



Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, May 01, 2018 at 3:00pm

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

Called to order: 3:03pm

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	Jeff Fischer	<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 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 type="checkbox"/> P	<input checked="" 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 type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Instructional Data Specialist	Olivia Long	<input type="checkbox"/> P	<input checked="" 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 (absent)

Guests: Eric Irwin (AUTO), Laura Woyach (BUS), Jennifer Parker (CD)

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 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*

No/Abstain: None

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

A. **CourseLeaf Meeting on Programs Wrap-up (Discussion) – M. Bowen**

First call with the CourseLeaf vendor this week Thursday 5/3 at 8am. For those that want to attend, there will be another call with them on May 10th at 1pm the DTRW-I meeting where we will begin to plan with CourseLeaf. If you'd like to dial in, number will be provided to Curriculum Committee.

M. Bowen will be attending the Curriculum Regional meeting at Cerritos College – will report on that in the Fall

IV. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes from the 4/17/18 meeting.

Motion by: D. Clark

Seconded by: M. Werness-Rude

*Discussion: P&GE section of notes is separate from any CSU/IGETC approvals
Minutes do not need to be amended in this section.*

M. Bowen sent minor typo corrections to Sarah via email

Final resolution: Minutes from 4/17/18 meeting approved with minor typo updates

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

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. Limit of one modification per course per year – (Discussion/Action)

M. Bowen/ S. Ayala

Recommendation to limit courses to 1 revision per course per year.

Reasoning: If there are 2 co-existing proposals, faculty cannot clone the copy, and there is trouble distinguishing between the 2 proposals for review/approval process. Confusion created with State Submission.

Motion to adopt the policy to limit one modification per course per year/review cycle.

Motion by: S Corbett

Seconded by: M. Callahan

Discussion: Possibility to allow additional changes for emergency/unique situations

Motion Amended: Amend wording to reflect the desire to have one working revision in process at one time.

This process will also be revisited after CourseLeaf

Final resolution: Motion approved with amendment

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, N. Cole,

S. Corbett, N. Fredrickson, K. Wellman, M. Werness-Rude

No/Abstain: No: P. Sezzi, M. Rivera

Abstain: E. Irwin

**Future agenda item request: – P. Sezzi would like to discuss why Distance Ed. is listed under Representative Instructional Modes on the COR*

Discussion moved to Items VII.2, then VIII without objection in consideration of guests with time certain appointments to discuss their courses/programs

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

Discussion postponed – Sarah to email results to committee. Please send any comments to Michael Bowen and/or Sarah Ayala

VI. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

1. **Update: CJ V96, KIN V90, POLS V01, PSY V90**
2. **Deletion: AES V12 (same as MUS V07) – Note: MUS V07 is not being deleted**

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

Motion by: P. Sezzi

Seconded by: N. Fredrickson

Discussion: None

Final resolution: Consent Agenda proposals approved as presented

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

No/Abstain: None

VII. SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

1. **New: AG V43, EDU V08, EMS V10L, KIN V13, KIN V33**
2. **New (renumbered from First Reading on 4/17/18): ~~AUTO V70 ACE V70, AUTO N171 ACE N171, AUTO N172 ACE N172, AUTO N173 ACE N173~~**
3. **Revised: ART V50C, CJ V18, CJ V27, CJ V30, CJ V85, CJ V90, EAC V32, EMS V10, EMS N119, GEOG V96, KIN V84, KIN V85****

M. Bowen called for a motion to approve the new ACE (formerly AUTO) Second Reading proposals that were changed between First and Second reading.

