



### **Curriculum Committee Minutes**

Multidisciplinary Center West Conference Room (MCW-312) September 15, 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)

M. Bowen called the meeting to order at 3:31 p.m.

<b>VOTING MEMBER</b>	<u>S</u>			P=Pre	sent A	=Absent		
Faculty co-chair		Mic	hael Bowen	☑P	□A			
Academic Senate Pro	esident	Alex	x Kolesnik	☑P	□A			
AFT Rep.		vac	ant	□Р	□A			
Artic. Officer		vac	ant	□Р	□A			
CTE Division		Pat	ricia King	☑P	□A	Debbie Newcomb	☑P	□A
Athletics, HED, KIN [	Division	Nar	ncy Fredrickson	☑P	□A	Raeann Koerner	☑P	□A
Social Sciences & HI	JM	Vac	ant	□Р	□A	David Young	☑P	□A
Division								
English & COMM Div	rision	Gab	oe Arquilevich	□Р	☑A	John Guelcher	☑P	□A
Librarian		Pet	er Sezzi	□Р	✓A			
Math & Sciences Div	ision	Chl	oe Branciforte	☑P	□A	Jennifer Garner	☑P	□A
Student Services Div	ision	Ton	n Dalton	₫P	□A	Lauren Wintermeyer	☑P	□A
Technical Review Ch	air	Rya	n Petitfils	₫P	□A			
<b>NON-VOTING MEI</b>	<b>MBERS</b>							
CIO co-chair (Interim	)	Kimberly Hoffmans		☑P	$\Box$ A			
Assistant Dean		Kar	en Engelsen	□ P	✓A			
ASVC Rep.		vac	ant	□Р	$\Box$ A			
Dean		Tim	Harrison	□Р	✓A	Dan Kumpf	P	✓A
Dean Gv	wendolyr	ı Lew	is-Huddleston	□Р	✓A	Kathleen Schrader	Р	✓A
Dean		Lyn	n Wright	□ P	✓A			
Instructional Data Specialist			Nan Duangpun		$\Box$ A			
Recorder/Curriculum Technici			ian Olivia Long		□A			
Registrar	_	vac	ant	□Р	□A			

**GUESTS:** Karen Harrison, Corinna McKoy, and Brent Wilson

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

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

Motion by D. Newcomb, second by J. Guelcher

Discussion: M. Bowen noted that the COR for AUTO 28L received a slight correction to Course Content after the agenda was disseminated. He noted that the verbs were slightly

different.

Final Resolution: Motion was approved

Yes: M. Bowen, C. Branciforte, J. Garner, J. Guelcher, P. King, D. Newcomb, R. Petitfils, and D. Young

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

K. Hoffmans noted that the Curriculum Technician position was in the process of being filled.

Karen Harrison spoke during public comments regarding ESL/ENGM courses. She provided a brief history and overview of the curriculum and market conditions. She requested consent to co-list all the ESL/ENGM courses. K. Hoffmans noted that the topic would require more conversation and include discussion regarding non-credit as well.

#### IV. APPROVAL OF MINUTES: September 1, 2015 (Discussion/Action)

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

Motion by A. Kolesnik, second by R. Petitfils

Discussion: D. Newcomb noted a correction needed on page 3 of the minutes, that she would broach "the SLO committee." Nathan Cole noted that he was present to represent the Distance Education Committee. It was also noted that the link to the <u>Distance Education Handbook</u> was inserted on page 6 of the minutes.

Final Resolution: Motion was approved

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

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

### A. Courses Missing SLOs (Action)

M. Bowen stated that a survey for SLOs was conducted using TracDat and CurricUNET. The survey revealed approximately 450-500 courses that are missing SLOs. He expressed concern regarding the upcoming accreditation visit and the selection of a random COR missing SLOs. He reiterated that the new ACCJC standards specifically call for all CORs to contain SLOs. He stressed that action is needed; department chairs and divisions will be receiving a list of courses that are missing SLOs.

K. Hoffmans echoed M. Bowen's concerns and stated that it was known approximately in 2008 that SLOs needed to be identified and assessed.

- C. McKoy noted the importance of providing faculty enough time to work on this issue, not during midterms or finals.
- D. Newcomb stated that it has been made very clear to department chairs at multiple meetings for several years. She reiterated K. Hoffman's statement that this is not a new issue. She stated that courses are not entered into TracDat if they are not being offered, yet they are still listed in the catalog. She noted that action is needed and used the example of a philosophy course that hasn't been offered but contains SLOs and a notation stating the intention to offer the course in 2016-17.

<sup>\*</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.

