



Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, April 04, 2017 at 3:30pm

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

Called to order: 3:30pm

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

VOTING MEMBERS		P=Present A=Absent				
Faculty co-chair	Michael Bowen	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Articulation Officer	Thao Brabander	<input type="checkbox"/> P	<input checked="" 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 checked="" type="checkbox"/> P	<input 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 type="checkbox"/> P	<input checked="" 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			
NON-VOTING MEMBERS						
CIO co-chair (Interim)	Kimberly Hoffmans	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
ASVC Rep.	vacant	<input type="checkbox"/> P	<input checked="" 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 type="checkbox"/> P	<input checked="" 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 type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Recorder/Curriculum Technician	Sarah Ayala	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Registrar	Arlene Reed	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			

Guests: Mario Rivera (Counselor)

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

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

Motion by: A. Bittl
Seconded by: S. Corbett
Discussion: none
Final resolution: Agenda was approved
Yes: A. Bittl, M. Bowen, C. Branciforte, S. Corbett, T. Dalton, J. Guelcher,
E. Irwin, A. Kolesnik, D. Newcomb, R. Petitfils, E. Rearick, P. Yi

Note: N. Fredrickson and L. Wintermeyer not present for this vote

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

Introductions: Tom Dalton introduced Mario Rivera – Counselor at EAC. Mario will be joining the Curriculum Committee (replacing Tom) next year.

Nancy Fredrickson: Reminder that the Holistic Health Fair is tomorrow. Stop by!

Arlene Reed: Regarding the new program approvals - When are they effective?

Effective from the catalog in which they appeared as approved by the State.

A. Deadline to submit courses for 2018/2019 Catalog – May 1, 2017

May 1st is coming – 28 days away from deadline for Fall 2108 catalog. This also includes distance education additions/changes. Please check Priority One list and submit by May 1st!

B. Tech Review for next year

Since we have not had a volunteer to be the next Technical Review Chair, we don't have a procedure for tech review unless we all participate in the process. If we don't get a volunteer, we have to make this a permanent part of our process. If committee members think that is too much work, we need to come up with a solution.

Suggestion: Send notice out to campus asking if anyone is interested.

C. SLOs and Old Courses (M. Bowen/D. Newcomb)

ACCJC now saying that when you calculate number of courses, we have to divide by the number of courses in the catalog.

Consider undertaking review of the courses without recent offerings and recent SLO evaluations and decide whether or not they will be offered.

Internships and V89s/90s don't appear to be an issue. Reviewers do not have to be concerned about new courses in regards to this issue either.

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.

If you want to delete a course, you don't need to respond to the email from Debbie. Just go into CurricUNET to delete the course. It will go through the Curriculum Committee process.

If we have a letter from the Department Dean for Spring 2018 or Fall 2018, we can keep the course.

Group consensus: Come to decision on each of the courses (should they be deleted or not) on the list by October 1, 2017. Include memo from Department Chair regarding course deletion (as usual). Send to Michael Bowen, Ryan Petitfils (or replacement) and Sarah Ayala.

It is important to have an accurate catalog. This year, changes were not made in time and some programs in catalog will not match courses.

Recommendation for next year: Not approving courses until affected programs have been revised in CurricUNET. Ryan sent out the "revisions needed" list in January to responsible departments. The same list will be sent to the Counselors so they know about the discrepancies.

D. Professional Development College: Curriculum Development (<http://asccc.org/pdc-online-courses>)

For those feeling under-trained, Michael has discovered an online Curriculum Training course. If you are interested in learning more, visit the site.

Reminder that the Curriculum Committee will meet at 3pm in the Fall. If you have conflicts, or will not be on the committee in the Fall, please try to find your own replacement. Let your Dean know as well about the changes.

IV. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes from the 3/7/17 meeting.

Motion by: N. Fredrickson

Seconded by: D. Newcomb

Discussion: none

Final resolution: Minutes from the 3/7/17 meeting were approved.

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

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

A. End of year committee evaluation

It's evaluation time. If you were on the committee last year, you may remember that Katie sent a Survey Monkey via email. Do we want to use the same evaluation as last year, or would anyone like to submit any alterations?

