



Curriculum Committee Minutes -- DRAFT

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

September 06th, 2016 at 3:30pm

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

Meeting called to order at 3:32 pm

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 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	Debbie Newcomb	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Eric Irwin	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
	Ellen Rearick	<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	Vacant	<input type="checkbox"/> P	<input 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	Gabriel Arquilevich	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
Librarian	Peter Sezzi	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Sciences Division	Chloe Branciforte	<input type="checkbox"/> P	<input checked="" 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			
NON-VOTING MEMBERS						
CIO co-chair (Interim)	Kimberly Hoffmans	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
ASVC Rep.	vacant	<input type="checkbox"/> P	<input type="checkbox"/> A			
Dean	Tim Harrison	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	Dan Kumpf	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
Dean	Gwendolyn Lewis-Huddleston	<input 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 Owashi	<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 checked="" type="checkbox"/> P	<input type="checkbox"/> A			

Guests: Marta de Jesus (BIOL), Michelle Kone (COUN), Tania DeClerck (SPAN), Sharon Oxford (DE)

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

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

Motion by: S. Corbett

Seconded by: N. Fredrickson

Discussion: None

Final resolution: Approved

Yes: A. Bittl, M. Bowen, T. Brabander, S. Corbett, T. Dalton,
N. Fredrickson, J. Garner, K. Guzman, E. Irwin, A. Kolesnik,
D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, P. Sezzi,
L. Wintermeyer, P. Yi

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

S. Corbett requested that any time a prerequisite is changed, it be clearly articulated to the departments as soon as possible, so it is not a surprise to faculty should any issues arise. K. Hoffmans agreed that the committee think more about the processes and how information is disseminated to the campus.

M. Bowen welcomed S. Ayala, the new Curriculum Technician, to Ventura College.

R. Petitfils reminded faculty members of his September 9th course writing workshop! Any faculty interested in writing courses, or interested the status of their course in CurricUNET, please attend! Flyer has been distributed via email.

IV. APPROVAL OF MINUTES: August 23, 2016 (Discussion/Action)

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

Motion by: R. Petitfils

Seconded by: J. Garner

Discussion: None

Final resolution: Approved

Yes: A. Bittl, M. Bowen, T. Brabander, S. Corbett, T. Dalton,
N. Fredrickson, J. Garner, K. Guzman, E. Irwin, A. Kolesnik,
D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, P. Sezzi,
L. Wintermeyer, P. Yi

Abstain: D. Newcomb

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

A. [Curriculum Committee Handbook](#) (Discussion/Action)

M. Bowen called for a motion for the Curriculum Committee to support the draft version of the Curriculum Committee Handbook.

Motion by: S. Corbett

Seconded by: A. Bittl

Discussion: None

Final resolution: Approved

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.

* Proposed for first and second reading.

Yes: A. Bittl, M. Bowen, T. Brabander, S. Corbett, T. Dalton,
N. Fredrickson, J. Garner, K. Guzman, E. Irwin, A. Kolesnik,
D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, P. Sezzi,
L. Wintermeyer, P. Yi

Tom O'Conner—time certain at 3:45 PM, regarding second reading of EMS V01.

A brief discussion ensued regarding the purpose of the course and how it will benefit students. There was a question regarding the listed Minimum Qualifications for the course, and T. O'Conner gave an explanation behind the decision..

P. Sezzi presented a motion to approve EMS V01 for second reading

Motion by: P. Sezzi

Seconded by: N. Fredrickson

Discussion: See above.

Final resolution: Approved

Yes: A. Bittl, M. Bowen, T. Brabander, S. Corbett, T. Dalton,
N. Fredrickson, J. Garner, K. Guzman, E. Irwin, A. Kolesnik,
D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, P. Sezzi,
L. Wintermeyer, P. Yi

B. AP/BP 4025 (Discussion/Action)

M. Bowen presented AP/BP 4025 with proposed corrections to reflect correct wording from Title 5.

Motion by: P. Sezzi

Seconded by: L. Wintermeyer

Discussion: *Various changes were recommended to M. Bowen regarding word changes.*

Final resolution: Approved with minor corrections

Yes: A. Bittl, M. Bowen, T. Brabander, S. Corbett, T. Dalton,
N. Fredrickson, J. Garner, K. Guzman, E. Irwin, A. Kolesnik,
D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, P. Sezzi,
L. Wintermeyer, P. Yi

C. Electing next year's faculty co-chair (Discussion) – Michael Bowen

M. Bowen reminded the committee that according to the bylaws, a new faculty co-chair must be determined by October for the next 2 year period. Anyone interested in the position should contact K. Hoffmans and S. Ayala.

