



Curriculum Committee Agenda

Multi-Disciplinary Center–West 312 (MCW-312)

March 03, 2020 at 3:00pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2021 UNLESS OTHERWISE NOTED.

I. ROLL CALL (Quorum is 9 out of 17 voting members)

VOTING MEMBERS		
Faculty co-chair	<input type="checkbox"/> Michael Bowen	
Articulation Officer	<input type="checkbox"/> Thao Brabander	
Technical Review Chair	<input type="checkbox"/> Michael Callahan	
Academic Senate President	<input type="checkbox"/> Dan Clark	
AFT Rep.	Vacant	
Career Education I Division	<input type="checkbox"/> Kelly Wellman	<input type="checkbox"/> Nicole Falco
Career Education II Division	<input type="checkbox"/> Dorothy Farias	<input type="checkbox"/> John Clark
College Outcome Group Representative	<input type="checkbox"/> Asher Sund or Aurora Meadows	
English & Math Division	<input type="checkbox"/> Peter Yi	(Vacant)
Health, KIN, ICA, Performing & Visual Arts Division	<input type="checkbox"/> Jeff Fischer	<input type="checkbox"/> Maline Werness-Rude
Library, Languages, Behavioral & Social Sciences Division	(Vacant)	(Vacant)
Librarian	<input type="checkbox"/> Peter Sezzi	
Sciences Division	<input type="checkbox"/> Chloe Branciforte	<input type="checkbox"/> Jennifer Garner
Student Services Division	<input type="checkbox"/> Mario Rivera	<input type="checkbox"/> Gema Espinoza Sanchez
NON-VOTING MEMBERS		
CIO co-chair	<input type="checkbox"/> Jennifer Kalfsbeek-Goetz	
ASVC Rep. (ASVC President)	<input type="checkbox"/> Michael Schouten	
Dean	<input type="checkbox"/> Tim Harrison	<input type="checkbox"/> Dan Kumpf
Dean	<input type="checkbox"/> Lisa Putnam	<input type="checkbox"/> Felicia Dueñas
Dean	<input type="checkbox"/> Lynn Wright	<input type="checkbox"/> Marcelo Vazquez
Dean	<input type="checkbox"/> Debbie Newcomb	<input type="checkbox"/> Phil Briggs
Academic Data Specialist	<input type="checkbox"/> Olivia Long	
Academic Data Specialist	<input type="checkbox"/> Kelly Denton	
Recorder/Curriculum Technician	<input type="checkbox"/> Sarah Ayala	
Distance Education Liaison	<input type="checkbox"/> Sharon Oxford	
Registrar	<input type="checkbox"/> Gaby Asamsama-Acuña	

- II. ADOPTION OF THE PROPOSED AGENDA (Discussion/Action)**
- III. INTRODUCTIONS, AND PUBLIC COMMENTS (Information)¹**
 - A. None**
- IV. APPROVAL OF MINUTES: February 18, 2020 (Discussion/Action)**
- V. POLICY AND PROCESS (Information or Discussion/Action)**
 - A. DAC HR and MQs (Discussion) – J. Kalfsbeek-Goetz, M. Bowen**
 - B. Course and Program Flow Charts (Discussion; see attachments) – M. Bowen**
- VI. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
 - A. Revision: BIOL V03**
- VII. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
 - A. None**
- VIII. MINIMUM QUALIFICATIONS (Discussion/Action)**
 - A. Pre-approval discussion regarding proposed MQs for ESRM V01/BIOL V10, ESRM V02, ESRM V03/POLS V12, ESRM V10, ESRM V14 (Discussion) – M. Callahan**
- IX. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
 - A. None**
- X. SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
 - A. None**
- XI. SECOND READING PROGRAMS: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
 - A. None**
- XII. FIRST READING:**
 - A. CURRICULAR PROPOSALS REQUIRING SECOND READING* (Discussion/Action; see attachment)**
 - 1. None**
 - B. CURRICULAR PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment)**

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.

