



Curriculum Committee

Minutes

Multidisciplinary Center West Conference Room (MCW-312)
September 30, 2014 at 3:00pm

NOTE: ALL COURSES/PROGRAMS UP FOR APPROVAL FROM THIS DATE FORWARD WILL BE EFFECTIVE FALL 2015 UNLESS OTHERWISE NOTED.

P. Jefferson called the meeting to order at 3:15 p.m.

VOTING MEMBERS PRESENT: G. Arevalo, M. Bowen, T. Dalton, N. Fredrickson, A. Gaines, A. Gonzales, A. Kolesnik, D. Newcomb, and P. Sezzi (co-chair.)
(*ABSENT: M. De La Rocha, P. King, R. Koerner [sabbatical fall 2014], P. Martin, D. Young and 2 representatives from Communications & Learning Resources division*)

NON-VOTING MEMBERS PRESENT: S. Bricker, O. Duangpun, and P. Jefferson (co-chair),
(*ABSENT: ASVC Rep, T. Harrison, D. Kumpf, O. Long V. Lugo, A. Sanford, and K. Schrader*)

GUESTS: Jay Varela and Corey Wendt

APPROVAL OF MINUTES: September 16, 2014

P. Sezzi called for a motion to approve the minutes.

Motion by N. Fredrickson, second by M. Bowen

Final Resolution: Motion was approved.

Yes: G. Arevalo, M. Bowen, T. Dalton, N. Fredrickson, A. Gaines, A. Gonzales, A. Kolesnik, D. Newcomb, and P. Sezzi (co-chair)

POLICY AND PROCESS DISCUSSION:

1. Technical Review Process

P. Jefferson provided a synopsis of input received. He also noted the possibility of pursuing noncredit courses. The process discussed included adding another person in the role of Technical Review to work with and have the same release time as the current Technical Review Chair, Michael Bowen. The course outlines could be divided by section and dispersed so that curriculum members would be responsible to review certain section(s). P. Jefferson stated that he would with his colleagues to draft a revised technical review process and also to recruit the additional person.

P. Sezzi noted that training would be mandatory for the 2015-16 Curriculum Committee members. At issue was the conflict regarding mandatory training during fall flex week due to the members not being ratified until flex week. N. Fredrickson made a motion to conduct the mandatory training at the first Curriculum Committee meeting in fall 2015, A. Gonzales seconded that motion. It was noted that training during flex in January would be for new members and serve as a refresher for current members.

2. **Curriculum Committee Subcommittees Membership**

a. **Philosophy and General Education**

Members were selected as follows: G. Arevalo, S. Bricker, N. Fredrickson, A. Gaines, A. Gonzales, A. Kolesnik, D. Newcomb, and P. Sezzi.

A meeting was scheduled for Tuesday, October 7th at 3:30 p.m. in MCW 312.

P. Sezzi noted that the committee is lacking two representatives from the Communications and Learning Resources division.

b. **Curriculum Technical Review & Prerequisites**

No discussion.

c. **Distance Education Curriculum Review**

No discussion.

3. **ACCJC Standard II: Student Learning Programs and Support Services/**

A. Instructional Programs/ Items 3 (SLO in COR and syllabus) and 6 (schedule courses)

P. Jefferson noted that the initial input of SLOs into CORs in CurricUNET would be assigned to his colleagues as a one-time project to be coordinated by his assistant Linda Resendiz. He noted that he would provide the committee updates on the project as it progresses. After the initial data input is complete, it would then be the responsibility of faculty to update their SLOs in all applicable systems when necessary. It was noted that a new "SLO update only" process within CurricUNET is being developed.

