VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Opening the Door to Higher Education

Curriculum Committee Minutes - DRAFT

Multidisciplinary Center West Conference Room (MCW-312)
September 29, 2015 at 3:30pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2016 UNLESS OTHERWISE NOTED.

I. ROLL CALL (Quorum is 7 out of 14 voting members)

M. Bowen called the meeting to order at 3:35 p.m.

VOTING MEMBERS		**P=Present A=Absent**				
Faculty co-chair	Michael Bowen	☑ P	☐ A			
Academic Senate President	Alex Kolesnik	☑ P	☐ A			
AFT Rep.	vacant	☐ P	☐ A			
Artic. Officer	vacant	☐ P	☐ A			
CTE Division	Patricia King	☑ P	☐ A	Debbie Newcomb	☑ P	☐ A
Athletics, HED, KIN Division	Nancy Fredrickson	☑ P	☐ A	vacant	☐ P	☐ A
Social Sciences & HUM Division	Vacant	☐ P	☐ A	David Young	☑ P	☐ A
English & COMM Division	Gabe Arquilevich	☑ P	☐ A	John Guelcher	☑ P	☐ A
Librarian	Peter Sezzi	☑ P	☐ A			
Math & Sciences Division	Chloe Branciforte	☑ P	☐ A	Jennifer Garner	☑ P	☐ A
Student Services Division	Tom Dalton	☑ P	☐ A	Lauren Wintermeyer	☑ P	☐ A
Technical Review Chair	Ryan Petitfils	☑ P	☐ A			
NON-VOTING MEMBERS						
CIO co-chair (Interim)	Kimberly Hoffmans	☑ P	☐ A			
Assistant Dean	Karen Engelsen	☐ P	☑ A			
ASVC Rep.	Adrian Ponce	☑ P	☐ A			
Dean	Tim Harrison	☐ P	☑ A	Dan Kumpf	☐ P	☑ A
Dean	Gwendolyn Lewis-Huddleston	☑ P	☐ A	Raeann Koerner	☑ P	☐ A
Dean	Kathleen Schrader	☐ P	☑ A	Lynn Wright	☐ P	☑ A
Instructional Data Specialist	Nan Duangpun	☐ P	☑ A			
Recorder/Curriculum Technician	Olivia Long	☑ P	☐ A			
Registrar	vacant	☐ P	☐ A			

GUESTS: Katie Ostrinski, Sharon Oxford, and Bob Ringer

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

M. Bowen stated that the department chair requested the deletion of the CT PA be pulled. He then called for a motion to adopt the agenda.

Motion by N. Fredrickson, second by J. Guelcher
No Discussion
Final Resolution: Motion was approved
Yes: G. Arquilevich, M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, P. King, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi, L. Wintermeyer, and D. Young

III. GENERAL ANNOUNCEMENTS, INTRODUCTIONS, AND PUBLIC COMMENTS (Information)*

M. Bowen noted that a Curriculum Regional Meeting was scheduled for November 14, 2015. A. Kolesnik noted he emailed the flyer to faculty. There is an opportunity to carpool from VC for those interested in attending. M. Bowen requested interested parties should notify himself or R. Petitfils.

M. Bowen noted that training was scheduled for October 6th, with Roberts Rules at 3 p.m. and Curriculum at 3:30 p.m.

IV. APPROVAL OF MINUTES: September 15, 2015 (Discussion/Action)

M. Bowen called for a motion to approve the minutes.

Motion to approve with corrections noted, by G. Arquilevich, second by C. Branciforte
Discussion: *N. Fredrickson noted the need to correct roll call. A. Kolesnik stated that Registrar was not vacant and that Celia Rodriguez was Acting Registrar.*
Final Resolution: Motion was approved
Yes: G. Arquilevich, M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, P. King, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi, L. Wintermeyer, and D. Young

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

A. Courses Missing SLOs (Action)

1. Any course not containing at least one SLO in CurricUNET as of Dec. 1st 2015, will be deleted from the 2016-17 VC Catalog and inactivated with the state