1. Revision: BIOL V03

C. PROGRAMS: (Discussion/Action; see attachment)

1. None

XIII. ADMINISTRATIVE CHANGES (Discussion/Action)

- A. None

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

- A. Next P&GE meeting scheduled for March 31, 2020 (Discussion) – M. Bowen

XV. REPORTS (Information)

A. Co-Chairs

1. Academic Senate Report and personal apology – M. Bowen
2. Curriculum Status Meeting Report – M. Bowen, J. Kalfsbeek-Goetz

B. Articulation – T. Brabander

C. Board of Trustees/ DTRW-I

D. Subcommittees/Workgroups

E. New Curriculum Approvals at the State (CCCCO)

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

- A. Program Approval Process

XVII. GENERAL ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

**NEXT MEETING
March 17, 2020 - 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:

Dr. Jennifer Kalfsbeek-Goetz, Vice President Academic Affairs
Ventura College - 4667 Telegraph Road - Ventura, CA 93003 - (805) 289-6464



Curriculum Committee Minutes - **DRAFT**

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, February 18, 2020 at 3:00pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2020 UNLESS OTHERWISE NOTED.

Called to order: 3:09 p.m.

I. ROLL CALL (Quorum is 9 out of 17 voting members)

VOTING MEMBERS		
Faculty co-chair	<input checked="" type="checkbox"/> Michael Bowen	
Articulation Officer	<input type="checkbox"/> Thao Brabander	
Technical Review Chair	<input checked="" type="checkbox"/> Michael Callahan	
Academic Senate President	<input checked="" type="checkbox"/> Dan Clark	
AFT Rep.	Vacant	
Career Education I Division	<input checked="" type="checkbox"/> Kelly Wellman	<input checked="" type="checkbox"/> Nicole Falco
Career Education II Division	<input checked="" type="checkbox"/> Dorothy Farias	<input type="checkbox"/> John Clark
College Outcome Group Representative	<input type="checkbox"/> Asher Sund/Aurora Meadows	
English & Math Division	<input type="checkbox"/> Peter Yi	(Vacant)
Health, KIN, ICA, Performing & Visual Arts Division	<input type="checkbox"/> Jeff Fischer	<input checked="" type="checkbox"/> Maline Werness-Rude
Library, Languages, Behavioral & Social Sciences Division	(Vacant)	(Vacant)
Librarian	<input type="checkbox"/> Peter Sezzi	
Sciences Division	<input checked="" type="checkbox"/> Chloe Branciforte	<input checked="" type="checkbox"/> Jennifer Garner
Student Services Division	<input type="checkbox"/> Mario Rivera	<input type="checkbox"/> Angelica Gonzales (subst. for Gema Espinoza Sanchez)
NON-VOTING MEMBERS		
CIO co-chair (Interim)	<input checked="" type="checkbox"/> Jennifer Kalfsbeek-Goetz	
ASVC Rep. (ASVC President)	<input type="checkbox"/> Michael Shouten	
Dean	<input type="checkbox"/> Tim Harrison	<input type="checkbox"/> Dan Kumpf
Dean	<input type="checkbox"/> Lisa Putnam	<input type="checkbox"/> Felicia Dueñas
Dean	<input type="checkbox"/> Lynn Wright	<input type="checkbox"/> Marcelo Vazquez
Dean	<input checked="" type="checkbox"/> Debbie Newcomb	<input type="checkbox"/> Phil Briggs
Academic Data Specialist	<input type="checkbox"/> Olivia Long	
Academic Data Specialist	<input type="checkbox"/> Kelly Denton	
Recorder/Curriculum Technician	<input checked="" type="checkbox"/> Sarah Ayala	
Distance Education Liaison	<input checked="" type="checkbox"/> Sharon Oxford	
Registrar	<input type="checkbox"/> Gaby Asamsama-Acuna	

Guests: Lazaro Salinas (CJ)

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

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

Motion by: K. Wellman

Seconded by: N. Falco

Discussion: None

Final resolution: Agenda approved as presented

*Yes: M. Bowen, C. Branciforte, M. Callahan, N. Falco, D. Farias, J. Garner, K. Wellman,
M. Werness-Rude*

No: None

III. INTRODUCTIONS, AND PUBLIC COMMENTS (Information)¹

J. Garner: Provided handout/proposal on how we can possibly discuss our process of Curriculum review, and how it has caused problems for us, like a backlog, etc. Suggested over the next year that we ask questions, review process, take what works well and build on that to create something that will be more sustainable. Group agreed to put this on the next Curriculum Committee Meeting Agenda.

IV. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes from the 01/21/20 meeting.

