



Curriculum Committee Meeting Minutes

Multi-Disciplinary Center – West, Room 312 (MCW 312)

Tuesday, May 2, 2023 at 3:00pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2023 UNLESS OTHERWISE NOTED.

Called to order 3:02pm

I. ROLL CALL (Quorum is 8 out of 15 voting members)

VOTING MEMBERS		
Faculty Co-Chair	<input checked="" type="checkbox"/> Peter Sezzi (PS)	
Faculty Co-Chair	<input checked="" type="checkbox"/> Maline Werness-Rude (MWR)	
Articulation Officer	<input type="checkbox"/> Vacant	
Technical Review Chair	<input checked="" type="checkbox"/> Michael Callahan (MC)	
Academic Senate President	<input checked="" type="checkbox"/> Dan Clark (DC)	
AFT Rep.	Vacant	
Career Education I Division	<input checked="" type="checkbox"/> Nicole Falco (NF)	<input type="checkbox"/> Kafui Okosun (KO)
Career Education II Division	<input checked="" type="checkbox"/> Dorothy Farias (DF)	<input type="checkbox"/> Vacant
English & Math Division	<input checked="" type="checkbox"/> Amanda Martin (AM)	<input type="checkbox"/> Vacant
Health, KIN, ICA, Performing & Visual Arts Division	<input type="checkbox"/> Krenly Guzman Gonzalez (KG)	<input type="checkbox"/> Robin Hester (RH)
Librarian	<input type="checkbox"/> Kaela Casey (KC)	
Library, Languages, Behavioral & Social Sciences Division	<input type="checkbox"/> Rubisela Gamboa (RG)	<input type="checkbox"/> (Vacant)
Sciences Division	<input checked="" type="checkbox"/> Chloe Branciforte (CB)	<input type="checkbox"/> (Vacant)
Student Services Division	<input checked="" type="checkbox"/> Maria Reyes-Sanchez (MRS)	<input checked="" type="checkbox"/> Gema Espinoza Sanchez (GS)
NON-VOTING MEMBERS		
CIO co-chair	<input checked="" type="checkbox"/> Jennifer Kalfsbeek-Goetz	
ASVC Rep. (ASVC Director of External Affairs)	<input type="checkbox"/> Rona Williams	
Dean	<input type="checkbox"/> Bernard Gibson (Health/Kin/Athletics/PA)	<input type="checkbox"/> Aaron Jones (SCI)
Dean	<input type="checkbox"/> Lisa Putnam (Lib/Lang/S&B Sci/ Vis Art)	<input type="checkbox"/> Felicia Dueñas (CEII)
Dean	<input type="checkbox"/> Nenagh Brown (Engl/Math/Comm)	<input type="checkbox"/> Phil Briggs (IE)
Dean	<input type="checkbox"/> Debbie Newcomb (CEI)	<input type="checkbox"/> Leticia Canales (Stud Serv)
Dean	<input type="checkbox"/> Jesus Vega (Stud Serv)	
Academic Data Specialist	<input type="checkbox"/> Olivia Long	
Academic Data Specialist	<input type="checkbox"/> Kelly Denton	
Recorder/Curriculum Specialist	<input checked="" type="checkbox"/> Sarah Ayala	
Distance Education Liaison	<input type="checkbox"/> Sharon Oxford	
Registrar	<input type="checkbox"/> Gaby Asamsama-Acuña	

Guests: J. Garner (BIOL), V. Stewart (BUS)

II. ADOPTION OF THE PROPOSED AGENDA (Discussion/Action – 2 min)

MATH V40J should be under First Reading with a title change, rather than Consent Agenda

P. Sezzi called for a motion to approve the agenda with adjustment of placement of MATH V40J from Consent Agenda to First Reading: Courses.

Motion by: N. Falco

Seconded by: D. Clark

Discussion: None

Final resolution: Agenda approved with adjustment listed above

Yes: C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, M. Reyes- Sanchez

No: None

III. INTRODUCTIONS AND GENERAL ANNOUNCEMENTS (Information)

A. Public Comments (limited to 5 min per person) ¹

None

IV. APPROVAL OF MINUTES: [April 11, 2023](#) - Discussion/Action – 2 min)

P. Sezzi called for a motion to approve the minutes from the 4/11/23 Curriculum Committee meeting

Motion by: C. Branciforte

Seconded by: D. Farias

Discussion: None

Final resolution: Minutes approved as presented

Yes: C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, M. Reyes- Sanchez

No: None

Recorder’s Note: G. Espinoza-Sanchez and A. Martin arrived after the Approval of Minutes vote.