M. Bowen called for a motion to pick up the tabled motion from the last meeting (noted above.)

Motion to pick up the motion by P. Sezzi, second by A. Kolesnik
Discussion: *The discussion included the list of courses and the manner in which it would be disseminated. The issue of a course having SLOs but not having been assessed was broached. That was determined to be a separate issue to be placed on a future agenda. It was agreed that the courses without SLOs would be listed for deletion on the December 1st Curriculum Committee agenda as a first reading and on the January 19th Curriculum Agenda as a second/final reading.*
Final Resolution: Motion was approved
Yes: G. Arquilevich, M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, P. King, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi, L. Wintermeyer, and D. Young

B. Curriculum Committee ~~Bylaws~~ *Charter* Amendment Proposals (Discussion/Action) *- Postponed*

1. Student Learning Outcomes position

2. Distance Education position

C. Curriculum Committee Policies & Procedures (Discussion/Action) *- Postponed*

* 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.

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

M. Bowen called for a motion to approve the deletions noted on the consent agenda.

R. Koerner noted that HED V84 was no longer being offered and is embedded within the first aid course.

Motion by R. Petitfils, second by N. Fredrickson

Discussion: *D. Newcomb inquired if the SOC V95/96 were in error. P. Sezzi inquired about the deletion memo. It was noted that the memo was entered in CurricUNET and it was not in error.*

Final Resolution: Motion was approved

Yes: G. Arquilevich, M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, P. King, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi, L. Wintermeyer, and D. Young

M. Bowen called for a motion to approve the revisions noted on the consent agenda. He stated that the courses were revised to meet C-ID descriptors.

Motion by D. Newcomb, second by P. Sezzi

Discussion: *A comment was made regarding an error on a SLO, however, it was determined to be correct.*

Final Resolution: Motion was approved

Yes: G. Arquilevich, M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, P. King, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi, L. Wintermeyer, and D. Young

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

Note: ~~HED V94~~ ***KIN V84*** *is a stand-alone course, AP 4022 also attached for reference*

M. Bowen called for a motion to approve the second reading curricular proposals.

Motion by A. Kolesnik, second by D. Newcomb
Discussion: *none*
Final Resolution: Motion was approved
Yes: G. Arquilevich, M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, P. King, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi, L. Wintermeyer, and D. Young

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

Motion to approve **ANTH V03** for first reading by P. Sezzi, second by L. Wintermeyer

Discussion: *The title change and description revision were discussed.*

Final Resolution: Motion was approved

Yes: G. Arquilevich, M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, P. King, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi, L. Wintermeyer, and D. Young

Motion to approve **ENGL V01B** for first reading by A. Kolesnik, second by R. Petitfils

Discussion: *The course was presented as a core requirement for the ADT in English. An inquiry was made regarding the ENGL V01C created specifically for the ADT. That course was not approved for GE. It was noted that the proposal aligns with our sister colleges. It was confirmed that the plan was to propose a deletion for ENGL V01C.*

M. Bowen noted that Letrisha Mai, Articulation Officer at Moorpark College, endorses this approach.

DRAFT

Final Resolution: Motion was approved

Yes: G. Arquilevich, M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, P. King, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi, L. Wintermeyer, and D. Young

IX. REQUISITE: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)

M. Bowen presented the updated proposal for ECON V01A/V01B with removal of the recommended preparation. He noted that it was brought to his attention that several other institutions in our state were successful in gaining C-ID approval without the recommended preparation. He then called for a motion to approve the requisites.

Motion by R. Petitfils, second by G. Arquilevich

Discussion: *Clarification was requested on recommended preparation and was provided.*

Final Resolution: Motion was approved

Yes: G. Arquilevich, M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, P. King, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi, L. Wintermeyer, and D. Young

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

M. Bowen called for a motion to approve/reaffirm the distance education as presented.

Motion by P. Sezzi, second by L. Wintermeyer

Discussion: *An inquiry was made regarding ANTH V05 not selecting 51-99% Hybrid option. B. Ringer addressed the inquiry and provided a detailed explanation of the courses.*

M. Bowen reiterated that if a course is offered 100% online, students cannot be compelled to attend orientations or to take exams on campus.