Motion by: J. Garner

Seconded by: C. Branciforte

Discussion: None

Final resolution: Minutes from the 1/21/20 Curriculum Committee meeting approved as presented

*Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, J. Garner, K. Wellman,
M. Werness-Rude*

No: None

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

A. Drafts of Program Submission Requirements Checklist (Discussion; see attachments) – M. Bowen

Curriculum Technician has updated our worksheets with submission requirements for various program types– updated from PCAH 7th Edition. These are DRAFTS – not yet finalized.

Also included are flow charts describing what happens to courses/programs approved at Curriculum Committee meetings and the next steps to approval/timeline.

If anyone has comments or corrections, please let us know, preferably via email.

New programs will be asked to go through Extended Technical Review – which includes discussions on funding, budget, faculty, building resources, IT, Admissions and Records aspects, etc.

This Extended Tech Review meeting is not a place for approval or non-approval, more a place to have discussions with those on campus that need to be aware when a new program is being

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.

proposed. It will bring more people to the table earlier in the development process. Faculty still has curriculum purview.

Our goal is to bring back corrected versions of these worksheets at next meeting for committee approval. Would like to finalize in the next month or so.

B. Course and Program Flow Charts (Discussion; see attachments) – M. Bowen

See notes in section above

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

A. New: POSC N101, POSC N101A

B. Review: POSC V01, POSC V01A

Department to offer noncredit mirrored courses of our existing POSC courses. Also correcting small discrepancy with the units. Department has been working closely with technical review team.

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

Motion by: N. Falco

Seconded by: K. Wellman

Discussion: None

Final resolution: Requisites proposals approved as presented

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, J. Garner, K. Wellman, M. Werness-Rude

No: None

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

A. None

VIII. MINIMUM QUALIFICATIONS

A. None

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

1. None

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

1. 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: POSC N101, POSC N101A

2. Revised: POSC V01, POSC V01A

**Courses requiring first and second reading proposed for combined first/second reading*

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

1. None

C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL

1. None

These courses are being expedited to start with Oct 2020 cohort. Courses will be accompanied by a certificate which will come to the Curriculum Committee in the near future.

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

Motion by: N. Falco

Seconded by: M. Werness-Rude

Discussion: None

POSC noncredit courses: Identical to credit courses. Vast majority of students may choose noncredit so they don't have to pay, but will not get credit. That is the downside, but this is essential in order to comply with set rules of the program. Police and Sheriff's Depts may sponsor some in credit. Under discussion.

Question on mirroring: If someone is taking class noncredit, they don't pay a fee. Does this apply to non-resident students as well? Yes, noncredit applies to all, though some class materials will need to be paid for.

Final resolution: First Reading Courses approved for first and second reading as presented.

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, J. Garner, K. Wellman, M. Werness-Rude

No: None

XIII. ADMINISTRATIVE CHANGES (Discussion/Action)

A. CS V17 (co-listed with MATH V52) added to the CB Code Project as discussed on 1/7/20 (Discussion/Action; see attachment) – M.Bowen

The committee may recall an issue with course CB codes discussed at a past meeting. New CB codes required for courses by the State in order to sync with the MIS system. Curriculum Committee agreed to a mass approval – long list of courses was presented that had to be updated. Committee approved the administrative updates, and those have been updated in COCI (State system) already.

CS V17 was inadvertently left off the list – it is co-listed with MATH V52. Would like committee approval to add it to the larger list to make it complete.

M. Bowen called for a motion to approve the addition of CS V17 to the CB Code project for an administrative change.

Motion by: K. Wellman

Seconded by: N. Falco

Discussion: None

Final resolution: Administrative Change proposal approved.

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, J. Garner, K. Wellman, M. Werness-Rude

No: 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

C. Board of Trustees/ DTRW-I

1. DTRW-I

2. Board of Trustees

D. Subcommittees/Workgroups

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

1. None

XVII. GENERAL ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

***Comment:** J. Garner – Requested to put a discussion on a new Technical Review Process on the next agenda.*

***Question:** D. Farias - Can we have a set deadline for agenda items so the cut-off date is clear?*

***Answer:** M. Bowen - A good deadline to keep in mind is the Tuesday before the Curriculum Committee meetings (1 week before) – i.e. the Tech Review Meeting date. If it's a major item, you can always ask to be put on the Tech Review Meeting agenda. Just email Michael Callahan, Michael Bowen. or Sarah Ayala.*

***Comment:** M. Bowen – If you aren't able to attend a curriculum committee meeting, if it is possible to appoint an alternate to attend the meeting in your place, please do so. If we don't have a quorum, we can't approve any curriculum, and we have 42 programs in the queue that cannot move forward at meetings without faculty presence.*

If you do appoint an alternate, please let Michael Bowen or Sarah Ayala know via email. We appreciate your attendance and everyone on this committee is important to our success!

