



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

*Opening the Door to Higher Education*

## **Curriculum Committee Agenda**

### **VIA CONFERZOOM**

**Date/Time: Tuesday, March 31, 2020 - 3:00 p.m.**  
**Sciences Building, Room 230 (SCI -230)**

**Join from PC, Mac, Linux, iOS or**  
**Android: <https://cccconfer.zoom.us/j/6631981863>**

**Or iPhone one-tap (US Toll): +16699006833, 6631981863# or +13462487799,**  
**6631981863#**

**Or Telephone:**

**Dial:**

**+1 669 900 6833 (US Toll)**

**+1 346 248 7799 (US Toll)**

**+1 253 215 8782 (US Toll)**

**+1 301 715 8592 (US Toll)**

**+1 312 626 6799 (US Toll)**

**+1 646 876 9923 (US Toll)**

**Meeting ID: 6631981863**

**International numbers available: <https://cccconfer.zoom.us/j/6631981863>**

**Or Skype for Business (Lync):**

**[SIP: 6631981863@lync.zoom.us](https://cccconfer.zoom.us/j/6631981863)**

# Curriculum Committee Agenda

## VIA CONFERZOOM

Tuesday, March 31, 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)

<b>VOTING MEMBERS</b>		
Faculty co-chair	<input type="checkbox"/> Michael Bowen (MB)	
Articulation Officer	<input type="checkbox"/> Thao Brabander (TB)	
Technical Review Chair	<input type="checkbox"/> Michael Callahan (MC)	
Academic Senate President	<input type="checkbox"/> Dan Clark (DC)	
AFT Rep.	Vacant	
Career Education I Division	<input type="checkbox"/> Kelly Wellman (KW)	<input type="checkbox"/> Nicole Falco (NF)
Career Education II Division	<input type="checkbox"/> Dorothy Farias (DF)	<input type="checkbox"/> John Clark (JC)
College Outcome Group Representative	<input type="checkbox"/> Asher Sund or Aurora Meadows (AS)	
English & Math Division	<input type="checkbox"/> Peter Yi (PY)	(Vacant)
Health, KIN, ICA, Performing & Visual Arts Division	<input type="checkbox"/> Jeff Fischer (JF)	<input type="checkbox"/> Maline Werness-Rude (MWR)
Library, Languages, Behavioral & Social Sciences Division	(Vacant)	(Vacant)
Librarian	<input type="checkbox"/> Peter Sezzi (PS)	
Sciences Division	<input type="checkbox"/> Chloe Branciforte (CB)	<input type="checkbox"/> Jennifer Garner (JG)
Student Services Division	<input type="checkbox"/> Mario Rivera (MR)	<input type="checkbox"/> Gema Espinoza Sanchez (GS)
<b>NON-VOTING MEMBERS</b>		
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)<sup>1</sup>**
  - A. None**
- IV. APPROVAL OF MINUTES: March 3, 2020 (Discussion/Action)**
- V. POLICY AND PROCESS (Information or Discussion/Action)**
  - A. Update on Distance Learning (Discussion; J. Kalfsbeek-Goetz, M. Bowen)**
- VI. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
  - A. New: ESRM V02**
- VII. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
  - A. None**
- VIII. MINIMUM QUALIFICATIONS (Discussion/Action)**
  - A. None**
- IX. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
  - A. Update: ESRM V01**
- 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. Revised: ESRM V02**

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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.

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

1. **New: Certificate of Completion - Basic Law Enforcement Academy (Noncredit)**
2. **Revised: Certificate of Achievement - Basic Law Enforcement Academy (Credit)**

**\*First Reading Programs proposed for first and second reading  
+Effective Fall 2020**

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

- A. None**

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

- A. Meeting scheduled for today postponed due to lack of GE submissions (Discussion; T. Brander)**

**XV. REPORTS (Information)**

- A. Co-Chairs**
1. **Update on courses and programs (Discussion; M. Bowen)**
- B. Articulation**
- 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 (Discussion)**
- B. Curriculum Committee Annual Evaluation Survey (Discussion)**
- C. Update on CIM Bug Repair (Discussion)**
- D. COVID-19 Executive Order (Discussion; see attachments and hyperlink)**

<https://www.cccco.edu/-/media/CCCCO-Website/Files/Communications/COVID-19/2020-01-executive-order-student-withdrawal-regulations.pdf?la=en&hash=086726884C05E2BABE60C55D713B49F91CC1654E>

**XVII. GENERAL ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**

**NEXT MEETING**  
**April 21, 2020 – Location TBD**

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, March 03, 2020 at 3:00pm

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

Called to order: 3:00p.m.

