



# Curriculum Committee Agenda

Multidisciplinary Center West Conference Room (MCW-312)

November 17, 2015 at 3:30pm

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

- I. ROLL CALL (Quorum is 8 out of 15 voting members)
- II. ADOPTION OF THE PROPOSED AGENDA (Discussion/Action)
- III. GENERAL ANNOUNCEMENTS, INTRODUCTIONS, AND PUBLIC COMMENTS (Information)<sup>1</sup>
- IV. APPROVAL OF MINUTES: November 3, 2015 (Discussion/Action)
- V. POLICY AND PROCESS (Information or Discussion/Action)
  - A. Curriculum Committee Charter Amendment Proposals (Discussion/Action)
    1. None
- VI. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)
  - A. Deletions: CT V37, HED V84
  - B. Revisions: SPAN V02
  - C. Updates: ARCH V12, ARCH V67, AUTO V26, CT V12, CT V65, CT V67, WEL V65
- VII. SECOND READING: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)
  - A. None
- VIII. FIRST READING: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)
  - A. New Courses: DM V10, DM V10L, DM V12, DM V12L
  - B. Revisions: AUTO V26L, AUTO V33L, AUTO V38L, AUTO V48
- IX. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)
  - A. Modification: AUTO V26, AUTO V26L, AUTO V38L

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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.

- B. New: DM V10, DM V10L, DM V12, DM V12L
- C. Review: ARCH V12, CT V12, SPAN V02, AUTO V33L
- X. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL  
(Discussion/Action; see attachment)
  - A. SPAN V02
- XI. PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action)
  - A. New: GEOL V09, POLS V17, POLS V18
  - B. Review: MUS V06, MUS V07
- XII. DISCUSSION/INFORMATION (Information or Discussion/Action)
  - A. Request(s) for future agenda items
  - B. DTRW-I committee charge
    - 1. See attached
- XIII. REPORTS (Information)
  - A. Co-Chairs
    - 1. Report on the Fall 2015 Curriculum Regional Meeting (South)
    - 2. Reminder/update on NO-SLO list
  - B. Articulation/C-ID
  - C. Board of Trustees/ DTRW-I
    - 1. Notes on Board of Trustees meeting from November 10<sup>th</sup>, 2015
    - 2. Notes on DTRW-I meeting from November 12<sup>th</sup>, 2015
  - D. Subcommittees/Workgroups
  - E. Other
    - 1. Training (if applicable)

**NEXT MEETING**

Tuesday, December 1<sup>st</sup>, 2015 - 3:30 PM  
 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 11/17/15**

VENTURA COLLEGE CURRICULUM COMMITTEE													
CURRICULAR PROPOSALS FOR 11/17/15													
CONSENT AGENDA: COURSES													
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	NONSUBSTANTIAL CHANGES TO CATALOG		ARTIC CHANGES		EFFECTIVE	REQ	DE	
						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						
	<a href="#">CT V37</a>	Landscape Construction	CR	3	Deletion	Remove from catalog				Fall 2016			
	<a href="#">HED V84</a>	CPR for Professional Rescuers	CR	0.5	Deletion	Remove from catalog				Fall 2016			
	<a href="#">SPAN V02</a>	Elementary Spanish II	CR	5	Revision			OBJ		Fall 2016	X	X	
	<a href="#">ARCH V12</a> (Same as CT V12)	Advanced Blueprint Reading: Commerical/Industrial	CR	3	Update					Fall 2016	X		
	<a href="#">ARCH V67</a> (Same as CT V67)	Building Accessibility Regulations	CR	2	Update					Fall 2016			
	<a href="#">AUTO V26</a>	Automotive Brakes Service and Repair	CR	2	Update	C				Fall 2016	X		
	<a href="#">CT V12 (Same as ARCH V12)</a>	Advanced Blueprint Reading: Commerical/Industrial	CR	3	Update					Fall 2016	X		
	<a href="#">CT V65 (Same as WEL V65)</a>	Structural Steel and Welding Construction	CR	3	Update					Fall 2016			
	<a href="#">CT V67 (Same as ARCH V67)</a>	Building Accessibility Regulations	CR	2	Update					Fall 2016			
	<a href="#">WEL V65 (Same as CT V65)</a>	Structural Steel and Welding Construction	CR	3	Update					Fall 2016			
CONSENT AGENDA: PROGRAMS													
APPROVED	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	NONSUBSTANTIAL CHANGES TO CATALOG		ARTIC CHANGES		EFFECTIVE	REQ	DE	
						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						
	None												
SECOND READING: COURSES													
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	NONSUBSTANTIAL CHANGES TO CATALOG		ARTIC CHANGES		EFFECTIVE	REQ	DE	BoT
						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						
	None												

