



Curriculum Committee Minutes - **DRAFT**

Sciences Building, Room 230 (SCI-230)

Tuesday, March 31, 2020 at 3:00pm

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

Called to order: 3:05 pm

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

VOTING MEMBERS		
Faculty co-chair	<input checked="" type="checkbox"/> Michael Bowen (MB)	
Articulation Officer	<input type="checkbox"/> Thao Brabander (TB)	
Technical Review Chair	<input checked="" type="checkbox"/> Michael Callahan (MC)	
Academic Senate President	<input checked="" type="checkbox"/> Dan Clark (DC)	
AFT Rep.	Vacant	
Career Education I Division	<input checked="" type="checkbox"/> Kelly Wellman (KW)	<input checked="" type="checkbox"/> Nicole Falco (NF)
Career Education II Division	<input checked="" type="checkbox"/> Dorothy Farias (DF)	<input checked="" type="checkbox"/> John Clark (JC)
College Outcome Group Representative	<input type="checkbox"/> Asher Sund (AS)	
English & Math Division	<input type="checkbox"/> Peter Yi (PY)	(Vacant)
Health, KIN, ICA, Performing & Visual Arts Division	<input checked="" 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 checked="" type="checkbox"/> Chloe Branciforte (CB)	<input checked="" type="checkbox"/> Jennifer Garner (JG)
Student Services Division	<input checked="" type="checkbox"/> Mario Rivera (MR)	<input checked="" type="checkbox"/> Gema Espinoza Sanchez (GES)
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 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

M. Bowen: Welcome everyone and thank you for making time to attend the meeting today.

This meeting is making up for the postponed meeting from March 17th. This meeting today will be recorded in case anything is missed in the minutes. The recording will not be published.

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

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

Motion by: K. Wellman

Seconded by: M. Rivera

Discussion: None

Final resolution: Agenda approved as presented

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, J. Garner, M. Rivera, K. Wellman

No: None

Voting Tally:

MB	TB	MC	DC	KW	DF	AS	PY	JF	PS	CB	MR	NF	JC	MWR	JG	GES
aye	n/a	aye	aye	aye	aye	n/a	n/a	aye	n/a	aye	aye	aye	aye	n/a	aye	aye

III. INTRODUCTIONS, AND PUBLIC COMMENTS (Information)¹

A. None

IV. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes from the 03/03/20 meeting.

Motion by: N. Falco

Seconded by: K. Wellman

Discussion: None

Final resolution: Minutes from the 3/3/20 meeting approved as presented

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, J. Garner, M. Rivera, K. Wellman

No: None

Voting Tally:

MB	TB	MC	DC	KW	DF	AS	PY	JF	PS	CB	MR	NF	JC	MWR	JG	GES
aye	n/a	aye	aye	aye	aye	n/a	n/a	aye	n/a	aye	aye	aye	aye	n/a	aye	aye

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. Update on Distance Learning (Discussion; J. Kalfsbeek-Goetz, M. Bowen)

JKG: Instructional designers and key faculty have kept us afloat. We have a blanket distance education order for this time period – we will have to stop using this mode within one day of not being in an emergency mode. VC has been told that we will be doing this through Summer. The summer courses will be an addendum to original agreement.

M. Rivera: Question regarding classes for the summer? Can we expect the course already listed in the schedule be the courses offered?

JKG: There will most likely be significantly changes and that will be department decisions. VC Academic Data Specialists will be updating the schedules during Spring Break – only one week before priority registration. You will see days and times for some classes – those that are meeting face to face virtually. We are urging people to consider this, as most students prefer this method.

J. Garner: When do faculty need to provide the information so that it gets into the schedule for the synchronous zoom meetings? When is that deadline?

JKG: The idea was to have the schedules ready this week before faculty goes on spring break. This week is ideal to avoid any problems that could come up once registration starts.

