



Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, September 18, 2018 at 3:00pm

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

Called to order: 3:12 Non-official discussion / Quorum attained at 3:21pm

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 type="checkbox"/> P	<input checked="" 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 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 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 type="checkbox"/> P	<input checked="" 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 type="checkbox"/> P	<input checked="" 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 type="checkbox"/> P	<input checked="" 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: Rachel Johnson (CD), Steve Turner (EAC), Jack Bennett (Math), Nathan Cole (THA),

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

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

Motion by: P. Sezzi

Seconded by: K. Wellman

Discussion: None

Final resolution: Agenda approved as presented

*Yes: M. Bowen, M. Callahan, S. Corbett, M. Rivera, P. Sezzi, C. Stangeland,
A. Sund, K. Wellman, M. Werness-Rude*

No/Abstain: None

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

- 1. EAC Department is looking into creating a program called "ICAN" as an option for alternative learners and those on the autism spectrum to gain job placement skills. These skills will be helpful for them as they transition into the workforce.*

IV. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes from the 9/11/18 meeting.

Motion by: S. Corbett

Seconded by: C. Stangeland

Discussion: None

Final resolution: 9/11/18 Minutes approved as presented

*Yes: M. Bowen, M. Callahan, S. Corbett, M. Rivera, P. Sezzi, C. Stangeland,
A. Sund, K. Wellman, M. Werness-Rude*

No/Abstain: None

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

1. Curriculum Committee Co-Chair Nominations (Discussion/Action) – M. Bowen

According to our Charter, we are expected to nominate and elect a faculty co-chair every 2 (even-numbered) years by the last meeting in October. If there is anyone that would like to be a faculty Curriculum Committee Co-Chair, please let Michael Bowen or Sarah Ayala know for nomination purposes.

A nomination was made and seconded at the meeting for Michael Bowen to remain as Faculty Co-Chair.

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.

2. Course hour changes not involving a unit change no longer have to go to DTRW-I and Board of Trustees (Discussion) – M. Bowen

We have been informed by DTRW-I that if we submit a course change that is a change in hours, but doesn't affect units, it does not have to go to the Board anymore.

3. Technical Review of SLOs (Discussion/Action) – M. Callahan, N. Cole, A. Sund

The Tech Review team has been coming across some logistical issues. The SLOs in Curricunet and TracDat should be aligned. A few courses are still out of alignment. Question for SLO reps and Curriculum Committee is: can we take a suitable approach to consider TracDat as "truth" and if the Tech Review group finds discrepancies, can they change CurricUNET to align?

M. Bowen called for a motion to approve a process for the SLO changes

Motion by: M. Callahan

Seconded by: P. Sezzi

Discussion: In many cases, SLOs in CurricUNET match TracDat. But in some, they don't. Previously, Michael Callahan would send email for SLOs to be changed, but there wouldn't be a response and courses would be held up. He would like to be authorized to make a change when there is a discrepancy between CurricUNET and TracDat to take TracDat as truth and change CurricUNET to match so that the course can move forward.

N. Cole – A potential problem - making sure that Nathan/Asher get notification that SLO needs to be changed FIRST before anything is touched. Faculty is still working on SLOs and editing.

P. Sezzi – For more than a minor typo change, there should be a specific process.

N. Cole – Good idea for TracDat to be the main resource. But there needs to be a step somewhere to check in on where the course is in the SLO process, like an email to Nathan/Asher/Nan (Is it being updated? Is it a new course?) before any change is made. SLO group needs to be assured that their work is done before any changes are made.

Can there be something in CourseLeaf to direct faculty to update TracDat/remember SLOs? Ideally, TracDat and CourseLeaf to talk? M. Bowen requested that all CC members here to communicate to their departments about SLO information, SLO website, forms on the website, etc.

Final resolution: After the discussion, a solution could not be reached on how this process might work. M. Callahan withdrew his motion. Peter withdrew his second.

Yes/No/Abstain: Vote not taken

**** Recorder's Note: L. Wintermeyer-Ramirez arrived before SLO discussion**

VI. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

1. Updates: None

VII. SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL

(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**

Due to the DTRW-I decision, courses that just have hours changed that don't affect units, don't have to go to DTRW-I and Board of Trustees. Some courses that fit this description have been left on this agenda to avoid confusion and to not have them get lost in the process. They will not be sent forward to DTRW-I but will be approved for Second Reading here. See highlight on course spreadsheet for details.

