



# Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, November 05, 2019 at 3:00pm

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

Called to order: 3:23 pm

## 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 checked="" type="checkbox"/> Thao Brabander	
Technical Review Chair	<input type="checkbox"/> Michael Callahan	
Academic Senate President	<input type="checkbox"/> Lydia Morales	
AFT Rep.	Vacant	
Career Education I Division	<input 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 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)
<b>NON-VOTING MEMBERS</b>		
CIO co-chair (Interim)	<input 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 checked="" 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 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:** Rachel Johnson (CD), Sarah Mossembekker (Assistant Registrar)

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

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

*Motion by: C. Branciforte*

*Seconded by: M. Werness-Rude*

*Discussion: none*

*Final resolution: Agenda approved as presented*

*Yes: M. Bowen, T. Brabander, C. Branciforte, J. Clark, D. Farias, J. Garner, A. Gonzales, M. Rivera, M. Werness-Rude*

*No: None*

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

### **A. None**

*Visitors were welcomed: Rachael Johnson (CD), Sarah Mossembekker (Assistant Registrar)*

*VC's new Registrar, Gabriella (Gaby) Asamsama-Acuña was introduced and welcomed.*

*No public comments.*

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

*M. Bowen called for a motion to approve the minutes from the 10/15/19 meeting.*

*Motion by: M. Rivera*

*Seconded by: J. Garner*

*Discussion: None*

*Final resolution: Minutes for 10/15/19 meeting approved as presented*

*Yes: M. Bowen, T. Brabander, C. Branciforte, J. Clark, D. Farias, J. Garner, A. Gonzales, M. Rivera, M. Werness-Rude*

*No: None*

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

### **A. Recommendation for procedure for Local GE Removal (Discussion/Action)**

**– T. Brabander**

*ITEM TABLED UNTIL NEXT MEETING*

### **B. Recommendation for procedure for CSU-GE/B and IGETC Approval and Removal (Discussion/Action) – T. Brabander**

*ITEM TABLED UNTIL NEXT MEETING*

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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.

### **C. Additional Certifications in MQs and Voting at Curriculum Committee (Discussion) – M. Bowen**

*Something new came up with some of the Agriculture (AG) courses that are up for approval today. These AG courses require an additional certification on top of the State MQs.*

*Academic Senate imposed a rule on Curriculum Committee that if any minimum qualification was included in a course that was not closely associated with the discipline, then that minimum qualification would have to be approved by a 2/3 vote of the Curriculum Committee.*

*So the question now is, If Faculty/Course Originator does introduce an additional qualification in the MQ list, like these certifications for the AG courses, do we want the 2/3 vote to apply to those qualifications that go beyond the State MQ document as well, or those just those listed in the MQ handbook from the State?*

*M. Bowen called for a motion on this topic*

*Motion by: J. Garner moved to have an agreement to forego the 2/3 vote for an additional certification not listed in the MQ book as a minimum qualification, as long as they are related to the course subject.*

*Seconded by: T. Brabander*

*Discussion: How do we communicate to HR that these requirements need to be met? This needs to be communicated clearly to HR, otherwise HR will go with the MQ which is in the primary MQ spot.*

*Deans also look at all of the MQs within the COR*

*This will be documented in the Curriculum Handbook should this motion pass.*

*Final resolution: Motion passed*

*Yes: M. Bowen, T. Brabander, C. Branciforte, J. Clark, D. Farias, J. Garner, A. Gonzales, M. Rivera, M. Werness-Rude*

*No: None*

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

**A. New: AG V66, AG V95, AG V96**

**B. Revision: ANAT V01, MICR V01**

**C. Review: ANTH V07, CD V22\***

**\* = effective SPRING 2020**

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

*Motion by: M. Werness-Rude to approve all requisite approvals presented*

*Seconded by: J. Garner*

*Discussion: MICR V01 – is this correct?*

*Needs to be changed – it is one of the core courses for Veterinary Assistant COA.*

*And students would need to take a lot of other courses first to get into MICR V01*

*Adjustments have been made. After further discussion, it was decided that other*

*items in the requisite areas of MICR V01 needed to be changed, so MICR V01 was*

*removed from consideration for this meeting and will be brought back to the*

*Curriculum Committee again when it is ready.*

*ANAT V01 – following C-ID recommendations*

*Will we be generically adding this language to other C-ID aligned courses? This is left up to the department and their recommendations.*

Final resolution: Motion amended to **not** include MICR V01 for consideration  
All other requisite proposals were approved.  
Yes: M. Bowen, T. Brabander, C. Branciforte, J. Clark, D. Farias, J. Garner, A.  
Gonzales, M. Rivera, M. Werness-Rude  
No: None

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

**A. 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 N131, AG N132, AG N133, AG N134, AG N135, AG N136, AG N137, AG N138, AG N150, AG N151, ANAT V01, ANTH V07, CD V22\*, MICR V01**

**\* = effective SPRING 2020**

*\*MICR V01 was removed from consideration due to being removed earlier in the meeting.*

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

*Motion by: J. Garner*

*Seconded by: A. Gonzales*

*Discussion: When reviewing the courses, some old information is still showing up due to the switch to CourseLeaf.*

