

Minutes

Multidisciplinary Center West Conference Room (MCW-312)

October 1, 2013

G.Gillespie called the meeting to order at 3:06 p.m.

VOTING MEMBERS PRESENT: G. Arevalo, G. Arquilevich, A. Bittl, M. Bowen, H. Dalton, T. Dalton, A. Gaines, R. Koerner, A. Kolesnik, S. Lall, D. Newcomb, P. Sezzi
(*ABSENT: M. De La Rocha, D. Farris, N. Fredrickson*)

NON-VOTING MEMBERS PRESENT: D. Seymour, G. Gillespie, O. Long, A. Yang, L. Resendiz

GUESTS: Jim Carriger, Tim Harrison, Gwen Huddleston, Scot Rabe, Art Sandford, Kathleen Schrader, Kathy Scott

APPROVAL OF MINUTES: September 17, 2013

P. Sezzi called for a motion to approve the minutes. A. Bittl moved to accept, D. Newcomb seconded, and the motion carried unanimously.

POLICY AND PROCESS DISCUSSION:

- 1. Expectations and responsibilities/goals of Curriculum Committee members**
P. Sezzi administered a Pop Quiz results to be shared at the next meeting.

Dr. Gillespie introduced the topic as agendaized and requested feedback regarding which two or three from the list of expectations and responsibilities did the committee want to focus on. The main theme of which were preparedness, communication, and integrity.

P. Sezzi summarized that the committee focused in on items 2, 4, 6, 16, 17, 26, 42, 46, and 47 from the list. G. Arevalo noted that item #29 was important to her as the Articulation Officer.

Dr. Gillespie stated that we will bring it back to the committee in order to synthesize the list into five or so items.

The committee then conducted the same exercise with the list of goals. Goal number 12 in particular was lauded in unison as being of high value.

P. Sezzi reaffirmed that the goal should be observable and measureable to achieve a tangible manner in which to assess goal attainment.

G. Gillespie synthesized the committees' comments as focusing on timelines, training and process flow including communication. He stated for members to create a list and bring back to our next meeting.

P. Sezzi noted that this item will be under action on the next meeting agenda.

**SECTION ONE:
REQUIRING COMMITTEE ACTION**

I. Curricular Proposals for Approval

A. Credit Courses: Second Reading

1. New

2. Revise

T=Title (substantial); U=Units, H=Hours (increased); P=Prereq, C=Coreq (substantial);
D=Description (substantial); F=Fees (required); R=Repeat (added or increased)

3. Prerequisite(s)/Corequisite(s)/Recommended Preparation

4. 88s and 89s

5. Distance Education (new)

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions)

7. Noncredit Courses

8. Study Abroad/International Education

B. Credit Courses: First Reading

1. New

2. Revise

T=Title (substantial); U=Units, H=Hours (increased); P=Prereq, C=Coreq (substantial);
D=Description (substantial); F=Fees (required); R=Repeat (added or increased)

3. Prerequisite(s)/Corequisite(s)/Recommended Preparation

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4. 88s and 89s

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5. Distance Education (new)

<ul style="list-style-type: none">• ENGL V05 (33% online)• ENGL V06A (33% online) <p>Requested first and second reading to be effective Spring 2014</p> <p><i>-Approved for Spring 2014</i></p> <p>A motion to approve was made by T. Dalton and seconded by D. Newcomb.</p>

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions): First Reading

<ul style="list-style-type: none">• COA Biomedical Device Technology (New) <i>Jointly awarded in conjunction with Moorpark College</i> <p>Requested first and second reading to be effective Fall 2014</p> <p>Scott Rabe presented this award to the committee. P. Sezzi noted that this COA is being used by the state as a model for other community college districts.</p> <p><i>-Approved for Fall 2014</i></p> <p>A motion to approve was made by H. Dalton and seconded by G. Arevalo.</p>

7. Noncredit Courses

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8. Study Abroad/International Education

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SECTION TWO:

COURSE AND PROGRAM INFORMATION ONLY—CONSENT AGENDA

II. Curricular Activity: Technical Action

A. Delete (Remove from catalog)

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B. Technical Revisions (Nonsubstantial Changes in Catalog)

ID=Course Number; T=Title; U=Units; H=Hours; P=Prereq; C=Coreq; RP=Rec Prep; D=Description; F=Fees; FT=Field Trips; R=Repeat; Was=Formerly; Same as; RS=Record Symbol; Non-degree; TR=Transfer

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C. Technical Revision (Articulation Purposes) – Does not require DTRW-I or Board approval.

