



Curriculum Committee Minutes

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)

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 type="checkbox"/> P	<input checked="" type="checkbox"/> A			
AFT Rep.	vacant	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Artic. Officer	vacant	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
CTE Division	Patricia King	<input type="checkbox"/> P	<input checked="" 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	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 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 type="checkbox"/> P	<input checked="" 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 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 type="checkbox"/> P	<input checked="" 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			
Registrar	vacant	<input type="checkbox"/> P	<input type="checkbox"/> A			

Guests: Andy Cawelti (AUTO), Mark Wenzel (POLs)

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

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

Motion by: D. Young

Seconded by: P. Sezzi

Discussion: None

Final resolution: Approved

Yes: G. Arquilevich, M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Guelcher, D. Newcomb, R. Petitfils, P. Sezzi, D. Young

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

K. Hoffmans announced that the Ventura College football team will be playing Orange Coast College on Saturday, November 21, 2015 at 6:00 PM and she encouraged faculty and staff to attend and support the team.

IV. APPROVAL OF MINUTES: November 3, 2015 (Discussion/Action)

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

Motion by: G. Arquilevich

Seconded by: R. Petitfils

Discussion: *None*

Final resolution: Approved

Yes: G. Arquilevich, M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Guelcher, D. Newcomb, R. Petitfils, P. Sezzi, 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. 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

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

Motion by: R. Petitfils

Seconded by: P. Sezzi

Discussion: *None*

Final resolution: Approved

Yes: G. Arquilevich, M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Guelcher, D. Newcomb, R. Petitfils, P. Sezzi, D. Young

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

A. None

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

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.

A. New Courses: DM V10, DM V10L, DM V12, DM V12L

B. Revisions: AUTO V26L, AUTO V33L, AUTO V38L, AUTO V48

M. Bowen presented the new curricular proposals for first reading.

Motion by: R. Petitfils

Seconded by: D. Newcomb

Discussion: *A discussion followed regarding the Diesel Mechanic (DM) program. A. Cawelti addressed questions regarding minimum qualifications, lab locations, demand for courses, and faculty hiring. He indicated that there are more courses being developed to help expand the program into a Master Diesel Mechanic program. Currently, the DM program is being developed as an Associate in Science and a Certificate of Achievement.*

Final resolution: Approved

Yes: G. Arquilevich, M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Guelcher, D. Newcomb, R. Petitfils, P. Sezzi, D. Young

M. Bowen presented the revised curricular proposals for first reading. He indicated that AUTO V48 would be approved as a standalone course.

Motion by: P. Sezzi

Seconded by: D. Newcomb

Discussion: *A. Cawelti explained that AUTO V26L, V33L, and V38L were being revised to match the University of Toyota program so students may be given credit in the Toyota Technicians Technical Education Network (TTEN).*

Final resolution: Approved

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

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

A. Modification: AUTO V26, AUTO V26L, AUTO V38L

B. New: DM V10, DM V10L, DM V12, DM V12L

C. Review: ARCH V12, CT V12, SPAN V02, AUTO V33L

M. Bowen presented the curricular proposals for requisite approval

Motion by: R. Petitfils

Seconded by: D. Young

Discussion: *There was a brief discussion about the meaning of equivalency in a course. It was recognized that equivalency is established through proficiency tests.*

Final resolution: Approved

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

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

A. SPAN V02

M. Bowen presented the distance education curricular proposal.

Motion by: J. Guelcher

Seconded by: P. Sezzi

Discussion: *It was suggested that the distance education proposal be technically corrected to properly capitalize or spell out abbreviations.*

Final resolution: Approved

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

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

M. Bowen indicated that the Philosophy and General Education (P&GE) curricular proposal would be postponed for approval as the P & GE workgroup decided not to assign the courses to a general education group until an approval process was established. The P & GE workgroup agreed to assist in the development of a new form and process for determining whether courses satisfy local general education requirements and classifying them.

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

A. Request(s) for future agenda items

B. DTRW-I committee charge

K. Hoffmans spoke on the changes that DTRW-I is making to fall in line with the PCAH changes. She said that less courses will be going to DTRW-I and the Board of Trustees for approval due to these changes. This is the final draft of this charge that has been approved and will be sent to the Board of Trustees for concluding approval.

XIII. REPORTS (Information)

A. Co-Chairs

1. Report on the Fall 2015 Curriculum Regional Meeting (South)

K. Hoffmans spoke of the changes that the State Chancellors office will be making. One major changes is that the CCCCO will be

switching to their own developed system of curriculum tracking, which means they will no longer be utilizing GoverNET. Because of this and the subsequent data migration from GoverNET to the CCCCCO system, if there are any courses or programs with empty fields, it could cause the data to not migrate properly. The Curriculum team will be working hard to make sure that all the data will be properly imported into the new system.

2. Reminder/update on NO-SLO list

M. Bowen asked that faculty continue to submit Student Learning Outcomes for those courses that are missing them. He will send out an updated No-SLO list as soon as he can.

3. Connie Baker's Retirement Party: December 3rd at 3:00 PM

There was a reminder that Connie Baker will be retiring this year and her retirement party will be held on December 3rd at 3:00 PM in Guthrie Hall. Please give any donation monies for the party and gift to Nan or Olivia.

