



# Curriculum Committee Minutes

Campus Center Conference Room (CCCR)

Tuesday, November 07, 2017 at 3:00pm

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

Called to order: 3:05pm

## 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	Lydia Morales	<input checked="" type="checkbox"/> P	<input 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 type="checkbox"/> P	<input checked="" 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	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			
<b>NON-VOTING MEMBERS</b>						
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 checked="" 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 type="checkbox"/> P	<input checked="" type="checkbox"/> A			

**DE Committee Liaison:** Sharon Oxford

**Guests:** Angelica Gonzales (Counseling)

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

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

*Motion by: K. Wellman*

*Seconded by: N. Fredrickson*

*Discussion: None*

*Final resolution: Agenda is approved as presented*

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

*No/Abstain None*

## III. GENERAL ANNOUNCEMENTS, INTRODUCTIONS, AND PUBLIC COMMENTS (Information)<sup>1</sup>

**A. All major revisions to courses submitted after this point will be effective Fall 2019.**

**B. January 16, 2018: New courses, minor revisions, updates and programs must be through Second Reading by this date to make it into the 2018/2019 catalog**

**C. Next Curriculum Committee Meeting is December 5th. The following meeting is January 16th.**

*Next Curriculum Committee meeting is December 5th due to Thanksgiving holidays.*

*L. Morales– spoke as Academic Senate President to talk about the Senate resolution (discussed at previous Curriculum Committee meeting and in Item XV of this agenda)*

*Resolution has not been discussed at all at Senate and was not supposed to come to the Curriculum Committee yet – it was extremely premature. Academic Senate knows the Curriculum Committee is doing great work. The Academic Senate wants to keep the collaboration going with Curriculum Committee, and we did not intend for the resolution to reach the Curriculum Committee at this time. Lydia wanted to apologize to the group and stated that she wanted the Curriculum Committee to hear it from her.*

*The idea of a resolution is still on the table, but it is a long way away from being formally presented.*

*Recorder's Note: L. Morales departed after speaking to the group. Not present for further voting.*

*S. Ayala– Catalog addendum has been published online today. Can be found on the VC website with the current catalog posting.*

*K. Hoffmans - Textbook orders – if you haven't placed them, make sure you get them in.*

*November 18<sup>th</sup> – Curriculum Meeting Regional Meeting South in Long Beach City College*

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<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 10/17/17 meeting.*

*Motion by: S. Corbett*

*Seconded by: D. Clark*

*Discussion: None*

*Final resolution: Minutes from the 10/17/17 meeting approved as presented*

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

*No/Abstain: None*

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

##### A. GE Pattern (Discussion/Action if needed) – T. Brabander (20 min)

T. Brabander presented a proposal to modify GE requirements for some degrees. If pattern were to change it would have to be done across the district. Proposal would have to go to DTRW-I, Chancellor's Cabinet, and the Board to change the AP/BPs

Counseling faculty from 3 colleges have gotten together to create this proposal while still being within the requirements for Title 5.

*T. Brabander proposed a motion to recommend the alternative GE pattern for CTE and STEM students to DTRW-I.*

*Motion by: T. Brabander*

*Seconded by: D. Clark*

*Discussion: Thao presented a PowerPoint regarding the proposal and discussion followed. Areas that have asterisks are considered CTE – areas that are being considered are the ones with the asterisk on the TOPS codes. Certain STEM majors but not all? What's the criteria? ADTs are not on the list. For a student who transfers, they'll follow their own IGETC or CSU GE pattern. District workgroup created this proposal – brought up in a proposed new GE T5 Pattern meeting with faculty representatives from 3 colleges – Counseling Departments, 3 AOs took it back to campuses and discussed. High units affect financial aid, enrollment, completion.*

*Concern: Idea has moved from high unit majors to CTE and non-transfer STEM students. Migration could cause some questions with the lower unit CTE programs. Some majors are as low as 18 units. Concern is that students may take courses that aren't going to help them as much in their careers due to the freedom in electives.*

