

Curriculum Committee Meeting Minutes

Meeting Date	Meeting Time	Meeting Location	Chair/Vice Chair	Note Takers
March 25, 2026	3:04 PM – 4:17 PM	Faculty House	Michael Lannom Melissa Barrios	Anna Butler John-Paul Nguyen

Alternate Meeting Location: Zoom Meeting URL: <https://cccd-edu.zoom.us/j/81388447558>
 Manoj Wickremesinghe, Articulation Office 1441 Longmont Pl., North Tustin, CA 92705

Voting Membership

REPRESENTING		MEMBER
ARTICULATION OFFICER – COUNSELING DIVISION	<input type="checkbox"/>	Manoj Wickremesinghe
BUSINESS & COMPUTING DIVISION	<input checked="" type="checkbox"/>	Mayada Alani
CONSUMER & HEALTH SCIENCES DIVISION	<input checked="" type="checkbox"/>	Tabitha Liang
COUNSELING DIVISION	<input checked="" type="checkbox"/>	Melissa Barrios
KINESIOLOGY & ATHLETICS DIVISION	<input checked="" type="checkbox"/>	Dan Matulis
LIBRARY DIVISION	<input checked="" type="checkbox"/>	Lori Cassidy
LITERATURE & LANGUAGES DIVISION	<input checked="" type="checkbox"/>	Flavia Ruzi
MATHEMATICS & SCIENCES DIVISION	<input checked="" type="checkbox"/>	Mark Hamamura
PROGRAM MAPPING	<input type="checkbox"/>	Laura Reese
SOCIAL & BEHAVIORAL SCIENCES DIVISION	<input checked="" type="checkbox"/>	Jessica Gonzalez
TECHNOLOGY DIVISION	<input checked="" type="checkbox"/>	Michael Lannom
VISUAL & PERFORMING ARTS DIVISION	<input checked="" type="checkbox"/>	Jamie Hitchings
IE COORDINATOR	<input type="checkbox"/>	Sherana Polk
PART-TIME FACULTY	<input type="checkbox"/>	(vacant)
ASOCC STUDENT REPRESENTATIVE	<input type="checkbox"/>	Connor Williamson

Non-Voting Membership

REPRESENTING		MEMBER
OCC PRESIDENT	<input type="checkbox"/>	Angelica Suarez
OCC VICE PRESIDENT OF INSTRUCTION	<input checked="" type="checkbox"/>	Tara Giblin
BUSINESS & COMPUTING DIVISION DEAN	<input type="checkbox"/>	Don Carlson (interim)
CONSUMER & HEALTH SCIENCES DIVISION DEAN	<input type="checkbox"/>	Kelly Holt
COUNSELING DIVISION DEAN	<input type="checkbox"/>	Renee De Long
KINESIOLOGY & ATHLETICS DIVISION DEAN	<input type="checkbox"/>	Laura Behr
LIBRARY DIVISION DEAN	<input type="checkbox"/>	John Taylor
LITERATURE & LANGUAGES DIVISION DEAN	<input type="checkbox"/>	Michael Mandelkern
MATHEMATICS & SCIENCES DIVISION DEAN	<input type="checkbox"/>	Heather Dy
SOCIAL & BEHAVIORAL SCIENCES DIVISION	<input type="checkbox"/>	John Taylor
TECHNOLOGY DIVISION	<input type="checkbox"/>	Don Carlson
VISUAL & PERFORMING ARTS DIVISION	<input type="checkbox"/>	Larissa Nazarenko
DIRECTOR OF CAREER AND TECHNICAL EDUCATION	<input type="checkbox"/>	(vacant)
GRADUATION SPECIALIST	<input checked="" type="checkbox"/>	Leigh Unger
OCC PROGRAM IMPROVEMENT AND ASSESSMENT COORDINATOR	<input type="checkbox"/>	(vacant)
CURRICULUM SUPPORT SPECIALIST	<input checked="" type="checkbox"/>	Anna Butler

Guests (Optional & Voluntary Sign-In):

