



**Curriculum Committee**

*Reviews and recommends to the College President all new courses, new programs, modifications to existing courses and programs, and graduation requirements. This committee's charge include these academic and professional matters as identified in Education Code 53200(c): curriculum, including establishing prerequisites and placing courses within disciplines; degree and certificate requirements; and educational program development.*

**GOALS for 2014-2015**

*Implement course cycle of review (5-Year Review)*

- Continue implementation of COR/program cycle of review
- Work towards compliance on repeatability issues
- Review prerequisite/corequisite establishment process
- Work towards compliance on degrees
- Work on development for additional 1440 degrees
- Develop program review processes
- Develop rubric for GE course qualification, outcomes, and assessment
- Develop SLO component in CurricUNET
- Review DE procedures and standard policy

<b>Curriculum Committee Members:</b>	
<input checked="" type="checkbox"/> Co-Chair, EVP: Lori Bennett <input checked="" type="checkbox"/> Co-Chair, Faculty: Jerry Mansfield <input checked="" type="checkbox"/> Curriculum Technician: Carmen Leiva (non-voting) <input type="checkbox"/> Instructional Data Specialist: Alan Courter (non-voting) <input type="checkbox"/> Instructional Data Specialist: Kim Watters (non-voting) <input checked="" type="checkbox"/> Articulation: Letrisha Mai <input checked="" type="checkbox"/> Library Resources: Mary LaBarge <input type="checkbox"/> Academic Senate President: Mary Rees (ex officio) <input type="checkbox"/> AFT Representative: Rex Edwards (non-voting) <input checked="" type="checkbox"/> Dean: Amanuel Gebru <input checked="" type="checkbox"/> Dean: Lisa Putnam <input type="checkbox"/> Dean: Julius Sokenu <input checked="" type="checkbox"/> Student Representative: Melvin Kim	<input type="checkbox"/> ACCESS/LS: Sile Bassi <input checked="" type="checkbox"/> Behavioral Sciences: Elisa Setmire <input type="checkbox"/> Business: <i>Vacant</i> <input checked="" type="checkbox"/> Chemistry & Earth Science: Robert Keil <input checked="" type="checkbox"/> Communications Studies/Theatre Arts/FTVM: Candice Larson <input checked="" type="checkbox"/> Counseling: Anitra Evans <input type="checkbox"/> EATM: <i>Vacant</i> <input checked="" type="checkbox"/> English/ESL/World Languages: Wade Bradford <input checked="" type="checkbox"/> Health Science: Olga Myshina <input checked="" type="checkbox"/> Kinesiology, Athletics & HED: Remy McCarthy <input checked="" type="checkbox"/> Life Sciences: Sandy Bryant <input checked="" type="checkbox"/> Mathematics: Kathy Fink <input type="checkbox"/> Music & Dance: <i>Vacant</i> <input checked="" type="checkbox"/> Physics, Astronomy & Engineering: Christine Aguilera <input type="checkbox"/> Social Sciences: Hugo Hernandez <input checked="" type="checkbox"/> Visual & Applied Arts: Tim Samoff

<b>Guests</b>	
<input checked="" type="checkbox"/> Norman Marten <input checked="" type="checkbox"/> Carol Higashida	<input checked="" type="checkbox"/> Kim Korinke



## MINUTES

*Meeting began at 1:05 p.m.*

### **APPROVAL OF MINUTES:** September 2, 2014

Co-Chair Jerry Mansfield called for a motion to approve the September 2<sup>nd</sup>, 2014 Meeting Minutes. Robert Keil motioned for approval. Mary LaBarge seconded the motion. Motion carried.

### **INFORMATION ITEMS:**

- A. September – **CTE:** Exercise Science, Radiologic Technology, Nursing, Photography; **Discipline:** Music
- B. October – **CTE:** EATM, Child Development, Multimedia, Graphics, Biotechnology; **Discipline:** Psychology
- C. November – Learning Skills
- D. December - **CTE:** Journalism; **Disciplines:** Engineering

### **DISCUSSION:**

#### **A. DE Addendum Approval for Implementation**

Jerry Mansfield and Lori Bennett discussed the Distance Education (DE) addendum that was proposed last year. The addendum was discussed at length to ensure this would be the best method for detailing “regular and effective faculty-initiated contact” in the Course Outline of Record (COR). The addendum was compared to the current DE addendum in the COR. Jerry suggested an email would be sent out to the committee members to review the proposed addendum, the current DE addendum, along with the college’s definition of “regular and effective faculty-initiated contact.” After review, the addendum will be further discussed in an upcoming meeting. The proposed DE addendum can be found by visiting: [http://www.moorparkcollege.edu/sites/default/files/imported/assets/pdf/curriculum/handouts/Proposed\\_DE\\_Addendum.pdf](http://www.moorparkcollege.edu/sites/default/files/imported/assets/pdf/curriculum/handouts/Proposed_DE_Addendum.pdf)

#### **B. General Education Outcomes Rubric**

Jerry mentioned there was no official General Education (GE) rubric established yet, but that the GE Workgroup would further discuss the development of a standard rubric. Also, the GE Workgroup was tasked with developing a GE five year review calendar for courses to be presented to the Curriculum Committee. It was discussed that in certain occurrences courses will be coming through Curriculum Committee for approval before they are reviewed by the GE Workgroup due to scheduling conflicts, but with the understanding the GE Workgroup may request further changes and the courses may be returning to Curriculum Committee after revisions.

