



Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, November 19, 2019 at 3:00pm

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

Called to order: 3:02 pm

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 checked="" type="checkbox"/> Kelly Wellman	<input 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 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 (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 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	<input checked="" type="checkbox"/> Gabriella Asamsama-Acuña	

Guests: Rubisela Gamboa (CHST)

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: Policy and Process items V.A and V.B moved to the end of the agenda at the request of the Articulation Officer

Final resolution: Agenda approved with minor change in item order listed above

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

No: None

III. INTRODUCTIONS, AND PUBLIC COMMENTS (Information)¹

Rubisela Gamboa (CHST) – The upcoming, new Chicano Studies program is not on the agenda today, and the hope is that Chicano Studies degree will appear on the next agenda - as it is very important to students and urgent for their transfer. There is Faculty talk of not attending the next committee meeting, but this program is important for students and needs to be approved as soon as possible.

At this time, 3 current Chicano Studies and M.E.Ch.A. Club students introduced themselves to show a student presence.

Additional comment from meeting attendee O. Long: The Curriculum Committee composition is listed on the agenda, so when your course or program is on the agenda, you can reach out to those faculty members to plead for their attendance in order to meet quorum for a vote.

IV. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes from the 11/05/19 meeting.

Motion by: C. Branciforte

Seconded by: M. Werness-Rude

Discussion: None

Final resolution: Minutes from 11/05/19 meeting approved as presented

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

No: None

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

A. Faculty Guide to Articulation – First Reading (Discussion; see attachment) – T. Brabander (5 minutes)

B. Articulation Guide for Reviewing Course Outlines of Record (Discussion; see attachment) – T. Brabander (5 minutes)

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.

At the beginning of the year, there was discussion about the Articulation process. Thao has put together documents/charts (the attachments presented with the agenda).

Questions:

Q: At the P&GE meeting, wasn't there a discussion about wanting a rubric for course removals?

Discussion: Email from Department Chair should be sufficient as notification instead of official rubric. This should be noted in the proposal of the procedure.

At P&GE meeting there was a discussion that there should be approval for a course removal from the GE list from a majority in the department, or the department as the whole so that one person is not making the decision alone to remove the course.

Q: Should we do a signature page for approval?

A: Yes, that sounds great. Would provide "evidence" that department agrees to the removal and can help avoid questions at workgroup or committees, as well as creating a record for posterity.

Recommendation of what the course removal form should look like should be presented at the next P&GE meeting on December 3rd.

Discussion: In the presented documents, the wording is confusing regarding course approval – and when that can happen (found on approval chart, page 20 of the Faculty Guide to Articulation attachment)

Course cannot obtain GE status until it is approved at the Curriculum Committee? Or is it that P&GE can recommend the course for GE before the course is fully approved at the Curriculum Committee – with note of "pending" CC approval? Wording needs to be more clearly presented in the chart.

Q: What is the origin of this document? The counseling department? Past Articulation Officers?

A: Request was made over the summer to have something written down regarding the Articulation procedure. VC doesn't have a written process for Articulation. AO then discussed idea with Curriculum Chair. Original idea was to do 5 or 6 pages as a supplement and it grew into these documents. Since it became so lengthy, the idea was to make this an entirely new document for reference.

Comment: In the appendix E, second page (page 62 of Faculty Guide to Articulation document), "EVP" is noted in the document 3 times, and VC hasn't had an EVP for years. Is this current?

A: This is a draft document, and if errors are found, please note it and email Thao.

Q: Where is this document now?

A: Just coming to the Curriculum Committee for the first time. It has not been presented anywhere else yet.

Q: Is this going to the Academic Senate? Is the Curriculum Committee to approve this?

A: That is the direction we'd like to go, but this is the first time most have seen this and it is still a draft and not ready for voting.

Second attachment (Articulation Guide to Reviewing COR) is information regarding our CORs and what transfer institutions (4 years) are looking for in our CORs. This is not to be in the handbook, this is to be a supplemental document.

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

A. New: MATH V38J, MATH N104J, MATH N138J, MATH N140J, MATH N144J

B. Revised: BIOL V18, MICR V01

C. Review: MATH V04J, MATH V40J, MATH V44J

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

Motion by: J. Garner

Seconded by: K. Wellman

Discussion: None

Final resolution: Requisite proposals approved

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, D. Farias, J. Garner, A. Gonzales, L. Morales, M. Rivera, K. Wellman, M. Werness-Rude, P. Yi

No: None

Recorder's Note: L. Morales arrived before Requisite vote

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

A. New: BIOL V18, MICR V01, MICR V39, MICR N139

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

Motion by: J. Garner

Seconded by: D. Farias

Discussion: MICR V39 – on spreadsheet, under DE, remove the word noncredit (typo)

Final resolution: Distance Education proposals approved

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, D. Farias, J. Garner, A. Gonzales, L. Morales, M. Rivera, K. Wellman, M. Werness-Rude, P. Yi

No: None

VIII. MINIMUM QUALIFICATIONS

A. Revised: BIOL V18

BIOL department removing BIOT courses. This course was co-listed. Editing minimum qualifications due to course split.