*Response: This presentation is the first time it is being presented to the three colleges. Previous information discussions regarding this proposal (like in a Tech Review meeting) may have been during the work in progress. High unit majors are not a factor. This concerns some CTE and STEM majors. To guide students in choosing appropriate elective courses, departments can change verbiage in the catalog with course suggestions, etc.*

*Kin/Health Dept: Please not to remove area E from GE list as movement is important.*

*Concern: Identification of the STEM courses – not all are listed.*

*Response: Proposal follows the TOPs list and Title 5 information.*

*Suggestion: Before approval, can the committee get a report that shows how the double counting works rather than just judging them on the number of units listed in the catalog? Some are not comfortable with how we're designating the 2 different GE patterns against one another.*

*Requesting a report on double counting for majors between 30 and 40 units.*

*Concern over the purpose of GE in the first place. What is the point? Isn't part of our function educating future citizens with well-rounded courses?*

*Response: This would help certain major attain an Associates Degree instead of just stopping at the certificate. Counseling department believes this new pattern won't really affect our "typical" students, but will help CTE students.*

*Percentage of student population affected by this? Is that known? That would be helpful to know for further discussion.*

*Final resolution: Motion Postponed until next meeting*

*K. Wellman moved to postpone original motion and discuss this again at the next Curriculum Committee Meeting in December for a vote.*

*Motion by: K. Wellman*

*Seconded by: C Branciforte*

*Discussion: See above*

*Final resolution: Subject to be discussed again at Dec meeting for a vote after further information is presented*

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

*No/Abstain: None*

#### **B. SLO Review (Discussion) – N. Cole (5 min)**

*Not Discusses – postponed until next meeting*

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

**1. Updates: BUS V01A, BUS V45, FREN V01, GEOL V21, PSY V07**

**2. Deletion: CJ V11A, HED V82, KIN V73**

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

*Motion by: N. Fredrickson*

*Seconded by: C. Branciforte*

*Discussion: None*

*Final resolution: Consent Agenda proposals 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*

No/Abstain: None

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

**1. Revised: BUS V02, BUS V17, NS V20**

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

*Motion by: N. Fredrickson*

*Seconded by: K. Wellman*

*Discussion: NS V20 – was sent to the state already to get it into the catalog. Apologies to the group – this course was supposed to be listed as first and second reading at the last Curriculum Committee meeting. That is was not listed that way was an error and this is being stated now in the interest of full disclosure.*

*Final resolution: Second Reading proposals 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*

No/Abstain: None

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

**None**

**IX. FIRST READING:**

**A. CURRICULAR PROPOSALS REQUIRING SECOND READING (Discussion/Action; see attachment)**

**1. New: BUS V61, BUS V62, BUS V63, BUS V64**

**2. Revised: \*BIOL V31 (same as BIOT V31), \*BIOT V31 (same as BIOL V31), \*BUS V90, \*CD V10, \*MUS V39**

*\*proposed for first and second reading at the 11/7/17 curriculum committee meeting*

*M. Bowen called for a motion to approve BUS V61, BUS V62, BUS V63, BUS V64 for FIRST READING ONLY.*

*Motion by: M. Werness-Rude*

*Seconded by: T. Brabander*

*Discussion: Courses match the non-credit courses by the same names that were already approved by the Curriculum Committee*

*Final resolution: 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*

No/Abstain: None

M. Bowen called for a motion to approve the First and Second Reading proposals notated with an asterisk (\*) - \*BIOL V31 (same as BIOT V31), \*BIOT V31 (same as BIOL V31), \*BUS V90, \*CD V10, \*MUS V39

Motion by: D. Clark

Seconded by: S. Corbett

Discussion: MUS V39 – Tech Review Committee members have not received an answer from the Music department regarding the question of “fundamentals” in the Recommended Preparation – not clearly defined. May cause problems for clarity of the course or transferability.

*This is a pedagogical review issue – not a technical review issue, so what would the Curriculum Committee like to do with the course?*

*Comment: The Recommended Preparation was in the course since 2013 – why are we questioning this now? The Academic Data Specialists’ recommendation is to review the course for first and second reading. Being a Recommended Preparation it’s not a hard block for a student to enroll in the course.*

Motion Amended: Lauren stepped out for this vote  
C. Branciforte amended the motion.

