



Curriculum Committee Minutes

Multidisciplinary Center West Conference Room (MCW-312)

April 5th, 2016 at 3:30 PM

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2017 UNLESS OTHERWISE NOTED.

Meeting called to order at 3:35 PM

I. ROLL CALL (Quorum is 8 out of 14 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 checked="" type="checkbox"/> P	<input type="checkbox"/> A	Ara Khanjian	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
English & COMM Division	John Guelcher	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	Kelly Peinado	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
Librarian	Peter Sezzi	<input checked="" type="checkbox"/> P	<input 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 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 type="checkbox"/> P	<input checked="" type="checkbox"/> A			

Guests: None.

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

M. Bowen called for a motion to approve the agenda with amendments.

Motion by: J. Garner

Seconded by: D. Newcomb

Discussion: *Agenda was amended to correct spreadsheet and Economics pattern.*

Final resolution: Approved

Yes: M. Bowen, T. Dalton, J. Garner, A. Khanjian, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils

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

R. Petitfils congratulated Dr. Kim Hoffmans on being appointed the permanent Vice President of Academic Affairs.

K. Hoffmans Congratulated N. Duangpun who was recently promoted and would be moving to the District Office this month.

M. Bowen announced that the IGETC and CSU GE-Breadth lists were released on April 1st. ENGL V01A was disapproved for IGETC 1A. He also explained that there were other courses that were submitted for IGETC and CSU GE-Breadth that were not previously approved locally as general education courses. He stated he would be drafting a motion for the next meeting regarding courses that are approved for IGETC and CSU-Breadth but previously approved for local general education similar to a practice that Moorpark is currently employing.

M. Bowen also reminded the committee that the curricular changes report was released. Any noted errors or corrections should be forwarded to M. Bowen at mbowen@vcccd.edu. He announced that roughly 300 courses and 30 programs were approved by the Curriculum Committee for this past academic year.

IV. APPROVAL OF MINUTES: March 8th, 2016 (Discussion/Action)

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

Motion by: R. Petitfils

Seconded by: N. Fredrickson

Discussion: None

Final resolution: Approved

Yes: M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, A. Khanjian, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, P. Sezzi, L. Wintermeyer, D. Young

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. Course Deletions: MUS V30

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.

B. Course Reactivations: AES V10/ART V03, AES V65/ART V08, ART V29A, ART V29B, DRFT V51, DRFT V99

C. Course Revisions: BIOL V04, MATH V05

D. Course Updates: ARCH V95, ARCH V96, ART V02B, ART V15A, BUS V31, HED V24

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

Motion by: P. Sezzi

Seconded by: J. Garner

Discussion: *None.*

Final resolution: Approved

Yes: M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, A. Khanjian, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, P. Sezzi, L. Wintermeyer, D. Young

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

A. New Programs: AA-T Economics

M. Bowen presented the new program for second reading.

Motion by: R. Petitfils

Seconded by: P. Sezzi

Discussion: *None*

Final resolution: Approved

Yes: M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, A. Khanjian, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, P. Sezzi, L. Wintermeyer, D. Young

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

A. New Courses: ART V58A, ART V58B

B. New Program: Certificate of Completion in Technology and Workplace Competencies

M. Bowen presented the curricular proposals for first reading to be considered in one motion.

Motion by: K. Peinado

Seconded by: J. Garner

Discussion: *D. Young explained that these two Art courses are necessary for students interested in transferring to the California Institute of the Arts.*

D. Newcomb elucidated that the Certificate of Completion in Technology and Workplace Competencies is a certificate that was created to help fill the need for soft skills that many of the advisory councils have been calling for. She explained that this program will help students learn how to be employable, with an authentic

evaluation at the end of the program that would help students with the basic skills they need to find a job and get hired.

Final resolution: The motion was amended to approve the Certificate of Completion for 1st and 2nd reading

Approved as amended

Yes: M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, A. Khanjian, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, L. Wintermeyer, D. Young

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

A. New: ARCH V96, ART V58A, ART V58B

B. Review: ARCH V95, ART V15A, ART V29B, BIOL V04, MATH V05

C. Revision: ART V29A, BUS V03

M. Bowen presented the requisite proposals for approval.

Motion by: D. Newcomb

Seconded by: K. Peinado

Discussion: None

Final resolution: Approved

Yes: M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, A. Khanjian, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, L. Wintermeyer, D. Young

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

A. New: BUS V31, HED V24

B. Review: ART V02B, MATH V04, MATH V20

M. Bowen presented the distance education proposals for approval.

Motion by: R. Petitfils

Seconded by: N. Fredrickson

Discussion: None

Final resolution: Approved

Yes: M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, A. Khanjian, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, L. Wintermeyer, D. Young

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

A. New General Education Rubric and P&GE Approval Forms

B. Courses recommended for VC General Education at the 03/15/16 P&GE Meeting:

- ENGL V01B: C2, D2

- ENGL V01C: D2
- ENGL V18: C2
- GEOL V09: A2
- ICA V25: E2
- MATH V19: D2
- POLS V18: B2

M. Bowen presented the general education forms and proposals for approval.

Motion by: D. Newcomb

Seconded by: N. Fredrickson

Discussion: *Any questions or suggestions for the general education rubric and forms should be forwarded to M. Bowen and K. Owashi.*

Final resolution: Approved

Yes: M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, A. Khanjian, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, L. Wintermeyer, D. Young

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

A. Technical and Administrative Corrections

1. BUS V03 (Rec-prep change)

Approved as part of the requisite approvals.

B. Distance Education (MB/RP)

Andrea Horigan visited last week's Technical Review Meeting to talk about fast-tracking Distance Education updates. K. Owashi is going to work with CurricUNET to try and create a new proposal type for Distance Education where you can only edit the Cover, Distance Education, and Instructional Modes of the proposal to help fast-track the process.

C. Curriculum Committee year end self-evaluation

The committee discussed potential questions for the end of the year self-evaluation. The self-evaluation will be sent out via a Survey Monkey link in an e-mail.

D. Request(s) for future agenda items

M. Bowen requested that we add: adopting a policy for courses that are approved by CSU or IGETC GE to be approved for local general education.

XIII. REPORTS (Information)

A. Co-Chairs

B. Articulation/C-ID

1. Approved for C-ID:

- a. HED V01 for PHS 100
- b. HED V20 for PHS 101
- c. HED V32 for NUTR 120
- d. ANAT V01 for BIOL 110B
- e. PHSO V01 for BIOL 120B
- f. MUS V02D for MUS 150
- g. MATH V44 for MATH 110

2. C-ID newsletter (see attachment)

Congratulations to those who had their courses approved for C-ID!

C. Board of Trustees/ DTRW-I

1. DTRW-I: 03/10/16

Courses were approved with recommendations.

2. Board of Trustees: 03/08/16; 04/12/16

Courses from the 03/08/16 meeting were approved.

D. Subcommittees/Workgroups

E. CurricUNET/Banner/TracDat

F. Other

Meeting adjourned at 5:00 PM

LAST MEETING

May 3rd, 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

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
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