtado moved to approve the minutes, M. Pinto-Casillas seconded, and the minutes were approved as presented.</p> <p>Yes: Alan Ainsworth, Laura Anderson, Robert Cabral, Armine Derdarian, Dianne Frehlich, Steven Hall, Mi Hurtado, Judy McArthur, Arion Melidonis, Julius Munyantwali, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez, Scott Wolf</p> <p>No: None</p> <p>Abstained: Steve Hall</p>	AN	
IV.	Public Comment	D	<ul style="list-style-type: none"> J. McArthur announced her retirement. She shared that this is a great committee with great people, and she has loved serving on it. S. Davis asked how long she has served on the committee. J. McArthur replied, 20 years. Everyone thanked Judy for her service. 	I	
V.	First Reading	AT	<p>J. Munyantwali, moved to approve the First Reading items, A. Melidonis seconded, and the motion passed.</p> <ul style="list-style-type: none"> <u>Liberal Studies:</u> <ul style="list-style-type: none"> ART R101 <ul style="list-style-type: none"> S. Davis commented “Some of the objectives from the C-ID descriptor are not clearly found in the objectives in this COR. For instance, architecture isn't mentioned, principles of design, distinguishing materials and techniques, etc. The objectives listed are good ones, (and the descriptor may have evolved/changed last time it went through review so maybe they used to match), so just make sure that any reviewer can easily find all objectives within those on this COR.” M. Hurtado commented, “I wonder if more examples of "regular and effective contact" methods and assignments are needed.” (refers to DE appendix) ART R102 <ul style="list-style-type: none"> S. Davis commented “Two tiny nonsubstantial edits: a typo on SLO #5 and a hanging "a" under Byzantium in the course content.” ART R103 	AT	II.A

- S. Davis commented, “C-ID descriptor calls out 15th Century Flemish in list of periods covered in topics so that should be called out specifically in your content. There is a 16th edition available of the text dated Jan 2020. Otherwise, nice job!”
- COMM R101
 - A. Melidonis commented, “Non-Sub: Wording Representative Course Assignments number 3”
- COMM R102
 - S. Davis commented, “You might consider add DE for 100% online, not that you have to ever schedule the course this way, but imagine if you were teaching it and suddenly we have to move to fully online again. You wouldn't be able to with the way it is now. And now that the course has been taught, you should consider adding at least one more SLO. Most courses have 3-5.”
- COMM R107
 - S. Davis Commented, “In C-ID content they list "logical fallacies and ethical arguments" but I don't see ethical arguments listed in your outline. I remember getting courses not approved when "ethics" is in a descriptor and is left off so I would fit that in somewhere in the content. Ethics is also missing from objectives. They say "recognize fallacies of reasoning and argue ethically.”
- COMM R109
 - A. Melidonis commented, “Non-Sub: Representative Course Assignments #3 Other – Wording”
 - S. Davis commented, “Looks good! Now you need to add this to your rotation every 2-3 years to keep it "active.”
- COMM R110
 - S. Davis commented, “Good job! Maybe add a SLO that has to do with their ability to deliver, lead, or something showing skills-based communication appropriate for the course content, in addition to the more passive observational SLOs that you have (the 2 you have a good SLOs!) because this course meets

the Oral Communication requirement for CSU GE just like public speaking does.”

- COMM R111
 - S. Davis commented, “In SLOs, how will you measure that they "Recognize how communication theory affects their daily lives." I would add another verb to this such as "Recognize and describe..." or a verb that helps you to know they recognize it and can explain or analyze it in some way. Same with #2 "Recognize the messages used to construct, maintain, and negotiate an identity" From Bloom's Taxonomy, choose at least some verbs that demonstrate critical thinking vs. just knowledge/comprehension.
<https://www.utica.edu/academic/Assessment/new/Blooms%20Taxonomy%20-%20Best.pdf>”
- COMM R113
 - S. Davis commented, “Consider adding an additional SLO, maybe one that has to do with barriers to effective intercultural competencies such as stereotyping, prejudice, and ethnocentrism since understanding this effects how we communicate with people. Just a thought.”
- COMM R114
 - A. Melidonis commented, “Sub: Textbooks are kind of old 2009”
- ECON R101 202
 - S. Davis explained the number change is to align with C-ID and that Moorpark had already changed their ECON courses to this new numbering system several years ago.
 - J. Mcarthur asked if in addition to making them 200 level are they switching the courses so that they go in order with Macro first? J. Munyantwali answered yes, R101 is now going to be R202 and R102 will be R201.
 - S. Davis commented, “For all of the requisites, the level of scrutiny needs to be "content review." Yes, I know that it is required for C-ID and C-ID is required for the ADT and we are required to have the ADT, so logically one would think that means it is required by the 4 year institutions but because it doesn't specifically

