



Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, September 04, 2018 at 3:00pm

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

Called to order: 3:03 p.m.

I. ROLL CALL (Quorum is 9 out of 17 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 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 type="checkbox"/> P	<input checked="" 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	John Clark	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
SLO Committee Representative	Asher Sund	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Health, KIN, ICA, and Performing Arts Division	Jeff Fischer	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	(Vacant)	<input type="checkbox"/> P	<input 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	(Vacant)	<input 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	Jennifer Garner	<input type="checkbox"/> P	<input checked="" 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)	Claribelle Ezennia	<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 checked="" type="checkbox"/> P	<input 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 checked="" type="checkbox"/> A			
Instructional Data Specialist	Olivia Long	<input type="checkbox"/> P	<input checked="" 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 checked="" type="checkbox"/> P	<input type="checkbox"/> A			

DE Committee Liaison: Sharon Oxford - Present

Guests: Jennifer Parker (CD), Eric Irwin (AUTO), Dorothy Farias (ESRM)

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

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

Motion by: S. Corbett

Seconded by: M. Werness-Rude

Discussion: None

Final resolution: Agenda approved as presented

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, S. Corbett,
L. Morales, M. Rivera, P. Sezzi, A. Sund, M. Werness-Rude,
L. Wintermeyer, P. Yi*

No/Abstain: None

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

A. New Academic Year Introductions – M. Bowen

Michael Bowen started introductions around the table.

Michael was out for the first 2 weeks of the semester due to surgery. Back now assuming regular duties. Thanks to all for your support.

B. ACCJC Approvals – K. Hoffmans

Discussion regarding the press release from Chancellor's office which stated that private colleges are now starting to accept ADTs. Let's continue the good work for our students!

Also, in June VC received news from our accrediting body that we are fully accredited. Our next visit will be in 2023.

As an FYI, when curriculum is approved at the State, if it is a certificate or associate degree, we have to send it to the ACCJC for approval.

The AS in Bookkeeping and COA Pre-Allied Health COA were submitted and approved.

Things to keep in mind – 16 units is the lowest unit certificate that can qualify for Financial Aid. So if you are developing a certificate, it may be worth considering to make it be 16 units or higher.

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.

IV. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes from the 5/1/18 meeting.

Motion by: L. Morales

Seconded by: M. Rivera

Discussion: None

Final resolution: Minutes from 5/1/18 approved as presented

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, S. Corbett,
L. Morales, M. Rivera, P. Sezzi, A. Sund, M. Werness-Rude,
L. Wintermeyer, P. Yi*

No/Abstain: None

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

A. Adoption of Curriculum Committee Schedule for AY 2018-2019 (Discussion/Action; see attachment) – S. Ayala

October 30th - Curriculum Committee Training. Newer members of the committee should especially consider attending. It will be a substitute for what usually is our Flex Day training.

M. Bowen called for a motion to adopt the 2018-2019 Curriculum Committee Meeting Calendar

Motion by: P. Yi

Seconded by: S. Corbett

Discussion: None

Final resolution: 2018-2019 Curriculum Committee Meeting Calendar approved as presented

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, S. Corbett,
L. Morales, M. Rivera, P. Sezzi, A. Sund, M. Werness-Rude,
L. Wintermeyer, P. Yi*

No/Abstain: None

B. Curriculum Committee Deadlines for AY 2018-2019 (Information; see attachment) - S. Ayala

Please note the dates on the deadline attachment and share with your department.

C. First Reading Emails (RFFRs) and Degrees, Certificates and Awards (Information) – M. Bowen

Propose that first reading emails for courses will not be sent forward if they are part of 1 or more programs or degrees until the corresponding program has been updated. Not every course will affect a program. A change to title, units, course number and course deletion will. Emails regarding a delay in course approval due to a program update will go to all department chairs involved.

D. End of year committee evaluation (item postponed from 5/1/18 meeting; Information; see attachment) – M. Bowen

Responses to the survey were reviewed.

There will be basic training as requested on Oct 30. Until then, please feel free to ask questions.

Michael Bowen will look at other suggestions as he makes committee goals for this coming year.

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

- 1. Updates: BIOL V29, BIOL V29L, PHIL V03A, PHIL V03B, PHIL V05, PHIL V06, PHIL V06B, PSY V31 (same as SOC V31), SOC V31 (same as PSY V31)**

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

Motion by: M. Werness-Rude

Seconded by: L. Morales

Discussion: None

Final resolution: Consent Agenda items approved

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, S. Corbett, L. Morales, M. Rivera, P. Sezzi, A. Sund, M. Werness-Rude, L. Wintermeyer, P. Yi

No/Abstain: None

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

- 1. Revised: ART V13B, ART V50D, ART V51A, ART V51B, ART V52A, MUS V22A, MUS V22B, MUS V22C**

***Some courses from the previous Curriculum Committee meeting have been postponed for Second Reading due to missing information needed from the Departments (see course spreadsheet)*

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

Motion by: L. Morales

Seconded by: T. Brabander

Discussion: Brief SLO discussion ensued. Curriculum Committee does not vote on content of SLOs. Per A. Sund, 2 SLOs are required, 3 are recommended for courses.