A robust discussion transpired that included course deletion and revival procedures, accountability, catalog misrepresentation, and contractual issues.

M. Bowen stated at this point there are three options to resolve the issue of CORs missing SLOs: (1) archive course, (2) submit SLOs, or, (3) provide existing SLOs if course was erroneously listed on the report. He stated that action would need to be completed prior to the end of the calendar year. He cited the example of a sister college and noted that if faculty do not take action, administration may.

Motion to establish Curriculum Committee Policy to archive courses that have not been/nor planned to be offered, by R. Koerner, second by D. Newcomb Discussion: A discussion regarding the timeline ensued. Various factors of why a course may not have been offered were discussed. Procedural and staffing issues were brought up.

A. Kolesnik moved to amend the motion that every department that does not have a SLO for a course will either have to create a SLO for that course by December 1, 2015, or the course will be deleted from the 2016-17 VC Catalog.

Final Resolution: Motion was tabled

### B. Curriculum Committee Bylaws Charter Amendment Proposals (Discussion/Action)

1. Student Learning Outcomes position

No discussion.

2. Distance Education position

No discussion.

- C. Curriculum Committee Policies & Procedures (Discussion/Action)
  - 1. Standing Policies Document Proposal (M. Bowen)
    No discussion.

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

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

Motion by A. Kolesnik, second by N. Fredrickson

No discussion.

Final Resolution: Motion was approved

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

M. Bowen presented the revisions to the Construction Technology program and called for a motion to approve.

Motion by N. Fredrickson, second by R. Petitfils

No discussion.

Final Resolution: Motion was approved

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

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

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

N. Cole clarified the revision in hours was to align with other community colleges in our area and four year transfer institutions.

Motion by R. Koerner, second by J. Garcia

Final Resolution: Motion was approved

Yes: M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, J. Guelcher, P. King,

R. Koerner, A. Kolesnik, D. Newcomb, R. Petitfils, L. Wintermeyer, and D. Young

### VIII. FIRST 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

Motion to approve **AUTO V28L** for first reading by D. Newcomb, second by R. Petitfils Discussion: *M. Bowen noted that the lab was split into two (AUTO V28LA/V28LB) and was being combined.* 

Final Resolution: Motion was approved

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

Motion to approve **ECON V01A/V01B** for first reading by A. Kolesnik, second by R. Petitfils

Discussion: M. Bowen noted that the courses were being revised to comply with the C-ID descriptors.

Final Resolution: Motion was approved

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

Motion to approve **HED V94** *KIN V84* for first reading by R. Koerner, second by A. Kolesnik

Discussion: R. Koerner stated that the course was transferred to the KIN discipline to align with other colleges

Final Resolution: Motion was approved

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

Motion by to approve **MUS V02D/V02DL** for first reading D. Newcomb, second by D. Young

Discussion: B. Wilson stated that the courses were revised to align with the C-ID descriptors.

Final Resolution: Motion was approved

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

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

M. Bowen presented then called for a motion to approve the requisites.

Motion by D. Newcomb, second by J. Guelcher

Discussion: O. Duangpun inquired about AUTO V28LB. It was noted that it would need to be deleted.

Final Resolution: Motion was approved

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

M. Bowen presented then called for a motion to approve the requisites listed on the top of page 3.

Motion by J. Garcia, second by R. Petitfils

Discussion none

Final Resolution: Motion was approved

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

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

M. Bowen presented the new proposals for D/E and called for a motion to approve.

Motion by R. Koerner, second by N. Fredrickson

Discussion: M. Bowen noted, as a reminder, 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: M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, J. Guelcher, P. King, R. Koerner, A. Kolesnik, D. Newcomb, R. Petitfils, L. Wintermeyer, and D. Young

M. Bowen presented the existing D/E and called for a motion to reaffirm them.

Motion by R. Petitfils, second by L. Wintermeyer

Discussion: none

Final Resolution: Motion was approved

Yes: M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, J. Guelcher, P. King,

R. Koerner, A. Kolesnik, D. Newcomb, R. Petitfils, L. Wintermeyer, and D. Young

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

- A. Request(s) for Future Agenda Items (None)
- B. GEOL V09 (approved by CC 09.01.15)
  - 1. Technical Correction Course Title: Earth Science with Lab

#### XII. REPORTS (Information)

- A. Co-chairs (None)
- B. Articulation/C-ID (None)
- C. DTRW-I
  - 1. Meeting held September 10, 2015

M. Bowen noted all courses presented at DTRW-I were forwarded for Board Approval.

- D. Subcommittees/Workgroups
  - 1. Friendly Reminder (R. Petitfils)

R. Petitfils reviewed the correspondence generated from CurricUNET and action required upon receipt.

- E. CurricUNET/Banner/TracDat (None)
- F. Other
  - 1. Conclusion of Curriculum Committee Training (None)
- M. Bowen adjourned the meeting at 5:00 p.m.