say in their catalogs that it is a prereq (and that is because they assume their native students have it since it is required for admission) so we have been told we cannot use this and must use "content review" instead."

- ECON ~~R404H~~ 202H
 - S. Davis commented, "Change level of scrutiny to "content review" for all math requisites/advisories."
- ECON ~~R402~~ R201
 - S. Davis commented, "Change level of scrutiny to "content review" for all math requisites/advisories."
- ECON ~~R402H~~ 201H
 - S. Davis commented, "Change level of scrutiny to "content review" for all math requisites/advisories."
 - M. Hurtado commented, ""Outside assignments" (Honors) Book reports on any book dealing with Macroeconomic policy issues. An analytical essay based on data analysis based on data from the Bureau of Economic Analysis... other words for "book," "based" to avoid repetition?"
- FTVE R100
 - S. Wolf commented, "Methods: remove the comma "These open discussions, will encourage higher order thinking and critical thinking skills in preparation for oral presentations and research papers. Critical thinking assignments: just a couple more typos: Remove 'for' - "Answer these questions for based on your selections. Just missing a space: "institutions, therapy". Outside assignments #3: Needs a space after the comma, and "education" lowercased.
 - S. Davis commented, "Under Methods of Evaluation, Written Expression is the way students will be evaluated. Title 5 says that written expression is used except for in courses where Problem-solving or skills demonstrations are the primary ways to evaluate students. So Problem-Solving tends to be used in courses like math where they aren't writing papers."
 - Our entry on one

- Methods written expression skills and, use written to demonstrate written should problem solving = math not equivalent to critical thinking. Uncheck box
 -
- FTVE R106
 - S. Wolf commented, "SLO #1 - comma after Pro. Methods: #1 remove "the" #3 and #5 remove references to Canvas with district-provided (or district-approved) LMS. Outside assignments #2 – critique."
- FTVE R107
 - S. Wolf commented, "Update Minimum Contact/In-Class Lecture Hours. Representative assignments => written => #1 use (or bi-weekly) or remove the parenthesis. Critical thinking #3: consider rephrasing... "Analyze the impact sound narrative film to the silent film stars and identify key technical and economic shifts in the film industry." Should it be analyze the impact OF sound narrative film ON the silent film starts? Other Assignments: lowercase "Setting". Representative outside, same thing, lowercase "setting".
 - J. Munyantwali commented, "Critical Thinking Assignment #2: Remove "A" at the beginning of the sentence. Ditto to Scott's comments. Otherwise looks good!"
 - S. Davis commented, "For Methods of Evaluation, "Written expression" is the primary means so remove "problem solving" as this applies to things like mathematical problems for courses where essays/papers aren't written. Otherwise, looks great!"
- FTVE R110
 - S. Wolf commented, "Faculty notes on field trips: typo: "may". Update Minimum Contact/In-Class Lecture Hours to 52.5 Delete Comment
 - S. Davis commented, "Methods of Evaluation appear to be Written Expression when you look at the assignments in the course. Remove problem solving and skills demonstrations because students aren't being graded on math or hands-on type skills nor are there SLOs/objectives related to these in this particular course."
- FTVE R115

