



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 program review processes
- Develop rubric for GE course qualification, outcomes, and assessment
- Develop SLO component in CurricUNET
- Review DE procedures and standard policy

Curriculum Committee Members:	
<input checked="" type="checkbox"/> Co-Chair, EVP: Lori Bennett	<input checked="" type="checkbox"/> ACCESS/LS: Sile Bassi
<input checked="" type="checkbox"/> Co-Chair, Faculty: Jerry Mansfield	<input type="checkbox"/> Behavioral Sciences: Elisa Setmire
<input checked="" type="checkbox"/> Curriculum Technician: Carmen Leiva (non-voting)	<input checked="" type="checkbox"/> Business: Janice Feingold
<input type="checkbox"/> Instructional Data Specialist: Alan Courter (non-voting)	<input checked="" type="checkbox"/> Chemistry & Earth Science: Robert Keil
<input checked="" type="checkbox"/> Instructional Data Specialist: Kim Watters (non-voting)	<input type="checkbox"/> Child Development: Cynthia Sheaks-McGowan
<input checked="" type="checkbox"/> Articulation: Letrisha Mai	<input checked="" type="checkbox"/> Communication Studies/Theatre Arts/FTVM: Candice Larson
<input checked="" type="checkbox"/> Library Resources: Mary LaBarge	<input checked="" type="checkbox"/> Computer Science & Networking: Christine Aguilera
<input checked="" type="checkbox"/> Academic Senate President: Mary Rees (ex officio)	<input checked="" type="checkbox"/> Counseling: Denice Avila
<input type="checkbox"/> AFT Representative: Rex Edwards (non-voting)	<input checked="" type="checkbox"/> EATM: Cynthia Stringfield
<input checked="" type="checkbox"/> Dean: Amanuel Gebru	<input checked="" type="checkbox"/> English/ESL: Wade Bradford
<input checked="" type="checkbox"/> Dean: Lisa Putnam	<input checked="" type="checkbox"/> Health Science: Olga Myshina
<input checked="" type="checkbox"/> Dean: Julius Sokenu	<input type="checkbox"/> Kinesiology, Athletics & Health Education: Sherry Ruter
<input checked="" type="checkbox"/> Student Representative: Diego Medina (non-voting)	<input checked="" type="checkbox"/> Life Sciences: Sandy Bryant
<input type="checkbox"/> Student Representative: Jesse Alcala (non-voting)	<input checked="" type="checkbox"/> Mathematics: Kathy Fink
<input checked="" type="checkbox"/> Student Representative: Andrew Brown (non-voting)	<input checked="" type="checkbox"/> Music & Dance: Beth Megill
	<input checked="" type="checkbox"/> Physics, Astronomy & Engineering: Ron Wallingford
	<input type="checkbox"/> Social Sciences: Hugo Hernandez
	<input type="checkbox"/> Visual & Applied Arts: Joanna Miller
	<input type="checkbox"/> World Languages: Vacant

Guests	
<input checked="" type="checkbox"/> Chakameh Azimpour	<input type="checkbox"/>



MINUTES

Meeting began at 1:05 p.m.

APPROVAL OF MINUTES: August 15, 2013 – Approved

INFORMATION ITEMS:

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

NOTE: Christine Aguilera made mention that the “Information Items” listed above were different than those presented in the meeting Agenda on August 15, 2013. After the meeting, we reviewed the calendared items on the posted Moorpark College Curriculum Review Schedule, found on:

<http://www.moorparkcollege.edu/assets/pdf/curriculum/Curriculum%20Review%20Schedule%20-%20Aug%202012.pdf> and only the above courses were listed as such. CNSE (CTE) was missed on the Moorpark College Curriculum Review Calendar and has now been calendared for November 2013, and Film Studies has been moved to

Fall 2014, see below Discussion F.

DISCUSSION:

A. Introductions

Jerry Mansfield (Jerry) introduced himself and welcomed all in attendance, and introduced Lori Bennett and himself as Co-Chairs of the Curriculum Committee. Jerry mentioned a few of his goals as Co-Chair: to establish a “clearer protocol” for a clearer documentation process while establishing curriculum; an attempt to fill the “Help” screens in CurricUnet and expand their usage. Jerry also asked the committee’s opinion on adhering to Robert’s Rules of Order and it was agreed that it was not necessary. Also Jerry, with the input of the Articulation Officer, Letrisha Mai and Beth Megill, suggested that Moorpark College should have one descriptor defining TMC’s, as “TRANSFER DEGREE” because they were being referred by various names, such as: TMC’s, 1440 Degrees, ADT’s, but that going forward the correct descriptor should be “Transfer Degree” since TMC refers to a Model and not a degree.

