



# Curriculum Committee Minutes---DRAFT

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, February 07, 2017 at 3:30pm

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

Called to order: 3:33PM

## 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 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 type="checkbox"/> P	<input checked="" 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 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 type="checkbox"/> P	<input checked="" 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 checked="" type="checkbox"/> P	<input 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 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 type="checkbox"/> P	<input checked="" type="checkbox"/> A			

Guests: Sharon Oxford, Michael Callahan, Roxanne Forde, Celia Rodriguez (attending for Arlene Reed)

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

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

Motion by: S. Corbett

Seconded by: J. Garner

Discussion: none

Final resolution: Agenda approved as presented

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton,  
N. Fredrickson, J. Garner, J. Guelcher, E. Irwin, D. Newcomb, R. Petifils,  
E. Rearick

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

*Ann – per email that was just received from President Gillespie, we received accreditation!*

**A. Deadline for course updates and revisions to appear in the 2017/2018 Catalog has passed – M. Bowen**

**B. Deadline for new courses (emergencies only) to appear in the 2017/2018 Catalog MUST be approved at the February 21, 2017 Curriculum Committee Meeting - M. Bowen**

**C. CurricUNET submission deadline for 2018/2019 Catalog – May 1, 2017 (this includes all priority one courses) – M. Bowen**

*Today is the last meeting for revised courses to be approved and appear in the Fall 2017 catalog. The cutoff date for new courses (emergencies only) is the next Curriculum Committee meeting.*

*Priority one list – not quite ready. Michael and/or Ryan will email the list as soon as it is ready. Reminder that for Fall of 2018 – submission deadline to CurricUNET is May 1, 2017.*

*The District VPs have decided to implement a procedure district-wide to enhance our enrollment. Summer and Fall enrollment will happen at the same time for 2018. What does this mean for Curriculum? New deadline for major revisions will be last meeting before Thanksgiving in November 2017.*

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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.

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

*M. Bowen called for a motion to approve the minutes of the January 17, 2017 meeting*

Motion by: R. Petitfils

Seconded by: S. Corbett

Discussion: *None*

Final resolution: Minutes from the 1/17/17 meeting approved

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton,  
N. Fredrickson, J. Garner, J. Guelcher, E. Irwin, D. Newcomb, R. Petitfils,  
E. Rearick

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

##### A. Courses Excluded from Credit By Examination List (Discussion/Action; see attachment) – K. Hoffmans

*Attachment changed to add BUS V30. Item postponed until next meeting due to K. Hoffmans' absence.*

*\*Note for minutes/voting: A. Kolesnik arrived*

##### B. Priority One List (5 year review course list) (Discussion/Action; copies to be distributed via email before meeting) – M. Bowen

*Item postponed until next meeting*

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

##### a. Updates: ANTH V07, ARCH V11 (same as DRFT V02B and CT V20), ART V04, ART V05, ART V07, BUS V53, CT V20 (same as ARCH V11 and DRFT V02B), CT V62, DRFT V02B (same as ARCH V11 and CT V20), GEOL V09, GEOL V21, MATH V02, MATH V21C, MUS V06, POLS V17

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

Motion by: D. Newcomb moved to approve Consent Agenda courses **with the exception of ART V04**

Seconded by: A. Bittl

Discussion: *ART V04 issue can be resolved within the department- does not need to be discussed at committee*

Final resolution: Consent Agenda courses with the exception of ART V04 were approved

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

Motion by: D. Newcomb moved to approve ART V04 with correction to SLOs  
Seconded by: A. Bittl  
Discussion: *Ann: The correction in question was made this morning.*  
Final resolution: ART V04 was approved as a Consent Agenda item  
Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton,  
N. Fredrickson, J. Garner, J. Guelcher, E. Irwin, A. Kolesnik, D. Newcomb,  
R. Petitfils, E. Rearick

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

**a. Revised Course: IDS V09**

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

Motion by: A. Bittl  
Seconded by: D. Newcomb  
Discussion: *This course is an online tutor training course – trying to get CRLA (College Reading Language Association) certified – tutor certification recognized state-wide. Non transferrable.*  
Final resolution: IDS V09 approved as a Revised Course  
Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton,  
N. Fredrickson, J. Garner, J. Guelcher, E. Irwin, A. Kolesnik, D. Newcomb,  
R. Petitfils, E. Rearick

**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. New (proposed for first and second reading):**

**ENGM V31B (same as ESL V31B), ENGM V32B (same as ESL V32B), ENGM V41B (same as ESL V41B), ENGM V42B (same as ESL V42B), ENGM V52A (same as ESL V52A), ENGM V52B (same as ESL V52B),**

**ESL V31A (same as ENGM V31A), ESL V31B (same as ENGM V31B), ESL V32A (same as ENGM V32A), ESL V32B (same as ENGM V32B), ESL V41A (same as ENGM V41A), ESL V41B (same as ENGM V41B), ESL V42A (same as ENGM V42A), ESL V42B (same as ENGM V42B), ESL V52A (same as ENGM V52A), ESL V52B (same as ENGM V52B)**

