



# Curriculum Committee Agenda

Multi-Disciplinary Center – West 312 (MCW-312)

February 21, 2017 at 3:30pm

**ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2018 UNLESS OTHERWISE NOTED.**

- I. ROLL CALL (Quorum is 10 out of 18 voting members)
- II. ADOPTION OF THE PROPOSED AGENDA (Discussion/Action)
- III. GENERAL ANNOUNCEMENTS, INTRODUCTIONS, AND PUBLIC COMMENTS (Information)<sup>1</sup>
  - A. Tech Review for next year (Discussion) – R. Petitfils
- IV. APPROVAL OF MINUTES: February 7, 2017 (Discussion/Action)
- V. POLICY AND PROCESS (Information or Discussion/Action)
  - A. Courses Excluded from Credit By Examination List (Discussion/Action; see attachment) – K. Hoffmans
  - B. Priority One List (5 year review course list) (Discussion/Action; copies to be distributed via email before meeting) – M. Bowen
  - C. Updating CORs and Course History (Discussion/Action) – M. Bowen
  - D. Process for New Programs (Discussion/Action) – K. Hoffmans/M. Pauley
  - E. AP 4235 (Discussion/Action; copies to be distributed) – T. Brabander
- VI. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action;)
  - A. Updates: BUS V30, CT V96, ENGL V11A, ENGL V11B, POLS V04, POLS V05, SL V10A, SL V10B, SL V10C, SPAN V03S
- VII. SECOND READING: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)
  - A. None

<sup>1</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.

- VIII. FIRST READING:**
  - A. CURRICULAR PROPOSALS REQUIRING SECOND READING (Discussion/Action; see attachment)**
    - 1. New: ENGL V12, FILM V07
    - 2. Revised: BUS V07A
    - 3. Reactivation: FILM V02, FILM V03A, FILM V04, FILM V05
  - B. CURRICULAR PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment)**
    - 1. Revised: GEOG V26 (same as GIS V26), GIS V26 (same as GEOG V26), HS V10
- IX. ADMINISTRATIVE CHANGES (Discussion/Action)**
  - A. Minimum Qualifications changing to “Agriculture” in AG V6, AG V10, AG V11, AG V12, AG V13, AG V14
- X. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
  - A. New: ENGL V12, POLS V04, POLS V05
  - B. Revised: HS V10
  - C. Review: BUS V07A, CT V96, ENGL V11A, ENGL V11B, FILM V02, FILM V03A, FILM V04, FILM V05, SL V10B, SL V10C, SPAN V03S
- X. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
  - A. New: BUS V07A, BUS V30, ENGL V12, POLS V04, POLS V05
- XI. MINIMUM QUALIFICATIONS**
  - A. See Administrative Changes (Item IX on agenda)
- XII. PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action)**
  - A. Date for upcoming P&GE Meeting
- XIII. DISCUSSION/INFORMATION (Information or Discussion/Action)**
  - A. Request(s) for future agenda items
- XIV. REPORTS (Information)**
  - A. Co-Chairs
  - B. Articulation/C-ID (Information Only)

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**C. Board of Trustees/ DTRW-I**

- 1. FILM V01 returned from DTRW-I for more revisions**

**D. Subcommittees/Workgroups**

**E. CurricUNET/Banner/TracDat**

**F. ASCCC Curriculum Committee updates**

**NEXT MEETING**

**March 7, 2017 - 3:30 PM**

**MCW-312**

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, Vice President Academic Affairs  
Ventura College - 4667 Telegraph Road - Ventura, CA 93003  
(805) 289-6464

<sup>1</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.

**Ventura College Curriculum Committee  
Curricular Proposals for 02/21/2017**

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 <sup>1</sup> , P=Prereq <sup>1</sup> , C=Coreq <sup>1</sup> , RP=Recom. Prep. <sup>1</sup> ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE								
	<a href="#">BUS V30</a>	Introduction to Business	CR	3	Update	None	None	Business*	Fall 2018		X								
	<a href="#">CT V96</a>	Construction Technology Internship II	CR	1-4	Update	None	CC, LC	Construction Technology	Fall 2018	X									
	<a href="#">ENGL V11A</a>	Intermediate Creative Writing I	CR	3	Update	None	None	English*	Fall 2018	X									
	<a href="#">ENGL V11B</a>	Intermediate Creative Writing II	CR	3	Update	None	None	English*	Fall 2018	X									
	<a href="#">POLS V04</a>	Introduction to Political Theory	CR	3	Update	RP	None	Political Science*	Fall 2018	X	X								
	<a href="#">POLS V05</a>	Introduction to International Relations	CR	3	Update	RP	None	Political Science*	Fall 2018	X	X								
	<a href="#">SL V10A</a>	American Sign Language: Beginning	CR	3	Update	None	CC	Foreign Languages*	Fall 2018										
	<a href="#">SL V10B</a>	American Sign Language: Intermediate	CR	3	Update	None	CC	Foreign Languages*	Fall 2018	X									
	<a href="#">SL V10 C</a>	American Sign Language: Advanced	CR	3	Update	None	OBJ, CC	Foreign Languages*	Fall 2018	X									
	<a href="#">SPAN V03S</a>	Spanish Heritage Language I	CR	5	Update	None	None	Foreign Languages*	Fall 2018	X									
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 <sup>1</sup> , P=Prereq <sup>1</sup> , C=Coreq <sup>1</sup> , RP=Recom. Prep. <sup>1</sup> ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BoT							
		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 <sup>1</sup> , P=Prereq <sup>1</sup> , C=Coreq <sup>1</sup> , RP=Recom. Prep. <sup>1</sup> ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BoT							
	<a href="#">FILM V07</a>	Audio Production	CR	3	New	Add to Catalog		Film Studies*	Fall 2018			X							
	<a href="#">ENGL V12</a>	Introduction to Media Writing	CR	3	New	Add to Catalog		English*	Fall 2018	X	X	X							
	<a href="#">BUS V07A</a>	Business Calculations	CR	<del>2-5</del> 3	Revised	U, H, D	OBJ, CC	Business*	Fall 2018	X	X	X							
	<a href="#">*GEOG V26 (same as GIS V26)</a>	Introduction to Geographic Information Systems Software	CR	2	Revision	H, Was, RS	LC	Geography*	Fall 2018										
	<a href="#">*GIS V26 (same as GEOG V26)</a>	Introduction to Geographic Information Systems Software	CR	2	Revision	H, Was, RS	LC	Geography*	Fall 2018										
	<a href="#">*HS V10</a>	Certified Nurse Assistant	CR	6	Revision	H, D, FT, RP EL	OBJ, CC	Nursing* Nursing Science/Clinical Practice	Fall 2018	X									
	<a href="#">FILM V02</a>	Film Production	CR	3	Reactivation	ID, H, X	CC, LC	Film Studies*	Fall 2018	X		X							
	<a href="#">FILM V03A</a>	Non-Linear Editing I	CR	3	Reactivation	ID, H, X	LC	Film Studies*	Fall 2018	X		X							
	<a href="#">FILM V04</a>	Documentary Filmmaking	CR	3	Reactivation	ID, H, D, X, R	CC, LC	Film Studies*	Fall 2018	X		X							
	<a href="#">*FILM V05</a>	Narrative Filmmaking	CR	3	Reactivation	ID, H, D, X, R	CC, LC	Film Studies*	Fall 2018		X	X							

