



# Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, September 19, 2017 at 3:00pm

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

Called to order: 3:00PM

I. Meeting briefly adjourned for special Philosophy and General Education (P&GE) Meeting. *Curriculum Committee re-commenced at 3:57 PM*

II. 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 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 checked="" type="checkbox"/> P | <input 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 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 type="checkbox"/> P            | <input checked="" type="checkbox"/> A |                    |                                       |                                       |
| ASVC Rep. (ASVC Senator of Internal Affairs)    | Sam Ponce                  | <input checked="" 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 | 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                   | Vacant                     | <input 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: Sharon Oxford (DE)

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

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

*Motion by: N. Fredrickson*

*Seconded by: P. Sezzi*

*Discussion: None*

*Final resolution: Approved as amended (changes shown in red)*

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

*No/Abstain: None*

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

#### A. Ad hoc steering **workgroup** for the next curriculum management system implementation (Discussion) – M. Bowen

*The District is facing the expiration of the CurricUNET contract in February. Demonstrations of other companies have been happening. District to decide as a group.*

*New system will allow us to make recommendations on what we'd like to see within the system.*

*What kind of information do we need to ask Faculty regarding course outlines, what we need to improve, etc?*

*If anyone is interested on serving on this committee, please let Michael know.*

#### General Announcements:

*L. Wintermeyer – There will be a group going Oct 16 to an IEPI Guided Pathways meeting. Would love to have Faculty beginning to think about this as well. Lauren will give updates after the meeting. Please also check your emails for information about this program.*

*S. Oxford – Canvas – next training begins Monday.*

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

*M. Bowen called for a motion to approve the minutes from the 09/05/17 meeting.*

*Motion by: S. Corbett*

*Seconded by: K. Wellman*

*Discussion: None*

*Final resolution: Meeting minutes from the 09/05/17 meeting approved.*

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

*No/Abstain: None*

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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.

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

### A. Courses Not Recently Offered (Discussion/Action; see attachment) – M. Bowen

*50 courses have been identified as being in need of attention. Courses have not been on the schedule since the date last offered which is shown on the attachment.*

*These courses are being considered to be archived – please speak to your departments.*

*Consider writing memos to your departments regarding this subject to let them know. If the course is co-listed, please talk to the other department involved before getting back to M. Bowen*

*Criteria – offer the course, or removal from the catalog. Courses will not be deleted immediately, but hopefully this list can be finalized by the end of the calendar year. Effort to make the catalog more accurate.*

*Suggestion – rotate the courses on the list into the department's 2 year review plan.*

*Goal is to get a response on every single course.*

*Recorder's note: J. Guelcher and P. Sezzi departed*

### B. Proposal to Identify Course Objectives with Course/Lab Content (Discussion/Action – M. Callahan)

1. Proposal to change In-Class Assignments
2. Proposal to add percentage of time for each major topic in content
3. Proposal to change the COR form to be implemented in the new curriculum management system

*Discussion postponed until next meeting due to time constraints*

### C. Ad hoc **workgroup** to address program pre-review procedure (Discussion – M. Bowen, M. Callahan)

*Mark Pauley's program review document that the group approved at a previous meeting – a process to implement the procedure needs to be finalized. Think about if you'd like to be on a workgroup to come up with the procedure – we want to get moving on this*

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

### A. Updates: BUS V03 (**Spring 2018**), HED V73 (**Spring 2018**)

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

*Motion by: N. Fredrickson*

*Seconded by: T. Brabander*

*Discussion: None*

*Final resolution: Consent Agenda courses approved for Spring 2018 implementation*

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

*No/Abstain: None*

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

*None*

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

*None*

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

*None*

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

1. Revision: HED V97 (**Spring 2018**), PHIL V09

**FIRST READING: PROGRAM PROPOSALS FOR APPROVAL**

*None*

*HED V97 – making general updates and adding DE*

*PHIL V09– grammatical changes, improvements in the course objectives, change in description.*

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

Motion by: L. Wintermeyer

Seconded by: M. Werness-Rude

Discussion: *Thao – recommends course add DE element to give the student more options.  
Scott Corbett can discuss the option with Department*

Final resolution: *Frist Reading proposals (that do not require a second reading) approved*

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

No/Abstain: *None*

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

*None*

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

*None*

**XIII. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL**

**(Discussion/Action; see attachment)**

**A. New: BUS V03 (Spring 2018), HED V73 (Spring 2018), HED V97 (Spring 2018)**

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

*Motion by: N. Fredrickson*

*Seconded by: D. Clark*

*Discussion: None*

*Final resolution: Distance Education proposals approved*

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

*No/Abstain None*

**XIV. MINIMUM QUALIFICATIONS**

**A. ACT V02**

**B. ACT V03**

*Discussion postponed until next meeting due to time constraints*

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

**A. Courses discussed at additional P&GE Meeting for inclusion on the local GE list (pending decision from the **workgroup**):**

**1. ART V12A (will remain on the local GE List)**

**THA V02A (will remain on the local GE list)**

**COUN V01 (E1)**

**COUN V02 (B2)**

**EAC V01 (E1)**

*M. Bowen called for a motion regarding the recommendations of the P&GE workgroup*

*Motion by: S. Corbett moved to accept the recommendations of the P&GE workgroup*

*Seconded by: L. Wintermeyer*

*Discussion: None*

*Final resolution: P&GE workgroup recommendations approved for our local GE list*

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

*No/Abstain M. Bowen*

**XVI. DISCUSSION/INFORMATION (Information or Discussion/Action)**  
**A. Program Priority 1 List (Discussion/Action – M. Bowen)**

*Discussion postponed until next meeting due to time constraints*

**XVII. REPORTS (Information)**

**A. Co-Chairs**

**B. Articulation/C-ID**

**C. Board of Trustees/ DTRW-I**

**1. CMS Demo, Meeting Summary (M. Bowen)**

*MATH V31 approved at DTRW-I and will be on the October Board agenda. The recent updates to the COA and AA in Child Development programs do not have to go to Board due to only having minor changes. Programs still have to be approved at the State level.*

**D. Subcommittees/Workgroups**

**E. New Curriculum Approvals at the State (CCCCO)**

**Adjourned at 4:34pm**

**NEXT MEETING**

**October 3, 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