



# Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, April 18, 2017 at 3:30pm

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

Called to order: 3:36pm

## 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 type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Academic Senate President	Alex Kolesnik	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
AFT Rep.	Vacant	<input type="checkbox"/> P	<input type="checkbox"/> A			
WED Division	Ellen Rearick	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Eric Irwin	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
SLO Committee Representative	Debbie Newcomb	<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	Ann Bittl	<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 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	Jennifer Garner	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
Student Affairs Division	Tom Dalton	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Lauren Wintermeyer	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
Technical Review Chair	Ryan Petitfils	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
<b>NON-VOTING MEMBERS</b>						
CIO co-chair (Interim)	Kimberly Hoffmans	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
ASVC Rep.	vacant	<input 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	Kathleen Schrader	<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	Karen Engelsen	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Instructional Data Specialist	Katie Owash	<input checked="" 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:** Mario Rivera (counselor), Michael Callahan (Institutional Research), Saliha Sha (Math), Celia Rodriguez (for Arlene Reed)

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

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

Motion by: D. Newcomb

Seconded by: A. Bittl

Discussion: *Last item "Film and ESL Courses), comma out after water science course  
Item 4 – March 4<sup>th</sup> will be changed to April 4<sup>th</sup>*

Final resolution: Approved as corrected

Yes: A. Bittl, M. Bowen, C. Branciforte, S. Corbett, T. Dalton, N. Fredrickson,  
J. Garner, A. Kolesnik, D. Newcomb, R. Petitfils, E. Rearick,  
L. Wintermeyer

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

*This is Ryan, Alex, Ann, Ellen and Tom's last meetings with us – thank you!*

*Chloe: Earth Day (4/22) events coming up – please be aware of the many activities  
around campus*

### A. Curriculum Committee Training – Flex Week Day TBD (August 9<sup>th</sup> or 10<sup>th</sup>)

*Training will be during flex week – exact day to be announced depending on  
activities. Will also include any news from the Curriculum Conference in July,  
and can include Tech Review training too. If you have other ideas of things  
you'd like for the training, please email Michael and/or Sarah*

### B. Committee Term of Service – remind Dean if your term on the Curriculum Committee is coming to an end/find successor

*Please let your dean know if you are not going to be on the Curriculum  
Committee next semester. Please try to find your own successor.*

## IV. APPROVAL OF MINUTES: (Discussion/Action)

*M. Bowen called for a motion to approve the minutes from the 4/4/17 meeting.*

*\*correction from agenda which listed 3/4/17*

Motion by: R. Petitfils

Seconded by: N. Fredrickson

Discussion: *Correction: Scott Corbett is marked as both "present" and "absent"*

Final resolution: Minutes from 4/4/17 are approved as corrected

Yes: A. Bittl, M. Bowen, C. Branciforte, S. Corbett, T. Dalton, N. Fredrickson,  
J. Garner, J. Guelcher, A. Kolesnik, D. Newcomb, R. Petitfils, E. Rearick,  
L. Wintermeyer

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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.

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

**A. End of year committee evaluation (results to be distributed before the meeting)**

*Results were reviewed. Everyone's work is much appreciated.*

*Challenge identified: Getting the information from CC to the entire division. A new communication mechanism needs would be helpful. Suggestion: Email division after meetings to fill them in on information.*

*Encourage everyone to connect back to Student Services.*

*Curriculum Workshops will continue for future training opportunities*

*Challenge identified: Training is needed – some faculty gets CurricUNET alerts and is not sure what to do with them.*

**B. Tech Review “Plan B”**

*Whether or not we get a volunteer to be the new Tech Review chair, they will only have 40% release time. The backlog will still remain if we all don't get involved.*

*There is an idea to have group review. But, group review of entire courses, or split the courses up per section and assign “experts”?*