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

<b>VOTING MEMBERS</b>		
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 type="checkbox"/> Dan Clark	
AFT Rep.	Vacant	
Career Education I Division	<input checked="" type="checkbox"/> Kelly Wellman	<input 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 checked="" type="checkbox"/> Peter Yi	(Vacant)
Health, KIN, ICA, Performing & Visual Arts Division	<input checked="" 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 checked="" type="checkbox"/> Chloe Branciforte	<input checked="" type="checkbox"/> Jennifer Garner
Student Services Division	<input checked="" type="checkbox"/> Mario Rivera	<input checked="" type="checkbox"/> Gema Espinoza Sanchez
<b>NON-VOTING MEMBERS</b>		
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 type="checkbox"/> Debbie Newcomb	<input type="checkbox"/> Phil Briggs
Academic Data Specialist	<input type="checkbox"/> Olivia Long	
Academic Data Specialist	<input checked="" 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: None

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

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

*Motion by: J. Garner*

*Seconded by: K. Wellman*

*Discussion: None*

*Final resolution: Agenda approved as presented*

*Yes: ALL M. Bowen, C. Branciforte, M. Callahan, D. Farias, J. Fischer, J. Garner, M. Rivera, K. Wellman, P. Yi*

*No: None*

*Recorder's Note: G. Espinoza-Sanchez arrived after the first vote.*

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

### A. None

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

*M. Bowen called for a motion to approve the minutes from the 2/18/20 meeting.*

*Motion by: J. Garner*

*Seconded by: D. Farias*

*Discussion: None*

*Final resolution: Minutes from the 2/18/20 meeting approved as presented*

*Yes: M. Bowen, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, D. Farias, J. Fischer, J. Garner, M. Rivera, K. Wellman, P. Yi*

*No: None*

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

### A. DAC HR and MQs (Discussion) – J. Kalfsbeek-Goetz, M. Bowen

*Recent discussion was had with JKG about how HR is looking at MQs that we assign to courses.*

*In speaking to DAC HR: Hiring doesn't come from the MQ list.*

*Example – an AG class that has 2 or more MQs (like AG and BIOL), and you decide to hire a person that meets the Biology MQs, HR then considers them a BIOL faculty who is teaching an AG course, will go on BIOL longevity list, be part of the BIOL Dept., etc. Per earlier conversation, this was the outcome. Others who have had conversations with DAC HR since have received different information. Clarification to come.*

*M. Callahan made a motion to change the order of the meeting agenda and skip to Item VIII.A*

*Motion by: M. Callahan*

*Seconded by: C. Branciforte*

*Discussion: None*

*Final resolution: Group agreed to skip to Item VIII.A (Minimum Qualifications)*

*Yes: M. Bowen, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, D. Farias, J. Fischer, J. Garner, M. Rivera, K. Wellman, P. Yi*

*No: None*

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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.