D. Minimum Qualifications (Discussion)

A. Kolesnik and P. Sezzi are still working on a proposal. It will be submitted first to Academic Senate.

E. Non-credit minimum qualifications (Discussion) – Kim Hoffmans

A discussion took place regarding non-credit Minimum Qualifications (MQs). K. Hoffmans pointed out that the MQs for our non-credit courses do not match what

is in the CCCCCO Minimum Qualification Handbook. K. Hoffmans asked that faculty keep the handbook in mind when establishing MQs.

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

None

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

A. New Courses: DM V30, DM V30L, DM V34, DM V34L, DM V40, DM V40L, DM V42, DM V42L, DM V44, DM V44L, EMS V01

B. Revised Courses: BIOL V23, CT V63, DM V10, DM V10L, DM V12, DM V12L, ITAL V02, MATH V21A, POSC V01A

C. New Programs: AA-T Biology; AS Bookkeeping, COA Bookkeeping*

M. Bowen presented the curricular proposals for second reading, minus EMS V01 which was already approved. He noted that the COA in Bookkeeping was proposed for first and second reading

Motion by: A. Bittl

Seconded by: R. Petitfils

Discussion: *A brief discussion ensued regarding adding MATH V46 to the AA-T Biology proposal. M. de Jesus agreed to add the course to the pattern.*

Final resolution: Approved as amended. COA in Bookkeeping was approved for first and second reading.

Yes: A. Bittl, M. Bowen, T. Brabander, S. Corbett, T. Dalton, N. Fredrickson, J. Garner, K. Guzman, E. Irwin, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, P. Sezzi, L. Wintermeyer, P. Yi

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

A. Revised Courses: CS V17 (same as MATH V52), MATH V52 (same as CS V17), SPAN V04S*

M. Bowen presented the curricular proposals for first reading.

Motion by: P. Sezzi

Seconded by: R. Petitfils

Discussion: *None.*

Final resolution: Approved

Yes: M. Bowen, T. Brabander, S. Corbett, T. Dalton, N. Fredrickson, J. Garner, K. Guzman, E. Irwin, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, P. Sezzi, L. Wintermeyer, P. Yi

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

A. CS V17 (same as MATH V52), MATH V52 (same as CS V17), SPAN V04S*

M. Bowen presented the requisite proposals for approval.

Motion by: R. Petitfils

Seconded by: G. Arquilevich

Discussion: *None*

Final resolution: Approved

Yes: M. Bowen, T. Brabander, S. Corbett, T. Dalton, N. Fredrickson, J. Garner, K. Guzman, E. Irwin, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, P. Sezzi, L. Wintermeyer, P. Yi

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

A. SPAN V04S

M. Bowen presented the distance education proposal for approval.

Motion by: J. Garner

Seconded by: P. Sezzi

Discussion: *None*

Final resolution: Approved

Yes: M. Bowen, T. Brabander, S. Corbett, T. Dalton, N. Fredrickson, J. Garner, K. Guzman, E. Irwin, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, P. Sezzi, L. Wintermeyer, P. Yi

The rest of the agenda was postponed until the September 20, 2016 Curriculum Committee meeting.

Meeting adjourned at 5:06 PM

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

None.

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

A. Request(s) for future agenda items

B. Military Credit discussion

Postponed until next meeting.

XIII. REPORTS (Information)

A. Co-Chairs

B. Articulation/C-ID

1. C-ID Approvals

- C. Board of Trustees/ DTRW-I**
 - 1. DTRW-I: 09/08/2016**
 - 2. Board of Trustees: 09/13/2016**
- D. Subcommittees/Workgroups**
- E. CurricUNET/Banner/TracDat**
- F. ASCCC Curriculum Committee updates**
- G. Other**

