



# Curriculum Committee Minutes

## August 15, 2013

### 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 2013-2014

#### 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 SLO, PLO, and IO component in CurricUNET
- Complete honors addendum for honors courses
- Look at broad process for M22 and M80 course updates and renumbering
- Review GE requirements on District, IGETC, and CSU levels
- Review program requirements for TMC, certificates, and proficiency awards
- Review DE procedures and standard policy

Curriculum Committee Members:	
<input checked="" type="checkbox"/> Co-Chair, EVP: Lori Bennett <input checked="" type="checkbox"/> Co-Chair, Faculty: Mary Rees (Interim) <input type="checkbox"/> Curriculum Technician: Carmen Leiva ( <i>non-voting</i> ) <input checked="" type="checkbox"/> Instructional Data Specialist: Alan Courter ( <i>non-voting</i> ) <input checked="" type="checkbox"/> Instructional Data Specialist: Kim Watters ( <i>non-voting</i> ) <input checked="" type="checkbox"/> Articulation: Letrishia Mai <input type="checkbox"/> AFT Representative: Rex Edwards <input checked="" type="checkbox"/> Library Resources: Mary LaBarge <input checked="" type="checkbox"/> Academic Senate President: Mary Rees (ex officio) <input type="checkbox"/> Dean: Amanuel Gebru <input checked="" type="checkbox"/> Dean: Lisa Putnam <input checked="" type="checkbox"/> Dean: Julius Sokenu <input type="checkbox"/> Student Representative: ( <i>non-voting</i> ) <input type="checkbox"/> Student Representative: ( <i>non-voting</i> )	<input type="checkbox"/> ACCESS/LS: Sile Bassi <input checked="" type="checkbox"/> Animal Science/EATM: Cynthia Stringfield <input checked="" type="checkbox"/> Behavioral Science: Elisa Setmire <input checked="" type="checkbox"/> Business: Janice Feingold <input checked="" type="checkbox"/> Chemistry & Earth Science: Robert Keil <input type="checkbox"/> Child Development: Cynthia Sheaks-McGowan <input type="checkbox"/> Communication Studies & Theatre Arts: Neal Stewart <input checked="" type="checkbox"/> Computer Science & Networking: Christine Aguilera <input checked="" type="checkbox"/> Counseling: Denice Avila <input type="checkbox"/> Digital Media Arts: <i>Vacant</i> <input checked="" type="checkbox"/> English/ESL: Jerry Mansfield <input type="checkbox"/> Health Science: Linda Loiselle <input checked="" type="checkbox"/> History & Institutions: <del>Lee Ballesteros</del> /Hugo Hernandez <input type="checkbox"/> Kinesiology, Athletics & Health Education: <i>Vacant</i> <input checked="" type="checkbox"/> Life Science: Sandy Bryant <input checked="" type="checkbox"/> Mathematics: Kathy Fink <input checked="" type="checkbox"/> Music & Dance: Beth Megill <input checked="" type="checkbox"/> Physics, Astronomy & Engineering: Ron Wallingford <input type="checkbox"/> Visual & Applied Arts: <del>Lydia Etman</del> <input type="checkbox"/> World Languages: <del>Grace Bodhaine</del>

Guests	
<input checked="" type="checkbox"/> Candice Larson <del>list as rep</del>	<input checked="" type="checkbox"/> Jazmir Hernandez
<input checked="" type="checkbox"/> Olga Myshina	<input checked="" type="checkbox"/> Chakameh Azimpour
<input checked="" type="checkbox"/> Joanna Miller <del>list as rep</del>	

## MINUTES

*Meeting began at 8:41 a.m.*

### APPROVAL OF MINUTES: N/A

### INFORMATION ITEMS:

- A. CORs for September – Biological Sciences, Multimedia (CTE), Child Development (CTE)
- B. CORs for October – Biotechnology, Biotechnology (CTE), Humanities, Film Studies
- C. CORs for November – EATM (CTE), Computer Information Systems, CNSE (CTE)
- D. CORs for December – Film Television Media, Therapeutic Massage, Therapeutic Massage (CTE)
- E. CORs for January – FTVM (CTE), Music
- F. CORs for February – Health Science, Nutritional Science
- G. CORs for March – Radiologic Technology (CTE), Radiologic Technology

### DISCUSSION:

#### **A. Introduction of Lori Bennett, EVP**

Ms. Mary Rees, Academic Senate President and former Curriculum Committee Co-Chair (faculty), introduced Dr. Lori Bennett as the new Executive Vice President and Curriculum Committee Co-Chair (admin).

#### **B. Welcome from Mary Rees, Academic Senate President**

Ms. Rees welcomed everyone in attendance. Ms. Rees thanked Ms. Letrishia Mai, Articulation Officer, for all of her hard work on the Transfer Model Curriculum (TMC) last year. Ms. Mai's dedication and contribution to the TMCs helped place Moorpark College on the top of the list, for TMCs, state-wide.