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

Motion by: S. Corbett

Seconded by: M. Werness-Rude

*Discussion: THA V06A – textbook appears to be out of date
THA V06B – textbook appears to be out of date*

*Final resolution: S. Corbett amended the motion to approve the second reading proposals **with the exception of THA V06A and THA V06B** until textbooks have been updated and bring those back for second reading at next meeting. All courses with the exception of THA V06A and THA V06B approved.*

Yes: M. Bowen, M. Callahan, S. Corbett, M. Rivera, P. Sezzi, C. Stangeland, A. Sund, K. Wellman, M. Werness-Rude, L. Wintermeyer-Ramirez

No/Abstain: None

VIII. SECOND READING PROGRAMS: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

1. None

IX. A. FIRST READING: CURRICULAR PROPOSALS REQUIRING SECOND READING

(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 V70A (same as ART V70A), PHOT V70B (same as ART V70B), PHOT V73A (same as ART V73A)**

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

- 1. Revised: ART V12A, ART V13A, ART V20A, ART V46A, ART V47A, ART V53A, ART V53B, ART V70A (same as PHOT V70A), ART V70B (same as PHOT V70B), ART V74A, ART V74B, MATH V90**

M. Bowen called for a motion to approve the First Reading proposals together – those that will require Second Reading, and those not requiring Second Reading.

Motion by: M. Werness-Rude

Seconded by: K. Wellman

Discussion: PHIL V15 – Is this a course that is generally taught as a lower division level?

Upon checking course, it was determined that yes, it is considered a lower level course.

To make it parallel to some of the other courses just approved (like PHIL V12 and V14 which both have “Philosophy and Religious Studies” as MQs) a suggestion was made to have PHIL V12, PHIL V14 and PHIL V15 match in terms of MQs.

M. Bowen to email the department to address this concern before courses go to second reading.

Comment: All of the ACE courses are replacing AUTO courses – changing the name, replacing courses.

M. Bowen - Please note, there is one Math Course – Math V04J – which is on the spreadsheet (primary record of courses) but not on the main pages of the agenda. Please be aware it is missing from the agenda page but will be included in this list due to its being on the spreadsheet.

Final resolution: All First Reading proposals approved – both those that will require a Second Reading, and those that will not.

Yes: M. Bowen, M. Callahan, S. Corbett, M. Rivera, P. Sezzi, C. Stangeland, A. Sund, K. Wellman, M. Werness-Rude, L. Wintermeyer-Ramirez

No/Abstain: None

C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL

- 1. None**

X. ADMINISTRATIVE CHANGES (Discussion/Action)

1. ART V03 (same as AES V10), AES V10 (same as ART V03) and modifications for C-ID – M. Bowen

These courses were submitted to C-ID for approval and C-ID kicked it back and asked for one additional topic that was missing. Rather than sending these courses back into a new approval process (were approved at the CC on 1/16/18) – Tech Review group would like to just make the adjustment and move on with resubmission

M. Bowen called for a motion to approve the Administrative Changes to ART V03 (same as AES V10) and AES V10 (same as ART V03)

Motion by: L. Wintermeyer-Ramirez

Seconded by: P. Sezzi

Discussion: None

Final resolution: Administrative Changes approved

Yes: M. Bowen, M. Callahan, S. Corbett, M. Rivera, P. Sezzi, C. Stangeland, A. Sund, K. Wellman, M. Werness-Rude, L. Wintermeyer-Ramirez

No/Abstain: None

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

A. New: ACE V12, ACE V13, ACE V21, ACE V22, ACE V23, ACE V31, ACE V32, ACE V33, ACE V41, ACE V42, ART V58C, CD V02, CD V20, MATH V03J, MATH V04J, MATH V40J, MATH V44J

B. Revision: ART V46B, ART V73A (same as PHOT V73A), NS V95, NS V96, PHOT V73A (same as ART V73A)

C. Review: ART V12B, ART V13A, ART V13C, ART V13D, ART V15B, ART V15C, ART V16A, ART V20A, ART V20B, ART V20C, ART V46A, ART V47A, ART V47B, ART V52B, ART V53A, ART V53B, ART V70A (same as PHOT V70A), ART V70B (same as PHOT V70B), ART V74A, ART V74B, GEOG V90, MATH V90, NS V90, PHOT V06B, PHOT V70A (same as ART V70A), PHOT V70B (same as ART V70B), **POLS V01SL**

POLS V01SL postponed from last meeting

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

Motion by: P. Sezzi

Seconded by: S. Corbett

Discussion: ART V58C – typo on requisite on spreadsheet. Title should read “Figure Sculpture III”. The title is correct in COR.

