



# Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, October 02, 2018 at 3:00pm

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

Called to order: Quorum was reached at 3:11pm.

## 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 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	John Clark	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
SLO Committee Representative	Asher Sund	<input type="checkbox"/> P	<input checked="" 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 type="checkbox"/> P	<input checked="" type="checkbox"/> A
English & Math Division	Peter Yi	<input type="checkbox"/> P	<input checked="" 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-Ramirez	<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 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			
Academic Data Specialist	Olivia Long	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Academic 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 - present

**Guests:** Steve Turner (EAC), Jennifer Parker (CD), Rachel Johnson (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: M. Werness-Rude*

*Discussion: Motion was amended to discuss CDL N103 first to allow meeting guest Steve Turner to address any questions*

*Final resolution: Agenda was approved with amendment*

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, M. Rivera, P. Sezzi, C. Stangeland, K. Wellman, M. Werness-Rude*

*No/Abstain: None*

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

### A. CourseLeaf Status Update (Discussion) – M. Bowen. K. Hoffmans

*District reps got together for 2 days of meetings about CourseLeaf, to meet the LeapFrog team, to learn how the system will operate, and how it will interact with Banner. Prototype system will be set up to make further decisions, suggestions on what needs to improve, or corrections. Overall, there are a lot of nice features, and it seems user-friendly. The three colleges in the district are merged so you are able to see courses from VC, OC and MC all in one place. Editing rights will stay the same within colleges (i.e. only VC staff can edit VC courses, etc.).*

*Additional announcements:*

*S. Oxford: Announcing the CANinnovate Tech Training/conference. Can be accessed from home, or in the DE 3 training studio*

*K. Hoffmans: Oct 13th, Financial Aid event - "Cash for College", Oct 20<sup>th</sup> – the same event at East Campus. Please help if you can.*

*Week of Oct 15<sup>th</sup> is the Week in Action for our DACA students. There is a core team with Admissions and Records and Financial Aid. They are looking for other support if you're interested.*

*M. Bowen: There are only 3 meetings left to get Fall 2019 courses through second reading. Please try to get to Curriculum Committee meetings early so that we can attain quorum and get started.*

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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.

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

*M. Bowen called for a motion to approve the minutes from the 9/18/18 meeting.*

*Motion by: K. Wellman*

*Seconded by: M. Rivera*

*Discussion: None*

*Final resolution: Minutes from the 9/18/18 meeting approved as presented.*

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, M. Rivera, P. Sezzi,  
C. Stangeland, K. Wellman, M. Werness-Rude*

*No/Abstain: None*

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

##### A. Curriculum Committee Agenda Changes (Discussion) – M. Bowen

*Please note the new agenda format. The means through which we'd been approving requisites and DE wasn't working – courses were in limbo, and on occasion, being partially approved. The idea came up to move the requisites and DE approvals higher up in the agenda so that if there is a problem, we can pull the entire course. Hopefully, this will avoid a partial approval and all courses will be either entirely approved or not.*

*Recorder's Note: Lauren Wintermeyer arrived before Requisite vote*

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

A. New: **CD V05**, CD V61

B. Revised: ART V16B, **ENGL V36A**, MATH V10, MATH V11A

C. Review: ANTH V90, CD V24, CHEM V01BL, CHEM V12A, CHEM V12AL, CHEM V12B, CHEM V12BL, FREN V02, GERM V02, ITAL V02, JAPN V02, NS V84A, NS V84B, PHYS V03AL, SOC V01SL, SOC V02SL, SOC V07, SPAN V03, SPAN V04

*\*courses in red are returning from an earlier postponement*

*M. Bowen called for a motion to approve to Requisite Approvals in sections A, B and C. Then, motion was amended to address/discuss/approve only the requisites in ENGL V36A*

*Motion by: P. Sezzi - to address only the requisites in ENGL V36A*

*Seconded by: T. Brabander*

*Discussion: T. Brabander: In changing these requisites, it becomes not comparable with similar courses at OC and MC.*

*Discussion ensued. It was determined that the prerequisite for this course won't affect funding/apportionment. Also, because the colleges function independently, there are other comparable courses with different requisites. It is not inconsistent with what we have done previously.*

