



Curriculum Committee Agenda

Multi-Disciplinary Center–West 312 (MCW-312)

October 3, 2017 at 3:00pm

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

- I. ROLL CALL (Quorum is 10 out of 18 voting members)
- II. ADOPTION OF THE PROPOSED AGENDA (Discussion/Action)
- III. GENERAL ANNOUNCEMENTS, INTRODUCTIONS, AND PUBLIC COMMENTS (Information)¹
 - A. Sign-up sheets for ad-hoc workgroups
 1. NCMS (New Curriculum Management System) Workgroup - up to 3 volunteers
 2. NPP (New Program Process) Workgroup - up to 2 volunteers
- IV. APPROVAL OF MINUTES: September 19, 2017 (Discussion/Action)
- V. POLICY AND PROCESS (Information or Discussion/Action)
 - A. Proposal to Identify Course Objectives with Course/Lab Content (Discussion/Action; see attachment – M. Callahan)
 1. Proposal to change In-Class Assignments
 2. Proposal to add percentage of time for each major topic in content
 3. Proposal to change the COR form to be implemented in the new curriculum management system
- VI. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)
 - A. Deletion: COMM V13
- VII. SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)
 - A. None
- VIII. SECOND READING PROGRAMS: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)
 - A. None

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.

- IX. FIRST READING:**
 - A. CURRICULAR PROPOSALS REQUIRING SECOND READING (Discussion/Action; see attachment)**
 - 1. New: BUS N161, BUS N162, BUS N163, BUS N164
 - 2. Revised: BUS V04, NS V30, NS V31
 - 3. Revised (Spring 2019): NS V40, NS V41
 - B. CURRICULAR PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment)**
 - 1. Revised: ANPH V01, ATEB N106
 - C. PROGRAMS: (Discussion/Action; see attachment)**
 - 1. None
- X. ADMINISTRATIVE CHANGES (Discussion/Action)**
 - A. None
- XI. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
 - A. Revised: NS V30, NS V31
 - B. Revised (Spring 2019): NS V40, NS V41
 - C. Review: ANPH V01
- XII. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
 - A. New: BUS N161, BUS N162, BUS N163, BUS N164
 - B. Review: ATEB N106
- XIII. MINIMUM QUALIFICATIONS (Discussion/Action) – P. Sezzi**
 - A. ACT V02
 - B. ACT V03
- XIV. PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action)**
 - A. Approval of courses recommended for the GE list at the August 15, 2017 P&GE Meeting (Discussion/Action)**
 - 1. Math V31 approved recommended for area D2, effective Fall 2018.
 - 2. AES V31 – remove from subsequent GE lists either on addendum, or catalog. Course was deleted, but not removed from page 56 of the 17/18 catalog, effective Fall 2017
 - 3. CD V05 – recommended that course should be added to the GE list – area F and B2, effective Fall 2017
 - 4. HIST V04B – recommended to be restored to the GE list – area B2, effective Fall 2017
- XV. DISCUSSION/INFORMATION (Information or Discussion/Action)**
 - A. Program Priority 1 List (Discussion/Action – M. Bowen)**

XVI. REPORTS (Information)

- A. Co-Chairs**
- B. Articulation/C-ID**
- C. Board of Trustees/ DTRW-I**
- D. Subcommittees/Workgroups**
- E. New Curriculum Approvals at the State (CCCCO)**

NEXT MEETING
October 17, 2017—3:00 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, Vice President Academic Affairs
Ventura College - 4667 Telegraph Road - Ventura, CA 93003 - (805) 289-6464



Curriculum Committee Minutes - **DRAFT**

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, September 19, 2017 at 3:00pm

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

Called to order: 3:00PM

I. Meeting briefly adjourned for special Philosophy and General Education (P&GE) Meeting. *Curriculum Committee re-commenced at 3:57 PM*