Final Resolution: Motion was approved

Yes: G. Arquilevich, M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, P. King, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi, L. Wintermeyer, and D. Young

XI. DISCUSSION/INFORMATION (Information or Discussion/Action)

A. Request(s) for Future Agenda Items

M. Bowen inquired if there were any requests. R. Koerner responded with the functionality of programs in CurricUNET.

The issue of a course having SLOs but not having been assessed was requested as a future agenda item.

XII. REPORTS (Information)

A. Co-chairs

K. Hoffmans shared the September 2015 C-ID newsletter.

B. Articulation/C-ID

Sept 2015 C-ID Newsletter

M. Bowen noted that he received several C-ID approvals for Art courses.

C. DTRW-I *(Next meeting scheduled for October 8, 2015)*

D. Subcommittees/Workgroups

1. **Schedule Philosophy & General Education Workgroup Meeting**

M. Bowen noted that course GEOL V09 needed review for GE, hesitant to schedule a meeting without an Articulation Officer. K. Hoffmans stated that a possibility could be to have the Moorpark College AO call in.

E. CurricUNET/Banner/TracDat

F. Other

1. Conclusion of Curriculum Committee Training

M. Bowen adjourned the meeting at 4:42 p.m.

TRAINING: Tuesday, October 6, 2015
3:00 p.m. Robert's Rules; 3:30 p.m. CurricUNET

NEXT MEETING:
Tuesday, October 20, 2015 – 3:30 p.m.
Multidisciplinary Center West Conference Room (MCW-312)

DEADLINE

for effective date of Fall 2017

May 1, 2016

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

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

Ventura College Curriculum Committee

Curricular Proposals for 09/29/15 - MINUTES

	CONSENT AGENDA: COURSES					NONSUBSTANTIAL CHANGES TO CATALOG	ARTIC CHANGES				
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation, P=Prereq, C=Coreq, RP=Recom. Prep.	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE	
✓	HED V84	CPR for Professional Rescuers	CR	0.5	Deletion	Remove from catalog		Fall 2016			
✓	SOC V95	Sociology Internship I	CR	1-4	Deletion	Remove from catalog		Fall 2016			
✓	SOC V96	Sociology Internship II	CR	1-4	Deletion	Remove from catalog		Fall 2016			
✓	ANTH V05	Linguistic Anthropology: Culture and Communication	CR	3	Revision		OBJ, CC	Fall 2016	x	x	
✓	MATH V21C	Multivariable Calculus	CR	5	Revision		OBJ, CC	Fall 2016	x		
	CONSENT AGENDA: PROGRAMS										
	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS		EFFECTIVE			
	none										
	SECOND READING: COURSES					SUBSTANTIAL CHANGES TO CATALOG	ARTIC CHANGES				
APPROVED	COURSE ID	COURSE TITLE	CR NC		PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation, P=Prereq, C=Coreq, RP=Recom. Prep.	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE	BoT
✓	AUTO V28L~~A~~	Automotive Suspension Systems Lab	CR	1.5	Revison	ID, U (from 1 unit to 1.5 units), H (from 3 to 4.5 weekly lab), D, C	OBJ, LC	Fall 2016	x		x
✓	ECON V01A	Principles of Macro Economics	CR	3	Revison	P		Fall 2016	x	x	x
✓	ECON V01B	Principles of Micro Economics	CR	3	Revison	P		Fall 2016	x	x	x
✓	~~HED V94~~ ***KIN V84***	Introduction to Athletic Training	CR	3	Revison	ID, D	OBJ, CC, LC	Fall 2016			x
✓	MUS V02D	Music Theory IV: ~~Sixteenth Century Counterpoint~~ ***Post Romantic***	CR	3	Revison	T, D, P	OBJ, CC	Fall 2016	x		x
✓	MUS V02DL	Ear Training IV	CR	1	Revison	D, P	OBJ, LC	Fall 2016	x		x
	SECOND READING: PROGRAMS										
	AWARD TYPE	PRIMARY DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS		EFFECTIVE			BoT
	none										

