



# Curriculum Committee

## Minutes

Multidisciplinary Center West Conference Room (MCW-312)  
April 7, 2015 at 3:00pm

**NOTE: ALL COURSES/PROGRAMS UP FOR APPROVAL FROM THIS DATE FORWARD  
WILL BE EFFECTIVE FALL 2016 UNLESS OTHERWISE NOTED.**

### **I. CALL TO ORDER**

A. Gonzales called the meeting to order at 3:25 p.m.

### **II. ROLL CALL**

**VOTING MEMBERS PRESENT:** A. Gonzales (co-chair), C. Branciforte, T. Dalton, N. Fredrickson, A. Gaines, R. Koerner, D. Newcomb, and D. Young.

*[ABSENT: G. Arevalo, M. Bowen, P. King, R. Petitfils, 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, and O. Long.

*(ABSENT: T. Harrison, P. Jefferson (co-chair), D. Kumpf, Gwendolyn Lewis-Huddleston, V. Lugo, J. Osborne (ASVC Rep.), K. Schrader, and L. Wright)*

**GUESTS:** Alex Kolesnik

### **III. APPROVAL OF THE AGENDA**

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

Motion by D. Newcomb, second by N. Fredrickson

Final Resolution: Motion was approved.

Yes: A. Gonzales (co-chair), C. Branciforte, T. Dalton, N. Fredrickson, A. Gaines, R. Koerner, and D. Newcomb.

Abstention: D. Young

### **IV. PUBLIC COMMENTS**

None

### **V. APPROVAL OF MINUTES: March 17, 2015**

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

Motion by N. Fredrickson, second by D. Newcomb

Final Resolution: Motion was approved.

Yes: C. Branciforte, N. Fredrickson, A. Gaines, R. Koerner, and D. Newcomb.

Abstention: T. Dalton, A. Gonzales (co-chair) and D. Young

**VI. POLICY AND PROCESS DISCUSSION/ACTION:**

**A. Curriculum Committee Workgroups Subcommittees**

*(pending adoption by Academic Senate)*

1. Philosophy and General Education (Discussion)
  - a. Spring Meeting Report  
*A. Gonzales provided a recap of the meeting held immediately prior to Curriculum Committee.*
2. Curriculum Technical Review & Prerequisites (Action)
  - a. DRAFT Charter  
*Tabled due to absence of M. Bowen.*
3. ~~Distance Education Curriculum Review~~ *(pending adoption by Academic Senate)*

**B. Curriculum Committee Bylaws (Discussion/Action)**

*Tabled due to absence of M. Bowen.*

**C. Proficiency Award Form(s)**

1. Updated form for New Proposals (Discussion/Action)  
Motion by N. Fredrickson, second by R. Koerner  
*D. Newcomb presented the updated form. It was noted to revise the fourth bullet point listed under "Requirements..." to match the language in AP 4100.*  
Final Resolution: Motion was approved.  
Yes: A. Gonzales (co-chair), C. Branciforte, T. Dalton, N. Fredrickson, A. Gaines, R. Koerner, D. Newcomb and D. Young.
2. Proposed form for Revisions (Discussion/Action)  
Motion by D. Newcomb, second by R. Koerner  
*D. Newcomb presented the new form for revisions to existing proficiency awards form. It was noted to revise the fourth bullet point listed under "Requirements..." to match the language in AP 4100.*  
Final Resolution: Motion was approved.  
Yes: A. Gonzales (co-chair), C. Branciforte, T. Dalton, N. Fredrickson, A. Gaines, R. Koerner, D. Newcomb and D. Young.
3. AP/BP 4100 Graduation Requirements for Degrees and Certificates (attached for reference)

**VII. Curricular Proposals for Approval**

**A. Credit Courses: Second Reading**

1. New

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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'*

Motion by R. Koerner, second by D. Young

Final Resolution: Motion was approved.

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

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

- **CHEM V01B**

**P-review:** 'CHEM V01A with grade of C or better'

Motion by N. Fredrickson, second by C. Branciforte

Final Resolution: Motion was approved.

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

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 ***\*Effective Spring 2016 (First and Second Reading)\****

- [ICA V25](#) Intercollegiate Sand Volleyball: Women 4 units

Motion by R. Koerner, second by D. Newcomb

*Discussion: N. Fredrickson presented the course for approval.*

Final Resolution: Motion was approved.

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

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/Enrollment Limitation(s)

4. 88s and 89s

5. Distance Education

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

7. Noncredit Courses ***\*Effective Fall 2015 (First and Second Reading)\****

- [ATEB N106](#) Workplace and Business Essentials
- [ATEC N101](#) Career Exploration and Discovery

- [ATEC N105](#) Skills for Employability
- [ATEM N102](#) Math for Employment
- [ATET N104](#) Principals of Technology
- [ATET N107A](#) Technical Reference interpretation and Blueprint Reading
- [ATET N108](#) Occupational Safety in the Workplace
- [ATET N109](#) Principals of Technology - Tool and Machines
- [ATEW N103](#) Writing for Employment

Motion by N. Fredrickson, second by A. Gonzales

*Discussion: It was noted that ATET N107 should not have an "A" in the course ID. A. Gonzales shared a communication she received from the Articulation Officer discouraging moving forward with the noncredit courses due to information she heard at a recent conference. D. Newcomb stated that due diligence was executed when the courses were created and they meet standards as are in place now at the state level. The consensus of the committee was that the communication from the AO was not specific enough, nor was she present to address the issue, in order to warrant not moving the courses forward.*

Final Resolution: Motion was approved.

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

#### 8. Study Abroad/International Education

### VIII. COURSE AND PROGRAM—CONSENT AGENDA

#### A. Curricular Activity: Technical Action

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

- [BUS V28B](#)

##### 2. Technical Revisions (Nonsubstantial Changes in Catalog) *\*Effective Fall 2015\**

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

- ~~GW V02Q~~ [COUN V10C](#) (ID, D, Was=Formerly)  
Formerly GW V02Q
- ~~GW V88~~ [COUN V88](#) (Was=Formerly)  
Formerly GW V88
- ~~GW V89~~ [COUN V89](#) (Was=Formerly)  
Formerly GW V89

##### 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)

- ~~GW V02Q~~ [COUN V10C](#) (CO)

##### 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)

- Nutrition and Dietetics  
Associate in Science for Transfer Degree

Motion by R. Koerner, second by C. Branciforte

*Discussion: A. Gonzales noted the Nutrition ADT was revised based on recommendations from DTRW-I. R. Koerner inquired why HED V87 had not already been submitted for C-ID. A. Gonzales replied that currently there is only one person making the submissions and that we have to have a backup.*

Final Resolution: Motion was approved.

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

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

A. [ADT Progress Report](#) (Information) – P. Jefferson

- Elementary Teacher Education ADT  
*A. Gonzales presented this item and explained that the college offers an Associate Degree in General Studies Pattern II and III with a Liberal Studies Emphasis and will now be required to develop the ADT listed above.*

B. Other –

*A. Gonzales noted that a survey will be conducted via survey monkey and the results reviewed at the next curriculum meeting.*

*A. Kolesnik referenced the [Senate resolution](#) regarding timely moving forward of curriculum and that it is a big issue around the state.*

**A. Gonzales adjourned the meeting at 4:24 p.m.**

**NEXT MEETING**

April 21, 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

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