



Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, October 15, 2019 at 3:00pm

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

Called to order: 3:02 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 type="checkbox"/> Thao Brabander	
Technical Review Chair	<input checked="" type="checkbox"/> Michael Callahan	
Academic Senate President	<input type="checkbox"/> Lydia Morales	
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 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 checked="" 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 type="checkbox"/> Jennifer Garner
Student Services Division	<input checked="" type="checkbox"/> Mario Rivera	<input checked="" type="checkbox"/> Angelica Gonzales (subst. for Gema Espinoza Sanchez)
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 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 (Interim)	<input checked="" type="checkbox"/> Sarah Mossembekker	

Guests: None

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

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

Motion by: A. Gonzales

Seconded by: M. Rivera

Discussion: None

Final resolution: Agenda approved as presented

Yes: M. Bowen, C. Branciforte, M. Callahan, J. Clark, N. Falco, D. Farias, A. Gonzales, M. Rivera, K. Wellman, M. Werness-Rude, P. Yi

No: None

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

A. 2019-2020 Catalog addendum posted to the VC website

(<https://www.venturacollege.edu/apply-and-enroll/college-catalog>)

Addendum to catalog is posted online. A few last minute changes did not get incorporated before posting, so the addendum is not quite correct in the GE pages. Thao to provide Counselors and Registrar with updated GE sheets to be used as the guide. Addendum includes summer GE approvals as well as UCTCA approvals.

If Admissions and Records has the updated list, graduation requirements should not be an issue.

Additional Announcement:

S. Oxford: CanInnovate – Canvas tools tips and tricks – October 25 in the LRC studio. You can also join remotely. There will be food and swag!

IV. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes from the 10/1/19 meeting.

Motion by: A. Gonzales

Seconded by: K. Wellman

Discussion: Updated version of the minutes sent to Curriculum Committee members for review on 10/15/19 in the morning with minor corrections.

Final resolution: Minutes approved with minor corrections

Yes: M. Bowen, C. Branciforte, M. Callahan, J. Clark, N. Falco, D. Farias, A. Gonzales, M. Rivera, K. Wellman, M. Werness-Rude, P. Yi

No: None

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. None

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

A. None

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

A. New: AG V01, AG V06*, AG V30*

B. New/Review: AG V14

On account of our OEI Grant, AG V06 and AG V30 are going to be approved out of cycle for Spring of 2020.

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

Motion by: N. Falco

Seconded by: M. Werness-Rude

Discussion: Courses aligned with C-IDs

Final resolution: Distance Education proposals approved as presented

Yes: M. Bowen, C. Branciforte, M. Callahan, J. Clark, N. Falco, D. Farias, A. Gonzales, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude, P. Yi

**Recorder's Note: P. Sezzi arrived before DE vote*

No: None

VIII. MINIMUM QUALIFICATIONS

A. Revision: AG V14, AG V30* * = effective SPRING 2020

*D. Farias: AG V14 – only had Accounting as the MQ and needed to reflect AG as well.
AG V30 – adding in CTE MQ for AG production*

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

Motion by: C. Branciforte

Seconded by: K. Wellman

Discussion: None

Final resolution: Minimum Qualification proposals approved as presented

Yes: M. Bowen, C. Branciforte, M. Callahan, J. Clark, N. Falco, D. Farias, A. Gonzales, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude, P. Yi

No: 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. New: AG V01
- B. FIRST READING: CURRICULAR PROPOSALS NOT REQUIRING SECOND READING** (Discussion/Action; see attachment) * = effective **SPRING 2020**
 - 1. Revised: AG V06*, AG V14, AG V30*
- C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL**
 - 1. Revision: AS-T Mathematics

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

Motion by: K. Wellman

Seconded by: P. Yi

Discussion: D. Farias: New Course AG V01: foundational course in several programs in other community colleges and transfer institutions. Runs the gamut of development of Agriculture.

D. Farias: Revisions: AG V06, AG V14, AG V30

M. Callahan: re: SLO changes. All in TracDat.

M. Bowen: AS-T Mathematics: Had an error that dated back years. Had wrong Physics courses on it. This revision is mainly to correct this error.

A. Gonzales - List B in Math ADT – courses are not in alphabetical order. It's easier for the students if it is in alphabetical order.

M. Bowen – we can correct that retroactively after CC approval.

Follow up question on ADTs – do we have a process on reviewing our ADTs? State has been revising ADT templates.

Answer: Current process – updated template must be used when program is revised in any way. Whenever it comes up is when we fix it.

Final resolution: First Reading proposals approved as presented

Yes: M. Bowen, C. Branciforte, M. Callahan, J. Clark, N. Falco, D. Farias, A. Gonzales, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude, P. Yi

**Recorder's Note: P. Sezzi not present for this vote*

No: None

- XIII. **ADMINISTRATIVE CHANGES (Discussion/Action)**
 - A. None
- XIV. **PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action)**
 - A. None

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

A. None

XVI. REPORTS (Information)

A. Co-Chairs

B. Articulation/C-ID

C. Board of Trustees/ DTRW-I

1. DTRW-I – 10/10/19 DTRW-I Meeting Report – M. Bowen

MC and OC forwarded courses – major revisions, new courses and programs. Workgroup will be looking at some of the AP/BPs – quite a few of those are in need of updating, especially the ones that involve noncredit courses. Also need to look at the common areas in our catalogs.

There is policy on remediation that we may have to significantly update due to AB 705.

2. Board of Trustees

D. Subcommittees/Workgroups

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

1. None

Additional “Good of the Order” discussion:

D. Farias – Question on CourseLeaf. Most of the question boxes are empty for the additional sections. Are they getting filled in?

M. Bowen: Yes, the vendor does not fill them in. We have to put in our local procedures. They are common to all 3 colleges and all 3 curriculum chairs need to meet to do these. 60 or 70 out of the 500 are done. Hope to get them finished within the next several months.

In regards to Requisite justification – some information got lost in the transfer to CourseLeaf. Faculty should check the old CurricUNET file.

Further discussion ensued on CourseLeaf and routing issues/concerns. Concern about volume of courses waiting for review and approval. Issues with courses being rolled all the way back to Faculty when just a small correction is needed or if there is a question.

Meeting adjourned: 3:41 p.m.

NEXT MEETING

November 5th, 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