#### **NEXT MEETING:**

Tuesday, September 29, 2015 – 3:30 p.m. Multidisciplinary Center West Conference Room (MCW-312)



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

				Ver	ntura College	Curriculum Committee					
	Curricular Proposals for 09/15/15 - MINUTES										
		CONSENT AGENDA: COURSES				NONSUBSTANTIAL CHANGES TO CATALOG	ARTIC CHANGES				
RPROVED  V  V  V	COURSE ID AUTO V28 CHEM V21 CHEM V21L GERM V51A HIST V01A HIST V01B KIN V72	COURSE TITLE  Automotive Suspension Systems Introduction to Organic and Biochemistry Introduction to Organic and Biochemistry Laboratory Situational Conversation in German I Introduction to Western Civilization I Introduction to Western Civilization II Stress Relaxation Exercises Reduction Activities	CR NC CR CR CR CR CR CR	2 3 2 3 3 3	PROPOSAL TYPE Revision Revision Update Revision Revision Revision	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. D, C FT (from 'Not Required' to 'May be Required'), P  D D D	OBJ=Course objectives, CC=Course content, LC=Lab content OBJ, CC OBJ OBJ, CC OBJ, CC	EFFECTIVE Fall 2016	REQ x x x	DE BoT	
<b>✓</b>	POLS V03	Introduction to Political Science	CR CR	3	Revision Revision	D D	OBJ, CC	Fall 2016 Fall 2016		X	
		CONSENT AGENDA: PROGRAMS									
ARPROVED V	AWARD TYPE AS/COA AS/COA	DISCIPLINE:TITLE  Construction Technology Building Inspector Option  Construction Technology Construction Management Option	CR NC CR		PROPOSAL TYPE Revision Revision	COMMENTS		EFFECTIVE Fall 2016 Fall 2016		ВоТ	
		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	
✓	BUS V25	Medical Coding	CR	3	Revision	D	OBJ, CC	Fall 2016	х	х	
✓	FREN VO1	Elementary French I	CR	5	Revision	D	OBJ	Fall 2016			
<b>√</b>	FREN VO2	Elementary French II	CR	5	Revision	D	OBJ	Fall 2016	Х		
<b>✓</b>	HED V20 THA V22A	Introduction to Public Health  Fundamentals of Stage Costuming I-Introduction to Costume  Technology I	CR CR	3	Revision Revision	T, H ( <del>1.5</del> <b>2</b> lecture, 4 . <del>5</del> laboratory weekly), D	OBJ, CC, LC	Fall 2016 Fall 2016		x x	
<b>√</b>	THA V22B	Fundamentals of Stage Costuming II-Introduction to Costume Technology II	CR	3	Revision	T, H ( <del>1.5</del> <b>2</b> lecture, 4 <del>.5</del> laboratory weekly), D	OBJ, CC, LC	Fall 2016	х	x x	

				Ve	ntura College	Curriculum Committee					$\overline{}$
				Curri	cular Proposa	ls for 09/15/15 - MINUTES					
		SECOND READING: PROGRAMS									
APPROVED	AWARD TYPE	PRIMARY DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS		EFFECTIVE			ВоТ
	none										
		FIRST READING: COURSES				SUBSTANTIAL CHANGES TO CATALOG	ARTIC CHANGES				
APPROVED	COOKSE 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.	content	EFFECTIVE	REQ	DE	ВоТ
✓	AUTO V28LA	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	х		х
								- !!			
		Principles of Macro Economics	CR	3	Revison	P		Fall 2016	Х	Х	Х
✓ ✓		Principles of Micro Economics	CR	3	Revison	P		Fall 2016	Х	Х	Х
	KIN V84	Introduction to Athletic Training	CR	3	Revison	ID, D	OBJ, CC, LC	Fall 2016			Х
		Music Theory IV: Sixteenth Century Counterpoint Post Romantic	CR	3	Revison	T, D, P	OBJ, CC	Fall 2016	Х		х
✓	MUS V02DL	Ear Training IV	CR	1	Revison	D, P	OBJ, LC	Fall 2016	Х		x
		FIRST READING: PROGRAMS	CR	-S	PROPOSAL						
	AWARD TYPE	PRIMARY DISCIPLINE:TITLE	NC	UNITS	TYPE	COMMENTS		EFFECTIVE			ВоТ
	none	TRIMART DISCHEINE.THEE	110		1112	COMMENTS		LITECTIVE			- 501
	none										
		REQUISITE APPROVALS									
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT		EFFECTIVE			
		Principles of Macro Economics	CR	3	Revison	Prerequisite: MATH V01	(1st Reading)	Fall 2016			
						Recommended Preparation: MATH V03 or V13B					
<b>✓</b>	ECON V01B	Principles of Micro Economics	CR	3	Revison	Prerequisite: MATH V01  Recommended Preparation: ECON V01A MATH V03 or V13B	(1st Reading)	Fall 2016			
✓	AUTO V28	Automotive Suspension Systems	CR	2	Revision	Corequisite: AUTO V28LA and AUTO V28LB	(consent)	Fall 2016			
✓		Automotive Suspension Systems Lab	CR	1.5	Revision	Corequisite: AUTO V28 <del>and AUTO V28LB</del>	(1st Reading)	Fall 2016			
<b>√</b>	CHEM V21	Introduction to Organic and Biochemistry	CR	3	Revision	Prerequisite: CHEM V01A and V01AL or CHEM V20 and V20L or high school chemistry with grades of C or better	(consent)	Fall 2016			