#### **C. Curriculum Committee Co-Chair Nominations & Election**

Ms. Rees announced that she was taking nominations for her replacement to the position of Curriculum Co-Chair (faculty). She noted that Mr. Jerry Mansfield had expressed interest in the position and had attended the 2013 Curriculum Institute. Discussion was held regarding Mr. Mansfield's nomination. Ms. Rees called for the motion to approve Mr. Mansfield as the new Curriculum Committee Co-Chair (faculty). Members voted unanimously in favor of the motion. Mr. Mansfield accepted the nomination and will serve a two-year term (2013-2015) pending approval from the Academic Senate.

#### **D. Theatre Discipline – Addition of second discipline and minimum qualifications**

Ms. Rees presented Members with several Theatre Arts courses for review and approval: THA M11A-D, THA M20, and THA M23A-B. In Mr. John Loprieno's absence, Ms. Beth Megill explained that for courses that have a technical/CTE component, expansion of a second discipline and the represented minimum qualifications to include an Associate's Degree (2 years) plus six years of experience in the field, is desired. We requested a recommendation from the State Vice Chancellor's Office this summer on how to handle CORs that have a transfer and a CTE component. They recommended we list the course under both disciplines thus the course would have two sets of minimum qualifications. Dean Julius Sokenu noted that individuals with an industrial background are better suited for courses that are CTE, as they work in the industry and know what the current practices are. Brief discussion was held. Ms. Rees requested that Members of the Committee vote for the presented courses.

### ACTION ITEMS

**Synopsis:** Proposed expansion of Minimum Qualifications to include an Associate's Degree (2 years) plus six years of experience in the field.

#### *Technical:*

Course	Units	GE	DE	Title	Action
THA M11A-D	3.0			• Theatre Production: Technical I-IV	Approved w/ 18 votes
THA M20	3.0			• Stagecrafts	Approved w/ 18 votes
THA M23A-B	3.0			• Lighting Design I-II	Approved w/ 18 votes

#### **E. Stand-Alone Training - Certification**

Ms. Rees reviewed the state mandated Stand-Alone Training documentation with Members of the Curriculum Committee. She reiterated that state approval is not required for stand-alone courses and those courses (or designated as stand-alone) should not be program-applicable. All credit stand-alone courses must be approved locally by the Curriculum Committee and/or District Governing Board. District certifies that all faculty and staff involved in curriculum approval have completed the training. The Certification form must be submitted prior to September 30 of each year. Ms. Rees mentioned that at this time, Title 5 course approval has not been extended past the December 31, 2013 deadline. The approval workflow for a Stand-Alone course is Curriculum Committee, DTRW, the Consultation Council, and then the Board of Trustees. *All of the documentation reviewed during this meeting has been placed on the Curriculum Committee Webpage under Resources.*

#### **F. Curriculum Committee Representation per Department**

Ms. Rees reminded those in attendance that they should let her or Mr. Mansfield know of their respective department representation for the Curriculum Committee as soon as possible.

#### **G. Review CORs, programs of study, and CurricUNET**

#### **H. What's New at the State**

Ms. Rees reviewed developments at the State level that were covered at Curriculum Institute; including Moorpark rated #1 in State TMCs.

#### **I. Meeting schedule/TMC meetings**

#### **J. General Education Learning Outcomes (GELO) – new item**

The Curriculum Committee has approved a five year schedule for GEOs. This schedule setup which GEOs should be assessed each year and requests faculty to meet in the Fall to establish the assessment method and the appropriate rubric. This rubric would be used by faculty in the spring. These assessments would then be used by the department faculty as part of their program plan. The GE workgroup will be asked to facilitate the faculties work on these GEOs. The Curriculum Committee supported this expanded role of the GE workgroup. Ms. Rees noted that several faculty: Mr. Sandy Bryant, Ms. Janice Feingold, and Ms. Mai as well as Dean Julius Sokenu have been involved in the General Education Learning Outcomes as part of the GE workgroup. It is hoped that with the assistance of the new Student Learning Outcomes Coordinator, Ms. Julie Campbell, they will be able to help faculty gather their information in more cohesive manner and to be another set of eyes.

#### **K. Distance Education Workgroup**

Ms. Rees recommended the formation of a Distance Education Workgroup to help certify the DE Addendums, and to create a “best practices” model. Members could include: Dr. Joanna Miller, Ms. Elisa Setmire. The Curriculum Committee approved the formation of this workgroup. This workgroup could request technical assistance from classified or faculty as needed such as: Ms. Ashley Chelonis, Instructional Technologist.



## Curriculum Committee Minutes August 15, 2013

**NEXT MEETING:** Tuesday, September 3, 2013 (tentative)

*Meeting adjourned at 10:15 a.m.*

Meeting Calendar   2013-2014	
A-138	
1 <sup>st</sup> Tuesday 1-2:30pm	
and	
2 <sup>nd</sup> Tuesday 1-4:00pm	
<b>2013</b>	09/03, 09/10, 10/01, 10/08, 11/05, 11/12, 12/03, 12/10
<b>2014</b>	01/07, 01/14, 02/04, 02/11, 03/04, 03/11, 04/01, 04/08, 05/06