



Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, October 16, 2018 at 3:00pm

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

Called to order: 3:06pm

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 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 checked="" type="checkbox"/> P	<input 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 checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Academic Data Specialist	Olivia Long	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Academic 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: Lazaro Salinas (CJ)

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 was approved as presented

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, S. Corbett,
L. Morales, M. Rivera, C. Stangeland, M. Werness-Rude,*

No/Abstain: None

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

A. November 6th deadline for courses to appear in the 2019/2020 catalog

The Curriculum Committee Training on 10/30 may be postponed in order to have an extra Tech Review meeting to meet the CurricUNET/CourseLeaf switch deadline. Please arrive to the November 6th Curriculum Committee meeting on time as there will be upwards of 80 courses on the agenda. Training will be moved to another date TBA.

B. CuricUNET deadlines to prepare for CourseLeaf – No further submissions or changes (except Tech Review comments) recommended

Email went out today from Michael to all Faculty. Items not finalized in Banner (approved at Curriculum Committee, Board of Trustees, and State, then entered into Banner) may need to be re-entered manually into CourseLeaf.

At this date, it is best to hold off on entering more work into CurricUNET. The Exec Team is working on extending the CurricUNET contract until the end of March for further time with the system.

Additional Announcements:

L. Morales – If there is any Faculty from the Curriculum Committee that would like to serve on Guided Pathways, please let her know.

S. Oxford – CANinnovate – October 26th viewing session – can register online

Session on regular effective contact (for ACCJC) would be a good session for Curriculum Committee members (45 minutes)

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 10/02/18 meeting.

Motion by: C. Branciforte

Seconded by: L. Morales

Discussion: None

Final resolution: Minutes from the 10/2/18 approved as presented

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, S. Corbett,
L. Morales, M. Rivera, C. Stangeland, M. Werness-Rude,*

No/Abstain: None

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

A. Election of Curriculum Committee Co-Chair for 2019-2021 (Discussion/Action) – M. Bowen/K. Hoffmans

1 nominee – Michael Bowen. Michael Callahan and Lydia Morales named “Election Co-Chairs” without objections. Michael Callahan left the room for any discussion.

Michael Callahan called for a motion by acclamation, to a vote for Michael Bowen to continue to be Curriculum Co-Chair for the 2019-2021 term.

Motion by: M. Callahan

Seconded by: M. Rivera

Discussion: None

Final resolution: Michael Bowen voted to remain as Curriculum Committee Co-Chair for the 2019-2021 term

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, S. Corbett,
L. Morales, M. Rivera, C. Stangeland, M. Werness-Rude,*

No/Abstain: None

***Recorder’s Note - Lauren Wintermeyer and Peter Sezzi arrived after election vote*

B. Limiting Spring Implementation Dates (Discussion/Action) – M. Bowen

There has been discussion in the Tech Review committee of limiting our process to use only Fall implementation dates with a small number of “emergency” exceptions (accreditation issues being an example of one)

Spring implementation causes difficulty in post-approval and articulation processes

Would it satisfy the committee if we have a process of Spring implementations in emergency situations only? What would determine it to be an “emergency”?

For a process, it was recommended that Tech Review committee would recommend whether a course should be considered for Spring on the Curriculum Committee agenda, and then a 2/3 vote at the Curriculum Committee meeting would be needed for

implementation. When the course is submitted, the owner of the course should communicate to the Tech Review group regarding the reasoning behind the need for a Spring implementation.

Committee to take this back to their departments, and brainstorming will continue on best process to choose. Committee was in agreement that limiting Spring implementation dates is ok. No motion was needed.

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

A. New: CJ V36

B. Revision: CD V95, CD V96, CHEM V01A, MT V10, PHOT V04B

C. Review: CHEM V01AL, COMM V05, GIS V28A (same as GEOG V28A), GIS V28B (same as GEOG V28B), GEOG V28A (same as GIS V28A), GEOG V28B (same as GIS V28B), LS V02, MT V02, MT V08, PHOT V04A, PHOT V06A, PHOT V08, PHOT V09A, PHOT V09B

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

Motion by: M. Werness-Rude

Seconded by: S. Corbett

Discussion: None

Final resolution: All requisite proposals approved

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, S. Corbett, L. Morales, M. Rivera, P. Sezzi, C. Stangeland, M. Werness-Rude, L. Wintermeyer-Ramirez