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

*Diagram indicating what happens to course and program approvals after Curriculum Committee approvals.*

*Sides of boxes show timelines – sequential timelines, cannot be combined. If you're addressing questions from faculty in your own divisions, these charts can help illustrate the process.*

*These are information items for the group.*

*These can be made available on the Curriculum Committee website if you think they will be helpful for faculty.*

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

**A. Revision: BIOL V03**

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

*Motion by: J. Garner*

*Seconded by: K. Wellman*

*Discussion: None*

*Final resolution: Requisite proposal approved as presented*

*Yes: M. Bowen, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, D. Farias, J. Fischer, J. Garner, M. Rivera, K. Wellman, P. Yi*

*No: None*

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

**A. None**

**VIII. MINIMUM QUALIFICATIONS**

**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**

*In conversation with DAC HR, faculty are not hired to teach a specific class, but rather in a specific discipline. They have to abide by the AFT contract.*

*Subject, (MATH, BUS, etc) Discipline (academic fields – Chancellor's office MQ handbook) and MQ (Minimum Qualifications) are the educational, training or experience that is required by a faculty member to teach a specific course.*

*Table distributed by Michael Callahan (attached to the notes) shows MQs from CurricUNET, those proposed in CourseLeaf, and the discipline listed in Banner.*

*Andrea Ingley, Interim VCCCD Director of Employment Services/Personnel Commission at DAC, said she would research whether you can add additional MQ fields in Banner.*

*Comments from group?*

*ESRM courses on the list are still in technical review.*

*Should faculty be discussing this with the other discipline faculty that are also listed/affected?*

*Shouldn't broader discussions with other faculty take place before MQs are selected when multiple departments are affected?*



*Recommendation that when these ESRM courses are ready for Curriculum Committee meeting, they be added under Item VIII (Minimum Qualifications) for follow up discussion. Also, a discussion at Tech Review should be had, and extend an invite to the Tech Review meeting to Phil Briggs to join the discussion.*

**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:

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

1. Revision: BIOL V03

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

1. None

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

*Motion by: J. Garner*

*Seconded by: K. Wellman*

*Discussion: S. Oxford – This course is not approved for any DE modality. When looking at courses, please consider whether you think it is appropriate for DE.*

*J. Garner – this course's coordinator prefers it not to be approved for DE at this time. BIOL department is hoping to approve courses at 99% DE for those with labs.*

*Final resolution: First reading proposal approved as presented.*

*Yes: M. Bowen, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, D. Farias, J. Fischer, J. Garner, M. Rivera, K. Wellman, P. Yi*

*No: 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

*Next meeting scheduled for March 31, 2020, 3pm.*

## **XV. REPORTS (Information)**

### **A. Co-Chairs**

#### **1. Academic Senate Report and personal apology – M. Bowen**

*Lengthy discussion at the most recent Academic Senate meeting where M. Bowen brought up issues we are facing in curriculum. One issue was the courses not offered in a long while that still appear in the catalog. Last time this was mentioned we received a strong response from the Senate. This time they were more receptive. Dan and the Senate will be looking into recommendations as to how to handle these courses. Other issue was the backlog of courses – we got overloaded this year due to the lack of curriculum in the transition to CourseLeaf.*

*At the meeting, one of the members made a very good suggestion, made M. Bowen realize that a lot of the problems we are facing, he has been internalizing them, and sharing only with the Tech Review group and not sharing with the Curriculum Committee as a whole. He realized he was not making good use of the Curriculum Committee in helping to solve the problems. Offered an apology to the group, omitting them from discussions wasn't intentional. Moving forward, he will share more issues with the group at large in the hopes that the Curriculum Committee can come up with solutions together.*

#### **2. Curriculum Status Meeting Report – M. Bowen, J. Kalfsbeek-Goetz**

*Members of the Tech Review group got together Friday for a thorough and in-depth discussion about the ins and outs of the curriculum process from start to finish, and had a discussion about the program backlog. Documents to come that describe the process for all.*

*One of the big takeaways was that the programs in the backlog were mainly attributed to the transition to CourseLeaf. This has had a significant effect on programs.*

*How can we deploy ourselves in getting through this backlog and perhaps enlisting help from those members of the Curriculum Committee who have offered?*

*Group was expecting some feedback from the Curriculum Committee on how we can achieve this.*

*There was also a discussion on Curriculum Co-Chair position – Michael's term as co-chair ends in Summer 2021 and we need to identify a successor. Possibility of next year (ideal) splitting the responsibilities of the Curriculum Chair between Michael and another faculty member who may be interested (and sharing the 0.4 release time). Opportunity to provide training and compensation for a faculty member – current bylaws require successor already be a Curriculum Committee member.*