Motion by: S. Corbett

Seconded by: M. Werness-Rude

Discussion: Eric Irwin discussed the courses: Since first reading approval, AUTO Dept. asked if they could rename the courses to use ACE (Automotive Career Education. "ACE" will eventually replace all AUTO courses. Question: How long will it take to move them all from AUTO to ACE? Hopefully Fall 2019, but Fall 2020 may be the more reasonable timeline. Question: Has the dept spoken to the counselors? Started speaking with B. Herrera. We are going to wait to speak further until more movement is underway. There will be unit changes to some of the other courses as well. These changes are a reflection of the industry. Question: Is there a concern of student identification with "AUTO" and not being able to find the renamed courses? Advisory committee asked for this – we've been working on this for a couple of years. Department would like "career education" in the title for a modern update. Titles in the catalog are listed in long form, not by the acronym. Disclaimer could be included in the catalog indicating "formerly AUTO" C-ID lists this discipline as Automotive Technology/OC uses this term 6 of 10 courses are aligned with C-IDs

Final resolution: ACE proposals approved for Second Reading

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

No/Abstain: None

M. Bowen called for a motion to approve the remaining new and revised Second Reading proposals

Motion by: N. Fredrickson

Seconded by: K. Wellman

Discussion: *KIN V85 specifically requesting Spring 2019 – due to slight title change It has to go to the Board due to a TOP code change – will do our best to get it effective Spring 2019*

Final resolution: Second Reading proposals approved

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

No/Abstain: None

Committee Comment after the vote: CJV85 – title has “PC 832” in title. Practice is not to use abbreviations in course title.

K. Wellman: It is listed this way in Police Academy training. It is not referring to a Penal Code. Refers to “Post Certified”. It’s a revised course and has been in the catalog this way previously.

Committee Comment: If this is an industry standard in language, we should keep with that.

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

1. Proficiency Award: Bookkeeping* – L. Woyach (Time Certain 4pm)

Laura Woyach discussed the program:

As of yesterday, both the AS in Bookkeeping and COA in Bookkeeping have been approved by the State. The Business Department would like to pull the Proficiency Award in Bookkeeping and delete it from the catalog – and not continue with the second reading.

Curriculum Committee pulled item from consideration for Second Reading and requested that the Business Department submit a deletion proposal.

Committee question: Can we make a motion to delete this program at this meeting? In terms of Robert’s Rules of Order, we can. The program was agendaized, so it can be discussed further and still satisfy the Brown Act and a representative from the Business Department was present.

Planned motion to approve for Second Reading was amended:

S. Corbett moved to reclassify the Proficiency Award in Bookkeeping proposal as a Deletion for committee vote.

Motion by: S. Corbett

Seconded by: P. Sezzi

Discussion: *See above – Deletion date: Effective 2018
Deletion to be out of 2018-2019 catalog*

Final resolution: Proficiency Award deletion approved.

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

No/Abstain: None

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

1. **Revision: ARCH V67 (same as CT V67), ART V13B, ART V50D, ART V51A, ART V51B, ART V52A, CT V67 (same as ARCH V67), ENGR V01, KIN V95, KIN V96, MUS V22A, MUS V22B, MUS V22C**

B. FIRST READING: CURRICULAR PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment)

1. **Revision: AES V01 (same as ANTH V04), ANTH V04 (same as AES V01), CJ V95, HIST V46, ICA V25, MUS V07. MUS V21A, MUS V21B, MUS V21C, MUS V45, MUS V46, THA V22A***

C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL

1. **New: Associate Teacher COA**
2. **Deletion: Human Services – Mental Health Rehabilitation Practitioner PA**

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

Motion by: S. Corbett

Seconded by: M. Werness-Rude

Discussion: *THA V22A implementation date is Fall 2018. It was conditionally approved for C-ID. Conditional approval expires in a few months and Theatre Department would like to get C-ID approval in – the course is part of a program that is nearly complete/ready for First Reading.*

Request from Human Services Program to be deleted. Program to be deleted, not the courses within the current program. Courses to remain active.