Meeting Adjourned: 3:51 p.m.

NEXT MEETING

March 3, 2020 - 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.

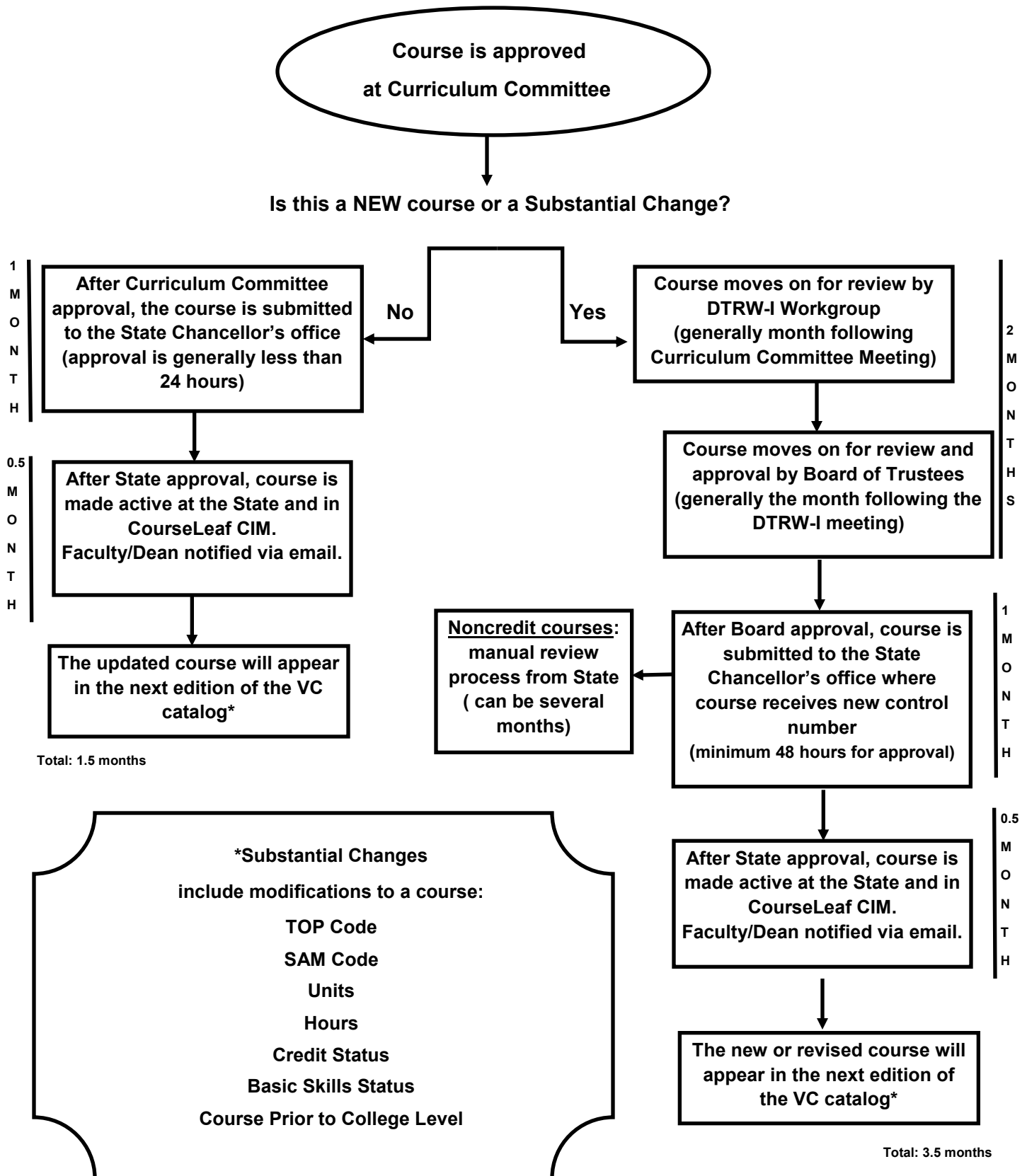
Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of:

