



# Curriculum Committee Minutes - **DRAFT**

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, March 03, 2020 at 3:00pm

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

Called to order: 3:00p.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 type="checkbox"/> Dan Clark	
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 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 checked="" type="checkbox"/> Jennifer Garner
Student Services Division	<input checked="" type="checkbox"/> Mario Rivera	<input checked="" type="checkbox"/> 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 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

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

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

*Motion by: J. Garner*

*Seconded by: K. Wellman*

*Discussion: None*

*Final resolution: Agenda approved as presented*

*Yes: ALL M. Bowen, C. Branciforte, M. Callahan, D. Farias, J. Fischer, J. Garner, M. Rivera, K. Wellman, P. Yi*

*No: None*

*Recorder's Note: G. Espinoza-Sanchez arrived after the first vote.*

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

### A. None

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

*M. Bowen called for a motion to approve the minutes from the 2/18/20 meeting.*

*Motion by: J. Garner*

*Seconded by: D. Farias*

*Discussion: None*

*Final resolution: Minutes from the 2/18/20 meeting approved as presented*

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

*No: None*

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

### A. DAC HR and MQs (Discussion) – J. Kalfsbeek-Goetz, M. Bowen

*Recent discussion was had with JKG about how HR is looking at MQs that we assign to courses.*

*In speaking to DAC HR: Hiring doesn't come from the MQ list.*

*Example – an AG class that has 2 or more MQs (like AG and BIOL), and you decide to hire a person that meets the Biology MQs, HR then considers them a BIOL faculty who is teaching an AG course, will go on BIOL longevity list, be part of the BIOL Dept., etc. Per earlier conversation, this was the outcome. Others who have had conversations with DAC HR since have received different information. Clarification to come.*

*M. Callahan made a motion to change the order of the meeting agenda and skip to Item VIII.A*

*Motion by: M. Callahan*

*Seconded by: C. Branciforte*

*Discussion: None*

*Final resolution: Group agreed to skip to Item VIII.A (Minimum Qualifications)*

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

*No: None*

---

<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.

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

*Diagram indicating what happens to course and program approvals after Curriculum Committee approvals.*

*Sides of boxes show timelines – sequential timelines, cannot be combined. If you're addressing questions from faculty in your own divisions, these charts can help illustrate the process.*

*These are information items for the group.*

*These can be made available on the Curriculum Committee website if you think they will be helpful for faculty.*

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

**A. Revision: BIOL V03**

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

*Motion by: J. Garner*

*Seconded by: K. Wellman*

*Discussion: None*

*Final resolution: Requisite proposal approved as presented*

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

*No: None*

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

**A. None**

**VIII. MINIMUM QUALIFICATIONS**

**A. Pre-approval discussion regarding proposed MQs for ESRM V01/BIOL V10, ESRM V02, ESRM V03/POLS V12, ESRM V10, ESRM V14 (Discussion) – M. Callahan**

*In conversation with DAC HR, faculty are not hired to teach a specific class, but rather in a specific discipline. They have to abide by the AFT contract.*

*Subject, (MATH, BUS, etc) Discipline (academic fields – Chancellor's office MQ handbook) and MQ (Minimum Qualifications) are the educational, training or experience that is required by a faculty member to teach a specific course.*

*Table distributed by Michael Callahan (attached to the notes) shows MQs from CurricUNET, those proposed in CourseLeaf, and the discipline listed in Banner.*

*Andrea Ingley, Interim VCCCD Director of Employment Services/Personnel Commission at DAC, said she would research whether you can add additional MQ fields in Banner.*

*Comments from group?*

*ESRM courses on the list are still in technical review.*

*Should faculty be discussing this with the other discipline faculty that are also listed/affected?*

*Shouldn't broader discussions with other faculty take place before MQs are selected when multiple departments are affected?*

*Recommendation that when these ESRM courses are ready for Curriculum Committee meeting, they be added under Item VIII (Minimum Qualifications) for follow up discussion. Also, a discussion at Tech Review should be had, and extend an invite to the Tech Review meeting to Phil Briggs to join the discussion.*

**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:

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

1. Revision: BIOL V03

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

1. None

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

*Motion by: J. Garner*

*Seconded by: K. Wellman*

*Discussion: S. Oxford – This course is not approved for any DE modality. When looking at courses, please consider whether you think it is appropriate for DE.*

*J. Garner – this course's coordinator prefers it not to be approved for DE at this time. BIOL department is hoping to approve courses at 99% DE for those with labs.*

