

17.10.A. DISTRICT-WIDE COMMITTEES

- (1) District Chancellor's Consultation Council (DCCC)
- (2) District Council on Administrative Services (DCAS)
- (3) District Council on Human Resources (DCHR)
- (4) Sabbatical Leave

17.10.B. MOORPARK COLLEGE COMMITTEES

- (1) Fiscal Planning (Budget)
- (2) Curriculum
- (3) Faculty Development\*
- (4) Safety

17.10.C. OXNARD COLLEGE COMMITTEES

- (1) Campus Use, Development and Safety
- (2) Planning and Budget Council
- (3) Curriculum
- (4) Professional Development\*

17.10.D. VENTURA COLLEGE COMMITTEES

- (1) Curriculum
- (2) Professional Development\*
- (3) Budget Resource Council
- (4) Safety

If the District creates a new committee which affects faculty members' wages, hours or other working conditions, or affects issues related to subjects to which the Federation has a right to consult under the EERA, the District will, upon request, meet and negotiate with the Federation as to whether an AFT representative should be added to the new committee.

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\*Among other responsibilities, these committees consider issues related to the District's flexible calendar (see Article 9).

## Budget Resource Committee (BRC)

### *Charge*

The Budget and Resource Committee (BRC) is an operational committee responsible for making recommendations to the College Planning Committee and the Ventura College Executive Team. The faculty Co-Chair of the BRC or designee serves as a member of the Accreditation Steering Advisory Group and makes a budget report to the College Planning Committee about Ventura College budget and resource activities. The BRC meets regularly to consider and recommend program review resource requests that support the goals of Ventura College and the District Educational Master Plans, performs usage analysis of College resources to support a sustainable budget, considers strategic and budget planning, accountability issues, and analyzes total cost of ownership issues for Ventura College. The sub-committees of the BRC are the Facilities Oversight Group and the Technology Advisory Group, which prepare reports and make recommendations to the BRC.

### *Co-Chairs*

Faculty Co-Chair appointed by Academic Senate (voting)

Classified Co-Chair appointed by Classified Senate (voting)

Administrative Co-Chair appointed by College President (non-voting, except in case of tiebreaker)

### *Members*

9 faculty members appointed by Academic Senate (including Faculty Co-Chair)

**1 faculty member appointed by AFT**

4 classified professionals appointed by the Classified Senate (including Classified Co-Chair)

**1 classified professional appointed by SEIU**

2 classified supervisors appointed by the Classified Senate

1 student appointed by ASVC

2 administrators appointed by College President

### *Meetings*

3<sup>rd</sup> Wednesday of each month from 2:30pm to 4:00pm

### *Webpage*

<https://www.venturacollege.edu/committees/budget-resource-committee>

## Faculty Professional Development Committee (FPDC)

### *Charge*

**The Ventura College Professional Development Committee creates and fosters opportunities for faculty and staff to grow and improve as professionals. These opportunities should be designed so as to promote and practice better inclusivity and diversity for faculty, staff, and students.**

~~TBD – Fall 2019~~

### *Chair*

Faculty Chair appointed by Academic Senate

### *Members*

~~TBD – Fall 2019~~

**1 faculty member appointed by AFT**

**All other interested faculty**

### *Meetings*

TBD – Fall 2019

### *Webpage*

<https://www.venturacollege.edu/committees/professional-development-advisory>

## Professional Development Coordination Council (PDCC)

### *Charge*

- **To assess and provide recommendations pertaining to professional development needs, activities and funding for the college at large.**
- **To synchronize applicable college wide events.**
- **To plan and implement Flex Day activities aligned with the goals of college-wide plans.**
- **To engage in continuous process improvement via feedback tools.**

~~TBD – Fall 2019~~

### *Co-Chairs*

Faculty Co-Chair appointed by Academic Senate

Classified Co-Chair appointed by Classified Senate

Administrative Co-Chair appointed by College President

### *Members*

The three co-chairs listed above

One Academic Senate Executive Board Member

One Classified Senate Executive Board Member

One ASVC representative appointed by ASVC President

### *Meetings*

TBD – Fall 2019

### *Webpage*

<https://www.venturacollege.edu/committees/professional-development-advisory>

## Safety and Wellness Group (SWG)

### *Charge*

The Safety and Wellness Group is a college advisory group and alerts management, faculty, staff, and students of matters pertaining to campus safety and health related issues. Members review and update safety practices and recommend additional practices as needed. Committee members visually inspect campus buildings for safety and/or health related issues, which are reported to the committee for appropriate resolution. The committee actively promotes educational safety and dissemination of health related information to the campus community.