*A concern raised with the assigning section experts, as the process could be fractured. Everyone should be an equal expert. An idea would be to have the Curriculum Committee Members in each department review that department's courses. Also, notice that information regarding the CurricUNET comments fields and the holdup it creates when the comments are not addressed should be sent out. Faculty may not know this is the cause of the holdup.*

*Think about the best ways to communicate with your divisions and departments.*

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

**A. Update: BUS V46, BUS V95, ECON V01A, ECON V01B, KIN V80, SOC V04**

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

Motion by: R. Petitfils

Seconded by: J. Garner

Discussion: *Business courses have to go to DTRW-I due to SAM and TOP code changes*

Final resolution: Consent Agenda proposals were approved as presented

Yes: A. Bittl, M. Bowen, C. Branciforte, S. Corbett, T. Dalton, N. Fredrickson, J. Garner, J. Guelcher, E. Irwin, A. Kolesnik, D. Newcomb, R. Petitfils, E. Rearick, L. Wintermeyer

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

**A. New: FILM V07**

**B. Reactivation: FILM V02, FILM V04**

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

Motion by: A. Bittl

Seconded by: J. Garner

Discussion: *Necessary C-ID changes have been made  
FILM V07 and FILM V02 match C-ID in content and objectives  
FILM V04 doesn't have a C-ID descriptor*

Final resolution: Second Reading proposals approved as presented

Yes: A. Bittl, M. Bowen, C. Branciforte, S. Corbett, T. Dalton, N. Fredrickson,  
J. Garner, J. Guelcher, E. Irwin, A. Kolesnik, D. Newcomb, R. Petitfils,  
E. Rearick, L. Wintermeyer

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

**A. New: MATH V31**

*This course is being created to accelerate 2 lower level math courses.*

*Fall semester, adopting multiple measures.*

*Question: In terms of advising students for this course, what should counselors say? What kind of students would be good for this course?*

*Students must understand this course is not designed to go at a slow pace. At the moment, the STEM students would benefit the most from this course. It will allow them to complete the lower level Math requirement faster.*

*M. Bowen called for a motion to approve MATH V31*

Motion by: L. Wintermeyer

Seconded by: J. Garner

Discussion: *See above*

Final resolution: MATH V31 approved

Yes: A. Bittl, M. Bowen, C. Branciforte, S. Corbett, T. Dalton, N. Fredrickson,  
J. Garner, J. Guelcher, E. Irwin, A. Kolesnik, D. Newcomb, R. Petitfils,  
E. Rearick, L. Wintermeyer

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

**A. Revision: BUS V96**

*M. Bowen called for a motion to approve BUS V96*

Motion by: D. Newcomb

Seconded by: S. Corbett

Discussion: *SAM and TOP codes have changed. Course to go to DTRW-I/ Board*

Final resolution: BUS V96 was approved

Yes: A. Bittl, M. Bowen, C. Branciforte, S. Corbett, T. Dalton, N. Fredrickson,  
J. Garner, J. Guelcher, E. Irwin, A. Kolesnik, D. Newcomb, R. Petitfils,  
E. Rearick, L. Wintermeyer

**PROGRAMS REQUIRING SECOND READING (Discussion/Action; see attachment)**

**A. Revision: A.S. Child Development, COA Child Development**

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

Motion by: R. Petitfils

Seconded by: A. Bittl

Discussion: *PSLOs were removed from CurricUNET – and they'll need to be replaced. Courses were deleted and replaced due to course revisions. Make sure Catalog and CurricUNET agree with each other – Courses are correct in the Addendum. Main issue are the missing PSLOs*

*Some members in the group expressed concern with approving the programs with so many corrections needed.*

Final resolution: *Approved for First Reading 12-2 with the contingency that the corrections will be made prior to Second Reading*

Yes: A. Bittl, M. Bowen, C. Branciforte, T. Dalton, N. Fredrickson, J. Garner, J. Guelcher, E. Irwin, A. Kolesnik, D. Newcomb, E. Rearick, L. Wintermeyer