CC=Course Content (substantial); LC=Lab Content (substantial); CO=Course Objectives (substantial)

- **BUS V01A (CC; LC; CO)**

-Approved for Fall 2014

A motion to approve was made by A. Bittl and seconded by H. Dalton.

D. Course Review/Update (No catalog changes)

- **BUS V01A**

-Approved for Fall 2014

A motion to approve was made by A. Bittl and seconded by H. Dalton.

E. Prerequisite(s)/Corequisite(s)/Recommended Preparation Review

- **BUS V01A (P: BUS V03 or 1 yr. HS Bookkeeping C or better-Review)**

This item was pulled for discussion. The discussion centered on the prerequisite of BUS V03. Jim Carriger distributed a handout and presented the foundation and justification for the prerequisite, which included the drop/success rate prior to the prerequisite and after. He also explained how the current challenge process is carried out.

-Approved for Fall 2014 (retain the pre-requisite)

A motion to approve was made by Gabe and seconded by Ann Bittl.

F. Distance Education (Revision/Update – No catalog changes.)

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G. Degrees, Certificates and Awards (Nonsubstantial)

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H. VC GE Approvals (Curriculum GE Sub Committee)

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SECTION THREE:

DISCUSSION (CONSENT and/or ACTION)

III. Action/Information/Discussion

A. DTRW-I Report (Information) – P. Sezzi/G. Arevalo

G. Arevalo reported that three new courses were approved at the September 26th meeting (AUTO V32B, NS V84C/D), and the revised HS V12 was also approved. She noted that Moorpark College had the Biomedical Device Technology on the agenda but agreed to hold it so that it would go forward at the same time as Ventura College's proposal (next meeting Oct. 24th.) She also noted that several policies would be reviewed this year.

B. Distance Education proposed form (Discussion) – P. Sezzi

P. Sezzi presented the mocked up form for discussion. A discussion ensued regarding the distance education modality definitions. G. Gillespie noted that he recently attended accreditation training and that the ACCJC is working on definitions around distance education, he stated that he would forward the information he received to P. Sezzi. A discussion ensued regarding orientation.

T. Dalton referred to page six of the form and noted the change made in reference to the Educational Assistance Center (EAC). P. Sezzi noted that he discussed this section with John Elmer prior to editing the section. A discussion ensued regarding how to ensure that the course is accessible at the onset and recurrently to be in compliance.

P. Sezzi stated that this item will be listed on a future agenda for action.

C. September 2013 C-ID Newsletter (Information) – G. Arevalo

G. Arevalo referenced the newsletter that was included with the agenda and noted that it is also available on the CID website.

D. SB 440 (Information) – P. Sezzi

P. Sezzi provided an update regarding this legislation and noted that it is awaiting the governor's signature. The synopsis he provided is that community colleges will be required to create an associate's degree for any approved TMC, in areas that we do not currently have them. The consequences of noncompliance involve apportionment. He noted that Ventura College already has most degrees for which there is a TMC. A discussion ensued regarding the relationship of this legislation to CSUs. The discussion shifted to what action should be taken now in anticipation of enactment of this legislation. G. Arevalo noted that one degree is still pending in order to be compliant with the current legislation SB1440. A brief discussion ensued regarding the procedure for deleting a local degree.

E. Distribution of Courses for Technical Review (Action) – M. Bowen/G. Arevalo/P. Sezzi

G. Arevalo noted that committee members have been paired into teams and will be reviewing the same set of courses. The set distributed at this meeting contained approximately 5 or 6 courses. She instructed the members to work with their partners, one of whom will report back the results of the tech review at the next meeting. Another set will be handed out at the next meeting. P. Sezzi noted that the key areas to focus on were typos, blooms, comparability, etc. M. Bowen stated that if anyone had any questions they could send him an email.

F. UC TCA (Information) – G. Arevalo

G. Arevalo distributed a memo with a list of courses regarding the transfer credit agreement from University of California. She stated that if there were any concerns or questions to contact her.

MEETING ADJOURNED at 4:54 P.M.

NEXT MEETING

October 15, 2013 - 3:00 p.m.

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