*Final resolution: Requisites for ENGL V36A were approved as presented*

*Yes: M. Bowen, C. Branciforte, M. Callahan, M. Rivera, P. Sezzi, C. Stangeland, K. Wellman, M. Werness-Rude, L. Wintermeyer-Ramirez*

*No/Abstain: Abstain: T. Brabander*

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

*Motion by: P. Sezzi*

*Seconded by: T. Brabander*

*Discussion: None*

*Final resolution: Requisite proposals approved*

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, M. Rivera, P. Sezzi,  
C. Stangeland, K. Wellman, M. Werness-Rude, L. Wintermeyer-Ramirez*

*No/Abstain: None*

*At this point in the meeting,*

*M. Bowen called for a motion to Move to Item XII.A.1 (CDL N103 in First Reading requiring Second Reading) due to department representative being in attendance*

*Motion by: L. Wintermeyer-Ramirez*

*Seconded by: M. Rivera*

*Discussion: None*

*Final resolution: Group agreed to skip down in the agenda to First Reading item.... To discuss CDL N103. For discussion and outcome, see under Item XII.*

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, M. Rivera, P. Sezzi,  
C. Stangeland, K. Wellman, M. Werness-Rude, L. Wintermeyer-Ramirez*

*No/Abstain: None*

## **VII. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL**

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

**A. New: AES V11 (same as SOC V03), FREN V02, GERM V02, HED V32, ITAL V01, ITAL V02, JAPN V01, JAPN V02, SOC V01SL, SOC V02SL, SOC V03 (same as AES V11), SPAN V03**

**\*course in red is returning from an earlier postponement**

**B. New/Review: ANTH V02, CD V24, CD V61, GERM V01**

**C. Review: MATH V10, SOC V07, SPAN V04**

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

*Motion by: M. Werness-Rude*

*Seconded by: K. Wellman*

*Discussion: It was noticed that the foreign language courses are not requesting 100% DE. If they ever think it's an option, they may want to consider approving it now.*

*Departments have expressed a need for direct interaction with the students in evaluating the language as it is spoken, and in the past have not wanted 100% DE for that reason.*

*Final resolution: Approve all DE proposals with a note on the foreign language courses to ask the Department whether they are interested in 100% DE.*

*Maline to contact the department.*

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, M. Rivera, P. Sezzi,  
C. Stangeland, K. Wellman, M. Werness-Rude, L. Wintermeyer-Ramirez*

*No/Abstain: None*

At this point in the meeting,

*M. Bowen called for a motion to move ahead to item X.2 to discuss courses CD V02 and CD V20 due to department representative being in attendance*

*Motion by: L. Wintermeyer-Ramirez*

*Seconded by: M. Rivera*

*Discussion: None*

*Final resolution: Group agreed to skip down in the agenda to Second Reading item to discuss CD V02, and CD V20. For outcome, see under Item X.*

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, M. Rivera, P. Sezzi, C. Stangeland, K. Wellman, M. Werness-Rude, L. Wintermeyer-Ramirez*

*No/Abstain: None*

After approval of CD V02 and CD V20,

*M. Bowen called for a motion to move ahead to item XII.B.1 to discuss courses CD V24 and CD V61 due to department representative being in attendance*

*Motion by: L. Wintermeyer-Ramirez*

*Seconded by: K. Wellman*

*Discussion: None*

*Final resolution: Group agreed to skip down in the agenda to First Reading items to discuss CD V24, and CD V61. For outcome, see under Item XII.*

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, M. Rivera, P. Sezzi, C. Stangeland, K. Wellman, M. Werness-Rude, L. Wintermeyer-Ramirez*

*No/Abstain: None*

## **VIII. MINIMUM QUALIFICATIONS**

### **A. ESRM V21 (adding Agriculture), ESRM V22 (adding Agriculture)**

*These are existing courses to which the department would like to add the MQ of Agriculture*

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

*Motion by: C. Branciforte*

*Seconded by: C. Stangeland*

*Discussion: Dept wants to add Agriculture to the already existing Biological Sciences MQ. Going to be an "either/or" situation.*