**SECTION ONE:
REQUIRING COMMITTEE ACTION**

I. 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); P=Prereq, C=Coreq (substantial);
D=Description (substantial); F=Fees (required); FT=Field Trip; R=Repeat (added or increased)

<ul style="list-style-type: none">▪ <u>MATH V04</u> (D; P)▪ <u>MATH V05</u> (P)▪ <u>MATH V21A</u> (D) <p>Motion by G. Arevalo, second by A. Gonzales Final Resolution: Motion was approved. Yes: G. Arevalo, M. Bowen, T. Dalton, N. Fredrickson, A. Gaines, A. Gonzales, A. Kolesnik, D. Newcomb, and P. Sezzi (co-chair)</p>

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

<ul style="list-style-type: none">▪ <u>MATH V04</u> P- Review 'MATH V03' or 'Placement as measured by the college assessment process'

P- Remove 'MATH V03E'
P- Add 'MATH V13B'
 ▪ **MATH V05**
P- Review 'MATH V03' **or** 'Placement as measured by the college assessment process'
P- Remove 'MATH V03E'
P- Add 'MATH V13B'
RP- Review 'MATH V02' & 'Knowledge of plane geometry'
 ▪ **MATH V21A**
P- Review 'MATH V04 and MATH V05 with grades of C or better' **or** 'MATH V20 with grade of C or better' **or** 'the fourth year of high school mathematics (advanced mathematics) with a grade of C or better' **or** 'placement as measured by the college assessment process.'

Motion by D. Newcomb, second by A. Kolesnik
 Final Resolution: Motion was approved.
 Yes: G. Arevalo, M. Bowen, T. Dalton, N. Fredrickson, A. Gaines, A. Gonzales, A. Kolesnik, D. Newcomb, and P. Sezzi (co-chair)

4. 88s and 89s

5. Distance Education (new)

▪ **MATH V04** Review:
 Hybrid (1-50% online)
 Hybrid (51-99% online)

Motion by A. Gonzales, second by M. Bowen
 Final Resolution: Motion was approved.
 Yes: G. Arevalo, M. Bowen, T. Dalton, N. Fredrickson, A. Gaines, A. Gonzales, A. Kolesnik, D. Newcomb, and P. Sezzi (co-chair)

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

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);
 D=Description (substantial); F=Fees (required); FT=Field Trips; R=Repeat (added or increased)

▪ **THA V10A**
T- from 'Production and Performance I' to 'Performance I'

U- from '1 unit' to '3 units'
H- from '0.5 lecture, 1.5 laboratory weekly'
to '1.5 lecture, 4.5 laboratory weekly'
D)

J. Varela presented the revisions to this course and noted that the basis for the proposed changes was to align the course with C-ID Descriptor THTR 191. Discussion ensued regarding the other three courses in this series.

Motion to table this course and bring back as second reading with other three (THA V10B/C/D) courses, by M. Bowen, second by A. Kolesnik
Motion was approved.

Yes: G. Arevalo, M. Bowen, T. Dalton, N. Fredrickson, A. Gaines, A. Gonzales, A. Kolesnik, D. Newcomb, and P. Sezzi (co-chair)

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

- [THA V10A](#)
EL-New: *Audition and/or interview*

Motion to table this course and bring back as second reading with other three (THA V10B/C/D) courses, by M. Bowen, second by A. Kolesnik
Motion was approved.

Yes: G. Arevalo, M. Bowen, T. Dalton, N. Fredrickson, A. Gaines, A. Gonzales, A. Kolesnik, D. Newcomb, and P. Sezzi (co-chair)

4. 88s and 89s

5. Distance Education (new)

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

7. Noncredit Courses

8. Study Abroad/International Education

**SECTION TWO:
COURSE AND PROGRAM INFORMATION ONLY—CONSENT AGENDA**

II. Curricular Activity: Technical Action

A. Delete (Remove from catalog)

B. 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

- [MATH V21B](#)
D)

C. Technical Revision (Articulation Purposes)

Does not require DTRW-I or Board approval

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

- [MATH V21B](#) (CO, CC)
- [THA V10A](#) (CO, CC, LC)

D. Course Review/Update (No catalog changes)

- [HED V95](#) (Update) (*REQUEST to be effective SPRING 2015*)

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

- [MATH V21B](#)
P-Review (*MATH V21A or equivalent with grade C or better*)

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

- [HED V95](#) (New: 100% fully online) (*REQUEST to be effective SPRING 2015*)

G. Degrees, Certificates and Awards (Nonsubstantial)

P. Jefferson pulled HED V95 for discussion. He noted that it is an exception to the procedure to approve a course for distance education to be effective Spring 2015 and that this course would be the final exception.

