

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 2017-2018

Continue implementation of course cycle of review (5-Year Review)

- Continue implementation of COR/program review
- Ensure compliance on repeatability issues
- Review prerequisite/co-requisite establishment process
- Ensure compliance on degrees
- Work on development of newly approved ADTs
- Ensure all ADTs meet C-ID requirements
- Expand GE Committee
- Continue implementation of CTE 2-year program review processes
- Develop rubric for GE course qualification, outcomes, and assessment
- Maintain/coordinate SLO component in CurricUNET
- Review DE addendum and standard policy
- Implement new DE addendum in CurricUNET

Curriculum Committee Members:	
<input checked="" type="checkbox"/> Co-chair, VP: Julius Sokenu <input checked="" type="checkbox"/> Co-chair, Faculty: Jerry Mansfield <input type="checkbox"/> Curriculum Technician: <i>Vacant</i> (non-voting) <input checked="" type="checkbox"/> Academic Data Specialist: Alan Courter (non-voting) <input type="checkbox"/> Academic Data Specialist: <i>Vacant</i> (non-voting) <input checked="" type="checkbox"/> Articulation: Letrisha Mai <input checked="" type="checkbox"/> Library Resources: Mary LaBarge <input checked="" type="checkbox"/> Academic Senate President: Nenagh Brown (ex officio) <input type="checkbox"/> AFT Representative: Rex Edwards (non-voting) <input checked="" type="checkbox"/> Dean: Carol Higashida <input checked="" type="checkbox"/> Dean: Mary Rees <input checked="" type="checkbox"/> Dean: Helga Winkler <input checked="" type="checkbox"/> Student Representative: Donna Rahgoshay <input checked="" type="checkbox"/> ACCESS/Learning Skills: Jolie Bernal <input type="checkbox"/> Behavioral Sciences: <i>Vacant</i>	<input type="checkbox"/> Business: <i>Vacant</i> <input checked="" type="checkbox"/> Chemistry & Earth Sciences: Robert Keil <input checked="" type="checkbox"/> Child Development: Cynthia Sheaks-McGowan <input checked="" type="checkbox"/> Counseling: Jodi Dickey <input type="checkbox"/> EATM: <i>Vacant</i> <input checked="" type="checkbox"/> English/ESL/World Languages: Wade Bradford <input checked="" type="checkbox"/> Health Sciences: Olga Myshina <input checked="" type="checkbox"/> Kinesiology, Athletics & HED: Remy McCarthy <input checked="" type="checkbox"/> Life Sciences: Beth Miller <input checked="" type="checkbox"/> Mathematics: Daniel Rubinstein <input checked="" type="checkbox"/> Fine and Performing Arts: Robert Salas <input checked="" type="checkbox"/> Physics, Astronomy & Engineering: Scarlet Relle <input checked="" type="checkbox"/> Social Science: Chris Beam <input checked="" type="checkbox"/> Media Arts and Comm Studies: Candice Larson <input checked="" type="checkbox"/> CTE Faculty Liaison: Gary Quire

Guests	
<input checked="" type="checkbox"/> Traci Allen	<input type="checkbox"/>
<input checked="" type="checkbox"/> Howard Davis	<input type="checkbox"/>

MINUTES

Meeting began at 1:08 p.m.

APPROVAL OF MINUTES: May 5, 2017

Co-chair Jerry Mansfield called for a motion to approve the May 5, 2017 Meeting Minutes. Letrisha Mai noted that CIS M124 should be moved from the Consent to the Action Agenda and listed as a new course. She also noted that CIS M120 should be listed as a new course and not as a Substantial Revision in the Action Agenda. The Committee agreed with these proposed revisions. Wade Bradford motioned for approval. Jodi Bernal seconded the motion. The motion carried with no votes against and eight abstentions: Carol Higashida, Mary Rees, Helga Winkler, Olga Myshina, Beth Miller, Daniel Rubinstein, Robert Salas, and Chris Beam.

INFORMATION ITEMS:

- A. Sept—**Disciplines:** Child Development; Sociology; Work Experience; **CTE:** Child Development; Nursing; Photography
- B. Oct—**Disciplines:** EATM; **CTE:** Biotechnology; EATM
- C. Nov—**Disciplines:** College Strategies; Graphics; **CTE:** Graphics; Multimedia
- D. Dec—**Disciplines:** CNSE; **CTE:** Journalism

DISCUSSION:

A. Committee Representation – Jerry Mansfield

Co-chair Jerry Mansfield asked all in attendance to introduce themselves and identify the academic areas they represented. The members were introduced. Traci Allen told the Committee that she was shadowing Letrisha Mai to prepare for her role replacing Letrisha in spring 2018 due to Letrisha's sabbatical. Jerry Mansfield described how changes to the new College organization affected Committee membership. Chris Beam told the Committee that he was subbing for Hugo Hernandez as a rep for Social Sciences due to a scheduling conflict Hugo has in fall 2017.

