



# Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, September 05, 2017 at 3:00pm

**ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2018 UNLESS OTHERWISE NOTED.**

Called to order: 3:03pm

## I. ROLL CALL (Quorum is 10 out of 18 voting members)

<b>VOTING MEMBERS</b>		<b>P=Present A=Absent</b>				
Faculty co-chair	Michael Bowen	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Articulation Officer	Thao Brabander	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Academic Senate President	Lydia Morales	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
AFT Rep.	Vacant	<input type="checkbox"/> P	<input type="checkbox"/> A			
Career Education I Division	Kelly Wellman	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	(Vacant)	<input type="checkbox"/> P	<input type="checkbox"/> A
Career Education II Division	Chad Stangeland	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	(Vacant)	<input type="checkbox"/> P	<input type="checkbox"/> A
SLO Committee Representative	Nathan Cole	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Health, KIN, ICA, and Performing Arts Division	Nancy Fredrickson	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Krenly Guzman	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
Vis. Arts, Behv/Soc Sciences, and Lang Division	Maline Werness-Rude	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Scott Corbett	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
English & Math Division	Peter Yi	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	John Guelcher	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
Librarian	Peter Sezzi	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Sciences Division	Chloe Branciforte	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Dan Clark	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
Student Services Division	Mario Rivera	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Lauren Wintermeyer	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
Technical Review Chair	Michael Callahan	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
<b>NON-VOTING MEMBERS</b>						
CIO co-chair	Kimberly Hoffmans	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
ASVC Rep. (ASVC Senator of Internal Affairs)	Sam Ponce	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Dean	Tim Harrison	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	Dan Kumpf	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
Dean	Gwendolyn Lewis-Huddleston	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	Felicia Dueñas	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
Dean	Lynn Wright	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	David Bransky	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
Dean	Debbie Newcomb	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Instructional Data Specialist	Vacant	<input type="checkbox"/> P	<input type="checkbox"/> A			
Instructional Data Specialist	Kelly Denton	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Recorder/Curriculum Technician	Sarah Ayala	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Registrar	Arlene Reed	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			

**Guests:** Sharon Oxford (DE)

## II. ADOPTION OF THE PROPOSED AGENDA (Discussion/Action)

*M. Bowen called for a motion to approve the agenda.*

Motion by: S. Corbett

Seconded by: J. Guelcher

Discussion: *A question was raised regarding P&GE approvals section. Can the title be phrased "courses not on the 8/15/17 list" instead of "additional courses.."*

*Item VII.B needs to be removed. Course doesn't require second reading – was an error and was approved (not needing second reading) at the last Curriculum Committee meeting.*

Final resolution: *Agenda was approved as amended: adjust title in P&GE section and remove item VII.B"*

Yes: M. Bowen, T. Brabander, M. Callahan, D. Clark, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, C. Stangeland, K. Wellman, M. Werness-Rude, P. Yi

No/Abstain: None

## III. GENERAL ANNOUNCEMENTS, INTRODUCTIONS, AND PUBLIC COMMENTS (Information)<sup>1</sup>

### A. New Members

*Round of introductions of new members. Chad Stangeland (Auto) will be here in the Fall, Dan Clark (Sciences) for Jennifer in Fall, Kelly Wellman (CJ/CTE) new member. Maline Werness-Rude (ART), new member*

*\*Recorder note – C. Branciforte and L. Wintermeyer arrived after first vote*

### B. Accelerated Production Deadlines for 2017-2018 (Discussion - S. Ayala; see attachment)

*11/7/17: Major revisions to courses must be through second reading at curriculum committee to make 2018-2019 catalog*

*1/16/18: New courses, minor revisions, updated and programs must be through second reading to make the 2018/2019 catalog*

*3/1/18: Submissions must be submitted in CurricUNET for effective date of Fall 2019*

*Please keep these dates in mind for the accelerated schedule. Tighter window than we have had in the past.*

