



Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, October 17, 2017 at 3:00pm

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

Called to order: 3:08 p.m.

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 | 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 type="checkbox"/> P | <input checked="" type="checkbox"/> A | (Vacant) | <input type="checkbox"/> P | <input type="checkbox"/> A |
| SLO Committee Representative | Nathan Cole or Andrea Horigan | <input type="checkbox"/> P | <input checked="" 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 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 | 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 checked="" type="checkbox"/> P | <input type="checkbox"/> A | | | |
| ASVC Rep. (ASVC Senator of Internal Affairs) | Sam Ponce | <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 | 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 checked="" type="checkbox"/> P | <input type="checkbox"/> A | | | |
| Instructional Data Specialist | Olivia Long | <input type="checkbox"/> P | <input checked="" 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: Damien Pena (VP, Student Affairs), Sharon Oxford (DE), Angelica Gonzales (COUN)

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

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

Motion by: K. Wellman

Seconded by: S. Corbett

Discussion: Amendment to the agenda– Time certain (first) for Debbie Newcomb to address First Reading Courses/answer questions

Final resolution: Agenda approved with amendment

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

No/Abstain: None

Discussion moved to Item IX on the agenda (see item IX section for notes). After discussion on Item IX, committee resumed with Item III on the agenda.

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

- A. Next Curriculum Committee Meeting is November 7th. Deadline: major revisions must be through second reading to make the 2018/2019 catalog.**
The next Curriculum Committee meeting is November 7th. All major revisions (those requiring two readings and BoT approvals) must be through second reading by that meeting. Please remind your faculty of this deadline.

S. Oxford – next Canvas training starts next week. Use the Eventbrite link on the VC website to register.

M. Rivera - Priority Registration for Spring semester starts on Monday

L. Wintermeyer – Kim and Lauren went to Guided Pathways workshop. First phase is campus assessment. VC reps thinking about putting out a campus-wide survey. Curriculum process will be a big piece of that.

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 10/03/17 meeting.

Motion by: L. Wintermeyer

Seconded by: T. Brabander

Discussion: None

Final resolution: Minutes approved as presented

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

Abstain: None

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

A. SLO Review (Discussion) - N. Cole

Discussion postponed until next meeting

B. Recommended changes to VC catalog cover page disclaimer (Discussion/Action; see attachment) – T. Brabander

Thao has made a change in wording to the catalog cover page disclaimer. New wording will have to go to DTRW-I since language appears on all 3 campus catalogs.

T. Brabander moved to approve the cover page language and make the online catalog the official version.

Motion by: T. Brabander

Seconded by: P. Sezzi

Discussion: It is preferred that the electronic version of the catalog be considered the official copy, as it will include any addenda that are needed. MC and OC are in agreement with this language change, and it has also been approved by Rick Post at the DAC.

Question: Is there a reason that we only reference the catalog being available in the EAC? This is Due to ADA compliance. Should we also add language to let them know that the catalog is available in the bookstore and library if they want a hard copy?

During group discussion, the following changes to the presented document were made in green (red shows what was presented to the CC):

“Ventura College has made every reasonable effort to ensure that the information provided in this general Ccatalog is accurate and current. However, this document should not be considered an irrevocable contract between the students and Ventura College. The content is subject to change. The College reserves the right to make additions, revisions, or deletions, and will implement the changes as may be necessary due to changes in governmental regulations, ~~district policy, college policy, procedures, and/or curriculum~~ District policies and procedures, college processes, and/or curriculum. The College will make every reasonable effort to inform students of significant changes that occur after publication of

this document. ~~(Information of significant changes will be the official version and will be posted/available on the Ventura College website at venturacollege.edu/apply_enroll/catalog).~~ **(Any addenda posted at venturacollege.edu/apply_enroll/catalog will become the official version).**

The college catalog is available in the library, online, and for purchase in the campus bookstore. The ~~C~~college ~~C~~atalog is available in alternate formats upon request from the Educational Assistance Center, (805) 289-6300.

4th line of paragraph should read “District policies and procedures, college processes, and/or curriculum.”

Wording in the parenthesis should be clarified.
(Any addenda posted at (site) will become the official version”)

Two short sentences at the end:
The college catalog is available in the library, online, and for purchase in the campus bookstore. Then final sentence remains the same. Period after the phone number
EAC has to be mentioned separately to be in compliance with ADA.

- Final resolution: New catalog language endorsed by the committee with changes listed in the discussion
- Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, S. Corbett, N. Fredrickson, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude, L. Wintermeyer, P. Yi
- No/Abstain: None

**VI. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL
(Discussion/Action; see attachment)
A. Updates: BUS V53**

- M. Bowen called for a motion to approve the Consent Agenda proposals
- Motion by: S. Corbett
- Seconded by: M. Werness-Rude
- Discussion: None
- Final resolution: Approved
- Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, S. Corbett, N. Fredrickson, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude, L. Wintermeyer, P. Yi
- No/Abstain: None

**VII. SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL
(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**

The Spring implantation on NS V40 and NS V41 is due to cohort structure

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

Motion by: D. Clark

Seconded by: N. Fredrickson

Discussion: NS V30 and NS V31 have the same title and NS V40 and NS V41 have the same title as well.

NS V31 and NS V41 are for students in a non-graduate option

NS V30 and NS V40 are the usual graduate option

TITLES of NS V31 and NS V41 need to include: "30-UO" on these to distinguish from the others. This needs to be added in Curricunet to NS 41

BUS V04 Minimum qualifications – there are two MQs, so this should be an "ors"

MQ piece needs to be re-addressed at the next meeting with BUS Faculty and the group

Final resolution: Second Reading proposals approved. MQs will be discussed at the next curriculum committee meeting.