II. 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 | Lydia Morales | <input type="checkbox"/> P | <input checked="" type="checkbox"/> A | | | |
| AFT Rep. | Vacant | <input type="checkbox"/> P | <input type="checkbox"/> A | | | |
| Career Education I Division | Kelly Wellman | <input checked="" type="checkbox"/> P | <input type="checkbox"/> A | (Vacant) | <input type="checkbox"/> P | <input type="checkbox"/> A |
| Career Education II Division | Chad Stangeland | <input checked="" type="checkbox"/> P | <input type="checkbox"/> A | (Vacant) | <input type="checkbox"/> P | <input type="checkbox"/> A |
| SLO Committee Representative | Nathan Cole | <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 | Maline Werness-Rude | <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 checked="" type="checkbox"/> P | <input type="checkbox"/> A | John Guelcher | <input checked="" type="checkbox"/> P | <input 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 | Dan Clark | <input checked="" type="checkbox"/> P | <input type="checkbox"/> A |
| Student Services Division | Mario Rivera | <input checked="" type="checkbox"/> P | <input type="checkbox"/> A | Lauren Wintermeyer | <input checked="" type="checkbox"/> P | <input type="checkbox"/> A |
| Technical Review Chair | Michael Callahan | <input checked="" type="checkbox"/> P | <input type="checkbox"/> A | | | |
| NON-VOTING MEMBERS | | | | | | |
| CIO co-chair | Kimberly Hoffmans | <input type="checkbox"/> P | <input checked="" type="checkbox"/> A | | | |
| ASVC Rep. (ASVC Senator of Internal Affairs) | Sam Ponce | <input checked="" 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 | Felicia Dueñas | <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 | Debbie Newcomb | <input type="checkbox"/> P | <input checked="" type="checkbox"/> A | | | |
| Instructional Data Specialist | Vacant | <input 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: Sharon Oxford (DE)

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

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

Motion by: N. Fredrickson

Seconded by: P. Sezzi

Discussion: None

Final resolution: Approved as amended (changes shown in red)

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, N. Cole, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, C. Stangeland, K. Wellman, M. Werness-Rude, L. Wintermeyer, P. Yi

No/Abstain: None

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

A. Ad hoc steering **workgroup** for the next curriculum management system implementation (Discussion) – M. Bowen

The District is facing the expiration of the CurricUNET contract in February. Demonstrations of other companies have been happening. District to decide as a group.

New system will allow us to make recommendations on what we'd like to see within the system.

What kind of information do we need to ask Faculty regarding course outlines, what we need to improve, etc?

If anyone is interested on serving on this committee, please let Michael know.

General Announcements:

L. Wintermeyer – There will be a group going Oct 16 to an IEPI Guided Pathways meeting. Would love to have Faculty beginning to think about this as well. Lauren will give updates after the meeting. Please also check your emails for information about this program.

S. Oxford – Canvas – next training begins Monday.

V. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes from the 09/05/17 meeting.

Motion by: S. Corbett

Seconded by: K. Wellman

Discussion: None

Final resolution: Meeting minutes from the 09/05/17 meeting approved.

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, N. Cole, S. Corbett, N. Fredrickson, J. Guelcher, M. Rivera, P. Sezzi, C. Stangeland, K. Wellman, M. Werness-Rude, L. Wintermeyer, P. Yi

No/Abstain: None

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

A. Courses Not Recently Offered (Discussion/Action; see attachment) – M. Bowen

50 courses have been identified as being in need of attention. Courses have not been on the schedule since the date last offered which is shown on the attachment.

These courses are being considered to be archived – please speak to your departments.

Consider writing memos to your departments regarding this subject to let them know. If the course is co-listed, please talk to the other department involved before getting back to M. Bowen

Criteria – offer the course, or removal from the catalog. Courses will not be deleted immediately, but hopefully this list can be finalized by the end of the calendar year. Effort to make the catalog more accurate.

Suggestion – rotate the courses on the list into the department's 2 year review plan.

Goal is to get a response on every single course.

Recorder's note: J. Guelcher and P. Sezzi departed

B. Proposal to Identify Course Objectives with Course/Lab Content (Discussion/Action – M. Callahan)

1. Proposal to change In-Class Assignments
2. Proposal to add percentage of time for each major topic in content
3. Proposal to change the COR form to be implemented in the new curriculum management system

Discussion postponed until next meeting due to time constraints

C. Ad hoc **workgroup** to address program pre-review procedure (Discussion – M. Bowen, M. Callahan)

Mark Pauley's program review document that the group approved at a previous meeting – a process to implement the procedure needs to be finalized. Think about if you'd like to be on a workgroup to come up with the procedure – we want to get moving on this

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

A. Updates: BUS V03 (**Spring 2018**), HED V73 (**Spring 2018**)

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

Motion by: N. Fredrickson

Seconded by: T. Brabander

Discussion: None

Final resolution: Consent Agenda courses approved for Spring 2018 implementation

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, N. Cole, S. Corbett, N. Fredrickson, M. Rivera, C. Stangeland, K. Wellman, M. Werness-Rude, L. Wintermeyer, P. Yi

No/Abstain: None

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

None

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

None

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

None

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

1. Revision: HED V97 (**Spring 2018**), PHIL V09

FIRST READING: PROGRAM PROPOSALS FOR APPROVAL

None

HED V97 – making general updates and adding DE

PHIL V09– grammatical changes, improvements in the course objectives, change in description.