Dr. Jennifer Kalfsbeek-Goetz, Interim Vice President Academic Affairs
Ventura College - 4667 Telegraph Road - Ventura, CA 93003
(805) 289-6464

Ventura College Curriculum Committee
Curricular Proposals for 02/18/2020

ADMINISTRATIVE CHANGES											
	COURSE ID	COURSE TITLE	CR NC	UNITS		CHANGE			EFFECTIVE		
✓	CS V17	Discrete Structures	CR	3		Added to CB code project as discussed at 1/7/20 CC meeting			Fall 2020		
REQUISITE APPROVALS											
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE		EFFECTIVE		
✓	*POSC N101	Basic Law Enforcement Academy	NC	0	New	Prerequisite: POSC N101A Enrollment Limitation: Enrollment is limited to those students who meet state screening requirements as outlined in the Government Code, California Penal Code and the Commission on Peace Officer Standards and Training Administrative Manual.	First Reading: Courses		Fall 2020		
✓	*POSC N101A	Orientation for P.O.S.T. Regular and Modular Academy	NC	0	New	Enrollment Limitations: Drug and alcohol clearance, fingerprint clearance, physical examination demonstrating general good health, no visible tattoos or visible body piercings except single studs in earlobes, application form, reading and writing ability, driver's history, P.O.S.T. Physical Agility test	First Reading: Courses		Fall 2020		
✓	*POSC V01	Basic Law Enforcement Academy	CR	32	Revision	Prerequisite: POSC V01 Enrollment Limitations: Enrollment is limited to those students who meet state screening requirements as outlined in the Government Code, California Penal Code and the Commission on Peace Officer Standards and Training Administrative Manual.	First Reading: Courses		Fall 2020		
✓	*POSC V01A	Orientation for P.O.S.T. Regular and Modular Academy	CR	3.5	Revision	Enrollment Limitations: Drug and alcohol clearance, fingerprint clearance, physical examination demonstrating general good health, no visible tattoos or visible body piercings except single studs in earlobes, application form, reading and writing ability, driver's history, P.O.S.T. Physical Agility test	First Reading: Courses		Fall 2020		
DISTANCE EDUCATION APPROVALS											
APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	DE TYPE		SOURCE		EFFECTIVE		
		None									
MINIMUM QUALIFICATIONS											
APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	"P" - Primary MQ, "A"= additional MQ, "C" - required certifications		SOURCE		EFFECTIVE		
		None									
** END OF LIST **											