*Requisite is **ART V58B**, not ACE V58B as listed in the spreadsheet. Typo on spreadsheet only, not on the COR*

Final resolution: Requisite proposals approved

Yes: M. Bowen, M. Callahan, S. Corbett, M. Rivera, P. Sezzi, C. Stangeland, A. Sund, K. Wellman, M. Werness-Rude, L. Wintermeyer-Ramirez

No/Abstain: None

XII. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

- A. New: ART V09B (same as AES V66), ART V73A (same as PHOT V73A), ART V74A, ART V74B, HED V32, PHIL V15, PHOT V73A (same as ART V73A)**
- B. New/Review: CD V02**
- C. Review: ART V70A (same as PHOT V70A), ART V70B (same as PHOT V70B), CD V20, PHOT V70A (same as ART V70A), PHOT V70B (same as ART V70B)**

***Correction ART V90B should be ART V09B on the agenda*

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

Motion by: S. Corbett

Seconded by: M. Rivera

Discussion: HED V32, Principles of Food With Lab – Is this a good course for 51%-100% and 100% DE?

How are they going to do 1 unit of the course online? Doesn't seem suitable for more than 50% online. 1-50% may be ok.

M. Bowen to email department and ask them to come to the next Curriculum Committee meeting to discuss.

*Final resolution: S. Corbett amended the motion to approve the DE proposals **with the exception of HED V32** until more is heard from the department.*

All other DE proposals were approved.

DE proposal for HED V32 postponed until next meeting.

Yes: M. Bowen, M. Callahan, S. Corbett, M. Rivera, P. Sezzi, C. Stangeland, A. Sund, K. Wellman, M. Werness-Rude, L. Wintermeyer-Ramirez

No/Abstain: None

XIII. MINIMUM QUALIFICATIONS – time certain discussion at 3:15pm

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

M. Bowen called for a motion to approve the MQs for SS V01 and SS V03

Motion by: M Rivera

Seconded by: M. Werness-Rude

Discussion: Vote on SS V01 and SS 03 was delayed from last meeting

Question from last meeting was: Are the 2 separate MQs intentional?

Answer: Yes on one is a more specific MQ to EAC and one is more of a broader/general MQ

BIOL V01 and BIOL V01L were removed from consideration between last meeting and this meeting– the Ecology MQ that was originally proposed has been withdrawn.

Final resolution: MQs for SS V01 and SS V03 approved

Yes: M. Bowen, M. Callahan, S. Corbett, M. Rivera, P. Sezzi, C. Stangeland, A. Sund, 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

1. Report of Recent C-ID Approvals

Take a look at these courses to see if they are in your areas

This report will now be included at the Curriculum Committee meetings to avoid any delays.

~~PHYS V01~~ PHSC V01 = CHEM 140 (catalog page 68)

~~HIXT 107X~~ HIT 107X = NS V07 (catalog page 69)

MUS V9B = MUS 106

MUS V9A = MUS 105

AUTO V26/V26L = AUTO 150X

THA V13B = THTR 191

THA V13C = THTR 191

THA V11D = THTR 192

THA V11C = THTR 192

THA V11B = THTR 192

MUS V22A = MUS 185

MUS V22B = MUS 185

MUS V22C = MUS 185

SPAN V4S = SPAN 230

This list will complete all C-ID approvals from VC as of 9/17/18

C. Board of Trustees/ DTRW-I

1. **DTRW-I 9/13/18: Courses recommended for approval: ART V51A, ART V51B, ART V52A, ART V26A, ART V26B, MUS V22A, MUS V22B, MUS V22C**

D. Subcommittees/Workgroups

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

Meeting adjourned at 4:26pm

NEXT MEETING

October 2, 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