S. Oxford: If you have not taught online (any online modality – partial or fully online) in the last 3 semesters, then you need to retake the Online Teacher Training Course in Canvas (OTTCC). If you already have a ton of Canvas skills, then you will probably get through it quickly. Soft Launch April 3rd. Official start April 13.

K. Wellman: Do you need people already OTTCC trained to step in?

JKG: Talk to your dean to let them know you'd like to help if is needed.

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

A. New: ESRM V02

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

Motion by: N. Falco

Seconded by: K. Wellman

Discussion: None

Final resolution: Requisite proposal approved

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, J. Garner, M. Rivera, K. Wellman

No: None

Voting Tally:

MB	TB	MC	DC	KW	DF	AS	PY	JF	PS	CB	MR	NF	JC	MWR	JG	GES
aye	n/a	aye	aye	aye	aye	n/a	n/a	aye	n/a	aye	aye	aye	aye	n/a	aye	aye

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. Update: ESRM V01

M. Bowen called for a motion to approve the Consent Agenda proposals

Motion by: D. Clark

Seconded by: K. Wellman

Discussion: None

Final resolution: Consent Agenda proposal approved

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, J. Garner, M. Rivera, K. Wellman

No: None

Voting Tally:

MB	TB	MC	DC	KW	DF	AS	PY	JF	PS	CB	MR	NF	JC	MWR	JG	GES
aye	n/a	aye	aye	aye	aye	n/a	n/a	aye	n/a	aye	aye	aye	aye	n/a	aye	aye

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. Revised: ESRM V02

C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL*+

1. New: COC Basic Law Enforcement Academy (noncredit)

2. Revised: COC Basic Law Enforcement Academy

***First Reading Programs proposed for first and second reading**

+ Effective Fall 2020

M. Bowen called for a motion to approve the First Reading proposals not requiring second reading (XII.B) only

Motion by: M. Rivera

Seconded by: K. Wellman

Discussion: None

Final resolution: First Reading proposals not requiring second reading (XII.B) only approved

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, J. Garner, M. Rivera, K. Wellman

No: None

Voting Tally:

MB	TB	MC	DC	KW	DF	AS	PY	JF	PS	CB	MR	NF	JC	MWR	JG	GES
aye	n/a	aye	aye	aye	aye	n/a	n/a	aye	n/a	aye	aye	aye	aye	n/a	aye	aye

First Reading Programs:

One is a revision to the existing Police Science certificate. Logistical reasons caused the creation of a noncredit version of this program as well – to begin with the October 2020 co-hort. Program runs October through April, then again April through October.

JKG: An MOU was in place and we needed to carefully hone in on some things we needed to do. Having credit and noncredit versions allow us to better serve the students.

D. Newcomb: The courses in the noncredit certificate of completion have already been approved. This was created to get enhanced funding.

The credit version was aligned with the noncredit versions so they would perfectly mirror each other.

M. Bowen called for a motion to approve the First Reading program proposals (XII.C)

Motion by: N. Falco

Seconded by: K. Wellman

Discussion: None

Final resolution: Programs approved

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, J. Garner, M. Rivera, K. Wellman

No: None

Note: Following the vote, it was approved by acclamation that these programs are also approved for first and second reading.

Voting Tally:

MB	TB	MC	DC	KW	DF	AS	PY	JF	PS	CB	MR	NF	JC	MWR	JG	GES
aye	n/a	aye	aye	aye	aye	n/a	n/a	aye	n/a	aye	aye	aye	aye	n/a	aye	aye

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)

Articulation Officer let us know that there were no submissions received to have course recommended for GE, so the meeting scheduled for today has been postponed to an unspecified future date.

XV. REPORTS (Information)

A. Co-Chairs

1. Update on courses and programs (Discussion; M. Bowen)

See Item XVI below

B. Articulation/C-ID

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

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

A. Program Approval Process (Discussion)

We are having an ongoing discussion about the program approval process – please send M. Bowen any comments or suggestions.