### C. Course & Program Originators to be invited to Tech Review and Curriculum Meetings (M. Bowen)

*Would like to encourage originators (or department representative) for new courses/major revisions and programs to come to Tech Review and Curriculum Committee meeting in case there are questions. This will help alleviate unnecessary delays.*

### D. Open Education Resources email (Discussion – C. Branciforte; see attachment)

*Email attachment sent from Andrea Horigan and Dean Huddleston*

*Save the Date on October 20, 2017 8:30am-12noon – information in joining the OER Experience. More information to follow to faculty.*

*Faculty is being surveyed, Academic Data Specialists are collecting data. Make sure to inform both areas if you're considering OER.*

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<sup>1</sup> 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.

**IV. APPROVAL OF MINUTES: (Discussion/Action)**

*M. Bowen called for a motion to approve the minutes from the 4/18/17 and 8/29/17 meetings.*

*Motion by: N. Fredrickson*

*Seconded by: L. Wintermeyer*

*Discussion: All members can vote regardless if they attended the meeting.*

*Final resolution: Minutes for both meetings approved as written*

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, C. Stangeland, K. Wellman, M. Werness- Rude, L. Wintermeyer, P. Yi*

*No/Abstain: None*

**V. POLICY AND PROCESS (Information or Discussion/Action)**

*None*

**VI. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**

**A. Updates: ACT V02, ENGL V01C, HIST V16, KIN V80, SPAN V03S**

*M. Bowen called for a motion to approve the Consent Agenda proposals*

*Motion by: S. Corbett*

*Seconded by: N. Fredrickson*

*Discussion: None*

*Final resolution: Consent Agenda items approved*

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, C. Stangeland, K. Wellman, M. Werness- Rude, L. Wintermeyer, P. Yi*

*No/Abstain: None*

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

**A. New: MATH V31**

**~~B. Revised: BUS V96~~ \*** *course was approved without second reading at last meeting. This is listed in error.*

*M. Bowen called for a motion to approve the Second Reading proposal*

*Motion by: P. Yi*

*Seconded by: M. Werness-Rude*

*Discussion: None*

*Final resolution: Second Reading Course MATH V31 approved*

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, C. Stangeland, K. Wellman, M. Werness- Rude, L. Wintermeyer, P. Yi*

*No/Abstain: None*

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

**A. Revision: A.S. Child Development, COA Child Development**

*M. Bowen called for a motion to approve the Second Reading Program proposals*

*Motion by: M. Werness-Rude*

*Seconded by: L. Wintermeyer*

*Discussion: PSLOs have been added, courses look to be in alignment*

*Final resolution: Second Reading Program proposals approved*

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, S. Corbett,  
N. Fredrickson, J. Guelcher, M. Rivera, C. Stangeland, K. Wellman,  
M. Werness- Rude, L. Wintermeyer, P. Yi*

*No/Abstain: None*

**IX. FIRST READING: CURRICULAR PROPOSALS REQUIRING SECOND READING  
(Discussion/Action; see attachment)**

**A. None**

**FIRST READING: CURRICULAR PROPOSALS FOR APPROVAL THAT WILL NOT  
UNDERGO A SECOND READING (Discussion/Action; see attachment)**

**A. Revision: ACT V03, SOC V05**

**FIRST READING: PROGRAM PROPOSALS FOR APPROVAL**

*M. Bowen called for a motion to approve the First Reading proposals*

*Motion by: S. Corbett*

*Seconded by: M. Rivera*

*Discussion: None*

*Final resolution: First Reading proposals (that will not undergo a second reading) approved*

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, S. Corbett,  
N. Fredrickson, J. Guelcher, M. Rivera, C. Stangeland, K. Wellman,  
M. Werness- Rude, L. Wintermeyer, P. Yi*