**Ventura College Curriculum Committee  
Curricular Proposals for 02/21/2017**

FIRST READING: PROGRAMS											
SUBSTANTIAL CHANGES TO CATALOG											
ARTIC CHANGES											
AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS			EFFECTIVE			BoT
	None										
ADMINISTRATIVE CHANGES											
AG V06	Introduction to Plant Science (with Laboratory)			Update	Minimum Qualifications changing to Agriculture			Fall 2017			
AG V10	Introduction to Agriculture Business			Update	Minimum Qualifications changing to Agriculture			Fall 2017			
AG V11	Agriculture Sales and Communication			Update	Minimum Qualifications changing to Agriculture			Fall 2017			
AG V12	Agriculture Economics			Update	Minimum Qualifications changing to Agriculture			Fall 2017			
AG V13	Agricultural Computer Applications			Update	Minimum Qualifications changing to Agriculture			Fall 2017			
AG V14	Agriculture Accounting			Update	Minimum Qualifications changing to Agriculture			Fall 2017			
REQUISITE APPROVALS											
COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE		EFFECTIVE			
<a href="#">ENGL V12</a>	Introduction to Media Writing	CR	3	New	Prerequisite: ENGL V02, or ENGL V03A, or placement in to ENGL V01A Recommended Preparation: ENGL V01A		English*	Fall 2017			
<a href="#">POLS V04</a>	Introduction to Political Theory	CR	3	New	Recommended Preparation: ENGL V01B	Consent Agenda: Courses		Fall 2018			
<a href="#">POLS V05</a>	Introduction to International Relations	C	3	New	Recommended Preparation: ENGL V01B	Consent Agenda: Courses		Fall 2018			
<a href="#">HS V10</a>	Certified Nurse Assistant	CR	6	Revised	<del>Enrollment Limitation: current CPR certification for health care provider or professional rescuer; from the American Heart Association (BLS Provider) or American Red Cross (Basic Life Support for Health Care Providers), proof of freedom from and immunity to communicable diseases, physical examination demonstrating general good health, fingerprinting, no visible tattoos or visible body piercings except single studs in ear lobes, no acrylic or long nails in clinical settings, and</del> must have a valid social security card to apply to the Department of Health Services for certification. <del>Recommended Preparation: the California Department of Public Health may deny certification to those with criminal records.</del>	First Reading: Courses	Nursing* Nursing Science/Clinical Practice	Fall 2018			

**Ventura College Curriculum Committee**

**Curricular Proposals for 02/21/2017**

APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	DE TYPE	SOURCE	EFFECTIVE			
	<a href="#">BUS V07A</a>	Business Calculations	CR	<del>2-5</del> 3	Review	Recommended Preparation: MATH V01, or 1 to 2 years of high school Algebra with a grade C or better	First Reading: Courses	Fall 2018		
	<a href="#">CT V96</a>	Construction Technology Internship II	CR	1-4	Review	Corequisite: enrolled in a minimum of 7 units to include internship. Recommended Preparation: completion or concurrent enrollment in one course in the discipline	Consent Agenda: Courses	Fall 2018		
	<a href="#">ENGL V11A</a>	Intermediate Creative Writing I	CR	3	Review	Prerequisite: ENGL V10	Consent Agenda: Courses	Fall 2018		
	<a href="#">ENGL V11B</a>	Intermediate Creative Writing II	CR	3	Review	Prerequisite: ENGL V11A	Consent Agenda: Courses	Fall 2018		
	<a href="#">FILM V02</a>	Film Production	CR	3	Review	Recommended Preparation: FILM V01	First Reading: Courses	Fall 2018		
	<a href="#">FILM V03A</a>	Non-Linear Editing I	CR	3	Review	Recommended Preparation: FILM V01	First Reading: Courses	Fall 2018		
	<a href="#">FILM V04</a>	Documentary Filmmaking	CR	3	Review	Recommended Preparation: FILM V01 Prerequisite: FILM V02	First Reading: Courses	Fall 2018		
	<a href="#">FILM V05</a>	Narrative Filmmaking	CR	3	Review	Prerequisite: FILM V02 Recommended Preparation: FILM V01	First Reading: Courses	Fall 2018		
	<a href="#">SL V10B</a>	American Sign Language: Intermediate	CR	3	Review	Prerequisite: SL V10A or 2 years of high school ASL of equivalent.	Consent Agenda: Courses	Fall 2018		
	<a href="#">SL V10C</a>	American Sign Language: Advanced	CR	3	Review	Prerequisite: SL V10B or 3 years of high school ASL of equivalent.	Consent Agenda: Courses	Fall 2018		
	<a href="#">SPAN V03S</a>	Spanish Heritage Language I	CR	5	Review	Recommended Preparation: SPAN V02 or 3 years of high school spanish or equivalent	Consent Agenda: Courses	Fall 2018		
<b>DISTANCE EDUCATION APPROVALS</b>										
	<a href="#">BUS V07A</a>	Business Calculations	CR	New	Hybrid (1-50% online) - new proposal Hybrid (51-99% online) - new proposal Fully Online (100% online) - new form	First Reading: Courses	Fall 2018			
	<a href="#">BUS V30</a>	Introduction to Business	CR	New	Hybrid (1-50% online) Hybrid (51-99% online) Fully Online (100% online)	Consent Agenda: Courses	Fall 2018			
	<a href="#">ENGL V12</a>	Introduction to Media Writing	CR	New	Hybrid (51-99% online) Fully Online (100% online)	First Reading: Courses	Fall 2018			
	<a href="#">POLS V04</a>	Introduction to Political Theory	CR	New	Fully Online (100% Online) - new form	Consent Agenda: Courses	Fall 2018			
	<a href="#">POLS V05</a>	Introduction to International Relations	CR	New	Fully Online (100% Online) - new form	Consent Agenda: Courses	Fall 2018			
<b>** END OF LIST **</b>										



# Curriculum Committee Minutes---**DRAFT**

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, February 07, 2017 at 3:30pm

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

Called to order: 3:33PM

## I. ROLL CALL (Quorum is 10 out of 18 voting members)

<b>VOTING MEMBERS</b>		<b>P=Present A=Absent</b>				
Faculty co-chair	Michael Bowen	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Articulation Officer	Thao Brabander	<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			
WED Division	Ellen Rearick	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Eric Irwin	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
SLO Committee Representative	Debbie Newcomb	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Health, KIN, ICA, and Performing Arts Division	Nancy Fredrickson	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Krenly Guzman	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
Vis. Arts, Behv/Soc Sciences, and Lang Division	Ann Bittl	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Scott Corbett	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
English & Math Division	Peter Yi	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	John Guelcher	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
Librarian	Peter Sezzi	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
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 Affairs 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			
<b>NON-VOTING MEMBERS</b>						
CIO co-chair (Interim)	Kimberly Hoffmans	<input type="checkbox"/> P	<input checked="" 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 type="checkbox"/> P	<input checked="" type="checkbox"/> A	Kathleen Schrader	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
Dean	Lynn Wright	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	David Bransky	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
Dean	Karen Engelsen	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Instructional Data Specialist	Katie Owash	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Instructional Data Specialist	Kelly Denton	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Recorder/Curriculum Technician	Sarah Ayala	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Registrar	Arlene Reed	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			