B. Department/Division Representation

All committee members were welcomed to introduce themselves and their respective titles and representations, and everyone went around the room with introductions. A spreadsheet was projected with curriculum representatives allocated by Division/Department. Discussion was made as to the accuracy of member representation, and it was noted by Lisa Putnam that the previously designated Kinesiology representative, Sherry Ruter was incorrect and is now vacant. ACCESS representative, Sile Bassi also made note that she was only able to come to the meetings once a month, and Lori Bennett asked that she speak to her directly regarding this matter. Ron Wallingford noted that his representation would be for this semester only, and that the following semester his department would have a different representative, and he/she would need standalone training.

At this time, Jerry asked the members if they knew what they should be doing as curriculum members, and Christine Aguilera mentioned what aspects of the CORs should be completed and checked for accuracy, so that when they process to Tech Review, CORs have minimal, if any changes applied, such as filling out objectives and having correct course description language.



Mary LaBarge mentioned that she and Christine Aguilera had made a document as a guide to help fill out the COR, which can be found on: <http://www.moorparkcollege.edu/assets/pdf/curriculum/Filling%20in%20COR%20Info%20-%20Mar%202012.pdf>. Lori Bennett also mentioned that the Curriculum Technician, Carmen Leiva, would be available to help faculty if they needed to set-up faculty individual/group training sessions.

At this time, Jerry also asked if anyone would like to volunteer for the Curriculum Technical Review Workgroup, since Lydia Etman was no longer a member, that a replacement was needed. Beth Megill made mention of interest in joining, and asked that if she could review online, but could not attend meetings, and all were in agreement that this would be all right.

C. CTE Programs are up for review only on their Programs and NOT courses

Jerry and Lori Bennett specified that all CTE's that are coming into revision are only reviewing their Programs and not their entire curriculum courses. They explained that the CTE Programs are on a two (2) year cycle, and that courses are on a five (5) year cycle. The 2 year revisions are mandated by the State, as noted by Julius Sokenu, to review programs, and demands for service and relevance to their industry.

D. Unilateral decision to change M22A's and M22B's to M122, and also M80's into template format in CurricUnet

All agreed this was previously discussed and to use a template format. Note, Mary LaBarge has a hard copy of the language to be used for the M80's. Letrisha Mai also stated the same process should be applied to all M60's. As these courses are changed, they will be submitted to curriculum committee in groups.

E. Curriculum Review Schedule adjustment for Film Studies to Fall 2014

Jerry mentioned that a full-time faculty member would be hired for this department in the near future, and therefore they would be moving the curriculum review to Fall of 2014, all agreed.

F. DE Workgroup

Lori Bennett discussed the creation of a workgroup to help certify the addenda, create a "best practice" model, and they could consult with technical experts, such as Ashley Chelonis. If there were no objections, Joanna Miller and Elisa Setmire would get started on the creation of the workgroup.

G. Report on Curriculum Institute

Jerry reported on the Institute and what was discussed. He spoke of the TMC's, and the CSU's acceptance after the spring. Moorpark's 100% plus participation in the TMC's, and Lori Bennett interjected that it's the State's goal to have a seamless process from K-12, Community Colleges and transfers into CSU and UC schools. Discussion was made that Transfer Degrees such as AS-T and AA-T were part of a guarantee program that if students completed 60 units at Moorpark College, they could transfer to a CSU school and complete their degree there with an additional 60 units, for a total degree with 120 units.

Jerry mentioned the Content Review Process and prerequisites, and a document was projected to review the San Bernardino's Community College content review process and Jerry suggested Moorpark College should be looking ahead to place this into policy or a work group. Lori Bennett suggested it should be placed on the agenda so it could be discussed as an official item.

H. Catalog deadline March 2014

Jerry and Lori Bennett mentioned that the deadline for catalog changes is March 2014, and encouraged that disciplines scheduled for Jan. through Mar. (Music, Health Science, Nutritional Science, and Radiologic Technology CTE) may submit changes before their calendared reviews if they want to get their submissions changed, and into the 2014-2015 catalog.



MOORPARK COLLEGE

Curriculum Committee Minutes September 3, 2013

Meeting adjourned at 2:17 p.m.

NEXT MEETING: Tuesday, September 10, 2013, 1:00-4:00 p.m.

Meeting Calendar 2012-2013 A-138 1 st Tuesday 1:00 pm-2:30 pm & 2 nd Tuesday 1:00-4:00 pm	
2013	2014
9/3/2013	1/7/2014
9/10/2013	1/14/2014
10/1/2013	2/4/2014
10/8/2013	2/11/2014
11/5/2013	3/4/2014
11/12/2013	3/11/2014
12/3/2013	4/1/2014
12/10/2013	4/8/2014
	5/6/2014