I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE AGENDA

IV. PUBLIC COMMENTS

V. APPROVAL OF MINUTES: March 3, 2015

VI. POLICY AND PROCESS DISCUSSION:
A. Curriculum Committee Subcommittees
   1. Philosophy and General Education
   2. Curriculum Technical Review & Prerequisites
      a. DRAFT Charter
   3. Distance Education Curriculum Review

VII. Curricular Proposals for Approval
A. Credit Courses: Second Reading
   1. New
      • **CD V22** Behavior Management in Early Childhood Education 3 units
   2. Revise
      T=Title (substantial); U=Units, H=Hours (increased); EL=Enrollment Limitation, P=Prereq, C=Coreq (substantial), RP=Recom. Prep.; D=Description (substantial); F=Fees (required); FT=Field Trips; R=Repeat (added or increased)
      • **GERM V01 (D)**
   3. Prerequisite(s)/Corequisite(s)/Recommended Preparation
      • **CD V22**
      RP-new: ‘CD V02 or CD V03’
   4. 88s and 89s
   5. Distance Education
      • **CD V22**
      New: Hybrid (1-50% online)
      • **GERM V01**
      Review: Hybrid (51-99% online)
6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions):

7. Noncredit Courses

8. Study Abroad/International Education

B. Credit Courses: First Reading

1. New

2. Revise
   T=Title (substantial); U=Units, H=Hours (increased); EL=Enrollment Limitation, P=Prereq, C=Coreq (substantial), RP=Recom. Prep.; D=Description (substantial); F=Fees (required); FT=Field Trips; R=Repeat (added or increased)
   • CHEM V01B FT- from ‘Not Required’ to ‘May Be Required’
   • GW V02Q COUN V10C ID change

3. Prerequisite(s)/Corequisite(s)/Recommended Preparation/Enrollment Limitation(s)
   • CHEM V01B
     P-review: ‘CHEM V01A with grade of C or better’

4. 88s and 89s

5. Distance Education

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions):

7. Noncredit Courses

8. Study Abroad/International Education

VIII. COURSE AND PROGRAM INFORMATION ONLY—CONSENT AGENDA

A. Curricular Activity: Technical Action

1. Delete (Remove from catalog)
   • GW V01A/V01G/V02T/V90*
     *Effective Fall 2015

2. Technical Revisions (Nonsubstantial Changes in Catalog)
   ID=Course Number; T=Title; U=Units; H=Hours; P=Prereq; C=Coreq; RP=Rec Prep; EL=Enrollment Limitation; D=Description; F=Fees; FT=Field Trips; R=Repeat; Was=Formerly; Same as; RS=Record Symbol; Non-degree; TR=Transfer
   • AUTO V27 (Was=Formerly, not NEW; correction from 04.29.14 meeting)
     Formerly AUTO V14
   • AUTO V27L (Was=Formerly, not NEW; correction from 04.29.14 meeting)
     Formerly AUTO V14LA
• AUTO V38 (Was=Formerly, not NEW; correction from 12.02.14 meeting)  
   Formerly AUTO V18
• AUTO V38L (Was=Formerly, not NEW; correction from 12.02.14 meeting)  
   Formerly AUTO V18L
• AUTO V34 (Was=Formerly, not NEW; correction from 12.02.14 meeting)  
   Formerly AUTO V20
• AUTO V34L (Was=Formerly, not NEW; correction from 12.02.14 meeting)  
   Formerly AUTO V20LA
• AUTO V30 (Was=Formerly, not NEW; correction from 11.18.14 meeting)  
   Formerly AUTO V22
• AUTO V30L (Was=Formerly, not NEW; correction from 11.18.14 meeting)  
   Formerly AUTO V22LA

3. Technical Revision (Articulation Purposes)  
   Does not require DTRW-I or Board approval  
   CO=Course Objectives (substantial); CC=Course Content (substantial); LC=Lab Content (substantial)
   • CHEM V01B (CO, CC)