Guests: Sharon Oxford, Michael Callahan, Roxanne Forde,  
Celia Rodriguez (attending for Arlene Reed)

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

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

Motion by: S. Corbett

Seconded by: J. Garner

Discussion: none

Final resolution: Agenda approved as presented

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton,  
N. Fredrickson, J. Garner, J. Guelcher, E. Irwin, D. Newcomb, R. Petifils,  
E. Rearick

## III. GENERAL ANNOUNCEMENTS, INTRODUCTIONS, AND PUBLIC COMMENTS (Information)<sup>1</sup>

*Ann – per email that was just received from President Gillespie, we received accreditation!*

**A. Deadline for course updates and revisions to appear in the 2017/2018 Catalog has passed – M. Bowen**

**B. Deadline for new courses (emergencies only) to appear in the 2017/2018 Catalog MUST be approved at the February 21, 2017 Curriculum Committee Meeting - M. Bowen**

**C. CurricUNET submission deadline for 2018/2019 Catalog – May 1, 2017 (this includes all priority one courses) – M. Bowen**

*Today is the last meeting for revised courses to be approved and appear in the Fall 2017 catalog. The cutoff date for new courses (emergencies only) is the next Curriculum Committee meeting.*

*Priority one list – not quite ready. Michael and/or Ryan will email the list as soon as it is ready. Reminder that for Fall of 2018 – submission deadline to CurricUNET is May 1, 2017.*

*The District VPs have decided to implement a procedure district-wide to enhance our enrollment. Summer and Fall enrollment will happen at the same time for 2018. What does this mean for Curriculum? New deadline for major revisions will be last meeting before Thanksgiving in November 2017.*

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#### IV. APPROVAL OF MINUTES: (Discussion/Action)

*M. Bowen called for a motion to approve the minutes of the January 17, 2017 meeting*

Motion by: R. Petitfils

Seconded by: S. Corbett

Discussion: *None*

Final resolution: Minutes from the 1/17/17 meeting approved

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton,  
N. Fredrickson, J. Garner, J. Guelcher, E. Irwin, D. Newcomb, R. Petitfils,  
E. Rearick

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

##### A. Courses Excluded from Credit By Examination List (Discussion/Action; see attachment) – K. Hoffmans

*Attachment changed to add BUS V30. Item postponed until next meeting due to K. Hoffmans' absence.*

*\*Note for minutes/voting: A. Kolesnik arrived*

##### B. Priority One List (5 year review course list) (Discussion/Action; copies to be distributed via email before meeting) – M. Bowen

*Item postponed until next meeting*

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

##### a. Updates: ANTH V07, ARCH V11 (same as DRFT V02B and CT V20), ART V04, ART V05, ART V07, BUS V53, CT V20 (same as ARCH V11 and DRFT V02B), DRFT V02B (same as ARCH V11 and CT V20), GEOL V09, GEOL V21, MATH V02, MATH V21C, MUS V06, POLS V17

*M. Bowen called for a motion to approve the Consent Agenda courses*

Motion by: D. Newcomb moved to approve Consent Agenda courses **with the exception of ART V04**

Seconded by: A. Bittl

Discussion: *ART V04 issue can be resolved within the department- does not need to be discussed at committee*

Final resolution: Consent Agenda courses with the exception of ART V04 were approved

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton,  
N. Fredrickson, J. Garner, J. Guelcher, E. Irwin, A. Kolesnik, D. Newcomb,  
R. Petitfils, E. Rearick

Motion by: D. Newcomb moved to approve ART V04 with correction to SLOs  
Seconded by: A. Bittl  
Discussion: *Ann: The correction in question was made this morning.*  
Final resolution: ART V04 was approved as a Consent Agenda item  
Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton,  
N. Fredrickson, J. Garner, J. Guelcher, E. Irwin, A. Kolesnik, D. Newcomb,  
R. Petitfils, E. Rearick

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

**a. Revised Course: IDS V09**

*M. Bowen called for a motion to approve the Second Reading course*

Motion by: A. Bittl  
Seconded by: D. Newcomb  
Discussion: *This course is an online tutor training course – trying to get CRLA (College Reading Language Association) certified – tutor certification recognized state-wide. Non transferrable.*  
Final resolution: IDS V09 approved as a Revised Course  
Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton,  
N. Fredrickson, J. Garner, J. Guelcher, E. Irwin, A. Kolesnik, D. Newcomb,  
R. Petitfils, E. Rearick

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

**A. None**

**FIRST READING: CURRICULAR PROPOSALS FOR APPROVAL THAT WILL NOT  
UNDERGO A SECOND READING (Discussion/Action; see attachment)**

**a. New (proposed for first and second reading):**

**ENGM V31B (same as ESL V31B), ENGM V32B (same as ESL V32B), ENGM  
V41B (same as ESL V41B), ENGM V42B (same as ESL V42B), ENGM V52A  
(same as ESL V52A), ENGM V52B (same as ESL V52B),**

**ESL V31A (same as ENGM V31A), ESL V31B (same as ENGM V31B), ESL  
V32A (same as ENGM V32A), ESL V32B (same as ENGM V32B), ESL V41A  
(same as ENGM V41A), ESL V41B (same as ENGM V41B), ESL V42A (same  
as ENGM V42A), ESL V42B (same as ENGM V42B), ESL V52A (same as  
ENGM V52A), ESL V52B (same as ENGM V52B)**

**WS V20, WSV22**

**b. Revised (proposed for first and second reading):**

**ANTH V06, BUS V25, BUS V40, ENGM V31A (same as ESL V31A), ENGM V32A (same as ESL V32A), ENGM V41A (same as ESL V41A), ENGM V42A (same as ESL V42A), ESRM V11, GEOL V02, MATH V40, NS V10, NS V20, NS V84A, NS V84B, PHYS V03B, PHYS V03BL**

**c. Reactivation (proposed for first and second reading): FILM V01**

*M. Bowen called for a motion to approve the First/Second Reading courses ENGM/ESL*

Motion by: N. Fredrickson

Seconded by: R. Petitfils

Discussion: *Lynn Wright joined in the discussion on these courses:  
These courses are an effort to improve the success of the program.  
Department created these integrated ENGM/ESL courses which are designed to closely resemble comparable courses at MC that have had success.*

*Courses were split into "A" and "B" to make them more accessible to students. This is the beginning of revamping the curriculum, and is a transitional move for the Department.*

Final resolution: ENGM/ESL Courses approved for first/second reading

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, N. Fredrickson, J. Garner, J. Guelcher, E. Irwin, A. Kolesnik, D. Newcomb, R. Petitfils, E. Rearick, L. Wintermeyer

Opposed: T. Dalton

\*Correction to agenda – All courses listed in first reading should be listed under "requiring second reading" section

Note for minutes/voting: L. Wintermyer arrived during discussion of ENGM/ESL

*M. Bowen called for a motion to approve the First/Second Reading WS courses*

Motion by: D. Newcomb

Seconded by: E. Irwin

Discussion: *Roxanne Forde joined the discussion of the WS courses:  
These are extra courses to teach math portion of WS program. Students can take them as pass/no pass or a grade. The option is given to eliminate stress over the subject.*