**Ventura College Curriculum Committee**  
**Curricular Proposals for 11/17/15**

SECOND READING: PROGRAMS											
APPROVED	AWARD TYPE	PRIMARY DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS	EFFECTIVE				BoT
	None										
FIRST READING: COURSES											
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
	<a href="#">DM V10</a>	Diesel Preventive Maintenance	CR	2	New			Fall 2016	X		X
	<a href="#">DM V10L</a>	Diesel Preventive Maintenance Lab	CR	1.5	New			Fall 2016	X		X
	<a href="#">DM V12</a>	Diesel Electrical/Electronic Systems	CR	3	New			Fall 2016	X		X
	<a href="#">DM V12L</a>	Diesel Electrical/Electronic Systems Lab	CR	3	New			Fall 2016	X		X
	<a href="#">AUTO V26L</a>	Automotive Brakes Service and Repair Laboratory	CR	1.5	Revision	ID, T, U, H, D	CC, LC	Fall 2016	X		X
	<a href="#">AUTO V33L</a>	Manual Transmissions and Driveline Laboratory	CR	1.5	Revision	U, H		Fall 2016	X		X
	<a href="#">AUTO V38L</a>	Heating and Air Conditioning Laboratory	CR	1.5	Revision	U, H	LC	Fall 2016	X		X
	<a href="#">AUTO V48</a>	Smog Check Inspection Procedures	CR	2	Revision	U, H, D	OBJ	Fall 2016			X
FIRST READING: PROGRAMS											
APPROVED	AWARD TYPE	PRIMARY DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS	EFFECTIVE				BoT
	None										
REQUISITE APPROVALS											
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE	EFFECTIVE			
	<a href="#">AUTO V26</a>	Automotive Brakes Service and Repair	CR	2	Modification	Corequisite: <del>AUTO V26LA and Corequisite AUTO V26LB-V26L</del>	Consent Agenda: Courses	Fall 2016			
	<a href="#">AUTO V26L</a>	Automotive Brakes Service and Repair Laboratory	CR	1.5	Modification	Corequisite: AUTO V26 and AUTO V26LB	First Reading: Courses	Fall 2016			
	<a href="#">AUTO V38L</a>	Heating and Air Conditioning Laboratory	CR	1.5	Modification	Corequisite: AUTO V38 ; <b>Rec. Prep. Auto V27</b>	First Reading: Courses	Fall 2016			
	<a href="#">DM V10</a>	Diesel Preventive Maintenance	CR	2	New	Corequisite: DM V10L	First Reading: Courses	Fall 2016			
	<a href="#">DM V10L</a>	Diesel Preventative Maintenance Lab	CR	1.5	New	Corequisite: DM V10	First Reading: Courses	Fall 2016			
	<a href="#">DM V12</a>	Diesel Electrical/Electronic Systems	CR	3	New	Corequisite: DM V12L	First Reading: Courses	Fall 2016			
	<a href="#">DM V12L</a>	Diesel Electrical/Electronic Systems Lab	CR	3	New	Corequisite: DM V12	First Reading: Courses	Fall 2016			