No/Abstain: None

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

A. New: ACT N102, ACT N103, AES V65 (same as ART V08), ART V08 (same as AES V65), CJ V36, EAC N132, ENGM V02A, ENGM V03A, ENGM V03B, ESL V04GE, ESL V04LS, ESL V04RW, ESL V05GE, ESL V05LS, ESL V05RW, ESL V06GE, ESL V06LS, ESL V06RW

B. Review: ACT V02, ACT V03, CJ V05, COMM V16

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

Motion by: S. Corbett

Seconded by: L. Morales

Discussion: *Foreign Language proposals from last meeting – was there a resolution? Verbal conversations concluded that department did want to at 100%, and not including it was an oversight, but nothing in writing was received to the Tech Review Chair to change anything. P. Sezzi to contact Michael Ward for confirmation, and items could be placed on the next Curriculum Committee meeting agenda as administrative changes.*

Final resolution: All distance education proposals approved

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

No/Abstain: None

VIII. MINIMUM QUALIFICATIONS

A. None

IX. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

1. Updates: CHEM V01A, CHEM V01AL, COMM V05, COMM V12, COMM V15, COMM V16, GIS V22 (same as GEOG V22), GIS V28A (same as GEOG V28A), GIS V28B (same as GEOG V28B)

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

Motion by: L. Morales

Seconded by: L. Wintermeyer-Ramirez

Discussion: *None*

Final resolution: Consent Agenda proposals were approved

Yes: *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, S. Corbett, L. Morales, M. Rivera, P. Sezzi, C. Stangeland, 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, ACE V33, ACE V41, ACE V42, CDL N103**
2. Revised: **ART V16B**

**red indicates items postponed from earlier CC meeting*

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

Motion by: L. Wintermeyer, with a correction that AVE V33 is corrected to ACE V33

Seconded by: P. Sezzi

Discussion: ACE courses are back this meeting, postponed from the previous meeting. Discussion was held at Tech Review with course author, and recommendation is that these course are treated as "NEW" due to the many significant changes. They will not appear in the catalog until 2020. The AUTO courses will appear in the next catalog for one final year. SMOG courses will go into the 2019 catalog

Final resolution: Second Reading proposals were approved

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, S. Corbett, L. Morales, M. Rivera, P. Sezzi, C. Stangeland, 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: ACT N102, ACT N103, ACT N125, COMM V02, CJ V36, EAC N132, ENGM V02A, ENGM V03A, ENGM V03B, ESL V04GE, ESL V04LS, ESL V04RW, ESL V05GE, ESL V05LS, ESL V05RW, ESL V06GE, ESL V06LS, ESL V06RW
2. Revised: ART V08 (same as AED V65), CJ V05, GEOG V22 (same as GIS V22), GEOG V28A (same as GIS V28A), GEOG V28B (same as GIS V28B), PHOT V04A, PHOT V04B, PHOT V06A, PHOT V08, PHOT V09A, PHOT V09B

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

1. Revised: ACT V02, ACT V03, ACT V25, AES V65 (same as ART V08), CD V95, CD V96, LS V02, LS V03A, LS V03B, LS V03C, LS V10, LS V14, LS V25, MT V02, MT V08, MT V10

C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL

1. Revision: AST: Administration of Justice

M. Bowen called for a motion to approve the First Reading proposals requiring second reading (XII. A)

Motion by: M. Werness-Rude

Seconded by: M. Rivera

Discussion: CJ V36 – forensics is a growing field and of much interest to our students. ENGM and ESL new courses, designed to align with the English sequence. Major revisions are a lot of TOP/SAM code changes

Final resolution: Second Reading proposals in XII.A were approved

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, S. Corbett, L. Morales, M. Rivera, P. Sezzi, C. Stangeland, M. Werness-Rude, L. Wintermeyer-Ramirez

No/Abstain: None

M. Bowen called for a motion to approve the First Reading proposals that do not require second reading – (XII.B)

Motion by: S. Corbett

Seconded by: L. Morales

Discussion: None

Final resolution: Second Reading proposals in XII.B were approved

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, S. Corbett, L. Morales, M. Rivera, P. Sezzi, C. Stangeland, M. Werness-Rude, L. Wintermeyer-Ramirez

No/Abstain: None

M. Bowen called for a motion to approve the First Reading proposals – programs (XII.C)

Motion by: L. Wintermeyer-Ramirez

Seconded by: M. Werness-Rude

Discussion: T. Brabander: ANTH V35 approved for C-ID but the lab is not. Would the Department like to submit the Lab course to C-ID? (to make this combination technically correct?)