*Further discussion ensued regarding details of the courses.*

*WS V22 readies students for state test for Stormwater Technicians*

*There was a discussion regarding making it transferrable in units to another college/university. It was concluded that V22 will be changed to "transferrable" on the COR?*

D. Newcomb ammended the motion to approve the WS courses and change COR of WSV22 to notate course as transferrable.

Final resolution: Approved

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, N. Fredrickson, J. Garner, J. Guelcher, E. Irwin, A. Kolesnik, D. Newcomb, R. Petitfils, E. Rearick, L. Wintermeyer

*M. Bowen called for a motion to approve the First/Second Reading courses listed as Revisions*

Motion by: R. Petitfls

Seconded by: E. Rearick

Discussion: *MATH V40 – only one textbook must be new.  
BUS V40 – removed co-listing (catalog change)*

Final resolution: Courses approved as revisions

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, N. Fredrickson,  
J. Garner, J. Guelcher, E. Irwin, A. Kolesnik, D. Newcomb, R. Petitfls,  
E. Rearick, L. Wintermeyer

Abstain: T. Dalton

*M. Bowen called for a motion to approve FILM V01 for reactivation*

Motion by: A. Bittl

Seconded by: L. Wintermeyer

Discussion: *MQs on COR is blank. Add “Film Studies” to course outline under Minimum  
Qualifications.  
It was recommended to add a SLO to include “historical and cultural  
aspects of film”*

Final resolution: FILM V01 approved for reactivation

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton  
N. Fredrickson, J. Garner, J. Guelcher, E. Irwin, A. Kolesnik, D. Newcomb,  
R. Petitfls, E. Rearick, L. Wintermeyer

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

**a. Revision: MATH V02, MATH V40, NS V10, NS V20**

**b. Review: ANTH V06, ANTH V07, BUS V25, BUS V53, MATH V21C, NS V84A,  
NS V84B, PHYS V03B, PHYS V03BL**

**c. Deletion: ENGM V31A (same as ESL V31A), ENGM V32A (same as ESL  
V32A), ENGM V41A (ESL V 41A), ENGM V42A (same as ESL V42A)**

*M. Bowen called for a motion to approve the Requisites in Part A and review in Part B*

Motion by: S. Corbett

Seconded by: E. Rearick

Discussion: *Discussion ensued regarding the MATH V01 prerequisite and if it was still  
necessary*

Final resolution: Courses in Part A and Part B of Requisites were approved

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton  
N. Fredrickson, J. Garner, J. Guelcher, E. Irwin, A. Kolesnik, D. Newcomb,  
R. Petitfls, E. Rearick, L. Wintermeyer

*M. Bowen called for a motion to approve the Requisite proposals in Part C*

Motion by: D. Newcomb

Seconded by: S. Corbett

Discussion: *This section is for courses that are removing pre-requisites. Is this something CC wants to do?*

*Perhaps this should be on the next agenda under "Policies" section if this topic should be further discussed.*

Final resolution: Courses in Part C approved for Requisite deletion

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, N. Fredrickson, J. Garner, J. Guelcher, E. Irwin, A. Kolesnik, D. Newcomb, R. Petitfils, E. Rearick, L. Wintermeyer

Abstain: T. Dalton

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

**a. New: ANTH V06, ANTH V07, ART V04, ART V05, ART V07, BUS V53, GEOL V02, GEOL V09, GEOL V21, MUS V06, PHYS V03B, POLS V17**

**b. Review: BUS V25**

*M. Bowen called for a motion to approve the Distance Education proposals*

Motion by: A. Bittl

Seconded by: C. Branciforte

Discussion: *ART Courses - Orientation and Exam to be on campus.*

Final resolution: Courses with Distance Education component approved

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, N. Fredrickson, J. Garner, J. Guelcher, E. Irwin, A. Kolesnik, D. Newcomb, R. Petitfils, E. Rearick, L. Wintermeyer

**XI. MINIMUM QUALIFICATIONS**

**A. None**

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

**XIII. DISCUSSION/INFORMATION (Information or Discussion/Action)**

**XIV. REPORTS (Information)**

**A. Co-Chairs**

**B. Articulation/C-ID (Information Only)**

**a. GIS V22 approved for C-ID GEOG 150**

**b. ART V06 approved for C-ID ARTH 150**

**c. MATH V05 is conditionally approved for C-ID MATH 851**

**d. MATH V20 approved for C-ID MATH 155**

**C. Board of Trustees/ DTRW-I**

**1. DTRW-I: Next meeting is coming up Thursday, Feb 9**

- 2. Board of Trustees:**
- D. Subcommittees/Workgroups**
  - E. CurricUNET/Banner/TracDat**
  - F. Other**

**Meeting adjourned at 5pm**

**NEXT MEETING**

**February 21, 2017 - 3:30 PM**

**MCW-312**

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 02/07/2017**

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 <sup>1</sup> , P=Prereq <sup>1</sup> , C=Coreq <sup>1</sup> , RP=Recom. Prep. <sup>1</sup> ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE									
✓	<a href="#">ANTH V07</a>	The Anthropology of Magic, Witchcraft and Religion	CR	3	Update	None	None	Anthropology*	Fall 2017	X	X									
✓	<a href="#">ARCH V11</a> (same as <a href="#">DRFT V02B</a> and <a href="#">CT V20</a> )	Blueprint Reading: Architectural/Construction	CR	3	Update	None	CC	Architecture Construction Technology Drafting	Fall 2017											
✓	<a href="#">ART V04</a>	Introduction To Renaissance and Baroque Art	CR	3	Update	None	None	Art*	Fall 2017		X									
✓	<a href="#">ART V05</a>	Introduction to American Art	CR	3	Update	None	None	Art History*	Fall 2017		X									
✓	<a href="#">ART V07</a>	Introduction to Women in the Arts	CR	3	Update	None	None	Art History*	Fall 2017		X									
✓	<a href="#">BUS V53</a>	Legal Environment of Business	CR	3	Update	None	None	Business* Law*	Fall 2017	X	X									
✓	<a href="#">CT V20</a> (same as <a href="#">ARCH V11</a> and <a href="#">DRFT V02B</a> )	Blueprint Reading: Architectural/Construction	CR	3	Update	None	CC	Architecture Construction Technology Drafting	Fall 2017											
✓	<a href="#">DRFT V02B</a> (same as <a href="#">ARCH V11</a> and <a href="#">CT V20</a> )	Blueprint Reading: Architectural/Construction	CR	3	Update	None	CC	Architecture Construction Technology Drafting	Fall 2017											
✓	<a href="#">GEOL V09</a>	Earth Science with Lab	CR	4	Update	None	None	Earth Science* Geography*	Fall 2017		X									
✓	<a href="#">GEOL V21</a>	Natural Disasters	CR	3	Update	None	OBJ, CC	Earth Science*	Fall 2017		X									
✓	<a href="#">MATH V02</a>	Geometry	CR	3	Update	None	CC	Mathematics*	Fall 2017	X										
✓	<a href="#">MATH V21C</a>	Multivariable Calculus	CR	5	Update	None	OBJ	Mathematics*	Fall 2017	X										
✓	<a href="#">MUS V06</a>	History of Rock and Roll	CR	3	Update	None	OBJ, CC	Music*	Fall 2017		X									
✓	<a href="#">POLS V17</a>	Introduction to American Law	CR	3	Update	None	None	Law* Political Science*	Fall 2017		X									
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 <sup>1</sup> , P=Prereq <sup>1</sup> , C=Coreq <sup>1</sup> , RP=Recom. Prep. <sup>1</sup> ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BoT								
✓	<a href="#">IDS V09</a>	Tutorial Procedures and Methods	CR	<del>0.5</del> 1	Revision	U, H, FT	None	Interdisciplinary Skills*	Fall 2017		X	X								