*How will noncredit courses appear in the catalog?*

*Noncredit courses generally appear in the back in the Noncredit section. Some also appear in the main body of the catalog within their discipline. Discussion with catalog team needed to see how to proceed with the new offerings, mirrored courses listing, etc.*

*Final resolution: DE proposals approved with exception of MICR V01*

*Yes: M. Bowen, T. Brabander, C. Branciforte, J. Clark, D. Farias, J. Garner, A. Gonzales, M. Rivera, M. Werness-Rude*

*No: None*

**VIII. MINIMUM QUALIFICATIONS**

**A. AG V31, AG V32, AG V33, AG V34, AG V35, AG V64, AG N131, AG N132, AG N133, AG N134, AG N135**

*Due to discussion earlier, 2/3 vote is not needed. Certifications in the MQs for these courses are closely related to course content.*

**IX. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL**  
(Discussion/Action; see attachment)

**1. Update: ANTH V07**

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

*Motion by: M. Rivera*

*Seconded by: M. Werness-Rude*

*Discussion: None*

*Final resolution: Consent Agenda proposal approved*

*Yes: M. Bowen, T. Brabander, C. Branciforte, J. Clark, D. Farias, J. Garner, A. Gonzales, M. Rivera, M. Werness-Rude*

*No: None*

**X. SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL  
(Discussion/Action; see attachment)**

**1. New: AG V01**

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

*Motion by: A. Gonzales*

*Seconded by: T. Brabander*

*Discussion: Course will go to DTRW-I and the Board of Trustees for approval if approved.*

*Final resolution: Second Reading course proposal approved*

*Yes: M. Bowen, T. Brabander, C. Branciforte, J. Clark, D. Farias, J. Garner, A. Gonzales, M. Rivera, M. Werness-Rude*

*No: None*

**XI. SECOND READING PROGRAMS: CURRICULAR PROPOSALS FOR APPROVAL  
(Discussion/Action; see attachment)**

**1. Revision: AS-T Mathematics**

*M. Bowen called for a motion to approve the Second Reading Program proposal*

*Motion by: A Gonzales*

*Seconded by: T. Brabander*

*Discussion: None*

*Final resolution: Second Reading program proposal approved*

*Yes: M. Bowen, T. Brabander, C. Branciforte, J. Clark, D. Farias, J. Garner, A. Gonzales, M. Rivera, M. Werness-Rude*

*No: None*

**XII. A. FIRST READING: CURRICULAR PROPOSALS REQUIRING SECOND READING  
(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**

- ~~2. Revision: MICR V01~~  
~~MICR V01—pulled~~**

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

- 1. Revision: ANAT V01, CD V22\***

**\* = effective SPRING 2020**

*M. Bowen called for a motion to approve all the First Reading proposals (XII.A and XII.B) with the exception of MICR V01 which was pulled from consideration earlier in the meeting.*

*Motion by: C. Branciforte*

*Seconded by: M. Rivera*

*Discussion: Note to check the noncredit AG programs – some are listing credit courses instead of the noncredit courses in the certificates.*

*Final resolution: First Reading proposals approved, with the exception of MICR V01*

*Yes: M. Bowen, T. Brabander, C. Branciforte, J. Clark, D. Farias, J. Garner, A. Gonzales, M. Rivera, M. Werness-Rude*

*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. Course Approval Recommendations (effective Fall 2020):**

**AG V11 (D2), AG V30 (A1), ART V09A (F), CHST V01/AES V20 (C2), CHST V02/AES V23 (C2)**

**With notation in a subset of E1: NS V40, NS V41, PM V01**

*Notation for the courses in E1 will be to alert students that these courses are not available to the general population*

*M. Bowen called for a motion to approve the P&GE proposals*

*Motion by: T. Brabander*

*Seconded by: M. Werness-Rude*

*Discussion: None*

*Final resolution: P&GE proposals approved*

*Yes: M. Bowen, T. Brabander, C. Branciforte, J. Clark, D. Farias, J. Garner, A. Gonzales, M. Rivera, M. Werness-Rude*

*No: None*

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

**A. None**

**XVI. REPORTS (Information)**

**A. Co-Chairs**

*Michael Bowen attended the Regional Curriculum Meeting this past weekend, and there was some new information regarding SAM codes:*

*The reason a lot of CTE courses are changing their SAM codes from D to B or C is that the Student Centered Funding Formula (SCFF) awards us funding points (i.e., extra apportionment) for students who enroll in 9+ units of CTE courses. However, if a course is to qualify for this additional funding, it must have a CTE TOP code (any of the codes or disciplines that are marked with an asterisk in CB03) AND the SAM code (CB09) must be A, B, or C (but not D).*

*So for as long as CTE courses have a SAM code of D, they don't qualify for this additional funding. If you have courses in CTE, you may want to consider this.*

**B. Articulation/C-ID**

**C. Board of Trustees/ DTRW-I**

**1. DTRW-I - Next meeting November 14**

**2. Board of Trustees**

**D. Subcommittees/Workgroups**

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

1. *Spring 2020 courses that have come to the committee this academic year (aside from what was discussed at today's meeting) have been approved at the State.*

**XVII. GENERAL ANNOUNCEMENTS**

*None*

*Adjourned 4:12 p.m.*

**NEXT MEETING**

**November 19<sup>th</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