



Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, February 21, 2017 at 3:30pm

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

Called to order: 3:40pm

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 type="checkbox"/> P	<input checked="" 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 type="checkbox"/> P	<input checked="" 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	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 type="checkbox"/> P	<input checked="" 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 checked="" 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: Michael Callahan (Institutional Research)

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

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

Motion by: J. Garner

Seconded by: D. Newcomb

Discussion: Amendments:

Postpone approval of:

SL V10C and SPAN V03S due to SLOs not being in order.

FILM V07 due to content and objectives not aligning

Under Administrative Changes: Pull AG V06, AG V13, AG V14 from the list.
We will not be making changes to those MQs.

Mark Pauley will be coming to the March meeting

Final resolution: Approved with amendments/deletions

Yes: M. Bowen, T. Brabander, C. Branciforte, T. Dalton, N. Fredrickson,
J. Garner, E. Irwin, D. Newcomb, R. Petitfils, E. Rearick, P. Yi

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

A question was raised on if there is an official process to determine how courses are indicated as CTE.

A discussion followed indicating that currently, a course designation as CTE is determined by how the TOP codes are assigned. Reviewers rely on the judgement of the author of the course. If you are reviewing a course, look at AFC report to see TOP Code designation. It should match if the course is designated "occupational". There is not an official process/procedure in place at this time.

Tech Review for next year (Discussion) – R. Petitfils

This will be Ryan's last semester of doing Tech Review. If anyone is interested (full-time or part time faculty) please let Ryan, Michael or Kim know – Ryan will be happy to train them.

Kim – Congratulations to Ryan on achieving tenure!

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 2/7/17 meeting.

Motion by: R. Petitfils: made motion with adjustment to Item 8 - Add 3rd category referencing courses undergoing First and Second Reading

Seconded by: D. Newcomb

Discussion: A new section heading will be added to the agenda regarding courses undergoing a first and second reading, and also needing Board approval. Footer date at the bottom need to be changed to reflect meeting date.

Final resolution: Minutes from the 2/7/17 meeting were approved with addition/correction.

Yes: M. Bowen, T. Brabander, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, E. Irwin, D. Newcomb, R. Petitfils, E. Rearick, P. Yi

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

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

There were some corrections to this list mentioned by the group. It was requested that any further changes be sent to Sebastian (Sr. Admin) to update the list. This list is to be kept in the Office of Student Learning and published in the 2017/2017 Catalog.

Suggestion to add language specifying "lecture course only, no internships" due to concern regarding lab courses

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

The list was emailed to the Curriculum Committee members, Deans, and Department chairs this afternoon. Updated to November 15th, 2016.

Ryan and Michael will issue updates to the list as time permits. Please get these courses fixed by May 1, 2017 if you want to make the 2018/2019 catalog.

Initial corrections mentioned: BIOL V42 and BIOT V42 should be removed from the list.

SUP listed with BUS V40 – don't have that cross listing anymore

C. Updating CORs and Course History (Discussion/Action) – M. Bowen

Question posed to the group that has to do with MQ changes:

How do we go about correcting a small administrative error or small change that does not affect Curriculum Committee, but will affect State approval (non-substantial change to COR). Does the group have any objection if we create the "administrative change" to deal with this?

Motion to approve such a process like this in CurricUNET

M. Bowen called for a motion to authorize Tech Review group to create a process in CurricUNET to correct minor changes in the event that they are required after Board approval

Motion by: P. Yi

Seconded by: N. Fredrickson

Discussion: *For minor adjustments, if TR group agrees on a decision it will be brought to Curriculum Committee as information item under "Administrative Changes" on Curriculum Committee agenda.*

If TR group disagrees, it will be brought to Curriculum Committee as an action item on the agenda.

Final resolution: Approved

Yes: M. Bowen, T. Brabander, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, E. Irwin, D. Newcomb, R. Petitfils, E. Rearick, P. Yi

D. Process for New Programs (Discussion/Action) – K. Hoffmans/M. Pauley

Mark Pauley was not able to attend this meeting. He will attend the next meeting in March.

Please take a look at the proposal before March 7th to be prepared for the meeting.

Kim – This started through the BRC. We are trying to marry the forms to get what the BRC and the State want to make it easier to go to next step and minimize forms. Curriculum pieces were added. Please look it over to see if anything is missing.

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

This AP spells out the three types of Credit by Exam. The version attached to the Curriculum Committee meeting agenda has changes that were recommended by the DTRW-I workgroup.

The changes are the Charges. Policy will hopefully stay the same. Next step will be taking this to the DTRW-I meeting, then to the Board.

Discussion:

Page 4 – highlighted area: "Student who are unsuccessful in obtaining a standard grade of C or better will not be allowed to petition for credit and no record of the attempt for credit by examination will appear on a student's transcript"

How do we know if the student fails the test? Is it 1 time and that's it, or can they take the test again? Arlene to go back and check to see how the records of this instance are recorded.

Page 4 – A student may challenge or apply...should be apply and not challenge

*Page 4 – bottom highlight – change to "Units earned from the CLEP Examinations is limited to **NO MORE** than 30 units.*

Due to lack of time, it was suggested that Arlene, Thao, Kim, and anyone else with concerns get together or email to express them. Thao to bring back AP with changes to next Curriculum Committee meeting.