Motion amended: *P. Sezzi moved to amend original motion to include that the New Associate Teacher COA undergo a First and Second reading at this meeting. Committee agreed to not leave the program “hanging” all summer. Shooting for implementation for Spring 2019*

Deletion to be out of 2018-2019 catalog

Final resolution: Associate Teacher COA approved for First and Second Reading
Human Services program approved for Deletion (one reading only required)

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

No/Abstain: None

X. ADMINISTRATIVE CHANGES (Discussion/Action)

A. None

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

A. New: MUS V45

B. Revision: MUS V21A, MUS V21B, MUS V21C, MUS V22A, MUS V22B, MUS V22C, MUS V46

C. Review: AES V01 (same as ANTH V04), ANTH V04 (same as AES V01), ART V13B, ART V50D, ART V51B, ART V52A, CJ V95, CJ V96, KIN V95, KIN V96, PSY V90

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

Motion by: S. Corbett

Seconded by: N. Fredrickson

Discussion: None

Final resolution: Requisite proposals approved as presented

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

No/Abstain: None

After the vote, it was noticed that in CJ V95 and CJ V96, there are prerequisites and corequisites listed that should instead be classified as "Enrollment Limitations"

M. Bowen called for a motion to revise CJ V95 and CJ V96 requisites from Prerequisites and Corequisites to Enrollment Limitations

Motion by: P. Sezzi

Seconded by: S. Corbett

Discussion: None

Final resolution: Requisites in CJ V95 and CJ V96 approved to be changed to "Enrollment Limitations"

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

No/Abstain: None

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

- 1. New: AES V01 (same as ANTH V04), ANTH V04 (same as AES V01), MUS V07, PSY V90**
- 2. Review: HIST V46, POLS V01, THA V22A**

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

Motion by: P. Sezzi

Seconded by: S. Corbett

Discussion: None

Final resolution: Distance Education proposals approved as presented

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

No/Abstain: None

XIII. MINIMUM QUALIFICATIONS

- A. None**

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

- 1. P&GE Meeting will be held Tuesday, May 8, 2018, 3pm, MCW 312**

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

- 1. Revised CSLO (Course SLO) List – Part 2 – M. Bowen (Discussion/Action; see attachment)**

M. Bowen called for a motion to approve the additional CSLO list

Motion by: N. Fredrickson

Seconded by: K. Wellman

Discussion: None

Final resolution: CSLO list approved for inclusion into Banner and CurricUNET

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

No/Abstain: None

XVI. REPORTS (Information)

1. Co-Chairs

2. Articulation/C-ID

1. Changes to AP/IB/CLEP Credit By Examination Charts (Discussion/Action) - T. Brabander

M. Bowen called for a motion to amend catalog according to AP/IB/CLEP Credit by Examination Charts as presented.

Motion by: S. Corbett

Seconded by: M. Rivera

Discussion: Thao explained new changes to charts

Committee suggestion: May be helpful to add column on the chart to show what is excluded from internal credit by exam when external credit by exam is allowed.

Motion amended Original motion amended to allow Thao to make necessary changes to the catalog in regards to the charts discussed above. If any changes come up that aren't known now, she will bring the changes back to the committee.

Final resolution: Amnended motion approved

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

No/Abstain: None

2. New TMCs from the State have been released. Please check your programs to revise if needed (Discussion) – T. Brabander

- i. (2018) - Social Justice Studies (Chicano Studies, Ethnic Studies, Gender Studies, General, LGBTQ Studies, Native American Studies, African American Studies, Asian American Studies)
- ii. (2016) Computer Science
- iii. (2015) Chemistry
- iv. (2017) Environmental Science - Law, Public Policy, and Society - Social Work and Human Services
- v. (2014) Spanish

Correction to heading: These are NEW TMCs have become available at the State. Programs do not need to be revised because of these new TMCs because we do not have ADTs for them yet.

If you want to develop a one of these programs, you need to use these new versions of the TMCs. In revising any existing programs, don't use your old forms. You must download updated TMCs from the Chancellor's Office website before revising your program(s).

3. Board of Trustees/ DTRW-I

4. Subcommittees/Workgroups

5. New Curriculum Approvals at the State (CCCCO)

- i. AS Child Development (revision) – effective Fall 2018**
- ii. COA Child Development (revision) – effective Fall 2018**
- iii. COA Bookkeeping (revision) – effective Fall 2018**

Before meeting adjourned, Michael Callahan distributed a report showing the progress of the Tech Review committee this year. Discussion will happen at next meeting in September.

Meeting Adjourned: 4:40 p.m.

NEXT MEETING

September 4th, 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