\* Proposed 1st and 2nd Reading

Ventura College Curriculum Committee

Curricular Proposals for 02/07/2017

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 <sup>1</sup> , P=Prereq <sup>1</sup> , C=Coreq <sup>1</sup> , RP=Recom. Prep. <sup>1</sup> ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	<a href="#">Discipline</a> * = Masters Required	EFFECTIVE	REQ	DE	BoT							
✓	<a href="#">*ENGM V31B</a> (same as <a href="#">ESL V31A</a> )	Intermediate Reading, Writing, & Vocabulary II	CR	2	New	Add to Catalog		ESL*	Fall 2017			X							
✓	<a href="#">*ENGM V32B</a> (same as <a href="#">ESL V32B</a> )	High-Intermediate Reading, Writing and Vocabulary II	CR	2	New	Add to Catalog		ESL*	Fall 2017			X							
✓	<a href="#">*ENGM V41B</a> (same as <a href="#">ESL V41B</a> )	Intermediate Reading, Writing & Grammar II	CR	2	New	Add to Catalog		ESL*	Fall 2017			X							
✓	<a href="#">*ENGM V42B</a> (same as <a href="#">ESL V42B</a> )	High-Intermediate Reading, Writing & Grammar II	CR	2	New	Add to Catalog		ESL*	Fall 2017			X							
✓	<a href="#">*ENGM V52A</a> (same as <a href="#">ESL V52A</a> )	Reading, Writing and Critical Thinking I	CR	2	New	Add to Catalog		ESL*	Fall 2017			X							
✓	<a href="#">*ENGM V52B</a> (same as <a href="#">ESL V52B</a> )	Advanced Reading, Writing and Critical Thinking II	CR	2	New	Add to Catalog		ESL*	Fall 2017			X							
✓	<a href="#">*ESL V31A</a> (same as <a href="#">ENGM V31A</a> )	Intermediate Reading, Writing and Vocabulary I	CR	2	New	Add to Catalog		ESL*	Fall 2017			X							
✓	<a href="#">*ESL V31B</a> (same as <a href="#">ENGM V31B</a> )	Intermediate Academic Reading & Vocabulary II	CR	2	New	Add to Catalog		ESL*	Fall 2017			X							
✓	<a href="#">*ESL V32A</a> (same as <a href="#">ENGM V32A</a> )	High-Intermediate Reading, Writing, and Vocabulary I	CR	2	New	Add to Catalog		ESL*	Fall 2017			X							
✓	<a href="#">*ESL V32B</a> (same as <a href="#">ENGM V32B</a> )	High-Intermediate Reading, Writing, and Vocabulary II	CR	2	New	Add to Catalog		ESL*	Fall 2017			X							
✓	<a href="#">*ESL V41A</a> (same as <a href="#">ENGM V41A</a> )	Intermediate Reading, Writing & Grammar I	CR	2	New	Add to Catalog		ESL*	Fall 2017			X							
✓	<a href="#">*ESL V41B</a> (same as <a href="#">ENGM V41B</a> )	Intermediate Reading, Writing & Grammar II	CR	2	New	Add to Catalog		ESL*	Fall 2017			X							
✓	<a href="#">*ESL V42A</a> (same as <a href="#">ENGM V42A</a> )	High Intermediate Reading, Writing & Grammar I	CR	2	New	Add to Catalog		ESL*	Fall 2017			X							
✓	<a href="#">*ESL V42B</a> (same as <a href="#">ENGM V42B</a> )	High-Intermediate Reading, Writing & Grammar II	CR	2	New	Add to Catalog		ESL*	Fall 2017			X							

\* Proposed 1st and 2nd Reading



**Ventura College Curriculum Committee**  
**Curricular Proposals for 02/07/2017**

✓	<a href="#">*ESL V52A</a> (same as <a href="#">ENGM V52A</a> )	Reading, Writing and Critical Thinking I	CR	2	New	Add to Catalog		ESL*	Fall 2017			X
✓	<a href="#">*ESL V52B</a> (same as <a href="#">ENGM V52B</a> )	Advanced Reading, Writing and Critical Thinking II	CR	2	New	Add to Catalog		ESL*	Fall 2017			X
✓	<a href="#">*WS V20</a>	Water System Mathematics	CR	3	New	Add to Catalog		Environmental Technologies	Fall 2017			X
✓	<a href="#">*WS V22</a>	Stormwater Pollution Prevention	CR	3	New	Add to Catalog		Environmental Technologies	Fall 2017			X
✓	<a href="#">*ANTH V06</a>	<del>Anthropology of Women</del> <b>Sex, Gender and Culture</b>	CR	3	Revision	T	CC	Anthropology*	Fall 2017	X	x	
✓	<a href="#">*BUS V25</a>	Medical Coding	CR	3	Revision	H	LC	Health Care Ancillaries	Fall 2017	X	X	
✓	<a href="#">*BUS V40</a>	Organizational Behavior	CR	3	Revision	None	None	Business*	Fall 2017			
✓	<a href="#">*ENGM V31A</a> (same as <a href="#">ESL V31A</a> )	Intermediate Reading, <b>Writing</b> and-Vocabulary I	CR	4 2	Revision	ID, T, U, H, FT, Was, RP	OBJ, CC, LC	ESL*	Fall 2017	X		X
✓	<a href="#">*ENGM V32A</a> (same as <a href="#">ESL V32A</a> )	<del>Advanced</del> <b>High-Intermediate</b> Reading, <b>Writing</b> and Vocabulary I	CR	4 2	Revision	ID, T, U, H, D, FT, Was, RP	OBJ, CC, LC	ESL*	Fall 2017	X		X
✓	<a href="#">*ENGM V41A</a> (same as <a href="#">ESL V41A</a> )	Intermediate <b>Reading</b> , Writing and Grammar I	CR	4 2	Revision	ID, T, U, H, FT, Was, RP	OBJ, CC, LC	ESL*	Fall 2017	X		X
✓	<a href="#">*ENGM V42A</a> (same as <a href="#">ESL V42A</a> )	<del>Advanced Writing and Grammar</del> <b>High Intermediate Reading, Writing &amp; Grammar I</b>	CR	4 2	Revision	ID, T, U, H, D, FT, R, Was, RP	OBJ, CC, LC	ESL*	Fall 2017			X
✓	<a href="#">*ESRM V11</a>	<del>Introduction to Soil and Water</del> Science	CR	3	Revision	T, D,	OBJ, CC	Agriculture* Earth Science* Ecology* Geography*	Fall 2017			
✓	<a href="#">*GEOL V02</a>	Physical Geology	CR	3	Revision	D, FT	OBJ, CC	Earth Science*	Fall 2017		X	
✓	<a href="#">*MATH V40</a>	Mathematical Topics for College Students	CR	3	Revision	P	OBJ	Mathematics*	Fall 2017	X		
✓	<a href="#">*NS V10</a>	<del>Introduction to Professional</del> <b>Foundations of Nursing Practice</b>	CR	<del>8-5-9</del>	Revision	T, U, H, D, FT, P, EL	OBJ, CC, LC	Nursing* Nursing Science/Clinical Practice	Fall 2017	X		X
✓	<a href="#">*NS V20</a>	<del>The Nursing Process Applied to the Client: Health Care Deviations-I</del> <b>Patient-Centered Care I and Family-Centered Care of Children</b>	CR	<del>9-5-9</del>	Revision	T, U, H, D, FT, RP, EL	OBJ, CC, LC	Nursing* Nursing Science/Clinical Practice	Fall 2017	X		X
✓	<a href="#">*NS V84A</a>	Success Strategies for NS V10	CR	2	Revision	None	OBJ, CC	Nursing*	Fall 2017	X		
✓	<a href="#">*NS V84B</a>	Success Strategies for NS V20	CR	2	Revision	D	CC	Nursing*	Fall 2017	X		
✓	<a href="#">*PHYS V03B</a>	General Physics II: Calculus-Based	CR	4	Revision	D	OBJ, CC	Physics/Astronomy*	Fall 2017	X	X	
✓	<a href="#">*PHYS V03BL</a>	General Physics II Laboratory: Calculus-Based	CR	1	Revision	D	OBJ, LC	Physics/Astronomy*	Fall 2017	X		
✓	<a href="#">*FILM V01</a>	<del>The Knowing Eye: Visual Aspects of Film, Television and Media</del> <b>Introduction to Media Aesthetics and Cinematic Arts</b>	CR	3	Reactivation	T, H, D, X,	OBJ, CC, LC		Fall 2017			