*No/Abstain: None*

**X. ADMINISTRATIVE CHANGES (Discussion/Action)**

**A. Updated CSU-GE Breadth and IGETC approvals (Information) – M. Bowen**

*Comment – For future reference, the P&GE group has recommended that if a course is newly approved for CSU-GE Breadth or IGETC, it will be automatically recommended for addition to the local GE list without further review, and the process will be documented in our official procedures. Exceptions are Areas E and F from our local GE list (Health Ed and Gender/Ethnic Studies)*

*Recorder's Note: P. Sezzi and N. Cole arrived*

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

**A. New: None**

**B. Revised: None**

**C. Review: ENGL V01C, SPAN V03S**

*M. Bowen called for a motion to approve the Requisite proposals*

*Motion by: J. Guelcher*

*Seconded by: N. Fredrickson*

*Discussion: Re: SPAN V03S*

*Question: The phrase: "or 3 years of high school Spanish or equivalent" – can we elaborate?*

*Answer: 2 levels at high school is corresponds to our V01 course, and the 3<sup>d</sup> year in high school corresponds to our V02 course.*

*Curriculum Committee will recommend to the department to make a minor change and elaborate on the language – mentioning "multiple measures" to be consistent with catalog.*

*Group decided to trust change will be made and approve the course. Michael Bowen will make a technical administrative change to the course to add language.*

*Re: ENGL V01A:*

*Question: Entry skills part of the requisites?*

*Answer: Entry skills are not considered part of the pre-requisite itself. Entry Skills are there to justify why the pre-requisite is there.*

*Final resolution: Approved*

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, N. Cole, S. Corbett,*

*N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, C. Stangeland, K. Wellman,*

*M. Werness-Rude, L. Wintermeyer, P. Yi*

*No/Abstain: None*

**XII. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**

**A. New: ACT V02, ACT V03, HIST V16, KIN V80, SOC V05, SPAN V03S**

**B. Review: ENGL V01C**

*Sharon Oxford requested to discuss HIST V16 separately.*

*M. Bowen called for a motion to approve the Distance Education proposals (with exception of HIST V16)*

*Motion by: P. Sezzi*

*Seconded by: L. Wintermeyer*

*Discussion: Question: Are their aids in the 100% online language courses so students can hear native speakers?*

*Answer: In the online hybrid courses, audio and visual aids are provided for students to hear native speakers. It was presumed that the same is true in the 100% online courses.*

*Final resolution: Distance Education proposals for **ACT V02, ACT V03, KIN V80, SOC V05, SPAN V03S** and **ENGL V01C** approved*

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, N. Cole, S. Corbett,*

*N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, C. Stangeland, K. Wellman,*

*M. Werness-Rude, L. Wintermeyer, P. Yi*

*No/Abstain: None*

M. Bowen called for a motion to discuss/approve the Distance Education proposal of **HIST V16**

Motion by: P. Sezzi

Seconded by: K. Wellman

Discussion: It was noted that there are two areas in the COR that need to be checked "yes" instead of "no"

They are in the first section of DE addendum. The group was not opposed to approving course, just pointing out error that needs to be fixed.

Scott Corbett, as author if the course, will make the correction.

Final resolution: Distance Education proposal for HIST V16 approved with minor correction

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, N. Cole, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, C. Stangeland, K. Wellman, M. Werness-Rude, L. Wintermeyer, P. Yi

No/Abstain: None

### XIII. MINIMUM QUALIFICATIONS

None

Note: Discussion regarding MQs for ACT V02, ACT V03 will be added under this section for next Curriculum Committee agenda.

### XIV. PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action)

A. P&GE Approval List (Information Item)

B. ~~Additional Courses Recommended by Thao~~

**Courses Recommended by AO (Discussion/Action Item)**

1. **AES V40B** (same as HIST V03B) (C2, C2)
2. **ANTH V04** (C2, C2)
3. ART V12A (removal from C1?)
4. COUN V01 (E, E1)
5. COUN V02 (E, B2)
6. EAC V01 (E, E1)
7. **HIST V30** (C2/D, C2/B2)
8. **HED V20** (E, E1)
9. **HED V24** (E, E1)
10. HED V82 (E, E1)
11. **HIST V03B** (same as AES V40B) (C2, C2)
12. **THA V02A** (removal from C1?)