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

Motion by: L. Wintermeyer

Seconded by: M. Werness-Rude

Discussion: *Thao – recommends course add DE element to give the student more options.
Scott Corbett can discuss the option with Department*

Final resolution: *Frist Reading proposals (that do not require a second reading) approved*

Yes: *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, N. Cole,
S. Corbett, N. Fredrickson, M. Rivera, C. Stangeland, K. Wellman,
M. Werness-Rude, L. Wintermeyer, P. Yi*

No/Abstain: *None*

XI. ADMINISTRATIVE CHANGES (Discussion/Action)

None

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

None

XIII. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

A. New: BUS V03 (Spring 2018), HED V73 (Spring 2018), HED V97 (Spring 2018)

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

Motion by: N. Fredrickson

Seconded by: D. Clark

Discussion: None

Final resolution: Distance Education proposals approved

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, N. Cole, S. Corbett, N. Fredrickson, M. Rivera, C. Stangeland, K. Wellman, M. Werness-Rude, L. Wintermeyer, P. Yi

No/Abstain None

XIV. MINIMUM QUALIFICATIONS

A. ACT V02

B. ACT V03

Discussion postponed until next meeting due to time constraints

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

A. Courses discussed at additional P&GE Meeting for inclusion on the local GE list (pending decision from the **workgroup):**

1. ART V12A (will remain on the local GE List)

THA V02A (will remain on the local GE list)

COUN V01 (E1)

COUN V02 (B2)

EAC V01 (E1)

M. Bowen called for a motion regarding the recommendations of the P&GE workgroup

Motion by: S. Corbett moved to accept the recommendations of the P&GE workgroup

Seconded by: L. Wintermeyer

Discussion: None

Final resolution: P&GE workgroup recommendations approved for our local GE list

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, N. Cole, S. Corbett, N. Fredrickson, M. Rivera, C. Stangeland, K. Wellman, M. Werness-Rude, L. Wintermeyer, P. Yi

No/Abstain None

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

A. Program Priority 1 List (Discussion/Action – M. Bowen)

Discussion postponed until next meeting due to time constraints

XVII. REPORTS (Information)

A. Co-Chairs

B. Articulation/C-ID

C. Board of Trustees/ DTRW-I

1. CMS Demo, Meeting Summary (M. Bowen)

MATH V31 approved at DTRW-I and will be on the October Board agenda. The recent updates to the COA and AA in Child Development programs do not have to go to Board due to only having minor changes. Programs still have to be approved at the State level.

D. Subcommittees/Workgroups

E. New Curriculum Approvals at the State (CCCCO)

Adjourned at 4:34pm

NEXT MEETING

October 3, 2017 - 3:00 PM

MCW-312

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Kim Hoffmans, Interim Vice President Academic Affairs
Ventura College - 4667 Telegraph Road - Ventura, CA 93003
(805) 289-6464