				Ve	ntura College	Curriculum Committee				
	Curricular Proposals for 09/15/15 - MINUTES									
					1					
		REQUISITE APPROVALS - continued								
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT		EFFECTIVE		
<b>✓</b>	MUS V02D	Music Theory IV: Sixteenth Century Counterpoint Post Romantic	CR	3	Revision	Prerequisite: MUS <del>V02B</del> <b>V02C</b> and MUS <del>V02BL</del> <b>V02CL</b> Corequisite: MUS V02DL	(1st Reading)	Fall 2016		
<b>√</b>	MUS V02DL	Ear Training IV	CR	1	Revision	Prerequisite: MUS V02CL Corequisite: MUS V02D	(1st Reading)	Fall 2016		
✓	<u>BUS V25</u>	Medical Coding	CR	3	Review	Recommended Preparation: BUS V27A and BUS V29	(1st Reading)	Fall 2016		
<b>✓</b>	CHEM V21L	Introduction to Organic and Biochemistry Laboratory	CR	2	Review	Prerequisite: CHEM V21 with grade of C or better or concurrent enrollment	(consent)	Fall 2016		
<b>√</b>	FREN VO2	Elementary French II	CR	5	Review	Prerequisite: FREN V01 or 2 years of high school French or equivalent	(1st Reading)	Fall 2016		
<b>√</b>	GERM V51A	Situational Conversation in German I	CR	3	Review	Prerequisite: GERM V01 or 2 years of high school German or equivalent	(consent)	Fall 2016		
<b>√</b>	THA V22B	Fundamentals of Stage Costuming II Introduction to Costume Technology II	CR	3	Review	Prerequisite: THA V22A	(1st Reading)	Fall 2016		
		DISTANCE EDUCATION APPROVALS								
APPROVED			CR	NEW/REV						
		COURSE TITLE	NC		DE TYPE		(0.15.11.)	EFFECTIVE		
✓ ✓		Medical Coding	CR	New	Hybrid (1-50%)	00()	(2nd Reading)	Fall 2016		
<b>✓</b>	HED V20 THA V22A	Introduction to Public Health  Fundamentals of Stage Costuming-Introduction to Costume  Technology I	CR CR	New	Fully Online (10 Hybrid (1-50%)	U7oj	(2nd Reading) (2nd Reading)	Fall 2016 Fall 2016		
<b>√</b>	THA V22B	Fundamentals of Stage Costuming II-Introduction to Costume Technology II	CR	New	Hybrid (1-50%)		(2nd Reading)	Fall 2016		
✓	ECON V01A	Principles of Macro Economics	CR	Review	Hybrid (51-99%)		(1st Reading)	Fall 2016		
✓	ECON V01B	Principles of Micro Economics	CR		Hybrid (51-99%)		(1st Reading)	Fall 2016		
✓	HED V20	Introduction to Public Health	CR		Hybrid (1-50%)		(2nd Reading)	Fall 2016		
✓	HIST VO1A	Introduction to Western Civilization I	CR	_	Fully Online (10	· · · · · · · · · · · · · · · · · · ·	(consent)	Fall 2016		
✓		Introduction to Western Civilization II	CR		Fully Online (10	· · · · · · · · · · · · · · · · · · ·	(consent)	Fall 2016		
✓	POLS V03	Introduction to Political Science	CR	Review	Fully Online (10	0%) 	(consent)	Fall 2016		
		** END OF LIST **								
<u> </u>		LIND OF LIST								