No: S. Corbett, R. Petitfils

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

**A. Economics ADT Discussion**

*The Economics ADT was reviewed and approved by the Curriculum Committee and DTRW-I committee soon after the current Articulation Officer (AO) and the current Curriculum Technician (CT) started their positions at VC.*

*In October 2017, while preparing to submit the degree to the Board of Trustees for approval, the CT asked the AO for a review of the program before submitting it to the BoT – neither knowing that at this point, the program could not be changed due to the previous committee approvals.*

*The AO offered her suggestions, and the CT made the adjustments and submitted the altered program for BoT consideration. The program was approved at the 12/13/16 BoT meeting as a different version than what was approved at previous Curriculum Committee and DTRW-I meetings.*

*The version approved at the BoT meeting was submitted to and approved by the State Chancellor's office on 3/15/17.*

*It was recommended at THIS (4/18/17) Curriculum Committee Meeting to notify the Economics Department and let them know the program on record was unintentionally altered and is different than what was originally intended.*

*\*\*8/22/17: Recorder's Note: upon M. Bowen's discussion with the ECON department, it was agreed to keep the program in the form that was approved at Board of Trustees and the State Chancellor's Office.*

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

**A. New: MATH V31**

**B. Revised: BUS V96, ECON V01A, ECON V01B**

**C. Review: BUS V46, BUS V95**

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

Motion by: S. Corbett

Seconded by: L. Wintermeyer

Discussion: None

Final resolution: Requisite proposals approved as presented

Yes: A. Bittl, M. Bowen, C. Branciforte, S. Corbett, T. Dalton, N. Fredrickson, J. Garner, J. Guelcher, E. Irwin, A. Kolesnik, D. Newcomb, R. Petitfils, E. Rearick, L. Wintermeyer

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

**A. New: BUS V46, KIN V80, SOC V04**

**B. Review: ECON V01A, ECON V01B**

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

Motion by: A. Bittl

Seconded by: A. Kolesnik

Discussion: None

Final resolution: Distance Education proposals approved as presented

Yes: A. Bittl, M. Bowen, C. Branciforte, S. Corbett, T. Dalton, N. Fredrickson, J. Garner, J. Guelcher, E. Irwin, A. Kolesnik, D. Newcomb, R. Petitfils, E. Rearick, L. Wintermeyer

**XII. MINIMUM QUALIFICATIONS**

*Note: FILM V07 – Curriculum Committee needs to review the course Minimum Qualifications before the course goes to DTRW-I.*

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

**A. Additional P&GE Meeting scheduled for Tuesday, May 2 at 3:30 pm - MCW 312**

**XIV. DISCUSSION/INFORMATION (Information or Discussion/Action)**

**A. Request(s) for future agenda items**

**XV. REPORTS (Information)**

- A. Co-Chairs
- B. Articulation/C-ID
- C. Board of Trustees/ DTRW-I
  - 1. BUS V07A, ENGL V12, and FILM V01 approved at Board
  - 2. FILM V03A, FILM V05 recommended for approval at DTRW-I
  - 3. DTRW-I Recommendations for non-credit courses  
*For clarity for the students, non-credit courses should be listed as "0 units".*  
  
*Where class hours are notated, add "weekly"*  
  
*Add non-credit course language to descriptions at the bottom: ex. "This is a non-credit course, and non-degree applicable"*  
  
*Have all non-credit courses in one section, grouped together in the catalog.*  
  
*VC is in compliance will all 4 recommendations*
- D. Subcommittees/Workgroups
- E. ASCCC Curriculum Committee updates
- F. New Curriculum Approvals at the State (CCCO)
  - 1. Programs
    - a. Basic Law Enforcement Academy, Economics AST, Nutrition and Dietetics AST, Technology and Workplace Competencies COC,
  - 2. Courses
    - a. FILM V01, ENSL/ENGM courses, WS V20, WS V22

Adjourned: 5:02 p.m.

**NEXT MEETING**

August 22, 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