**Ventura College Curriculum Committee
Curricular Proposals for 09/19/2017**

| CONSENT AGENDA: COURSES | | | | | | | | | | | | | | NONSUBSTANTIAL CHANGES TO CATALOG | | | | | ARTIC CHANGES | | | | |
|--------------------------|--------------------------|---|----------|-------|------------------|---|--|------------------------------------|-------------|-----|----|-----|----|-----------------------------------|--|--|--|--|---------------|--|--|--|--|
| APPROVED | COURSE ID | COURSE TITLE | CR NC | UNITS | PROPOSAL TYPE | ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation ¹ , P=Prereq ¹ , C=Coreq ¹ , RP=Recom. Prep. ¹ ('see "Requisite Approvals" for specific changes) | OBJ=Course objectives, CC=Course content, LC=Lab content | Discipline * = Masters Required | EFFECTIVE | REQ | DE | BOT | GE | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| ✓ | BUS V03 | Introduction to Accounting | CR | 3 | Update | None | None | Accounting* | Spring 2018 | | | X | | | | | | | | | | | |
| ✓ | HED V73 | Introduction to Holistic Health and Healing | CR | 3 | Update | None | None | Health* | Spring 2018 | | | X | | | | | | | | | | | |
| SECOND READING: COURSES | | | | | | | | | | | | | | SUBSTANTIAL CHANGES TO CATALOG | | | | | ARTIC CHANGES | | | | |
| APPROVED | COURSE ID | COURSE TITLE | CR NC | UNITS | PROPOSAL TYPE | ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation ¹ , P=Prereq ¹ , C=Coreq ¹ , RP=Recom. Prep. ¹ ('see "Requisite Approvals" for specific changes) | OBJ=Course objectives, CC=Course content, LC=Lab content | Discipline * = Masters Required | EFFECTIVE | REQ | DE | BOT | GE | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | | None | | | | | | | | | | | | | | | | | | | | | |
| SECOND READING: PROGRAMS | | | | | | | | | | | | | | SUBSTANTIAL CHANGES TO CATALOG | | | | | ARTIC CHANGES | | | | |
| APPROVED | AWARD TYPE | DISCIPLINE:TITLE | CR NC | UNITS | PROPOSAL TYPE | COMMENTS | | | EFFECTIVE | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | | None | | | | | | | | | | | | | | | | | | | | | |
| FIRST READING: COURSES | | | | | | | | | | | | | | SUBSTANTIAL CHANGES TO CATALOG | | | | | ARTIC CHANGES | | | | |
| APPROVED | COURSE ID | COURSE TITLE | CR NC | UNITS | PROPOSAL TYPE | ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation ¹ , P=Prereq ¹ , C=Coreq ¹ , RP=Recom. Prep. ¹ ('see "Requisite Approvals" for specific changes) | OBJ=Course objectives, CC=Course content, LC=Lab content | Discipline * = Masters Required | EFFECTIVE | REQ | DE | BoT | GE | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| ✓ | HED V97 | Fundamentals of Nutrition and Fitness | CR | 3 | Revision | None | OBJ, CC | Health* | Spring 2018 | | | X | No | | | | | | | | | | |
| ✓ | PHIL V09 | Zen Buddhism | CR | 3 | Revision | D | OBJ, CC | Philosophy* | Fall 2018 | | | | No | | | | | | | | | | |

**Ventura College Curriculum Committee
Curricular Proposals for 09/19/2017**

| FIRST READING: PROGRAMS | | | | | | | | | | | | | |
|------------------------------|-------------------------|---|-------|----------------|---|-------------------------|---------------|--|-----------|-------------|--|--|--|
| AWARD TYPE | DISCIPLINE:TITLE | CR NC | UNITS | PROPOSAL TYPE | COMMENTS | ARTIC CHANGES | | | EFFECTIVE | | | | |
| | NONE | | | | | | | | | | | | |
| ADMINISTRATIVE CHANGES | | | | | | | | | | | | | |
| | NONE | | | | | | | | | | | | |
| REQUISITE APPROVALS | | | | | | | | | | | | | |
| COURSE ID | COURSE TITLE | CR NC | UNITS | REQUISITE TYPE | REQUISITE TEXT | SOURCE | ARTIC CHANGES | | | EFFECTIVE | | | |
| | NONE | | | | | | | | | | | | |
| DISTANCE EDUCATION APPROVALS | | | | | | | | | | | | | |
| APPROVED | COURSE ID | COURSE TITLE | CR NC | NEW/REV | DE TYPE | SOURCE | ARTIC CHANGES | | | EFFECTIVE | | | |
| ✓ | BUS V03 | Introduction to Accounting | CR | New | Hybrid (1-50% online) Hybrid (51-99% online) Fully Online (100% online) | Consent Agenda: Courses | | | | Spring 2018 | | | |
| ✓ | HED V73 | Introduction to Holistic Health and Healing | CR | New | Hybrid (1-50% online) Fully Online (100% online) | Consent Agenda: Courses | | | | Spring 2018 | | | |
| ✓ | HED V97 | Fundamentals of Nutrition and Fitness | CR | New Review | Fully Online (100% online) Hybrid (51-99% online) | First Reading: Courses | | | | Spring 2018 | | | |
| | | | | | | | | | | | | | |
| ** END OF LIST ** | | | | | | | | | | | | | |

Curriculum Committee

September 19, 2017

Proposals to Modify the COR

Proposal Number 1

Identify Course Objectives associated with Course Content and Lab Content.

Rationale

Each Course Objective should be affiliated with one or more major topics in Course Content and/or Lab Content, and

Each major topic in Course Content should support one or more Course Objectives.

(Note: Linking Course Objectives to Course Content topics is required at Moorpark College.)

Application

Course proposal authors would enter the Objective letter/number at the end of each major topic in Course Content or Lab Content.

Proposal Number 2

Identify estimated percentage of class time allocated to topics in Course Content/Lab Content.

Rationale

It is helpful for articulation purposes to have percentages of class time devoted to major Content topics appear in the COR. For some courses, the Articulation Officer has needed to forward class syllabuses to UC or CSU faculty so they can determine if our areas of emphasis matches theirs.