*Hoping to present a program review process to the Curriculum Committee in the next meeting or two. One thing being proposed is to require faculty who are writing a new program to sit down with one of the members of the Tech Review group for an "orientation" to help with speeding up review time.*

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

#### **1. None**

### **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. *Draft of catalog will be coming out in a week or so. If you don't see your program it may be that it is still awaiting submission to the State. Draft online for student reference at the end of the month.*

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

### **A. Program Approval Process**

*J. Garner: The ASCCC recommends a process for effective curriculum review. See link: [https://www.asccc.org/sites/default/files/Effective%20Curriculum%20Approval%20Process\\_0.pdf](https://www.asccc.org/sites/default/files/Effective%20Curriculum%20Approval%20Process_0.pdf)*

*One of the items is, that is good practice to ask – Are we doing this in the most effective way?*

*Is this committee interested looking more closely into how we do our process?*

*Would the Committee like to look into our processes, best practices from other colleges, making decisions, etc?*

*Q: In response to earlier discussion on program review– Do you feel like, if you actually adhere to the time that is set aside as your release time and do not go over, would you have enough time to do the work?*

*A: M. Bowen: No*

*J. Garner: It seems then that the way we have things set up is inadequate and how we are using people resources.*

*Additional question from group was posed: If you had help like we see at other campuses, if the Articulation Officer (AO) took on a significant portion, how would your answers to the questions be?*

*A: M. Bowen: If that is the case, I think the work would be getting done adequately.*

*At the other colleges in our district, the AOs are also Curriculum Chairs.*

*Possible release time allotment was discussed:*

*40% - MB's position (co-chair)*

*60%- MC's position (technical review chair)*

*60% - AO position*

*Q: Without doing extra time other than the proposed release time above, do you think that is adequate or just enough and will have to do things extra?*

*A: M. Bowen – Yes, enough in a normal year, but just enough. In a busy year, it would not be enough.*

*MC and OC do curriculum process with a larger tech review group, they review course and program proposals for technical issues, and they assign the time to their flex time and do not receive any additional compensation for that (release time, etc). Not sure how those here at VC would feel about that situation.*

*Tasks vs empowerment. Empowerment may encourage others to participate. Currently, serving on this committee can feel like just “tasks” and leaves people uninterested.*

*It was recommended to take a look at the review process, evaluate resources in a normal year plus flexibility for when other things come up, and how can we best use the resources we have to do the tasks we have to meet our objectives.*

*C Branciforte: agree wholeheartedly, that something needs to be done. If we don't, we will be setting up future committee members for failure.*

*D. Farias: agree as well*

*Challenge faced as Curriculum Chair – how do we make this exciting for people to get involved?*

*J. Garner: That shouldn't be your challenge – the way we have the committee designed, it should be set up so that when someone joins, they understand the level of involvement is needed.*

*Discussions on future processes can be both in Curriculum Committee and in smaller workgroup – something continuous as processes will change with changes in requirements. Bring items back to each meeting for discussion.*

*Q: Do you expect the Curriculum Committee meeting agenda to be as lean as today's?*

*A: Depends on faculty submitting courses – there is not a backlog of courses, only in programs.*

*D. Farias: Is there anything that can be done now aside from what is already in place to help with the program backlog? Will there be any more programs approved?*

*M. Bowen: Depends on if review of programs that were already approved is completed and we can move on to new ones.*

*Comment: Curriculum Committee meetings should still take place whether or not there are courses and programs on the agenda. Meetings should not be canceled because it gives the impression that we don't have anything to do, when we actually have a lot to do.*

## **XVII. GENERAL ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**

*Future agenda items requested:*

- *Discussion on whether to formalize a workgroup for program review ideas*
- *Waivers related to prerequisites and AB 705*
- *Discussion on blanket DE option in times of disaster or emergencies to support students during a time of a campus closure.*
- *Procedure in this group to participate in the prioritization of which programs are reviewed first/in which order. Direction has come largely from management in discussions with the curriculum chair.*

