

Curriculum Committee Minutes

Multidisciplinary Center West Conference Room (MCW-312)

August 18, 2015 at 3:30pm

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

I. CALL TO ORDER AND ROLL CALL (Quorum is 8 out of 15 voting members)

M. Bowen called the meeting to order at 3:30 p.m.

ROLL CALL

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 checked="" type="checkbox"/> P	<input type="checkbox"/> A	Raeann Koerner <input checked="" type="checkbox"/> P <input type="checkbox"/> A
Social Sciences & HUM Division	Vacant	<input type="checkbox"/> P	<input type="checkbox"/> A	David Young <input checked="" type="checkbox"/> P <input type="checkbox"/> A
English & COMM Division	Gabe Arquilevich	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	John Guelcher <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	
Assistant Dean	Karen Englesen	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	
ASVC Rep.	vacant	<input 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 checked="" type="checkbox"/> P	<input type="checkbox"/> A	Kathleen Schrader <input checked="" type="checkbox"/> P <input type="checkbox"/> A
Dean	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	Olivia Long	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	
Registrar	vacant	<input type="checkbox"/> P	<input type="checkbox"/> A	

GUESTS: Gloria Arevalo and Marian Carrasco Nungaray

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

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

Motion by R. Koerner, second by G. Arquilevich

Final Resolution: Motion was approved

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

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

M. Bowen introduced the new agenda format, stating that inspiration came from Berkeley City College. Comments were favorable to the new format.

M. Bowen noted the guests in attendance and acknowledged that the meeting was his first as co-chair. He raised a point of order to suspend the time limit as stated on the agenda and allow guests G. Arevalo and M. Nungaray the opportunity to speak with the same rights as other members of the committee. There was no opposition.

IV. APPROVAL OF MINUTES: April 21, 2015 (Discussion/Action)

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

Motion by R. Petitfils, second by N. Fredrickson

Discussion: *A. Kolesnik noted that he was listed as a guest but should have been listed as a voting member per the Academic Senate Bylaws. M. Bowen noted the need to update the Curriculum Committee bylaws to reflect Academic Senate President as an ex officio voting member.*

Final Resolution: Motion was approved with the correction noted above.

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

V. REPORTS (Information)

A. Co-chairs

M. Bowen reported that the ADT degree in Philosophy was pulled from the 2015-16 VC catalog by administration and that the decision was made without the consultation of faculty. The degree has been submitted to the state but not approved due to a course (PHIL V04) not having C-ID approval. G. Arevalo noted that the practice of listing pending degrees in the catalog was discontinued districtwide due to accreditation and other complications it causes for students. A discussion ensued that included suggestions to improve communication and CurricUNET.

B. Articulation/C-ID

M. Bowen stated that our campus is currently without an Articulation Officer (AO.) He shared that he has obtained a log-in for C-ID and has been forwarding the information on regarding course C-ID status. He shared that over the summer break, President Gillespie arranged for the AOs from our sister campuses to complete our submissions

G. Arevalo reiterated the State Chancellor's office announcement ([AA 15-04](#)), that effective July 1, 2015 all courses entered on a TMC template where a C-ID descriptor is listed must have a C-ID status of "Approved."

P. Sezzi inquired about the long term plan for an AO. K. Hoffmans stated that the current recruitment closes on September 9th. M. Bowen stated that the hope is to have someone in place by November, plus or minus a month.

C. [DTRW-I](#)

M. Bowen attended the last DTRW-I meeting held April 9, 2015, he provided the [draft minutes](#) to those present. The next meeting is scheduled for August 27, 2015.

D. Subcommittees/Workgroups

No report.

* 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.

E. CurricUNET/Banner/TracDat

M. Bowen stated that there are currently several pending fix requests submitted for CurricUNET. He noted that there are several hundred courses in CurricUNET without Student Learning Outcomes (SLOs.) It was asserted that the reason for the missing SLOs was a result of the course not being offered, therefore, there would not be any SLOs to assess. A discussion transpired that included discussion of the priority one list and its distribution, and the factors that determine priority of course review (highest being C-ID.) M. Bowen stated that the choice that needs to be made is to enter SLOs or remove the course. G. Arevalo stated that articulation agreements by major needed to be checked as well, as students are held to those agreements. M. Nungaray stated that it is a problem if we cannot offer courses we advertise in our catalog, students are unable to get their major preparation. D. Newcomb stated that the dilemma is that courses cannot be offered if we cannot fill them.