Ventura College Curriculum Committee

Curricular Proposals for 11/17/15

REQUISITE APPROVALS (Cont.)										
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE	EFFECTIVE		
	<a href="#">ARCH V12 (Same as CT V12)</a>	Advanced Blueprint Reading: Commerical/Industrial	CR	3	Review	Rec. Prep. ARCH V11 or CT V20 or DRFT V02B or equivalent	Consent Agenda: Courses	Fall 2016		
	<a href="#">CT V12 (Same as ARCH V12)</a>	Advanced Blueprint Reading: Commerical/Industrial	CR	3	Review	Rec. Prep. ARCH V11 or CT V20 or DRFT V02B or equivalent	Consent Agenda: Courses	Fall 2016		
	<a href="#">SPAN V02</a>	Elementary Spanish II	CR	5	Review	Prerequisite: SPAN V01 or 2 years of high school Spanish or equivalent	Consent Agenda: Courses	Fall 2016		
	<a href="#">AUTO V33L</a>	Manual Transmissions and Driveline Laboratory	CR	1.5	Review	Corequisite: AUTO V33	First Reading: Courses	Fall 2016		
DISTANCE EDUCATION APPROVALS										
APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	DE TYPE		SOURCE	EFFECTIVE		
	<a href="#">SPAN V02</a>	Elementary Spanish II	CR	Revision	51-99%	First time on new form	Consent Agenda: Courses	Fall 2016		
<b>** END OF LIST **</b>										



# Curriculum Committee Minutes DRAFT

Multidisciplinary Center West Conference Room (MCW-312)

November 3, 2015 at 3:30pm

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

## I. ROLL CALL (Quorum is 8 out of 15 voting members) 3:35 PM

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

Guests: Sharon Oxford (DE), Diana Hall (CD), Mark Wenzel (POLS)

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

M Bowen called for a motion to adopt the agenda as amended

Motion by: G. Arquilevich

Seconded by: D. Newcomb

Discussion: Motion was amended because minor corrections were made to the course list.

Final resolution: Approved

Yes: G. Arquilevich, M. Bowen, C. Branciforte, T. Dalton, J. Garner, P. King, A. Kolesnik, D. Newcomb, R. Petitfils, D. Young

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

*None.*

**IV. APPROVAL OF MINUTES: October 20, 2015 (Discussion/Action)**

*M. Bowen called for a motion to approve the minutes as presented*

Motion by: R. Petitfils

Seconded by: A. Kolsenik

Discussion: None

Final resolution: Approved

Yes: G. Arquilevich, M. Bowen, C. Branciforte, T. Dalton, J. Garner, P. King, A. Kolesnik, D. Newcomb, R. Petitfils, D. Young

Abstain Debbie Newcomb

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

**A. Curriculum Committee Bylaws Charter Amendment Proposals (Discussion/Action)**

**1. Student Learning Outcomes (SLOs) position**

*M. Bowen proposed a motion to approve that the SLO position on the Curriculum Committee could serve as both the SLO representative on the Curriculum Committee as well as a divisional representative.*

Motion by: G. Arquilevich

Seconded by: A. Kolesnik

Discussion: M. Bowen raised a member's concern that if a committee member wanted to serve as the SLO representative on the Curriculum Committee, they would have to forgo their divisional position on the committee. D. Newcomb mentioned the importance of this position right now in reviewing SLOs and ensuring they meet college standards because of looming accreditation.

Final resolution: Approved

Yes: G. Arquilevich, M. Bowen, C. Branciforte, T. Dalton, J. Garner, P. King, A. Kolesnik, D. Newcomb, R. Petitfils, D. Young

**2. Distance Education position  
*Postponed indefinitely***

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

**A. Course Inactivation/Deletions: CHEM V05, CJ V11B (Same as KIN V50B), CJ V15, CJ V29, CJ V41, CJ V42, CJ V45, CJ V46, CJ V47 (Same as CT V47), CT V46, CT V47 (Same as CJ V47), CT V84, HMSV V95, HMSV V96, NS V15, NS V16, NS V75, NS V86**

*M. Bowen presented the curricular proposals on the consent agenda.*

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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.

