Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)
Tuesday, October 01, 2019 at 3:00pm

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

Called to order: 3:06pm

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

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

Guests: Lazaro Salinas (CJ), Letrisha Mai (Moorpark, Curriculum Co-Chair/AO)

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

M. Bowen called for a motion to approve the agenda.
Motion by: *K. Wellman*
Seconded by: *T. Brabander*
Discussion: *Updates to existing information sent out late Tuesday morning*
Final resolution: *Agenda approved as presented with updates*
Yes: ALL   *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, N. Falco, D. Farias,*
                       J. Garner, A. Gonzales, M. Rivera, K. Wellman, M. Werness-Rude, P. Yi

                       *Recorder's Note: P. Sezzi arrived after agenda vote

No   *None*

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

A. None

Public comment/questions:
Q: Is an email the only way a Department Chair/Dean knows there is something that needs their attention from CourseLeaf? Does anything show up on the portal page as well as the email to get their attention?

A: No – email is the default mechanism. If a course/program gets rolled back, an email will be generated, and maybe some direct discussion and/or email between individuals and the Tech Review Chair

Comment: L. Salinas reported that as a Department Chair, he received an email notification that approval was needed, and the link in the email took him directly to the course. 30 second process.
Comment: L. Wright reported she is still having some difficulties with the system and it can be frustrating. Also is getting alerts that she does not have access when she should.
Comment: D. Newcomb reported she did not get a notification from the CJ course that is on this meeting's agenda going through.

IV.   APPROVAL OF MINUTES: (Discussion/Action)

Text within notes in red indicate changes to the minutes since agenda was posted.
M. Bowen called for a motion to approve the minutes from the 9/3/19 meeting.
Motion by: *P. Sezzi*
Seconded by: *T. Brabander*
Discussion: *A Gonzales noted she was missing from the affirmative vote list in items XIII.C and XIV.B.*
Final resolution: *Minutes approved with corrections noted above*
Yes: *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, N. Falco, D. Farias,*
                       J. Garner, A. Gonzales, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude, P. Yi

No/Abstain: *None*

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[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.

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

A. CSU-GE/B and IGETC GE Proposals – T. Brabander (Discussion/ Action; see attachment)

T. Brabander passed out draft of the process. Shows the process of how faculty members can submit a course for 4 year GE area. Soliciting input on this draft.

3 GE proposal types – Local, GE for CSUGE Breadth and the last is for GE for IGETC.

Addressing GE proposal for 4 year schools - course can be submitted two ways:
By faculty members who can indicate the desire for GE in CIM course information. When the course goes through the workflow, the Tech Review team and AO will review the course, and will advise a revision if necessary.

Second way is to be initiated by the articulation officer. When course is reviewed, and AO sees the course is a good candidate, AO will email faculty with the recommendation. It is up to the faculty whether to accept or not via email.

AO cannot submit course for GE consideration until course has been approved.

Deadline to propose a course is October 25th. Deadline to submit to 4 year school is usually in December. In that month AO will review the course and make sure the course meets all of the criteria.

Is this how you'd like the AO to carry out the request like this? Procedure is not very fixed right now.

Q: What if faculty did box one and box three altogether, and then course is reviewed for any changes needed? Is there a reason for not inputting appropriate GE information when they are proposing that up front? Condensing some of those steps, reducing "back and forth", adding communication would be improved.

A: The idea is to add the information up front

Boxes two and three could just be listed as "changes as needed". Box two is really only needed if AO initiates GE process.

T. Brabander to review process presented and edit based on discussion. Will clear up the routing process before it is voted on at the committee – maybe next meeting.

Comment: If this proposal comes back at the next Curriculum meeting, it doesn't give faculty much time before the deadline.

A: The plan is to adhere to current procedure for this year, and this is more clarification for the future.

