



Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, October 03, 2017 at 3:00pm

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

Called to order: 3:13 pm (due to awaiting quorum)

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	<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 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 checked="" type="checkbox"/> P	<input 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	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	Vacant	<input type="checkbox"/> P	<input type="checkbox"/> A			
Instructional Data Specialist	Kelly Denton	<input checked="" type="checkbox"/> P	<input 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: Crystal Kallik (BUS)

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

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

Motion by: L. Wintermeyer

Seconded by: D. Clark

Discussion: None

Final resolution: Agenda approved with small correction: time certain of 3:15pm for Debbie to discuss non-credit courses

Yes: All M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, N. Fredrickson, J. Guelcher, M. Rivera, K. Wellman, M. Werness-Rude, L. Wintermeyer

Recorder's note: N.Cole arrived after first vote

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**

At the last curriculum committee meeting we announced we were looking for members for some ad-hoc workgroups. Sign-up sheet is available.

Course deletion list was taken to Academic Senate and was met with opposition. Printed copy of a resolution to be considered at next Academic Senate meeting was distributed. M. Bowen will be going to the Senate meeting for discussion.

IV. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes from the 9/19/17 meeting.

Motion by: Kelly Wellman

Seconded by: Mario

Discussion: M. Bowen: correction that he abstained on the GE proposals vote.

Final resolution: Approved with minor correction

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

No/Abstain: 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.

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 Identify Course Objectives with Course/Lab Content

This is regarding objectives, lecture and lab content. The idea is that for each of the major topics (higher order items – A., B., C., etc.) in your lab/lecture content, for the course author to indicate which objective is related to which item in parenthesis next to each item. This is not a request for retroactive work. If you're revising a course or creating a new course, please update this section. Michael would like this process to start from here on out.

2. Proposal to add percentage of time for each major topic in content

Identify the estimated percentage of time designated to the specific topics in the lecture and lab content. Hoping to add in a field for this information in whatever new curriculum management system we adopt.

3. Proposal to change the COR form to be implemented in the new curriculum management system

Replace the In-Class assignments matrix with a text box in the new curriculum management system.

N. Fredrickson moved to approve proposal #1 (Proposal to Identify Course Objectives with Course/Lab Content) starting now.

Motion by: N. Fredrickson

Seconded by: C. Branciforte

Discussion: "now"? – we need a bridge/give people a warning.

How about "...it was approved at this meeting, and give them a period of time"

M. Callahan will ask when courses come through for tech review

Final resolution: Proposal was approved

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

No/Abstain: None

M. Callahan moved to approve Proposal #2 (Add Percentage of Time for Each Major Topic in Content) and #3 (Change the COR Form to be Implemented in the New Curriculum Management System) and postpone implementation until we are planning/finalizing the new curriculum management system

Motion by: M. Callahan

Seconded by: T. Brabander

Discussion: Thao: getting requests from 4 year school faculty to send percentage information in articulation.

If we want to postpone until the next system, she will have to continue to ask for syllabus information to get this information.

Syllabus will be sent to the requesting faculty with percentage information.

Some departments will be concerned with instructional freedom in listing the percentage on the COR. They may be more comfortable with just leaving it on the syllabus and sending it upon request as it is done now.

Can this idea be considered with just the Science classes instead of the Humanities?

Final resolution: Motion vote postponed until later meetings until departments can have discussions

No Vote Taken

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

A. Deletion: COMM V13

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

Motion by: M. Werness-Rude

Seconded by: T. Brabander

Discussion: None

Final resolution: Consent Agenda course was approved

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

No/Abstain: none

**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

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

A. New: BUS N161, BUS N162, BUS N163, BUS N164

B. Revised: BUS V04, NS V30, NS V31

C. Revised (Spring 2019): NS V40, NS V41

Debbie Newcomb was present to speak on the rationale for these courses:

A problem was detected – that some new students/re-entry students do not have computer skills. Adult schools are impacted, and our current course is not for the novice.

The Business Department would like to offer these courses simultaneously with the credit course counterparts and students can repeat them until they feel they had the skills. Tutoring center does not offer assistance in this area either.

C. Branciforte – Sharon Oxford with DE couldn't be at the meeting, but wanted to ask why N164 didn't have all of the modalities. D. Newcomb: The department felt that was the most appropriate for an entry level class. The DE modality choice was intentional, not a mistake.

Notes in regards to NS courses: Courses are being updated to meet accreditation requirements. NS V40 and NS V41 Spring 2018 approval is due to their courses are being on cohorts. Fall version and Spring version will be listed in the catalog separately (as it was this past year)

M. Bowen called for a motion to approve BUS N161, BUS N162, BUS N163, BUS N164

Motion by: N. Fredrickson

Seconded by: M. Werness-Rude

Discussion: None

Final resolution: Courses approved

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

No/Abstain: None

M. Bowen called for a motion to approve BUS V04, NS V30, NS V31 and (Spring 2019): NS V40, NS V41

Motion by: K. Wellman

Seconded by: M. Werness-Rude

Discussion: None

Final resolution: Courses approved

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

No/Abstain: None

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

A. Revised: ANPH V01, ATEB N106

M. Bowen called for a motion to approve ANPH V01, ATEB N106

Motion by: D. Clark

Seconded by: T. Brabander

Discussion: None

Final resolution: First Reading Courses that will NOT undergo a Second Reading were approved.

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

No/Abstain: None

FIRST READING: PROGRAM PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)

A. 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

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

Motion by: D. Clark

Seconded by: J. Guelcher

*Discussion: NS V30 – are these terms “....certification for **BLS Provider** for “**Basic Life Support Healthcare Provider**” different or the same?*

Should the department take out the BLS provider in requisites?

Group felt the department should be asked.

All NS courses discussed above (NS V30, NS V31, NS V40, NS V41) have those terms listed. Must be consistent throughout.

Final resolution: Requisite proposals were conditionally approved. The discrepancies are to be reviewed and corrected if needed.

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

No/Abstain: None

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**

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

Motion by: T. Brabander

Seconded by: N. Fredrickson

Discussion: Reiterated note from D. Newcomb in earlier discussion regarding BUS N164 modality proposal: The department felt that was the most appropriate for an entry level class. The DE modality choice was intentional, not a mistake.

Final resolution: Distance Education proposals were approved

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

No/Abstain: None

XIII. MINIMUM QUALIFICATIONS

A. ACT V02

B. ACT V03

Item postponed until next meeting

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**

Discussion of these courses were inadvertently skipped on a previous meeting

M. Bowen called for a motion to approve the recommendations of the P&GE meeting for the above courses

Motion by: L. Wintermeyer

Seconded by: T. Brabander

Discussion: Item 4 – should be restored to area F, and also included in areas B1, and B2

Final resolution: Recommendations were approved with amendment to the list as mentioned in the discussion above

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

No/Abstain: None

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

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

Should we implement a Priority 1 list for programs like we do for courses?

M. Bowen called for a motion to direct the Tech Review group to implement a tracking method in the tracking database to create a Priority 1 list for Programs

Motion by: C. Branciforte

Seconded by: K. Wellman

Discussion: None

Final resolution: Proposal approved

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

No/Abstain: None

Item requested for the next Curriculum Committee Meeting agenda: SLO review

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 17th, 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