



Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, January 07, 2020 at 3:00pm

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

Called to order: 3:09 p.m.

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

VOTING MEMBERS		
Faculty co-chair	<input checked="" type="checkbox"/> Michael Bowen	
Articulation Officer	<input checked="" 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 checked="" type="checkbox"/> Nicole Falco
Career Education II Division	<input checked="" type="checkbox"/> Dorothy Farias	<input type="checkbox"/> John Clark
College Outcome Group Representative	<input type="checkbox"/> Asher Sund/Aurora Meadows	
English & Math Division	<input 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 type="checkbox"/> Jennifer Garner
Student Services Division	<input checked="" type="checkbox"/> Mario Rivera	<input checked="" type="checkbox"/> Gema Espinoza Sanchez
NON-VOTING MEMBERS		
CIO co-chair	<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 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 type="checkbox"/> Olivia Long	
Academic Data Specialist	<input type="checkbox"/> Kelly Denton	
Recorder/Curriculum Technician	<input checked="" type="checkbox"/> Sarah Ayala	
Distance Education Liaison	<input checked="" type="checkbox"/> Sharon Oxford	
Registrar	<input type="checkbox"/> Gaby Asamsama-Acuna	

Guests: None

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

Under “Administrative Changes” section XIII.B, “BIOL B32” should be “BIOL V32”

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

Motion by: K. Wellman

Seconded by: P. Yi

Discussion: None other than the note above

Final resolution: Agenda adopted with minor correction

Yes: ALL M. Bowen, T. Brabander, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, N. Falco, J. Fischer, K. Wellman, P. Yi

No: None

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 11/19/19 meeting.

Motion by: C. Branciforte

Seconded by: G. Espinoza-Sanchez

Discussion: None

Final resolution: Meeting minutes from 11/19/19 approved as presented

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, N. Falco, J. Fischer, K. Wellman, P. Yi

No: None

At this point, a comment was made to remove “interim” from Jennifer Kalfsbeek-Goetz’s title in the roll call grid.

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

A. Term “Deletion/Delete” being replaced by “Inactivation/Inactivate” (Discussion) – M. Bowen

Sometimes a course or program is removed from the catalog, and there are instances where Faculty can get concerned because the term “delete” or “deletion” is used. This is a proposal to change the terminology. At VC, a course is never actually deleted in the system. It’s archived and can be reactivated by the department if needed.

In COCI (State system) and CourseLeaf, terms used are “inactivation” and “inactivate”. We would like to move forward aligning our language with these systems.

Discussion/Recommendation?

Michael B has created a draft copy of the Priority 1 report to alert the departments and divisions which courses are up for the 5 year review. It was sent to the Tech Review team and new Academic Senate President, and MB included a note reminding the group that 2 years ago, we were planning to deal with the courses in the catalog that hadn’t been offered in a few years according to accreditation requirements, but the Academic Senate got upset that we were going to do that, asked us not to. Due to the pushback, Curriculum Committee did not vote to remove anything. MB recommended that the

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.

Academic Senate should come up with a solution and/or readdress the issue of these courses. We don't want to get dinged on it during accreditation. New Academic Senate President recognizes the issue.

B. GE Inactivation form and approval (Discussion/Action; see attachment) – T. Brabander, M. Bowen

Recently, a department asked for a course on our GE list to be removed from the list. We did not have a procedure for this so Thao has created a form/procedure to deal with this.

T. Brabander – this form is very similar to the GE submission form. Form will include 51% of department faculty approval.

If you have any suggestions for the form, please let us know.

Question: On the form, should we have them list how many full time tenured/tenured track faculty are in the department, so we don't have to figure out if they have 51% approval?

Group agreed this was a good idea to add to the form. Thao to add it to the form.

M. Bowen called for a motion to approve GE course removal form

Motion by: N. Falco

Seconded by: P. Yi

Discussion: None

Final resolution: Form approved with the future addition to include a question regarding the number of full time tenure/tenure track faculty in the department

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, N. Falco, J. Fischer, K. Wellman, P. Yi

No: None

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

A. Revision: PHSC V01, PHYS V01

The PHSC V01 course is one of the 50 courses we haven't offered in awhile.