4. Course Review/Update (No catalog changes)

5. Prerequisite(s)/Corequisite(s)/Recommended Preparation Review

6. Distance Education (Revision/Update – No catalog changes)

7. Degrees, Certificates and Awards (Nonsubstantial)

IX. DISCUSSION/INFORMATION (CONSENT and/or ACTION)

A. DTRW-I Report for Meeting Held 03.12.15 (Information) – P. Jefferson
   • AS-T Nutrition and Dietetics
   • Early Fall 2016 Registration (impact on curriculum submission)
   • POSC update
B. Curriculum Committee Charge for Making Decisions at Ventura College Document (Information/Discussion) – P. Jefferson
   • Review and Submit Responses no later than March 27, 2015
C. Non-Credit Instruction and Training (Information/Discussion) – P. Jefferson
D. C-ID Update (Information) – G. Arevalo
E. Other

NEXT MEETING
April 7, 2015 – 3:00 p.m.
Multidisciplinary Center West Conference Room (MCW-312)
DEADLINE

for effective date of Fall 2016

May 1, 2015

for all courses, degrees and distance education

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

Patrick Jefferson, Executive Vice President
Ventura College
4667 Telegraph Road
Ventura, CA 93003
(805) 289-6464
I. CALL TO ORDER
   A. Gonzales called the meeting to order at 3:13 p.m.
   She noted that Alex Kolesnik and Ben Somoza were present as guests to discuss
   their respective courses on the agenda.

II. ROLL CALL
   VOTING MEMBERS PRESENT: M. Bowen, C. Branciforte, T. Dalton, A. Gaines, A.
   Gonzales (co-chair), R. Koerner, D. Newcomb, R. Petitfils, and D. Young.
   [ABSENT: G. Arevalo, N. Fredrickson, P. King, and C. Wendt. (note vacant seats: AFT
   Representative, 1 representative from Distance Education, Professional Development,
   Social Science & Humanities Division, and 2 representatives from Communications &
   Learning Resources division)]

   NON-VOTING MEMBERS PRESENT: S. Bricker, O. Duangpun, P. Jefferson (co-chair),
   O. Long, J. Osborne (ASVC Rep.), and K. Schrader. (ABSENT: T. Harrison, D. Kumpf,
   Gwendolyn Lewis-Huddleston, V. Lugo, and L. Wright)

   GUESTS: Alex Kolesnik and Ben Somoza

III. APPROVAL OF THE AGENDA
   A. TIME CERTAIN 3:10pm Discussion of MATH V19 course proposal

   A. Gonzales called for a motion to approve the agenda.
   Motion by R. Petitfils, second by M. Bowen
   Final Resolution: Motion was approved.
   Yes: M. Bowen, C. Branciforte, T. Dalton, A. Gaines, A. Gonzales (co-chair), R.
   Koerner, D. Newcomb, R. Petitfils, and D. Young.

IV. PUBLIC COMMENTS
   None

V. APPROVAL OF MINUTES: February 17, 2015
   A. Tom Dalton rescind motion made at the end of the meeting
T. Dalton summarized the latter portion of the prior Curriculum Committee meeting on February 17, 2015, specifically noting his statement and subsequent motion regarding teleconferencing.

T. Dalton made a motion to rescind prohibiting teleconferencing at future meetings as adopted at the February 17th meeting, second by D. Newcomb.

Discussion: T. Dalton shared that he reviewed the Brown Act specifically as it pertains to teleconference and noted that there are very specific parameters therein. He cited 54953 (3) noting that agendas are required to be posted at the teleconference locations and the locations noted within the agenda, the location shall be accessible to the public, and that the locations must be within the boundaries of the territory over which the local agency exercises jurisdiction. He noted that to make a motion was not a violation of the Brown Act. What is a violation of the Brown Act is to permit a teleconference without adhering to the parameters as set forth therein.

Final Resolution: Motion was approved.
Yes: M. Bowen, C. Branciforte, T. Dalton, A. Gaines, A. Gonzales (co-chair), R. Koerner, D. Newcomb, R. Petitfils, and D. Young

A. Gonzales called for a motion to approve the minutes.

Motion to approve with corrections as noted above, made by M. Bowen, second by R. Koerner
Final Resolution: Motion was approved.
Yes: M. Bowen, C. Branciforte, T. Dalton, A. Gaines, A. Gonzales (co-chair), R. Koerner, D. Newcomb, R. Petitfils, and D. Young

VI. POLICY AND PROCESS DISCUSSION:
P. Jefferson reiterated that the “Making Decisions at Ventura College” document was being examined and updated. The process was briefly reviewed.

