



Curriculum Committee Minutes

Multidisciplinary Center West Conference Room (MCW-312)

February 2nd, 2016 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 12 voting members)

VOTING MEMBERS		P=Present A=Absent				
Faculty co-chair/ Artic. Officer	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			
CTE Division	Debbie Newcomb	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Vacant	<input type="checkbox"/> P	<input type="checkbox"/> A
Athletics, HED, KIN Division	Nancy Fredrickson	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Vacant	<input type="checkbox"/> P	<input type="checkbox"/> A
Social Sciences & HUM Division	David Young	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	Vacant	<input type="checkbox"/> P	<input type="checkbox"/> A
English & COMM Division	John Guelcher	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Vacant	<input type="checkbox"/> P	<input 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 type="checkbox"/> P	<input checked="" type="checkbox"/> A	Lauren Wintermeyer	<input checked="" type="checkbox"/> P	<input 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			
ASVC Rep.	vacant	<input type="checkbox"/> P	<input type="checkbox"/> A			
Dean	Will Cowen	<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	Kathleen Schrader	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
Dean	Lynn Wright	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	Raeann Koerner	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
Dean	Karen Engelsen	<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			
Registrar	Arlene Reed	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			

Guests: Sharon Oxford (DE), K. Harrison (ESL)

M. Bowen called the meeting to order at 3:32 PM.

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

M. Bowen called for a motion to amend the agenda to adjust quorum to correct number.

Motion by: D. Newcomb

Seconded by: R. Petitfils

Discussion: Quorum is being adjusted since there currently five vacant positions.

Final resolution: Approved as amended.

Yes: M. Bowen, C. Branciforte, N. Fredrickson, J. Garner, J. Guelcher, D. Newcomb, R. Petitfils

III. GENERAL ANNOUNCEMENTS, INTRODUCTIONS, AND PUBLIC COMMENTS (Information)¹

A. Call for new members: CTE—Kathy Schrader; Athletics, HED, KIN—Will Cowen; Social Sciences & Humanities—Gwen Lewis-Huddleston; English & Communications—Lynn Wright

There are currently five vacancies on the Curriculum Committee. M. Bowen encouraged all departments of vacant positions to reach out to their departments and recommend potential new members.

B. Programs Approved by CCCCCO (KO): COA Architectural Technology, COA Architectural Science, COA Architectural Design, COA Drafting Technology, COA Social Media Marketing, COA Business Management

K. Owashi presented the programs that were approved for implementation by the California Community Colleges Chancellor's Office.

C. [Webpage Updates](#) (KO)

K. Owashi introduced changes that are being made to the Curriculum Committee area of the www.venturacollege.edu website. She asked for members to review the changes and offer up more suggestions on how to continue to improve the webpage.

IV. APPROVAL OF MINUTES: January 19th, 2016 (Discussion/Action)

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

Motion by: N. Fredrickson

Seconded by: J. Garner

Discussion: *EMT V10 was removed from the minutes as it was never included in the original agenda and was never deleted.*

Final resolution: Approved as amended.

Yes: M. Bowen, C. Branciforte, N. Fredrickson, J. Garner, J. Guelcher, D. Newcomb, R. Petitfils, L. Wintermeyer

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

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

1. None

B. DTRW-I and the VCCCD Making Decisions Document (KH, AK) (see attachment)—10 minutes

¹ 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.

K. Hoffmans spoke about the purpose of DTRW-I and how DTRW-I is adjusting its committee charge to reflect compliance with the PCAH and the California Education Code.

M. Bowen called for a motion to vote for support of the changes that DTRW-I is making to their committee charge.

Motion by: D. Newcomb

Seconded by: J. Guelcher

Discussion: None

Final resolution: Approved

Yes: M. Bowen, C. Branciforte, N. Fredrickson, J. Garner, J. Guelcher, D. Newcomb, R. Petitfils, L. Wintermeyer

C. AP 5050 and AP 5070: Attendance and Fees discussions (AK) (see attachment)—10 minutes

This discussion was postponed pending the arrival of A. Kolesnik.

After the arrival of A. Kolesnik, M. Bowen called for a discussion regarding AP 5050 and AP 5070 and how it affects the curriculum.