B. Curriculum Time Line – Jerry Mansfield

Co-chair Jerry Mansfield reviewed the curriculum submission timeline for the 2017-2018 academic year. A spreadsheet listing submission dates was presented to the Committee. He told the Committee in order to get substantial revisions and new items submitted to the Board of Trustees by the end of December, courses and programs need to be submitted to the Curriculum Committee by the end of September. Jodi Dickey pointed out an error in one of the columns of the timeline. Letrisha Mai told the Committee she would correct the error. Letrisha went on to tell the Committee that many of the dates are being affected by a change of the College District to early registration for the fall 2018 semester. She also told the Committee that the UC and CSU systems only approve Moorpark College courses for transfer GE units once per year. She said the Committee should really consider the bulk of revisions to be effective in the fall term following the Committee's approval. Jerry Mansfield reminded the Committee members that the Tech Review sub-committee is charged with the detail review of submitted courses and programs and that content review happens earlier at the department level. He went on to advise all members to turn in ballots at the end of each meeting and defined the difference between consent agenda and action agenda items. He told the Committee that consent agenda items were for technical and outline updates as well as course deletions and that they do not require approval beyond the Committee members; action agenda items are for new courses and programs as well as substantial changes to existing courses and programs. He announced that consent agenda items can be approved by simply checking the approved box at the upper right-hand corner of the ballot but that each item on the action agenda needs to be approved separately by voting for each on the ballot.

C. Dual Enrollment

No discussion took place.

D. Consent Agenda Courses Discussion

Cynthia Sheaks-McGowan told the Committee that CD M03 has DE included as an approved method of instruction and that this should have been reflected on the agenda as well as the ballot.

E. Action Agenda Discussion

Cynthia Sheaks-McGowan told the Committee that a number of new courses were created to address the needs of the Child



Development student population. She said that CD M70-79 were courses created for current professionals (elementary school teachers) to provide state mandated training that is required for anyone teaching transitional kindergarten (TK). She told the Committee that working teachers will need this training if they are to be able to continue teaching TK. She went on to say that new students would also benefit from these new courses as they will be required to obtain this training if they intend to pursue work teaching TK.

Cynthia Sheaks-McGowan told the Committee that the Registered Behavioral Technician (RBT) courses make up a small unit award (Proficiency Award) needed for a particular occupational field: insurance companies. She defined an RBT as someone who would work with children that fell somewhere in the autism spectrum, that they would be identifying behavior, helping with appropriate behavior, and assisting in the implementation of treatment plans for those individuals. Jolie Bernal asked if CD M03H will belong to a GE category. Cynthia Sheaks-McGowan responded that it would. Jolie Bernal asked if a student who was awarded the TK certificate would still need a teaching credential to be employed as a kindergarten teacher. Cynthia Sheaks-McGowan responded that those seeking work as a public school teacher would still need a teaching credential but that they would also need this additional certificate if they were to be a teacher of transitional kindergarten. Jerry Mansfield questioned whether DE should be included in the new course CD M03H noting that honors courses are not permitted to be taught online due to transferability concerns. Cynthia Sheaks-McGowan responded by saying that she was told by Cynthia Barnett (at the time the facilitator of the honors program) that it was permissible to list DE as a method of instruction if the course was offered as a hybrid. Dean Mary Rees told the Committee that the new courses that made up the TK certificate aligned the College's mission. Jolie Bernal mentioned that she thought the RBT courses were originally proposed as non-credit. Cynthia Sheaks-McGowan responded that it made more sense for them to be credit courses. Co-chair Julius Sokenu told the Committee that the original proposal was to have the courses offered as non-credit online courses but that the College would be awarded about 1/10 the apportionment for those courses versus offering them for credit. Mary Rees told the Committee that CSUN has a master's program for RBT but not a bachelor's. She said that they university was open to working on a pathway for transfer to a bachelor's program but only if the College offered courses for credit. Jerry Mansfield pointed out the unusual construction of the RBT M01L courses noting it was a 0.25 unit course. Letrisha Mai told the Committee that the course complies with VCCCD administrative policy. She asked about the placement of statements in the COR regarding TB test results and other state mandated requirements for child development students. Cynthia Sheaks-McGowan told the Committee that it was decided to place these statements in the catalog and not in the COR stating that it would be much easier to manage changes in legislation if the statements were located there.

