



**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 2018-2019**

*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
- CourseLeaf

Curriculum Committee Members:	
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Co-chair, VP: Julius Sokenu</li> <li><input checked="" type="checkbox"/> Co-chair, Faculty: Jerry Mansfield</li> <li><input checked="" type="checkbox"/> Curriculum Technician: Ana Barcnas (non-voting)</li> <li><input type="checkbox"/> Academic Data Specialist: Alan Courter (non-voting)</li> <li><input type="checkbox"/> Academic Data Specialist: Gretl Miller (non-voting)</li> <li><input checked="" type="checkbox"/> Articulation: Letrisha Mai</li> <li><input checked="" type="checkbox"/> Library Resources: Mary LaBarge</li> <li><input checked="" type="checkbox"/> Academic Senate President: Nenagh Brown (ex officio)</li> <li><input checked="" type="checkbox"/> AFT Representative: Rex Edwards (non-voting)</li> <li><input type="checkbox"/> Dean: Lisa Putnam</li> <li><input checked="" type="checkbox"/> Dean: Mary Rees</li> <li><input checked="" type="checkbox"/> Dean: Oleg Bepalov</li> <li><input checked="" type="checkbox"/> Student Representative: Jeanette Ralph</li> <li><input type="checkbox"/> ACCESS/Learning Skills: Jolie Herzig</li> <li><input type="checkbox"/> Behavioral Sciences: <i>Vacant</i></li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Business: Ruth Bennington</li> <li><input checked="" type="checkbox"/> Chemistry &amp; Earth Sciences: Robert Keil</li> <li><input type="checkbox"/> Child Development/Education: Cynthia Sheaks-McGowan</li> <li><input checked="" type="checkbox"/> Counseling: Jodi Dickey</li> <li><input type="checkbox"/> EATM: <i>Vacant</i></li> <li><input checked="" type="checkbox"/> English/ESL/World Languages: Wade Bradford</li> <li><input checked="" type="checkbox"/> Health Sciences: Olga Myshina</li> <li><input checked="" type="checkbox"/> Kinesiology, Athletics &amp; HED: Brock Cushman</li> <li><input checked="" type="checkbox"/> Life Sciences: Beth Miller</li> <li><input checked="" type="checkbox"/> Mathematics: Daniel Rubinstein</li> <li><input checked="" type="checkbox"/> Fine and Performing Arts: Robert Salas</li> <li><input checked="" type="checkbox"/> Physics, Astronomy &amp; Engineering: Scarlet Relle</li> <li><input checked="" type="checkbox"/> Social Science: Hugo Hernandez</li> <li><input type="checkbox"/> Media Arts and Communication Studies: Candice Larson and Svetlana Kasalovic</li> <li><input type="checkbox"/> CTE Faculty Liaison: <i>Vacant</i></li> </ul>

Guests	
<input checked="" type="checkbox"/> Josepha Baca	<input type="checkbox"/>
<input checked="" type="checkbox"/> Karin Johansson	<input type="checkbox"/>
<input checked="" type="checkbox"/> Beth Megill	<input type="checkbox"/>
<input checked="" type="checkbox"/> Roger Putnam	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>



## **AGENDA**

*Meeting began at 1:05pm*

### **Approval of Minutes:** September 18, 2018

Co-chair Jerry Mansfield called for a motion to approve the September 18, 2018, Meeting Minutes. Daniel Rubinstein motioned for approval. Ruth Bennington seconded the motion. The motion carried with no votes against and one abstention: Daniel Rubinstein.

### **Information Items:**

- A. SEPT ---- **Disciplines:** CTE: Photography; Biological Sciences; Health Education
- B. OCT ---- **Disciplines:** Kinesiology/ICA; Computer Information Systems
- C. NOV -----**Disciplines:** CTE: Multimedia; CTE: Graphics; CTE: Biotechnology; Biotechnology; CTE: Child Development; Humanities; CTE: EATM
- D. DEC --- **Disciplines:** CTE: Journalism; FTVM; Physics;

### **Discussion:**

#### A. Public Comments

Mary Rees talked about the changes in the process for regional program recommendation, of Career Technical Education (CTE) programs, from the South Central Coast Regional Consortium (SCCRC). SCCRC has added another step prior to receiving program recommendation. This new step now includes the narrative information that is submitted to the Chancellor's Office for state approval. We are currently working to get several certificates through the process.