- S. Wolf commented, “Course title, should it be a written out "introduction" ? Methods #3- love that you are including Pro Tools! Add a space between the two words.
- M. Sanchez commented, Representative Course Assignments, Writing Assignment #5 is unclear. Should it read "Written assignments detailing the history of radio and the Internet."? Otherwise, looks good.
- S. Davis commented, “The full title of the course is actually "Introduction to Podcasting and Digital Storytelling" so replace the title in CB02 with this full title. The short title that is showing is the "Banner title" and we are going to move towards the full title showing on the schedule. It also needs to be the full title for when CIM talks to our new CAT (catalog) component and in the future to the CCCCCO too. CB24 can be changed to 1 Program Applicable because this course was just added to the AS-T in FTVE. For Methods of Evaluation, I see evidence of Skills demonstrations and Written expression both in the objectives and assignments but don't think problem solving is appropriate here.”
- FTVE R120
 - M. Pinto-Casillas commented, “Looks good! Starting with Representative Course Assignments lower case words that shouldn't be capitalized in your numbered lists”
 - S. Davis, commented, “We need one newer text added since C-ID won't take one that is already 5 years old and CSU/UC won't for 7 years old and this one is 2015, so will hit that 7 year old mark well before it is next due for its 5 yr. Review.”
- FTVE R130
 - S. Davis commented, “CB02 needs to be the full title "Beginning Single Camera Production." There are 52 hours of lab so you should flesh out the lab content more to show how they are meeting those SLOs and objectives (many of the skills they will assessed on are listed here so we would expect to see them in the lab content). Problem solving exercises probably not appropriate for Methods of Evaluation as they are being primarily evaluated on Skills demonstrations but also some written work.”

- FTVE R135
 - M. Pinto-Casillas commented, “Looks good. Not sure if it’s a Courseleaf thing, but under Course Content, the multilevel list, levels three and four are the same. Usually the numbering changes.”
 - S. Davis commented, “Lab content could be fleshed out more to include some of the specifics from SLOs/objectives. Anything you assess or state that the student should know by the end of the course we should be able to find where they were taught that in the course in the lecture content or lab content as appropriate. Problem solving not appropriate for Methods, the assignments are primarily Skills based and Writing not math. Textbook: List one more recent text.”
- FTVE R150
 - M. Pinto-Casillas commented, “Looks good. Under Reading Assignments, there seems to be uppercase words that should be lowercase.”
 - S. Davis commented, “Methods of Evaluation shouldn’t include Problem Solving. Assignments/SLOs/objectives are Skills demonstrations and written assignments. Lab could be fleshed out more since it is 52 hours of contact in-class.”
- FTVE R155
 - M. Pinto-Casillas commented, “Catalog Description: Remove apostrophe after students. Course Content: Multilevel list , levels three and four are the same. Usually, number format changes. Writing Assignments: Continue numbering 1-6. Textbook: 2011? Anything more recent?”
 - S. Davis commented, “CB02 should be "Advanced Studio Production" spelled out since that is the full Title (what you are seeing is the shortened title from Banner). Methods of Evaluation should be Skills Demonstrations, Written Expression. Looks great!”
- FTVE R160
 - M. Pinto-Casillas commented, “ Good job. Course Content: Multilevel list not formatted.”

- S. Davis commented, “Methods of Evaluation should be Skills Demonstrations.”
- Global Studies – Associate in Arts for Transfer (TOP Code change only)

- Student Services:

- LS R006
 - S. Wolf commented, “Course family needs to be checked "no" I believe”. Representative outside assignments: #1 and #4 - I just learned that "Internet" refers to the entire worldwide network, whereas "internet" refers to a small network used by private entities...go figure? Textbooks are all more than 5 years old, is there something more current? DE addendum - probably best practice to remove all references to Canvas and replace with district-provided LMS.
 - S. Davis commented, “CB23 should probably be marked Y-Not applicable unless CCCC Workforce & Economic Development funds were used to develop this course & exceed over 40% of its total development costs. This typically applies to new CTE courses. In Methods of Evaluation, problem-solving exercises is listed as one of the primary methods students will use to demonstrate proficiency in this course, but that typically applies to math problems & there are no assignments where they are graded on math nor are there any objectives related to it. I don't think this is appropriate here.”
 - M. Sanchez commented, “Does the Catalog Course Description need to include information on P/NP option? SLOs 1 and 2: Perhaps give examples of strategies students will apply and utilize for easier assessment of SLOs. Lecture/Course Content: #3 Techniques for remembering numbers and names, and #4 Techniques for remembering formulas and concepts, could list examples of the techniques that will be covered as is done for #5 that lists the SQ3R reading strategy. #6 could also use some specifics. Representative Outside Assignments include essays and research projects. Will students be instructed on how to write essays and conduct research?”