A. Curriculum Committee Subcommittees

1. Philosophy and General Education
   A. Gonzales noted that the subcommittee needed to convene and create its charge and charter for the document noted above.

2. Curriculum Technical Review & Prerequisites
   a. DRAFT Charter
      M. Bowen presented the draft charter and asked for members to provide feedback. It will be brought back for approval.

3. Distance Education Curriculum Review
   P. Jefferson noted that a discussion occurred at the technical review meeting that this subcommittee is actually embedded into Curriculum Committee. A discussion ensued regarding the history of the subcommittee and the consequences of amending the bylaws to include it as embedded within Curriculum Committee.
Motion to amend Academic Senate Bylaws to remove Distance Education Curriculum Review as a subcommittee of Curriculum Committee and keep it as a part of Curriculum Committee, made by M. Bowen, second by R. Koerner
Final Resolution: Motion was approved.
Yes: M. Bowen, C. Branciforte, T. Dalton, A. Gaines, A. Gonzales (co-chair), R. Koerner, D. Newcomb, R. Petitfils, and D. Young

VII. Curricular Proposals for Approval
A. Credit Courses: Second Reading

1. New

2. Revise
   T=Title (substantial); U=Units, H=Hours (increased); EL=Enrollment Limitation, P=Prereq, C=Coreq (substantial), RP=Recom. Prep.; D=Description (substantial); F=Fees (required); FT=Field Trips; R=Repeat (added or increased)

3. Prerequisite(s)/Corequisite(s)/Recommended Preparation

4. 88s and 89s

5. Distance Education

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions):

7. Noncredit Courses

8. Study Abroad/International Education

B. Credit Courses: First Reading

1. New
   - **CD V22** Behavior Management in Early Childhood Education 3 units

Motion by M. Bowen, second by R. Petitfils

Discussion: It was noted that Jennifer Parker was unable to be present due to unforeseen circumstances. M. Bowen presented the course and stated that it was created based on feedback from the advisory committee. A brief discussion ensued regarding degree applicability.

Final Resolution: Motion was approved.

Yes: M. Bowen, C. Branciforte, T. Dalton, A. Gaines, A. Gonzales (co-chair), R. Koerner, D. Newcomb, R. Petitfils, and D. Young

- **MATH V19** Precalculus & Trigonometry 7 units
Motion, for first and second reading, by R. Petitfils, second by D. Young

**Discussion:** A. Kolesnik presented the course to the committee. A lengthy discussion occurred regarding the alignment of the course with C-ID, unit value, and impact to students (transfer/financial aid.) A. Gonzales distributed a handout provided by Corey Wendt detailing his concerns; he was unable to be present for the meeting.

Final Resolution: Motion was approved.

Yes: M. Bowen, C. Branciforte, A. Gaines, R. Koerner, D. Newcomb, R. Petitfils, and D. Young

No: T. Dalton and A. Gonzales (co-chair)

