<div align="center">

Ventura College - Curriculum Committee

Minutes
Campus Center Conference Room
September 18, 2012

</div>

MEMBERS PRESENT: M. Pauley, P. Sezzi, A. Kolesnik, A. Bittl, G. Arevalo, D. Newcomb, G. Arquilevich, K. Peinado, R. Chaparro, N. Fredrickson, R. Koerner, H. Dalton, M. Bowen

NON-VOTING MEMBERS PRESENT: R. Sanchez, S. Bricker, M. Zavala, L. Resendiz, N. Duangpun

GUESTS: Andrew Cawelti

MEETING OPENED AT 3:00 P.M. by Mark Pauley

APPROVAL OF MINUTES: SEPTEMBER 4, 2012: Mark Pauley called for a motion to approve the Minutes. A. Bittl moved to accept, N. Fredrickson seconded, and the motion carried unanimously.

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)

- **AES V40B (same-as HIST V03B) (D)**
- **HIST V03B (same-as AES V40B) (D)**

  - ***APPROVED for Fall 2013.***
    -A motion to approve was made by A. Bittl and seconded by G. Arevalo.

            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): Second Reading

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)

- **MATH V21B (D)**

    - *APPROVED for first reading.*
        - **A motion to approve was made by G. Arquilevich and seconded by H. Dalton.**

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

4. 88s and 89s

5. Distance Education (new)

- **HIST V18A**

    -APPROVED for first reading.
        - **A motion to approve was made by A. Bittl and seconded by D. Newcomb.**

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

7. Noncredit Courses

8. Study Abroad/International Education

SECTION TWO:
COURSE AND PROGRAM INFORMATION ONLY—CONSENT AGENDA

II.   Curricular Activity: Technical Action

A.   Delete (Remove from catalog)

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

- **MATH V21A (D)**

 -APPROVED for Fall 2013
  - **A motion to approve was made by R. Koerner and seconded by A. Bittl.**

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)

- **HIST V18A (CC; CO)**
- **MATH V21B (CC; CO)**

 -APPROVED for Fall 2013
  - **A motion to approve was made by R. Koerner and seconded by A. Bittl.**

D.   Course Review/Update (No catalog changes)

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

- **MATH V21A, V21B (PR)**

 -APPROVED for Fall 2013
  - **A motion to approve was made by R. Koerner and seconded by A. Bittl.**

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

G.   Degrees, Certificates and Awards (Nonsubstantial)

SECTION THREE:
DISCUSSION (CONSENT and/or ACTION)

III.   **Action/Information/Discussion**

A. **CurricUNET Update (Information) – N. Duangpun/L. Resendiz**
- *Faculty can now input the textbook ISBN number with an alpha. Previously this field only accepted 10 numeric digits.*
- *The Curriculum Committee web pages are now accessible through the college website. There are two ways to get to the page: through the Committees link in the Faculty Resources page or through the Administrative, EVP page, under the Departments tab. Two areas are still under construction: Articulation and GE Sub-Committee.*
- *In CurricUNET, repeatability field should be addressed and will be placed on the next Tech Review Agenda.*
- *Peter S. mentioned that we should discuss SLOs being entered in CurricUNET. Currently, it's optional to enter the SLOs on the COR in CurricUNET. Tracdat will be our new source to pull SLOs into our COR; Ramiro and Mark agreed.*

B. **Stand Alone Courses Training (Questions) – R. Sanchez**
(http://extranet.cccco.edu/Portals/1/AA/Stand-Alone/reminder_memorandum_August2012.pdf)
Members must have gone through the training in order for Ramiro and Mark to submit the certification to Robin, and to the State Chancellor's Office. They reminded the members to please send an email to Nan for confirmation that they have gone through the material for the training.

C. **Title 5 Changes – Repeatability (Discussion) – G. Arevalo**
The proposed changes on repeatability limit the courses that can be designated as repeatable to three categories: intercollegiate athletics, intercollegiate academic or vocational competition and courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. Courses that are designed for students with disabilities such as ACT, EAC and LS are also non-repeatable. However, DSPN students can repeat these courses as long as a DSPN official has certified those students. The repeatability in this case is attached to students by a petition signed by EAC. Faculty will need to revise and submit all repeatable courses in CurricUNET as course revision to remove the repeatability, as mandated by the State. Gloria and Nan will provide special instructions to help faculty to work through CurricUNET. Michael B. suggested having faculty email him once the courses have been submitted into CurricUNET.

Definition of families – Peter stated that the Curriculum Committee should set the definition of "Families" unless it needs an advocacy where Academic Senate can step in and help. Gloria mentioned that the committee has to come up with the way to define families and to approve families. We need to

create a matrix of families and justification of defining families. Mark pointed out that when creating "families", the basis of how can that help students should be a priority. Peter also mentioned that it would be a good idea for each discipline to talk to their respective counterpart at our sister colleges on how to define families. Families can only apply to lab courses and lecture and lab courses.

D. Title 5 compliance (Lec-Lab/Lec and Lab) (Discussion) – G. Arevalo
According to PCAH, it is referencing the hours to units ratio for a course as lecture unit, lab unit, and lecture and lab unit, not a lec-lab unit. Many of our courses are identified as lec-lab courses. It is permissible to have a lecture and lab as long as you define the hours to lecture and lab parts separately. In CurricUNET you have to enter the correct hours in lecture and lab parts, hence it will automatically calculate the total contact hours based on 17.5 weeks. Gloria will provide the grid for units/hours breakdown to guide faculty in changing the lec-lab course structure into either a lecture, a lab or lecture and lab course.

E. Other – New outline in the Curriculum Committee Agenda (Information) - G. Arevalo
Gloria explained the new outline of the Curriculum Committee Agenda, <u>Section II. C. Technical Revision (Articulation Purposes) – Does not require DTRW-I or Board approval.</u> This section needs to be created as a new category for articulation reporting. Gloria further emphasized the differences between a revision and an update. Any major changes to any components of the COR is a revision. An update is just a minor change to catalog or COR. Ramiro suggested that it would be an advantage to faculty to put up this information on the web page to clarify the differences. Gloria will create the grid and share with faculty.

F. Other – Special Curriculum Deadlines (Action)
Special Curriculum deadlines to accommodate the Title 5 changes on repeatability were suggested and voted for approval. Mark P. called for a motion to adopt the special deadlines. A. Bittl moved to accept, M. Bowen seconded.
- *Nov 1   All courses submitted only for revising the repeatability*
- *Nov 15   Families Proposal and Course Revisions for repeatability and lec-lab courses*
- *Jan 15   New courses created for Families due to repeatability*

Meeting was adjourned at 4:15 p.m.

NEXT MEETING
October 2, 2012 - 3:00 p.m.
Campus Center Conference Room