Group agreed that we can separate the process of approving the program and the process of the C-ID approval (if the department desires). Down the road, the department may consider submitting 2 courses for the same C-ID (an addition, not a merge).

Final resolution: Second Reading proposal in XII.C was approved

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, S. Corbett, L. Morales, M. Rivera, P. Sezzi, C. Stangeland, M. Werness-Rude, L. Wintermeyer-Ramirez

No/Abstain: None

XIII. ADMINISTRATIVE CHANGES (Discussion/Action)

A. ANTH V04 (same as AES V01), AES V01 (same as ANTH V04) - implementation date change from Fall 2019 to Spring 2019

B. Repeatability Changes:

- 1. DANC V10A/V10B/V10C/V10D**
- 2. DANC V13A/V13B/V13C/V13D**
- 3. DANC V15A/V15B/V15C/V15D**
- 4. DANC V29A/V29B/V29C/V29D**
- 5. DANC V50A/V50B/V50C/V50D**
- 6. MUS V31A/V31B/V31C/V31D/V31E/V31F/V31G/V31H**

C. ENGL N101 – Changing MQs to add Writing-Basic Skills: Noncredit (per Title 5, Sec 53412 (c))

M. Bowen called for a motion to approve the Administrative Change in item XIII.A

Motion by: S. Corbett

Seconded by: L. Wintermeyer-Ramirez

Discussion: This is so students can graduate in the spring. Retroactive change

Final resolution: Administrative Change in XIII.A approved

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, S. Corbett, L. Morales, M. Rivera, P. Sezzi, C. Stangeland, M. Werness-Rude, L. Wintermeyer-Ramirez

No/Abstain: None

M. Bowen called for a motion to approve the Administrative Changes in item XIII.B

Motion by: M. Werness-Rude

Seconded by: M. Rivera

Discussion: For most of these courses that are in families, we have them marked as one repetition per course. Currently coded inconsistently in CurriCUNET. This change would be to correct that.

Dance courses will be treated as a family, but repeatability will be 1. This language is ok in the catalog, but not in the course outline.

L. Wintermeyer: Regarding the Music courses – what will the repeatability allow with this change? Letters in Course ID are specific to the instruments.

***Motion amended to exclude the music courses.** Music courses will continue to be an exception on the account that the courses are instrument specific.*

M. Werness-Rude and M. Rivera amended/seconded the motion to exclude the Music courses from consideration.

Final resolution: Administrative Change in XIII.B (with the exception of the Music courses) approved

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, S. Corbett, L. Morales, M. Rivera, P. Sezzi, C. Stangeland, M. Werness-Rude, L. Wintermeyer-Ramirez

No/Abstain: None

M. Bowen called for a motion to approve the Administrative Change in item XIII.C

Motion by: P. Sezzi

Seconded by: L. Wintermeyer-Ramirez

Discussion: This is a request to retroactively add an MQ. Existing MQ is English (Masters). This course is a noncredit course, and Dept would like to add on top of the existing MQ, the noncredit Basic Writing Skills discipline, which is allowed by Title 5 as a specific qualification in addition to the standard list. Requires a 2/3 vote since it is an MQ

Final resolution: Administrative Change in XIII.C approved

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, S. Corbett, L. Morales, M. Rivera, P. Sezzi, C. Stangeland, 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)

K. Hoffmans: As part of Guided pathways, we need one more faculty member to serve on the committee. Release time comes with the post and the group would like it to be a Curriculum Committee member.

Peter Sezzi volunteered to be the Curriculum Committee Faculty member on the Guided Pathways committee.

XVI. REPORTS (Information)

A. Co-Chairs

B. Articulation/C-ID

1. Report of Recent C-ID Approvals (Discussion; see attachment)

See attachments for further information. Please relay information to your departments if it pertains to them.

2. New Templates for Model Curriculum (Discussion; see attachment)

Can be transferrable and non-transferable

3. UC-TCA List (Discussion; see attachment)

For a course to be transferable, it has to be on this list. The courses on this list are now UC transferable.

C. Board of Trustees/ DTRW-I

1. DTRW-I – Meeting is Wednesday, October 17

2. Board of Trustees

D. Subcommittees/Workgroups

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

1. None

Adjourned: 4:16pm

NEXT MEETING

November 6, 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