(Note: Percentage of class time by content topic is required at Moorpark College.)

Application

Course proposal authors would enter the estimated percentage of class time allocated to each major topic in Course Content and Lab Content. Percentages in each of the content areas (Course Content and Lab Content) must total 100%.

Proposal Number 3

Replace the In-Class Assignments matrix with a text box.

Rationale

Preparing the matrix is a tedious process and it is not easily interpreted by VC or UC/CSU faculty and staff.

(Note: Oxnard and Moorpark colleges both use a text box format.)

Application

Course proposal authors would type representative In-Class Assignments in a text box. Currently, authors check off boxes (specifying particular assignments/student activities) in the In-Class Assignments matrix. Note that there is also a text box (Other/Comments) in the current format.





III. COURSE CONTENT

| Estimated % | Topic | Learning Outcomes |
|----------------------------------|---|---|
| Lecture (must total 100%) | | |
| 10.00% | Molecular biology and biotechnology overview History of biotechnology Type of biotechnology industry Biotechnology products | 4, 15, 19, 20, 21, 22, 23, 24 |
| 5.00% | Documentation Laboratory notebooks Standard Operating Procedure | 2 |
| 10.00% | Laboratory Safety Chemical Safety Personal protection Electric safety Risk assessment | 1, 3 |
| 10.00% | Chemistry Solutions, volume, mass, molarity, pH and buffers Measurement, metric, exponents, logarithms Serial dilutions | 1, 3, 5 |
| 15.00% | Protein Chemistry Structure & function Macromolecules | 1, 3, 14, 17 |
| 15.00% | Cell Biology Structure & function Identification of cell types Cloning & reproduction | 1, 7, 8, 9 |
| 15.00% | Microbial Techniques Identification of micro-organism Aseptic technique Preparing liquid and solid media Grow pure cultures of bacteria cells Calibrate growth curve to optical density Serial dilution | 1, 3, 9, 10, 11, 12 |
| 10.00% | Molecular Biology History of DNA DNA structure & function Isolating DNA & manipulating DNA Protein synthesis | 1, 3, 4, 15, 16, 17, 18, 20, 22, 23 |
| 10.00% | Spectrophotometry Electromagnetic radiation Absorption & action spectra Solution & dilutions Calibration curves Application of Beer's Law Determination of unknowns | 1, 3, 12, 14 |
| Lab (must total 100%) | | |
| 15.00% | Laboratory safety and good documentation practices | 1, 2, 3 |
| 20.00% | Laboratory measurements, buffers, and pH | 1, 2, 3, 14 |
| | Solutions, dilutions, buffers, and pH | 1, 2, 3, 5, |

Welcome, Michael

[Log Out](#)

- [CurricUNET Home](#)
- [Build](#)
- [Courses](#)
- [Edit Course](#)

[Edit Course](#)    
 V V1111
 Test course
 YODA-VC CurricUNET Test System
 Bowen, Michael

Test course YODA V1111

Remember to fill out all requirements on the course checklist. Course Cover must be marked complete.

Units/Hours page must be marked complete. Student Learning Outcomes must be marked complete.

Course Requisites must be marked complete.

Objectives must be marked complete.

Course Content must be marked complete.

In Class Assignments must be marked complete.

Outside Assignments must be marked complete.

Instructional Methods must be marked complete.

Evaluation Methods must be marked complete.

Representative Texts must be marked complete.

Links

- [2011 DE Acc.Guidelines](#)
- [2011 DE Compliance](#)
- [2014 Unit/Hour Wksht.](#)
- [2015 Accred. Ref. Hbk.](#)
- [2017 ASCCC Curr. Inst.](#)
- [2017 CC Training PPT](#)
- [2017 COR Guide Rev.](#)
- [2017 Min. Quals.](#)

Course Assignments

Representative In-class Assignments

Representative in-class assignments that develop critical thinking (required for degree-applicable courses) may include, but are not limited to:

| | | | | | | | | | |
|---------------------|---|--|--|---------------------------------|----------------------------------|----------------------------|--|-----------------------------|-----------------------|
| Student Activities: | Write composition(s) and/or report(s) and/or essay(s) | Write research paper(s) and/or term paper(s) and/or other paper(s) | Solve computational and/or symbolic problems | Conduct an experiment or survey | Engage in analytical discussions | Prepare oral presentations | Develop skills in performance/activities | Create and analyze projects | Other (specify below) |
|---------------------|---|--|--|---------------------------------|----------------------------------|----------------------------|--|-----------------------------|-----------------------|