#### **C. Inactivations**

Lori Bennett discussed the inactivations project slated for completion this Fall. The project entails the review of previously inactivated courses and programs by deans, department chairs, curriculum representatives and lead faculty. Lists of these courses and programs will be distributed to deans, department chairs, and curriculum representatives detailing the course impact for each inactivated course, along with a list of inactive programs. The goal of this project is to delete courses/programs, or activate courses/programs this Fall to ensure inclusion of activated courses/programs in the upcoming catalog, as well as reviewing course impacts in other degrees throughout so these programs will have sufficient time to update their affected degrees.

#### **D. 2014-2015 Curriculum Submission and Meeting Dates Timeline**

Lori Bennett discussed the Submission and Meeting Dates for 2014-2015 detailing the process and calendar for substantial and/or new courses and programs, and their scheduled timeline for this year’s curriculum. It was also noted catalog deadlines are as follows: February 26, 2015 is the last Tech Review meeting and March 3, 2015 is the last Curriculum Committee meeting for substantial and/or new courses/program submissions. The 2014-2015 Curriculum Submission and Meeting Dates can be found by visiting: [http://www.moorparkcollege.edu/sites/default/files/files/faculty-staff/committees/curriculum/Resources/2014-2015\\_curriculum\\_submission\\_and\\_meeting\\_dates\\_8.28.14.pdf](http://www.moorparkcollege.edu/sites/default/files/files/faculty-staff/committees/curriculum/Resources/2014-2015_curriculum_submission_and_meeting_dates_8.28.14.pdf)



**E. Curriculum Member Training**

Jerry discussed the various approvals curriculum representatives complete during the approval process in CurricUnet. He emphasized the importance of approving courses with a completed COR at Level 2, and at the end of the process as a curriculum committee member.

**CURRICULUM REVIEW (20 voting members/15 ballots returned):**

**Consent Agenda:**

**A. Technical:**

Course	Units	GE	DE	Title	Action
NS M30	1.5			Basic Cardiac Dysrhythmia Interpretation	Approved w/ 15 votes
PHOT M10	3	C1	X	Beginning Photography	Approved w/ 15 votes
PHOT M20	3		X	Intermediate Photography	Approved w/ 15 votes
PHOT M40	3	C1	X	History of Photography	Approved w/ 15 votes

**B. Outline Update:**

Course	Units	GE	DE	Title	Action
MATH M25C	5	D2		Calculus with Analytical Geometry III	Approved w/ 15 votes
MATH M35	3	D2		Applied Differential Equations	Approved w/ 15 votes

**C. Course Inactivations: No items to discuss.**

**D. Course Deletions: No items to discuss.**

**E. Curricular Modifications:**

Course	Units	GE	DE	Title	Action
MUS M04	3	C1		Survey of World Music <ul style="list-style-type: none"> <li>• Removed GE, Area F</li> </ul>	
MUS M04H	3	C1		Honors: Survey of World Music <ul style="list-style-type: none"> <li>• Removed GE, Area F</li> </ul>	

**Action Agenda**

**A. New Courses: No items to discuss.**

**B. Substantial: No items to discuss.**

**C. Degrees/Programs:**

Program Title	Type	Degree Type	Action
Associate in Science in Exercise Science	Modification	A.S.	Approved w/ 14 votes
Pre-Allied Health Certificate of Achievement	NEW	CoA	Approved w/ 14 votes <ul style="list-style-type: none"> <li>• The committee suggested the dept. discuss with HS and NS as to the positioning of catalog description as a reference to direct students to the Biology section where this program will be listed.</li> </ul>

*Meeting adjourned at 2:30 p.m.*



MOORPARK COLLEGE

## Curriculum Committee Minutes September 9, 2014

Meeting Calendar 2014-2015	
A-138	
1 <sup>st</sup> Tuesday 1:00 pm-2:30 pm & 2 <sup>nd</sup> Tuesday 1:00-2:30 pm	
2014	2015
<del>9/2/2014</del>	1/13/2015
<del>9/9/2014</del>	2/3/2015
10/7/2014	2/10/2015
10/14/2014	3/3/2015
11/4/2014 @ CCCR	3/10/2015
11/11/2014	4/7/2015
12/2/2014	4/14/2015
12/9/2014	5/5/2015