Just a reminder: As a Curriculum Committee representative, you are representing your departments, so please take information back.

Final resolution: Second Reading courses approved

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, S. Corbett, L. Morales, M. Rivera, P. Sezzi, A. Sund, M. Werness-Rude, L. Wintermeyer, P. Yi

No/Abstain: 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)**

- 1. New: EDU V09, EDU V10, ENGL N101, FILM V11, HIST V87, PHIL V12, PHIL V14, THA V15A, THA V15B, THA V29A, THA V29B**
- 2. Revised: ART V68, BIOL V95, ENGL V90, THA V05A, THA V05B, THA V06A, THA V06B**

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

- 1. Revision: AES V66 (same as ART V09B), BIOL V01, BIOL V01L, BIOL V14, CD V05, ENGL V16, ENGL V36A, HED V71, MATH V01, POLS V01SL, POLS V02, PSY V02, PSY V04, SOC V01, SS V01, SS V03**

C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL

- 1. New: AST Agriculture Business**

**Group agreed to discuss the program first in this section.*

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

Motion by: P. Sezzi

Seconded by: C. Branciforte

Discussion: D. Farias: Noted in discussion that there are some changes that could be done to the program. Final conclusion was to postpone this program for first reading until the new faculty in the Department can review the details of the program.

Final resolution: P. Sezzi withdrew his motion to approve the Agriculture Business program for first reading.

C. Branciforte seconded withdrawal.

Yes: Vote not taken on original motion.

No/Abstain: N/A

M. Bowen called for a motion regarding AG Business program

Motion by: P. Sezzi moved to postpone discussion of the Agriculture Business program until next meeting, and after the program can be reviewed by new faculty member.

Seconded by: C. Branciforte

Discussion: None

Final resolution: Motion approved – program to be discussed at next Curriculum Meeting

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, S. Corbett, L. Morales, M. Rivera, P. Sezzi, A. Sund, M. Werness-Rude, L. Wintermeyer, P. Yi

No/Abstain: None

M. Bowen called for a motion to approve the First Reading proposals that will require Second Reading (Agenda item IX.A)

Motion by: S. Corbett

Seconded by: M. Werness-Rude

*Discussion: Question: Are HIST V87 and PHIL V14 found in lower division?
HIST considered a sophomore course at other institutions.
PHIL – also considered introductory after looking at COR*

Final resolution: Courses in Agenda Item IX.A approved for First Reading

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, S. Corbett,
L. Morales, M. Rivera, P. Sezzi, A. Sund, M. Werness-Rude,
L. Wintermeyer, P. Yi*

No/Abstain: None

M. Bowen called for a motion to approve the First Reading proposals not requiring Second Reading (Agenda Item IX.B)

Motion by: M. Rivera

Seconded by: T. Brabander

Discussion: FYI - These courses involve catalog changes, but will not go to the Board.

Final resolution: Courses in Agenda Item IX.B approved for First Reading

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, S. Corbett,
L. Morales, M. Rivera, P. Sezzi, A. Sund, M. Werness-Rude,
L. Wintermeyer, P. Yi*

No/Abstain: None

X. ADMINISTRATIVE CHANGES (Discussion/Action)

A. ART V26A, ART V26B

SAM codes of these courses were changed after approval at Curriculum Committee. The courses had mismatched SAM Codes for proper State submission. This change to make the SAM codes in these courses “non-occupational” will correct the error.

M. Bowen called for a motion to approve the Administrative Changes to ART V26A and ART V26B.

Motion by: M. Werness-Rude

Seconded by: M. Rivera

Discussion: None

Final resolution: Administrative Changes approved

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, S. Corbett,
L. Morales, M. Rivera, P. Sezzi, A. Sund, M. Werness-Rude,
L. Wintermeyer, P. Yi*

No/Abstain: None

- XI. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
- A. New: CD V05, EDU V09, EDU V10, FILM V11, POLS V02, THA V15A, THA V15B, THA V29B**
 - B. Revision: ENGL V16, ENGL V36A, ENGL V90, MATH V01, POLS V01SL, PSY V04**
 - C. Review: ART V68, ART V72, BIOL V01L, BIOL V29L, BIOL V95, PHIL V05, SS V01, THA V05B, THA V06B**

M. Bowen called for a motion to approve Requisite proposals

Motion by: S. Corbett moved to approve all Requisite proposals at once

Seconded by: C. Branciforte

Discussion: A. Reed proposed a request that if a student can be successful in a course without a requisite, please don't attach them. It can create a barrier for the students. Suggestion given was to speak to faculty directly as the issues arise.

