



# Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, October 04, 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 3:31pm

## 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 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 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 checked="" type="checkbox"/> P	<input type="checkbox"/> A
English & Math Division	Peter Yi	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	Gabriel Arquilevich	<input type="checkbox"/> P	<input checked="" 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 checked="" type="checkbox"/> P	<input 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 checked="" type="checkbox"/> P	<input type="checkbox"/> A			

Guests: Andrea Horrigan (SOC), Roxanne Forde (WS), Joanna Capazi (WS), Sharon Oxford (DE), Marta de Jesus (BIOL)

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

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

Motion by: D. Newcomb made a motion to approve the agenda with a correction.

Seconded by: Nancy Fredrickson

Discussion: "BUS V27" in section VI-A, and section X-A on agenda should be "BUS V27A"  
*There was also a request added for an indication on the first page of agenda regarding what courses will be going to second reading and what will not. Section VIII on the agenda will be split to include that request.*

Final resolution: Approved with correction  
Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, N. Fredrickson, J. Garner, K. Guzman, E. Irwin, A. Kolesnik, D. Newcomb, R. Petitfils, E. Rearick, P. Sezzi, L. Wintermeyer

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

*R. Forde (guest) – Submitted 2 courses to go through Curriculum a while ago and was following up on the process. 1<sup>st</sup> course is Water System Mathematics (WS V20), and second is Stormwater Pollution Prevention (WS V22)*

*D. Newcomb– We now have an SLO handbook that is posted on the web. It is also able to be downloaded.*

*K. Hoffmans - Accreditation went really well. Thank you all for your participation!*

*R. Petitfils – Last Friday (9/30) we held another curriculum writing workshop, and had good turnout. Those that came – their classes will get priority. Next one is 10/7 at 1pm in SCI 226.*

*N. Fredrickson – Last meeting Ryan asked if anyone would volunteer to review courses. Is there some kind of plan that we can come up with to help Ryan right now?*

*M. Bowen: –We can come up with a plan at Tech Review*

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

*M. Bowen called for a motion to approve the minutes of the 9/20/16 meeting.*

Motion by: J. Garner made a motion to approve the minutes of the 9/20/16 meeting

Seconded by: S. Corbett

Discussion: *N. Fredrickson – "Fredrickson" misspelled in text of minutes. Quorum number listed at the top should be fixed to "10 out of 18".  
Move Debbie to SLO category and add extra section about what is going to second reading and what isn't*

Final resolution: Minutes from the 9/20/16 meeting approved with corrections

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

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<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.

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

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

*A. Kolesnik: This is simultaneously going through Senate for approval. The intention is to develop a procedure for how a particular course will get placed within a specific discipline(s). Area Senate Presidents will be meeting to discuss this subject as well.*

*M. Bowen called for a motion regarding this proposal*

Motion by: C. Branciforte made a motion to postpone consideration of this proposal until we have time to discuss with departments. Amended motion to include deadline date of next CC meeting.

Seconded by: A. Bittl seconded original motion and amended motion

Discussion: *Discussion ensued regarding the aspects of the proposal. Request to add column on the curricular proposal spreadsheet indicating the course discipline*

Final resolution: Motion to postpone action until next CC meeting - Approved

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

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

*M. Bowen: Programs are not being updated when courses are updated and this results in catalog error*

*Proposed resolution: Postpone the approval of any course proposal which causes a change to requirements for one or more programs until corrected versions of the program requirements are submitted by the responsible departments to CurricUNET*

*M. Bowen called for a motion regarding the proposed resolution*

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

Seconded by: A. Bittl

Discussion: *Discussion ensued regarding process and repercussions of holding approval of a course*

Final resolution: General consent to postpone discussion until next meeting

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

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

**A. Updated Courses: BUS V27A, MUS V02H**

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

Motion by: D. Newcomb made a motion to approve the Consent Agenda proposals

Seconded by: A. Bittl

Discussion: *BUS V27 should be listed as BUS V27A*

Final resolution: Approved

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

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

**A. New Courses: CD V04L, CD V66L**

**B. Revised Courses: CD V11, CD V14, CD V19, CD V65**

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

Motion by: R. Petitfils made a motion to approve the Second Reading proposals

Seconded by: A. Bittl

Discussion: *None*

Final resolution: Approved

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

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

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

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

**A. Revised Courses: MATH V03, MUS 02A, MUS 02AL, MUS V02B, MUS V09A,  
MUS V09B, MUS V14A, MUS V14B, MUS V14C, POLS V14, SOC V07**

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

Motion by: D. Newcomb made a motion to approve the First Reading courses with the  
exception of MUS V02B, MUS V09B, MUS V14B and MUS V14C

Seconded by: S. Corbett

Discussion: *S. Corbett questioned the MQs of SOC V07.*

*A. Horigan (guest) explained MQ/Discipline*

*AG courses-are temporarily stand alone courses at the moment. Debbie is  
currently working on writing the program.*

Final resolution: Approved with the exception listed above

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

*M. Bowen called for a motion to approve courses MUS V02B, MUS V09B, MUS V14B and MUS V14C*

Motion by: D. Newcomb made a motion to approve courses listed above pending resolution of the SLOs.

Seconded by: E. Irwin

Discussion: *The SLOs in CurricUNET and TracDat do not match.*

Final resolution: Approved - subject to SLO issue resolution

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

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

**A. New: POLS V14**

**B. Review: MATH V03, MUS 02A, MUS V02AL, MUS V02B, MUS V02H**

**C. Revision: MUS V14A, MUS V14B, MUS V14C, SOC V07**

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

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

Seconded by: P. Sezzi

Discussion: *None*

Final resolution: Approved

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

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

**A. New: AG V10, AG V11, AG V12, AG V13, AG V14, BUS V27, MUS V02H, POLS V14, SOC V07**

**B. New (first time on new form): MATH V03**

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

Motion by: J. Garner made a motion to approve the Distance Education proposals

Seconded by: P. Sezzi

Discussion: *S. Oxford (guest) - POLS V14: May need to rewrite Distance Education, specifically, Addendum "email timely"*

Final resolution: Approved w/ **exception of POLS V14**

J. Garner amended motion to pull POLS V14 from DE approval until feedback is received from the department. Course will go to Second Reading but will stay on DE list for approval.

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

**XI. MINIMUM QUALIFICATIONS**

**A. Revision: SOC V07**

*Course approved. Any issue was resolved.*

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

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

**A. Request(s) for future agenda items**

**XIV. REPORTS (Information)**

**A. Co-Chairs**

**B. Articulation/C-ID**

**1. C-ID Approvals**

**a. BIOL V04 approved for C-ID BIOL 190**

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

**1. DTRW-I:**

**2. Board of Trustees:**

**D. Subcommittees/Workgroups**

**E. CurricUNET/Banner/TracDat**

**F. Other**

*M. Bowen adjourned the meeting at 4:58pm*

**NEXT MEETING**

**October 18, 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