



# Curriculum Committee Minutes--DRAFT

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, December 06, 2016 at 3:30pm

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

Called to order:

**I. ROLL CALL (Quorum is 10 out of 18 voting members)**

<b>VOTING MEMBERS</b>		<b>P=Present A=Absent</b>				
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 type="checkbox"/> P	<input checked="" type="checkbox"/> A
English & Math Division	Peter Yi	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	Gabriel Arquilevich/ Kelly Peinado	<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 type="checkbox"/> P	<input checked="" 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			
<b>NON-VOTING MEMBERS</b>						
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: Ioana Schmidt (SOC/HMSV)

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

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

*Motion by: D. Newcomb moved to approve the agenda*

*Seconded by: A. Bittl*

*Discussion: None*

*Final resolution: Agenda approved*

*Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, T. Dalton, 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>

### A. Advertising unapproved courses and programs (Discussion) – K. Hoffmans

*Kim –Please make sure that when you advertise programs, they have been approved by the State. We do not want to falsely advertise what we offer, and it can confuse students and counseling staff. As representatives of the Curriculum Committee, please take this note back to your departments.*

*Additional announcement:*

*P. Sezzi – There is a lot of available money in the Library to order books that are not textbooks. Please order your books, and please get orders in sooner rather than later. Orders must be in by the end of January.*

*Note: at this time, voting members K. Guzman and N. Fredrickson were now present.*

### B. Curriculum Committee Training/Backlog Update (Discussion) – R. Petitfils

*There was a Curriculum training before Thanksgiving, and the group reviewed 60 courses. Great comments made during the review. After the training, the queue of courses to review is less than 100. Thank you to those that participated in the training/review. We are going to have some more help with Tech Review soon– Michael Callahan will be starting to help with Curriculum as part of his load.*

*Additional announcements:*

*E. Irwin – Coming up in the area of Auto Mechanics: Would like to designate a course as honors level. Working on 6 levels of certifications, internships, professional industry certifications, etc. Mapped out a wish list. More discussions to follow.*

*K. Owashi – President’s holiday party is Thursday. The Departments have worked hard to put together baskets. Please stop by Thursday 12/8 from 2-5 at Guthrie Hall.*

---

<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 from the 11/15/16 meeting*

Motion by: *A. Bittl moved to approve the minutes from the 11/15/16 meeting*

Seconded by: *A. Kolesnik*

Discussion: *D Newcomb suggested that when courses are approved, please check them as approved on the spreadsheet before sending it out in the next agenda*

Final resolution: *Minutes from the 11/15/16 meeting were approved.*

Yes: *A. Bittl, M. Bowen, T. Brabander, C. Branciforte, T. Dalton, N. Fredrickson, K. Guzman, E. Irwin, A. Kolesnik, D. Newcomb, R. Petitfils, E. Rearick, P. Sezzi*

Abstain: *L. Wintermeyer (was not present at last meeting)*

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

##### **A. New and Continuing Program Process Update (Discussion/Action) – K. Hoffmans**

*Kim – Recently had a meeting with Mark Pauley. He has done a lot of work and it closely aligns with our current Curriculum processes. Suggestion is to add a step where there would be an advisory meeting similar to our Tech Review, and possibly meet 2 times a year to discuss any questions and make recommendations. Program Approval would still be at Curriculum Committee, but advisory group would have input and make a recommendation to Curriculum Committee through BRC. Details are still being worked out and Mark will come to a future Curriculum Committee meeting to discuss that. Plan looks very promising.*

##### **B. Advanced Placement Chart Update (Discussion) – T. Brabander**

*Preliminary review of this charge. Thao would like input that what we do at VC matches with chart. If there is any discrepancy, please let her know.*

*Kim – Please look over attachment carefully for recommendations. Would like this group to have recommendation to take to DTRW-I.*

*Alex – This topic will be discussed at DTRW-SS in January.*

*Resolution: Alex recommended to change Board policy to match what we are doing at the college – Curriculum Committee Group endorsed Alex's recommendation.*

##### **C. AB 1985 (Discussion, see attachment) – T. Brabander**

*Same topic as above – see notes*

*Note: on Agenda, this topic should be “AB” not “AP”*

**VI. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL**

**A. ART V73A (same as PHOT V73A), PHOT V73A (same as ART V73A)**

**(Discussion/Action; see attachment)**

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

*Motion by: R. Petitfils moved to postpone Consent Agenda courses until next Curriculum Committee meeting.*

*Seconded by: T. Brabander*

*Discussion: Ryan – Courses need further discussion with the course author at Tech Review. Lab content needs to be developed, and unsupervised DE content addressed.*

*Final resolution: Consent Agenda courses postponed from this meeting's agenda to be brought back at next Curriculum Committee meeting*

*Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, T. Dalton, N. Fredrickson, 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)**

*None*

**VIII. FIRST READING: CURRICULAR PROPOSALS REQUIRING SECOND READING**

**(Discussion/Action; see attachment)**

**a. New Programs: Diesel Mechanics – A.S., CoA Diesel Engine Repair, CoA Medium and Heavy Duty Vehicle Repair**

**b. Revised Course: HMSV V95**

*M. Bowen called for a motion to postpone approval of the Diesel Mechanics degree for further discussion, but moved to have the Diesel Mechanics CoAs move forward for approval.*

*Motion by: D. Newcomb moved to postpone DM degree for discussion but approve CoAs*

*Seconded by: L. Wintermeyer*

*Discussion: Will discuss Diesel AS degree on another motion.*

*Final resolution: Diesel Mechanics CoAs for approved for first and second reading.*

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

*M. Bowen called for a motion to discuss and/or approve Diesel Mechanics AS degree*  
*Motion by: E. Irwin moved to discuss and/or approve DM AS degree*  
*Seconded by: P. Sezzi*  
*Discussion: A lengthy discussion ensued regarding program units, certificate layout, State requirements/non requirements, possible double counting, TOP codes, what is common in the discipline and industry, and student needs.*  
*Final resolution: Michael called for a show of hands to limit debate and take an immediate motion on this issue. 2/3 majority of voting members required.*

*Group voted: 8 in favor, 5 against. Motion failed as it was not a 2/3 majority.*

*Discussion continued.*

*Note – During discussion, voting members T. Dalton, K. Guzman and D. Newcomb left for conflicting appointments. Quorum still present.*

*After discussion, another vote was taken to approve the Diesel Mechanics AS degree as written and presented by department and author(s).*

*Yes: Diesel Mechanics AS degree approved for first/second reading.*  
*A. Bittl, M. Bowen, T. Brabander, C. Branciforte, N. Fredrickson, E. Irwin, A. Kolesnik, R. Petitfils, E. Rearick, P. Sezzi, L. Wintermeyer*

*Motion by: R. Petitfils moved to postpone HMSV V95 until next meeting.*  
*Seconded by: A. Bittl*  
*Discussion: More conversation needed at Tech Review with course author.*  
*Final resolution: HMSV V95 postponed until next Curriculum Committee meeting*  
*Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, N. Fredrickson, E. Irwin, A. Kolesnik, R. Petitfils, E. Rearick, P. Sezzi, L. Wintermeyer*

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

*None*

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

~~**A. New: HMSV V95**~~

~~**B. Revision: ART V73A (same as PHOT V73A), PHOT V73A (same as ART V73A)**~~

*Courses postponed until next Curriculum Committee meeting.*

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

~~**A. New: ART V73A (same as PHOT V73A), PHOT V73A (same as ART V73A),**~~

*Courses postponed until next Curriculum Committee meeting.*



**NEXT MEETING**

January 17, 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

DRAFT