#### B. Current Events

Scarlet Relle gave a description of the new Engineering courses and programs listed on this agenda. All new courses are tied to the new programs and eventually will move to CTE programs. The Engineering Computer Aided Design and Drafting certificate is designed to prepare students to work in engineering or architectural industry by teaching students a solid foundation in SolidWorks and AutoCAD. While the Environmental Engineering Technology certificate prepares students to work in an environmental industry. Scarlet said these pathways were identified in the Ventura County Office of Education (VCOE) VC Innovates grant, and Moorpark College was given the chance to create these pathways. This will be a great opportunity for students coming from high school going to a community college and moving into a career.

Ruth Bennington provided information on the new Accounting course and proficiency award. She mentioned in addition to ACCT M50, there is another course she is currently working on which will prepare students in Volunteer Income Tax Assistance (VITA). These students will learn tax preparation and help prepare tax returns for low income taxpayers. Ruth is also working on making an A.S. Accounting degree in the near future.

Beth Megill talked about the new Dance courses. These courses are designed to help meet the need of transfer students and streamline the transfer process. She worked with California State University, Channel Islands faculty and continues to work with them to provide new programs in the near future. The DANC M53 course provides the business aspects of dance with future plans to move it to CTE. This course is for anyone that may need to incorporate dance in his or her skill set.

DANC M25 is a corequisite of MUS M24; these courses together meet General Education requirements for the Humanities section in Fine/Performing Arts (C1). Note: DANC M25 had a course number change to DANC M24, on October 4, 2018, after this Curriculum Committee meeting.

Robert Salas provided information on the Pilates courses. He said these set of courses are for the non-traditional student that began dance classes later in their career. This will work for students that need added body work or conditioning or need to improve flexibility. This course would not train a student to be an instructor, it only introduces the material.



Jerry Mansfield mentioned course ENGL M01B – Literature: Critical Thinking and Composition was added as a recommended prep to the English courses listed on the agenda. No major changes to the outline. However, after reviewing the TOP Codes to these courses, the TOP Codes need to be changed. The English courses went from outline revisions to a substantive change due to the TOP Code change.

Rex Edwards provided information on the ECON 170 course. He said it is an entry level course, and it provides the basis for the desire to study economics. It is also a course that will be part of a future transfer degree.

Roger Putnam talked about the GEOL M18 course. One of the fundamentals for Geology study is to go outside and explore out in the field. This course would provide that opportunity and help grow the department. The course would require 3 weekend long field trips (2 days each weekend) and projects out in the field.

Karin Johansson said the PHTC M37 course is supported by the Department, this course focuses on the principles and practices with commercial photography.

Olga Myshina said the EMT M01 course has a unit increase due to regulatory requirement from the Emergency Medical Services Education Standards.

Jerry Mansfield informed the members on the status of our future curriculum system with CourseLeaf. There was a 2-day meeting that took place at the District. In the meeting the colleges provided CourseLeaf with meticulous information during the step-by-step workflow process presented by each college. Jerry said we know what we want to display, and we reviewed the layout in detail. There is additional information required before the workflow is finalized, but the new system will be user-friendly.

Nenagh Brown informed the group on Curriculum Co-Chair elections. The Academic Senate will vote sometime in November. She gave a brief summary on the election process. Nenagh said there is a Fall election, the selected faculty member would shadow the current Co-Chair in the Spring, and would then begin Curriculum Co-Chair responsibilities the following Fall term, for their 2-year office term as Co-Chair. It is highly recommended the Co-Chair have some curriculum experience, and it is preferred the Co-Chair be from the Curriculum Committee. However, other faculty members may be nominated too. A workgroup was formed to determine the nomination process for this current election. The members for that workgroup are: Ruth Bennington, Letrisha Mai, and Mary Rees.

C. C-ID: 5-Year Review  
This item was not discussed.

D. Goals and Accomplishments  
This item was not discussed.

**Curriculum Review:**

**Consent Agenda:**

**A. Outline Update:**

Course	Units	GE	DE	C-ID	Title	Action
ACCT M60	3		X		Excel for Accounting 1	Approved with 16 votes.
ACCT M62	3		X		QuickBooks	Approved with 16 votes.
EMT M01L	2				Emergency Medical Technician-Laboratory	Approved with 16 votes.
PHTC M35	3		X		Introduction to Photojournalism	Approved with 16 votes.

**B. Technical Revision:**

Course	Units	GE	DE	C-ID	Title	Action
GEOL M02	3	A2			Physical Geology	Approved with 16 votes.
RBT M01	2.5		X		Registered Behavior Technician: Knowledge Skills	Approved with 16 votes.
RBT M01L	0.25				Registered Behavior Technician: Clinical Applications	Approved with 16 votes.