*Once approved, provide updated COR to HR at the DAC to inform them for hiring purposes.*

*Final resolution: Minimum Qualifications proposals approved*

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, M. Rivera, P. Sezzi, C. Stangeland, K. Wellman, M. Werness-Rude, L. Wintermeyer-Ramirez*

*No/Abstain: None*

**IX. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL**

(Discussion/Action; see attachment)

1. Updates: AES V11 (same as SOC V03), ANTH V02, CHEM V01BL, CHEM V12A, CHEM V12B, GERM V01, GERM V02, FREN V02, ITAL V01, ITAL V02, JAPN V01, JAPN V02, SOC V01SL, SOC V02SL, SOC V03 (same as AES V11), SOC V07, SPAN V03, SPAN V04

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

*Motion by: P. Sezzi*

*Seconded by: M. Rivera*

*Discussion: None*

*Final resolution: Consent Agenda courses approved*

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, M. Rivera, P. Sezzi, C. Stangeland, K. Wellman, M. Werness-Rude, L. Wintermeyer-Ramirez*

*No/Abstain: None*

**X. SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL**

(Discussion/Action; see attachment)

1. New: ACE V11, ACE V12, ACE V13, ACE V21, ACE V22, ACE V23, ACE V31, ACE V32, AVE V33, ACE V41, ACE V42, ART V58C, MATH V03J, MATH V04J, MATH V40J, MATH V44J, PHIL V15
2. Revised: ART V09B (same as AES V66), ART V12B, ART V13C, ART V13D, ART V15B, ART V15C, ART V16A, ART V20B, ART V20C, ART V46B, ART V47B, ART V52B, ART V73A (same as PHOT V73A), CD V02, CD V20, GEOG V90, HED V32, NS V85, NS V90, NS V95, NS V96, PHOT V02, PHOT V06B, PHOT V70A (same as ART V70A), PHOT V70B (same as ART V70B), PHOT V73A (same as ART V73A), **THA V06A, THA V06B**

**\*courses in red are returning from an earlier postponement**

*M. Bowen called for a motion to approve CD V02, CD V20 for second reading*

*Motion by: L. Wintermeyer*

*Seconded by: M. Rivera*

*Discussion: None*

*Final resolution: CD V02 and CD V20 approved for Second Reading*

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, M. Rivera, P. Sezzi, C. Stangeland, K. Wellman, M. Werness-Rude, L. Wintermeyer-Ramirez*

*No/Abstain: None*

*M. Bowen called for a motion to approve the Second Reading remaining proposals (with the exception of CD V02 and CD V20) which were approved earlier in the meeting*

*Motion by: K. Wellman*

*Seconded by: C. Stangeland*

*Discussion: T. Brabander: message from Counseling Faculty regarding ACE courses. Should there be a notation that these courses are "formerly\_\_\_\_"? Auto has to update their courses as industry changes. They made the decision to change the name in order to get a fresh set of courses. Lengthy discussion ensued about whether these courses should be presented as "New" or as "Revised". Department to speak to Tech Review team and come up with a plan.*

*Original motion was amended to exclude ACE V11, ACE V12, ACE V13, ACE V21, ACE V22, ACE V23, ACE V31, ACE V32, AVE V33, ACE V41, and ACE V42 for approval.*

*K. Wellman moved*

*C. Stangeland seconded*

*Final resolution: Second Reading proposals approved **except** ACE V11, ACE V12, ACE V13, ACE V21, ACE V22, ACE V23, ACE V31, ACE V32, AVE V33, ACE V41, and ACE V42*

*Yes: CD V02 and CD V20 courses previously approved earlier in the meeting  
M. Bowen, T. Brabander, C. Branciforte, M. Callahan, M. Rivera, P. Sezzi,  
C. Stangeland, K. Wellman, M. Werness-Rude, L. Wintermeyer-Ramirez*

*No/Abstain: None*

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

1. None

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

1. New: CDL N103
2. Revised: ART V16B

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

1. Revised: ANTH V90, CD V24, CD V61, CDL V03, CHEM V12AL, CHEM V12BL, ESRM V21, ESRM V22, MATH V10, MATH V11A, NS V84A, NS V84B, PHYS V03AL