Blake Longfellow, Melissa Rowden (online), Guido Sendowsky (online)

Item 1: Approval of Agenda & Minutes / Updates

ITEMS	PRESENTER(S)	TOPICS
Agenda and Minutes	Michael Lannom	<p>a. Approval of 03/25/26 Agenda Motion: Tabitha Liang moved to approve the March 25, 2026 agenda; Jamie Hitchings seconded.</p> <p>Mark Lannom moved to remove MARA A153 from the agenda. No objections were raised. The amended agenda was approved.</p> <p>b. Approval of 03/11/26 Minutes Motion: Tabitha Liang moved to approve the March 11, 2026, minutes; Jamie Hitchings seconded; approved.</p>
Curriculum Chair Update	Michael Lannom	Michael will give his update in the discussion items late
Curriculum Staff Update	Anna Butler/ JP Nguyen	
Call for Public Comment		

Item 2: Articulation/General Education: Manoj Wickremesinghe

No new items.

Item 3: Consent Items: All Divisions

COURSE / PROGRAM	ACTION	EFFECTIVE TERM
HVAC A106: Non-Residential Applications for HVAC	Lab hours from 36 to 27, Lab Content, Course Assignment updates, DE updates	FALL 2027
KIN A105: Cardiovascular Fitness Level 1	Units from 0.5 - 2.5 to 1 -3. Lecture hours from 4.5 - 27 to 9 - 27, Lab hours from 13.5 -63 to 27-81, Total Contact hours from 18-90 to 36-108, Sports/Physical Education Course from no to yes	FALL 2027
KIN A119: Cardiovascular Training and Strength Development Level 2	Units from .5-3 to 1-3, Lecture Hours from 4.5-27 to 9-27, Lab Hours from 13.5-81 to 27-81	FALL 2027
MARA A150: Coastal Navigation	Lecture Hours from 18 to 9, Lab Hours from 9 to 27, Methods of Evaluation, Resources, DE updates	FALL 2026
MARA A200: Professional Mariner Internship	Course Description, Prerequisite statement, Methods of Evaluation, Resources	FALL 2026
MUS A012N: Group Singing for Lifelong Learning NC	Change to Open Entry/Open Exit	FALL 2026
WELD A100: Arc & Oxy-acetylene Welding	Course Inactivation	FALL 2026
WELD A200: Advanced Welding	Course Inactivation	FALL 2026

