



Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, October 18, 2016 at 3:30pm

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

Called to order: M. Bowen called the meeting to order at 3:34pm

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	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 type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Health, KIN, ICA, and Performing Arts Division	Nancy Fredrickson	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Krenly Guzman	<input checked="" 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 type="checkbox"/> P	<input checked="" 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 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			
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 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: Deanna Hall (CD), Michelle Kone (Counseling), Ted Prell (CJ), Sharon Oxford (DE)

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

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

Motion by: R. Petitfils made a motion to approve the agenda

Seconded by: N Fredrickson

Discussion: *Note recent changes to ART V06
AG courses pulled (waiting for signature paperwork)
Decision made to hold off on reviewing AG V06 to review all new AG
courses together. Will be on next CC meeting agenda is paperwork is
received.*

Final resolution: Move to approve amended agenda with changes listed above.

Yes: G. Arquilevich, A. Bittl, M. Bowen, T. Brabander, C. Branciforte, T. Dalton,
N. Fredrickson, J. Garner, K. Guzman, E. Irwin, A. Kolesnik, R. Petitfils,
E. Rearick, P. Sezzi, L. Wintermeyer, P. Yi

M. Bowen called for Motion to suspend agenda to review CD course (Item VII) as department representative cannot stay due to prior commitment.

Motion by: A. Kolesnik made motion to suspend the agenda and review CD courses

Seconded by: P. Sezzi

Discussion: *None*

Final resolution: Committee skipped to Item VII on agenda

Yes: G. Arquilevich, A. Bittl, M. Bowen, T. Brabander, C. Branciforte, T. Dalton,
N. Fredrickson, J. Garner, K. Guzman, E. Irwin, A. Kolesnik, R. Petitfils,
E. Rearick, P. Sezzi, L. Wintermeyer, P. Yi

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

R. Petitfils – 30 courses have been sent out to the group for tech review. Thank you for helping out! Next workshop is this Friday – 10/21

A. Bittl – Thursday 6:30pm – 8:30pm: Opening of new media exhibition in gallery: Art of the Avant-Garde. Exhibition up until December 1.

T. Prell –BBQ on Wednesday Oct 26th at 11:30 to support Brenda Be from the Health Center. Come out and support!

IV. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes of the 10/04/16 meeting.

Motion by: R. Petitfils made a motion to approve the minutes of the 10/04/16 meeting

Seconded by: L. Wintermeyer

Discussion: *Correction: Krenly Guzman to be added to minutes as “present”*

Final resolution: Approved with correction

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.

Yes: G. Arquilevich, A. Bittl, M. Bowen, T. Brabander, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, K. Guzman, E. Irwin, A. Kolesnik, R. Petitfils, E. Rearick, P. Sezzi, L. Wintermeyer, P. Yi

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

A. Proposal for assigning courses to disciplines (Discussion/Action - see attachment) – A. Kolesnik, P. Sezzi

M. Bowen called for a motion regarding MQ proposal

Motion by: N. Fredrickson made motion to approve MQ policy as previously presented

Seconded by: A. Bittl

Discussion: *This proposal was not discussed at the last Academic Senate meeting due to time. If approved, this will go into the Curriculum Handbook*

Final resolution: Document was approved as presented

Yes: G. Arquilevich, A. Bittl, T. Brabander, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, K. Guzman, E. Irwin, A. Kolesnik, R. Petitfils, E. Rearick, P. Sezzi, L. Wintermeyer, P. Yi

No: M. Bowen

B. Simultaneous Program & Course Updates in CurricUNET (Discussion/Action - see attachment) – M. Bowen

M. Bowen called for a motion regarding the proposed resolution – motion to adopt

Motion by:

Seconded by:

Discussion: *Emails from Ryan Petitfils indicating a course is ready for first reading lists the programs that contain the course. If there is a change in a course Title, ID or Units, any program it is in must be updated).*

Suggestion – Create deadline to submit program changes by Spring Break. If deadline is missed, courses from the offending department will not be reviewed at CC

Suggestion - If the course changes aligns with the programs, then those 2 come together and remaining programs that use the changed course can be brought forward at a later date.

Final resolution: No resolution or vote

Yes:

Further discussion postponed to next Curriculum Committee meeting

C. Election of Faculty Co-Chair for 2017-2019 (Discussion/Action - see attachment) – M. Bowen

M. Bowen called for a motion for submission of nominees

Motion by: N. Fredrickson nominated Michael Bowen

Seconded by: L. Wintermeyer seconded the nomination

Discussion: *M. Bowen left the room for discussion by committee. No other nominees presented. K Hoffmans called for a vote.*

Final resolution: M. Bowen elected as Faculty Co-Chair for 2017-2019

Yes: G. Arquilevich, A. Bittl, T. Brabander, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, K. Guzman, E. Irwin, A. Kolesnik, R. Petitfils, E. Rearick, P. Sezzi, L. Wintermeyer, P. Yi