**C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL**

1. None

*3:35pm - CDL N103: Steve Turner is here to discuss the new noncredit course and noncredit certificate plan. Course would fit into a broader certificate program discussed at the last Curriculum Committee Meeting – ICAN. It would provide cognitively diverse students and those on the autism spectrum job seeking strategies, computer skills, and electives in office environments in the process of just one year. A "guided pathway" for students who will not be transferring, and instead interested in this noncredit certificate. Feedback from parents of*

*students and community so far regarding the idea of this program has been positive.*

*Both credit and noncredit courses will be in the catalog that fall under this umbrella. This program is innovative, and VC would be the only one in the county to have a certificate program aimed at assisting students specifically on the autism spectrum.*

*M. Bowen called for a motion to approve CDL N103*

*Motion by: M. Rivera*

*Seconded by: P. Sezzi*

*Discussion: See notes above*

*Final resolution: CDL N103 approved for First Reading*

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, M. Rivera, P. Sezzi, C. Stangeland, K. Wellman, M. Werness-Rude, L. Wintermeyer-Ramirez*

*No/Abstain: None*

*M. Bowen called for a motion to Approve CD V24, CD V61 for First Reading (not requiring Second Reading)*

*Motion by: M. Werness-Rude*

*Seconded by: K. Wellman*

*Discussion: None*

*Final resolution: CD V24, CD V61 approved for First Reading (not requiring Second Reading)*

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, M. Rivera, P. Sezzi, C. Stangeland, K. Wellman, M. Werness-Rude, L. Wintermeyer-Ramirez*

*No/Abstain: None*

*M. Bowen called for a motion to approve all of the First Reading proposals under item XII with the exception of CDL N103 and CD V24 and CD V61 which were already approved earlier in the meeting.*

*Motion by: L. Wintermeyer-Ramirez*

*Seconded by: P. Sezzi*

*Discussion: None*

*Final resolution: First Reading proposals under item XII with the exception of CDL N103 and CD V24 and CD V61 (approved earlier in meeting) were approved*

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, M. Rivera, P. Sezzi, C. Stangeland, K. Wellman, M. Werness-Rude, L. Wintermeyer-Ramirez*

*No/Abstain: None*

### **XIII. ADMINISTRATIVE CHANGES (Discussion/Action)**

#### **A. ART V11A, ART V11B, ART V15A (implementation date)**

*Correcting a mistake: These 3 courses were approved by the Curriculum Committee in January 2018. The issue is, these are part of a larger initiative to change hours on ART courses. The Tech Review team didn't realize at the time that it wasn't just 3 courses alone that were changing, and instead, it is the whole program. Now, the revised courses don't fit into the*



schedule course blocks. Tech Review team and department want to change implementation dates from Spring 2019 to Fall 2019.

*M. Bowen called for a motion to approve the Administrative Changes*

*Motion by: M. Werness-Rude*

*Seconded by: L. Wintermeyer-Ramirez*

*Discussion: M. Werness-Rude: These courses are also cross-listed courses and complicating matters further. Cross-listed courses have not yet been finalized. Those are in the queue for Fall 2019 approval.*

*There will have to be a catalog addendum to remove these from the catalog.*

*Recommendation to not have Spring implementation courses unless absolutely necessary. Item to be placed on next Curriculum Committee meeting agenda.*

*Final resolution: Administrative Changes approved*

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, M. Rivera, P. Sezzi, C. Stangeland, K. Wellman, M. Werness-Rude, L. Wintermeyer-Ramirez*

*No/Abstain: 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**

**B. Articulation/C-ID – T. Brabander**

**1. Report of Recent C-ID Approvals**

**2. New templates from the C-ID (Discussion/see attachment)**

a. New C-ID templates please see attachment

*UC TCA - Thao read course list previously approved, will appear on next CC Agenda in a list for publication records.*

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

1. **DTRW-I** - Next DTRW-I meeting rescheduled to Wednesday, October 17, 2018 due to conflicting event.

**D. Subcommittees/Workgroups**

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

1. **None**

**Adjourned: 4:32pm**

**NEXT MEETING**

October 16<sup>th</sup>, 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