- LS R021

- S. Wolf commented, “Course Title, should it be "preparation". Course family should be "no" I think. Is the course content too sparse? Consider adding detail. Methods: #1 "The instructor will share notes via projector, or posted online" - "notes" and posting online is probably not a valid classroom method. #3 type: needs a period. Critical thinking assignments: "in-depth". Skills demonstrations: "Students will present information about themselves, their opinions, and their research to the class in: video format, PowerPoint, in person using notecards, or in a zoom meeting. " Probably best not to use specific technology as these change so fast, perhaps something more like "will present showing facility with current multi-media classroom technology." If you choose to use Zoom and PowerPoint they need to be capitalized. Textbook is from 2013. DE Appendix: best to replace Canvas with less specific language - LMS or district-approved LMS.
- S. Davis commented, “Change the CB02 to the real full title of this course which is "Preparing for Speech and Group Work in the College Setting" (the one displaying is the brief Banner Title). Since we are going to be linking CIM with the new CAT for catalog, the title needs to be corrected. CB08 should be N-Course is not a Basic Skills course. Only ENGL, ESL, Reading and MATH can be Basic Skills. CB13 should be "S" as all courses taught within LS are Special Classes (if Special Education is the MQ and TOP Code, then CB13 should be "S"). Outside Assignments: Lecture courses must require 2 hours of outside of classwork for every 1 hour of class, so there must be Outside assignments listed to justify those outside of class hours. They can be repetitive of some of the assignments listed above.”
- M. Sanchez commented, “Does the Course Catalog Description need to mention the P/NP option? SLOs seem to be targeting reading skills, not speech or oral language skills. Course Content needs more detail.”

		<p>Yes: Alan Ainsworth, Laura Anderson, Robert Cabral, Armine Derdarian, Dianne Frehlich, Steven Hall, Mi Hurtado, Judy McArthur, Arion Melidonis, Julius Munyantwali, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez, Scott Wolf</p> <p>No: None</p>	
VI. Program Modification		<p>J. Munyantwali moved to approve the Program Modification items, A. Melidonis seconded, and the motion passed.</p> <ul style="list-style-type: none"> • Biology – Associate in Science for Transfer <ul style="list-style-type: none"> • S. Davis explained that this was for the 5-year review. No changes were made to the program just needed to standardize the catalog language in the narrative and have a current review date. • Film, Television, and Electronic Media – Associate in Science for Transfer <ul style="list-style-type: none"> • S. Davis explained that a couple of courses were deactivated and needed to be removed including FTVE R108 and R175. They also added a new course, FTVE R115. <p>Yes: Alan Ainsworth, Laura Anderson, Robert Cabral, Armine Derdarian, Dianne Frehlich, Steven Hall, Mi Hurtado, Judy McArthur, Arion Melidonis, Julius Munyantwali, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez, Scott Wolf</p> <p>No: None</p>	
VII. Distance Education Approval		<p>M. Pinto - Casillas moved to approve the Distance Education Approval items, A. Melidonis seconded, and the motion passed.</p> <ul style="list-style-type: none"> • ART R101, R102, R103 • COMM R101, R102 <ul style="list-style-type: none"> • A. Sandford commented that if a course is on the Summer schedule and does not have a DE addendum it will be on the emergency order list. If faculty can submit their courses with a new DE addendum before the next meeting, we can take it off the emergency list. • A. Sandford added that in the future if there is another crisis resulting in remote instruction the courses will need an approved DE addendum. He encouraged faculty to add a DE addendum even if they don't plan to use it, in case of another emergency. • ECON R101 202, R101H 202H, R102 R201, R102H 201H 	