Motion by A. Kolesnik, second by N. Fredrickson

Final Resolution: Motion was approved.

Yes: G. Arevalo, M. Bowen, T. Dalton, N. Fredrickson, A. Gaines, A. Gonzales, A. Kolesnik, D. Newcomb, and P. Sezzi (co-chair)

SECTION THREE:

DISCUSSION (CONSENT and/or ACTION)

III. Action/Information/Discussion

A. Curriculum Committee Co-Chair

- Nominations for Spring 2015 (Discussion/Action) – P. Jefferson
*G. Arevalo nominated Mark Pauley.
P. Sezzi nominated Angelica Gonzalez.
A. Kolesnik and D. Newcomb supported the nomination.
A brief discussion ensued.*

Motion by P. Sezzi, second by A. Kolesnik

Final Resolution: Motion was approved.

Yes: G. Arevalo, M. Bowen, T. Dalton, N. Fredrickson, A. Gaines, A. Gonzales, A. Kolesnik, D. Newcomb, and P. Sezzi (co-chair)

P. Sezzi confirmed A. Gonzales would serve as Curriculum Committee Co-Chair for spring 2015 (P. Sezzi would be on sabbatical.)

It was noted that another representative would be needed from the Student Services division.

- Two year term commencing in June 2015 and ending in May 2017 (Discussion) – P. Jefferson

P. Jefferson postponed this item to Spring 2015.

B. DTRW-I Report for meeting held 9.18.14 (Discussion/Action) – P. Jefferson/G. Arevalo

- Math and English Placement Language
G. Arevalo and P. Jefferson provided a synopsis of the September 18th DTRW-I meeting including Math and English placement language.

C. 2015-16 [Curriculum Deadlines](#) to be effective Fall 2016 (Discussion/Action) – P. Sezzi
P. Sezzi noted that the staggered deadlines have been ineffective. New deadlines were proposed as follows:

- May 1st for all courses, degrees, and distance education
- Sept 1st experimental courses 88/89 effective for the following spring semester
- Feb 1st experimental courses 88/89 effective for the following fall semester

D. Program and New Course Approval Request Form (Information) – P. Jefferson
P. Jefferson presented the form to the committee and stated that would be required as part of curriculum submission process. The form, with the minor correction ('3/4' to 'majority') will be available on the Curriculum Committee website under the left navigation section titled "Resources."

E. Philosophy and General Education Meeting Dates (Discussion/Action) – G. Arevalo
Item addressed in Policy and Process Discussion at the beginning of the meeting.

F. Associate Degree for Transfer (ADT) Chancellor's Office Templates (Information) – G. Arevalo
G. Arevalo provided an update on this item.

G. Expectations and Responsibilities of Curriculum Committee members (Discussion) – P. Sezzi
No discussion.

H. Goal Setting for 2014-2015 (Discussion) – P. Sezzi
No discussion.

I. 2013-2014 Curriculum Committee Survey (Information) – P. Sezzi
No discussion.

J. Other
No discussion.

MEETING ADJOURNED at 5:01 p.m.

NEXT MEETING

October 21, 2014 – 3:00 p.m.

Multidisciplinary Center West Conference Room (MCW-312)



Ventura College
Office of Student Learning

Program and New Course Approval Request Form

Proposal Type: (check one)

Course

Program

Proposal Request: (check one)

New

Revision

Program or Course Title:

Faculty Originator Name:

Discipline:

Department:

Purpose or Justification: (Please provide the reason for development or revision and provide supporting documentation if applicable).