F. Other

1. Conclusion of Curriculum Committee Training

M. Bowen tabled this item in order to move the agenda forward.

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

A. Select Members for Philosophy and General Education Work Group

M. Bowen noted that each year we need to constitute this workgroup in order to review new courses with general education proposals. We need one member from each division. The workgroup meets three or four times a year, usually in the hour prior to curriculum. He stated those willing to take on the role for their division need to identify yourself to him or O. Long. R. Petitfils, D. Newcomb (CTE), N. Fredrickson (KIN), and P. Sezzi (English) volunteered.

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

M. Bowen presented the Foreign Language deletions. G. Arevalo noted the need for the incoming AO to request to terminate any articulation agreements associated with the courses. D. Newcomb inquired if the department chair was aware of the articulation ramifications. M. Bowen replied in the negative. A brief discussion occurred that that touched on alternatives for students. M. Bowen called for a motion, either to approve the consent agenda or to table it.

Motion to table by D. Newcomb, second by R. Koerner

Discussion: *M. Bowen inquired if M. Nungaray and/or G. Arevalo relay the information to the department chair. M. Nungaray replied in the affirmative.*

Final Resolution: Motion was approved

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

VIII. SECOND READING: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; none)

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

M. Bowen stated that BUS V03 is technically a revision, the requisite is changing.

D. Newcomb stated that the recommended preparation is being revised due to BUS V06 was deleted last year. A. Kolesnik inquired about adding a specific math course. D. Newcomb replied in the negative, she stated that the first chapter of the textbook is math review.

Motion by D. Newcomb, second by G. Arquilevich

Discussion: *The discussion centered on making the recommended preparation more specific. M. Bowen called for an amendment to the original motion, to approve the first reading of the course with the intent to investigate if MATH V10 would be an applicable solution.*

Motion to approve first reading with possible revision prior to second, by D. Newcomb, second by G. Arquilevich

Final Resolution: Motion was approved

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

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

Motion to approve first reading with possible revision prior to second, by D. Newcomb, second by N. Fredrickson

Final Resolution: Motion was approved

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

**XI. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL
(Discussion/Action; none)**

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

R. Koerner inquired about the timeline to obtain approval to add distance education for spring 2016. M. Bowen stated that the inquiry would be discussed at the next Technical Review meeting and brought back.

The calendar of meetings was reviewed, noting the revision of the October 6th meeting to September 29th (which will be the last meeting to make November Board.) N. Duangpun noted that the meeting scheduled on March 1, 2016 is a self-assigned flex day. A suggestion was made to keep the meeting date of October 6th for training, with a request for CurricUNET training.

D. Newcomb shared a concern (that had been raised before) regarding Proficiency Awards (PA) and the need to have a system to track them. PAs are issued by departments and are not transcribed. She stated that Susan Bricker (former Registrar) was able to populate them behind the scenes in banner, and the division administrative assistant who processes and prints them should be able to track them. Somewhere at somepoint in this process, something fell through and currently the PAs are still going untracked. D. Newcomb requested the issue be investigated and fixed. She stated that the lack of tracking translates to being unable to report during program review and the departments do not get credit for their PAs. K. Hoffmans stated she would look into it and mentioned Argos.

At 4:58 M. Bowen recommended adjournment.

NEXT MEETING:

**Tuesday, September 1, 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 8/18/15

VENTURA COLLEGE CURRICULUM COMMITTEE											
CURRICULAR PROPOSALS FOR 8/18/15											
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	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE	
tabled	FREN V03	Intermediate French I	CR	5	Deletion	Remove from catalog		Fall 2016	*		
tabled	FREN V04	Intermediate French II	CR	5.0	Deletion	Remove from catalog		Fall 2016	*		
tabled	FREN V51A	Situational Conversation in French I	CR	3	Deletion	Remove from catalog		Fall 2016	*		
tabled	FREN V51B	Situational Conversation in French II	CR	3	Deletion	Remove from catalog		Fall 2016	*		
tabled	FREN V51C	Situational Conversation in French III	CR	3	Deletion	Remove from catalog		Fall 2016	*		
tabled	FREN V80	Conversational French	CR	3	Deletion	Remove from catalog		Fall 2016	*		
tabled	FREN V90	Directed Studies in French	CR	1-6	Deletion	Remove from catalog		Fall 2016	*		
tabled	GERM V03	Intermediate German I	CR	5	Deletion	Remove from catalog		Fall 2016	*		
tabled	GERM V04	Intermediate German II	CR	5	Deletion	Remove from catalog		Fall 2016	*		
tabled	GERM V51B	Situational Conversation in German II	CR	3	Deletion	Remove from catalog		Fall 2016	*		
tabled	GERM V51C	Situational Conversation in German III	CR	3	Deletion	Remove from catalog		Fall 2016	*		
tabled	GERM V80	Conversational German	CR	3	Deletion	Remove from catalog		Fall 2016	*		
tabled	GERM V90	Directed Studies in German	CR	1-6	Deletion	Remove from catalog		Fall 2016	*		
tabled	ITAL V03	Intermediate Italian I	CR	4	Deletion	Remove from catalog		Fall 2016	*		
tabled	ITAL V04	Intermediate Italian II	CR	4	Deletion	Remove from catalog		Fall 2016	*		
tabled	ITAL V51A	Situational Conversation in Italian I	CR	3	Deletion	Remove from catalog		Fall 2016	*		
tabled	ITAL V51B	Situational Conversation in Italian II	CR	3	Deletion	Remove from catalog		Fall 2016	*		
tabled	ITAL V80	Conversational Italian	CR	3	Deletion	Remove from catalog		Fall 2016	*		
tabled	JAPN V51A	Situational Conversation Japanese I	CR	3	Deletion	Remove from catalog		Fall 2016	*		
tabled	JAPN V51B	Situational Conversation Japanese II	CR	3	Deletion	Remove from catalog		Fall 2016	*		
tabled	JAPN V80	Conversational Japanese	CR	3	Deletion	Remove from catalog		Fall 2016	*		
tabled	SPAN V20	Hispanic Literature in Translation	CR	3	Deletion	Remove from catalog		Fall 2016	*		
tabled	SPAN V51A	Situational Conversation in Spanish I	CR	3	Deletion	Remove from catalog		Fall 2016	*		
tabled	SPAN V51B	Situational Conversation in Spanish II	CR	3	Deletion	Remove from catalog		Fall 2016	*		
tabled	SPAN V70	Spanish for Medical Personnel	CR	3	Deletion	Remove from catalog		Fall 2016	*		
tabled	SPAN V75	Spanish for Law Enforcement	CR	3	Deletion	Remove from catalog		Fall 2016	*		
tabled	SPAN V79	Spanish for School Personnel	CR	3	Deletion	Remove from catalog		Fall 2016	*		
tabled	SPAN V80	Conversational Spanish	CR	3	Deletion	Remove from catalog		Fall 2016	*		
CONSENT AGENDA: PROGRAMS											
	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS		EFFECTIVE			
	none										
SECOND READING: COURSES											
	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		EFFECTIVE	REQ	DE	BoT
	none										

**Ventura College Curriculum Committee
Curricular Proposals for 8/18/15**

SECOND READING: PROGRAMS										
	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.	EFFECTIVE	REQ	DE	BoT
✓	BUS V03	Introduction to Accounting	CR	3	Update	RP	Fall 2016	x		
FIRST READING: PROGRAMS										
	AWARD TYPE	PRIMARY DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS	EFFECTIVE			
	none									
REQUISITE APPROVALS										
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	EFFECTIVE			
✓	BUS V03	Introduction to Accounting	CR	3	Update	Recommended Preparation: BUS V 06 or fundamental basic math skills needed to solve business related math	Fall 2016	x		(1st Reading)
DISTANCE EDUCATION APPROVALS										
	COURSE ID	COURSE TITLE	CR NC	NEW/REV	DE TYPE		EFFECTIVE			
	none									
** END OF LIST **										

Memo

To: Curriculum Committee
From: Ben Somoza, Foreign Language Department Chair
Date: 05-06-2015
Re: Deletion of Courses

The Foreign Language Department would like to delete the following courses:

<ul style="list-style-type: none">• FREN V03• FREN V04• FREN V51A• FREN V51B• FREN V51C• FREN V80• FREN V90	<ul style="list-style-type: none">• GERM V03• GERM V04• GERM V51B• GERM V51C• GERM V80• GERM V90	<ul style="list-style-type: none">• ITAL V03• ITAL V04• ITAL V51A• ITAL V51B• ITAL V80
<ul style="list-style-type: none">• JAPN V51A• JAPN V51B• JAPN V80	<ul style="list-style-type: none">• SPAN V20• SPAN V51A• SPAN V51B• SPAN V70• SPAN V75• SPAN V79• SPAN V80	

We no longer offer these courses.