Good news – Shannon Davis from Oxnard College (their Articulation Officer and Curriculum Co-Chair) Artic has stepped up to help us with program review. Hopefully we can get the approved programs submitted to the State in the next 2 weeks.

B. Curriculum Committee Annual Evaluation Survey (Discussion)

You may have received an email from Phil Briggs regarding our annual Curriculum Committee survey. Responses are due April 13th. If you have a minute, please take some time to fill it out if you are so inclined. Please be aware that responses and comments will be published to the general public anonymously, but please be as honest as possible.

Again, anyone who is interested in being the next Curriculum Committee co-chair, the election will be coming up in October.

C. Update on CIM Bug Repair (Discussion)

We have received many bug fixes from CourseLeaf

Major bug was the inability to add requisites and justifications. M. Bowen to be taking a look at the fixes in the system in the next couple of weeks to make sure that all is now working how we are expecting it to.

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=086726884C05E2BABE60C55D713B49F91CC1654>

M. Bowen: Everyone, please take a look at these for information purposes.

JKG: The Chancellor's office put out the guidance on pass/no pass items for example, but the districts decide for themselves. We should have more guidance next week. Looks like all students will be able to choose pass/no pass as an option. We don't have confirmation yet from the UCs whether they will accept that.

J. Garner: Is this about students in every class choosing pass no pass, or just for those courses where that is already an option?

JGK: This refers to ANY class – even those that were not already utilizing this grading option. But students won't yet know what the "consequences" are by doing that when it comes to transferring.

M. Rivera: Will the guidance chosen be district-wide or will each college be able to make their own decisions?

JKG: Because we share students, we are waiting to have a district-wide solution and students will get the information ASAP when those decisions go out.

C Branciforte: If a student has already withdrawn before this crisis started, will they be able to go back and select "W" for the course?

JKG: Think the date is March 9th – if a "W" came after that date, and if a student fills out the petition and indicates it was COVID-19 related, they will be able to petition for that.

GES: In counseling, we are getting bombarded with student concerns about dropping classes. The lack of information has been really difficult to be able to advise students. Counseling is concerned that a huge number of students will be missed if they are not checking email – as it is they are overwhelmed by the amount of emails already coming from the District.

JKG: We received the guidance from the Chancellor's office on Saturday. Students will be able to retroactively use these forms. JKG will get this information out as soon as humanly possible – as soon as she has it.

XVII. GENERAL ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

J. Garner: Question from BIOL Dept: One of our faculty asked: What happens if we don't meet the CORs in our courses by going online this semester?

Follow up – how are we assessing CLSOs this semester?

JKG: A lot of these things are coming out that we haven't had a lot of time to think through but conversations are happening. The State has made it clear we are not going to be focusing on meeting the number of hours, but meeting the goals of the class and the student learning outcomes. If you are meeting the learning objectives of the class, then regardless of the number of hours, or the things you had to change to get them there, then you are fine. Another discussion is about what happens in a class is not able to achieve that (obvious example is automotive). Obviously they can't meet and can't do some things they are supposed to do – hand on work, work under hoods of cars, etc.

In some instances, where it is impossible and we have exhausted all possibilities, you can decide that "incompletes" make sense, or in some cases we will end up extended the Spring semester for those courses or those programs (like Welding, Auto, etc) so they can come back and do what they weren't able to do in the regular semester through the summer.

These types of programs may be the ones that can come back on to campus with proper social distancing procedures during that time in the summer if the pandemic situation allows. That is a discussion going on at the moment.

Last week, plans were submitted for the nursing, paramedic, and EMT programs requesting that students be allowed go back out to do their field work to be able to assist in the current pandemic. The students are eager to assist.

Sorry this is not a very specific or concrete answer on the SLOs, and that question will be posted to Phil, Asher and Aurora for more detailed plans.

Note: S. Oxford ask for a check of the ESRM courses that were approved today. Were they missing DE notations? Sharon thought they were previously approved. M. Bowen to check.

Meeting adjourned: 4:17pm

NEXT MEETING

April 21, 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