B. Articulation/C-ID

The process of screening for a new Articulation Officer has begun!

C. Board of Trustees/ DTRW-I

1. Notes on Board of Trustees meeting from November 10th, 2015

K. Hoffmans attended and reported that all courses were approved with no discussion. She warned that any course that is 4 units or more is being questioned, but as long as faculty has sufficient reasoning for the units, there has been no trouble getting them approved.

2. Notes on DTRW-I meeting from November 12th, 2015

M. Bowen reported that all courses were recommended for approval and moved forward to the Board of Trustees.

D. Subcommittees/Workgroups

E. Other

1. Training (if applicable)

M. Bowen adjourned the meeting at 4:35 PM.

NEXT MEETING

Tuesday, December 1st, 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

**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	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	
✓	CT V37	Landscape Construction	CR	3	Deletion	Remove from catalog		Fall 2016			
✓	HED V84	CPR for Professional Rescuers	CR	0.5	Deletion	Remove from catalog		Fall 2016			
✓	SPAN V02	Elementary Spanish II	CR	5	Revision		OBJ	Fall 2016	X	X	
✓	ARCH V12 (Same as CT V12)	Advanced Blueprint Reading: Commerical/Industrial	CR	3	Update			Fall 2016	X		
✓	ARCH V67 (Same as CT V67)	Building Accessibility Regulations	CR	2	Update			Fall 2016			
✓	AUTO V26	Automotive Brakes Service and Repair	CR	2	Update	C		Fall 2016	X		
✓	CT V12 (Same as ARCH V12)	Advanced Blueprint Reading: Commerical/Industrial	CR	3	Update			Fall 2016	X		
✓	CT V65 (Same as WEL V65)	Structural Steel and Welding Construction	CR	3	Update			Fall 2016			
✓	CT V67 (Same as ARCH V67)	Building Accessibility Regulations	CR	2	Update			Fall 2016			
✓	WEL V65 (Same as CT V65)	Structural Steel and Welding Construction	CR	3	Update			Fall 2016			
CONSENT AGENDA: PROGRAMS											
APPROVED	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS		EFFECTIVE			
X	None										
SECOND 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
X	None										
SECOND READING: PROGRAMS											

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

APPROVED	AWARD TYPE	PRIMARY DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS	EFFECTIVE				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
✓	DM V10	Diesel Preventive Maintenance	CR	2	New			Fall 2016	X		X
✓	DM V10L	Diesel Preventive Maintenance Lab	CR	1.5	New			Fall 2016	X		X
✓	DM V12	Diesel Electrical/Electronic Systems	CR	3	New			Fall 2016	X		X
✓	DM V12L	Diesel Electrical/Electronic Systems Lab	CR	3	New			Fall 2016	X		X
✓	AUTO V26L	Automotive Brakes Service and Repair Laboratory-A	CR	1.5	Revision	ID, T, U, H, D	CC, LC	Fall 2016	X		X
✓	AUTO V33L	Manual Transmissions and Driveline Laboratory	CR	1.5	Revision	U, H		Fall 2016	X		X
✓	AUTO V38L	Heating and Air Conditioning Laboratory	CR	1.5	Revision	U, H	LC	Fall 2016	X		X
✓	AUTO V48	Smog Check Inspection Procedures	CR	3.2	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
X	None										
REQUISITE APPROVALS											
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE	EFFECTIVE			
✓	AUTO V26	Automotive Brakes Service and Repair	CR	2	Modification	Corequisite: AUTO V26LA and Corequisite AUTO V26LB -V26L	Consent Agenda: Courses	Fall 2016			
✓	AUTO V26L A	Automotive Brakes Service and Repair Laboratory	CR	1.5	Modification	Corequisite: AUTO V26 and AUTO V26LB	First Reading: Courses	Fall 2016			
✓	AUTO V38L	Heating and Air Conditioning Laboratory	CR	1.5	Modification	Corequisite: AUTO V38 ; Rec. Prep. Auto V27	First Reading: Courses	Fall 2016			
✓	DM V10	Diesel Preventive Maintenance	CR	2	New	Corequisite: DM V10L	First Reading: Courses	Fall 2016			
✓	DM V10L	Diesel Preventative Maintenance Lab	CR	1.5	New	Corequisite: DM V10	First Reading: Courses	Fall 2016			
✓	DM V12	Diesel Electrical/Electronic Systems	CR	3	New	Corequisite: DM V12L	First Reading: Courses	Fall 2016			
✓	DM V12L	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		
✓	ARCH V12 (Same as CT V12)	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		
✓	CT V12 (Same as ARCH V12)	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		
✓	SPAN V02	Elementary Spanish II	CR	5	Review	Prerequisite: SPAN V01 or 2 years of high school Spanish or equivalent	Consent Agenda: Courses	Fall 2016		
✓	AUTO V33L	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		
✓	SPAN V02	Elementary Spanish II	CR	Revision	51-99%	First time on new form	Consent Agenda: Courses	Fall 2016		
** END OF LIST **										