**WS V20, WSV22**

**b. Revised (proposed for first and second reading):**

**ANTH V06, BUS V25, BUS V40, ENGM V31A (same as ESL V31A), ENGM V32A (same as ESL V32A), ENGM V41A (same as ESL V41A), ENGM V42A (same as ESL V42A), ESRM V11, GEOL V02, MATH V40, NS V10, NS V20, NS V84A, NS V84B, PHYS V03B, PHYS V03BL**

**c. Reactivation (proposed for first and second reading): FILM V01**

*M. Bowen called for a motion to approve the First/Second Reading courses ENGM/ESL*

Motion by: N. Fredrickson

Seconded by: R. Petitfils

Discussion: *Lynn Wright joined in the discussion on these courses:  
These courses are an effort to improve the success of the program.  
Department created these integrated ENGM/ESL courses which are  
designed to closely resemble comparable courses at MC that have had  
success.*

*Courses were split into "A" and "B" to make them more accessible to  
students. This is the beginning of revamping the curriculum, and is a  
transitional move for the Department.*

Final resolution: ENGM/ESL Courses approved for first/second reading

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

Opposed: T. Dalton

\*Correction to agenda – All courses listed in first reading should be listed under  
"requiring second reading" section

Note for minutes/voting: L. Wintermyer arrived during discussion of ENGM/ESL

*M. Bowen called for a motion to approve the First/Second Reading WS courses*

Motion by: D. Newcomb

Seconded by: E. Irwin

Discussion: *Roxanne Forde joined the discussion of the WS courses:  
These are extra courses to teach math portion of WS program. Students  
can take them as pass/no pass or a grade. The option is given to eliminate  
stress over the subject.*

*Further discussion ensued regarding details of the courses.*

*WS V22 readies students for state test for Stormwater Technicians*

*There was a discussion regarding making it transferrable in units to another  
college/university. It was concluded that V22 will be changed to  
"transferrable" on the COR?*

D. Newcomb ammended the motion to approve the WS courses and  
change COR of WSV22 to notate course as transferrable.

Final resolution: Approved

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

*M. Bowen called for a motion to approve the First/Second Reading courses listed as Revisions*

Motion by: R. Petitfls

Seconded by: E. Rearick

Discussion: *MATH V40 – only one textbook must be new.  
BUS V40 – removed co-listing (catalog change)*

Final resolution: Courses approved as revisions

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, N. Fredrickson,  
J. Garner, J. Guelcher, E. Irwin, A. Kolesnik, D. Newcomb, R. Petitfls,  
E. Rearick, L. Wintermeyer

Abstain: T. Dalton

*M. Bowen called for a motion to approve FILM V01 for reactivation*

Motion by: A. Bittl

Seconded by: L. Wintermeyer

Discussion: *MQs on COR is blank. Add “Film Studies” to course outline under Minimum  
Qualifications.  
It was recommended to add a SLO to include “historical and cultural  
aspects of film”*

Final resolution: FILM V01 approved for reactivation

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

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

**a. Revision: MATH V02, MATH V40, NS V10, NS V20**

**b. Review: ANTH V06, ANTH V07, BUS V25, BUS V53, MATH V21C, NS V84A,  
NS V84B, PHYS V03B, PHYS V03BL**

**c. Deletion: ENGM V31A (same as ESL V31A), ENGM V32A (same as ESL  
V32A), ENGM V41A (ESL V 41A), ENGM V42A (same as ESL V42A)**

*M. Bowen called for a motion to approve the Requisites in Part A and review in Part B*

Motion by: S. Corbett

Seconded by: E. Rearick

Discussion: *Discussion ensued regarding the MATH V01 prerequisite and if it was still  
necessary*

Final resolution: Courses in Part A and Part B of Requisites were approved

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

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

Motion by: D. Newcomb

Seconded by: S. Corbett

Discussion: *This section is for courses that are removing pre-requisites. Is this something CC wants to do?*

*Perhaps this should be on the next agenda under "Policies" section if this topic should be further discussed.*

Final resolution: Courses in Part C approved for Requisite deletion

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

Abstain: T. Dalton

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

**a. New: ANTH V06, ANTH V07, ART V04, ART V05, ART V07, BUS V53, GEOL V02, GEOL V09, GEOL V21, MUS V06, PHYS V03B, POLS V17**

**b. Review: BUS V25**

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

Motion by: A. Bittl

Seconded by: C. Branciforte

Discussion: *ART Courses - Orientation and Exam to be on campus.*

Final resolution: Courses with Distance Education component approved

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

**XI. MINIMUM QUALIFICATIONS**

**A. None**

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

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

**XIV. REPORTS (Information)**

**A. Co-Chairs**

**B. Articulation/C-ID (Information Only)**

**a. GIS V22 approved for C-ID GEOG 150**

**b. ART V06 approved for C-ID ARTH 150**

**c. MATH V05 is conditionally approved for C-ID MATH 851**

**d. MATH V20 approved for C-ID MATH 155**

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

**1. DTRW-I: Next meeting is coming up Thursday, Feb 9**

- 2. Board of Trustees:**
- D. Subcommittees/Workgroups**
  - E. CurricUNET/Banner/TracDat**
  - F. Other**

**Meeting adjourned at 5pm**

**NEXT MEETING**

**February 21, 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