**Meeting Adjourned: 4:34pm**

### **NEXT MEETING**

**March 17, 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

**ESRM Courses**  
**Minimum Qualifications (MQs) and Disciplines Used by VCCCD Human Resources**

Course ID	Course Title	Units	Minimum Qualifications		VCCCD
			Current	Proposed	Human Resources Department
			From CurricUnet	In CourseLeaf	Discipline Listed in Banner
ESRM V01 / BIOL V10	Introduction to Environmental Issues	3	Biological Sciences Ecology Geography	Biological Sciences Ecology Geography	Biological Sciences
ESRM V02	Introduction to Environmental Science	3	Ecology Geography	Geography Ecology	Geography
ESRM V03 / POLS V12	Introduction to Environmental Policy and Natural Resource Management	3	Ecology Geography Political Science	Political Science Ecology Geography	Political Science
ESRM V10	Environmental Ecology	3	Agriculture Biological Sciences Ecology Geography	Biological Sciences Agriculture Ecology Geography	Biological Sciences
ESRM V14	Conservation of Natural Resources	3	Agriculture Ecology Geography	Geography Ecology Agriculture	Geography

February 27, 2020: Conversation with Andrea Ingley, VCCCD Director of Employment Services/Personnel Commission:

The district doesn't hire to teach specific courses; it hires according to disciplines in the CCCCQ MQs Handbook. As per the AFT contract, faculty are hired by discipline and can teach any course in the discipline/s in which they were hired. Co-listed courses can be taught by faculty with an FSA in either of the co-listed disciplines. (Note: Two Ventura College courses are tri-listed.)

Banner lists only one discipline per course; the table below was extracted from Banner via Argos on 02-29-20.

Term	Subject Code	Subject Description	Course ID	Course Title	HR_DISP_CODE	HR_DISP_DESC
Fall 2019	ESRM	Environmtl Sci & Resource Mgt	ESRM V01	Intro to Environmental Issues	BIOL	BIOLOGICAL SCIENCES
Fall 2019	ESRM	Environmtl Sci & Resource Mgt	ESRM V02	Intro to Environmental Science	GEOG	GEOGRAPHY
Fall 2019	ESRM	Environmtl Sci & Resource Mgt	ESRM V03	Environ & Natural Resource Mgt	POLSC	POLITICAL SCIENCE
Fall 2019	ESRM	Environmtl Sci & Resource Mgt	ESRM V10	Environmental Ecology	BIOL	BIOLOGICAL SCIENCES
Fall 2019	ESRM	Environmtl Sci & Resource Mgt	ESRM V11	Introduction to Soil Science	EARTH	EARTH SCIENCE
Fall 2019	ESRM	Environmtl Sci & Resource Mgt	ESRM V14	Conservation Natural Resources	GEOG	GEOGRAPHY
Fall 2019	ESRM	Environmtl Sci & Resource Mgt	ESRM V21	Integrated Pest Management	BIOL	BIOLOGICAL SCIENCES
Fall 2019	ESRM	Environmtl Sci & Resource Mgt	ESRM V22	Insects and Diseases of Plants	BIOL	BIOLOGICAL SCIENCES