P. Sezzi – Regarding CD V05, POLS V01SL – would like to recommend that the Faculty in the respective departments look at the Recommended Preparation requirement of ENGL V01B. It seems odd.

Jennifer Parker (CD) agreed to get back to the Curriculum Committee regarding a decision for CD V05

PSY V04 – do we still need the language of “one year of high school...”

K. Hoffmans: Leave the high school information because we aren't doing much placement testing.

In the discussion regarding placement testing and notating that, it was recommended for Math Department to come up with and implement common language addressing the assessment/multiple measures.

ENGL V36A – In the pre-requisite, “eligibility” refers to placement.

Discussion: Language is a little redundant. A student might not understand what that meant. Language is uneven throughout the department in regards to survey courses.

Final resolution: S. Corbett amended his motion (see below)

Yes: No vote taken on original motion

No/Abstain: N/A

Motion by: S. Corbett moved to postpone requisite approval of CD V05, ENGL V36A and POLS V01SL until Departments respond to committee questions
Seconded by: C. Branciforte
Discussion: P. Sezzi to email authors of the above courses with recommendations
Final resolution: Requisite approvals with the exception of CD V05, ENGL V36A and POLS V01SL approved.
Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, S. Corbett, L. Morales, M. Rivera, P. Sezzi, A. Sund, M. Werness-Rude, P. Yi
No/Abstain: None

***Recorder's Notes – L. Wintermeyer left before Requisite vote. A future agenda item was requested for next meeting: "Requisite Discussion".*

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

A. New: AES V66 (same as ART V09B), ART V09B (same as AES V66), EDU V09, EDU V10, ENGL N101, ENGL V16, FILM V11, HED V71, HIST V87, PHIL V03A, PHIL V03B, PHIL V05, PHIL V06, PHIL V12, PHIL V14, PSY V02, PSY V31 (same as SOC V31), SOC V01, SOC V31 (same as PSY V31), THA V15A, THA V15B, THA V29A, THA V29B

B. New/Review: ART V68, ART V72, BIOL V01, CD V05, PHIL V06B, PSY V04

C. ENGL V36A, MATH V01

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

Motion by: T. Brabander
Seconded by: M. Werness-Rude
Discussion: None
Final resolution: Distance Education proposals approved
Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, S. Corbett, L. Morales, P. Sezzi, A. Sund, M. Werness-Rude, P. Yi

No/Abstain: None

***Recorder's Note – M. Rivera left before Distance Education vote.*

M. Bowen called for a motion to extend the time of the Curriculum Committee meeting by 12 minutes

Motion by: C. Branciforte

Seconded by: T. Brabander

Discussion: None

Final resolution: Meeting extended

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, S. Corbett, L. Morales, P. Sezzi, A. Sund, M. Werness-Rude, P. Yi

No/Abstain: None

***Recorder's Note – S. Corbett left after the meeting extension vote.*

XIII. MINIMUM QUALIFICATIONS

A. SS V01, SS V03, BIOL V01, BIOL V01L

Request to have BIOL Dept come to explain why Ecology is now a part of the MQs for BIOL V01 and BIOL V01L.

No motion made. Item postponed until next meeting so we have representatives to discuss from both departments.

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

A. None

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

A. Revised CSLO (Course SLO) List – M. Bowen (Discussion/Action; see attachment)

A number of courses being updated by the Academic Data Technicians. This is another batch that has been reviewed.

M. Bowen called for a motion to approve the revised CSLO List as presented.

Motion by: T. Brabander

Seconded by: P. Yi

Discussion: None

Final resolution: CSLO list approved as presented

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, L. Morales, P. Sezzi, A. Sund, M. Werness-Rude, P. Yi

No/Abstain: No

XVI. REPORTS (Information)

A. Co-Chairs

B. Articulation/C-ID

- i. Updated GE Worksheets/ TMC Review (see attachments) – T. Brabander

C. Board of Trustees/ DTRW-I

D. Subcommittees/Workgroups

- ii. On site pilot meeting with CourseLeaf – Sept 26 and 27 (K. Hoffmans, M. Bowen)

E. New Curriculum Approvals at the State (CCCCO)

- iii. Associate Teacher COA – approved and in 2018-2019 catalog – S. Ayala

Meeting adjourned at 4:40pm.

NEXT MEETING

September 18th, 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