



Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, September 03, 2019 at 3:00pm

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

Called to order: 3:01 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 checked="" type="checkbox"/> Thao Brabander	
Technical Review Chair	<input checked="" type="checkbox"/> Michael Callahan	
Academic Senate President	<input checked="" type="checkbox"/> Lydia Morales	
AFT Rep.	Vacant	
Career Education I Division	<input type="checkbox"/> Kelly Wellman	<input checked="" type="checkbox"/> Nicole Falco
Career Education II Division	<input checked="" type="checkbox"/> Dorothy Farias	<input checked="" 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 type="checkbox"/> Jeff Fischer	<input type="checkbox"/> Maline Werness-Rude
Library, Languages, Behavioral & Social Sciences Division	(Vacant)	(Vacant)
Librarian	<input checked="" 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"/> Angelica Gonzales
NON-VOTING MEMBERS		
CIO co-chair (Interim)	<input checked="" 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 checked="" 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 checked="" 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 (Interim)	<input type="checkbox"/> Sarah Mossembekker	

Guests: Lazaro Salinas (CJ)

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

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

Motion by: N. Falco

Seconded by: J. Garner

Discussion: None

Final resolution: Agenda was approved as presented

Yes: ALL M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, N. Falco, D. Farias, J. Garner, A. Gonzales, L. Morales, M. Rivera, P. Sezzi, P. Yi

No

None

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

A. New member introductions (Information) – M. Bowen

Introduction of Dr. Jennifer Kalfsbeek-Goetz, our new VP of Academic Affairs

B. Text change to AP 4100 in catalog (Information; see attachment) – M. Bowen

Text changed about 5 years ago and it has not gotten into the catalog. We are going to update the catalog to include the new AP language starting in Fall 2020.

AP has to do with catalog rights. Change references ability for transfer – and that we accept courses from regionally accredited institutions.

C. CVC-OEI (Information) – J. Kalfsbeek-Goetz

VC received a Grant last spring – California Virtual Campus – concerning Distance Education. \$350,000 received. Idea is to increase access to online opportunities to students.

Most relevant to this committee – departments will be putting through 2 lab courses, one in GEOG and AST, and COMM V15 to be approved for 100% online. These courses are necessary in order to be able to complete a degree or certificate totally online.

A few other courses in programs would like to put forward with 100% online DE addenda (about 7 courses total. Departments would like to put these through quickly so that by Fall 2020, we can offer some programs and certificates completely online. Would like some of these classes to be offered in Spring 2020 with the new DE addendum.

The intention is not to convert degrees to be only offered online, but rather as a supplement to the already existing version of the program.

For the first go-round of CourseLeaf, no DE only or SLO only changes are possible. Must review/revise course and add all missing information.

Any public comments?

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.

O. Long: Express appreciation to Michael Bowen in all the work with getting CourseLeaf up and running. Tremendous amount of work this summer, thoroughness and dedication, etc. Greatly appreciated.

J. Clark: Comment about CourseLeaf - In working with it, he's learned that you cannot copy and paste tables into CourseLeaf.

T. Brabander: You can recreate the table within CourseLeaf if needed.

M. Bowen: Please minimize the formatting you put in to your course outlines. If you come across bugs in the system when working in it, please email Michael Bowen.

IV. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes

Motion by: N. Falco moved to approve the minutes from the 03/09/19 and 8/20/19 meetings together.

Seconded by: M. Rivera

Discussion: None

Final resolution: Minutes from both meetings were approved as presented.

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, N. Falco, D. Farias, J. Garner, L. Morales, M. Rivera, P. Sezzi, P. Yi

No None

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

A. Distance Education Procedure Change in CIM (CourseLeaf) (Information) – M. Bowen

Tech Review group would like to propose a minor change to the Distance Education (DE) proposals.

In the workflow, the DE proposals used to go through the steps and Sharon Oxford and John Elmer to check for accessibility for EAC students, but the course didn't stop moving from one person to the next.

Given the new changes in Title 5 regarding DE, we are proposing that at least for a year or two, until we have a better understanding of the new DE process, that we make the DE review step a stopping step in the process, so DE group can fully review the DE information before the course moves forward.

Anyone with a serious objection, please contact Michael Bowen.

Comments:

From faculty end, if Sharon Oxford, Matthew More, or Ali Olson-Pacheco see an issue with the DE, they will send it back to the faculty who created the course with comments. Course will appear back in Faculty queue.

Unlike CurricUNET, in CourseLeaf, a course author cannot edit the course after hitting the "submit to workflow" button.

For something small/unintentional error, DE group could make the change after discussion with Faculty. This should not affect the course's position in the overall review queue very much.

Question: Where can we find the information for the courses we're putting into CourseLeaf (TOP, SAM, Codes, etc)?

Answer: Curriculum Chairs are working on the blue "?" boxes and filling them all in. Email Michael Bowen with a priority list.

Articulation info can be skipped by course creating Faculty. AO will take care of that part.

B. GE Submission Process (Information) – M. Bowen

If you get to the articulation section in CourseLeaf courses, it's ok to leave it for Thao to fill out.

There have been some recent issues with General Education (GE) submissions–sometimes Faculty are not sure which courses are appropriate for GE. In that case, just email Thao to ask her if the course would work for GE. If you would like to approve the course for GE go ahead and click the appropriate section in the articulation area of CourseLeaf, and that will alert Thao of your intentions.

There are 2 processes for GE:

Local GE: P&GE group reviews courses brought forward, and makes sure they satisfy the rubrics that have been set. If so, workgroup will recommend those courses for approval for GE by the full Curriculum Committee.