Motion to approve amended section: R. Petitfils  
Seconded by: A. Kolesnik  
Discussion: HMSV 95,96 pulled for separate consideration and motion  
Final resolution: Approved as amended  
Yes: G. Arquilevich, M. Bowen, C. Branciforte, T. Dalton, J. Garner,  
P. King, A. Kolesnik, D. Newcomb, R. Petitfils, D. Young

*M. Bowen presented HMSV V95 and V96 for consideration*

Motion by: D. Newcomb  
Seconded by: A. Kolesnik  
Discussion: A discussion followed regarding blanket SLOs for courses such as these.  
Final resolution: Approved  
Yes: G. Arquilevich, M. Bowen, C. Branciforte, T. Dalton, J. Garner,  
P. King, A. Kolesnik, D. Newcomb, R. Petitfils, D. Young

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

**A. Course Approvals: EDU V03, POLS V17, POLS V18**

*M. Bowen presented the curricular proposals for second reading and called for a motion to approve collectively.*

Motion by: G. Arquilevich  
Seconded by: D. Newcomb  
Discussion: A discussion ensued about EDU C-ID proposal. Because EDU V03 was missing C-ID descriptor on COR, G. Arquilevich amended his motion to approve the course pending the addition of C-ID to the COR.

Final resolution: Approved as amended  
Yes: G. Arquilevich, M. Bowen, C. Branciforte, T. Dalton, J. Garner,  
P. King, A. Kolesnik, D. Newcomb, R. Petitfils, D. Young

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

**A. None**

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

**A. EDU V03, PHSC V01**

*M. Bowen presented the curricular proposals for requisite approval.*

Motion by: A. Kolesnik  
Seconded by: D. Newcomb  
Discussion: A. Kolesnik amended his motion to approve pending the removal of MATH V02 from PHSV V01 as a prerequisite as the most updated submission has retracted this prerequisite.

Final resolution: Approved as amended.  
Yes: G. Arquilevich, M. Bowen, C. Branciforte, T. Dalton, J. Garner,  
P. King, A. Kolesnik, D. Newcomb, R. Petitfils, D. Young



- X. **DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL**  
(Discussion/Action; see attachment)
- A. None
- XI. **DISCUSSION/INFORMATION (Information or Discussion/Action)**
- A. Request(s) for future agenda items
- XII. **REPORTS (Information)**
- A. **Co-Chairs**
1. [Fall 2015 Curriculum Regional Meeting \(South\)](#)  
**November 14, 2015 – 9:30 AM to 3:30 PM**  
**Mt. San Antonio College**  
*M Bowen recommended that all committee members interested in attending must sign up soon and be fully committed to attend as there is a cancellation fee.*
- B. **Articulation/C-ID**
1. **PHIL V04 approved for C-ID PHIL 110**  
*M. Bowen noted that PHIL V04 was recently approved for C-ID and the PHIL Associate Degree for Transfer may now be reinstated as soon as practicable. O. Long mentioned there will be no addendum to the catalog, but the counselors are aware that it is now active and that students may apply for this degree if they qualify.*
- C. **DTRW-I**
1. **Upcoming meeting on November 12<sup>th</sup>, 2015**
- D. **Subcommittees/Workgroups**
1. **Philosophy & General Education Workgroup Meeting**  
**Tuesday, 11/17/15 @ 2:30 PM (before the Curriculum Committee Meeting) in MCW 312**  
*M. Bowen noted there will be a Philosophy and General Education workgroup meeting on 11/17/15 immediately preceding the Curriculum Committee meeting on that date. He asked for suggestions and agenda propositions from anyone who has experience in this workgroup to please e-mail him as this will be his first Philosophy & General Education workgroup meeting.*
- E. **CurricuNET/Banner/TracDat**  
*K. Hoffmans stated that the CCCCCO is in the process of creating their own system to track curriculum and that GoverNET perhaps will not be very responsive to requests because of these changes. She mentioned that this would be a good opportunity to research new programs of this sort.*
- F. **Child Development AS/COA Technical Correction**  
*O. Long noted that there was a minor technical correction made to the Child Development Associate in Science/Certificate of Achievement submission. CD V16 was removed from degree electives and replaced by CD V22.*
- G. **Other**  
*M. Bowen heeded that the committee keep aware of upcoming deadlines. He said that he is aiming to release the Priority One list in January and mentioned that anything on the Priority Two list from last year will be bumped up to Priority*