### *Co-Chairs*

Maintenance Supervisor  
Student Health Center Coordinator

### *Members*

Campus building monitors  
**1 faculty member appointed by AFT**  
All other interested faculty and staff

### *Meetings*

4<sup>th</sup> Thursday of each month from 2:30pm to 3:30pm

### *Webpage*

<https://www.venturacollege.edu/committees/facilities-oversight-advisory-group>

# Curriculum Committee Report

October 2020

This document is provided in satisfaction of the recommended reporting practice, as specified by ASCCC in its document *The Curriculum Committee: Role, Structure, Duties, and Standards of Good Practice* (1996). The applicable text from that document (page 6) reads:

*In any case, reports by the curriculum committee should be a regular senate agenda item. The nature of the senate report requires comment. Typically, the committee reports both on the courses and programs to be recommended to the Board for approval (usually just a list) and on the procedures used (usually as committee minutes). Because Title 5 specifies that curriculum is recommended to the Board by the curriculum committee [Title 5 §55002(a)], it is not the role of the senate to change the recommendations.*

This report provides access to minutes from the Curriculum Committee meeting(s) noted, and additional status information not appearing in the minutes.

Curriculum Committee actions for 1 September, 15 September, and 6 October 2020:

The 1 September and 15 September Curriculum Committee meetings focused on approving (retroactively, as permitted by the state chancellor's office [CCCCO]) the Blanket DE Addendum courses for summer and fall 2020. There were over 400 such courses, approved in two batches of about 200 courses at each meeting. The reason for splitting into two batches was that some of the courses had minimal changes and could be processed quickly, while the others had more extensive changes (including some five-year review revisions in addition to adding DE) that required additional time for technical review. Our curriculum technician Sarah Ayala has since succeeded in submitting all 400-odd courses to the state via COCI, so kudos to her for beating the CCCCCO's December deadline by over two months.

The 6 October meeting included a few non-DE course approvals but focused on procedural items including setting goals for the committee, identifying a successor faculty co-chair for next year (my term expires 31 May 2021 and I am not running for re-election due to a planned retirement in summer 2022), and revising the existing procedure for GE approvals. The committee also approved two new courses for the local AA/AS GE list that had been recommended at the Philosophy and General Education Workgroup meeting held on 29 September, and accepted additional recommendations regarding future procedures for adding or removing courses to/from the local AA/AS GE list.

At the 1 September meeting, the biology department requested that its course ANAT V01 be removed from the local AA/AS GE list (and also the CSUGE-B and IGETC lists, although the latter requests are generally handled through articulation rather than curriculum committee). Objections were raised by representatives of other divisions, and lengthy discussions ensued that continued through the 15 September meeting. (This issue was also brought up during public comments at a recent Senate meeting.) At the 6 October Curriculum Committee meeting, Phil Briggs provided enrollment, completion, and success data to compare the results of pre-Nursing versus GE students during recent semesters. Because the data did not become available until just before the meeting, we deferred a final resolution to give Curriculum Committee members time to review the information. I anticipate having the final vote on this question at the 20 October Curriculum Committee meeting, following any additional discussion that may arise concerning Phil's data.

[Minutes \(final\) of 1 September 2020 Curriculum Committee meeting](#)

## [Minutes \(draft\) of 15 September 2020 Curriculum Committee meeting](#)

(Minutes of the 6 October 2020 meeting are not yet available.)

Additional pertinent information to be emphasized, or not appearing in the minutes:

The Curriculum Committee is continuing to meet virtually due to the pandemic.

We are being apprised of the progress that management is making in creating an Ethnic Studies department and identifying and hiring qualified faculty to develop and teach Ethnic Studies (AES) courses that satisfy the new CSUGE-Breadth Area F created due to the passage of AB 1460. We have identified existing faculty with the required FSAs but management has advised us that they will still need to undergo a hiring process (mandated by District HR) if they are currently teaching in a discipline other than Ethnic Studies. This is the first major change to the CSUGE pattern in four decades. The timeline is tight (our new/revised courses must be submitted via the articulation process to the CSU system by the first week of February if they are to have any chance of being approved in time for publication in the fall 2021 VC catalog).

The noncredit Basic Law Enforcement Academy was approved at the state earlier this month, just in time to support the new cohort that begins on 19 October. Sarah Ayala, the curriculum technician, was instrumental in contacting the right people at the state to expedite this after Jennifer Kalfsbeek-Goetz had negotiated the course and program tweaks needed to make this type of program acceptable to the CCCCCO.

During technical review of new program proposals, we discovered issues in the system Phil Briggs developed to submit new-program PSLOs to the SLO committee. We have advised them of our discoveries, and they are working on the problems.

New program proposals currently in technical review include the Spanish ADT, the local Chicana/Chicano Studies degree, and the UCTP proposals in Chemistry and Physics.

Dorothy Farias is updating most of the spring 2021 blanket DE addendum courses. We have identified approximately 90 courses not offered in summer or fall that require DE updates for next semester. Some of these have already come through technical review, but as curriculum committee members have requested reducing the number of batches of blanket DE courses approved to the minimum possible, we are holding these for a single mass approval expected to occur at the second Curriculum Committee meeting in November.

The new Drupal system has proven challenging for many of our classified professional to master. I have tried it myself after undergoing training and have also found it difficult and unfriendly to use, particularly for structured file uploads of the type needed to create grids of meeting agendas and minutes. Uploading and linking a single agenda or minutes file requires engaging in a complex ritual each time. This and other issues related to COVID have led to delays in posting Curriculum Committee minutes as quickly as had occurred in the past.

You may direct questions regarding the foregoing, including the linked meeting agenda/minutes, to [Michael Bowen](#), the faculty co-chair of the Curriculum Committee.