Ventura College Curriculum Committee

Resolution on Enforcement of Priority 1 (P1) Course Update Deadlines

Date: November 18, 2025

Presented by: Ventura College Curriculum Committee

Action: For Committee Vote

Resolution

Whereas, the Ventura College Curriculum Committee ensures all courses and programs remain current, compliant with Title 5 and Chancellor's Office standards, and eligible for program funding and articulation;

Whereas, timely Priority 1 course updates support curriculum currency, maintain state and federal compliance, strengthen scheduling and student pathways, and enhance institutional planning and resource allocation; and

Whereas, departments receive annual notification of Priority 1 course update deadlines, and consistent adherence across all departments ensures equitable curriculum approval processes and accurate catalog representation;

Therefore, be it resolved, that the Ventura College Curriculum Committee establishes the following enforcement policy:

1. If a department fails to submit Priority 1 course updates by the fall deadline, that department's Fall Program Review requests, including Full-Time faculty positions, will not be funded in the following academic year.

2. If a department fails to submit Priority 1 updates for a second consecutive year, all Program Review requests from that department's entire division will be denied in the following academic year.

Therefore, be it resolved, that this policy be communicated to all department chairs, deans, and the Academic Senate;

Therefore, be it resolved, that the Curriculum Technical Review workgroup and the Vice President of Academic Affairs monitor compliance and report annually to the committee.

Rationale

Timely Priority 1 course updates are essential to curriculum integrity, compliance, and institutional effectiveness. When departments meet established deadlines, the college

maintains accurate catalogs, effective scheduling, valid articulation agreements, and compliance with accreditation and state reporting requirements.

Departments that consistently miss Priority 1 deadlines create barriers to student success and institutional planning. This resolution establishes clear accountability through Program Review funding eligibility. This approach ensures equitable enforcement across all instructional areas and provides transparent consequences that support curriculum currency.

By linking Priority 1 compliance to resource allocation and monitoring progress annually, Ventura College strengthens curriculum quality, improves cross-divisional coordination, and ensures students have access to current, high-quality academic programs.

Signatures

12/2/25
Curriculum Committee Co-Chair/Date

Czarina Gutierrez 12/2/25
Curriculum Committee Co-Chair/Date

1/12/2026
Academic Senate President

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Date

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Vice President of Academic Affairs

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Date