



Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, November 01, 2016 at 3:30pm

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

Called to order: 3:32pm by Michael Bowen

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 type="checkbox"/> P	<input checked="" 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 type="checkbox"/> P	<input checked="" 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 type="checkbox"/> P	<input checked="" 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	Kelly Peinado	<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			
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 Owashii	<input checked="" type="checkbox"/> P	<input 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 type="checkbox"/> P	<input checked="" type="checkbox"/> A			

Guests: Celia Rodriguez (Assistant Registrar), Patricia Wendt (Counseling)

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

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

Motion by: R. Petitfils moved to approve the meeting agenda

Seconded by: S. Corbett

Discussion: After discussion, the schedule/agenda was amended to change the next Curriculum Committee meeting to 11/15/16 (MCW). A Curriculum training will be held on 11/22/16 in MCW. (Room for training was changed. Will now be in normal CC meeting room).

Final resolution: Motion approved as amended.

Yes: M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer

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

None

IV. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes of the 10/18/16 meeting.

Motion by: J. Garner moved to approve the minutes of the 10/18/16 meeting.

Seconded by: T. Brabander

Discussion: None

Final resolution: 10/18/16 Curriculum Committee Meeting Minutes approved.

Yes: M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer

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.

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

**A. Simultaneous Program & Course Updates in CurricUNET
(Discussion/Action) – M. Bowen**

Reviewed discussion from last meeting (in notes)

*Motion by: J. Garner moved to discuss suggestions on this topic
Seconded by: Motion seconded by a number of members*

Discussion: Having a deadline date of Spring Break would be too late to get it in the next catalog. May 1st for inclusion in the catalog of the subsequent year would be more realistic. In first reading email, Ryan can notify course authors about what degrees will be affected.

After discussion, Committee decided on a 1 month deadline after course change comes to Tech Review for program fixes

M. Bowen asked for a motion to adopt new policy

Motion by: T. Brabander moved to adopt new policy of 1 month deadline after course change comes to Tech Review for program fixes

Seconded: D. Newcomb

Final resolution: Motion revised to: Motion to adopt a requirement that an update/revision to a course and program in the same discipline be submitted at the same meeting. IF the course is in a different program, then the program correction needs to be submitted within 2 curriculum committee meetings for approval.

Yes: M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer

**B. Document regarding Curriculum Committee and reviewing SLOs –
(Discussion/Action) – P. Sezzi**

Resolution was reviewed

Motion by: A. Kolesnik moved to adopt the resolution

Seconded by: D. Newcomb

Discussion: SLO facilitators approve of the resolution. If approved, will be incorporated into the Curriculum Committee handbook.

Final resolution: Resolution approved and will be incorporated into the Curriculum Committee Handbook

Yes: M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer

C. Course Outlines not recently updated – M. Bowen

M. Bowen called for a motion proposing consideration to adopt a policy regarding course updates and deletion.

Motion by: S. Corbett proposed a motion to adopt a policy which would state that courses not updated in a timely fashion (every 5 years) will come up to the Curriculum Committee for review and possible deletion.

Seconded by: D. Newcomb

Discussion: If approved, will be incorporated into the Curriculum Committee handbook.

Final resolution: Policy approved and will be incorporated into the Curriculum Committee Handbook

Yes: M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer

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

A. Update: SOC V13

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

Motion by: R. Petitfils moved to postpone reading of SOC V13 from the entire Curriculum Committee Meeting agenda

Seconded by: A. Kolesnik

Discussion: Updates to course needed: A C-ID match was identified for this course, and updates were not done in time for the meeting discussion.

Final resolution: Review of SOC V13 was postponed until next Curriculum Committee Meeting

Yes: M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer

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

A. New: AG V06, AG V10*, AG V11*, AG V12*, AG V13*, AG V14*, CJ V49

***pending paperwork**

M. Bowen called for a motion to approve all AG courses separately for Second Reading

Motion by: D. Newcomb moved to approve all AG courses separately

Seconded by: J. Garner

Discussion: AG course paperwork received.