At the last meeting, we discussed this issue and asked AO to provide updated local GE chart. (That is the attachment with the agenda).

Included with the updates were a number of courses that had recently been approved or determined to be not approved for CSU GS Breadth that the committee had not previously seen. (courses listed above)

Discussion:

Question: ART V12A and THA V02A - are they being removed and why?

Answer: They are skilled-based courses

Comment: It's not necessarily 1 for 1. If something is approved for CSU GE, it would most likely be approved for our local GE. But just because something is deleted from the CSU GE list, it should not automatically be removed from our local GE list.

There was a lengthy discussion regarding this issue and whether or not some courses were suitable for our local GE list. There was a request made to postpone discussion on the more controversial courses until next meeting when more information can be prepared. Group agreed and decided to vote on those courses deemed not controversial. Courses highlighted above were considered and noted on at this meeting. Courses not highlighted will be discussed at a future meeting.

The local GE list for 2017/2018 will remain the same with the exception of the 6 additions.

On updated chart, was POLS V18 intended to be on the list? Yes, it will be on the list moving forward – it was already on the list.

M. Bowen called for a motion to approve highlighted courses for addition to the Local GE list:

**AES V40B (same as HIST V03B), ANTH V04, HIST V30, HED V20, HED V24, HIST V03B (same as AES V40B)**

Motion by: M. Werness-Rude

Seconded by: D. Clark

Discussion: No discussion regarding these particular courses

Final resolution: **AES V40B (same as HIST V03B), ANTH V04, HIST V30, HED V20, HED V24, HIST V03B (same as AES V40B)** approved for addition local GE list effective Fall 2017/2018

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, N. Cole, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, C. Stangeland, K. Wellman, M. Werness-Rude, L. Wintermeyer, P. Yi

No/Abstain: None

## **XV. DISCUSSION/INFORMATION (Information or Discussion/Action)**

### **A. Proposal to add voting manager and voting classified member to Curriculum Committee (Discussion/Action – M. Bowen)**

*Reasoning: To bring us in alignment with other colleges in the district.*

*Deans should be involved with issues involving equity. We need to educate our Deans on Curriculum Committee. For the Classified member addition, the Curriculum Technician is the obvious candidate to add meaningful additions to discussions, have quorum reached if members are absent, satisfy 9+1.*

*Group Comments: Curriculum is completely in the purview of faculty and should remain that way. Administrators are invited to the meetings now and do not attend. Having a voting member will most likely not encourage them to come. Faculty can speak freely now without Deans present.*

*The Co-chair of the committee is already an administrator, and VC is in the minority there. Not many colleges do that. Why would we want go further in the opposite direction?*

*Assigning courses to disciplines, approving pre-requisites, etc. is not the purview of classified staff.*



**B. Program Priority 1 List (Discussion/Action – M. Bowen)**

*Currently, we don't have Priority 1 list for programs. Do we need one to review programs every 5 years? Thoughts? Think about it and let us know next Curriculum Committee meeting as time is running short for this meeting.*

**XVI. REPORTS (Information)**

**A. Co-Chairs**

**B. Articulation/C-ID**

**C. Board of Trustees/ DTRW-I**

**D. Subcommittees/Workgroups**

**E. New Curriculum Approvals at the State (CCCCO)**

1. The new state inventory system (COCI) is currently experiencing difficulties and we are not able to confidently submit courses and/or programs at this time.

***Meeting adjourned at 4:35pm.***

**NEXT MEETING**

September 19<sup>th</sup>, 2017 - 3:00 PM

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:

Kim Hoffmans, Interim Vice President Academic Affairs  
Ventura College - 4667 Telegraph Road - Ventura, CA 93003  
(805) 289-6464