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<td>2. Revise</td>
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<td>T=Title (substantial); U=Units, H=Hours (increased); EL=Enrollment Limitation, P=Prereq, C=Coreq (substantial), RP=Recom. Prep.; D=Description (substantial); F=Fees (required); FT=Field Trips; R=Repeat (added or increased)</td>
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<td><strong>GERM V01 (D)</strong></td>
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<td>Motion by M. Bowen, second by D. Young</td>
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<td><strong>Discussion:</strong></td>
<td>Ben Somoza presented the revised course.</td>
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<td><strong>Final Resolution:</strong></td>
<td>Motion was approved.</td>
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<td>Yes:</td>
<td>M. Bowen, C. Branciforte, T. Dalton, A. Gaines, A. Gonzales (co-chair), R. Koerner, D. Newcomb, R. Petitfils, and D. Young</td>
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<td>3. Prerequisite(s)/Corequisite(s)/Recommended Preparation/Enrollment Limitation(s)</td>
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<td><strong>CD V22</strong></td>
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<td>RP-new:</td>
<td>‘CD V02 or CD V03’</td>
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<td><strong>MATH V19</strong></td>
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<td>P-new:</td>
<td>‘MATH V03 or MATH V13B or placement as measured by the college’s multiple measures assessment process.’</td>
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<td>Motion by D. Newcomb, second by M. Bowen</td>
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<td><strong>Final Resolution:</strong></td>
<td>Motion was approved.</td>
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<td>Yes:</td>
<td>M. Bowen, C. Branciforte, T. Dalton, A. Gaines, A. Gonzales (co-chair), R. Koerner, D. Newcomb, R. Petitfils, and D. Young</td>
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<td>4. 88s and 89s</td>
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<td>5. Distance Education</td>
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<td></td>
<td><strong>CD V22</strong></td>
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<td>New:</td>
<td>Hybrid (1-50% online)</td>
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<td>Motion by M. Bowen, second by R. Petitfils</td>
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<td><strong>Final Resolution:</strong></td>
<td>Motion was approved.</td>
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<td>Yes:</td>
<td>M. Bowen, C. Branciforte, T. Dalton, A. Gaines, A. Gonzales (co-chair), R. Koerner, D. Newcomb, R. Petitfils, and D. Young</td>
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<td><strong>GERM V01</strong></td>
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<tr>
<td>Review:</td>
<td>Hybrid (51-99% online)</td>
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<td>Motion by T. Dalton, second by R. Koerner</td>
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Discussion: Concerns were expressed about the level of hybrid being appropriate for an introductory foreign language course. Ben Somoza agreed to discuss the concerns with his department and address them at the second reading of the course.

Final Resolution: Motion was approved.
Yes: M. Bowen, C. Branciforte, T. Dalton, A. Gaines, A. Gonzales (co-chair), R. Koerner, D. Newcomb, R. Petitfils, and D. Young

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions):

- **Nutrition and Dietetics***
  - Associate in Science for Transfer Degree (new)
  *first and second reading, effective Fall 2015*

Motion by D. Newcomb, second by R. Koerner
Discussion: R. Koerner presented program proposal. A. Gonzales noted the ADT could not be submitted to the state until the courses are submitted for C-ID. It was suggested to add PSY V04 as an option for statistics and BIOL V01/V01L in List B. R. Koerner concurred with those suggestions.
Final Resolution: Motion was approved.
Yes: M. Bowen, C. Branciforte, T. Dalton, A. Gaines, A. Gonzales (co-chair), R. Koerner, D. Newcomb, R. Petitfils, and D. Young

7. Noncredit Courses

8. Study Abroad/International Education

VIII. COURSE AND PROGRAM INFORMATION ONLY—CONSENT AGENDA

A. Curricular Activity: Technical Action

1. **Delete (Remove from catalog)**

2. **Technical Revisions (Nonsubstantial Changes in Catalog)**

   ID=Course Number; T=Title; U=Units; H=Hours; P=Prereq; C=C req; RP=Rec Prep; EL=Enrollment Limitation; D=Description; F=Fees; FT=Field Trips; R=Repeat; Was=Formerly; Same as; RS=Record Symbol; Non-degree; TR=Transfer

   - **CHEM V01A** (P-correction from 12.2.14 meeting)
   - **ART V50A/V50B/V50C/V50D** (D-family designation “Handbuilding Ceramics”)

3. **Technical Revision (Articulation Purposes)**

   Does not require DTRW-I or Board approval

   CO=Course Objectives (substantial); CC=Course Content (substantial); LC=Lab Content (substantial)

   - **GERM V01** (CO, CC)

4. **Course Review/Update (No catalog changes)**

5. **Prerequisite(s)/Corequisite(s)/Recommended Preparation Review**

   - **CHEM V01A**
   P-Revise: ‘CHEM V20 and CHEM V20L’ or ‘high school chemistry with"
grades of C or better; and MATH V03 or MATH V13B or MATH V03A or V03E or 1 year of high school intermediate algebra (Algebra II) with grades of C or better
(correction from 12.2.14 indicating deletion of MATH V03 and omitting addition of MATH V13B and with grades of C or better)