*Final resolution: First reading proposal approved as presented.*

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

*No: None*

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

- A. None

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

- A. Next P&GE meeting scheduled for March 31, 2020 (Discussion) – M. Bowen

*Next meeting scheduled for March 31, 2020, 3pm.*

## **XV. REPORTS (Information)**

### **A. Co-Chairs**

#### **1. Academic Senate Report and personal apology – M. Bowen**

*Lengthy discussion at the most recent Academic Senate meeting where M. Bowen brought up issues we are facing in curriculum. One issue was the courses not offered in a long while that still appear in the catalog. Last time this was mentioned we received a strong response from the Senate. This time they were more receptive. Dan and the Senate will be looking into recommendations as to how to handle these courses. Other issue was the backlog of courses – we got overloaded this year due to the lack of curriculum in the transition to CourseLeaf.*

*At the meeting, one of the members made a very good suggestion, made M. Bowen realize that a lot of the problems we are facing, he has been internalizing them, and sharing only with the Tech Review group and not sharing with the Curriculum Committee as a whole. He realized he was not making good use of the Curriculum Committee in helping to solve the problems. Offered an apology to the group, omitting them from discussions wasn't intentional. Moving forward, he will share more issues with the group at large in the hopes that the Curriculum Committee can come up with solutions together.*

#### **2. Curriculum Status Meeting Report – M. Bowen, J. Kalfsbeek-Goetz**

*Members of the Tech Review group got together Friday for a thorough and in-depth discussion about the ins and outs of the curriculum process from start to finish, and had a discussion about the program backlog. Documents to come that describe the process for all.*

*One of the big takeaways was that the programs in the backlog were mainly attributed to the transition to CourseLeaf. This has had a significant effect on programs.*

*How can we deploy ourselves in getting through this backlog and perhaps enlisting help from those members of the Curriculum Committee who have offered?*

*Group was expecting some feedback from the Curriculum Committee on how we can achieve this.*

*There was also a discussion on Curriculum Co-Chair position – Michael's term as co-chair ends in Summer 2021 and we need to identify a successor. Possibility of next year (ideal) splitting the responsibilities of the Curriculum Chair between Michael and another faculty member who may be interested (and sharing the 0.4 release time). Opportunity to provide training and compensation for a faculty member – current bylaws require successor already be a Curriculum Committee member.*

*Hoping to present a program review process to the Curriculum Committee in the next meeting or two. One thing being proposed is to require faculty who are writing a new program to sit down with one of the members of the Tech Review group for an "orientation" to help with speeding up review time.*

### **B. Articulation/C-ID – T. Brabander**

#### **1. None**

### **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. *Draft of catalog will be coming out in a week or so. If you don't see your program it may be that it is still awaiting submission to the State. Draft online for student reference at the end of the month.*

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

### **A. Program Approval Process**

*J. Garner: The ASCCC recommends a process for effective curriculum review. See link: [https://www.asccc.org/sites/default/files/Effective%20Curriculum%20Approval%20Process\\_0.pdf](https://www.asccc.org/sites/default/files/Effective%20Curriculum%20Approval%20Process_0.pdf)*

*One of the items is, that is good practice to ask – Are we doing this in the most effective way?*

*Is this committee interested looking more closely into how we do our process?*

*Would the Committee like to look into our processes, best practices from other colleges, making decisions, etc?*

*Q: In response to earlier discussion on program review– Do you feel like, if you actually adhere to the time that is set aside as your release time and do not go over, would you have enough time to do the work?*

*A: M. Bowen: No*

*J. Garner: It seems then that the way we have things set up is inadequate and how we are using people resources.*

*Additional question from group was posed: If you had help like we see at other campuses, if the Articulation Officer (AO) took on a significant portion, how would your answers to the questions be?*

*A: M. Bowen: If that is the case, I think the work would be getting done adequately.*

*At the other colleges in our district, the AOs are also Curriculum Chairs.*

*Possible release time allotment was discussed:*

*40% - MB's position (co-chair)*

*60%- MC's position (technical review chair)*

*60% - AO position*

*Q: Without doing extra time other than the proposed release time above, do you think that is adequate or just enough and will have to do things extra?*

*A: M. Bowen – Yes, enough in a normal year, but just enough. In a busy year, it would not be enough.*

*MC and OC do curriculum process with a larger tech review group, they review course and program proposals for technical issues, and they assign the time to their flex time and do not receive any additional compensation for that (release time, etc). Not sure how those here at VC would feel about that situation.*

*Tasks vs empowerment. Empowerment may encourage others to participate. Currently, serving on this committee can feel like just “tasks” and leaves people uninterested.*

*It was recommended to take a look at the review process, evaluate resources in a normal year plus flexibility for when other things come up, and how can we best use the resources we have to do the tasks we have to meet our objectives.*