Critical Thinking Skills

| | Student Activities involved in each skill | | | | | | | | |
|----------------------------|---|--|--|--|--|--|--|--|--|
| All | | | | | | | | | |
| Evaluating | | | | | | | | | |
| Appraising and assessing | | | | | | | | | |
| Justifying | | | | | | | | | |
| Synthesizing | | | | | | | | | |
| Developing and formulating | | | | | | | | | |
| Analyzing | | | | | | | | | |
| Solv problems | | | | | | | | | |
| Applying principles | | | | | | | | | |
| Comprehending concepts | | | | | | | | | |
| Identifying knowledge | | | | | | | | | |

Other







Other

Comments

Course Checklist

- Main**
- Cover
- Units/Hours
- Requisites
- Course Objectives
- Course Content
- In Class Assignments
- Outside Assignments
- Instructional Modes
- Evaluation Methods
 - Distance Ed
- Representative Texts / Instructional Materials
- Additional Resources
- Attached Files
- General Ed (Optional)
- Student Learning Outcomes
- Minimum Qualifications
- Core Skill Sets (Optional)
- All Fields
- Communication
- Codes/Dates

Legend

-  Spell Check
-  Help
-  Edit
-  Delete
-  Move Item Up
-  Move Item Down
- * Indicates Required Field

Help

There is currently no help available for this page.

**Ventura College Curriculum Committee
Curricular Proposals for 10/03/2017**

| CONSENT AGENDA: COURSES | | | | | | | | | | | | | NONSUBSTANTIAL CHANGES TO CATALOG | | | | | ARTIC CHANGES | | | | |
|--------------------------|--------------------------|------------------|----------|-------|------------------|---|--|--|-----------|-----|----|-----|-----------------------------------|--|--|--|--|---------------|--|--|--|--|
| APPROVED | COURSE ID | COURSE TITLE | CR NC | UNITS | PROPOSAL TYPE | ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation ¹ , P=Prereq ¹ , C=Coreq ¹ , RP=Recom. Prep. ¹ ('see "Requisite Approvals" for specific changes) | OBJ=Course objectives, CC=Course content, LC=Lab content | Discipline * = Masters Required | EFFECTIVE | REQ | DE | BOT | GE | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | COMM V13 | Forensics | CR | 2 | Deletion | Remove from Catalog | | | Fall 2018 | | | | | | | | | | | | | |
| SECOND READING: COURSES | | | | | | | | | | | | | SUBSTANTIAL CHANGES TO CATALOG | | | | | ARTIC CHANGES | | | | |
| APPROVED | COURSE ID | COURSE TITLE | CR NC | UNITS | PROPOSAL TYPE | ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation ¹ , P=Prereq ¹ , C=Coreq ¹ , RP=Recom. Prep. ¹ ('see "Requisite Approvals" for specific changes) | OBJ=Course objectives, CC=Course content, LC=Lab content | Discipline * = Masters Required | EFFECTIVE | REQ | DE | BOT | GE | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | None | | | | | | | | | | | | | | | | | | | | |
| SECOND READING: PROGRAMS | | | | | | | | | | | | | SUBSTANTIAL CHANGES TO CATALOG | | | | | ARTIC CHANGES | | | | |
| APPROVED | AWARD TYPE | DISCIPLINE:TITLE | CR NC | UNITS | PROPOSAL TYPE | COMMENTS | | | EFFECTIVE | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | None | | | | | | | | | | | | | | | | | | | | |