6. Distance Education (Revision/Update – No catalog changes)

7. Degrees, Certificates and Awards (Nonsubstantial)
   • Theatre Arts*
     Proficiency Awards (nonsubstantial revisions)
       ➢ Acting; Costume; Directing; Make-Up; Technical Theatre Production
     *effective Fall 2015

Motion, with exclusion of Theatre Arts Pas, by M. Bowen, second by R. Koerner
Discussion: M. Bowen noted that the December 2nd Curriculum Committee Agenda contained a long list of old courses to be updated and that they were approved pending technical review. CHEM V01A is a correction as noted above after undergoing full technical review. A. Gonzales note the ART courses were previously approved by Curriculum Committee and went to DTRW-I where it was suggested they be placed into a family. She noted there were no other changes.
Final Resolution: Motion was approved.
Yes: M. Bowen, C. Branciforte, T. Dalton, A. Gaines, A. Gonzales (co-chair), R. Koerner, D. Newcomb, R. Petitfils, and D. Young

Motion by M. Bowen, to approve the Theatre Proficiency Awards listed in item 7, second by R. Koerner
Discussion: A. Gonzales summarized that the PAs were presented at the last meeting but did not meet the 17.5 unit minimum as stated on the form. K. Schrader suggested they be proposed as Certificate of Achievement rather than PA, for recording and financial aid purposes. P. Jefferson stated he would follow up with the Dean of that division.
Final Resolution: Motion was approved.
Yes: M. Bowen, C. Branciforte, T. Dalton, A. Gaines, A. Gonzales (co-chair), R. Koerner, D. Newcomb, R. Petitfils, and D. Young

IX. DISCUSSION/INFORMATION (CONSENT and/or ACTION)
   A. Curriculum Committee Faculty Co-Chair (Discussion/Action) – P. Jefferson
      ▪ Two year term commencing in June 2015 and ending in May 2017
Motion to elect Michael Bowen made by D. Newcomb, second by R. Koerner
M. Bowen accepted.
Final Resolution: Motion was approved.
Yes: C. Branciforte, T. Dalton, A. Gaines, A. Gonzales (co-chair), R. Koerner, D. Newcomb, R. Petitfils, and D. Young
Abstentions: M. Bowen

B. Non-Credit Instruction and Training (Information/Discussion) – G. Arevalo
   P. Jefferson summarized the training presented by North Orange County.
C. C-ID Update (Information) – G. Arevalo
  
  P. Jefferson noted that the TMC templates are now being released in February and September and the ramifications that has on our internal deadlines for curriculum.

D. Other
  
  R. Koerner stated that with the updated one date deadline for courses and programs impacts proposals for adding distance education. A discussion ensued about a different deadline or process for adding distance education only to a COR. A. Gonzales noted that it can be added to a future agenda for discussion.

A. Gonzales adjourned the meeting at 5:06 p.m.

NEXT MEETING
March 17, 2015 – 3:00 p.m.
Multidisciplinary Center West Conference Room (MCW-312)

DEADLINE
for effective date of Fall 2016
May 1, 2015
for all courses, degrees and distance education

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
  
  Patrick Jefferson, Executive Vice President
  Ventura College
  4667 Telegraph Road
  Ventura, CA 93003
  (805) 289-6464
Curriculum Technical Review and Prerequisites Subcommittee
Charter

Background:

The Ventura College Curriculum Committee runs much more efficiently when the technical aspects of curriculum documents are in correct form before they are presented to the full committee. The Curriculum Committee can then concentrate on the essence of proposals (e.g., pedagogy, educational validity, appropriateness to mission, etc.). Therefore, the Curriculum Technical Review and Prerequisites Subcommittee will review the details of documents before they are presented to the Curriculum Committee for approval.

Charge:

The Curriculum Technical Review and Prerequisites Subcommittee (hereinafter, “Technical Review”) is a standing subcommittee of the Ventura College Curriculum Committee, which in turn is a standing subcommittee of the Ventura College Academic Senate.

Its purpose is to facilitate and expedite the curriculum development process by ensuring that curriculum documents (including, but not limited to, course outlines of record (CORs)) are in the proper form, correct, complete, and clearly communicated. It also ensures that curriculum documents meet the expectations of the District, the State, and (when applicable) the California public university systems and/or C-ID. Technical Review does not judge the content and/or educational validity of the proposed curriculum; that remains the purview of the Curriculum Committee.