Advanced I Welding (FCAW), Certificate of Specialization (1_CE_FCAWA)	Remove WELD A100 (Retired) & WELD A200 (Retired) as options	FALL 2026
Advanced II Welding (FCAW), Certificate of Specialization (1_CE_FCAWB)	Remove WELD A100 (Retired) & WELD A200 (Retired) as options	FALL 2026
Advanced Welding (SMAW), Certificate of Specialization (1_CE_SMAW)	Remove WELD A100 (Retired) & WELD A200 (Retired) as options	FALL 2026
Apparel Construction, Certificate of Achievement (1_CT_APCN)	Update FASH A130 from 1.5 to 2 units, Update Total Units from 40.5 to 41	FALL 2026
Art History, Associate in Arts Degree for Transfer (1_AAT_ARTH)	Update ART A100/H to CCN ARTH C1100/H, ART A101/H to CCN ARTH C1200/H, HIST A170/H to CCN C1001/H, HIST A175/H to CCN C1002/H	FALL 2026
Astronomy, Associate in Science Degree (1_AS_ASTR)	Remove MATH A182H (Retired) option & remove PHYS A185H (Retired) option	FALL 2026
Athletics, Certificate of Achievement (1_CN_ATHL)	Update ENGL A101/H to CCN C1003/H, Update HIST A170/H to CCN C1001/H, Update HIST A175/H to CCN C1002/H, Remove MATH A155 (Retired)	FALL 2026
Business Administration 2.0, Associate in Science Degree for Transfer (1_AST_BSAD2)	Remove MATH A155 (Retired) as an option	FALL 2026
Business Administration, Certificate of Achievement (1_CT_BSAD)	Update ECON A170/H to CCN C2001/H, Update ECON A175/H to CCN C2002/H, Remove MATH A182H as an option (Retired)	FALL 2026
Communications Studies 2.0, Associate in Arts Degree for Transfer (1_AAT_CMST2)	Update CMST A100 to CCN COMM C1004	FALL 2026
Computer Information Systems, Associate in Science Degree (1_AS_CIST)	Update ECON A170/H to CCN C2001/H, Update ECON A175/H to CCN C2002/H, Update HIST A170/H to CCN C1001/H, Update HIST A175/H to CCN C1002/H CS A131 & CS A170 units 4 to 3	FALL 2026
Computer Information Systems, Certificate of Achievement (1_CN_CIST)	Update ECON A170/H to CCN C2001/H, Update ECON A175/H to CCN C2002/H, CS A131 units from 4 to 3, update Total Units from 29 to 28-29	FALL 2026
Computer Science, Certificate of Achievement (1_CN_CSPR)	Update CS 131 units from 4 to 3, Remove MATH A182H (Retired), update Total Units from 19-21 to 19-20	FALL 2026
Dance Instructor, Certificate of Achievement (1_CN_DNDI)	Remove DANC A114 (Retired)	FALL 2026
Dance, Associate in Arts Degree (1_AA_DANCE)	Remove retired courses and update units to elective list courses for approved course approvals.	FALL 2026
Economics, Associate in Arts Degree for Transfer (1_AAT_ECON)	Update ECON A170/H to CCN C2001/H, Update ECON A175/H to CCN C2002/H, Remove MATH A155 (retired) from electives List A	FALL 2026
Engineering, Associate in Science Degree (1_AS_ENGR)	Remove PHYS A185H option, update elective CS A170 units from 4 to 3, remove elective WELD A100 (Retired)	FALL 2026

English, Associate in Arts Degree (1_AA_ENGL)	Update ENGL A101/H to CCN C1003/H, add ENGL A168H as equivalent to ENGL A168	FALL 2026
English, Associate in Arts Degree for Transfer (AA-T) (1_AAT_ENGL)	Update ENGL A101/H to CCN C1003/H, ENGL A140/H to CCN C1002/H, add ENGL A168H as equivalent to ENGL A168	FALL 2026
Environmental Science, Associate in Arts Degree (1_AA_ENVS)	Update ECON A170/H to CCN C2001/H, Update ECON A175/H to CCN C2002/H, Remove MATH A182H (Retired) option	FALL 2026
Environmental Science, Associate in Science Degree (1_AS_ENVS)	Update ECON A170/H to CCN C2001/H, Update ECON A175/H to CCN C2002/H, Remove MATH A182H (Retired) option	FALL 2026
Flight Operations, Certificate of Achievement (1_CN_AVFO)	Update ECON A170/H to CCN C2001/H, Update ECON A175/H to CCN C2002/H in Suggested Electives	FALL 2026
Food Science, Associate in Science Degree (1_AS_CULN)	Update ENGL A101/H to CCN C1003/H	FALL 2026
Gas Metal Arc Welding (GMAW), Certificate of Specialization (1_CE_GMAW)	Remove WELD A100 (Retired) as option	FALL 2026
Geography, Associate in Arts Degree for Transfer (1_AAT_GEOG)	Modifications approved in curriculum - include CCNs for ECON A170/H and A175/H in Board/COCI submission	FALL 2026
Global Studies, Associate in Arts Degree for Transfer (1_AAT_GLST)	Update ECON A170/H to CCN C2001/H, Update ECON A175/H to CCN C2002/H	FALL 2026
History, Associate in Arts Degree for Transfer (1_AAT_HIST)	Update HIST A170/H to CCN C1001/H, HIST A175/H to CCN C1002/H	FALL 2026
Imaging Assistant, Certificate of Achievement (1_CN_IMAG)	Restricted Electives: Update Area A (change to Area 1) - remove selected courses-change to any course in area, Update Area D (change to Area 4) - remove selected courses-change to any course in area	FALL 2026
Intermediate Welding (SMAW), Skill Certificate (1_CO_SMAW)	Remove WELD A100 (Retired) as an option	FALL 2026
Journalism, Associate in Arts Degree for Transfer (1_AAT_JOUR)	Update ECON A170/H to CCN C2001/H, Update ECON A175/H to CCN C2002/H, HIST A170/H to CCN C1001/H, HIST A175/H to CCN C1002/H	FALL 2026
Kinesiology, Associate in Arts Degree for Transfer (1_AAT_KIN)	Remove KIN A118 (Retired)	FALL 2026
Liberal Arts, Associate in Arts Degree (1_AA_LIB)	Update ART A100/H to CCN ARTH C1100/H, ART A101/H to CCN ARTH C1200/H, CMST A100 to CCN COMM C1004	FALL 2026
Medical Assisting CCMA Eligible Program, Certificate of Achievement (1_CT_MACE)	Update MA A281 from 3.5 to 4 units, Update Total Units from 31.5 to 32	FALL 2026