		<ul style="list-style-type: none"> • FTVE R100, R106, R107, R110, R115, R120, R130, R135, R150, R155, R160 <p>Yes: Alan Ainsworth, Laura Anderson, Robert Cabral, Armine Derdarian, Dianne Frehlich, Steven Hall, Mi Hurtado, Judy McArthur, Arion Melidonis, Julius Munityantwali, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez, Scott Wolf</p> <p>No: None</p>			
VIII.	Requisite Approval	<p>J. Munityantwali moved to approve the Requisite Approvals, A. Melidonis seconded, and the motion passed.</p> <ul style="list-style-type: none"> • Prerequisites: <ul style="list-style-type: none"> ○ ECON R104 202, R104H 202H, R102 R201, R102H 201H • Advisories: <ul style="list-style-type: none"> ○ ART R102, R103 ○ COMM R101, R114 ○ ECON R104 202, R104H 202H, R102 R201, R102H 201H ○ FTVE R155 <p>Yes: Alan Ainsworth, Laura Anderson, Robert Cabral, Armine Derdarian, Dianne Frehlich, Steven Hall, Mi Hurtado, Judy McArthur, Arion Melidonis, Julius Munityantwali, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez, Scott Wolf</p> <p>No: None</p>			
IX.	Deactivations	AT	<p>M. Hurtado moved to approve the deactivations, A. Melidonis seconded, and the motion passed.</p> <ul style="list-style-type: none"> • COMM R199 • CRM R102E <ul style="list-style-type: none"> ○ S. Davis explained this course is no longer being offered and is no longer part of any program. • FT R098 - this is the umbrella course for experimental courses. • HM R117, R119, R120, R122 <ul style="list-style-type: none"> ○ S. Davis explained these courses were removed from the A.S. and COA in Hospitality Management programs. They have never been offered. • PHIL R109 - course is no longer being offered. • PLS R124, R125, R127 	AT	II.A

		<ul style="list-style-type: none"> ○ A. Sandford asked if these deactivations are due to updating the two different tracks within the program? S. Davis confirmed that these were no longer offered so were being removed from the COA and A.S. degree. <p>Yes: Alan Ainsworth, Laura Anderson, Robert Cabral, Armine Derdarian, Dianne Frehlich, Steven Hall, Mi Hurtado, Judy McArthur, Arion Melidonis, Julius Munyantwali, Shannon Newby, Mary Pinto-Casillas, Mati Sánchez, Scott Wolf</p> <p>No: None</p>		
<p>X. Curriculum Updates</p>		<ul style="list-style-type: none"> ● S. Davis thanked everyone working on Mission CIMpossible. She expressed how proud she was of the committee, their hard work, and for helping their colleagues with this project. She thanked P. Trujillo for all of her work with faculty on this project. ● S. Davis encouraged faculty to continue working on courses. Typically, the committee will not accept first reading items at the last committee meeting of the year to avoid waiting on the second reading until the Fall, but this year we will accept those agenda items so that faculty can continue to work on the project. ● S. Davis explained that she has been contacting faculty individually regarding program modifications and will continue to do so. ● A. Sandford asked if PE would be able to submit their courses before the next meeting with a DE addendum? There are two courses on the summer schedule that are listed for Emergency addenda that may raise some concern from the state. D. Frehlich explained there are a lot of different remote instruction methods they can use. Their department has made great progress in utilizing new innovative ways of ensuring instructional contact such as student logs, video proof of exercise, apps that record activity, etc. A. Melidonis added this is a very important opportunity for students who are struggling to stay physically and mentally healthy during this time. A. Sandford encouraged the department to update the courses in time for the next meeting. D. Frehlich mentioned they are trying to get their faculty to complete the required training. 		

<p>XI. CourseLeaf Discussion</p>		<ul style="list-style-type: none"> • P. Trujillo explained a recent discovery of a glitch with one of Dental Hygiene’s courses. During the transition the wrong catalog description was imported into a course. She only noticed because she referenced the old COR to compare. She encouraged the committee, while reviewing courses look at every field, because it is hard to know where all the glitches are. • P. Trujillo announced that she will be holding a Mission CIMpossible webinar with all Dental department faculty. If this is something other departments are interested in or would benefit from please contact her. • P. Trujillo mentioned that if faculty have experienced log in glitches they should be resolved now. She worked with Victory in IT this morning to trouble shoot the issue. Regardless of what browser faculty are in, whether it is Chrome or Firefox, they shouldn’t run into an authorization error. Let her know if this happens. • S. Davis thanked L. Anderson for her work with CourseLeaf and IT to get the Banner bridge working and for her support on the entire project. L. Anderson is the point person for the district on this project and has been doing all the testing. The committee thanked her as well. 		
<p>X. Articulation Report</p>		<ul style="list-style-type: none"> • S. Davis explained that she received new approvals for CSU GE & IGETC. She sent out a list to all faculty with newly approved courses and their Dept. Chairs and Deans with a reminder of when these courses can start being offered. 		
<p>XI. DE Committee Report</p>		<ul style="list-style-type: none"> • S. Wolf shared the DE committee reviewed some of Laura Gentry’s instructional work. They shared links to online resources available to faculty and students <ul style="list-style-type: none"> • Tutoring Center: https://www.oxnardcollege.edu/tutoring • LLRC: https://www.oxnardcollege.edu/departments/student-services/library-learning-resource-center • Coronavirus LLR Resources: https://www.oxnardcollege.edu/coronavirus-llr-resources • S. Wolf added that the resources by provided by CVC-OEI are now available for all California Community Colleges • L. Gonzales added that there is “Drop In” Library Circulation Technical support by phone • J. Munyantwali asked if there is a way for the schedule to display if the class is going to be offered via canvas, zoom etc. L. Anderson explained it is clearly visible on the online schedule; Zoom is 		

