



# Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, March 06, 2018 at 3:00pm

**ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2019 UNLESS OTHERWISE NOTED.**

Called to order: 3:05 p.m.

## 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 type="checkbox"/> P	<input checked="" 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 type="checkbox"/> P	<input checked="" type="checkbox"/> A	(Vacant)	<input type="checkbox"/> P	<input type="checkbox"/> A
SLO Committee Representative	Nathan Cole	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Health, KIN, ICA, and Performing Arts Division	Nancy Fredrickson	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Jeff Fischer	<input checked="" type="checkbox"/> P	<input 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 type="checkbox"/> P	<input checked="" type="checkbox"/> A	John Guelcher	<input type="checkbox"/> P	<input checked="" 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 type="checkbox"/> P	<input checked="" 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	Olivia Long	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Instructional Data Specialist	Kelly Denton	<input checked="" type="checkbox"/> P	<input 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			

**DE Committee Liaison: Sharon Oxford**

**Guests:** None

Introductions around the room - Jeff Fischer (KIN/PE), replacing Krenley Guzman on the Curriculum Committee

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

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

*Motion by: S. Corbett*

*Seconded by: N. Fredrickson*

*Discussion: None*

*Final resolution: Agenda approved as presented*

*Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, S. Corbett, J. Fischer,  
N. Fredrickson, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude*

*No/Abstain: None*

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

### A. Volunteer for Curriculum Committee representative on Guided Pathways (backup for Lauren Wintermeyer) - M. Bowen

*Dan Clark has volunteered to be the representative in lieu of Lauren.*

*Dan – had planning meeting for upcoming roundtable. Planning document due on March 30<sup>th</sup>. Roundtable on March 12 at 3pm – open to all. A draft of the “Plan to Plan” is going to go out to the campus by Friday.*

### B. March 5<sup>th</sup> Deadline passed. Last day to submit all curriculum for Fall 2019 – M. Callahan

*Last day to submit curriculum for Fall 2019 implementation has passed. Courses we are looking at now were submitted before the March deadline. Anything submitted now is Fall 2020 implementation.*

### C. DAC planning to offer a Community Services (not for credit) class – M. Bowen

*At Academic Senate is was reported that the DAC is advertising they will be offering a community service course. Curriculum Committee does not have to approve community services courses. Community service courses do have to be approved by the Board of Trustees, but not Curriculum Committee.*

*Not for credit class – instructors don’t have to meet State required MQs, and the course doesn’t have to go through our curriculum processes. Courses are self-funding. We do not receive apportionment for these courses. Do they have to be offered in DSA approved buildings? First course that we are aware of is a Caregiver course to be offered at VC campus in Santa Paula.*

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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.

**D. OER Resources: Link on Faculty course page on Canvas – M. Bowen/ L. Morales**

*Discussed at Academic Senate meeting – discussion on Open Resources (State’s efforts to create zero or low cost textbooks).*

*Faculty has been having difficulty locating it. On Faculty Course page on Canvas there should be a link.*

*Note: Faculty in Curriculum Committee Meeting reported link is broken.*

**Additional Announcements:**

*Nancy Fredrickson – VC hosting state basketball championships this weekend. Sorry for congestion, but it’s going to be a great event. Starts Wednesday and goes through Friday.*

*Kim Hoffmans - Will Cowen named Athletic Director of the Year by UnderArmor – very prestigious honor. Congratulations, Will!*

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

*M. Bowen called for a motion to approve the minutes from the 2/20/18 meeting.*

*Motion by: D. Clark*

*Seconded by: P. Sezzi*

*Discussion: None*

*Final resolution: Minutes from 2/20/18 meeting approved as presented*

*Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, S. Corbett, J. Fischer, N. Fredrickson, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude*

*No/Abstain: None*

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

**A. None**

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

**A. Deletion: ESL V53A\*, ESL V53B\*, ESL V54\***

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

*Motion by: P. Sezzi moved to approve courses as presented*

*Seconded by: M. Rivera*

*Discussion: None*

*Final resolution: Consent Agenda proposals approved*

*Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, S. Corbett, J. Fischer, N. Fredrickson, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude*

*No/Abstain: None*

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

**A. None**

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

**A. None**

**IX. FIRST READING:**

**A. CURRICULAR PROPOSALS REQUIRING SECOND READING  
(Discussion/Action; see attachment)**

1. Revision: ART V19, ART V25A, ART V25B, ART V26A, ART V26B, ART V50A, ART V50B

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

1. Revision: AST V01, ENGL V05, ENGL V10, MUS V11, MUS V47

**C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL**

1. None

*A1 courses: Revised Art courses – hours are changing to fit with Carnegie  
B1 courses going through 5 year review*

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

*Motion by: S. Corbett moved to approve courses (combined A and B)*

*Seconded by: M. Werness-Rude*

*Discussion: Art courses “units” spelled “unites”*

*Discussion about C-ID on MUC V47 courses. Issues are not serious enough to pull courses. Note to Thao to check course for author’s information.*

*Final resolution: All First Reading proposals approved as presented*

*Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, S. Corbett, J. Fischer, N. Fredrickson, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude*

*No/Abstain: None*

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

**A. None**

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

**A. Revision: ENGL V10, MUS V11, MUS V47**

**B. Review: ART V25B, ART V26A, ART V26B, ART V50B, ENGL V05**

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

*Motion by: M. Werness Rude moved to approve Requisite proposals together*

*Seconded by: K. Wellman*

*Discussion: English Class – Entry Skills? Are those what students are supposed to have prior to taking the course?*

*Entry skills = further justification of requisites*

*Final resolution: Requisite proposals approved as presented*

*Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, S. Corbett, J. Fischer, N. Fredrickson, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude*

*No/Abstain: None*

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

**A. New: ENGL V10**

**B. Review: AST V01, ENGL V05**

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

*Motion by: P. Sezzi*

*Seconded by: S. Corbett*

*Discussion: AST V01- needs clarification of modalities. Does Faculty know they can have more than one modality? CC to approve course with whatever correction is made.*

*With more and more courses going online, we could keep an eye out for accessibility for all students.*

*DE staff works closely with EAC to make sure all courses are accessible to everyone.*

*Fraud is very common with DE courses (financial aid, etc.). K. Wellman to possibly put together a document regarding things to look for.*

*Final resolution: Distance Education proposals approved as presented*

*Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, S. Corbett, J. Fischer, N. Fredrickson, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude*

*No/Abstain: None*

**XIII. MINIMUM QUALIFICATIONS**

**A. None**

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

**A. None**

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

**A. None**

**XVI. REPORTS (Information)**

**A. Co-Chairs**

*K. Hoffmans: Tree of Life and Faces Art exhibits were really great. Go if you can.*

**B. Articulation/C-ID**

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

**D. Subcommittees/Workgroups**

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

- 1. Revised Bookkeeping COA submitted to the State 3/2/18. Under review.**

**Adjourned 3:56 p.m.**

**NEXT MEETING**

**March 20, 2018 - 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, Vice President Academic Affairs  
Ventura College - 4667 Telegraph Road - Ventura, CA 93003  
(805) 289-6464