Was the above proposal reviewed and discussed by the department? Yes No Date:

Number of FT faculty in the department?

How many FT faculty in the department approved the program or course? (Please note this action requires a two-thirds vote)

Signatures of those that endorsed this proposal:

Multiple lines of signature lines for faculty endorsement, each consisting of a horizontal line for a name and a vertical line for a date.

Additional text at the bottom of the page, possibly a footer or administrative note.

From: Julie Adams [<mailto:julie@ASCCC.ORG>]
Sent: Thursday, September 25, 2014 1:52 PM
To: CURRICULUM@LISTSERV.CCCNEXT.NET
Subject: Associate Degree for Transfer (ADT) Chancellor's Office Templates

Colleagues,

As you know, a number of Associate Degree for Transfer (ADT) Chancellor's Office Templates were expected to be made available on September 1, 2014. As that deadline was missed, the System Advisory Committee on Curriculum (SACC) proposed that those templates not be released until February 1. Yesterday, the members of the Intersegmental Curriculum Workgroup (ICW) determined that the three agriculture templates that were posted earlier this week should remain available and be dated October 1, 2014. All other templates that were anticipated on September 1 will be made available on February 1, and efforts will be made to ensure that such delays do not occur in the future.

If you have any questions or concerns regarding this determination, please send them to info@asccc.org for routing to the appropriate party.

Regards,

Julie Bruno
Chair, Intersegmental Curriculum Workgroup
Vice President, Academic Senate for California Community Colleges
President, The Academic Senate Foundation for California Community Colleges
Professor of Communication Studies, Sierra College

23. For us to always have a quorum at all meetings
24. For Curriculum Committee members to come prepared
25. For the Curriculum Committee to ask deep questions about content, rigor and appropriateness of curricular submissions whenever appropriate
26. Critically review proposed curriculum to make sure standards/regulations are met
27. Provide curriculum development support/resource to other faculty members
28. Focus on thoughtful review and provide helpful feedback to faculty
29. To ensure the curriculum is “sound” and “transportable”
30. Active participants in the development of courses and programs – currency and regulatory
31. To communicate meeting information and goals to their depts./divisions
32. Review courses and programs
33. Understand mandated curricular changes
34. Report back to dept./divisions about curricular updates
35. Review of course outlines
36. Submitting courses for tech review
37. Preparing and oversight of outlines
38. Alignment of courses with state regulations
39. Careful review of courses
40. Communicate department’s decisions
41. Consider other departments decisions and communicate to dept.
42. A member of this committee must attend regularly
43. A member of this committee read courses up for curriculum review
44. A member of this committee help guide the courses through the process
45. A member of this committee remain objective to the process (not simply represent their constituency)
46. To disseminate information regarding curriculum changes, course review/updates and deadlines to faculty within our division in a timely manner
47. Review curriculum for all departments and assure that they meet appropriate guidelines
48. Discuss the bigger picture and overall direction that the college wants its community to go. i.e., new program of course, policy changes, etc.
49. Prepare for the curriculum issues outside of meeting so that each member can contribute both for their own area of expertise, but other areas as well
50. To contribute to the tech review process
51. To help others write and create course descriptions that are accurate
52. To approve proposed courses that meet established criteria
53. Full participation
54. Attend each meeting
55. Dedicated to committee and to any work one might accept to do for the committee
56. Reflect student’s opinions when needed
57. Be prepared (on time, preview agenda ...)
58. Attend every meeting
59. Be familiar with state laws and regulations regarding curriculum in order to be able to exercise good judgment when discussing or approving courses
60. Understand that participation means more than attending biweekly meetings – every member should at least skim the outlines and program proposals. This is not a rubber-stamp committee.
61. Ask questions freely to learn about curriculum

Goals for the Curriculum Committee:

Wordle with the words “Curriculum Committee” and “committee” removed.