*One this year. He suggested that committee members begin discussing this with their departments to keep them ahead of the deadlines.*

*M. Bowen stated that if there are any courses being submitted to Curriculum Committee solely for Distance Education additions, that the originators e-mail him or Ryan Petitfils so it may be marked as high priority.*

*K. Hoffmans suggested holding a working meeting to move through some of the courses in the CurricuNET queue. There was some interest and this will be further considered.*

**M. Bowen adjourned the meeting at 4:46 PM.**

### **NEXT MEETING**

Tuesday, November 17<sup>th</sup>, 2015 - 3:30 PM  
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 11/03/15**

VENTURA COLLEGE CURRICULUM COMMITTEE										
CURRICULAR PROPOSALS FOR 11/03/15										
CONSENT AGENDA: COURSES										
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
✓	<a href="#">CHEM V05</a>	Quantitative Analysis	CR	4	Deletion	Remove from catalog		Fall 2016		
✓	<a href="#">CJ V11B (Same as KIN V50B*)</a>	Aikido II	CR	1	Deletion	Remove from catalog (*KIN V50B will remain established)		Fall 2016		
✓	<a href="#">CJ V15</a>	Introduction to Principles of Law	CR	3	Deletion	Remove from catalog		Fall 2016		
✓	<a href="#">CJ V29</a>	Legal Aspects of Corrections	CR	3	Deletion	Remove from catalog		Fall 2016		
✓	<a href="#">CJ V41</a>	Basic Complaint Dispatcher Update I	CR	.5	Deletion	Remove from catalog		Fall 2016		
✓	<a href="#">CJ V42</a>	Basic Complaint Dispatcher Update II	CR	.5	Deletion	Remove from catalog		Fall 2016		
✓	<a href="#">CJ V45</a>	Communications Training Officer POST	CR	2.5	Deletion	Remove from catalog		Fall 2016		
✓	<a href="#">CJ V46</a>	Breath Alcohol Testing Device	CR	.5	Deletion	Remove from catalog		Fall 2016		
✓	<a href="#">CJ V47 (Same as CT V47)</a>	Building and Zoning Code Enforcement	CR	3	Deletion	Remove from catalog		Fall 2016		
✓	<a href="#">CT V46</a>	Building Permit Technician	CR	2	Deletion	Remove from catalog		Fall 2016		
✓	<a href="#">CT V47 (Same as CJ V47)</a>	Building and Zoning Code Enforcement	CR	3	Deletion	Remove from catalog		Fall 2016		
✓	<a href="#">CT V84</a>	Construction Skills Training	CR	3	Deletion	Remove from catalog		Fall 2016		
✓	<a href="#">HMSV V95</a>	Human Services Internship I	CR	1-4	Deletion	Remove from catalog		Fall 2016		
✓	<a href="#">HMSV V96</a>	Human Services Internship II	CR	1-4	Deletion	Remove from catalog		Fall 2016		
✓	<a href="#">NS V15</a>	Nursing Science Review	CR	8.5	Deletion	Remove from catalog		Fall 2016		
✓	<a href="#">NS V16</a>	Nursing Science Brief Review	CR	4	Deletion	Remove from catalog		Fall 2016		
✓	<a href="#">NS V75</a>	Nursing Readiness	CR	3	Deletion	Remove from catalog		Fall 2016		
✓	<a href="#">NS V86</a>	Applied Pathophysiology for Nursing	CR	3	Deletion	Remove from catalog		Fall 2016		
CONSENT AGENDA: PROGRAMS										
APPROVED	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS		EFFECTIVE		
	none									