Because this subcommittee does not have subject matter jurisdiction, and its meeting schedule is not fixed by charter, ordinance, resolution, or formal action of the Curriculum Committee, Academic Senate, or any other legislative body, it does not constitute a “legislative body” as this term is defined in California Government Code § 54952, and is therefore exempt from those provisions of the Ralph M. Brown Act (Cal. Govt. Code § 54950 et seq.) governing the conduct of legislative bodies and their members. The subcommittee nevertheless welcomes interested visitors (campus faculty and staff as well as members of the outside community) who desire assistance or advice in resolving technical issues related to the development and maintenance of CORs and programs. Please forward requests for consideration of any relevant issue(s) directly to the chair of the subcommittee.

Functions:

- Assists faculty in understanding and working through curriculum documents
- Applies education regulations, professional standards recommended by the Academic Senate for the California Community Colleges, and Board of Trustees policies to the format and structure of curriculum documents.
- Recommends structural improvements to proposers of CORs and communicates the readiness of CORs for approval to the Curriculum Committee.
Focus of Technical Review:

- Course numbering, units/hours (to Carnegie and PCAH standards), repeatability, lecture/lab structure, formatting, readability (e.g., spelling, grammar, and overall cohesion), and completeness of forms
- Clarity and accuracy of course description, and uniformity of course descriptions based on established college standards
- Clarity and measurability of course objectives, consistency with course title and description, and specification of an appropriate level of critical thinking skills (depending on whether a course is credit or non-credit); typically, 3–10 succinct statements of what students will be able to do after completing the class
- Consistency of course content with course objectives, with the understanding that course content is sufficiently generic to serve as a clarifying guide to instructors, not as a mandatory syllabus to be imposed on instructors in contravention of their academic freedom
- Validation of prerequisites, corequisites, recommended preparation, and enrollment limitations, and ensuring their consistency with education regulations
- Satisfaction of requirements concerning textbook information (current?) and appropriate writing, computational, and/or skill-based learning activities
- Overall completeness of the COR form
- Readiness for articulation input to the Curriculum Committee

Membership:

Technical Review is chaired by a faculty member designated by the Chief Instructional Officer. This faculty member is an *ex officio* voting member of the Curriculum Committee. He or she should possess expertise regarding the aspects of the Education Code, Title 5, statewide Academic Senate good practices, Board of Trustees policies, and college standards which relate to CORs, including requisites. Other members of this subcommittee include the Chief Instructional Officer or designee, the faculty Curriculum Committee co-chair, the Articulation Officer, the college Registrar or designee, the Recorder (Administrative Assistant to the Chief Instructional Officer or designee), the Instructional Data Specialist, the Technical Data Specialist, and other student learning office staff and/or Curriculum Committee members as needed for their expertise in curriculum structural review.

Procedures and Timelines:

- Technical Review takes place for new, revised, updated, and deleted courses and programs.
- Technical Review takes place via Curricunet (all courses) and/or email (programs and new courses) year-round, including summer when workloads are unusually heavy. Every
effort is made to complete the technical review within a reasonable time from the date a curriculum proposal reaches Technical Review. To be placed on the curriculum agenda, all technical review issues must be resolved no fewer than 7 calendar days prior to a curriculum meeting. If technical issues remain unresolved with fewer than 7 calendar days remaining until the next meeting, the request will ordinarily be delayed until such time that all technical issues are resolved within 7 days prior to the meeting.

- Per Curriculum Committee policy, program proposals are not forwarded to the curriculum committee until all courses in the program pattern have been approved or are ready for approval.

**Approvals:**

Approved by the Curriculum Technical Review and Prerequisites Subcommittee, (date)

Approved by the Curriculum Committee, (date)

Approved by the Academic Senate, (date)
Memo

To: Curriculum Committee
From: Guadalupe Guillen, Counseling Department Chair
Date: March 4, 2015
Re: Deletion of Guidance Workshop Classes

The Counseling Department would like to delete the following Guidance Workshop courses. The deletions/revisions are necessary because of the creation of the new COUN (Counseling) discipline which was formerly approved jointly by Counseling, EOPS and the EVP on 9/9/14 (see attachment).