**Ventura College Curriculum Committee  
Curricular Proposals for 02/07/2017**

FIRST READING: PROGRAMS											
SUBSTANTIAL CHANGES TO CATALOG											
ARTIC CHANGES											
AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS			EFFECTIVE			BoT
	None							Fall 2017			X
REQUISITE APPROVALS											
COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE		EFFECTIVE			
✓	<a href="#">MATH V02</a>		3	Revision	Prerequisite: Math V01, or <del>MATH V01E</del> or MATH V 11B or placement as measured by the college assessment process	Consent Agenda: Courses		Fall 2017			
✓	<a href="#">*MATH V40</a>		3	Revision	Prerequisite: MATH V03, or MATH <del>V03A V03EV12</del> , or 1 year of high school intermediate algebra (Algebra II) with a grade of C or better, or <i>Math V13B, or MATH V35 or placement as measured by the college assessment process</i>	First Reading: Courses		Fall 2017			
✓	<a href="#">*NS V10</a>		<del>8.5</del> 9	Revision	<del>Prerequisite</del> <b>Enrollment Limitation:</b> Admission to AND program; ANAT V01, MICR V01, PHSO V01, <b>and</b> CD V03, or PSY V05 or concurrent enrollment. Recommended Preparation: <del>Advisories:</del> The Board of Registered Nursing may deny licensure to those with criminal records. <b>Enrollment Limitation :</b> Criminal Background Clearance; Drug and Alcohol Clearance; Current CPR Certification for Health Care Provider or Professional Rescuer; Proof of freedom and immunity to communicable diseases; physical examination demonstrating general good health; <del>Certification as a Nursing Assistant;</del> no visible tattoos or visible body piercings except single studs in ear lobes; No acrylic or long nails in clinical settings.	OBJ, CC, LC	Nursing* Nursing Science/Clinical Practice	Fall 2017	X		X
✓	<a href="#">*NS V20</a>		<del>9.5</del> 9	Revision	Prerequisite: NS V10 Recommended Preparation: <del>Advisories;</del> The Board of Registered Nursing may deny licensure to those with criminal records. Enrollment Limitation: Criminal Background Clearance; Drug and Alcohol Clearance; Current CPR Certification for Health Care Provider or Professional Rescuer; Proof of freedom and immunity to communicable diseases; Physical examination demonstrating general good health; <del>Certification as a Nursing Assistant;</del> No visible tattoos or visible body piercings except single studs in ear lobes; <del>and</del> No acrylic or long nails in clinical settings.	First Reading: Courses		Spring 2018			
✓	<a href="#">*ANTH V06</a>		3	Review	Anthropology of Women <b>Sex, Gender and Culture</b>	First Reading: Courses		Fall 2017			
✓	<a href="#">ANTH V07</a>		3	Review	The Anthropology of Magic, Witchcraft and Religion	Consent Agenda: Courses		Fall 2017			
✓	<a href="#">*BUS V25</a>		3	Review	Medical Coding	First Reading: Courses		Fall 2017			
✓	<a href="#">BUS V53</a>		3	Review	Legal Environment of Business	Consent Agenda: Courses		Fall 2017			
✓	<a href="#">MATH V21C</a>		5	Review	Prerequisite: MATH V21B or equivalent with grade of C or better	Consent Agenda: Courses		Fall 2017			

Ventura College Curriculum Committee

Curricular Proposals for 02/07/2017

✓	<a href="#">*NS V84A</a>	Success Strategies for NS V10	CR	2	Review	Corequisite: NS V10	First Reading: Courses		Fall 2017			
✓	<a href="#">*NS V84B</a>	Success Strategies for NS V20	CR	2	Review	Corequisite: NS V20	First Reading: Courses		Fall 2017			
✓	<a href="#">*PHYS V03B</a>	General Physics II: Calculus-Based	CR	4	Review	Prerequisite: PHYS V03A with a grade of C or better, and PHYS V03 AL with a grade of C or better	First Reading: Courses					
✓	<a href="#">*PHYS V03BL</a>	General Physics II Laboratory: Calculus-Based	CR	1	Review	Corequisite: PHYS V03B	First Reading: Courses		Fall 2017			
✓	<a href="#">*ENGM V31A</a> (same as <a href="#">ESL V31A</a> )	Intermediate <del>Academic</del> Reading <del>and</del> & Vocabulary	CR	4 2	Deletion	<del>Recommended Preparation: ESL V 30B or the equivalent; and concurrent enrollment in ESL Oral Communication course and concurrent enrollment in ESL Writing and Grammar course</del>	OBJ, CC, LC	ESL*	Fall 2017			
✓	<a href="#">*ENGM V32A</a> (same as <a href="#">ESL V32A</a> )	Advanced <del>High-Intermediate Academic</del> Reading and Vocabulary	CR	4 2	Deletion	<del>Recommended Preparation: ENGM V 31 or the equivalent; and Concurrent enrollment in an EngM Oral Communication course and concurrent enrollment in an EngM Writing and Grammar course</del>	OBJ, CC, LC	ESL*	Fall 2017			
✓	<a href="#">*ENGM V41A</a> (same as <a href="#">ESL V41A</a> )	Intermediate <del>Academic</del> Writing <del>and</del> & Grammar	CR	4 2	Deletion	<del>Recommended Preparation: ESL V 40A or ESL V 40B or the equivalent; and Concurrent enrollment in an EngM Oral Communication course and Concurrent enrollment in an EngM Reading and Vocabulary course</del>	OBJ, CC, LC	ESL*	Fall 2017			
✓	<a href="#">*ENGM V42A</a> (same as <a href="#">ESL V42A</a> )	Advanced Writing and <del>High-Intermediate Academic Writing &amp;</del> Grammar	CR	4 2	Deletion	<del>Recommended Preparation: ENGM V 41 or the equivalent; and Recommended Preparation: Concurrent enrollment in an ENGM oral communication course and Recommended Preparation: Concurrent enrollment in an ENGM reading and vocabulary course</del>	OBJ, CC, LC	ESL*	Fall 2017			
<b>DISTANCE EDUCATION APPROVALS</b>												
APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	DE TYPE		SOURCE		EFFECTIVE			
✓	<a href="#">*ANTH V06</a>	Anthropology of Women <del>Sex, Gender and Culture</del>	CR	New	Hybrid (1-50% online) Fully Online (100% online)		First Reading: Courses		Fall 2017			
✓	<a href="#">ANTH V07</a>	The Anthropology of Magic, Witchcraft and Religion	CR	New	Hybrid (1-50% online) Fully Online (100% online)		Consent Agenda: Courses		Fall 2017			
✓	<a href="#">ART V04</a>	Introduction To Renaissance and Baroque Art	CR	New	Hybrid (51-99% online)		Consent Agenda: Courses		Fall 2017			
✓	<a href="#">ART V05</a>	Introduction to American Art	CR	New	Hybrid (51-99% online)		Consent Agenda: Courses		Fall 2017			
✓	<a href="#">ART V07</a>	Introduction to Women in the Arts	CR	New	Hybrid (51-99% online)		Consent Agenda: Courses		Fall 2017			
✓	<a href="#">BUS V53</a>	Legal Environment of Business	CR	New	Hybrid (1-50% online) Hybrid (51-99% online) Fully Online (100% online)		Consent Agenda: Courses		Fall 2017			
✓	<a href="#">*GEOL V02</a>	Physical Geology	CR	New	Hybrid (1-50% online) - review Hybrid (51-99% online) - new Fully Online (100% online) - new		First Reading: Courses		Fall 2017			
✓	<a href="#">GEOL V09</a>	Earth Science with Lab	CR	New	Hybrid (1-50% online) Hybrid (51-99% online) Fully Online (100% online)		Consent Agenda: Courses		Fall 2017			

