



Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, February 06, 2018 at 3:00pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2019 UNLESS OTHERWISE NOTED.

Called to order: 3:11 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 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 type="checkbox"/> P	<input checked="" 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 checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Sciences Division	Chloe Branciforte	<input type="checkbox"/> P	<input checked="" 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 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 checked="" type="checkbox"/> P	<input type="checkbox"/> A			

DE Committee Liaison: Sharon Oxford (absent)

Guests: Jennifer Parker – CD, Crystal Kallik – BUS

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

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

Motion by: D. Clark

Seconded by: K. Wellman

Discussion: Amendment recommended to change effective date of BUS V17 to Fall 2018 from Spring of 2019

Final resolution: Agenda approved as amended

Yes: ALL M. Bowen, T. Brabander, M. Callahan, D. Clark, N. Cole, J. Guelcher, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude, L. Wintermeyer

No/Abstain: None

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

A. Deadline for catalog corrections for the 2018-2019 catalog - February 12, 2018

Please send your changes to Sarah – deadline is one week away

B. Academic Senate vote on Guided Pathways (L. Morales/M. Bowen)

The vote at Academic Senate was to not to sign off on Guided Pathways proposal. This is an FYI incase this committee did not hear the results. Item will be reconsidered at the next meeting. Information session on Guided Pathways will be held on campus on February 12th at 3pm.

Comment: To eliminate any possible confusion, Guided Pathways is not the same thing as the T5 proposal. Guided Pathways is whatever we as a college make it.

C. Additional Noncredit Information/ Curriculum Committee Training follow up (Discussion) – M. Bowen

Slides are available if anyone is interested. Webinar last Friday as well with most of the same information

**Recorder's Note: C. Stangeland arrived at this time*

IV. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes from the 1/16/18 meeting.

Motion by: P. Sezzi

Seconded by: L. Wintermeyer

Discussion: None

Final resolution: Minutes from 1/16/18 meeting were approved as presented.

Yes: M. Bowen, T. Brabander, M. Callahan, D. Clark, N. Cole, J. Guelcher, M. Rivera, P. Sezzi, C. Stangeland, 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. SLO Review (Discussion) - N. Cole (5 min)

Process was delayed due to the fire. Andrea Horrigan has stepped down as co-facilitator. Everything is back on track now. One concern: a lot of disciplines and/or service areas have new SLOs or have revised SLOs. Can we approve all of them at once in the curriculum process? Is this possible? There would be hundreds of courses.

Suggestion: Could put this as a Consent Agenda item for “SLO review – non catalog changes”. This won’t change 5-year review cycle. Those courses that have catalog changes would go through the normal process. Should be clearly noted on any agenda(s). Question: Do we copy the course to add changes, or do we change existing course and lose that information in CurricUNET? Old SLOs will be available in TracDat. Consensus was that logistically, it would make more sense to update existing course (not make a full new copy).

On a course, there is an SLO box which can be checked as a trigger that the course has been edited. Notes could read: “historical SLOs notated in TracDat”.

List of courses that have SLO updates would be needed for Curriculum Committee Agenda and voting. Content is not needed as it is not the Curriculum Committee’s purview to review SLOs.

B. Drop dead date for submissions in CurricUNET due to new system implementation (Discussion) – M. Bowen

At some point before implementation of CourseLeaf, we will have to stop all submissions to CurricUNET. Just thinking ahead. Have this in the back of your minds to prepare for the possibility that we may not have a functioning electronic curriculum system at the time of the switch with any unanticipated delays.

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

A. Updates: BUS V17 CD V20*, GEOG V95, PSY V29**

B. Deletion: CD V09*

** effective Fall 2018 / ** effective Spring 2019*

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

Motion by: L. Wintermeyer

Seconded by: M. Werness-Rude

Discussion: BUS V17 should be noted with a single asterisk due to the change at the top of the meeting to have its effective date be Fall 2018

Final resolution: Consent Agenda proposals approved with the amended implementation date

*Yes: M. Bowen, T. Brabander, M. Callahan, D. Clark, N. Cole, J. Guelcher,
M. Rivera, P. Sezzi, C. Stangeland, 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. A. FIRST READING: CURRICULAR PROPOSALS REQUIRING SECOND READING
(Discussion/Action; see attachment)**

A. Reactivation: AG V30

B. Revision: BUS V08, BUS V21, BUS V47, BUS V94

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

1. Revised: AG V42, BUS V44, CD V65*

C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL

1. None

** effective Fall 2018 / ** effective Spring 2019*

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

Motion by: K. Wellman moved to approve all First Reading proposals together

Seconded by: M. Rivera

Discussion: AG V42 – “Spring Specimens”. Is there is a “fall specimens” course as well? Answer: Yes

Final resolution: All First Reading proposals approved

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

No/Abstain: None

X. ADMINISTRATIVE CHANGES AND ERRATA (Discussion/Action)

- A. ENGM V51A & ENGM V51B – should not have been deleted at last meeting. Including them on the agenda was an error. (Action)**
- B. HED V22 – error in TOP code. Updated to 0837.00 (Health Education). Will go to DTRW-I and Board of Trustees. (Information)**
- C. HMSV V96 – error in SAM code. Updated to “Possible Occupational”. Will go to DTRW-I and Board of Trustees. (Information)**

Items B and C are minor changes due to COCI system kicking them back for TOP/SAM codes not matching.

M. Bowen called for a motion to amend Item XA., which was previously adopted at 1/16/18 Curriculum Committee meeting.

Motion by: M. Werness-Rude

Seconded by: T. Brabander

Discussion: ENGM V51A and ENGM V51B are courses that were accidentally presented for deletion at the last Curriculum Committee Meeting. They should not have gone forward to the meeting for the vote.

Final resolution: Motion passed

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

No/Abstain: None

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

A. New: BUS V21

B. Review: BUS V08, CD V65*, GEOG V95

** effective Fall 2018 / ** effective Spring 2019*

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

Motion by: T. Brabander

Seconded by: M. Werness-Rude

Discussion: None

Final resolution: Requisite proposals approved

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

No/Abstain: None

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

A. New: BUS V08, BUS V21, BUS V44, BUS V47, BUS V94

B. New/Review: BUS V17 CD V20*, CD V65*, PSY V29**

** effective Fall 2018 / ** effective Spring 2019*

Adding hybrids to all the BUS classes and DE to courses that seem reasonable. These courses were already previously approved for DE and they are adding new modalities.

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

Motion by: P. Sezzi

Seconded by: K. Wellman

Discussion: *BUS V17 should be noted with a single asterisk due to the change at the top of the meeting to have its effective date be Fall 2018*

Final resolution: Distance Education proposals approved

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

No/Abstain: None

XIII. MINIMUM QUALIFICATIONS

A. None

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

A. None

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

A. None

XVI. REPORTS (Information)

A. Co-Chairs

Those interested in helping with CourseLeaf implementation, please keep in mind that some of the work may take place in the summer. Please don't let that deter you from adding your input or sending a representative to any meetings if you can't attend.

B. Articulation/C-ID

If you think your course meets the GE requirement, please submit it to the Curriculum Committee. If it already approved for local GE, there is a good chance it will be approved at the university level.

C. Board of Trustees/ DTRW-I

D. Subcommittees/Workgroups

E. New Curriculum Approvals at the State (CCCCO)

- 1. 99% of credit courses approved for Fall 2018 have been submitted and approved through COCI, and are active at the State and in CurricUNET.**
- 2. Noncredit courses pending approval at State level**

Meeting adjourned at 3:55 p.m.

NEXT MEETING

February 20, 2018 - 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