Discussion: *AP 5050—A. Kolesnik explained that one of the issues regarding this AP is that the 3SP requirements may be hindering enrollment growth. Some students may be deterred by continuing through with school after having to go through the orientation and assessment process, and the Board of Trustees is planning creating an exclusion for non-first time students. Discussion ensued regarding AP 5050 and its impact on students.*

AP 5070—A. Kolesnik presented a concern regarding attendance policies from this AP and how it could affect our Police Academy courses. K. Hoffmans assured that all enrollment prerequisites for the AS/COA in Basic Law Enforcement Academy would be clearly laid out in the catalog regarding this program, and there should be no problems with the program in regards to this AP.

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

A. Course Updates: ANTH V01

B. Program Update: AA/COA Automotive Technology

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

Motion by: J. Garner

Seconded by: C. Branciforte

Discussion: None

Final resolution: Approved

Yes: M. Bowen, C. Branciforte, N. Fredrickson, J. Garner, J. Guelcher, D. Newcomb, R. Petitfils, L. Wintermeyer

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

**A. Reactivated Courses: BESL N100A, BESL N100B, BESL N100C,
BESL N100D (approval subject to technical review)**

M. Bowen presented the reactivated courses for second reading.

Motion by: R. Petitfils

Seconded by: L. Wintermeyer

Discussion: *There was varied discussion regarding the pending reactivations of these noncredit courses. There was a general concern regarding the number of hours assigned to the courses. The committee felt it would be better to postpone the discussion pending the arrival of Karen Harrison to discuss these courses.*

Final resolution: Motion Failed

A new motion was introduced to postpone these curricular proposals until K. Harrison arrived at the meeting or until the next meeting as necessary.

Motion by: R. Petitfils

Seconded by: L. Wintermeyer.

Discussion: *Postpone until Karen comes or until next meeting.*

Final resolution: Approved.

Yes: M. Bowen, C. Branciforte, N. Fredrickson, J. Garner, J. Guelcher, D. Newcomb, R. Petitfils, L. Wintermeyer

After K. Harrison arrived, M. Bowen presented the reactivated courses for second reading once again.

Motion by: R. Petitfils

Seconded by: N. Fredrickson.

Discussion: *K. Hoffmans expressed concern over the high number of hours for these classes and mentioned that the high number of hours could be a barrier for students interested in taking these classes. K. Harrison impressed that the goal of these courses is to completely immerse non-English speaking students in an English speaking environment, and that it would be a rigorous course. K. Hoffmans explained that amongst other colleges, 80 hours seems to be the standard number of semester hours. K. Harrison agreed that she could adjust the curriculum to fit this number of hours.*

The motion was amended to approve the courses under the condition that the hours were changed from 175 to 80 semester hours.

Final resolution: Approved

Yes: M. Bowen, C. Branciforte, N. Fredrickson, J. Garner, J. Guelcher, A. Kolesnik, D. Newcomb, R. Petitfils, L. Wintermeyer

B. Revised Program: AS/COA in Basic Law Enforcement Academy

M. Bowen presented the revised program for second reading.

Motion by: N. Fredrickson

Seconded by: D. Newcomb

Discussion: *The program was presented replacing POSC V89A (the experimental course) with its permanent replacement. The committee agreed that it is not normal practice to approve the program when a component course has not yet been approved. The motion was amended to add in a first and second reading approval of POSC V01A. No changes have been made to the course other than the addition of two other enrollment limitations as agreed upon at the previous Curriculum Committee meeting.*

Final resolution: Approved as amended.

Yes: M. Bowen, C. Branciforte, N. Fredrickson, J. Garner, J. Guelcher, D. Newcomb, R. Petitfils, L. Wintermeyer

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

A. New Courses: POSC V01A

This course was approved for first and second reading in the amended motion to approve the second reading of AS/COA in Basic Law Enforcement Academy.

**B. Revised Courses: MUS V31A, MUS V31B, MUS V31C, MUS V31D,
MUS V31E, MUS V31F, MUS V31G, MUS V31H**

M. Bowen presented the revised courses for first reading.

Motion by: R. Petitfils

Seconded by: J. Guelcher

Discussion: *M. Bowen explained that these courses were being revised to align with C-ID MUS 180. K. Hoffmans clarified that she had spoken with Robert regarding the units and hours, and the hours were changed from 2.5 hours to 2 hours weekly to better reflect the true hours of the course.*

Final resolution: Approved.