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

A. Revised Course: ART V06

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

Motion by: A. Bittl made a motion to approve the Consent Agenda proposals

Seconded by: L. Wintermeyer

Discussion: *C-ID correction*

Final resolution: Course approved

Yes: G. Arquilevich, A. Bittl, T. Brabander, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, K. Guzman, E. Irwin, A. Kolesnik, R. Petitfils, E. Rearick, P. Sezzi, L. Wintermeyer, P. Yi

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

**A. New Courses: ~~AG V06, AG V10*, AG V11*, AG V12*, AG V13*, AG V14*~~
*pending paperwork**

B. Revised Courses: CD V04, CD V66

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

Motion by: J. Garner made a motion to approve the Second Reading proposals

Seconded by: R. Petitfils

Discussion: *CD V04 may need to be split into 3 unit lecture course and 1 unit lab Discussed MC's CD courses that were approved for C-ID as separate lecture/lab courses*

Final resolution: Courses approved

Yes: G. Arquilevich, A. Bittl, T. Brabander, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, K. Guzman, E. Irwin, A. Kolesnik, R. Petitfils, E. Rearick, P. Sezzi, L. Wintermeyer, P. Yi

**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. Revised Courses: CJ V49*, PHIL V06B

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

Motion by:

Ryan Petitfils

Seconded by:

Ann Bittl

Discussion:

CJ V49 – Recommendation to put SLOs in 3 highest levels of Bloom’s Taxonomy. Since course is transferrable maybe higher level is warranted

Discussion was had regarding Curriculum Committee involvement in reviewing SLOs.

Final resolution:

P. Sezzi to make a document regarding CC committee and review of SLOs
Courses approved for First Reading

Yes:

G. Arquilevich, A. Bittl, T. Brabander, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, K. Guzman, E. Irwin, A. Kolesnik, R. Petitfils, E. Rearick, P. Sezzi, L. Wintermeyer, P. Yi

Note: *CJ V49 was mistakenly marked “revision” in CurricUNET when it should be “new”. Course will move forward to Second Reading at the next CC meeting.

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

A. Revision: CD V04, CD V66 (correcting omission from first reading)

B. Review: CJ V49

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

Motion by:

J Garner made a motion to approve the Requisite proposals

Seconded by:

P. Sezzi

Discussion:

If there is a lab and lecture course and they are mutual co-requisites, should they have the exact same pre-requisites?

Discussion followed and agreement that duplicate pre-requisites should be attached to lecture course only was reached.

Final resolution:

Requisites approved

Yes:

G. Arquilevich, A. Bittl, T. Brabander, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, K. Guzman, E. Irwin, A. Kolesnik, R. Petitfils, E. Rearick, P. Sezzi, L. Wintermeyer, P. Yi

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

A. New: CJ V49, PHIL V06B, POLS V14 (wording corrected)

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

Motion by: P. Sezzi to approve the Distance Education proposals

Seconded by: L. Wintermeyer

Discussion: *POLS V14 - Wording is just a copy of C-ID descriptor*

Final resolution: Distance Education components approved

Yes: G. Arquilevich, A. Bittl, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, K. Guzman, E. Irwin, A. Kolesnik, R. Petitfils, E. Rearick, P. Sezzi, L. Wintermeyer, P. Yi

No: T. Brabander

XI. MINIMUM QUALIFICATIONS

A. None

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

A. P&GE Meeting to be on October 18, 2016 at 2:30pm in MCW-312

1. *P&GE Meeting held before CC meeting and the following courses are proposed for GE:*

ANTH V36 Forensic Anthropology, B2

ART V58A Figure Sculpture I, C1

THA V28 Introduction to Cinematic Arts: Film Appreciation, C1

BIOL V30 Introductory Biotechnology with Laboratory, A1

BIOT V30 Introductory Biotechnology with Laboratory, A1

M. Bowen called for a motion to approve the P&GE proposals

Motion by: R. Petitfils made a motion to approve the P&GE proposals

Seconded by: G. Arquilevich

Discussion: *None*

Final resolution: P&GE course proposals approved

Yes: G. Arquilevich, A. Bittl, T. Brabander, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, K. Guzman, E. Irwin, A. Kolesnik, R. Petitfils, E. Rearick, P. Sezzi, L. Wintermeyer, P. Yi

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

A. Request(s) for future agenda items

1. *P. Sezzi to write proposal regarding SLOs and CC Committee*

XIV. REPORTS (Information)

A. Co-Chairs

B. Articulation/C-ID

1. C-ID Approvals

2. C-ID October Report (T. Brabander – see attachment)

a. There are 2 deadlines now – 1 in February and 1 in September. Existing expirations that are coming up have been postponed to February.

C. Board of Trustees/ DTRW-I

1. DTRW-I:

2. Board of Trustees:

D. Subcommittees/Workgroups

E. CurricUNET/Banner/TracDat

1. New Trac Dat requirements (D. Newcomb)

a. Postponed until next meeting

F. Other

M. Bowen adjourned the meeting at 5:02pm

NEXT MEETING

November 1, 2016 - 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