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

**D. Curricular Modifications:**

Course	Units	GE	DE	C-ID	Title	Action
THA M27A	3			THTR 174	Costume Design I	Approved with 16 votes.
THA M27B	3				Costume Design II	Approved with 16 votes.
THA M28	3			THTR 175	Production Makeup	Approved with 16 votes.
THA M29	3				Production Makeup SFX	Approved with 16 votes.

**Action Agenda:**

**A. New Courses:**

Course	Units	GE	DE	C-ID	Title	Action
ACCT M50	3		X		Principles of Income Taxation	Approved with 14 votes
DANC M19A	2	E2			Conditioning for Dance: Pilates I	Approved with 14 votes
DANC M19B	2	E2			Conditioning for Dance: Pilates II	Approved with 14 votes
DANC M19C	2	E2			Conditioning for Dance: Pilates III	Approved with 14 votes
DANC M25	1.5	C1			Introduction to Dance Education	Approved with 14 votes
DANC M26	3				Teaching Principles for Dance	Approved with 14 votes
DANC M53	3				Careers in Dance	Approved with 14 votes
ECON M170	3	B2	X		Economic History of the US	Approved with 14 votes
ENGR M05	3		X		2-Dimensional Computer Aided Drawing and Design with AutoCAD	Approved with 14 votes
ENGR M07	3		X		SolidWorks I-Engineering Mechanical Design	Approved with 14 votes
ENGR M08	3		X		SolidWorks II-Engineering Design Practicum	Approved with 14 votes
ENGR M31	4		X		Environmental Engineering Chemistry	Dept. requested HOLD for now. This course needs further review and will be brought back in the near future.
ENGR M33	3		X		Introduction to Environmental Engineering	Approved with 14 votes



ENGR M33L	1				Environmental Engineering Lab	Approved with 14 votes
GEOL M02H	3	A2			Honors: Physical Geology	Approved with 14 votes
GEOL M18	1	A2			Field Experience in Geological Sciences	Approved with 14 votes
PHTC M37	3		X		Professional Practices for Photographers	Approved with 14 votes

**B. Substantial:**

Course	Units	GE	DE	C-ID	Title	Action
EMT M01	6				Emergency Medical Technician	Approved with 14 votes
ENGL M13A	3	C2		<a href="#">ENGL 130</a>	Major American Writers I	Approved with 14 votes
ENGL M13B	3	C2		<a href="#">ENGL 135</a>	Major American Writers II	Approved with 14 votes
ENGL M14	3	C2			Introduction to Poetry	Approved with 14 votes
ENGL M15A	3	C2		<a href="#">ENGL 160</a>	Survey of English Literature I	Approved with 14 votes
ENGL M15B	3	C2		<a href="#">ENGL 165</a>	Survey of English Literature II	Approved with 14 votes
ENGL M16	3	C2			Introduction to Fiction	Approved with 14 votes
ENGL M17	3	C2			Shakespeare	Approved with 14 votes
ENGL M20	3	C2			Introduction to Drama	Approved with 14 votes
ENGL M30A	3	C2; F		<a href="#">ENGL 140</a>	Masterpieces of World Literature I	Approved with 14 votes
ENGL M30B	3	C2; F		<a href="#">ENGL 145</a>	Masterpieces of World Literature II	Approved with 14 votes
ENGL M40	3	C2		<a href="#">ENGL 180</a>	Children's Literature	Approved with 14 votes
ENGL M29A	3	C2			The Bible as Literature (Old Testament)	Approved with 14 votes
ENGL M29B	3	C2			The Bible as Literature (New Testament)	Approved with 14 votes

**C. Degrees/Programs:**

Program Title	Type	Degree Type	Action
Accounting – Proficiency Award	New	PA	Approved with 14 votes
Emergency Medical Technician – Proficiency Award	Program Modification	PA	Approved with 14 votes
Engineering Computer Aided Design and Drafting - Certificate of Achievement	New	CoA	Approved with 14 votes
Environmental Engineering Technology - Certificate of Achievement	New	CoA	Approved with 14 votes

Meeting adjourned at 2:26pm



<b>Meeting Calendar 2018-2019</b>	
<b>A-138</b>	
<b>1<sup>st</sup> Tuesday 1:00pm-2:30pm &amp; 3<sup>rd</sup> Tuesday 1:00-2:30pm</b>	
<b>2018</b>	<b>2019</b>
<del>9/4/18</del>	1/15/19
<del>9/18/18</del>	2/5/19
<b>10/2/18</b>	2/19/19
10/16/18	3/5/19
11/6/18	3/19/19
11/20/18	4/2/19
12/4/18	4/16/19
	5/7/19