



Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, March 07, 2017 at 3:30pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2018 UNLESS OTHERWISE NOTED.

Called to order:

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 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 checked="" type="checkbox"/> A
English & Math Division	Peter Yi	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	John Guelcher	<input type="checkbox"/> P	<input checked="" 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 Owash	<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 checked="" type="checkbox"/> P	<input type="checkbox"/> A			

Guests: Gabriel Arquilevich (sub for John Guelcher), Michael Callahan, Sharon Oxford, Mark Pauley

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

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

Motion by: Ryan

Seconded by: Ann

Discussion: Minor Correction – on agenda page under section VII. A, “BUS V01” should be “BUS V07”

Final resolution: Approved

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

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

A. Report from the Statewide Curriculum Committee Meeting (Information item) – M. Bowen

Michael attended meeting a few weeks ago. A lot of the meeting revolved around planning the Curriculum Institute Conference this Summer. If you're interested in going, please see Kim Hoffmans.

Other meeting points:

Chancellor's office new curriculum inventory target is to be available in June

CTE – regional consortia should only be recommending programs, not approving them. They are going to decide on a common procedure of recommending programs for the entire state.

Additional announcements:

M. Bowen - *Program updates have not been happening. An updated list will be sent to departments, and it is unlikely at this date, that the information will make it into the new catalog. Please take this information back to your groups.*

K. Hoffmans – *You are encouraged to attend the VC planning retreat on March 31st. There's an outside speaker on technology topic scheduled, and there will be information for faculty and staff. Opportunity to get off campus to bond/talk. In the past, faculty representation has been low – please encourage those in your departments to go. It will be at the Ventura Marriott.*

Enjoy Spring Break next week!

S. Oxford – *Next campus training to learn Canvas starting right after Spring Break*

Note: At this point, the meeting jumped to section V.B to hear from Mark Pauley

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.

IV. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes from the 2/21/17 meeting.

Motion by: D. Newcomb

Seconded by: R. Petitfils

Discussion: None

Final resolution: Minutes from the 2/21/17 meeting were approved

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

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

A. Courses Excluded from Credit By Examination List (Discussion/Action; see attachment) – K. Hoffmans (10 minutes)

K. Hoffmans - Thao believes this limits access to students that all courses are not allowable for credit by exam

A. Kolesnik – Any course excluded should have justification as to why their course is not appropriate.

Do we want to go back to these departments and ask for justification? Yes

Email to be sent to departments to review the list, and if they feel their course needs to be on it, they will need to provide written justification.

List will not make the 2017/2018 catalog. Alex to put this on the next Academic Senate meeting agenda for discussion and justification criteria.

Information regarding what is transferable in this situation would be helpful for discussions. Are there guidelines institutionally on how these exams will be created? Currently up to discipline faculty. When information is sent out – if there was language addressing this, it would be helpful.

Defer action until process is finalized. To be brought back to future CC meeting.

B. Process for New Programs (Discussion/Action; see attachment)

K. Hoffmans/M. Pauley (15 minutes)

M. Pauley: Document specifies a process where information needed and signatures needed are listed in an order/timeline. Information to be gathered first before program is considered for approval.

Mark has put together this first draft for inclusion into the curriculum handbook. It has been looked at and approved at BRC. The version of the document included with the agenda attachments is missing the minor addition – Learning Resources, including Tutoring (on last page at the bottom – right before the signing page).

K. Hoffmans – This is an effort to try to merge paperwork to streamline the process. Envisioned as a sort of a tech review – bringing in others to have input. Program author can go to one place to speak to everyone regarding the program, rather than going all over the college.

Program Advisory Group Chair – Who is that? Most likely Curriculum Chair.

This is intended to be a Curriculum-led process.

M. Bowen called for a motion to accept recommendations and incorporate them into our Curriculum procedures.

Motion by: G. Arquilevich moved to accept the proposal as presented and incorporate processes into our procedures

Seconded by: A. Kolesnik

Discussion: K. Hoffmans – Next program/certificate/etc that we work though – please use the document. See if there are any suggested changes. Consider this a pilot program.

Final resolution: Proposal approved to be incorporated into current procedures

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

C. AP 4235 (Discussion/Action; copies to be distributed) – T. Brabander (10 minutes)

This AP discusses Credit by Examination. Upon review, there were some “holes” found in existing procedure. Quite a bit of language has been added. If you come across any minor or grammatical errors – please send to Thao.

Discussion ensued regarding that it doesn’t specifically state in the AP/BP that this becomes part of GPA units – similar to the wording for “external examinations”

M. Bowen recommended that Michael Callahan and Thao update document with regard to grammatical errors and GPA clarifications - and we accept document with those amendments.

