



# Curriculum Committee Minutes

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, May 05, 2020 at 3:00pm

**ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2021 UNLESS OTHERWISE NOTED.**

Called to order: 3:00 p.m.

## 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 checked="" type="checkbox"/> Michael Callahan	
Academic Senate President	<input checked="" type="checkbox"/> Dan Clark	
AFT Rep.	Vacant	
Career Education I Division	<input type="checkbox"/> Kelly Wellman	<input checked="" type="checkbox"/> Nicole Falco
Career Education II Division	<input checked="" type="checkbox"/> Dorothy Farias	<input 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 checked="" type="checkbox"/> Jeff Fischer	<input 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 checked="" 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 checked="" type="checkbox"/> Debbie Newcomb	<input type="checkbox"/> Phil Briggs
Academic Data Specialist	<input checked="" type="checkbox"/> Olivia Long	
Academic Data Specialist	<input checked="" type="checkbox"/> Kelly Denton	
Recorder/Curriculum Technician	<input checked="" type="checkbox"/> Sarah Ayala	
Distance Education Liaison	<input checked="" type="checkbox"/> Sharon Oxford	
Registrar	<input type="checkbox"/> Gaby Asamsama-Acuna	

Guests: Deanna Hall (CD), Crystal Kallik (BUS), Laz Salinas (CJ)

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

*Because we have such a volume of discussion on the DE proposals, MB proposes we discuss the small amount of curriculum first.*

*M. Bowen called for a motion to approve the agenda, but skip to discussions of curriculum first.*

*Motion by: C. Branciforte*

*Seconded by: N. Falco*

*Discussion: None*

*Final resolution: Motion approved*

*Yes: ALL M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, N. Falco, J. Garner, M. Rivera, P. Sezzi*

*No: None*

*Voting Tally:*

MB	TB	MC	DC	KW	DF	AS	PY	JF	PS	CB	MR	NF	JC	MWR	JG	GES
aye	aye	aye	aye	n/a	n/a	n/a	n/a	n/a	aye	aye	aye	aye	n/a	n/a	aye	n/a

*Recorder's Note: D. Farias, J. Fischer and G. Espinoza-Sanchez arrived after the agenda vote.*

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

### A. None

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

*M. Bowen called for a motion to approve the minutes from the 04/21/20 meeting.*

*Motion by: N. Falco*

*Seconded by: P. Sezzi*

*Discussion: None*

*Final resolution: Minutes from the 4/21/20 meeting approved as presented*

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

*No: None*

*Voting Tally:*

MB	TB	MC	DC	KW	DF	AS	PY	JF	PS	CB	MR	NF	JC	MWR	JG	GES
aye	aye	aye	aye	n/a	aye	n/a	n/a	aye	aye	aye	aye	aye	n/a	n/a	aye	aye

<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.

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

### **A. Blanket DE Addendum/ Plan from Moorpark College (see attachment) – M. Bowen, J. Kalfsbeek Goetz**

*Attachments include contribution from Dorothy Farias and Chloe Branciforte - a proposed plan to work on the DE courses as well as the backlog. Thank you.*

*JKG – no new developments in the requirements.*

*C. Branciforte –We looked at Moorpark's plan and adapted it to VC. Some of the local language and dates may have to be adjusted. This is a really good place to start. Other stuff we worked on was just general tracks – what are the best and simplest solutions, and what are the best ways to go about it?*

*Missing information in courses are going to have to be updated at some point – that is included in Track B. Dorothy and Chloe recommend track B, but Faculty would have to help on this as well over the summer. Are there enough faculty that want to be involved? Funding needed for compensation.*

*Excel document included information which may be helpful as people are going through the courses.*

*Documents were discussed via screen share. Dorothy explained Track A (only working on DE addendum only – courses may be kicked back, may not withstand an audit) and Track B (working on DE courses AND course updates – two birds, one stone). We can link these to our backlog – some of these courses are part of programs needed updating. Courses can be divided by divisions, then departments to break up the large number.*

*N. Falco: Found it challenging to review courses that she did not teach, would have to ask other faculty. Do we have a system for these kinds of hiccups?*