V. OLD BUSINESS (Discussion/Action)

A. None

VI. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment – 5 min)

A. Review: MATH V40J, MICR V01

P. Sezzi called for a motion to approve the Requisite proposals

Motion by: C. Branciforte moved to approve the Requisite, Distance Education and Consent Agenda items all together.

Seconded by: D. Clark

Discussion: None

Final resolution: All items in Requisites, Distance Education, and Consent Agenda approved

Yes: C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, A. Martin, M. Reyes- Sanchez

No: None

Abstain: G. Espinoza-Sanchez

¹ Five minutes is allotted to any member of the public who wishes to address the curriculum committee, with a maximum of twenty minutes per topic aggregated for all speakers, unless extended by vote of the committee. At the request of any speaker proposing to address a specific agenda item, the committee may also vote to permit that speaker’s comments to be deferred until the meeting progresses to that topic.

**VII. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL
(Discussion/Action; see attachment – 5 min)**

A. Review: MATH V40J, MICR V01

Distance Education proposals voted on under Item VI: Requisites

VIII. MINIMUM QUALIFICATIONS (Discussion/Action)

A. None

IX. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Action; see attachment)

A. ~~MATH V40J~~, MICR V01

MATH V40J removed from Consent Agenda and moved to First Reading: Course Proposals Not Requiring Board of Trustee Approval under Item II: Adoption of Agenda

Consent Agenda proposal voted on under Item VI: Requisites

**X. SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL
(Discussion/Action; see attachment)**

A. None

**XI. SECOND READING PROGRAMS: CURRICULAR PROPOSALS FOR APPROVAL
(Discussion/Action; see attachment)**

A. None

XII. FIRST READING PROPOSALS:

**A. COURSE PROPOSALS REQUIRING BOARD OF TRUSTEE APPROVAL
(Discussion/Action; see attachment)**

1. None

**B. COURSE PROPOSALS NOT REQUIRING BOARD OF TRUSTEE
APPROVAL (Discussion/Action; see attachment – 2 min)**

1. *MATH V40J*

C. PROGRAMS: (Discussion/Action; see attachment – 5 min)

1. New: AA Film Studies, COA Public Administration

**2. Revision: AS Engineering, COA Engineering, COA Medical Assistant-
Multi-Skilled**

P. Sezzi called for a motion to approve the First Reading course proposal

Motion by: D. Farias

Seconded by: C. Branciforte

Discussion: None

Final resolution: First Reading course proposal approved

*Yes: C. Branciforte, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, A. Martin,
M. Reyes- Sanchez*

No: None

P. Sezzi called for a motion to approve the First Reading (2) New Program proposals

Motion by: D. Clark

Seconded by: N. Falco

Discussion: Programs briefly described by faculty present

Final resolution: New Program proposals approved for First and Second reading simultaneously per previous Curriculum Committee Resolution

Yes: C. Branciforte, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, A. Martin, M. Reyes- Sanchez

No: None

P. Sezzi called for a motion to approve the First Reading (3) Revised Program proposals

Motion by: C. Branciforte

Seconded by: N. Falco

Discussion: Programs briefly described by faculty present

Final resolution: Revised Program proposals approved for First and Second reading simultaneously per previous Curriculum Committee Resolution

Yes: C. Branciforte, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, A. Martin, M. Reyes- Sanchez

No: None

XIII. ADMINISTRATIVE CHANGES (Discussion/Action)

A. COA Agriculture Pest Control Adviser Preparation

P. Sezzi called for a motion to approve the Administrative Change

Motion by: C. Branciforte

Seconded by: D. Farias

Discussion: Program had inactivated course in course selection list. Course removed, narrative and CIM updated and will be resubmitted.