For CSUGE-B/IGETC: Thao has to submit courses to the state university systems and requires an extra year for approval. Those courses need to be marked for effective dates a year out in order for Thao to have time to submit the courses (December for following year) and feedback is received between April and June.

Another issue is when AO thinks the course would be good for GE, and submits, but host department does not agree.

New process: Thao would like to have a new process for GE submissions and will add an articulation supplement in the Curriculum Committee handbook so everyone is on the same page. Thao will develop the new process and will bring information to the Curriculum Committee for review.

FYI: Curriculum Committee Handbook is in draft form on the Curriculum Committee page on the VC website for those interested.

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

A. 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. None
- B. FIRST READING: CURRICULAR PROPOSALS NOT REQUIRING SECOND READING** (Discussion/Action; see attachment)
1. None
- C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL**
1. None
- XIII. ADMINISTRATIVE CHANGES (Discussion/Action)**
- A. CJ V36 (co listed with ANTH V36) - proposal for approval of local GE area B2 (Discussion/Action) - M. Bowen**
- Course was approved last year, and co-listed with ANTH V36. ANTH V36 had been approved for local GE area B2, but the co-listed course was never approved. Since they are exactly the same, hoping we can approve CJ V36 for GE area B2 as well.*
- B. NS V10 – withdrawing proposal for CSUGE B2 (Discussion/Action) – M. Bowen**
- Submitted for CSU-GE Breadth but department does not want to put it through for GE consideration. We'd like to retract proposal.*
- C. Removal of deleted/renumbered courses from GE Lists (Discussion/Action) – M. Bowen**
1. **GERM V51A (C2), HMSV V50 (B2)**
- Courses deleted last year that we did not approve for removal from GE list.*

M. Bowen called for a motion to approve the Administrative Changes

Motion by: P. Sezzi moved to approve the Administrative Changes as a group

Seconded by: P. Yi

Discussion: Question on Item B: Why didn't Nursing want the course submitted for GE? Nursing Dept felt it wasn't general enough to be considered for General Ed Department's concern is that the student has to be admitted to the program in order to take the course, and having it on the GE sheet may give the impression that any student who is not in the program can also take the course.

Comment - NS V10 – shouldn't it also be removed from both CSU GE and the Local GE? These two should be kept separate.

Course is on the check sheet and not in the catalog. As far as the catalog is concerned, the course was never listed.

Should there be a line added to page 64 of the catalog (VC General Education Requirements)

"If you're using a transfer degree see page...."

Final resolution: Administrative Changes approved

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, N. Falco, D. Farias, J. Garner, A. Gonzales, L. Morales, M. Rivera, P. Sezzi

**Recorder's Note: P. Yi left before vote was taken*

No

None

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

A. P&GE Recommendations

- 1. ART V02D (C1), ART V09A (C1), BUS V43 (B2), HIST V87 (B2/C2), MUS V03 (C2)** – already approved for C1 and F, **MUS V06 (C2)** – already approved for C1, **MUS V08 (C2)** – already approved for C1, **MUS V09A (C2)** – already approved for C1, **MUS V09B (C2)** – already approved for C1, **PSY V32 (B2/F)**

This is a list of local GE recommendations that have gone through P&GE at the meeting last spring. Courses listed were recommended to the Curriculum Committee for approval for AA/AS list items.

B. Courses Approved by 4-year Universities (CSUGE-B / IGETC)

- 1. AG V42 (A1), BIOL V32/BIOT V32 (A1), CD V62 (B2), COMM V02 (B2), ENGL V14 (C2), ESRM V11 (A1)** – already approved for A2, **FILM V10 (C2), FILM V11 (C1), PHIL V10 (B2)** – already approved for C2, **SWHS V01 (B2)** – previously HMSV V50, **THA V17A (C1/C2), THA V17B (C1/C2), THA V29A (C1), THA V29B (C1)**

About a year ago, a Curriculum Committee procedure was established that if a course were approved for CSUGE-B or IGETC, if there were a corresponding area on our local GE, we would bring those courses forward to Curriculum Committee to approve them for our local GE – even if they have not been through the formal P&GE process. These are the courses listed above.

M. Bowen called for a motion to approve the P&GE Recommendations

Motion by: J. Garner moved to approve item XIV.A.1. and item XIV.B.1

Seconded by: D. Farias

Discussion: Letter/Number combinations in parenthesis in lists indicate our local GE area, not the CSUGE-B/IGETC area

Question on Part A – Was rubric submitted?

Answer: Yes. Implementation date is Fall 2019.

Rubric templates are posted on the Curriculum Committee webpage.

Question: Have all of these departments been informed of the pending changes?

Answer: For list A, yes. For list B, they were not informed, but we think that they will most likely be happy about it based on previous experience. Moving forward, we will ensure that all departments are asked ahead of time. Didn't quite have time to do it this year

Final resolution: Courses from both items/lists approved for inclusion on GE lists

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, N. Falco, D. Farias, J. Garner, A. Gonzales, L. Morales, M. Rivera, P. Sezzi

No/Abstain: None

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

A. None

XVI. REPORTS (Information)

A. Co-Chairs – nothing to report

B. Articulation/C-ID

1. Report of Recent C-ID Approvals

C. Board of Trustees/ DTRW-I

1. DTRW-I – no meeting yet this year

2. Board of Trustees

D. Subcommittees/Workgroups

E. New Curriculum Approvals at the State (CCCCO) – no items submitted yet

1. None

Adjourned: 4:14 p.m.

NEXT MEETING

September 17th, 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