Nutrition and Dietetics Technician, Associate in Science Degree (1_AS_NADT)	Remove NC A100 as an option, Update Suggested Elective CMST A100 to COMM C1004	FALL 2026
Nutrition and Fitness Education, Certificate of Achievement (1_CT_NCFE)	Update FN A185 from 2 to 3 units, Remove NC A100 (Retired), Update Total Units from 31.5-33.5 to 32.5-33.5	FALL 2026
Nutrition Education, Certificate of Achievement (1_CN_NCNE)	Remove NC A100 (Retired)	FALL 2026
Philosophy, Associate in Arts Degree for Transfer (1_AAT_PHIL)	Update ENGL A101/H to CCN C1003/H	FALL 2026
Pipe, Certificate of Specialization (1_CE_PIPE)	Remove WELD A100 (Retired) & WELD A200 (Retired) as options	FALL 2026
Political Science, Associate in Arts Degree for Transfer (1_AAT_PSCI)	Update ECON A170/H to CCN C2001/H, Update ECON A175/H to CCN C2002/H, Update HIST A170/H to CCN C1001/H, Update HIST A175/H to CCN C1002/H	FALL 2026
Professional Mariner, Certificate of Achievement (1_CN_MRPM)	Restricted Elective: KIN A108 from 0.5-3 to 1-3 units	FALL 2026
Python Programming, Certificate of Specialization (1_CE_CSPY)	CS A131 4 to 3 units; Total Units from 8 to 7	FALL 2026
Real Estate-Broker, Certificate of Achievement (1_CN_RE)	Update ECON A170 to CCN C2001, ECON A175 to CCN C2002	FALL 2026
Studio Arts, Associate in Arts Degree for Transfer (1_AAT_ARTS)	Update ART A100/100H to CCN ARTH C1100/H, ART A101/101H to CCN ARTH C1200/H	FALL 2026
Tooling, Associate in Science Degree (1_AS_MTTL)	Remove WELD A100 (Retired)	FALL 2026
Tooling, Certificate of Achievement (1_CT_MTTL)	Remove WELD A100 (Retired)	FALL 2026
Welding Technology, Associate in Science Degree (1_AS_WELD)	Remove WELD A100 (Retired) & WELD A200 (Retired) as options	FALL 2026
Welding Technology, Certificate of Achievement (1_CN_WELD)	Remove WELD A100 (Retired) & WELD A200 (Retired) as options	FALL 2026

Motion: Tabitha Liang moved to approve the consent items; Jamie Hitchings seconded; approved.