PHYS V01 is offered very regularly – equivalent to a high school course

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

Motion by: C. Branciforte

Seconded by: T. Brabander

Discussion: None

Final resolution: Requisite proposals approved as presented

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, N. Falco, J. Fischer, K. Wellman, P. Yi

No: None

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

A. New Modalities/Review of Approved Modalities: ART V07, PHSC V01, PHYS V01

M. Bowen called for a motion to approve the Distance Education proposals

Motion by: K. Wellman

Seconded by: J. Fischer

Discussion: None

Final resolution: Distance Education proposals approved as presented

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, N. Falco,
J. Fischer, M. Rivera, K. Wellman, P. Yi*

No: None

***Recorder's Note: M. Rivera arrived before the Distance Education proposal vote*

VIII. MINIMUM QUALIFICATIONS

A. None

IX. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

A. Updates: ART V07

B. Inactivation: MATH V11A, MATH V11B, MATH V12, MATH V13A, MATH V13B, MATH V31

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

Motion by: P. Yi

Seconded by: T. Brabander

Discussion: Comment: With the implementation of AB 705, it is important to remember that some of our students that need extra assistance. Some of these courses (in this case these MATH courses) can help those students.

Response: These courses can be recalled if the current strategy doesn't work as well as hoped. If the counselors find that the students aren't being appropriately served with the new strategy, or have ideas to improve their success, or have trend data, they are encouraged to speak to the departments with the inactive courses.

Final resolution: Consent Agenda proposals approved as submitted

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, N. Falco,
J. Fischer, M. Rivera, K. Wellman, P. Yi*

No: None

X. SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

A. None

XI. SECOND READING PROGRAMS: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

A. None

XII. 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. Revision: PHOT V01, PHSC V01, PHYS V01

C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL

1. New: COA Plant Science, AS-T Plant Science, COA Veterinary Assistant

**2. Inactivation: A.S. Biological Sciences (Biotechnology Option),
A.S. Biological Sciences (Plant Biotechnology Option), COA
Biological Sciences (Biotechnology Option), COA Biological Sciences
(Plant Biotechnology Option), PA Biotechnician**

***First Reading Programs proposed for First/Second Reading**

The new programs are being requested for first and second readings today due to agreements made with the supporters of these programs to get them underway for Fall 2020.

The program inactivations are also being requested for first and second reading as well to keep things organized. It was decided to split the courses and program proposals for separate votes.

***Recorder's Note: D. Farias arrived prior to the First Reading proposal vote.*

M. Bowen called for a motion to approve the First Reading proposals – courses – XII.B.1

Motion by: C. Branciforte

Seconded by: M. Rivera

Discussion: None

Final resolution: First Reading courses in XII.B.1 approved as presented

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

No: None

M. Bowen called for a motion to approve the First Reading proposals – programs- XII.C.1 and XII.C.2 for first and second reading

Motion by: C. Branciforte

Seconded by: T. Brabander

Discussion: Clarification – Faculty approve curriculum, so both campuses can approve similar programs. But the belief in the district is that there is not enough demand for both programs. There may come a time in which the Chancellor/Board will have to decide which campus will be able to offer the program if there are 2 competing programs.

Point of clarification: MC is not submitting a competing COA for Vet Assistant, they are submitting a competing AS degree for Registered Veterinary Technician.

We are expecting to put our programs through all the way and offer them in Fall 2020.

Big kudos to Dorothy for her work and speed in getting all of these AG programs and courses through the system.

Small typo noticed regarding the transfer degree in Plant Science, the TMC from the state calls the program an AST in Agriculture Plant Science. Tech Review team would like to rename the program Agriculture Plant Science to align with the TMC. Faculty rep for department ok with change. Motion amended to retitle the program as AST – Agriculture Plant Science

Final resolution: Programs proposals approved for first and second reading

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

No: None

XIII. ADMINISTRATIVE CHANGES (Discussion/Action)

A. Revision: CJ V02

B. Inactivation: BIOL V30, BIOL V31, BIOL V32, BIOL V42

CJ V02: CJ V01 is a prerequisite but was inadvertently not included in CourseLeaf (and error wasn't caught in time) when the course came through for approval in October 2019. This prereq aligns with C-ID, and should have been included in the first go around. This need to be approved for Spring 2020 effective date.

Inactivation courses: At the request of the BIOL Dept, we inactivated some BIOT courses recently, and we forgot to include the corresponding/co-listed BIOL courses that are listed above. We need to inactivate this part of the co-listed courses now. BIOL/BIOT department agrees.