M. Bowen called for a motion to approve the Minimum Qualification proposal

Motion by: A. Gonzales

Seconded by: L. Morales

Discussion: None

Final resolution: Minimum Qualification proposal approved

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, D. Farias, J. Garner, A. Gonzales, L. Morales, M. Rivera, K. Wellman, M. Werness-Rude, P. Yi

No: None

IX. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

1. Updates: MATH V04J, MATH V40J, MATH V44J

2. Deletion: BIOT V18 (same as BIOL V18), BIOT V30, BIOT V31, BIOT V32, BIOT V42, BIOT V95, BIOT V96, MATH V14

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

Motion by: L. Morales

Seconded by: C. Branciforte

Discussion: S. Oxford: None of the MATH support courses include DE. What are we going to do for DE students?

A: MATH department is still working on the logistics of all of these support courses. Going to see how they work out first.

S. Oxford: Just a reminder to remember online students

Final resolution: Consent Agenda proposals approved

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, D. Farias, J. Garner,

A. Gonzales, L. Morales, M. Rivera, K. Wellman, M. Werness-Rude, P. Yi

No: None

X. SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

1. New: AG V31, AG V32, AG V33, AG V34, AG V35, AG V36, AG V37, AG V38, AG V61, AG V62, AG V63, AG V64, AG V65, AG V66, AG V95, AG V96, AG N131, AG N132, AG N133, AG N134, AG N135, AG N136, AG N137, AG N138, AG N150, AG N151

These courses have already gone to DTRW-I before second reading at Curriculum Committee.

These courses are essential for Fall 2020, and the worry that we wouldn't make quorum at upcoming meetings drove the decision. Some minor changes to the descriptions were suggested at DTRW-I and have been implemented.

AG V61-V66 were questioned as MC is trying to create a VetTech program as well, but the VC courses will move forward if second reading passes. Corresponding program should be coming to committee for review shortly.

M. Bowen called for a motion to approve the Second Reading proposals

Motion by: M. Rivera

Seconded by: K. Wellman

Discussion: Discussion ensued about the DTRW-I meeting:

The concern at DTRW-I was, is there enough audience in the area for 2 Vet Tech Programs? VC has decided to move forward with the VetTech program as planned.

Curriculum can't be stopped from being built, but Chancellor could decide what can go on the schedule if the demand is not there.

How is the process made transparent to the Chancellor? Goal is that the campuses figure this out together.

VC has major investment in the program already. District office is aware of all of the steps VC has taken up to this point. It is a false equivalency to say that just because MC has animals on campus, their program is VetTech. VetTech does not include exotic/zoological animals.

Final resolution: Second Reading proposals approved

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, D. Farias, J. Garner,

A. Gonzales, L. Morales, M. Rivera, K. Wellman, M. Werness-Rude, P. Yi

No: 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: MATH V38J, MATH N104J, MATH N138J, MATH N140J, MATH N144J, MICR V39, MICR N139

2. Revision: MICR V01

**courses proposed for first and second reading simultaneously*

B. FIRST READING: CURRICULAR PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment)

1. Revision: ART V19, ART V50A, ART V51A, BIOL V18 (same as BIOT V18)

*M. Bowen called for a motion to approve the First Reading proposals – Part A for first and second readings (part A)
Motion by: J. Garner moved to approve the First Reading proposals – Part A for first and second readings, and part B as well.*

Seconded by: L. Morales

*Discussion: MICR V39 – correction – remove “noncredit” from title (typo)
MICR N139 – correction – change “C” to “NC” in credit column (typo)*

Final resolution: First Reading proposals approved – part A for first and second readings

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, D. Farias, J. Garner, A. Gonzales, L. Morales, M. Rivera, K. Wellman, M. Werness-Rude, P. Yi

No: None

C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL

1. None

XIII. ADMINISTRATIVE CHANGES (Discussion/Action)

- A. None

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

- A. None

Next meeting scheduled for December 3.

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

- A. None

XVI. REPORTS (Information)

- A. Co-Chairs

1. Further information on the ASCCC Curriculum Regional Meeting- M. Bowen

Chancellor's office claims to be about 2 months away from releasing new Title 5 regulations to streamline approvals further – including noncredit. For most of the noncredit, they will be doing automatic approval - hopefully early next year.

- B. Articulation/C-ID

1. Report of Recent C-ID Approvals

- 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

None

Adjourned: 4:02pm

NEXT MEETING

January 7, 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:

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