**Ventura College Curriculum Committee
Curricular Proposals for 10/03/2017**

| FIRST READING: COURSES REQUIRING SECOND READING | | | | | | | | | | | | | SUBSTANTIAL CHANGES TO CATALOG | | | | | ARTIC CHANGES | | | | |
|---|---------------------------|---|-------|-------|---------------|---|--|------------------------------------|-------------|-----|----|-----|--------------------------------|--|--|--|--|---------------|--|--|--|--|
| APPROVED | COURSE ID | COURSE TITLE | CR NC | UNITS | PROPOSAL TYPE | ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation ¹ , P=Prereq ¹ , C=Coreq ¹ , RP=Recom. Prep. ¹ ('see "Requisite Approvals" for specific changes) | OBJ=Course objectives, CC=Course content, LC=Lab content | Discipline * = Masters Required | EFFECTIVE | REQ | DE | BoT | GE | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | BUS N161 | Microsoft Word | NC | 0 | New | Add to catalog | | Business* | Fall 2018 | | X | X | | | | | | | | | | |
| | BUS N162 | Microsoft Excel | NC | 0 | New | Add to catalog | | Business* | Fall 2018 | | X | X | | | | | | | | | | |
| | BUS N163 | Microsoft PowerPoint | NC | 0 | New | Add to catalog | | Business* | Fall 2018 | | X | X | | | | | | | | | | |
| | BUS N164 | Computer Fundamentals and Productivity Tools | NC | 0 | New | Add to catalog | | Business* | Fall 2018 | | X | X | | | | | | | | | | |
| | BUS V04 | Computerized Payroll Accounting | CR | 3 | Revised | None (SAM/TOPs codes) | OBJ, CC, LC | Accounting* Business* | Fall 2018 | | | X | | | | | | | | | | |
| | NS V30 | The Nursing Process Applied to the Client Health Care Deviations II <i>Patient-Centered Care II and Maternal Newborn and Mental Health Nursing</i> | CR | 9 | Revised | T, D, EL (SAM/TOPs codes) | OBJ, CC, LC | Nursing* | Fall 2018 | X | | X | | | | | | | | | | |
| | NS V31 | The Nursing Process Applied to Health Care Deviations II <i>Patient-Centered Care II and Maternal Newborn and Mental Health Nursing</i> | CR | 9 | Revised | T, D, P, EL (SAM/TOPs codes) | OBJ, CC, LC | Nursing* | Fall 2018 | X | | X | | | | | | | | | | |
| | NS V40 | The Nursing Process Applied to Health Care Deviation III <i>Patient-Centered Care III and Transition to Professional Practice</i> | CR | 9 | Revised | T, D, FT, EL (TOPs codes) | OBJ, CC, LC | Nursing* | Spring 2019 | X | | X | | | | | | | | | | |
| | NS V41 | The Nursing Proc Applied to the Client w/ Hlth Care Dev III <i>Patient-Centered Care III and Transition to Professional Practice</i> | CR | 9 | Revised | T, D, FT, P, EL (SAM/TOPs codes) | OBJ, CC, LC | Nursing* | Spring 2019 | X | | X | | | | | | | | | | |
| FIRST READING: COURSES NOT REQUIRING SECOND READING | | | | | | | | | | | | | SUBSTANTIAL CHANGES TO CATALOG | | | | | ARTIC CHANGES | | | | |
| APPROVED | COURSE ID | COURSE TITLE | CR NC | UNITS | PROPOSAL TYPE | ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation ¹ , P=Prereq ¹ , C=Coreq ¹ , RP=Recom. Prep. ¹ ('see "Requisite Approvals" for specific changes) | OBJ=Course objectives, CC=Course content, LC=Lab content | Discipline * = Masters Required | EFFECTIVE | REQ | DE | BoT | GE | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | ANPH V01 | Introduction to Human Anatomy and Physiology | CR | 5 | Revised | None | CC, LC | Biological Sciences* | Fall 2018 | X | | | | | | | | | | | | |
| | ATEB N106 | Workplace and Business Essentials | NC | 0 | Revision | None | None | Business* | Fall 2018 | | X | | | | | | | | | | | |