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

No/Abstain: None

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

- A. None**

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

A. Revised: BUS V02, BUS V17, MUS V39, NS V20

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

A. Revised: BUS V01B, BUS V28A, BUS V29, BUS V33, BUS V97, GEOL V09

FIRST READING: PROGRAM PROPOSALS FOR APPROVAL

B. None

M. Bowen called for a motion to discuss and/or approve the First Reading items

Motion by: S. Corbett

Seconded by: D. Clark

Discussion: S. Oxford asked about DE designation on the BUS courses.

D. Newcomb: Some courses are only 1-50% hybrid for DE. BUS V97 includes access to a web based program faculty would like to assign to the students. It is online content, so thought it was best to make course a hybrid. The other courses are similar, but on a smaller scale.

T. Brabander – MUS V39 – faculty had recommended music/theater fundamentals. How does faculty decide which courses are fundamentals? Our courses are not distinguished as such.

Final decision: MUS V39 to be postponed until next meeting.

GEOL V09 – Earth Science/Lab. DE was added.

Motion amended: Motion was amended to approve all first reading course with the exception of MUS V39. MUS V39 to be moved to next Curriculum Committee meeting on Nov 7.

Final resolution: All first reading courses WITH THE EXCEPTION of MUS V30 were approved

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

No/Abstain: None

X. ADMINISTRATIVE CHANGES (Discussion/Action)

A. HED V73: Course was submitted to the State. SAM code was correct at the State. Second Reading and Board approval not needed. (Information)

SAM code was correct at the state and only wrong in CurricUNET. State version was correct. Second reading on the course was not needed, nor was Board approval. This was an information item only.

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

A. New: BUS V97

B. Revised: NS V20

C. Review: BUS V01B, BUS V29, BUS V53, ~~MUS V39~~

MUS V39 was postponed from requisite review as it was postponed from Item IX

M. Bowen called for a motion to approve the Requisite proposals with the exception of MUS V39

Motion by: L. Wintermeyer

Seconded by: T. Brabander

Discussion: None

Final resolution: Requisite approvals with the exception of MUS V39 were approved.

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

No/Abstain: None

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

A. New: BUS V28A, BUS V29, BUS V33, BUS V97

B. Review: BUS V17, BUS V53, GEOL V09

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

Motion by: S. Corbett

Seconded by: M. Werness-Rude

Discussion: None

Final resolution: Distance Education proposals were approved

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

No/Abstain: None

XIII. MINIMUM QUALIFICATIONS (Discussion/Action) – P. Sezzi

A. ACT V02

B. ACT V03

Request for this body to stipulate what the MQs should be as they were not listed.

M. Bowen called for a motion to assign ACT V02 and ACT V03 to the discipline of Special Education in accordance with the Curriculum Committee's procedure for assigning courses to disciplines.

Motion by: P. Sezzi

Seconded by: M. Rivera

Discussion: None

Final resolution: Motion passed

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

No/Abstain None

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

A. None

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

A. Discussion regarding the proposed Academic Senate resolution on courses not recently offered (Discussion/Action) – M. Bowen

The Academic Senate drafted a resolution that would prohibit the Curriculum Committee from deleting any courses.

A handout was presented to the group – M. Bowen's written rebuttal to the proposal. The last page of the handout is the Senate's draft resolution.

This item is on the next Senate agenda as a discussion item. M. Bowen will be attending and will present the rebuttal as his personal response. It was shared with the Curriculum Committee for review and information. Should the committee like to endorse or modify the rebuttal, that is possible, and rebuttal could be presented as a response from the body as a whole IF it is the will of the committee. In that case, M. Bowen would speak as a representative of the Curriculum Committee at the Senate meeting.

Discussion:

Is there an advantage to having the rebuttal be presented to the Senate in advance of the meeting so they are prepared for the discussion? Is that compliant with the Brown Act? The Brown Act does not prohibit one way communication/sharing information, but Senators cannot engage in a discussion outside of appointed meeting time.

In response to this, the group decided to have the rebuttal presented at the time of the meeting and not shared with the Senators before to make sure they were in compliance with the rules.

Curriculum Committee group decided to take the time to review the rebuttal and let M. Bowen know if they are comfortable with endorsing the statement. M. Bowen is open to recommendations for changes.

K. Hoffmans publically supported Michael Bowen and his efforts as Curriculum Committee Chair, faculty member of VC, and his desire to present factual information as to why it is necessary to have an accurate catalog. She stated that she believes this body (Curriculum Committee) tries to provide the most robust, clean, and high-quality curriculum, and presenting a college catalog that reflects what we actually offer is just another step in this process.

XVI. REPORTS (Information)

A. Co-Chairs

B. Articulation/C-ID

If your department would like a delay from approval of articulation and implementation of the course, please let Thao know. The COR effective date may need to be adjusted.

C. Board of Trustees/ DTRW-I

1. New Curriculum Management System Update

DAC is looking at the successor system to CurriCUNET. Our contract with them expires on or about Feb 2018. The DAC is actively in the process of obtaining quotes and demonstrations for new systems. 3 vendors have expressed interest in working with VC.

DTRW-I workgroup received a report from Dave Fuhrmann, Associate Vice Chancellor of Information Technology Operations, regarding costs, timelines, etc. He is also interested in taking comments from Curriculum Committee and other users as to which system to use, or questions for presenters.

D. Subcommittees/Workgroups

E. New Curriculum Approvals at the State (CCCCO)

1. BUS V03 (Spring 2018), HED V73 (Spring 2018), HED V97 (Spring 2018), FILM V02 (Spring 2018)

Meeting adjourned at 4:33pm.

NEXT MEETING

November 7, 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, Interim Vice President Academic Affairs
Ventura College - 4667 Telegraph Road - Ventura, CA 93003
(805) 289-6464