Item 4: Discussion / Action Items

COURSE / PROGRAM	ACTION	EFFECTIVE TERM
Kinesiology & Athletics		
KIN A109: Cardiovascular Training and Strength Development Level 1	Unit/Hour Alignment, Course Assignments updated, DE updates Motion: Dan Matulis moved to approve; Jamie Hitchings seconded; approved	FALL A2027
KIN A128: Hatha Yoga - Level I	Unit/Hour Alignment, Prerequisite added: KIN A128 and/or KIN A228, DE updates, TOP, CIP and SAM codes updated Motion: Dan Matulis moved to approve; Jamie Hitchings seconded; approved	FALL A2027
KIN A213: Cardiovascular Fitness Level 2	New Course Motion: Dan Matulis moved to approve; Jamie Hitchings seconded; approved	FALL A2027
KIN A228: Hatha Yoga Level II	Unit/Hour Alignment, DE updated, TOP, CIP and SAM codes updated Motion: Dan Matulis moved to approve; Jamie Hitchings seconded; approved	FALL A2027
KIN A228: Hatha Yoga Level II	Prerequisite added: KIN A128 Motion: Dan Matulis moved to approve; Jamie Hitchings seconded; approved	FALL A2027
KIN A250: Intermediate/Advance Basketball	Units from .5-1.5 to 1-2, Lecture Hours from 4.5-13.5 to 9-18, Lab Hours 13.5-40.5 to 27-54 Motion: Dan Matulis moved to approve; Jamie Hitchings seconded; approved	FALL A2027
Technology		
MARA A153: Marine Basic Safety Training	Lecture Hours from 72 to 54, Lab Hours from 18 to 54, Methods of Evaluation, Resources, DE updated Item was removed from agenda.	FALL 2026
MARA A153: Marine Basic Safety Training	Material Fee from \$65 to \$79 Item was removed from agenda.	FALL A2026
Visual & Performing Arts		
DANC A001N: Dance Performance Lifelong Learning NC	New Course Motion: Jamie Hitchings moved to approve; Tabitha Liang seconded; approved	FALL A2027
DANC A010N: Ballet Lifelong Learning NC	New Course Motion: Jamie Hitchings moved to approve; Tabitha Liang seconded; approved	FALL A2027
FILM A094N: Editing For Stills Improvement Noncredit	New Course Motion: Jamie Hitchings moved to approve; Lori Cassidy seconded; approved (out of date textbooks removed, per Committee recommendations)	FALL A2027
MUS A027N: Jazz Lab Ensemble for Lifelong Learning Noncredit	New Course Motion: Jamie Hitchings moved to approve; Tabitha Liang seconded; approved	FALL A2027
THEA A003N: Short Form Improvisation for Lifelong Learning NC	New Course Motion: Jamie Hitchings moved to approve; Tabitha Liang seconded; approved	FALL A2027
	Inclusion, Diversity, Equity, Accessibility and Anti-racism (IDEAA) Language for Curriculum Handbook (Attachment A)	

	<p>The Committee reviewed the proposed IDEAA language for a final draft to present to the Academic Senate. Final Revisions made:</p> <ul style="list-style-type: none"> • Moved the (UDL) in parenthesis notation for the first expansion of the acronym, Universal Design Language, in the first paragraph. • Requisites (header), "Align" with state legislation to remove barriers for access. • Revised requisite language, "When present, reflect an articulation /transfer agreement and/or is necessary for student success for all learners. <p>Motion: Michael Lannom moved to endorse the revised IDEAA language Melissa Barrios seconded; approved.</p> <p>Michael Lannom will present this revised draft to the Academic Senate at their meeting. This language will be incorporated into the OCC Curriculum handbook.</p>	
	<p>Distance Education (DE) Template Language (Attachment B) The Committee reviewed the Distance Education language. Recommendations made were:</p> <ul style="list-style-type: none"> • Any references to specific software platforms, add "such as" • Suggested examples of software platforms indicated with "e.g." • List acronym for the Instructional Innovation Center in parenthesis for easier reference. • Discussion was made regarding which name to use for referral of students with disabilities. It was noted that each campus calls their related offices different names. For OCC student and employee usage, it was decided to use the OCC Accessibility Resource Center. <p>Motion: Lori Cassidy moved to endorse the revised DE language Jamie Hitchings seconded; approved.</p>	
	<p>2026-2027 Curriculum Committee Agenda and Meeting Schedule (Attachment C) The Committee will vote on the schedule at the next meeting.</p> <p>Dr. Tara Giblin discussed the proposed new Division alignment effective Fall 2026:</p> <ul style="list-style-type: none"> • Consumer Science Division will merge with Business Division • Health Science will be their own Division • Kinesiology courses will be the Health Sciences Department. • The Athletics courses will be a part of an Athletics Department • Library Division will merge with Social and Behavioral Sciences Division • Dr. Giblin will send the Committee the proposed restructure plan on a document. (Attachment D) 	

Item 5: Adjournment

Motion: Tabitha Liang moved to adjourn; Jamie Hitchings seconded; adjourned at 4:17pm.