*Moved to approve all of the First/Second reading combination proposals, but to message the Music Department to ask them to check on the recommended preparation item.*

Seconded by: K. Wellman

Final resolution: First/Second Reading combination proposals were approved with the notation on MUS V39.

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

*Recorder’s Note: L. Wintermeyer had stepped out and was not present for this vote.*

No/Abstain: None

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

### **1. Revised: GEOL V02L, GEOL V03, GEOL V03L, HED V95**

M. Bowen called for a motion to approve the First Reading proposals not requiring a Second Reading

Motion by: C. Branciforte

Seconded by: K. Wellman

Discussion: Re: HED V95 – remove “was” from the course spreadsheet. ID did not change. Page 2 of spreadsheet – HED V95 notated as HED V02 – change it

Final resolution: First Reading proposals not requiring a Second Reading approved

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

*Recorder’s Note: L. Wintermeyer had stepped out and was not present for this vote.*

No/Abstain: None

**C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL**

- 1. New: A.S. Bookkeeping, COA Pre-Allied Health**
- 2. Revised: COA Bookkeeping**

*COA in Bookkeeping was revised to reflect new units in one of the courses and it has allowed the Dept to create the AS degree.*

*Pre-Allied Health – 12 unit low unit certificate for students going into nursing or other programs. Not CTE itself. Something they can achieve on the way to nursing or dental school.*

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

*Motion by: S. Corbett*

*Seconded by: D. Clark*

*Discussion: Should Chemistry course be included as a choice? It could broaden the range of students you could reach.*

*T. Brabander recommends CHEM V20, V30, or V1A or MICR V01 as an option.*

*D. Clark to speak to Department on options.*

*Final resolution: Programs approved for first reading. Adjustments can be made before Second Reading*

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

*No/Abstain: None*

**X. ADMINISTRATIVE CHANGES (Discussion/Action)**

- A. None**

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

- A. New: BUS V61, BUS V62**

- B. Revised: BIOL V31 (same as BIOT V31), BIOT V31 (same as BIOL V31)**

- C. Review: BUS V01A, BUS V45, BUS V90, CD V10, GEOL V02L, GEOL V03L, PSY V07**

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

*Motion by: L. Wintermeyer*

*Seconded by: C. Branciforte*

*Discussion: MUS V39 rec prep was left off – and should be included here as well. Error in leaving it off.*

*Final resolution: Requisite proposals approved with the inclusion of MUS V49*

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

*Recorder's Note: M. Rivera was not present for this vote or those following.*

*No/Abstain: None*

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

**A. New: BUS V45, BUS V61, BUS V62, BUS V63, BUS V64, CD V10, FREN V01, GEOL V02L, GEOL V03, GEOL V03L, GEOL V21, PSY V07**

**B. Review: BUS V45, PSY V07, HED V95**

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

*Motion by: C. Branciforte*

*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, K. Wellman, M. Werness-Rude, L. Wintermeyer*

*No/Abstain: None*

**XIII. MINIMUM QUALIFICATIONS**

**A. BUS N161, BUS N162, BUS N163, BUS N164**

*Originally MQs were a Masters in Business and, Department is now just adding "or"*

*Want to make sure they have flexibility in the event the course is not paired with the credit counterpart*

*M. Bowen called for a motion to approve the Minimum Qualifications for BUS N161, BUS N162, BUS N163, BUS N164*

*Motion by: L. Wintermeyer*

*Seconded by: M. Werness-Rude*

*Discussion: None*

*Final resolution: MQs Approved with over 2/3 vote*

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

*No/Abstain: None*

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

**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**

*There have been two Academic Senate meetings since last Curriculum Committee meeting. The resolution was discussed. Academic Senate President proposed a significantly changed version. Senate is continuing to discuss. Appreciative that Lydia was here to address the group.*



**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)**
  - 1. Fall 2018 Implementation: FILM V07 (new), BUS V07A (rev)**

**Adjourned at 4:41pm.**

**NEXT MEETING**

**December 5, 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