*D. Farias: DE addendum can be set up as a template for a copy/paste process.*

*C Branciforte: Can add all this info into the excel document to assist Faculty. Also a formula to calculate the hours.*

*M. Bowen – was happy to see the participation of Dorothy and Chloe, and their attendance at the Tech Review meeting on this topic. Want to publically thank them for their participation. Would love to see this kind of participation from committee members moving forward.*

*JKG: Can we discuss on ways we can make this happen? Does the group like this proposal/plan of action? Who will be doing what? What are we expecting from the Faculty helpers of this project?*

*D. Farias: Envisioning those that are willing to do it, get an idea of who that is, pick a track, divide courses by division. Dorothy has offered to do CT1 and CT2 – will pull courses. May through June – roll through all those courses – cut and paste DE addendum from Sharon Oxford. Meet as workgroups after you complete your division, then meet with the Michaels. In the interim, Michael B. and Michael C. can be doing the technical portion/the heavy lifting with more time to devote to it in the summer. On the program side, determine how we can best assist them in the review (check courses, documents, etc).*

*N. Falco: Nicole and Stephanie in Business are willing to help. It's such a big chunk and would be a large amount for Business, but willing to work on it.*

*D. Hall: To clarify, courses that were given to department chairs for priority to update because they are up for a regular review but are already approved for DE is not what we first need to focus on. Focus first on emergency DE approvals for Covid19 authorization, second priority then becomes the regular priority updates. Is this correct or am I off base? What is our timeline?*

*MB: Prioritizing Distance Ed aspect would be the best idea – group agreed.*

*T. Brabander: Is there any room for us to get training on the technical review of courses and programs? Can we take this as an opportunity to teach faculty about this? Could create less of a burden on the Technical Review team to avoid backlog from happening again.*

*MB: Great idea – anyone that would like to know more about the process, we can have a zoom meeting.*

*D. Farias: Workgroups could also be a way to learn this information since they would be meeting with Michael B and Michael C in this process.*

*JKG: Things to keep in mind. Funds that we have to pay for the work will be coming out of the emergency fund. Would have to create a budget for the DE Addenda work. Anything additional wouldn't be coming out of that pot. Maybe that work is reserved for Michael B and Michael C?*

*Would have to look at this budget vs the amount of people involved in the course review project.*

*We have 7 curriculum committee meetings in the Fall – how many do we bring to each meeting (DE only) for review? What does that look like for workload?*

*D. Clark: Any considerations for extra contractual work? Do we have to bring AFT into this?*

*JKG: Can be done as professional expert work. It has been discussed and will get approved quickly. Not closed to involving AFT, but that may add a more challenging layer than needed.*

*If we have more people doing this than just 2 or 3, are we worried about consistency?*

*N. Falco: Agree with point of consistency, but if we are going to follow the timeline set in the proposal, we need to have more people working on this. Willing to take the risk of some inconsistency for having more people helping on the project.*

*J. Garner: This could be a great model for the future of the Curriculum Committee. This could be an important development of the Michaels being more quality control rather than the only ones doing the nuts and bolts work.*

*M. Bowen: Maybe we can take the first 15 courses and review them together – like on the job training if the group thinks that will work better and be more effective. Powerpoint, zoom, ok too – open to options.*

*C. Branciforte – would be a good opportunity to use the excel spreadsheet – not to have M. Bowen just tell them what's wrong, but to discuss it on the spreadsheet so helpers can take notes. Can be used as a fallback when they are on their own.*

*JKG: How many hours do we think we are attributing for each class for this work?*

*D. Farias: Depends – is course already there and you're doing minor things to it, with the DE template – maybe an hour to an hour and a half per class as a conservative estimate. If you're starting from scratch, then probably double that time. Shouldn't have too many of those in this group, but some may have slipped through.*

*M. Bowen – thinks it's best there are 2 layers of review.*

*P. Sezzi – we should break it down to one item at a time. Focus on DE addendum. If we are following a template, it shouldn't take that long. Can have less experienced technical reviewers doing the basic review, adding the template. We are going to have to put these courses on different tracks.*

*Plan is to have reviewers review, and Michael B and Michael C be the second line of defense.*

*3 hour "norming" session before getting started would be a good idea.*

*A dozen people? Less, more? Probably 1 or 2 people per division.*

*Are there any people today interested in helping? Replied yes: Peter Sezzi, Chloe Branciforte, Jennifer Garner, Dorothy Farias, Nicole Falco, Gema Sanchez, Michael Bowen, Thao Brabander.*

350 courses, approx. 50 courses per person, plus training time.