Standards

Title 5 §55001(b)–(c) Compliance

Title 5 Section 55001 (c)

Curriculum committees shall have a documented procedure to guarantee accessibility for every student to ensure individuals with disabilities can equally participate in learning through course outlines of record that reflect Universal Design for Learning strategies, which include multiple means of representation, engagement, and expression to support learner variability and diversity.

Title 5 Section 55001.5 (b)

Course outlines of record shall also include representative descriptions of approaches faculty may use to accommodate and engage diverse student bodies, advance equitable student outcomes, and promote the inclusion of all students.

Purpose

Title 5 requires curriculum committees to ensure that Course Outlines of Record (CORs) describe approaches that support equitable learning, inclusion, accessibility, and Universal Design for Learning (UDL). These standards provide reviewers with a reference to evaluate whether a COR meets these expectations. Of note, common course number (CCN) templates issued by the state are developed with Inclusion, Diversity, Equity, Anti-Racism, And Accessibility (IDEAA) in embedded elements.

Suggested review practices include:

Course Description

- Uses clear, inclusive language.
- Accessible to students with diverse backgrounds and abilities.

Objectives / Student Learning Outcomes (SLOs)

- Measurable, inclusive, and free from limiting constraints.
- Allow for multiple forms of demonstrating mastery, when appropriate.

Course Content

- Reflects diverse perspectives when appropriate.
- Avoids cultural, linguistic, or ability-based bias.

Requisites

- Aligns with state legislation (e.g., AB 705/1705) to remove barriers for access.
- Prerequisite information, if present, reflect an articulation/transfer agreement.
- Advisory information, if present, is inclusive and optimizes opportunity for success for all learners.

Methods of Instruction

- Encourages multiple means of engagement.
- Employs culturally responsive and accessible strategies.

Assignments

- Require critical thinking and appropriate rigor.
- Offer UDL-aligned options for engaging with tasks or demonstrating understanding.

Evaluation / Assessment

- Assessments are accessible, transparent, and aligned with objectives.
- Provide varied ways for students to demonstrate mastery when appropriate.

Textbooks and Instructional Materials

- Accessible (captioned, screen-reader compatible, etc.).
- Reflects course content through a diverse range of authors and inclusive representation.
- Support low-cost or zero-cost access when possible.

Equity & UDL Standards (Across the COR)

- Accommodate and engage diverse student bodies.
- Advance equitable student outcomes.
- Promote inclusion for all students.
- Provide multiple means of representation, engagement, and expression.
- Support learner variability and diversity.

Distance Education Addendum

OCC Sample Language

The following language is provided as a sample to support compliance with Distance Education and Regular and Substantive Interaction (RSI) requirements. This language may be copied and pasted into your COR as written or modified to reflect the specific practices used in your course. If revisions are made, maintain measurable and predictable frequencies (e.g., weekly, within 24–48 hours, within one week of submission) and clearly describe instructor-initiated interaction. Using measurable language ensures the course remains compliant with RSI standards and ACCJC expectations.

Need / Justification

This course is offered in a Distance Education (DE) format to increase student access, support flexible scheduling, and provide equitable learning opportunities for diverse student populations. The DE format maintains the same learning outcomes, rigor, and instructor presence as the face-to-face version of the course.

Instructional strategies are intentionally designed to ensure **regular and substantive interaction** between instructor and students in accordance with ACCJC and federal guidelines.

Delivery Methods

Instruction is delivered through the Canvas Learning Management System and in the following modalities:

Fully Online (Asynchronous) - Course instruction and coursework are delivered entirely online without required scheduled meeting times.