Ventura College Curriculum Committee																
Curricular Proposals for 03/03/2020																
CONSENT AGENDA: COURSES						NONSUBSTANTIAL CHANGES TO CATALOG		ARTIC CHANGES								
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation¹, P=Prereq¹, C=Coreq¹, RP=Recom. Prep.¹ ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	<a href="#">Discipline</a> <a href="#">* = Masters Required</a>	EFFECTIVE	REQ	DE	BOT				
		None														
SECOND READING: COURSES						SUBSTANTIAL CHANGES TO CATALOG		ARTIC CHANGES								
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation¹, P=Prereq¹, C=Coreq¹, RP=Recom. Prep.¹ ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	<a href="#">Discipline</a> <a href="#">* = Masters Required</a>	EFFECTIVE	REQ	DE	BOT				
		None														
SECOND READING: PROGRAMS						SUBSTANTIAL CHANGES TO CATALOG		ARTIC CHANGES								
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation¹, P=Prereq¹, C=Coreq¹, RP=Recom. Prep.¹ ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	<a href="#">Discipline</a> <a href="#">* = Masters Required</a>	EFFECTIVE	REQ	DE	BoT				
		None														
FIRST READING: COURSES REQUIRING SECOND READING						SUBSTANTIAL CHANGES TO CATALOG		ARTIC CHANGES								
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation¹, P=Prereq¹, C=Coreq¹, RP=Recom. Prep.¹ ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	<a href="#">Discipline</a> <a href="#">* = Masters Required</a>	EFFECTIVE	REQ	DE	BoT				
		None														
FIRST READING: COURSES <b>NOT</b> REQUIRING SECOND READING						SUBSTANTIAL CHANGES TO CATALOG		ARTIC CHANGES								
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation¹, P=Prereq¹, C=Coreq¹, RP=Recom. Prep.¹ ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	<a href="#">Discipline</a> <a href="#">* = Masters Required</a>	EFFECTIVE	REQ	DE	BoT				
		None														
✓	<a href="#">BIOL V03</a>	Organismal Biology and Ecology	CR	5	Revision	P, RP, Formerly	CC, LC	Biological Sciences	Fall 2021				No			
	FIRST READING: PROGRAMS						CHANGES TO CATALOG		ARTIC CHANGES							
	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS			EFFECTIVE				BOT			
		None														

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			
✓	<a href="#">BIOL V03</a>	Organismal Biology and Ecology	CR	5	Revision	<del>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.</del>  Recommended Preparation: <del>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</del>	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 **								

[illegible]



Ventura College Curriculum Committee  
Curricular Proposals for 03/31/2020

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		
	<a href="#">ESRM V02</a>	Introduction to Environmental Science	CR	3	New	<i>Recommended Preparation: Eligible for ENGL V01A (English Composition)</i>	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 **										



**Executive Order:** 2020-02

**Effective Date:** March 27, 2020

**Title:** Temporary Suspension of Various Specified Grade-Related Regulations to Address the Continuity of Education in Community Colleges During the COVID-19 Declared State of Emergency

Executive Order 2020-02 is issued pursuant to Resolution of the California Community Colleges Board of Governors No. 2020-01 and title 5, section 52020, of the California Code of Regulations, which confers on the Chancellor emergency powers to take all appropriate actions, including the issuance of executive orders, to allow for the continued education of community college students during the period of emergency proclaimed by the Governor of the State of California on March 4, 2020. This authority allows the temporary suspension of regulations adopted by the Board of Governors and the suspension of local rules and regulations that are a barrier to the continuity of educational services.

WHEREAS, the COVID-19 state of emergency declared by the Governor on March 4, 2020 continues; and

WHEREAS, the COVID-19 pandemic and the resulting public health measures, such as required social distancing, have substantially disrupted instruction in the California Community Colleges; and

WHEREAS, to address these public health measures, community college districts throughout the state have converted face-to-face courses to online or alternative formats, which has led to many faculty members and students experiencing these instructional methods for the first time; and

WHEREAS, despite the great efforts of community college faculty to teach and students to learn in new ways, some students may be unable to easily adapt to the new instructional methods in such a short time; and



WHEREAS, students who are adversely impacted by the sudden change in instructional methods should not be prejudiced by them since they were implemented for reasons beyond the students' control; and

WHEREAS, current regulations of the Board of Governors that require students to make decisions about whether to take a course for a letter grade or on a pass/no pass (P/NP) basis by a date certain, that govern the awarding of "incomplete" or "in progress" marks, and that govern the ability of students to repeat courses, will create barriers to the continuity of the educational services to the extent they limit the ability of students to avoid the adverse impacts of changes in instructional methods occasioned by the COVID-19 pandemic; and

WHEREAS, certain regulations of the Board of Governors related to course repetition and to the imposition of administrative processes to allow community college districts to adjust the duration of the Spring 2020 academic term will impose unnecessary administrative burdens and thereby create barriers to the continuity of the educational services provided to students in the California Community College system.