Curricular Proposals for 09/06/2016

Curricular Proposals for 09/06/2016											
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 ¹ , P=Prereq ¹ , C=Coreq ¹ , RP=Recom. Prep. ¹ ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE	
	None.										
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 ¹ , P=Prereq ¹ , C=Coreq ¹ , RP=Recom. Prep. ¹ ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE	BoT
✓	DM V30	Truck and Trailer Brake Systems	CR	2	New	Add to catalog.		Fall 2017	X		X
✓	DM V30L	Truck and Trailer Brake Systems Laboratory	CR	1.5	New	Add to catalog.		Fall 2017	X		X
✓	DM V34	Truck Suspension and Steering Systems	CR	2	New	Add to catalog.		Fall 2017	X		X
✓	DM V34L	Truck Suspension and Steering Systems Lab	CR	1.5	New	Add to catalog.		Fall 2017	X		X
✓	DM V40	Heating, Ventilation and Air Conditioning (HVAC)	CR	2	New	Add to catalog.		Fall 2017	X		X
✓	DM V40L	Heating and Air Conditioning Laboratory	CR	1.5	New	Add to catalog.		Fall 2017	X		X
✓	DM V42	Hydraulic Systems	CR	2	New	Add to catalog.		Fall 2017	X		X
✓	DM V42L	Hydraulic Systems Laboratory	CR	1	New	Add to catalog.		Fall 2017	X		X
✓	DM V44	Drive Train - Medium and Heavy Duty Vehicles	CR	2	New	Add to catalog.		Fall 2017	X		X
✓	DM V44L	Drive Train Lab - Medium and Heavy Duty Vehicles	CR	1.5	New	Add to catalog.		Fall 2017	X		X
✓	EMS V01	Emergency Medical Responder	CR	3	New	Add to catalog.		Fall 2017			X
✓	BIOL V23	Introduction to Plant Biology	CR	4	Revision	T, D	OBJ, CC	Fall 2017			
✓	CT V63	Reinforced Concrete and Masonry Construction	CR	3	Revision	T, D	OBJ, CC	Fall 2017			
✓	DM V10	Diesel Preventive Maintenance	CR	2	Revision	D	OBJ, CC	Fall 2017	X		
✓	DM V10L	Diesel Preventive Maintenance Lab	CR	1.5	Revision	D	LC	Fall 2017	X		
✓	DM V12	Diesel Electrical/Electronic Systems	CR	3	Revision	D	CC	Fall 2017	X		
✓	DM V12L	Diesel Electrical/Electronic Systems Lab	CR	3	Revision	D	LC	Fall 2017	X		
✓	ITAL V02	Elementary Italian II	CR	5	Revision	D	OBJ	Fall 2017	X		
✓	MATH V21A	Calculus with Analytic Geometry I	CR	5	Revision	P	None	Fall 2017	X		
✓	POSC V01A	Orientation for P.O.S.T. Regular and Modular Academy	CR	3.5	Revision	P	None	Fall 2017	X		

Curricular Proposals for 09/06/2016

SECOND READING: PROGRAMS														SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES			
APPROVED	AWARD TYPE	DISCIPLINE:TITLE			CR NC	UNITS	PROPOSAL TYPE	COMMENTS				EFFECTIVE			BoT						
✓	AA-T	Biology			CR	35	New	ADT required by the CCCC.				Fall 2017			X						
✓	AS	Bookkeeping			CR	17.5	New	Add to catalog.				Fall 2017			X						
✓	COA	Bookkeeping			CR	17.5	New	Add to catalog.				Fall 2017			X						
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 ¹ , P=Prereq ¹ , C=Coreq ¹ , RP=Recom. Prep. ¹ ('see "Requisite Approvals" for specific changes)				OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE	BoT					
✓	CS V17 (same as MATH V52)	Discrete Structures			CR	3	Revision	P				None	Fall 2017	X							
✓	MATH V52 (same as CS V17)	Discrete Structures			CR	3	Revision	P				None	Fall 2017	X							
✓ (1st and 2nd reading)	SPAN V04S*	Spanish Heritage Language II			CR	5	Revision	ID, Was, P				OBJ, CC	Fall 2017	X	X	X					
FIRST READING: PROGRAMS														SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES			
APPROVED	AWARD TYPE	DISCIPLINE:TITLE			CR NC	UNITS	PROPOSAL TYPE	COMMENTS				EFFECTIVE			BoT						
	None																				
REQUISITE APPROVALS														SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES			
APPROVED	COURSE ID	COURSE TITLE			CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT				SOURCE	EFFECTIVE								
✓	CS V17 (same as MATH V52)	Discrete Structures			CR	3	Revision	Prerequisite: MATH V20; or MATH V04 and MATH V05; or MATH V19 ; or placement as measured by the college assessment process. Recommended Preparation: CS V11 or equivalent.				First Reading: Courses	Fall 2017	X							

* Proposed 1st and 2nd Reading

Curricular Proposals for 09/06/2016

REQUISITE APPROVALS

APPROVAL	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE	EFFECTIVE			
✓	MATH V52 (same as CS V17)	Discrete Structures	CR	3	Revision	Prerequisite: MATH V20; or MATH V04 and MATH V05; or MATH V19 ; or placement as measured by the college assessment process. Recommended Preparation: CS V11 or equivalent.	First Reading: Courses	Fall 2017	X		
✓	SPAN V04S	Spanish Heritage Language II	CR	5	Revision	Prerequisite: SPAN V 03S or equivalent with a C or better	First Reading: Courses	Fall 2017			

DISTANCE EDUCATION APPROVALS

APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	DE TYPE	SOURCE	EFFECTIVE			
✓	SPAN V04S	Spanish Heritage Language II	CR	New	Hybrid (51-99% online)	First Reading: Courses	Fall 2017			
** END OF LIST **										