



# Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, February 18, 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)

<b>VOTING MEMBERS</b>		
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 checked="" 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 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 type="checkbox"/> Mario Rivera	<input type="checkbox"/> Angelica Gonzales (subst. for Gema Espinoza Sanchez)
<b>NON-VOTING MEMBERS</b>		
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 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: Lazaro Salinas (CJ)

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

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

*Motion by: K. Wellman*

*Seconded by: N. Falco*

*Discussion: None*

*Final resolution: Agenda approved as presented*

*Yes: M. Bowen, C. Branciforte, M. Callahan, N. Falco, D. Farias, J. Garner, K. Wellman,  
M. Werness-Rude*

*No: None*

## III. INTRODUCTIONS, AND PUBLIC COMMENTS (Information)<sup>1</sup>

*J. Garner: Provided handout/proposal on how we can possibly discuss our process of Curriculum review, and how it has caused problems for us, like a backlog, etc. Suggested over the next year that we ask questions, review process, take what works well and build on that to create something that will be more sustainable. Group agreed to put this on the next Curriculum Committee Meeting Agenda.*

## IV. APPROVAL OF MINUTES: (Discussion/Action)

*M. Bowen called for a motion to approve the minutes from the 01/21/20 meeting.*

*Motion by: J. Garner*

*Seconded by: C. Branciforte*

*Discussion: None*

*Final resolution: Minutes from the 1/21/20 Curriculum Committee meeting approved as presented*

*Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, J. Garner, K. Wellman,  
M. Werness-Rude*

*No: None*

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

### A. Drafts of Program Submission Requirements Checklist (Discussion; see attachments) – M. Bowen

*Curriculum Technician has updated our worksheets with submission requirements for various program types– updated from PCAH 7<sup>th</sup> Edition. These are DRAFTS – not yet finalized.*

*Also included are flow charts describing what happens to courses/programs approved at Curriculum Committee meetings and the next steps to approval/timeline.*

*If anyone has comments or corrections, please let us know, preferably via email.*

*New programs will be asked to go through Extended Technical Review – which includes discussions on funding, budget, faculty, building resources, IT, Admissions and Records aspects, etc.*

*This Extended Tech Review meeting is not a place for approval or non-approval, more a place to have discussions with those on campus that need to be aware when a new program is being*

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<sup>1</sup> 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.

*proposed. It will bring more people to the table earlier in the development process. Faculty still has curriculum purview.*

*Our goal is to bring back corrected versions of these worksheets at next meeting for committee approval. Would like to finalize in the next month or so.*

**B. Course and Program Flow Charts (Discussion; see attachments) – M. Bowen**

*See notes in section above*

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

**A. New: POSC N101, POSC N101A**

**B. Review: POSC V01, POSC V01A**

*Department to offer noncredit mirrored courses of our existing POSC courses. Also correcting small discrepancy with the units. Department has been working closely with technical review team.*

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

*Motion by: N. Falco*

*Seconded by: K. Wellman*

*Discussion: None*

*Final resolution: Requisites proposals approved as presented*

*Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, J. Garner, K. Wellman, M. Werness-Rude*

*No: 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. New: POSC N101, POSC N101A**

**2. Revised: POSC V01, POSC V01A**

*\*Courses requiring first and second reading proposed for combined first/second reading*

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

**1. None**

**C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL**

**1. None**

*These courses are being expedited to start with Oct 2020 cohort. Courses will be accompanied by a certificate which will come to the Curriculum Committee in the near future.*

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

*Motion by: N. Falco*

*Seconded by: M. Werness-Rude*

*Discussion: None*

*POSC noncredit courses: Identical to credit courses. Vast majority of students may choose noncredit so they don't have to pay, but will not get credit. That is the downside, but this is essential in order to comply with set rules of the program. Police and Sheriff's Depts may sponsor some in credit. Under discussion.*

*Question on mirroring: If someone is taking class noncredit, they don't pay a fee. Does this apply to non-resident students as well? Yes, noncredit applies to all, though some class materials will need to be paid for.*

*Final resolution: First Reading Courses approved for first and second reading as presented.*

*Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, J. Garner, K. Wellman, M. Werness-Rude*

*No: None*

**XIII. ADMINISTRATIVE CHANGES (Discussion/Action)**

**A. CS V17 (co-listed with MATH V52) added to the CB Code Project as discussed on 1/7/20 (Discussion/Action; see attachment) – M.Bowen**

*The committee may recall an issue with course CB codes discussed at a past meeting. New CB codes required for courses by the State in order to sync with the MIS system. Curriculum Committee agreed to a mass approval – long list of courses was presented that had to be updated. Committee approved the administrative updates, and those have been updated in COCI (State system) already.*

*CS V17 was inadvertently left off the list – it is co-listed with MATH V52. Would like committee approval to add it to the larger list to make it complete.*

*M. Bowen called for a motion to approve the addition of CS V17 to the CB Code project for an administrative change.*

*Motion by: K. Wellman*

*Seconded by: N. Falco*

*Discussion: None*

*Final resolution: Administrative Change proposal approved.*

*Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, J. Garner, K. Wellman, M. Werness-Rude*

*No: 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**

**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 AND REQUESTS FOR FUTURE AGENDA ITEMS**

***Comment:** J. Garner – Requested to put a discussion on a new Technical Review Process on the next agenda.*

***Question:** D. Farias - Can we have a set deadline for agenda items so the cut-off date is clear?*

***Answer:** M. Bowen - A good deadline to keep in mind is the Tuesday before the Curriculum Committee meetings (1 week before) – i.e. the Tech Review Meeting date. If it's a major item, you can always ask to be put on the Tech Review Meeting agenda. Just email Michael Callahan, Michael Bowen. or Sarah Ayala.*

***Comment:** M. Bowen – If you aren't able to attend a curriculum committee meeting, if it is possible to appoint an alternate to attend the meeting in your place, please do so. If we don't have a quorum, we can't approve any curriculum, and we have 42 programs in the queue that cannot move forward at meetings without faculty presence.*

*If you do appoint an alternate, please let Michael Bowen or Sarah Ayala know via email. We appreciate your attendance and everyone on this committee is important to our success!*

**Meeting Adjourned: 3:51 p.m.**

**NEXT MEETING**

**March 3, 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