Group agrees on the method and the amounts. Group agreed on Plan B of the proposal – looking at DE and any other missing information.

Chloe to send JKG all the documents.

Deanna Hall: How can the Dept Chairs help the committee with this addendum to try to make the work a little easier?

Answer: If you know if there is a class on the schedule for the fall that does not have the appropriate DE please let the group know. Make sure they have current textbooks (within 5 years).

Something that could be useful from each department of a general contact that can be reached over the summer with any questions. Having that information up front would be helpful.

M. Bowen cannot start working on this until May 15<sup>th</sup> – after classes and grades are turned in.

JKG: can send a message to the chairs, but she needs to know what the group wants her to say.

Email should include: List of courses within their purview, and areas in which they can help us (point of contact, textbooks, organize, look at things before hand before group jumps in).

## **B. Lessons Learned from Fall/ Plan of Action for Program Backlog (see attachments) – M. Bowen**

Item not discussed alone, but was in part connected to Item A above.

## **C. Credit By Exam (see attachment to be distributed via email) – T. Brabander**

Thao was informed of some changes.

UC values cannot be changed, CSU columns cannot be changed. Mainly concerned about columns for VC.

Changes to courses in Math, Computer Science, Chemistry and Foreign Language

Question: Do the departments agree on this? Answer: Yes, she has spoken to them.

Question: Does General Counseling know? Answer: Thao spoke with them about this in Spring, but received no consensus.

Thao would like these versions of the charts to go into the catalog.

M. Bowen called for a motion to approve the charts presented

Motion by: C. Branciforte

Seconded by: N. Falco

Discussion: None

Final resolution: Charts approved as presented

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, J. Fischer, J. Garner, P. Sezzi

No: None

Abstain: G. Espinoza-Sanchez, M. Rivera

Voting Tally:

MB	TB	MC	DC	KW	DF	AS	PY	JF	PS	CB	MR	NF	JC	MWR	JG	GES
aye	aye	aye	aye	n/a	aye	n/a	n/a	aye	aye	aye	abst	aye	n/a	n/a	aye	abst

*Recorder's Note from 9/1/20 Curriculum Committee Meeting:*

*Following the 5/5/20 Curriculum Committee meeting, it was determined that this vote should not have been taken and should be struck from the record. Supporting information on this topic was not received within the "72 hour prior to meeting" requirement of the Brown Act. Committee members did not have sufficient time to review the requirements for an informed vote.*

*Motion to approve the 5/5/20 meeting minutes with this correction was passed at the 9/1/20 Curriculum Committee Meeting.*

**D. Discipline Blurbs in Catalog – M. Bowen**

*Item not discussed due to time.*

**E. Election of Curriculum Co-Chair/Appointment of Technical Review Chair – M. Bowen**

*Reminder – This coming October, we will have the next election for Curriculum Co-Chair. Anyone interested in becoming Michael's successor, please think about it.*

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

**A. None**

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

**A. New Proposal: GEOG V08**

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

*Motion by: N. Falco*

*Seconded by: C. Branciforte*

*Discussion: None*

*Final resolution: Approved*

*Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, J. Garner, M. Rivera, P. Sezzi*

*No: None*

*Abstain: T. Brabander*

*Voting Tally:*

MB	TB	MC	DC	KW	DF	AS	PY	JF	PS	CB	MR	NF	JC	MWR	JG	GES
aye	abst	aye	aye	n/a	aye	n/a	n/a	aye	aye	aye	aye	aye	n/a	n/a	aye	aye