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

- A. Updates: BUS V30, CT V96, ENGL V11A, ENGL V11B, POLS V04,
POLS V05, SL V10A, SL V10B, ~~SL V10C~~, ~~SPAN V03S~~**

M. Bowen called for a motion to approve the Consent Agenda proposals with the exception of SL V10C and SPAN V03S

Motion by: R. Petitfils

Seconded by: N. Fredrickson

Discussion: *Remove SL V10C and SPAN V03S from consideration at this meeting. SPAN V03S: 2 requisites, but no justification. Aligned with C-ID, but C-ID does not accept high school requisites SL V10C – SLOs need adjusting. Textbook should be indicated as “classic”. CurricUNET does not match TracDat.*

Final resolution: Consent Agenda courses with the exception of SL V10C and SPAN V03S were approved.

Yes: M. Bowen, T. Brabander, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, E. Irwin, D. Newcomb, R. Petitfils, E. Rearick, P. Yi

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

None

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

A. New: ENGL V12, ~~FILM V07~~

B. Revised: BUS V07A

C. Reactivation: ~~FILM V02, FILM V03A, FILM V04, FILM V05~~ (Approval postponed due to time constraints)

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

D. Revised: ~~GEOG V26 (same as GIS V26), GIS V26 (same as GEOG V26), HS V10~~ (Approval postponed due to time constraints)

FIRST READING: CURRICULAR PROPOSALS FOR APPROVAL SUBMITTED FOR COMBINED FIRST AND SECOND READING (Discussion/Action; see attachment)

None

*M. Bowen called for a motion to approve the **NEW** First Reading proposal ENGL V12 (FILM V07) was postponed earlier in the meeting)*

Motion by: Debbie

Seconded by: Ryan

Discussion: *FILM courses: department representative at next meeting for any discussion*

Final resolution: ENGL V12 approved for first reading

Yes:

M. Bowen, T. Brabander, C. Branciforte, T. Dalton, N. Fredrickson,
J. Garner, E. Irwin, D. Newcomb, R. Petitfils, E. Rearick, P. Yi

DRAFT

M. Bowen called for a motion to approve the **Revised** First Reading proposals (BUS V07A)

Motion by: D. Newcomb
Seconded by: N. Fredrickson
Discussion: *Course will be going to Board and the State as a unit change*
Final resolution: Approved
Yes: M. Bowen, T. Brabander, C. Branciforte, T. Dalton, N. Fredrickson,
J. Garner, E. Irwin, D. Newcomb, R. Petitfils, E. Rearick, P. Yi

IX. ADMINISTRATIVE CHANGES (Discussion/Action)

A. Minimum Qualifications changing to “Agriculture” in ~~AG V6~~, AG V10, AG V11, ~~AG V12~~, ~~AG V13~~, ~~AG V14~~

M. Bowen called for a motion to approve the Administrative Changes for AG V10, AG V11 and AG V12 **only**

Motion by: C Branciforte
Seconded by: J. Garner
Discussion: AG V10
~~Agricultural Business and Related Services, Agriculture (Master’s Required)~~
AG V11
~~Agricultural Business and Related Services, Agriculture (Master’s Required)~~, Business (Masters Required)
AG V12
~~Agricultural Business and Related Services, Agriculture (Master’s Required)~~, Economics (Masters Required)

Discussion ensued concerning AG V12 and the MA in Economics requirement.

Final resolution: Not approved – Due to discussions, this decision was postponed until next meeting
Vote: Vote not taken

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

A. New: ENGL V12, POLS V04, POLS V05

B. Revised: ~~HS V10~~

C. Review: BUS V07A, CT V96, ENGL V11A, ENGL V11B, ~~FILM V02~~, ~~FILM V03A~~, ~~FILM V04~~, ~~FILM V05~~, SL V10B, ~~SL V10C~~, ~~SPAN V03S~~

M. Bowen called for a motion to approve the Requisite proposals for ENGL V12, POLS V04, POLS V05, BUS V07A, CT V96, ENGL V11A, ENGL V11B, SL V10B

Motion by: R. Petitfils
Seconded by: D. Newcomb
Discussion: *None*
Final resolution: Approved with the omissions as noted with a strikethrough above
Yes: M. Bowen, T. Brabander, C. Branciforte, T. Dalton, N. Fredrickson,
J. Garner, E. Irwin, D. Newcomb, R. Petitfils, E. Rearick, P. Yi

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

A. New: BUS V07A, BUS V30, ENGL V12, POLS V04, POLS V05

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

Motion by: N. Fredrickson

Seconded by: E. Irwin

Discussion: *none*

Final resolution: Approved

Yes: M. Bowen, T. Brabander, C. Branciforte, T. Dalton, N. Fredrickson,
J. Garner, E. Irwin, D. Newcomb, R. Petitfils, E. Rearick, P. Yi

XII. MINIMUM QUALIFICATIONS

A. See Administrative Changes (Item IX on agenda)

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

A. Date for upcoming P&GE Meeting

proposed date of March 21 at 3:30pm

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

A. Request(s) for future agenda items

XV. REPORTS (Information)

A. Co-Chairs

B. Articulation/C-ID

C. Board of Trustees/ DTRW-I

1. FILM V01 returned from DTRW-I for more revisions

D. Subcommittees/Workgroups

E. CurricUNET/Banner/TracDat

F. ASCCC Curriculum Committee updates

Adjourned 5:15pm

NEXT MEETING

March 7th, 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