Ventura College Curriculum Committee

Curricular Proposals for 02/07/2017

✓	<a href="#">GEOL V21</a>	Natural Disasters	CR	New	Hybrid (1-50% online) Hybrid (51-99% online) Fully Online (100% online)	Consent Agenda: Courses		Fall 2017			
✓	<a href="#">MUS V06</a>	History of Rock and Roll	CR	New	Fully Online (100% online)	Consent Agenda: Courses		Fall 2017			
✓	<a href="#">*PHYS V03B</a>	General Physics II: Calculus-Based	CR	New	Hybrid (51-99% online)	First Reading: Courses		Fall 2017			
✓	<a href="#">POLS V17</a>	Introduction to American Law	CR	New	Hybrid (1-50% online) Hybrid (51-99% online) Fully Online (100% online)	Consent Agenda: Courses		Fall 2017			
✓	<a href="#">*BUS V25</a>	Medical Coding	CR	Review	Hybrid (1-50% online) Hybrid (51-99% online) Fully Online (100% online)	First Reading: Courses		Fall 2017			
** END OF LIST **											

## Courses Excluded from Credit by Examination

2016-17

**ACT** – all  
**AES** – V10, V30, V31, V65, V66, V67  
**ANAT** – V01  
**ANPH** – V01  
**ANTH** – V01L, V35, V35L  
**ARCH** – all  
**ART** – all  
**AST** – V01L  
**AUTO** – V14, V14LA, V14LB, V15, V15LA, V15LB, V16, V16LA, V16LB, V17, V17LA, V17LB, V18, V18L, V20, V20LA, V20LB, V22, V22LA, V22LB, V26, V26LA, V26LB, V28, V28LA, V28LB, V32, V45  
**BIOL** – V01, V01L, V03, V04, V14, V23, V29L, V31, V32  
**BIOT** – V31, V32  
**BUS** – V01A, V01B, V02, V03, V08, V17, V21, V25, V26, V28A, V29, V30, V31, V32, V33, V34, V38, V40, V43, V45, V46, V47, V49, V50, V53, V88, V90, V94, V95, V96, V97  
**CHEM** – V01AL, V01BL, V05, V12AL, V12BL, V20L, V21L, V30L  
**CD** – all  
**COMM** – V01, V10  
**COUN** – V01, V03, V10A, V10B  
**CJ** – V35, V35L, V40, V41, V42, V45, V46, V70, V85, V86  
**DANC** – all  
**DRFT** – all  
**EAC** – all  
**EMT** – V10  
**ENGR** – V01, V02, V12, V16, V16L, V18, V18L  
**ENGL** – all  
**ESL** – all  
**FREN** – all  
**GEOG** – V01L  
**GEOL** – V02L  
**GERM** – all  
**GW** – V01A, V01G, V02A-V02Y  
**HED** – V70, V73, V76, V91, V92, V84  
**HS** – V10  
**ICA** – all  
**ITAL** – all  
**JPN** – all  
**KIN** – all  
**LS** – all  
**MT** – V04  
**MATH** – V38  
**MICR** – V01  
**MUS** – V10, V11, V12, V13, V14A-C, V15, V16, V17, V18, V19, V21A-C, V22A-C, V27, V30, V31A-H, V34, V35, V36, V37, V39, V42, V43, V44, V45, V46, V47  
**NS** – V40, V41  
**PHSC** – V01  
**PHYS** – V01, V02AL, V02BL, V03AL, V03BL, V04L, V05L, V06L, V15  
**PHSO** – V01  
**PSY** – V03, V04, V05, V07, V15  
**SPAN** – all  
**SS** – V01, V02, V03, V04  
**SUP** – V81, V93, V94, V96  
**THA** – all  
**WEL** – V02, V27

## **VENTURA COLLEGE**

# **PROGRAM ANNOUNCEMENT AND APPROVAL PROCEDURES**

## **INTRODUCTION**

### **Purpose**

Ventura College's Program Announcement (PA) and approval procedures were developed to provide a rational and effective method of program and degree development, consideration, and approval. College procedures need to provide mechanisms for ensuring that consistent and coordinated decisions are made concerning program development and resource allocation. The underlying principle that informs the entire program approval process at a college is collaborative open consideration by all relevant parties of all program information at the departmental and college levels. The existing process at Ventura College does not complete new program review in the most effective and timely manner. The updated process has program information gathered earlier and provides detailed and more effective information that can be used at all phases of discussion and approval by the college and state groups.

This new Program Announcement and Approval Procedures document extends the Ventura County Community College District Administrative Procedure 4020 process of basic curriculum and program considerations for the District's colleges. This extension includes a faster and more thorough program concept approval procedure and program announcement approval procedure. The final responsibility for program approval rests with Ventura Community College District Board of Trustees. Once approved by the college, new programs must also be reviewed and approved by the state before offering courses at the college.

## **PROGRAM ANNOUNCEMENT AND APPROVAL PROCEDURES**

This new program announcement and approval process is designed to encourage effective collegial discussion at various levels at the College. The process begins at the faculty level and then involves a wide range of relevant parties at the college level. This program process will be used for all programs including certificates, and transfer, local, and career degrees when a degree does not exist at VC. See Appendix A for outline of report contents.

