

Minutes

Campus Center Conference Room
October 30, 2012

MEMBERS PRESENT: M. Pauley, H. Dalton, D. Newcomb, R. Koerner, A. Bittl, M. De la Rocha, G. Arquilevish, K. Peinado, M. Bowen, A. Kolesnik, R. Chaparro, A. Gonzales, P. Sezzi, G. Arevalo

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

GUESTS: Aurora de la Selva, Kathleen Schrader, Patricia Wendt

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

APPROVAL OF MINUTES: October 16, 2012: M. Pauley called for a motion to approve the minutes. A. Bittl moved to accept, P. Sezzi seconded, and the motion carried unanimously.

SECTION ONE: REQUIRING COMMITTEE ACTION

I. Curricular Proposals for Approval

A. Credit Courses: Second Reading

1. New

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| <ul style="list-style-type: none">• ANTH V05 Linguistic Anthropology: Culture and Communication | 3 units |
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-Approved for second reading

A motion to approve was made by A. Bittl and seconded by A. Gonzales.

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)

- | |
|---|
| <ul style="list-style-type: none">• AES V02B (same-as HIST V05B) (D)• HIST V05B (same-as AES V02B) (D) |
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-Approved for second reading

A motion to approve was made by M. de la Rocha and seconded by A. Bittl.

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

- | |
|--|
| <ul style="list-style-type: none">• ANTH V05 (RP) |
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-Approved for second reading

A motion to approve was made by A. Bittl and seconded by P. Sezzi.

4. 88s and 89s

5. Distance Education (new)

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

- **AS/COA Supervision** (Revised)

-Approved for second reading

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

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

4. 88s and 89s

5. Distance Education (new)

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)

- ART V17, V18A, V18B, V21, V32A, V32B, V49
- BUS V11, V12
- PSY V07L
- THA V95, V96

-Approved for Fall 2013

A motion to approve was made by M. de la Rocha and seconded by A. Bittl.

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

- **BIOL V03** (T- was 'Introduction to Organismal and Environmental Biology', now 'Introduction to Organismal Biology and Ecology'; D)
- **BUS V40** (D; Same as – was 'SUP V96', now 'SUP V92')
- **SUP V92** (same-as BUS V40) (ID – was 'SUP V96', now 'SUP V92')
- Approval for Deletion of Repeatability per Title 5 Regulations for **BUS V80A, V80B, DRFT V99, WEXP V95, V96**

-Approved for Fall 2013

A motion to approve was made by M. de la Rocha 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)

- **BIOL V03** (CC; LC; CO)

-Approved for Fall 2013

A motion to approve was made by M. de la Rocha and seconded by A. Bittl.

D. Course Review/Update (No catalog changes)

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

- **BIOL V03** (PR-Review)

-Approved for Fall 2013

A motion to approve was made by M. de la Rocha and seconded by A. Bittl.

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

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G. Degrees, Certificates and Awards (Nonsubstantial)

- **AS/COA Business Management (Revised)**

-Approved for Fall 2013

A motion to approve was made by M. de la Rocha and seconded by A. Bittl.

**SECTION THREE:
DISCUSSION (CONSENT and/or ACTION)**

III. Action/Information/Discussion

A. DTRW-I Report (Information) – R. Sanchez/M. Pauley/G. Arevalo

Ramiro stated that at the October 11, 2012 DTRW-I meeting, Ventura College submitted two new courses and three revised courses. Two new Math courses were to be forwarded to DCAA for discussion and review. These are advisory groups, only recommendations can be made. DCAA met on October 25, 2012, but the Math courses were not on DCAA agenda. DCCC will meet on November 2, 2012 and will bring up the review of these two courses whether to go forward to BOT meeting in November.

The process of forwarding agenda items from DTRW-I to DCAA and then to BOT has to be confirmed. The channel of communication has to be established so the colleges can receive any necessary information or recommendations before forwarding to the Board.

At the DTRW-I meeting, they also discussed the construction of Families and how to get input from colleges for the Philosophy & GE Sub-committee. VC Philosophy & GE Sub-Committee will meet on November 13, 2012.