GW V01A Deleted – a new course (Coun V01) was created
GW V01G Deleted – a new course (Coun V02) was created
GW V02T Deleted – a new course (Coun V02) was created
GW V02A Revised – new Counseling discipline (Coun V03 formerly as GW V02A)
GW V02B Revised – new Counseling discipline (Coun V04 formerly as GW V02B)
GW V88 Revised – new Counseling discipline (Coun V88 formerly as GW V88)
GW V89 Revised – new Counseling discipline (Coun V89 formerly as GW V89)
GW V90 Deleted – new Counseling discipline created; course no longer needed
Curriculum Committee (GOVERNANCE)

**Charge:** The Curriculum Committee, a subcommittee of the Academic Senate, has the sole responsibility and authority to initiate and evaluate the programs and curricula of the college in terms of purpose, objectives, content, revision, and methods of instruction. The Curriculum Committee makes direct recommendations to the Governing Board with respect to all academic, occupational, and technical education courses and instructional programs of study. The Curriculum Committee conducts review of all credit and non-credit programs and curricula in accordance with the California Code of Regulations, Title 5, and as guided by the Program and Course Approval Handbook published by the California Community College Chancellor’s Office. The Curriculum Committee conducts curricular reviews in an timely and regular basis to ensure that all courses are updated on a periodic cycle to ensure currency and viability for articulation. The Curriculum Committee conducts annual training for persons involved in curriculum development and review, in compliance with the California Community College Chancellor’s Office requirement for local curriculum approval certification. In addition, the Committee monitors compliance with portions of Accreditation Standard IIA. The Faculty Co-Chair of the Curriculum Committee serves as a member of the Accreditation Steering Committee.

**Subcommittees:** The Curriculum Committee has established three standing subcommittees: (1) Philosophy and General Education, (2) Curriculum Technical Review & Prerequisites, and (3) Distance Education Curriculum Review. These subcommittees will respond directly to the Curriculum Committee on an “as needed” basis, and whenever courses and/or programs related to the topics listed above are placed on the Curriculum Committee agenda. The charge and composition of all Curriculum Committee subcommittees shall be determined, reviewed, and approved by the Curriculum Committee and on an annual basis and no later than September 15 of each academic year. Additionally, the Curriculum Committee will appoint additional subcommittees, ad hoc committees, or task forces for such special studies as are needed.

**Membership:** The Curriculum Committee has a defined membership. Voting Divisional members, representatives of the Curriculum Committee shall be faculty appointed by their respective divisions prior to the start of the academic year. Membership shall be non-proportional, with each division receiving having two (2) members. Voting representatives. Additionally, one AFT representative, a librarian, the Articulation Officer, the Curriculum Technical Review and Prerequisites Chair, and the Faculty Co-Chair shall also be voting faculty members of the Committee, but shall not serve as Divisional representatives to the committee. Ex-officio, non-voting members of the Curriculum Committee shall include the following: Recorder (Administrative Assistant to the Chief Instructional Officer, or designee), the college Registrar, the Chief Instructional Officer (who shall also serve as Co-Chair of the Committee), ASB President, or designee, and the Academic Deans. A quorum shall be established at a given meeting if and only if a roll call indicates that a majority of voting members are present.

**Co-Chairs:** The Curriculum Committee is co-chaired by: (1) a faculty member nominated and voted on by the Curriculum Committee and (2) the Executive Vice President. The Faculty Co-Chair of the Curriculum Committee shall serve a two-year term commencing on June 1 and ending on May 31, and does not serve as one of the Division representatives. The Curriculum Committee will accept nominations and vote for the Faculty Co-Chair for the upcoming two-year academic year no later than the last Curriculum Committee meeting in October of the academic year preceding the beginning of his/her term. Only current voting members of the Curriculum Committee are eligible to be nominated or elected to the position of Faculty Co-Chair. The Faculty Co-Chair of the Curriculum Committee shall serve a two-year term commencing in June and ending in May and does not serve as one of the Division representatives.