Yes: M. Bowen, C. Branciforte, N. Fredrickson, J. Garner, J. Guelcher, A. Kolesnik, D. Newcomb, R. Petitfils, L. Wintermeyer

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

**A. Revised: MUS V31A, MUS V31B, MUS V31C, MUS V31D, MUS V31E,
MUS V31F, MUS V31G, MUS V31H**

These requisite approvals were postponed until next meeting as they were still being adjusted.

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

A. New: ANTH V01 (1st time on new form), EDU V03 (retroactive approval)

M. Bowen presented the distance education curricular proposals

Motion by: R. Petitfils

Seconded by: J. Garner

Discussion: *ANTH V01 was amended to include face-to-face interaction in the distance education proposal for 51-99%. K. Hoffmans reminded the*

Curriculum Committee that any modality up to 99% still has to include some sort of face-to-face component.

Final resolution: Approved

Yes: M. Bowen, C. Branciforte, N. Fredrickson, J. Garner, J. Guelcher, A. Kolesnik, D. Newcomb, R. Petitfils, L. Wintermeyer

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

A. GE Classification Rubric still pending...will reschedule new meeting.

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

A. Request(s) for future agenda items

-Discussion regarding SLO subcommittee –D. Newcomb

B. Technical Correction: DANC Families

M. Bowen announced that the families for the DANC courses will be reinstated. Repetitions will still be allowed, families just need to be reinstated so students may only take courses within a family up to four times.

C. Undelete HMSV V95 and HMSV V96 (Discussion/Action)

M. Bowen called for a motion to undelete HMSV V95 and HMSV V96 at the department's request.

Motion by: N. Fredrickson

Seconded by: A. Kolesnik

Discussion: None

Final resolution: Approved

Yes: M. Bowen, C. Branciforte, N. Fredrickson, J. Garner, J. Guelcher, A. Kolesnik, D. Newcomb, R. Petitfils, L. Wintermeyer

XIII. REPORTS (Information)—All reports were postponed until next meeting

A. Co-Chairs

B. Articulation/C-ID

1. C-ID Approvals:

a. HIST V01B for HIST 180

C. Board of Trustees/ DTRW-I

1. DTRW-I: 01/14/2016

2. Board of Trustees: 01/19/2016

D. Subcommittees/Workgroups

E. CurricUNET/Banner/TracDat

F. Other

1. Training (if applicable)

NEXT MEETING

Tuesday, February 16th, 2016 - 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

Ventura College Curriculum Committee

Curricular Proposals for 02/02/2016

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							
✓	ANTH V01	Biological Anthropology	CR	3	Update	None							X				
CONSENT AGENDA: PROGRAMS																	
APPROVED	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS		EFFECTIVE									
✓	AS/COA	Automotive Technology	CR	38.5-40	Update	No substantial changes.		Fall 2016									
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						
✓	B-ESL N100A	Low-beg Communication Skills for Non- and Ltd-Engl Prof Students Beginning Non-Credit ESL	NC	0	Reactivation	Add to catalog	OBJ, CC, LC	Fall 2016					X				
✓	B-ESL N100B	High-Beg Communication Skills for Ltd-Engl Prof Students High Beginning Non-Credit ESL	NC	0	Reactivation	Add to catalog	OBJ, CC, LC	Fall 2016					X				
✓	B-ESL N100C	Low-Inter Communication Skills for Ltd-Engl Prof Students Intermediate Non-Credit ESL	NC	0	Reactivation	Add to catalog	OBJ, CC, LC	Fall 2016					X				
✓	B-ESL N100D	High-int Communication Skills for Ltd-Engl Prof Students High Intermediate Non-Credit ESL	NC	0	Reactivation	Add to catalog	OBJ, CC, LC	Fall 2016					X				
SECOND READING: PROGRAMS																	
APPROVED	AWARD TYPE	PRIMARY DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS		EFFECTIVE					BoT				
✓	AS	Basic Law Enforcement Academy	CR	35.5	Revision	Added POSC V01A (previously POSC V89A) due to CCCC Request		Fall 2016					X				
✓	COA	Basic Law Enforcement Academy	CR	35.5	Revision	Added POSC V01A (previously POSC V89A) due to CCCC Request		Fall 2016					X				