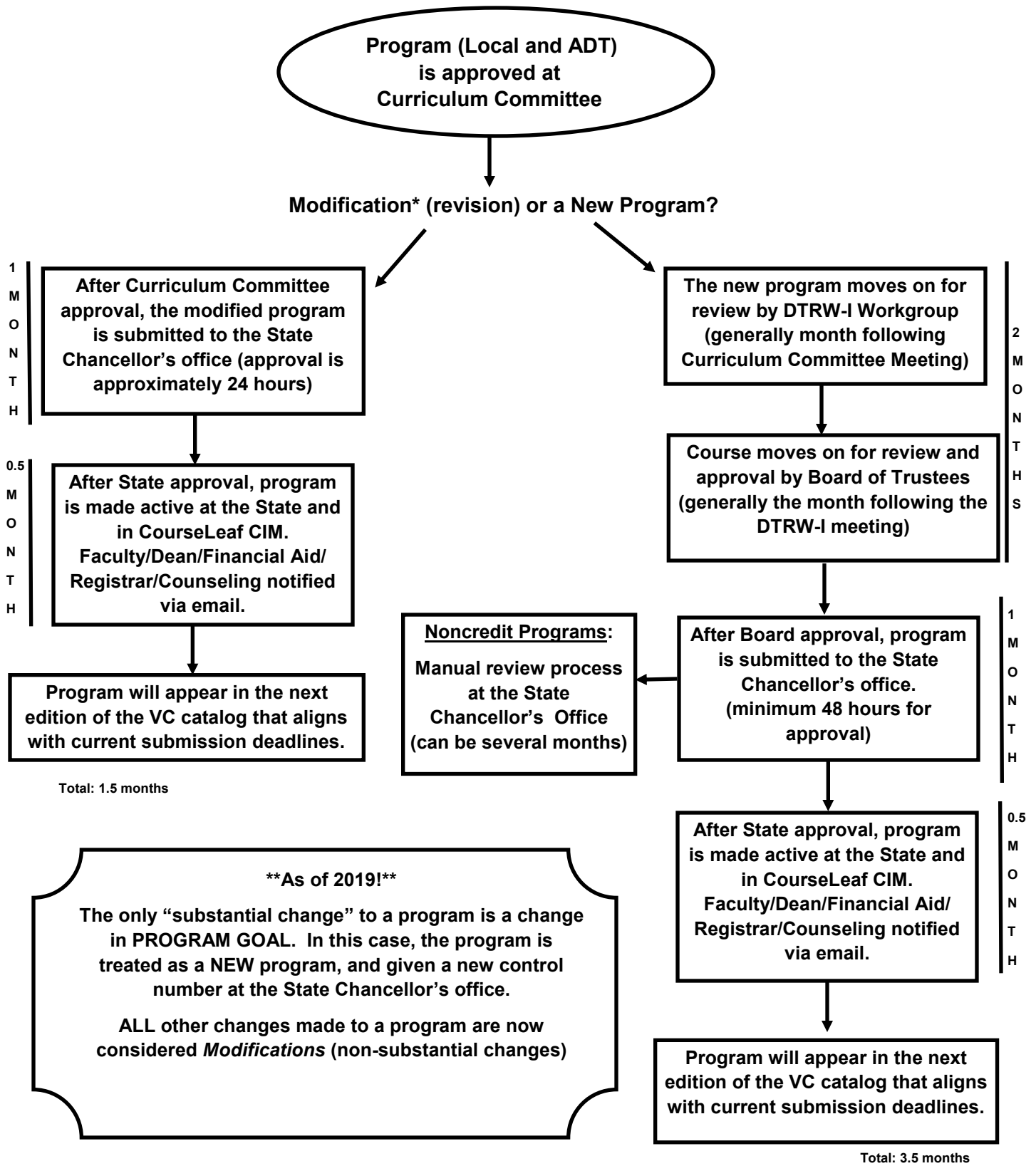
What Happens After A Course Is Approved?



Time estimates can change depending on curriculum and catalog deadlines, and State approval timelines. Chart shows shortest possible approval times, and are not typical of actual times in practice (i.e. course revisions needed after DTRW-I review, delay at the State, etc., which fall outside of staff control).

*Articulation, GE approval, C-ID, and transfer information not included, and may add up to 18 months after State approval.

What Happens After A Program Is Approved?



Time estimates can change depending on curriculum and catalog deadlines, and State approval timelines. Chart shows shortest possible approval times, and are not typical of actual times in practice (i.e. course revisions needed after DTRW-I review, delay at the State, etc., which fall outside of staff control).

[illegible]

Ventura College Curriculum Committee
Curricular Proposals for 03/03/2020

ADMINISTRATIVE CHANGES												
	COURSE ID	COURSE TITLE	CR NC	UNITS		CHANGE			EFFECTIVE			
		None										
REQUISITE APPROVALS												
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE		EFFECTIVE			
	BIOL V03	Organismal Biology and Ecology	CR	5	Revision	Prerequisite: CHEM V01A-V01AL or CHEM V20-V20L (Elementary Chemistry or 1 year of high school chemistry with grades of C or better, and Elementary Chemistry Laboratory) or equivalent, and MATH V03 (Intermediate Algebra) or equivalent or placement as measured by the college's multiple measures assessment process. or MATH V03A-V03E or 1 year of high school intermediate algebra (Algebra II) with grade of C or better. Recommended Preparation: ANPH V01 or BIOL V01-V01L or BIOL V10 or BIOL V12 V29-V29L or BIOL V14 MICR V01 or BIOL V23 or BIOL V29-V29L or 1 year of high school biology with a grade grades of "C" or better. C or better; CHEM V01B-V01BL; MATH V21A or V46; and MATH V44	First Reading: Courses		Fall 2021			
DISTANCE EDUCATION APPROVALS												
APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	DE TYPE		SOURCE		EFFECTIVE			
		None										
MINIMUM QUALIFICATIONS												
APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	"P" - Primary MQ, "A"= additional MQ, "C" - required certifications		SOURCE		EFFECTIVE			
		None										
				** END OF LIST **								