**VIII. MINIMUM QUALIFICATIONS**

**A. None**

## IX. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

A. Updates: GEOG V06, GEOG V16

B. Inactivations: GEOG V24 (same as GIS V24), GIS V24 (same as GEOG V24)

M. Bowen called for a motion to approve all of the Consent Agenda proposals

Motion by: P. Sezzi

Seconded by: C. Branciforte

Discussion: none

Final resolution: Consent Agenda proposals approved

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, J. Garner, M. Rivera, P. Sezzi

No: None

Abstain: T. Brabander

Voting Tally:

MB	TB	MC	DC	KW	DF	AS	PY	JF	PS	CB	MR	NF	JC	MWR	JG	GES
aye	abst	aye	aye	n/a	aye	n/a	n/a	aye	aye	aye	aye	aye	n/a	n/a	aye	aye

## X. SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

1. Revision: EAC N132, MT V07

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

Motion by: M. Rivera

Seconded by: N. Falco

Discussion: None

Final resolution: Second Reading courses approved

Yes for EAC N132: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, J. Garner, M. Rivera, P. Sezzi

Yes for MT V07: M. Bowen, C. Branciforte, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, J. Garner, M. Rivera, P. Sezzi

No: None

Abstain: T. Brabander (for MT V07)

Voting Tally:

MB	TB	MC	DC	KW	DF	AS	PY	JF	PS	CB	MR	NF	JC	MWR	JG	GES
aye	aye (EAC N132)  abst (MT V07)	aye	aye	n/a	aye	n/a	n/a	aye	aye	aye	aye	aye	n/a	n/a	aye	aye

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

1. None

**XII. A. FIRST READING: CURRICULAR PROPOSALS REQUIRING SECOND READING  
(Discussion/Action; see attachment)**

1. None

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

1. Revision: GEOG V08

**C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL**

1. None

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

*Motion by: M. Rivera*

*Seconded by: C. Branciforte*

*Discussion: None*

*Final resolution: First reading courses approved*

*Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, J. Garner, M. Rivera, P. Sezzi*

*No: None*

*Abstain: T. Brabander*

*Voting Tally:*

MB	TB	MC	DC	KW	DF	AS	PY	JF	PS	CB	MR	NF	JC	MWR	JG	GES
aye	abst	aye	aye	n/a	aye	n/a	n/a	aye	aye	aye	aye	aye	n/a	n/a	aye	aye

**XIII. ADMINISTRATIVE CHANGES (Discussion/Action)**

**A. ESRM V02: Recommended Preparation removal; Approved at 3/31/20  
Curriculum Committee Meeting. Entered in COR in error.**

*Host department asked us to make this change. Approved a revision to this course at the 3/31/20 meeting. We looked back in the records and the recommended prep was added by AO for C-ID approval, but it is not required, and department would like it removed from the COR even though it is a part of the C-ID descriptor for the course.*

*M. Bowen called for a motion to approve the Administrative Changes*

*Motion by: M. Rivera*

*Seconded by: C. Branciforte*

*Discussion: None*

*Final resolution: Administrative Change approved*

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

*No: None*

*Voting Tally:*

MB	TB	MC	DC	KW	DF	AS	PY	JF	PS	CB	MR	NF	JC	MWR	JG	GES
aye	aye	aye	aye	n/a	aye	n/a	n/a	aye	aye	aye	aye	aye	n/a	n/a	aye	aye



**XIV. PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action)**

**A. None**

**XV. REPORTS (Information)**

**A. Co-Chairs**

**B. Articulation/C-ID**

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

**D. Subcommittees/Workgroups**

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

**1. None**

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

**A. Results from Curriculum Committee Annual Evaluation Survey – M. Bowen**

*Item postponed due to time.*

**XVII. GENERAL ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**

*Question: Is someone on CC going to send us information on our DE project?*

*Answer: Michael B or Sarah to send out information to the CC as we go along.*

**NEXT MEETING**

**September 1, 2020 - 3:00 PM**

**Location: TBA**

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:

Dr. Jennifer Kalfsbeek-Goetz, Interim Vice President Academic Affairs  
Ventura College - 4667 Telegraph Road - Ventura, CA 93003  
(805) 289-6464