M. Bowen called for a motion to move AP 4235 forward to the DTRW-I workgroup for review

Motion by: S. Corbett

Seconded by: A. Kolesnik

Discussion: See notes above

Final resolution: Motion approved

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

D. New time for Curriculum Committee Meeting due to block schedule for Fall (Discussion/Action) – M. Bowen (7 minutes)

Block scheduling is about to change. In order for this committee to plan schedules, M. Bowen recommended adopting a new meeting time that is in alignment with the new schedule.

M. Bowen called for a motion to resolve that the Curriculum Committee Meetings begin at 2:30

Motion by: S. Corbett

Seconded by: A. Bittl

Discussion: Board meetings start at 5:30pm and will be moving to new Camarillo DAC office

Alternate time suggestion from 3-4:30 was presented

Amended motion presented (see below)

Final resolution: See below

Yes: See below

Motion by: L. Wintermeyer moved to amend original motion to be “Motion to resolve that the Curriculum Committee Meeting begin at _____ time.”

Seconded by: G. Arquilevich

Discussion: Suggestion: 3pm to be the new meeting start time for Fall 2017 (beginning with the August or September meeting)

Final resolution: All in favor of amending the original motion

All in favor of new meeting time for Fall 2017 to be 3pm – 4:40pm.

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

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

A. Updates: BUS V32, SL V10C

B. Deletions: ENGL V04A, ENGL V04B

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

Motion by: R. Petitfils

Seconded by: L. Wintermeyer

Discussion: none

Final resolution: Consent Agenda items were approved

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

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

A. BUS V01A, ENGL V12

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

Motion by: D. Newcomb

Seconded by: R. Petitfils

Discussion: Kim – on spreadsheet: mark ENGL V12 as having to go to the Board with “X”

ENGL to be part of proposed Film Degree. It will NOT be co-listed.

Final resolution: Second Reading courses approved to go to DTRW-I and Board

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

**VIII. A. FIRST READING: CURRICULAR PROPOSALS REQUIRING SECOND READING
(Discussion/Action; see attachment)**

1. New: FILM V07

2. Reactivation: FILM V02, FILM V03A, FILM V04, FILM V05

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

1. Revised: GEOG V26 (same as GIS V26), GIS V26 (same as GEOG V26), HS V10

M. Bowen called for a motion to approve the First Reading proposals in Item A (courses requiring second reading)

Motion by: A. Bittl

Seconded by: L. Wintermeyer

Discussion: Is there going to be a Film V03B course? Ann – yes.
Reactivations going to the Board due to the changes being made
Recommendation – reconsideration of MQs for Film V07
Recommendation - Film V07 course needs to add lecture to match C-ID (should be 3 lecture, 0 lab)

Final resolution: Approved for first reading with the intent that the courses discussed be updated before 2nd reading.

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

M. Bowen called for a motion to approve the First Reading proposals in Item B (courses not requiring second reading)

Motion by: R. Petitfils

Seconded by: D. Newcomb

Discussion: Courses are not new co-listings.
GEOG V26 – random phrases/questions in Course Report that need deleting

Final resolution: Courses approved

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

IX. ADMINISTRATIVE CHANGES (Discussion/Action)

A. Minimum Qualifications changing to “Agriculture” in AG V10, AG V11, AG V12, AG V13, AG V14

B. FILM V01 – changes made to go back to DTRW-I

M. Bowen called for a motion to approve Administrative Changes

Motion by: T. Brabander

Seconded by: A. Kolesnik

Discussion: Suggestion - Change outside assignment hours for FILM V01. Lab box needs to be unchecked

Final resolution: Approved MQ items and course item (with adjustment to FILM V01)

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

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

A. Revised: HS V10

B. Review: FILM V02, FILM V03A, FILM V04, FILM V05, SL V10C

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

Motion by: A. Bittl

Seconded by: N. Frederickson

Discussion: None

Final resolution: Requisite Proposals approved

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

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

A. New: BUS V32

M. Bowen called for a motion to approve the Distance Education proposals with the intent that course will be implemented in Fall 2017 and not Fall 2018.

Motion by: S. Corbett

Seconded by: D. Newcomb

Discussion: Department would like course to be expedited to be included for Fall 2017 approval/catalog.

Motion amended – already 2017 on the spreadsheet

Final resolution: Distance Education proposal approved

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

XII. MINIMUM QUALIFICATIONS

A. See Administrative Changes (Item IX.A on agenda)

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

None

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

A. Request(s) for future agenda items

XV. REPORTS (Information)

A. Co-Chairs

B. Articulation/C-ID

1. February Newsletter (see attachment) – M. Bowen

C. Board of Trustees/ DTRW-I

D. Subcommittees/Workgroups

1. P&GE Upcoming meeting date set for Tuesday, March 21st at 3:30pm

E. CurricUNET/Banner/TracDat

F. ASCCC Curriculum Committee updates

NEXT MEETING

April 4th, 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