M. Bowen called for a motion to approve the Administrative Changes with notification of the CJ V01 prerequisite being effective Spring 2020

Motion by: K. Wellman

Seconded by: D. Farias

Discussion: None

Final resolution: Administrative Changes approved with notification of the CJ V01 prerequisite being effective Spring 2020

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, D. Farias, N. Falco, J. Fischer, M. Rivera, K. Wellman, P. Yi

No: None

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

A. AG V01(B2), AG V61 (A1), AG V66 (A1)

These are new courses were approved November 2019 by the Curriculum Committee. The P&GE committee recommends these courses be included in our local GE course list – effective Fall 2020

M. Bowen called for a motion to approve the P&GE recommended courses for inclusion on our GE list

Motion by: M. Rivera

Seconded by: C. Branciforte

Discussion: None

Final resolution: P&GE recommendations approved

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, D. Farias, N. Falco, J. Fischer, M. Rivera, K. Wellman, P. Yi

No: None

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

A. CB25/CB26 Revision Project (Discussion/Action) – M. Bowen

Transfer-level English Courses: ENGL V01A, V01B, V01C, V05, V10, V11A, V11B, V12, V14, V15, V16, V18, V21A, V21B, V22A, V22B, V23, V26, V29A, V29B, V30, V31, V33, V34, V35, V36

Critical Thinking: COMM V10; ENGL V01B, V01C; PHIL V04, V05

Course List (Math credit)

MATH V03

MATH V04, V05, V19, V20, V21A, V21B, V21C, V22, V23, V35, V38, V40, V44, V46, V52, PSY V04

MATH V04J, V38J, V40J, V44J

Course List (Math noncredit): MATH N104J, N138J, N140J, N144J

When we approve a course, especially a new course at this committee, that course goes to the DTRW-I workgroup. That committee does not approve curriculum, but makes recommendations. From there, courses go to Board of Trustees, then they are submitted to the State Chancellor's office with a large amount of information (found in the body of the course outlines in CIM).

CB codes at the chancellor's office are used for reporting purposes to categorize our courses into various categories (degree applicable, non-degree applicable, UC transferable, etc.) All that information is coded in these CB codes.

In response to the passage of AB 705, the Chancellor's office noted they needed to create 2 new CB codes: CB25 and CB26. These are the new codes that categorize a course as transferable, if they satisfy GE requirements, or if they are support courses.

The courses listed on agenda are the various courses that the English and Math department chairs have selected as those eligible to be added into these new codes. Would like committee to agree to have the Tech Review group do a mass revision of the courses listed here – very soon – so that the college gets credit for both AB 705 purposes as well as funding purposes, and that these courses are properly identified to the state.

The idea is that the Tech Review group would go into all these courses and change just those 2 fields, then re-submit them to the State.

M. Bowen called for a motion to approve the Tech Review group doing a mass revision of the courses listed above

Motion by: P. Yi

Seconded by: T. Brabander

Discussion: Question: What if these courses lost information in the transfer of CourseLeaf? Say the catalog description is gone, how will that be able to be submitted to the State if you're only revising those two CB codes?

Information is in CurricUNET backup. Could get information from there.

Also important to get the information into Banner as well if the courses are updated.

Should we approve the idea in concept and then have the tech review group figure out the logistics?

Group agreed to the modification of the motion to approve the idea in concept.

Motion modified – approve the idea and ask the tech review group to report back.

Motion Modified: Motion to approve the Tech Review group doing a mass revision of the courses listed above - if it is feasible – agreement to approve the concept in principle.

Final resolution: Motion approved with the modification

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, D. Farias, N. Falco, J. Fischer, M. Rivera, K. Wellman, P. Yi

No: none

XVI. REPORTS (Information)

A. Co-Chairs

B. Articulation/C-ID

1. Report of Recent C-ID Approvals

At faculty request, AUTO V26/V26L and AUTO V38/V38L were removed from the C-ID list.

ENGR V01 was approved for C-ID ENGR 110

C. Board of Trustees/ DTRW-I

1. DTRW-I

2. Board of Trustees

D. Subcommittees/Workgroups

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

1. None

XVII. GENERAL ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

JKG – District has approved the purchase of the CourseLeaf catalog add-on. It will be in effect next year, not for this upcoming 2020-2021 catalog. The new catalog program will automatically update the catalog as soon as things are approved in CourseLeaf – the printed catalogs will be out of date when this happens, but accurate online. This catalog program addition will be happening District-wide. Catalog appendices to be handled at the DAC now with the new VP and new Exec Assistant.

M. Bowen – Decided on retirement date of summer 2022. His curriculum duties as co-chair are through summer 2021, one year before retirement. Decisions need to be made regarding next curriculum co-chair. If anyone is interested in the position, and would like lead time to be trained, please let Michael know.

NEXT MEETING

January 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, Vice President Academic Affairs
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(805) 289-6464