B. Global Approval Proposal of lec-lab courses (Action) – G. Arevalo

Gloria presented the proposal of globally approving the proposed changes of lec-lab courses. This was proposed to facilitate the curriculum approval process. The form attached should be completed with the proposed changes and turn it to Nan Duangpun by midnight Monday, November 5, 2012. The due date was established for the Tech Review Committee that will meet on Tuesday, November 6, 2012 to review before placing it on the next Curriculum Committee agenda. November 15, 2012 is still the deadline to complete the revision in CurricUNET, in order to make the catalog deadline.

C. 5-Year Review Cycle – Repeatability-lec-lab courses (Information) – M. Bowen

Michael stated that the course outline of records should be reviewed every five years. There are always components in the CORs that can be updated.

D. Procedure and Forms for Submitting New or Revised Proficiency Award (Information) – L. Resendiz

Linda reminded all faculty on procedure of establishment or revision of Proficiency Award. The forms need to be filled and turned in to Curriculum Committee for approval. The Instructions and forms will be posted on the Curriculum Committee web page under Resources for faculty to access.

E. CSU-Degrees Search (Information/Demonstration) – G. Arevalo

Gloria demonstrated how to search CSU degrees. It is rather useful to faculty as a resource to help developing families. The website is <http://www.calstate.edu/>.

F. Update on Assist (Information) – G. Arevalo

ASSIST is an online student-transfer information system that shows how course credits earned at one public California college or university can be applied when transferred to another. Gloria mentioned that ASSIST now sold the contract to Governet, the same vendor of CurricUNET. The new name, ASSIST the Next Generation, will be implemented and should be running by Fall 2013. It should then fully be implemented by Fall 2014. She also pointed out that it is a good idea for faculty to visit ASSIST website to check their courses articulated with CSUs/UCs.

G. Deletion of Narratives under “instructional material fee” in the Spring 2013 pdf schedule (Information) – R. Sanchez

Ramiro stated that the narratives under the instructional material fee have been removed from the Spring 2013 pdf schedule. However, it cannot be taken off the catalog text in Banner. The students will not be charged with the material fees. It is the college that is picking up those fees for students. It is recommended strongly to faculty not to incur material fees in their course outline of records because the college will be paying fees for students.

H. The Philosophy & General Education Sub-Committee update (Information) – M. Pauley

Mark informed the committee that the co-chairs from each college will be meeting next week. Ventura College’s will be meeting on November 13, 2012. He also mentioned to faculty that if they have GE issues when proposing a course, please email Gloria and Mark.

I. CurricUNET Update (Information) – L. Resendiz/ N. Duangpun

Nan informed faculty that when creating an entirely new course, do not uses an existing course by creating a copy to create the new course. By copying, you are linking your new course to an existing course.

Gloria and Mark further emphasized on the revision of lec-lab courses that the lab content should be inserted in the CORs. Lecture is describing the content whereas the lab is showing them the practical skills, the how-to. Gloria and Mark can help advising faculty on how to write lecture content and lab content.

The Committee agreed on how the Tech Review Chair approves the lecture/lab content. Michael can send back to originator if the lab content needs to be fixed.

J. Other – Changing Course ID

Mayo brought up the issue to the committee of wanting to change History courses ID. Mark replied as when changing course ID, it is allowable, but it will take a lot of work from many people in the process. For instance, having a new number for a course will create problems such as getting a new number from the State, the Tech Review and the approval process. Peter also mentioned that the course ID cannot be erased, rather it is being stored as a history for that course and that number may not be used again.

Mayo stated the rationale behind the wanting to change; students were confused of the ID numbers and thought that the courses are in sequence, which is not true. Ramiro commented that the department should encourage students to be aware of the courses that they are not in sequence, rather than going through the approval process of changing course ID.

Meeting adjourned at 4:25 pm

NEXT MEETING

**November 13, 2012 - 3:00 p.m.
Campus Center Conference Room**