Synchronous Online (Live Online) - Course instruction is delivered online at scheduled meeting times using a video conferencing platform.

Hybrid Online - Course includes both asynchronous and synchronous online coursework.

Hybrid On-Campus - Course includes both on-campus meetings and asynchronous online coursework. These courses are often offered in disciplines such as health sciences, technology, and other lab-based programs.

Instructor–Student Contact

Instructor–student interaction is initiated by the instructor and occurs on a regular and predictable weekly basis throughout the term. Interaction is aligned with course learning outcomes and includes direct instruction (in asynchronous courses), facilitation of academic discussions, timely and substantive feedback on assessments, and the provision of course-related guidance and clarification.

All Distance Education modalities include ongoing instructor engagement that supports student learning and academic progress in accordance with RSI requirements.

Specific Types and Frequencies of Regular Instructor–Student Communication:

Contact Type Description

Specific types and frequencies of regular instructor–student communication are outlined below. All interaction is instructor-initiated, occurs on a regular, predictable and measurable basis throughout the term, and is aligned with course learning outcomes. Communication includes announcements, chat rooms, discussion boards, email communication, feedback on student work, and ongoing guidance to support student success in accordance with Regular and Substantive Interaction (RSI) requirements.

Announcements / Bulletin Boards

The instructor posts weekly announcements that outline objectives, deadlines, and key concepts. Additional announcements are posted as needed to clarify assignments, address common questions, or provide course updates. Announcements include instructional guidance, reminders, and course-relevant support.

Chat Rooms

The instructor holds scheduled virtual office hours weekly or as needed via Zoom or Canvas Chat. Students may attend for course questions, clarification of concepts, and assignment support. Additional appointments are available upon request.

Discussion Boards

The instructor facilitates discussions weekly or as needed aligned with course objectives. The instructor provides prompts that require critical thinking and application of course concepts. The instructor actively participates in the discussion threads through guiding questions, clarification, and summary feedback.

Email Communication

The instructor responds to student emails within 24–48 hours on weekdays. The instructor initiates contact with students who miss assignments or demonstrate signs of disengagement. Course-related communication is conducted through Canvas LMS Inbox or official college email.

Scheduled Face-to-Face Meetings

When applicable, optional or required synchronous sessions are scheduled and announced in advance. Sessions include live instruction, demonstrations, Q&A, or review. Recordings are provided for students unable to attend as needed.

Other Type(s)

- Instructor-created video lectures with guided instruction
- Audio or video feedback within SpeedGrader
- Progress reports and early alerts via Messages Student Who... or Starfish.
- Targeted outreach to students who are struggling

Individualized Feedback on Assignments

The instructor provides substantive, individualized feedback on graded assignments weekly, per module and/or on all major assignments/assessments. Feedback includes comments explaining strengths, areas for improvement, and guidance for revision. Major assignments receive detailed written and/or video feedback within one week of submission.

Student–Student Contact (Best Practices)

Student–student interaction is structured and aligned with course objectives. Activities may include:

- Peer review assignments with guided criteria
- Group projects with defined roles and deliverables
- Collaborative discussions
- Structured critique sessions

All student–student interaction is monitored and guided by the instructor to ensure academic focus and alignment with learning outcomes.

Accommodations for Students with Disabilities

Will this course, as designed, accommodate students with disabilities?

Yes

Accommodations Explanation:

Course will accommodate students with disabilities. The Course Management System has been designed to be compliant with requirements for access by students with disabilities. Working with DSPPS and Instructional Innovation Center, Instructors will ensure that course materials are compliant with the American Disabilities Act (ADA) and presented in a manner that allows full access and participation by disabled students. Students with disabilities will coordinate with the college s Disabled Students Services (DSPPS) for additional accommodations.

2026-2027 Curriculum Committee Agenda and Meeting Schedule

The [Curriculum Committee Portal site](#) is a great resource for all curricular information.

All meetings will be on **Wednesdays, 3:00 to 5:00 pm** in the **Faculty House**.