Ventura College Curriculum Committee

Curricular Proposals for 11/03/15

Ventura College Curriculum Committee											
Curricular Proposals for 11/03/15											
SECOND 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
✓	<a href="#">EDU V03</a>	Introduction to Elementary Teaching	CR	3	New	ID number changed from V02 to V03		Fall 2016	x		x
✓	<a href="#">POLS V17</a>	Street Law	CR	3	New			Fall 2016			x
✓	<a href="#">POLS V18</a>	Introduction to Global Issues	CR	3	New			Fall 2016			x
SECOND READING: PROGRAMS				SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES			
APPROVED	AWARD TYPE	PRIMARY DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS		EFFECTIVE	REQ	DE	BoT
x	None										
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
x	None										
FIRST READING: PROGRAMS				SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES			
APPROVED	AWARD TYPE	PRIMARY DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS		EFFECTIVE	REQ	DE	BoT
x	None										
REQUISITE APPROVALS				SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES			
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT		EFFECTIVE	REQ	DE	BoT
✓	<a href="#">EDU V03</a>	Introduction to Elementary Teaching	CR	3	New	Recommended Preparation: ENGL V01A (second reading)		Fall 2016	X		X
✓	<a href="#">PHSC V01</a>	Concepts in Physical Science	CR	4	Revised	Prerequisite: MATH V02 or 1 year of high school geometry with grade of C or better; and MATH V03 or <del>MATH V03A-V03E</del> or <b>MATH V13B</b> or 1 year of high school intermediate algebra (Algebra II) with grade of C or better. (COR approved 10.20.15)		Fall 2016	X	X	

Ventura College Curriculum Committee

Curricular Proposals for 11/03/15

DISTANCE EDUCATION APPROVALS										
APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	DE TYPE			EFFECTIVE		
x	None									
** END OF LIST **										

## *District Technical Review Workgroup - Instructional*

The purpose of the District Technical Review Workgroup - Instructional (DTRW-I) is:

- To put into practice the collaboration of faculty and administration in ensuring the technical and legal accuracy of new and substantially revised courses and programs approved by each College's Curriculum Committee; and
- To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs.

The DTRW-I is an advisory group to the Chancellor through Cabinet and the District Consultation Council. It reviews curriculum submitted by the three VCCCD College Curriculum Committees. The DTRW-I is responsible for reviewing new and substantially revised courses and programs prior to submission through Cabinet and Consultation Council to the Chancellor and the Board of Trustees. DTRW-I is responsible for ensuring the technical and legal accuracy of all components of new and substantially revised courses and programs. In addition, the DTRW-I may choose to review and provide advice on questions regarding the interpretation of curricular regulations. To fulfill these charges, members of this workgroup are assigned responsibility for remaining current on all regulations and laws related to curriculum.

In addition to the general operating agreements for District groups included previously in this Handbook, DTRW-I follows these additional operating agreements:

- Membership in DTRW-I for the following academic year will be chosen in the spring to ensure the members are prepared to meet as early as needed in the fall and there is sufficient time for members' schedules to be adjusted, if needed, to accommodate the DTRW-I meeting schedule.
- The Colleges' Curriculum Committees forward new and substantially revised courses, degrees, certificates and proficiency awards to the DTRW-I for review no later than 5:00 p.m. on the Friday prior to each meeting during the regular academic year. Each College will submit one packet via the DTRW-I email address or notification that there is no curriculum submission for the agenda. Submissions or revisions made after the deadline will be deferred to the following DTRW-I meeting.
- Substantially revised courses and programs are presented to the DTRW-I in conventional legislative format, with each College's current catalog as the foundational document. If there is a proposed revision to a course or program that is not yet published in the College catalog, a designee from