**Ventura College Curriculum Committee
Curricular Proposals for 10/03/2017**

| FIRST READING: PROGRAMS | | | | | | | | | | | | |
|--------------------------------|--|-------|-------|----------------|--|------------------------|--|--|-----------|--|--|--|
| SUBSTANTIAL CHANGES TO CATALOG | | | | | | | | | | | | |
| ARTIC CHANGES | | | | | | | | | | | | |
| AWARD TYPE | DISCIPLINE:TITLE | CR NC | UNITS | PROPOSAL TYPE | COMMENTS | | | | EFFECTIVE | | | |
| | NONE | | | | | | | | | | | |
| ADMINISTRATIVE CHANGES | | | | | | | | | | | | |
| | NONE | | | | | | | | | | | |
| REQUISITE APPROVALS | | | | | | | | | | | | |
| COURSE ID | COURSE TITLE | CR NC | UNITS | REQUISITE TYPE | REQUISITE TEXT | SOURCE | | | EFFECTIVE | | | |
| ANPH V01 | Introduction to Human Anatomy and Physiology | CR | 5 | Review | Prerequisite: CHEM V20 and CHEM V20L, or CHEM V30 and CHEM V30L, or 1 year of high school chemistry with grades of C or better. Recommended Preparation: BIOL V01 and BIOL V01L | First Reading: Courses | | | Fall 2018 | | | |
| NS V30 | The Nursing Process Applied to the Client Health Care Deviations II Patient-Centered Care II and Maternal Newborn and Mental Health Nursing | CR | 9 | Revised | Prerequisite: NS V20 Recommended Preparation: Advisories: The Board of Registered Nursing may deny licensure to those with criminal records. Enrollment Limitation: Criminal Background Clearance; Drug and Alcohol Clearance; current CPR Certification for Health Care BLS Provider or Professional Rescuer Basic Life Support for Healthcare Provider ; proof of freedom and immunity to communicable diseases; physical examination demonstrating general good health; Certification as a Nursing Assistant; no visible tattoos or visible body piercings except single studs in ear lobes; and no acrylic acrylic or long nails in clinical settings. | First Reading: Courses | | | Fall 2018 | | | |
| NS V31 | The Nursing Process Applied to Health Care Deviations II Patient-Centered Care II and Maternal Newborn and Mental Health Nursing | CR | 9 | Revised | Prerequisite NS V 20; Recommended Preparation: Advisories: The Board of Registered Nursing may deny licensure to those with criminal records Enrollment Limitation: Nursing Department Approval and Enrollment Limitation: Criminal Background Clearance; Drug and Alcohol Clearance; current CPR Certification for Health Care BLS Provider or Professional Rescuer Basic Life Support for Healthcare Provider ; proof of freedom and immunity to communicable diseases; physical examination demonstrating general good health; Certification as a Nursing Assistant; no visible tattoos or visible body piercings except single studs in ear lobes; and no acrylic acrylic or long nails in clinical settings. | First Reading: Courses | | | Fall 2018 | | | |

Ventura College Curriculum Committee

Curricular Proposals for 10/03/2017

| | | | | | | | | | | | | | |
|-------------------------------------|---------------------------|---|----------|---------|---|---|------------------------|--|-------------|--|--|--|--|
| | NS V40 | The Nursing Process Applied to Health Care Deviation III Patient-Centered Care III and Transition to Professional Practice | CR | 9 | Revised | Prerequisite: NS V30 Recommended Preparation: Advisories: The Board of Registered Nursing may deny licensure to those with criminal records. Enrollment Limitation: Criminal Background Clearance; Drug and Alcohol Clearance; current CPR Certification for Health Care BLS Provider or Professional RescuerBasic Life Support for Healthcare Provider; proof of freedom and immunity to communicable diseases; physical examination demonstrating general good health; Certification as a Nursing Assistant; no visible tattoos or visible body piercings except single studs in ear lobes; and no acrylic acrylic or long nails in clinical settings. | First Reading: Courses | | Spring 2019 | | | | |
| | NS V41 | The Nursing Proc Applied to the Client w/ Hlth Care Dev III Patient-Centered Care III and Transition to Professional Practice | CR | 9 | Revised | Prerequisite NS V31 NS V 30 ; Recommended Preparation: Advisories: The Board of Registered Nursing may deny licensure to those with criminal records- Enrollment Limitation: Criminal Background Clearance; Drug and Alcohol Clearance; current CPR Certification for Health Care BLS Provider or Professional RescuerBasic Life Support for Healthcare Provider ; proof of freedom and immunity to communicable diseases; physical examination demonstrating general good health; Certification as a Nursing Assistant; no visible tattoos or visible body piercings except single studs in ear lobes; and no acrylic acrylic or long nails in clinical settings. | First Reading: Courses | | Spring 2019 | | | | |
| DISTANCE EDUCATION APPROVALS | | | | | | | | | | | | | |
| APPROVED | COURSE ID | COURSE TITLE | CR NC | NEW/REV | DE TYPE | | SOURCE | | EFFECTIVE | | | | |
| | BUS N161 | Microsoft Word | NC | New | Hybrid (1-50% online) Hybrid (51-99% online) Fully Online (100% online) | | First Reading: Courses | | Fall 2018 | | | | |
| | BUS N162 | Microsoft Excel | NC | New | Hybrid (1-50% online) Hybrid (51-99% online) Fully Online (100% online) | | First Reading: Courses | | Fall 2018 | | | | |
| | BUS N163 | Microsoft PowerPoint | NC | New | Hybrid (1-50% online) Hybrid (51-99% online) Fully Online (100% online) | | First Reading: Courses | | Fall 2018 | | | | |
| | BUS N164 | Computer Fundamentals and Productivity Tools | NC | New | Hybrid (1-50%) | | First Reading: Courses | | Fall 2018 | | | | |
| | ATEB N106 | Workplace and Business Essentials | NC | Review | Hybrid (51%-99% online) | | First Reading: Courses | | Fall 2018 | | | | |
| ** END OF LIST ** | | | | | | | | | | | | | |