(Per District Policy, effective Terms are Fall only)

CIM Deadline to pass Dean Review by 5:00 pm ¹	Curriculum Agenda/Tech Review Meeting Date	Curriculum Voting Meeting Date	Items allowed for submittal
August 20, 2026 (R)	August 26, 2026	September 2, 2026	Fall 2027 effective date
September 03, 2026 (R)	September 09, 2026	September 16, 2026	Fall 2027 effective date
September 17, 2026 (R)	September 23, 2026	September 30, 2026	Fall 2027 effective date
October 01, 2026 (R)	October 7, 2026	October 14, 2026	Fall 2027 effective date
October 15, 2026 (R)	October 21, 2026	October 28, 2026	Fall 2027 effective date CalGETC submissions due
October 29, 2026 (R)	November 4, 2026	November 18, 2026	Fall 2027 effective date
November 19, 2026 (R)	November 25, 2026	December 2, 2026	Fall 2027 effective date
January 28, 2027 (R)	February 3, 2027	February 10, 2027	Fall 2028 effective date*
February 10**, 2027 (W)	February 17, 2027	February 24, 2027	Fall 2028 effective date*
February 25, 2027 (R)	March 3, 2027	March 10, 2027	Fall 2028 effective date*
March 11, 2027 (R)	March 17, 2027	March 24, 2027	Fall 2028 effective date
March 25, 2027 (R)	April 7, 2027	April 14, 2027	Fall 2028 effective date

Note: Dates, voting items, & additional meetings subject to change as determined by committee majority vote.

¹ Dean-level review does not guarantee placement on the next voting agenda, as all proposals are subject to Tech Review.

*Limited non-substantial items may be pulled into Fall 2027 at the discretion of the Curriculum Committee on a case-by-case basis.

**Adjusted to reflect District Holiday, deadlines to finalize and post Meeting agenda for 02/12/27 to 02/15/27 holiday weekend.

Substantial Curriculum Changes
Change would generate a new control number
BOT submission required
Change in Course Title (CB02)
Creation of a new course record based on an existing one
Credit Status change (CB04)
Units of Credit change (CB06, CB07)
Basic Skills Status change (CB08)
SAM Priority Code change (CB09)
Transfer Level status change (CB21)
Noncredit Eligibility change (CB22)
Addition/removal of course(s) from degrees/certificates
Unit change in degree/certificate
Major changes in methods of instruction, evaluation, or assignments
50% or more of course content changes
CALGETC submissions
Prerequisite(s)/corequisite(s)
Determination of imminent need to expedite
Enrollment limitation change (repeatability)
Affects scheduling

Changes that require BOT submission:
New course/New Program
Title Change
Subject/Number change
Unit change in course
Lecture Hour change
Lab Hour Change
Grading Method
Student Accountability Model (SAM) Code
Course TOP Code change (CB03) - Taxonomy of Program Change
Course Retirement
Course Reinstatement
Course Material Fee Change
Program Retirement
Program change in Required course
Program change in units
Program change in hours
Program Title Change
Program award Goal

Non-Substantial/ Limited Curriculum Changes
Change in Course Department and Number (CB01)
Change in Transfer Status (CB05)
Change in Cooperative Work Experience Status (CB10)
Change in Classification Status (CB11)
Change in Special Class Status (CB13)
Addition of online method of instruction
Minor changes in methods of instruction, evaluation, or assignments
Changes to less than 50% of course content
Catalog description updates
Grading option updates
Number of repetitions



2026-2027 Curriculum Committee Agenda and Meeting Schedule

2026-2027 Curriculum Committee

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VACANT	Part-time Faculty		

Curriculum & CIM Training

For **Content Assistance**, please contact your Division Curriculum Representative, the Curriculum Chair/Vice Chair, or IE coordinator.

For **Technical Assistance** or to set up a drop-in CIM training session, please contact: Anna Butler abutler30@cccd.edu, x 25964 or JohnPaul Nguyen jpnguyen@occ.cccd.edu, x25756