No vote taken

VI. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment) – effective SPRING 2020
A. New: CJ V02, FILM V01
B. Revised: ECON V01A, ECON V01B
C. Review: AST V01L

FILM V01 – to be discussed separately

*M. Bowen called for a motion to approve the Requisite proposals **with the exception** of FILM V01*

Motion by:	*P. Sezzi*
Seconded by:	*K. Wellman*
Discussion:	*None*
Final resolution:	*Requisite approvals with the exception of FILM V01 approved*
Yes:	*M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, N. Falco, D. Farias, J. Garner, A. Gonzales, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude, P. Yi*
No/Abstain:	*None*

M. Bowen called for a motion to approve the Requisite proposal for FILM V01

Motion by:	*A. Gonzales*
Seconded by:	*P. Sezzi*
Discussion:	*Recommended Prep in this course is listed as "Eligible for College Composition" – why since students are already meeting that eligibility? Should we change the language?*
	Trying to align course with FTVE 105
	The way it is currently written will not cause trouble in Banner coding – Academic Data Specialists do not code Rec Preps.
	Weird advisory, but it comes from the language of FTVE 105.
	Should we use the consistent verbiage as the other courses? Group thinks it would make more sense to make course language consistent with other VC courses to refer to our specific courses rather than the C-ID course.
	Should make it consistent with the ENGL Courses
	Verbiage is under the English section. Model is ENGL V18, and language to be used will be "Eligibility for college-level composition (ENGL V01A)".
	Maybe a crosswalk is needed between C-ID language and our local language to assist.
Motion Amended	*To approve requisite for FILM V01, but to change the language as suggested above modeling ENGL V18.*
Final resolution:	*Motion approved as amended*
Yes:	*M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, N. Falco, D. Farias, J. Garner, A. Gonzales, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude, P. Yi*
No/Abstain:	*None*

VII. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment) – effective SPRING 2020

A. New: AST V01L, CJ V02, COMM V15, ECON V01A, ECON V01B, FILM V01, GEOG V01, GEOG V01L, THA V01

List of courses for urgent DE changes to be able to offer 100% online program(s). Some were previously approved for hybrid version of DE, but not 100%, and some are new DE.

M. Bowen called for a motion to approve the Requisite proposals
Motion by: *K. Wellman*
Seconded by: *M. Werness-Rude*
Discussion: *GEOG V01, GEOG V01L – why not 1-50% modality?*
                       C. Branciforte (CC Rep for division): Not sure why. Can't leave this for next meeting as courses need to be approved at this meeting to make it into the Spring schedule. C. Branciforte made the call to go ahead and add the extra modality to the GEOG courses, and it was pointed out that all modalities don't have to use it even if they are all approved.
                       Sharon Oxford – no objection to DE change
Amend motion   *Requisites approved with the addition of the extra modality (1-50%) on GEOG V01 and GEOG V01L courses*
Final resolution: *All requisite proposals approved.*
Yes: *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, N. Falco, D. Farias, J. Garner, A. Gonzales, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude, P. Yi*

No/Abstain: *None*

VIII.   MINIMUM QUALIFICATIONS
A. None

IX. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment) – effective SPRING 2020
1. Update: AST V01L, COMM V15, ECON V01A, ECON V01B, GEOG V01, GEOG V01L, THA V01

M. Bowen called for a motion to approve the Consent Agenda proposals
Motion by: *A. Gonzales moved to pull COMM V15, ECON V01A, and ECON V01B courses for separate discussion*
Seconded by: *C. Branciforte*
Discussion: *None*
Final resolution: *COMM V15, ECON V01A, and ECON V01B pulled from group above for separate discussion.*
Yes: *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, N. Falco, D. Farias, J. Garner, A. Gonzales, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude, P. Yi*

No/Abstain: *None*

*M. Bowen called for a motion to approve the Consent Agenda proposals **with the exception of** COMM V15, ECON V01A and ECON V01B*
Motion by: *P. Sezzi*
Seconded by: *M. Rivera*
Discussion: *None*
Final resolution: *Consent agenda proposals approved with the exception of those listed above*
Yes: *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, N. Falco, D. Farias, J. Garner, A. Gonzales, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude, P. Yi*

No/Abstain: *None*

A. Gonzales: In regards to the ECON courses, the list of comparable courses is not correct, and it also does not indicate the change of Moorpark College's new course numbers. Information is not complete. Need to align with VCCCD comparable courses

Q: Can this be worked out between Counseling and Thao? A: Yes.