Group agreed – same process/survey as last year is ok.

Watch your inbox for the survey.

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

A. Deletion: COUN V10C

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

Motion by: R. Petitfils

Seconded by: A. Kolesnik

Discussion: none

Final resolution: Consent Agenda item (deletion) was approved.

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

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

A. New: FILM V07

B. Reactivation: FILM V02, FILM V03A, FILM V04, FILM V05

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

Motion by:

Seconded by:

Discussion: Ryan:

Film V07- evaluation methods don't match C-ID

FILM V02 – SLOS need to be revised to match C-ID

FILM V04 lab content needs review – not a C-ID course

Final resolution: Motion was altered (see below)

Alex Kolesnik moved to approve the Second Reading proposals FILM V03A and FILM V05 ONLY

Motion by: A. Kolesnik

Seconded by: J. Guelcher

Discussion: none

Final resolution: FILM V03A and FILM V05 were approved for Second Reading

Group also agreed by acclamation to postpone second reading for the remaining FILM courses to next meeting.

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

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

None

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

1. Revision: COUN V02, EDU V03, GEOL V07, GEOL V11

M. Bowen called for a motion to approve the First Reading proposals

Motion by: A. Kolesnik moved to approve COUN V02 and EDU V03 for implementation for Fall 2017 and GEOL V07 and GEOL V11 courses to be approved for implementation for Fall 2018.

Seconded by: L. Wintermeyer

Discussion: EDU V03 – Change in description only. Students need live scan to visit schools. Note to be added to description
GEOL V07, GEOL V11 - minor updates
COUN V02 – had to add career development. Seeking approval for Fall 2017. One of the textbooks will be made “Classic”

Final resolution: Courses approved.

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

IX. ADMINISTRATIVE CHANGES (Discussion/Action)

A. Program Revision Approvals

To minimize incorrectness of catalog due to catalog issues:

This is seeking to obtain the Curriculum Committee’s blanket approval of for program changes that were submitted before the deadline, but not yet reviewed due to the backlog of the technical review process. The hope is with the approval, to try to get them in to the State for approval and be able to add them to the 2017/2018 catalog.

M. Bowen called for a motion to approve the Administrative Change/Program Revision Approval

Motion by: A. Kolesnik

Seconded by: S. Corbett

Discussion: none

Final resolution: Motion approved.

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

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

A. Review: EDU V03

M. Bowen called for a motion to approve the Requisite proposals

Motion by: R. Petitfils

Seconded by: J. Guelcher

Discussion: none

Final resolution: Requisite proposal approved

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

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

A. New: GEOL V07, GEOL V11

B. Review: COUN V02, EDU V03

Geology – can virtually visit national parks

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

Motion by: A. Bittl

Seconded by: L. Wintermeyer

Discussion: With the Geology DE additions, students will be able to virtually visit national parks

Final resolution: Distance Education proposals approved

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

XII. MINIMUM QUALIFICATIONS

none

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

A. Recommendations for GE Courses:

1. AG V06: Introduction to Plant Science (with Laboratory), 3 units

Recommended for A1

2. FILM V01: Introduction to Media Aesthetics and Cinematic Arts, 3 units

Recommended for C1

Michael Bowen called for a motion to either accept or reject the recommendations of P&GE Committee.

Motion by: A. Bittl moved to accept the recommendations of the P&GE committee in regards to AG V06 and FILM V01

Seconded by: A. Kolesnik

Discussion: none

Final resolution: Recommendations approved

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

B. Additional P&GE Meeting scheduled for Tuesday, May 2 at 3:30 pm.

Last Curriculum Committee meeting of the semester was scheduled for May 2. We will probably not have a Curriculum Committee meeting that day (and have the additional P&GE meeting instead) assuming we don't find a reason to have the Curriculum Committee meeting.

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

A. Request(s) for future agenda items

XV. REPORTS (Information)

A. Co-Chairs

B. Articulation/C-ID

C. Board of Trustees/ DTRW-I

D. Subcommittees/Workgroups

E. CurricUNET/Banner/TracDat

F. ASCCC Curriculum Committee updates

Adjourned: 4:33pm

NEXT MEETING

April 18th, 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