Ventura College Curriculum Committee

Curricular Proposals for 09/29/15 - MINUTES

	FIRST READING: COURSES					SUBSTANTIAL CHANGES TO CATALOG	ARTIC CHANGES				
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation, P=Prereq, C=Coreq, RP=Recom. Prep.	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE	BoT
✓	ANTH V03	***Introduction to*** Archaeology ~~and World Prehistory~~	CR	3	Revision	T; D	OBJ, CC	Fall 2016	x	x	x
✓	ENGL V01B	Critical Thinking and Composition Through Literature	CR	~~3~~ ***4***	Revision	U (from 3 to 4); H (from 3 to 4 lecture weekly); D	OBJ, CC	Fall 2016	x	x	x
	FIRST READING: PROGRAMS										
APPROVED	AWARD TYPE	PRIMARY DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS		EFFECTIVE			BoT
PULLED	~~PA~~	~~Construction Technology - Electrician Trainee~~	~~CR~~	~~12~~	~~Deletion~~	~~state regulations have changed; this award is unnecessary for licensing purposes~~		~~Fall 2016~~			~~x~~
	REQUISITE APPROVALS										
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT		EFFECTIVE			
✓	AUTO V28L~~A~~	Automotive Suspension Systems Lab	CR	1.5	***Revision***	Corequisite: AUTO V28 ~~and AUTO V28LB~~	(2nd Reading)	Fall 2016			
✓	MUS V02D	Music Theory IV: ~~Sixteenth Century Counterpoint~~ ***Post Romantic***	CR	3	***Revision***	Prerequisite: MUS ~~V02B~~ ***V02C*** and MUS ~~V02BL~~ ***V02CL*** Corequisite: MUS V02DL	(2nd Reading)	Fall 2016			
✓	MUS V02DL	Ear Training IV	CR	1	***Revision***	***Prerequisite: MUS V02CL*** Corequisite: MUS V02D	(2nd Reading)	Fall 2016			
✓	ECON V01A	Principles of Macro Economics	CR	3	***Revison***	***Prerequisite: MATH V01*** ~~***Recommended Preparation: MATH V03 or V13B***~~	(2nd Reading)	Fall 2016			
✓	ECON V01B	Principles of Micro Economics	CR	3	***Revison***	***Prerequisite: MATH V01*** ~~Recommended Preparation: - ECON V01A ***MATH V03 or V13B***~~	(2nd Reading)	Fall 2016			
✓	ANTH V03	***Introduction to*** Archaeology ~~and World Prehistory~~	CR	3	Review	Recommended Preparation: ANTH V01 or ANTH V02	(1st Reading)	Fall 2016			
✓	ANTH V05	Linguistic Anthropology: Culture and Communication	CR	3	Review	Recommended Preparation: ANTH V02	(Consent)	Fall 2016			
✓	ENGL V01B	Critical Thinking and Composition Through Literature	CR	~~3~~ ***4***	Review	Prerequisite: ENGL V01A	(1st Reading)	Fall 2016			
✓	MATH V21C	Multivariable Calculus	CR	5	Review	Prerequisite: MATH V21B or equivalent with grade of C or bette	(Consent)	Fall 2016			

Ventura College Curriculum Committee

Curricular Proposals for 09/29/15 - MINUTES

DISTANCE EDUCATION APPROVALS

APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	DE TYPE			EFFECTIVE			
✓	ANTH V03	***Introduction to*** Archaeology ~~and World Prehistory~~	CR	New	**Hybrid (1-50%)** **Hybrid (51-99%)** **Fully Online (100%)**		(1st Reading)	Fall 2016			
✓	ANTH V05	Linguistic Anthropology: Culture and Communication	CR	New	Hybrid (1-50%) Fully Online (100%)		(Consent)	Fall 2016			
✓	ECON V01A	Principles of Macro Economics	CR	Review	Hybrid (51-99%)		(2nd Reading)	Fall 2016			
✓	ECON V01B	Principles of Micro Economics	CR	Review	Hybrid (51-99%)		(2nd Reading)	Fall 2016			
✓	ENGL V01B	Critical Thinking and Composition Through Literature	CR	Review	Hybrid (1-50%) Hybrid (51-99%) Fully Online (100%)		(1st Reading)	Fall 2016			
	**** END OF LIST ****										