*C Branciforte: agree wholeheartedly, that something needs to be done. If we don't, we will be setting up future committee members for failure.*

*D. Farias: agree as well*

*Challenge faced as Curriculum Chair – how do we make this exciting for people to get involved?*

*J. Garner: That shouldn't be your challenge – the way we have the committee designed, it should be set up so that when someone joins, they understand the level of involvement is needed.*

*Discussions on future processes can be both in Curriculum Committee and in smaller workgroup – something continuous as processes will change with changes in requirements. Bring items back to each meeting for discussion.*

*Q: Do you expect the Curriculum Committee meeting agenda to be as lean as today's?*

*A: Depends on faculty submitting courses – there is not a backlog of courses, only in programs.*

*D. Farias: Is there anything that can be done now aside from what is already in place to help with the program backlog? Will there be any more programs approved?*

*M. Bowen: Depends on if review of programs that were already approved is completed and we can move on to new ones.*

*Comment: Curriculum Committee meetings should still take place whether or not there are courses and programs on the agenda. Meetings should not be canceled because it gives the impression that we don't have anything to do, when we actually have a lot to do.*

## **XVII. GENERAL ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**

*Future agenda items requested:*

- *Discussion on whether to formalize a workgroup for program review ideas*
- *Waivers related to prerequisites and AB 705*
- *Discussion on blanket DE option in times of disaster or emergencies to support students during a time of a campus closure.*
- *Procedure in this group to participate in the prioritization of which programs are reviewed first/in which order. Direction has come largely from management in discussions with the curriculum chair.*

**Meeting Adjourned: 4:34pm**

### **NEXT MEETING**

**March 17, 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



**ESRM Courses**  
**Minimum Qualifications (MQs) and Disciplines Used by VCCCD Human Resources**

Course ID	Course Title	Units	Minimum Qualifications		VCCCD
			Current	Proposed	Human Resources Department
			From CurricUnet	In CourseLeaf	Discipline Listed in Banner
ESRM V01 / BIOL V10	Introduction to Environmental Issues	3	Biological Sciences Ecology Geography	Biological Sciences Ecology Geography	Biological Sciences
ESRM V02	Introduction to Environmental Science	3	Ecology Geography	Geography Ecology	Geography
ESRM V03 / POLS V12	Introduction to Environmental Policy and Natural Resource Management	3	Ecology Geography Political Science	Political Science Ecology Geography	Political Science
ESRM V10	Environmental Ecology	3	Agriculture Biological Sciences Ecology Geography	Biological Sciences Agriculture Ecology Geography	Biological Sciences
ESRM V14	Conservation of Natural Resources	3	Agriculture Ecology Geography	Geography Ecology Agriculture	Geography

February 27, 2020: Conversation with Andrea Ingley, VCCCD Director of Employment Services/Personnel Commission:

The district doesn't hire to teach specific courses; it hires according to disciplines in the CCCCQ MQs Handbook. As per the AFT contract, faculty are hired by discipline and can teach any course in the discipline/s in which they were hired. Co-listed courses can be taught by faculty with an FSA in either of the co-listed disciplines. (Note: Two Ventura College courses are tri-listed.)

Banner lists only one discipline per course; the table below was extracted from Banner via Argos on 02-29-20.

Term	Subject Code	Subject Description	Course ID	Course Title	HR_DISP_CODE	HR_DISP_DESC
Fall 2019	ESRM	Environmtl Sci & Resource Mgt	ESRM V01	Intro to Environmental Issues	BIOL	BIOLOGICAL SCIENCES
Fall 2019	ESRM	Environmtl Sci & Resource Mgt	ESRM V02	Intro to Environmental Science	GEOG	GEOGRAPHY
Fall 2019	ESRM	Environmtl Sci & Resource Mgt	ESRM V03	Environ & Natural Resource Mgt	POLSC	POLITICAL SCIENCE
Fall 2019	ESRM	Environmtl Sci & Resource Mgt	ESRM V10	Environmental Ecology	BIOL	BIOLOGICAL SCIENCES
Fall 2019	ESRM	Environmtl Sci & Resource Mgt	ESRM V11	Introduction to Soil Science	EARTH	EARTH SCIENCE
Fall 2019	ESRM	Environmtl Sci & Resource Mgt	ESRM V14	Conservation Natural Resources	GEOG	GEOGRAPHY
Fall 2019	ESRM	Environmtl Sci & Resource Mgt	ESRM V21	Integrated Pest Management	BIOL	BIOLOGICAL SCIENCES
Fall 2019	ESRM	Environmtl Sci & Resource Mgt	ESRM V22	Insects and Diseases of Plants	BIOL	BIOLOGICAL SCIENCES