



# Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, August 20, 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 16 voting members)**

<b>VOTING MEMBERS</b>		
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"/> 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 checked="" type="checkbox"/> 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 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 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 type="checkbox"/> Jennifer Kalfsbeek-Goetz	
ASVC Rep. (ASVC President)	<input checked="" type="checkbox"/> Michael Schouten	
Dean	<input type="checkbox"/> Tim Harrison	<input type="checkbox"/> Dan Kumpf
Dean	<input checked="" 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 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 type="checkbox"/> Sarah Mossembekker	

Guests: Rubisela Gamboa (HIST), Sandy Melton (NS)

## 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: None*

*Final resolution: Agenda was approved as presented*

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark,  
G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, J. Garner, A. Meadows,  
M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude, P. Yi*

*No/Abstain: none*

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

### A. Introduction and welcome of new members (Information)—M. Bowen

*Introductions around the room. New members: Dorothy Farias (AG), Nicole Falco (BUS), Gema Espinoza-Sanchez (COUN), Aurora Meadows (SLO Rep), Asher Sund (SLO rep).*

### B. CourseLeaf CIM status (Information)—M. Bowen and COG representative

#### 1. System status and major outstanding bugs

- i. Program revisions and deletions*
- ii. Distance education proposals*
- iii. Same-as (co-listed) courses*

*CourseLeaf consists of several parts – we have purchased the curriculum inventory management part*

*System is operational, but due to the significant bugs in the system, we are not quite ready to enter new course and/or program proposals just yet.*

*First major problem – program revisions are not working right now. The “edit” button is missing.*

*Distance Education – “DE only” edits are an issue. One of the fields blocked out when that option is selected is the actual DE box.*

*Co-Listed courses – no longer have to keep 2 course outlines of record. Can put them both in one course outline. But, even co-listed courses can have a few differences (TOP/SAM code, etc.) Bug with the co-listed courses and their relationships together.*

#### 2. Integration of CSLO/PSLO modifications with CIM procedures

*In the process of adding a link to CLSO website which will allow you to go straight from CourseLeaf.*

*Question: Is Kim still overseeing the transition phase? Jennifer Kalfsbeek-Goetz (Interim VPAA) and Kim are sharing the duties now, and gradually, Jennifer will be taking over.*

---

<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.

**C. Title 5 index and curriculum website list (Information) (Attachment)—**

**M. Bowen**

*See attachment from Curriculum Committee agenda packet for Title 5 requirements on particular topics, links to colleges that have public curriculum sites.*

**D. Public comments**

*Aurora Meadows – SLO Facilitator: SLOs need to be added both into CourseLeaf and the Student Learning Outcomes on the VC website. If you need any help, you can ask her or Asher Sund. Contact information on the flier that was distributed to attendees, or through campus email.*

**IV. PLANNING, PROCEDURES, AND TRAINING (Information or Discussion/Action)**

**A. Adoption of Curriculum Committee meeting date calendar for AY 19–20 (Discussion/Action) (Attachment)—M. Bowen**

*M. Bowen called for a motion to approve the proposed Curriculum Committee meeting calendar*

*Motion by: P. Yi*

*Seconded by: P. Sezzi*

*Discussion: Submission and final reading deadlines will be added after vote and final version sent out. Deadlines passed out on handouts at the meeting.*

*Final resolution: Proposed meeting dates approved*

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

*No/Abstain: none*

**B. Curriculum and articulation goals for AY 19–20 (Information) (Attachment) - M. Bowen and T. Brabander**

*Put together by Michael and Thao. See attachment from Curriculum Committee agenda packet for details.*

*S. Ayala: Note regarding programs in the catalog: Courses in programs that had been changed or deleted, but not updated officially in the program/revised program submitted to the State, and therefore now incorrect, had be grayed out and notated with footnotes under each program where this occurred. Text type appears grey in the online version of the catalog, but it did not happen for some reason in the printed version – type is all black there.*

*T. Brabander – year goal is to focus on ADT programs, and navigating new articulation websites/checking VC information there.*

**C. Suspension of 5-year review requirement for AY 19–20**

*Suspending the reviews in order to get settled in with CourseLeaf, and to minimize course traffic while bugs are detected and fixed.*

**D. ASCCC Curriculum Institute report (Information)—M. Bowen**

**1. Title 5 and CCCCO update highlights**

- i. A noncredit course may be a requisite for a credit course (55002(c)(5))*

- ii. *Requisites may be justified if expressly required by 4-year schools with which we have transfer agreements (55003(d)(1))*
- iii. *If a course satisfies English/Math competency, then it must also satisfy local GE area D1/D2 (55063)*
- iv. *DE addenda must document how courses achieve regular effective contact among students and comply with ADA-and section 508 (55206)*
- v. *Proficiency awards of 16.0–17.5 units must be converted to COAs (55070(a))*
- vi. *From CCCCCO: More streamlining is coming, and new MIS CB codes for AB 705*
- vii. *Brand new transfer degrees for UC schools – no 60 unit limits like CSU system. Starting with Chemistry and Physics. Courses must be UC transferable. No requirement that these are offered.*

**E. CourseLeaf CIM Training (Information)—M. Bowen**

*Presentation posted on the Curriculum Committee page, on the VC website under “Resources” tab.*

**NEXT MEETING**

September 3<sup>rd</sup>, 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