**Meetings:** 1st and 3rd Tuesdays, 3:00 – 5:00 p.m., Campus Center Multidisciplinary Center West (MCW) Conference Room
Hello Patrick/Angelica,

As you might know, an Action Team comprised of faculty, staff and administration has been working diligently to revise the Making Decisions at Ventura College document. We are coming close to completing our task but we need your assistance and input.

Below you will see the current charge, membership, assigned chair, and meetings dates for the Curriculum Committee as described in the current version of Making Decisions at Ventura College. Please review this information with your committee or group and make any necessary revisions.

Please send your suggested changes to me by Friday, March 27. Thank you.

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MARCH 2015

ANNOUNCEMENTS:

Public Health Science TMC
The Intersegmental Curriculum Workgroup (ICW) agreed to release the hold on the Public Health Science draft TMC in light of the direction the Allied Health/Exercise Science FDRG is taking with their proposed TMC. The finalized Public Health Science TMC will be available on the C-ID website once the ICW formally accepts the TMC. The CCC Chancellor’s Office template will most likely be available September 1, 2015.

FDRG Updates:
The following faculty discipline review group (FDRG) for each discipline met recently to discuss potential descriptors and TMCs in their disciplines:

- **Social Justice Studies (AOE)** – The FDRG initially referred to as “Diversity Studies” has proposed to call its TMC “Social Justice Studies” and are working on the creation of an area of emphasis (AOE) TMC and associated descriptors. Locally, Associate Degrees would be referred to as “Social Justice Studies – XXX”, where the XXX refers to the focus of the local option selection (e.g., Chicano Studies, Asian American Studies, Gender Issues). A follow up meeting is scheduled for mid-March.
- **Biotechnology (CCC)** – The FDRG discussed the recent results of the descriptor vetting and will have finalized descriptor available mid-April.
- **Exercise Science/Allied Health (AOE)** – The FDRG reviewed possible courses for the Exercise Science/Allied Health AOE TMC. More research is being conducted by the FDRG to determine whether a TMC for this area of emphasis is possible.

Basic Skills Descriptors:
Faculty discipline review groups (FDRGs) have been formed for math, English, ESL, and reading disciplines and are currently reviewing CB21 rubrics (http://www.cccbsi.org/cb21-information; used to code sequential basic skills courses) and designing C-ID descriptors for those basic skills courses that are generally comparable across the community colleges. This work is, in part, a response to a request from the Common Assessment Initiative (CAI; http://cccassess.org/) to draft descriptors for basic skills courses. Ultimately, community colleges using an assessment test for placement will be required to use a statewide “common assessment” for placing students in math, English, ESL, and reading. More information will be provided on the C-ID website once draft descriptors are available for vetting.

5-Year Descriptor Review:
The FDRGs for Communication Studies, Psychology, and Sociology have reviewed feedback on the proposed non-substantive changes to the discipline descriptors. The changes have all been accepted by the FDRG and the updated descriptors will be posted with the revisions from the 5-year review in the near future. An announcement will be made once the descriptors are finalized.

As the changes were non-substantive, courses that have been submitted or approved for the descriptors will not need to be resubmitted. Both Communication Studies and Psychology FDRGs identified a need to draft an additional descriptor for their discipline. More information will be provided on the C-ID website once draft descriptors are available for vetting.

The following disciplines are scheduled to undergo the 5-year review process starting fall 2015:

- Administration of Justice
- Early Childhood Education
- Geology
- History
- Kinesiology
- Physics
- Political Science
- Studio Arts
- Theater Arts
- Mathematics

5-Year TMC Review:
The TMCs for Communication Studies, Psychology, and Sociology will soon begin their review. The FDRGs are currently identifying any changes or revisions that they wish to propose. A survey will be sent to statewide faculty asking for their input on any proposed changes, as well as additional suggestions for changes.

CSU CORE RECRUITMENT:
While we welcome and would benefit from additional CSU reviewers in most disciplines, we urgently need additional CSU reviewers to review the indicated descriptors:

- **Anthropology**: 110, 115L, 120, 130
- **Art History**: All descriptors.
- **FTVE**: 100, 105, 110, 120, 125, 135
- **Math**: 120, 160, 955.
- **Studio Arts**: All descriptors.
- **Theater**: 114

Please email krystinne@asccc.org if you have CCC/CSU faculty recommendations, or are interested in serving!