Final resolution: Administrative Change proposal approved

Yes: C. Branciforte, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, A. Martin, M. Reyes- Sanchez

No: none

XIV. CURRICULUM COMMITTEE BUSINESS

A. Curriculum Co-Chair Nomination(s) (Discussion/Action) – M. Werness-Rude

D. Farias nominated Dan Clark for co-chair, and Dan Clark accepted the nomination.

Proposal: 2nd Co-Chair release of (0.4) – can it be split in half or in pieces for others to assist as “Tech Review Leads”? It was proposed that if Dan accepts, then there will be a rotation of 0.1 (or whatever works) of others to help each semester as needed.

0.2 would be best to set as a base for Tech Review Lead. Committee hopes for fluidity in release time with their teaching commitments.

B. Curriculum Co-Chair(s) Election (Discussion/Action) – M. Werness-Rude

Dan Clark voted in as Curriculum Co-Chair for AY 23/24 and AY 24/25 by acclimation

C. AO Status (Discussion) – J. Kalfsbeek-Goetz

New Articulation Officer has been hired and will start on July 10, 2023.

XV. POLICY AND PROCESS (Information or Discussion/Action)

A. None

XVI. PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachments)

A. None

XVII. REPORTS & STANDING ITEMS (Information)

A. Co-Chairs Training – M. Werness Rude, P. Sezzi

1. [Courses/Programs in line for first meeting of AY 23/24](#)

Document linked and discussed shows course and programs to go to first Curriculum Committee meeting in August

B. Technical Review Chair – M. Callahan

1. Program Status Spreadsheet (see [attachment](#) in share folder)

Michael Callahan discussed [Curriculum stats](#)

C. Articulation

D. Board of Trustees/ DCCI (formerly DTRW-I)

1. COA Automotive Career Education Expert Technician (new) to be presented for approval at 5/9 BOT meeting

E. Subcommittees/Workgroups

1. CCT Task Force Workgroup Updates – D. Farias

a. Link to the canvas course: <https://vcccd.instructure.com/enroll/L6JJLF>

Enroll in the course if you haven't already!

F. Recent Curriculum Approvals at the State (CCCCO) – S. Ayala

1. AS-T Film, Television, and Electronic Media (new), AS Diesel Mechanics (revision), AS Diesel Engine Repair (revision), COA Medium and Heavy-Duty Vehicle Repair (revision)

XVIII. DISCUSSION/INFORMATION (Information or Discussion/Action)

A. None

XIX. REQUESTS FOR FUTURE AGENDA ITEMS

P. Sezzi distributed the draft of AY 23/24 Tech Review and Curriculum Committee meeting dates. Committee to vote on schedule at first meeting in August.

Please send Sarah an email to advise if you will be on the committee next year. Please spread the word to colleagues who may be interested in joining the committee. We need consistent, active members to reach quorum and move curriculum in a timely manner.

JKG: Compressed calendar options currently being discussed. District leaning toward a 4-week winter 10-week summer schedule. District will make recommendation to AFT. Current plan for implementation is for academic year 24/25.

NEXT MEETING

August 2023 (tentative date 8/22/23)

Location (In Person): MCW 312

Written materials relating to a Curriculum Committee meeting item that are distributed to at least a majority of the Curriculum Committee members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at Ventura College located at
4667 Telegraph Road, Ventura, CA 93003 or at the Curriculum Committee meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of:
Dr. Jennifer Kalfsbeek-Goetz, Vice President Academic Affairs
Ventura College - 4667 Telegraph Road, Ventura, CA 93003 - (805) 289-6464

2022-2023 Curriculum Committee Goals:

- Provide training(s) to the Curriculum Committee (CC) on curricular and program proposals in order to promote a culture of participation at CC meetings
- Complete FT Articulation Officer recruitment and, if it is not successful, continue recruitment until filled.
- Develop and implement specific processes for course and program in-putting and review that involve CC members
 - a. Help CC members work with discipline faculty to have curricular and program proposals ready for CC approval
 - b. Engage CC members in the technical review of courses
- Maintain transparency of:
 - a. Course and program review processes
 - b. Higher order curricular issues (and types of curriculum)
- Committee supports faculty in revising courses/programs to ensure maximum equity and anti-racism a. See also the Academic Senate of California Community Colleges Resolution 9.01, "F21 Adding Culturally Responsive Curriculum, Equity Mindedness and Anti-Racism to Course Outline of Record (COR) Requirements in Title 5"

[Curriculum Canvas Page Link](#)