- that College will bring the current course outline.
- When the DTRW-I determines that element(s) of a new or substantially revised course or program do not comply with regulation or law, the DTRW-I, via the Colleges' representatives, shall advise the College Curriculum Committee of the variance, citing specific authority. The College Curriculum Committee shall duly consider the advice of the DTRW-I.
  - Should the College Curriculum Committee's determination vary from the advice of the DTRW-I, documentation articulating the varying interpretations of technical/legal point(s) in dispute are forwarded to Cabinet.
  - New and substantially revised courses and programs will be placed on the Board Agenda only after approval by the originating College Curriculum Committee and review by DTRW-I.

Substantial Change - an action to change an active program or course that will initiate a new control number. This will require College Curriculum Committee, Board, and California Community College Chancellor's Office (CCCCO) approvals:

Substantial Change of a Program:

- TOP code change to a different TOP code discipline.
- Addition/creation of a new program (degree, certificate) or major/area of emphasis.
- Proficiency Awards (require Board review and approval but not CCCCCO submission).
- Deletion of any program

Substantial Change to a Course:

- Course TOP Code (CB03)
- Course Credit Status (CB04)
- Units of Credit – Maximum (CB06)
- Units of Credit – Minimum (CB07)
- Course Basic Skills Status (CB08)
- Course SAM Priority Code (CB09)
- Course Prior to Transfer Level (CB21)
- Noncredit Eligibility Category (CB22) – Total Hours of Instruction (min)/variable Hours (max)

Nonsubstantial Change - an action to change an active program or course that will not initiate a new control number and requires College Curriculum Committee and CCCCCO approval only (no DTRW-I and/or Board):

Nonsubstantial Change of a Program:

- Title change
- TOP Code change within the same TOP code discipline
- Certificate or degree unit change
- Certificate or diploma hour change
- Addition/removal courses from an existing approval program

Nonsubstantial Change of a Course:

- Deleted courses
- Experimental courses
- Reintroduced courses (inactivated/suspended at the college level within past two years) with no substantial revisions
- Course Department and Number (CB01) (discipline name or abbreviation plus alphanumeric designation)
- Course Title (CB02)
- Course Transfer Status (CB05)
- Course Cooperative Work Experience Education Status (CB10)
- Course Classification Status (CB11)
- Course Special Class Status (CB13)
- Funding Agency Category (CB23)
- Course Program Status (CB24)

Other Action which will not issue a new control number:

- Correction – an action to correct a value previously reported in error.
- Active to Inactive – an action to make an active program or course inactive.
- Inactive to Active – an action to reactive an active program or course which was previously made inactive.

The Board Agenda template for new and-substantially revised courses and programs will include the notation “Reviewed by–Chancellor’s Cabinet.”

Members understand that they attend meetings to represent constituent groups at a College or the District Administrative Center. In this role, members formulate recommendations to the Chancellor through consultation and are responsible to serve as a conduit for information and the catalyst for discussion on topics raised at the District group and within the constituent group. These topics include, but are not limited to, the specific areas outlined in state law and regulation and the fifth edition of the Program and Course Approval Handbook (PCAH).

Chair: The Chancellor appoints a member to serve as the administrative



chair on this workgroup. This member co-chairs the workgroup with a faculty member.

Co-Chair: The faculty co-chair is rotated among the three Colleges, and the maximum term is two years.

From Each College:

Executive Vice President/Vice President of Academic Affairs and Student Learning

Faculty Co-Chair of the College Curriculum Committee

Articulation Officer

Academic Senate President or designee

Typically, this workgroup meets monthly during the academic year.