COMM V15: In the area in the course outline in CourseLeaf that shows if a course is listed in a program(s), this one is listed as being in the Pre-Allied Health program. Currently, this is not the case.

M. Bowen: Pre-Allied Health has a working proposal in process, and that is why the COMM V15 course is showing in that area. CourseLeaf updates immediately.

Note: If you are reviewing a course and see something you think doesn't belong, you can also go into the program side of things and look at the program list to see if anything is pending with the listed course within it. If you click on the program listing at the course level, the system will take you to that program to see where the course is listed.

M. Bowen called for a motion to approve the course proposals COMM V15, ECON V01, and ECON V01B
Motion by: *K. Wellman*
Seconded by: *A. Gonzales*
Discussion: *None*
Final resolution: *The three courses above were approved.*
Yes: *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, N. Falco, D. Farias, J. Garner, A. Gonzales, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude*

*Recorder's note – P. Yi left the meeting before this vote was taken.

No/Abstain: *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. **None**

B. FIRST READING: CURRICULAR PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment) – effective SPRING 2020
1. **Revision: CJ V02, FILM V01**

C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL
1. **None**

M. Bowen called for a motion to approve the First Reading proposals
Motion by: *T. Brabander*
Seconded by: *A. Gonzales*
Discussion: *None*
Final resolution: *First Reading proposals approved*
Yes: *M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, N. Falco, D. Farias,*
*   J. Garner, A. Gonzales, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude*

No/Abstain: *None*

XIII.   ADMINISTRATIVE CHANGES (Discussion/Action)

A. None

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

A. Local GE Procedures Update – M. Bowen

Every year we have two P&GE meetings. This semester, it's on October 29. If you want to submit your course for local GE, submit your rubric to Thao. If everything is ok on the rubric, the course will go to the P&GE meeting for discussion and if recommended, it will go to the Curriculum Committee for approval.

It was suggested that an email be sent out with a deadline for submissions and the link on the website to find rubric paperwork.

Q: If a course has been approved for GE at a 4 year school, are we still automatically approving it for our local GE? A: Yes.
Q: How do faculty find out?
A: Faculty should propose GE in the CIM course information.
Thao would send proposal to Curriculum Committee for approval based on the 4 year school.
Tracking mechanism for this was added to the CIM course information.

In catalog – under AG V30 – check catalog note on CSU articulation to correct typo.

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

A. None

XVI.   REPORTS (Information)

A. Co-Chairs

B. Articulation/C-ID – T. Brabander

C. Board of Trustees/ DTRW-I

1. DTRW-I - 9/12/19 DTRW-I Meeting Report – M. Bowen

VC did not have courses to send forward. Group will review the many AP/BPs related to curriculum. A lot of APs do not address noncredit curriculum and group is working to rectify that.

Example – in Catalog – Pg. 27, 1st column, under "Final Examinations", there is wording about final exams in every semester: "Students are required to take

examinations for the classes in which they are enrolled." There no distinction between credit and noncredit.

Not only does the final examination language not distinguish between credit and noncredit, but it also (1) differs among the different colleges' catalog in the district, and (2) we couldn't find which AP or BP set out this language, so we don't even know from where this requirement came.

    2. Board of Trustees

D. Subcommittees/Workgroups

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

Meeting adjourned: 4:25pm

<u>NEXT MEETING</u>

October 15th, 2019 - 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:
Jennifer Kalfsbeek-Goetz, Interim Vice President Academic Affairs
Ventura College - 4667 Telegraph Road - Ventura, CA 93003
(805) 289-6464