**Ventura College Curriculum Committee
Curricular Proposals for 02/02/2016**

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							
✓ 1st & 2nd Reading	POSC V01A	Orientation for P.O.S.T. Regular and Modular Academy	CR	3.5	New	Add to catalog (previously POSC V89A)		Fall 2016	X		X							
✓	MUS V31A	Private Lessons: Woodwinds	CR	3 0.5	Revision	U, H, D, RP, EL, R	OBJ, CC, LC	Fall 2016	X		X							
✓	MUS V31B	Private Lessons: Brass	CR	3 0.5	Revision	U, H, D, RP, EL, R	OBJ, CC, LC	Fall 2016	X		X							
✓	MUS V31C	Private Lessons: Strings	CR	3 0.5	Revision	U, H, D, RP, EL, R	OBJ, CC, LC	Fall 2016	X		X							
✓	MUS V31D	Private Lessons: Keyboards	CR	3 0.5	Revision	U, H, D, RP, EL, R	OBJ, CC, LC	Fall 2016	X		X							
✓	MUS V31E	Private Lessons: Classical Guitar	CR	3 0.5	Revision	U, H, D, RP, EL, R	OBJ, CC, LC	Fall 2016	X		X							
✓	MUS V31F	Private Lessons: Orchestral Percussion Instruments	CR	3 0.5	Revision	U, H, D, RP, EL, R	OBJ, CC, LC	Fall 2016	X		X							
✓	MUS V31G	Private Lessons: Music Composition	CR	3 0.5	Revision	U, H, D, RP, EL, R	OBJ, CC, LC	Fall 2016	X		X							
✓	MUS V31H	Private Lessons: Voice	CR	3 0.5	Revision	U, H, D, RP, EL, R	OBJ, CC, LC	Fall 2016	X		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										
Postponed	MUS V31A	Private Lessons: Woodwinds	CR	0.5	Revised	Recommended Preparation: ability to play an appropriate instrument Enrollment Limitation: Audition is required.	First Reading: Courses	Fall 2016										
Postponed	MUS V31B	Private Lessons: Brass	CR	0.5	Revised	Recommended Preparation: ability to play an appropriate instrument Enrollment Limitation: Audition is required.	First Reading: Courses	Fall 2016										
Postponed	MUS V31C	Private Lessons: Strings	CR	0.5	Revised	Recommended Preparation: ability to play an appropriate instrument Enrollment Limitation: Audition is required.	First Reading: Courses	Fall 2016										
Postponed	MUS V31D	Private Lessons: Keyboards	CR	0.5	Revised	Recommended Preparation: ability to play an appropriate instrument Enrollment Limitation: Audition is required.	First Reading: Courses	Fall 2016										

**Ventura College Curriculum Committee
Curricular Proposals for 02/02/2016**

REQUISITE APPROVALS										
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE	EFFECTIVE		
Postponed	MUS V31E	Private Lessons: Classical Guitar	CR	0.5	Revised	Recommended Preparation: ability to play an appropriate instrument Enrollment Limitation: Audition is required.	First Reading: Courses	Fall 2016		
Postponed	MUS V31F	Private Lessons: Orchestral Percussion Instruments	CR	0.5	Revised	Recommended Preparation: ability to play an appropriate instrument Enrollment Limitation: Audition is required.	First Reading: Courses	Fall 2016		
Postponed	MUS V31G	Private Lessons: Music Composition	CR	0.5	Revised	Prerequisite: MUS V02A; Enrollment Limitation: Audition is required.	First Reading: Courses	Fall 2016		
Postponed	MUS V31H	Private Lessons: Voice	CR	0.5	Revised	Recommended Preparation: ability to sing Enrollment Limitation: Audition is required.	First Reading: Courses	Fall 2016		
DISTANCE EDUCATION APPROVALS										
APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	DE TYPE		SOURCE	EFFECTIVE		
✓	ANTH V01	Biological Anthropology	CR	New (new form)	Hybrid (1-50%) Hybrid (51-99%) Full (100 %)		Consent Agenda: Courses	Fall 2016		
✓	EDU V03	Introduction to Elementary Teaching	CR	New	Hybrid (51-99 %)		Approved 11/03/15	Fall 2016		
** END OF LIST **										