F. Other

Co-chair Jerry Mansfield called for any interested Curriculum Committee members to please consider joining the GE committee who are in need of new members. Chris Beam volunteered to join the GE committee representing Social Sciences. Scarlet Relle volunteered for the GE committee as a rep for Physical Sciences. Jerry Mansfield told the Committee that Curriculum Committee meetings for the 2017-2018 year were now scheduled on the first and third Tuesday of each month, a change from prior years. He went on to tell the Committee that the 5-year curriculum review timeline is being revised and will be posted when completed. He told the Committee that the state requires review of courses and programs every six years so that the College has a built-in cushion of one year. He defined for the Committee the additional review requirements for CTE programs noting that is not required to revise courses every two years but that the purpose of the greater frequency of review was to verify the continued viability of the program.

Academic Senate President Nenagh Brown addressed the Committee to remind them that last spring the making decisions document was submitted to each committee on campus and the Curriculum Committee had yet to respond with any emendations to the charge of the committee. She told the Committee that the deadline for submitting changes to be included in the final draft of that document was approaching and that the Senate could wait two more weeks. Jerry Mansfield asked the Committee if they should revise the mission statement. He noted that there was a new membership position present: CTE Liaison. Gary Quire announced to the Committee that he was filling this role and that he would also be attending the meetings of the Academic Senate and the CTE workgroup in the same role and would also be attending the monthly meetings for regional CTE group: South Central Regional Consortium. Nenagh Brown told Committee that they need to consider what role this new position will play in meetings, namely, will the position be treated as an ex officio and be allowed to speak at meetings and have those comments recorded in the minutes but not be allowed to vote on matters brought before the Committee, or would the position be allowed full memberships rights. She said that Senate wanted to know what the Committee desired with the regard the CTE liaison's role. Jerry Mansfield said that this will be decided at the next meeting.

FUTURE CURRICULUM TOPICS:

A. Discuss 2017-2018 Goals

No discussion took place.

CURRICULUM REVIEW:

Consent Agenda:

A. Technical:

Course	Units	GE	DE	Title	Action
CD M04L	1			Observation and Assessment Lab	Approved w/19 votes

B. Outline Update:

Course	Units	GE	DE	Title	Action
CD M03	3	B2	X	Child, Family and Community	Approved w/19 votes

C. Course Deletion: No items to discuss.

D. Curricular Modifications: No items to discuss.

Action Agenda:

A. New Courses:

Course	Units	GE	DE	Title	Action
CD M03H	3	B2	X	Honors: Child, Family and Community	Approved w/19 votes
CD M18	2		X	Reflective Practice Seminar	Approved w/19 votes
CD M70	1		X	Preschool Foundations and Frameworks: Social/Emotional Dev.	Approved w/19 votes
CD M71	1		X	Preschool Foundations and Frameworks: Language/Literacy	Approved w/19 votes
CD M72	1		X	Preschool Foundations and Frameworks: English Language	Approved w/19 votes
CD M73	1		X	Preschool Foundations and Frameworks: Mathematics	Approved w/19 votes
CD M74	1		X	Preschool Foundations and Frameworks: Visual Arts	Approved w/19 votes
CD M75	1		X	Preschool Foundations and Frameworks: Performing Arts	Approved w/19 votes
CD M76	1		X	Preschool Foundations and Frameworks: Physical Develop	Approved w/19 votes
CD M77	1		X	Preschool Foundations and Frameworks: Health	Approved w/19 votes
CD M78	1		X	Preschool Foundations and Frameworks: History/Soc. Science	Approved w/19 votes
CD M79	1		X	Preschool Foundations and Frameworks: Science	Approved w/19 votes
RBT M01	2.5		X	Registered Behavior Technician: Knowledge Skills	Approved w/19 votes
RBT M01L	.25			Registered Behavior Technician: Clinical Applications	Approved w/19 votes

B. Substantial: No items to discuss.

C. Degrees/Programs:

Program Title	Type	Degree Type	Action
Transitional Kindergarten	New	C of A	Approved w/19 votes
Registered Behavior Technician	New	Prof Award	Approved w/19 votes

Meeting adjourned at 2:27 p.m.



Curriculum Committee Minutes September 5th, 2017

NEXT MEETING: Tuesday, September 19th, 2017, 1:00-2:30 p.m.

Meeting Calendar 2017-2018	
A-138	
1 st Tuesday 1:00pm-2:30pm & 3 rd Tuesday 1:00-2:30pm	
2017	2018
9/5/2017	1/16/2018
9/19/2017	2/6/2018
10/3/2017	2/20/2018
10/17/2017	3/6/2018
11/7/2017	3/20/2018
12/5/2017	4/3/2018
	4/17/2018
	5/1/2018
	5/8/2018