THEREFORE, as the Chancellor of the California Community Colleges, I declare the following:

1. The above recitals are true and correct.
2. Resolution of the California Community Colleges Board of Governors No. 2020-01 and title 5, section 52020, of the California Code of Regulations, authorize me to take all appropriate actions to allow for the continued education of community college students during the period of emergency proclaimed by the Governor of the State of California on March 4, 2020, including the temporary suspension of regulations adopted by the Board and the suspension of local rules and regulations that are a barrier to the continuity of educational services.



3. Due to the existing state of emergency, strict adherence to the following sections of title 5 of the California Code of Regulations will create barriers to the continuity of educational services and are hereby temporarily suspended:
  - a. Section 55022(a)(2): the requirement that students must elect to be evaluated in a course on a letter grade or on a pass/no pass basis either upon enrollment or no later than the end of the first 30 percent of the term is suspended.
  - b. Section 55022(c): the requirement that units attempted on a pass/no pass basis and for which the symbol “NP” is recorded shall be considered in probation and dismissal procedures is suspended.
  - c. Community college officials are authorized and urged to construe section 55023(c), concerning the award of non-evaluative symbols, in accordance with the guidance memorandum issued by the Educational Services and Support Division on this date.
  - d. Section 55045(b): for purposes of allowing the repetition of courses pursuant to this section, any request submitted by a student in a course that was in progress at the time of the governor’s declaration of a state of emergency on March 4, 2020, and for which the method of instruction was affected due to the district’s response to the COVID-19 pandemic, should be presumed to present a valid “extenuating circumstance.”
  - e. Sections 55702 and 58002: the requirement under these sections that a community college district must request and obtain approval of the Chancellor before extending or in any way changing the length of the Spring 2020 academic term is suspended. Community college districts may extend their Spring 2020 term through an including June 30, 2020, as necessary, subject to the notification requirements adopted by the Chancellor’s Office in the guidance memorandum issued by the Educational Services and Support Division on this date.



4. Any local district board policies or regulations in conflict with the above regulatory suspensions shall also be suspended for the duration of the COVID-19 state of emergency or the expiration of Section 52020, whichever is earlier.
5. This executive order shall remain in full force and effect as long as the declaration of the COVID-19 state of emergency is in place, or the expiration of Section 52020, whichever is earlier.

A handwritten signature in black ink, appearing to read 'EOO', is positioned above a horizontal line.

Eloy Ortiz Oakley, Chancellor

Dated: March 27, 2020

**TO:** Chief Executive Officers  
Chief Instructional Officers  
Chief Student Services Officers

**FROM:** Marty Alvarado,  
Executive Vice Chancellor, Educational Services & Support

**RE:** Grading Policies and Term Extension Guidance Due to COVID-19 Pandemic

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The COVID-19 pandemic and the rapidly escalating social and physical distancing required has substantially disrupted instruction for all institutions. As a result, colleges throughout the state have aggressively converted face-to-face courses to online or alternative formats with many faculty and students experiencing online teaching and learning for the first time. Given this unprecedented and unexpected transition, faculty and students require maximum flexibility to effectively navigate the current term.

Based on the information available as of the date of publication, this memo provides guidance on grading policies and term extensions focused on supporting students enrolled in the current environment. Topics covered in this memo include the following:

- Grading Policies: Pass/No Pass Grade (P/NP) Options
- Grading Policies: Incomplete or In Progress Grade Options
- Guidance for Extending the Term
- Course Repetition Due to Extenuating Circumstances

**Grading Policies: Pass/No Pass Grade Options**

Executive order 2020-02 suspends the title 5, section 55022 requirement that students select the “pass or no pass” grading option prior to the 30% mark of the term. Additionally, the executive order suspends the requirement that units attempted for which the symbol “NP” is recorded be considered in probation and dismissal procedures. Students that attempt to continue to complete a course under the current situation, rather than withdraw, will not be negatively affected should they ultimately be unable to successfully complete the course.