1. “Norming” of how we review
2. Develop rubric for how we shall proceed for courses/programs that deviate from our accepted “norms”
3. Review all outstanding proposals in a timely manner (by the end of the year)
4. Find a permanent solution to the tech review issue
5. To review in a timely manner
6. To educate committee and give them the necessary knowledge they need
7. To finish any priorities
8. To refine the tech review process
9. To learn more about CurricuNet
10. Assure that the VC curriculum stays current and up-to-date
11. Continue developing new programs, i.e., voc areas and ADTs to meet student and community needs
12. Get Michael Bowen more release time for tech review starting in Spring 2014
13. Have a process in place to make the committee function more smoothly
14. Get through the backlog of courses
15. Maintain good communication with all programs concerning courses and degrees
16. Help with review process to ensure compliance
17. Improve coherence between department and programs in our instructional mission
18. Streamline process
19. Set realistic timelines – so we are not always in crisis mode
20. Get help for Michael or more release time
21. Better training for new members
22. Improve the tech review process
23. Prepare training materials to guide new members and faculty reviewers
24. More training
25. More participation

26. More effective communication across the institution
27. Complete review of submitted curriculum items to help meet deadlines
28. Follow/develop course/change prioritization procedures
29. To review in a timely manner all curricular submission, both courses and programs
30. To have 100% compliance with ADTs (i.e., 100% of our local degrees should have a similar ADT by the end of the academic year)
31. To have 80% of possible ADTs on the books by the end of the academic year
32. More professional development / training for the committee members (i.e., PACAH, CurricuNet, etc.)
33. Improve tech review process
34. Get Mike more release time so we can work on bigger questions
35. Get degrees done
36. Clarify how this committee with function (as discussed)
37. Make broader campus more aware of what happens in this committee and the significance to their day-to-day work here
38. Train faculty on the approval process of curriculum
39. Create two year program/discipline matrix for student educational planning
40. Communicate all curriculum needs early. With clear step-by-step details with timely deadlines to complete curriculum work
41. Provide excellent and friendly customer service to assist our busy faculty in being able to complete curriculum needs
42. Approve courses that are benefitting students
43. Share info and ideas to group that are valuable to students and college
44. Learn more about course writing
45. Learn everyone's name and discipline
46. Learn nuances of agenda
47. Learn process
48. Survive first year cycle

- Do training for curriculum process for all
- Ensure robust conversation in departments about curriculum
- Decide upon a technical review process
- Do CurricuNet training/review for members and departmental reviewers
- Develop schedule for review of non-transferable courses
- Develop a sustainable technical review process that ensures coverage of all courses and programs (i.e., credit, non-credit, not-for-credit, degree applicable, non-degree applicable, degrees, certificates and proficiency awards)
- Figure out a way to increase active participation at Curriculum Committee meetings
- Ensure that divisional reps are taking information from Curriculum Committee back to their divisions and that division issues are brought forward to the Curriculum Committee meeting
- Figure out a Tech Review process – make it easier
- Find a way to understand all the acronyms
- Follow the agenda
- Get meetings to 1 hour
- Training for new members
- Know the deadlines
- Streamline the Tech Review process
- Know the rules of COR
- Decide how often non-transferable and non-credit courses need to be reviewed and how to prioritize which courses should be done first
- Plan technical review release time early enough in the semester so that MB knows how many classes to sign up for at the scheduling meeting
- Establish a Curriculum Committee workshop for...
- Establish or develop an ongoing Curriculum Committee FAQ list (Vol 1,2, etc.)
- Revise the duties and expectation to reflect specific responsibilities for staff, voting, members and reps
- Approve courses with integrity
- Be inviting; make curriculum fun and interesting
- Approve courses fast
- Stay on track and adhere to the agenda – more productive meetings
- Keep CurricuNet training for all at meeting – good review for all
- Clarify the responsibilities of members and how to report back
- Establish a matrix of offerings (2 year cycle)
- And put in print (catalog, etc.) of when courses are offered
- Establish a better tech review process