AG V06 – Discussion regarding MQs and possible GE status. Banner only takes 1 discipline – which MQ is the lead MQ? “Agriculture” was decided to serve as the lead MQ

Final resolution: AG courses approved for Second Reading

Yes: M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer

Motion by: R. Petitfils moved to approve CJ V49 for Second Reading
Seconded by: S. Corbett
Discussion: None

Final resolution: *CJ V49 approved for Second Reading*
Yes: *M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer*

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

A. Revised: ENGL V03

M. Bowen called for a motion to approve ENGL V03 as a First (and only) Reading Course

Motion by: *K. Peinado moved to approve ENGL V03 as a First (and only) Reading Course*

Seconded by: *L. Wintermeyer*

Discussion: *None*

Final resolution: *ENGL V03 approved as a First (and only) Reading Course*

Yes: *M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer*

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

A. Revision: ENGL V03

M. Bowen called for a motion to approve Requisite Course

Motion by: *R. Petitfils moved to approve requisites in ENGL V03*

Seconded by: *K. Peinado*

Discussion: *None*

Final resolution: *Requisites in ENGL V03 approved*

Yes: *M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer*

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

A. New: ENGL V03, SOC V13

*M. Bowen called for a motion to approve Distance Education course
(SOC 13 pulled from the agenda earlier in the meeting)*

Motion by: K. Peinado moved to approve Distance Education course

Seconded by: S. Corbett

Discussion: ENGL V03 is Hybrid only 1-50%

Final resolution: Distance Education component for ENGL V03 approved

*Yes: M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, J. Garner,
K. Guzman, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, E. Rearick,
L. Wintermeyer*

X. MINIMUM QUALIFICATIONS

A. New: ENGL V03

M. Bowen called for a motion to approve Minimum Qualifications for ENGL V03

Motion by: K. Peinado moved to approve Minimum Qualification course

Seconded by: S. Corbett

Discussion: Addition of Reading as an MQ for this course

*State MQs allow for a Masters in Psych and 12 units of teaching Reading,
to qualify as an alternative to a Masters in Reading. Discussion followed
regarding the feelings of the group if it is acceptable for someone with those
alternative qualifications to teach this course?*

*After discussion, it was determined that the alternate qualifications seem
justified.*

Final resolution: Minimum Qualifications for ENGL V03 approved.

Required 2/3 vote for approval

*Yes: M. Bowen, C. Branciforte, T. Dalton, J. Garner, K. Guzman, A. Kolesnik, D.
Newcomb, K. Peinado, R. Petitfils, E. Rearick, L. Wintermeyer*

No: T. Brabander

Abstain: S. Corbett

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

A. Courses approved for GE at the 10/15/16 P&GE meeting:

Item skipped due to approval at last Curriculum Committee Meeting

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

A. Request(s) for future agenda items

D. Newcomb: Would like to present two policies from SLO Advisory Group- to be discussed at the next Curriculum Committee meeting.

K. Hoffmans: Would like a discussion regarding the process for new programs. Currently, program is written, comes to Curriculum Committee. Does it match the mission, resources, etc.? Then it moves to BRC – Budget Resource Council (or concurrent process). Take this issue back to departments to have further discussion at next Curriculum Committee meeting.

XIII. REPORTS (Information)

A. Co-Chairs

1. Update from Curriculum Regional Meeting South (M. Bowen/R. Petitfils)

*M. Bowen is preparing a written report with curriculum conference notes.
R. Petitfils to make additions. Will be on next Curriculum Meeting Agenda.*

B. Articulation/C-ID

1. C-ID Approvals (T. Brabander)

a. ART V11A approved for C-ID Arts 100

Math V21C = Math 230 – conditionally approved

PHSC V1 = CHEM 140 – conditionally approved

Next approval deadline is Feb

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)

Discussion postponed to next meeting

F. Other

M. Bowen adjourned the meeting at 5:02 p.m.

NEXT MEETING

November 15, 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