noted as the classroom with the days and times noted. A. Sanford shared the online schedule and showed what a Zoom class looks like.

- A. Sanford offered clarification about the plan for Fall classes. Face to Face courses that can convert to partially or fully online will be encouraged to do so. Leadership is optimistic that some people will be back on campus with changes like reducing class size, meeting in larger classrooms, etc. It is important to build in that capacity in case we need to use it.
- A, Melidonis asked if there was a way to designate a “best case scenario” plan for a particular class, and a backup option so that the students can anticipate the changes? A. Melidonis shared that when he asked his students, they said they would rather do live zoom meetings than go to campus increasing the risk. A. Sanford commented that it is too early to do that quite yet, but things change every day.
- A. Sanford added that they are in the early stages of developing safety precautions to have in place in preparation for the move back to campus, including social distancing. They are exploring options for athletics and lab courses, including cutting class size, students meet in shifts, etc.
- J. Mcarthur asked how the Lab courses were dealing with the transition. S. Newby shared that Biology is utilizing Labster. The entry level courses are doing well but the higher-level courses are much harder to transition. She added that Physics is not meeting at a specific time but the faculty have been doing a great job of adding content to Canvas for student to work at their own pace.
- A. Melidonis asked if it is possible to continue to hold office hours via zoom to continue? A. Sanford said it is too early to tell, he doubts there will be objections to that, but the district will need to work on an MOU with AFT at some point. There needs to be a balance between safety and equity.
- J. Diaz asked if the course is scheduled for specific zoom meetings, will banner block students that choose two courses where the time overlaps? L. Anderson confirmed Banner will block students from enrolling and he should encourage students to choose a class with a different zoom meeting time.

		<ul style="list-style-type: none"> • A. Melidonis shared that his classes have transitioned to online quite well and has been able to maintain positive interactions with his students. • S. Hall shared that his success may be discipline specific. The math faculty are having a much more difficult time getting the necessary interaction between faculty and peers. They are making it work as best they can, but it is not great. 		
XII.	GE Committee Report		<ul style="list-style-type: none"> • Committee will meet next fall 	
XIII.	DTRW-I		<ul style="list-style-type: none"> • S. Davis shared they are working on AP and BPs and those that pertain to both Instruction and Student Services and have divided up the work with DTRW-SS. 	
XIV.	New Business	I	<ul style="list-style-type: none"> • S. Davis told the committee to stay tuned on details for a virtual farewell for Judy. • M. Pinto-Caillas asked J. Diaz about the Drop Class deadline. J. Diaz shared that the deadline to file for an EW (Emergency Withdrawal) was extended into Spring 2021 and it is up to the students to submit for that. S. Davis encouraged faculty to tell students to do it as soon as possible as leaving a non-passing grade will impact their GPA and might impact Financial Aid, Transfer, etc. 	I
XV.	Adjournment	AT	The meeting adjourned at 3:20 p.m. Next meetings will be on 5/13	

Member votes were submitted by polling. Report can be found here: https://vcccdventura-my.sharepoint.com/:t/g/personal/ptrujillo_vcccd_edu/EZHl0N8AlclAmxZE9Mw0uRkBzql7utbFIRjEmdQfBWYPBw?e=mw2OUq