While the Chancellor’s Office is in discussions with the state’s primary transfer institutions, CSU and UC, at the time of this guidance, the potentially adverse transfer implications of a pass or no-pass grading option remain in effect. For these reasons, colleges are advised against implementing blanket pass or no-pass grading policies and encouraged to provide updated information to faculty and students regarding the pass or no-pass grading option, and the potential impact for transfer purposes. The Chancellor’s Office will continue to work with UC and CSU, but colleges are encouraged to share a few transfer related issue areas such as:

- Most transfer institutions do not compute a GPA for a P/NP course, however in some instances a passing grade is computed at a 2.0 level, potentially adversely affecting a student's overall GPA score.
- Most transfer institutions, including CSU and UC, require courses for the major to be completed with a letter grade, therefore a P grade may result in a student needing to retake a course.
- Many transfer institutions restrict the allowable transfer units that may be taken as P/NP.

In enacting these grading policy changes, colleges may need to revise their Spring 2020 catalogue policies and should broadly and proactively communicate changes to students and faculty, including posting on their website where applicable. We recommend colleges provide written guidelines to students, staff, and faculty to ensure proactive advising and support for students.

### **Grading Policy: Incomplete and In Progress**

Per title 5, section 55023, district governing boards may authorize the use of the non-evaluative symbols "I" for Incomplete and "IP" for In Progress. This section provides guidance on the allowable uses of these symbols and recommends how these rules may be applied to the current situation.

***Incomplete.*** Under section 55023, the "I" symbol may be used for students whose academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in incomplete coursework. The condition for the removal of the "I" must be stated by the instructor in a written record that contains the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol may not be used in calculating units attempted nor for grade points.

For the duration of the COVID-19 crisis, faculty should assess on a student-by-student basis when the use of an "I" symbol would be appropriate for a student impacted by COVID-19, and whether the student's individual circumstances constitute an "unforeseeable, emergency, and justifiable reason" for needing additional time.

***In progress:*** Under section 55023, the "IP" symbol may be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol must remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit must be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" symbol must not be used in calculating grade point averages.

For the duration of the COVID-19 crisis, the "IP" symbol should be used when a course has been temporarily suspended and is expected to reconvene and complete instruction at some point beyond the end of the established term. Colleges should communicate this clearly to students in impacted courses and proactively plan for when courses may reasonably be continued and completed.

**Guidance for Extending the Term**

Executive Order 2020-02 suspends title 5, section 58002 and 55702 requirements for a governing board to request and obtain approval of the Chancellor to extend their Spring 2020 term. This executive order authorizes all colleges to extend their Spring 2020 term through June 30, 2020, as needed. Colleges intending to extend their terms are required to notify the Chancellor's Office of the original term end date, the extended term end date, and the number of courses impacted by the extension. Colleges who select to extend their term can submit this information by completing the Extension of Spring 2020 Term form here: <https://bit.ly/S20Extension>. Colleges that anticipate needing to extend beyond June 30, 2020, should contact Vice Chancellor Aisha Lowe at [alowe@cccco.edu](mailto:alowe@cccco.edu).

**Course Repetition Due to Extenuating Circumstances**

In light of the variety of ways that COVID-19 may disrupt course progress and completion, Executive Order 2020-02 establishes COVID-19 as a recognized extenuating circumstance and suspends the requirements in title 5, section 55045, for students to prove an extenuating circumstance when petitioning to retake a course attempted during the recognized pandemic. Colleges should disregard the previous grade and credit when computing GPA, once the course has been repeated.

For questions about this memo, please contact Marty Alvarado at (916) 327-5492 or [malvarado@cccco.edu](mailto:malvarado@cccco.edu) or Aisha Lowe at (916) 322-4205 or [alowe@cccco.edu](mailto:alowe@cccco.edu)

cc: Eloy Ortiz Oakley, Chancellor  
Daisy Gonzales, Deputy Chancellor  
Aisha Lowe, Vice Chancellor  
Rhonda Mohr, Vice Chancellor  
CCCCO Staff