### **Timeline**

To meet the estimated timeline for creating programs it is important to consider the schedule of meetings of governing committees, in particular the Curriculum Committee, at VC that need to review your proposal. While program development times vary greatly depending upon a variety of factors, generally the program approval process can be accomplished in one year.

### **Program Concept Approval**

1. The faculty member, assisted by the department chair, representing the proposed program will write a one paragraph concept summary of the program including program quality,

relevance to the community, and student needs met by the program. Next, a faculty member requests a meeting of department faculty from the department that would contain the program to ask for program concept approval. The Program Approval Form must be signed by faculty present at this meeting to show concept approval of a new program. The basic considerations for concept approval include: meeting student needs, the program is reasonable, and it is not a duplication of existing programs.

2. A faculty member and department chair representing the proposed program request a meeting with the Vice President of Academic Affairs and the Dean of the division that would contain the program. If the dean and VP approve the new program concept, they then sign the approval form. The basic considerations for concept approval include: meeting student needs, the program is reasonable, and it is not a duplication of existing programs.

## **Program Announcement Approval**

1. The relevant dean and department chair will assist, as needed, the faculty member creating the PA document. The PA is a detailed document containing the rationale, need, and cost for developing a program. The PA should describe the curriculum and requirements for admission and graduation, identify faculty and other program resources, and provide information about opportunities for graduates. In developing a program, the College Mission and the College Strategic Plan should be considered.
2. Upon completion the PA document is presented to the Ventura College Program Advisory Group.
3. The Program Advisory Group will assess the quality and administrative structure of a new program along with its comparison to other pre-existing programs at the college or in the District. The Program Advisory Group consists of the following members: a faculty representative from department proposing program, Vice President of Academic Affairs, Budget and Resource Committee Chairs, Dean of Division containing the proposed program, Curriculum Committee Faculty Co-Chair, Academic Senate President, Classified Senate President, Counseling Department Chair, Student ASVC President, Financial Aid representative, Curriculum Technician, and the Articulation Officer. The Program Advisory Group reviews a proposed program's PA document and determines if the proposed program is viable and does not exceed or change the programmatic mission of the college and is not unduly duplicative of existing programs. In addition, the advisory group determines if the proposed program's cost and additional resources can be funded with the current available budget of the college. The Program Advisory Group's meeting minutes will contain the discussion results of the review of a proposed program and any minority opinion discussion. A program will not be forwarded to the Curriculum Committee for consideration without a completed PA document and a majority approval of the Program Advisory Group.
4. After recommendation(s) by the Program Advisory Group and the chair of the group has signed the Program Approval Form, the faculty representative of the proposed program would follow the program approval procedures specified in the VC Curriculum Handbook to initiate Curriculum Committee approval for the new program. After VC Curriculum Committee approval and district technical review the new program can be presented to the District Board of Trustees for approval.

## **APPENDIX A**

### **PROGRAM ANNOUNCEMENT (PA) DOCUMENT**

The PA describes a program and its objectives. The PA is used to inform the campus leadership, local governing boards of an institution, and the state. The information in this document is also used by the college data technicians when applying for state approvals.

#### **Program Announcement Document Format**

##### **Title Page**

- Title of the proposed degree
- Department
- Campus
- California Instructional Programs Code
- TOP Code for program
- Program Degree type awarded
- Total Units for degree
- Date program is to begin
  - Accreditation or licensure requirements

##### **Program Goals and Objectives**

Description of the nature of the program, its objectives, the rationale for it, the skills or knowledge that students will acquire, and the relationship of the proposed program to the general field.

##### **Meeting Student Needs**

Description of the employment, intellectual, artistic, cultural, social, or economic need for the program. Employment opportunities should be clearly delineated. Evidence of student demand and projected enrollments for the first five years of the program should be specified. The enrollment projection should include estimates of full-time-equivalents and total number of students anticipated.

##### **Other Programs in the State and Area**

Description of similar programs in the state and surrounding region, with particular attention given to programs that are geographically close to the campus proposing the program. In the case of similar programs, descriptions of the similarities and differences are particularly important.

##### **Educational Program**

Description of the academic program, including:

1. Statement of student learning outcomes: the knowledge, skills, and competencies that students are expected to exhibit upon successful completion of this academic program.
2. Statement of the measures, tools, and strategies that will be used to assess the student's achievement of the program's learning outcomes.
3. Admissions requirements
4. Graduation requirements
5. Curriculum - degree program detailing courses and completion requirements



6. Transferability of credits
7. Potential for articulation with other institutions.
8. Typical course sequence, identifying required, and elective courses and optimum sequence

### **Faculty Expertise and Workload**

Description of existing and needed faculty resources to launch and sustain the program, including:

1. List of current faculty and areas of expertise
2. List of faculty to be hired and areas of expertise
3. Estimate of the percentage of faculty time devoted to the program
4. Need for adjunct faculty

### **Program Administration**

Description of how the program will be administered, who will direct the program, and the reporting arrangements. Description of advisory board, if applicable.

### **Program Review**

Description of the college's external peer cyclical review process and any additional kinds of program review that are planned, e.g., self-evaluation or external accreditation.

### **Course descriptions**

Brief summaries of the courses that comprise the program, noting which courses already exist and which are to be developed.

### **CTE Program Considerations**

Describe CTE program requirements including: advisory committee, apprenticeship, regional board approvals, and a market study.

### **Budget Considerations**

The budget should detail the following with importance given to noting a distinction between existing and new resources:

1. Faculty Information
2. Classified Information
3. Library Resources
4. Facility Resources
5. Computer resources
6. Equipment Resources
7. Additional Resource Documentation
8. Assessment activities, includes projected costs of measures and tools to be used in the evaluation of the achievement of the program's learning outcomes.

The identification of all available and needed resources is a key aspect of the approval process. Resource needs must be identified and committed in order to move the program forward through the approval process. Memoranda detailing resource commitments and identifying

offices responsible for all new program resources should be included with the budget description.

**Faculty Information**

Information summary for each of the faculty who will participate in the new program.

**Classified Information**

Information summary for each of the classified staff who will participate in the new program.

**Library Resources**

Assessment of the impact a new program will have on the Library System. When new resources are required for collections or services, a statement must be included describing how existing resources are to be reallocated to cover the new demands.

**Facility Resources**

Assessment of the impact a new program will have on the college facilities. Explain if existing facilities can support the program or are there facility changes required or new facilities needed.

**Computer Resources**

Assessment of the impact a new program will have on computer resources within the department and college-wide.

**Equipment Resources**

Information about equipment required by the new program. Describe existing equipment that could be used and what new equipment is needed.

**Additional Resource Documentation**

Description of additional program needs and sources of funding available.

**APPENDIX B**

**VENTURA COLLEGE APPROVAL PAGE FOR  
PROGRAM CONCEPT AND PROGRAM ANNOUNCEMENT**

Name of Program \_\_\_\_\_

**Faculty – Program Concept Approval Signatures**

**PRINT NAME**

**SIGNATURE**

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Date \_\_\_\_\_

**Dean and Vice President of Academic Affairs - Program Concept Approval Signatures**

**PRINT NAME**

**SIGNATURE**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

**Program Advisory Group Chair - Program Approval Signature**

**PRINT NAME**

**SIGNATURE**

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_