



# Curriculum Committee Minutes -

Via Zoom

Tuesday, January 19, 2021 at 3:00pm

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

Called to order: 3:03 p.m.

## I. ROLL CALL (Quorum is 10 out of 18 voting members)

<b>VOTING MEMBERS</b>		
Faculty co-chair / Interim Articulation Officer	<input checked="" type="checkbox"/> Michael Bowen (MB)	
Technical Review Chair	<input checked="" type="checkbox"/> Michael Callahan (MC)	
Academic Senate President	<input type="checkbox"/> Dan Clark (DC)	
AFT Rep.	Vacant	
Career Education I Division	<input type="checkbox"/> Kelly Wellman (KW)	<input checked="" type="checkbox"/> Nicole Falco (NF)
Career Education II Division	<input checked="" type="checkbox"/> Dorothy Farias (DF)	<input type="checkbox"/> John Clark (JC)
College Outcome Group Representative	<input type="checkbox"/> Asher Sund / Aurora Meadows	
English & Math Division	<input type="checkbox"/> Peter Yi (PY)	(Vacant)
Health, KIN, ICA, Performing & Visual Arts Division	<input checked="" type="checkbox"/> Jeff Fischer (JF)	<input checked="" type="checkbox"/> Krenly Guzman Gonzalez (KGG)
Library, Languages, Behavioral & Social Sciences Division,	<input type="checkbox"/> Rubisela Gamboa (RG)	<input checked="" type="checkbox"/> Maline Werness-Rude (MWR)
Librarian	<input checked="" type="checkbox"/> Peter Sezzi (PS)	
Sciences Division	<input checked="" type="checkbox"/> Chloe Branciforte (CB)	<input checked="" type="checkbox"/> Jennifer Garner (JG)
Student Services Division	<input checked="" type="checkbox"/> Mario Rivera (MR)	<input checked="" type="checkbox"/> Gema Espinoza Sanchez (GES)
<b>NON-VOTING MEMBERS</b>		
CIO co-chair	<input checked="" type="checkbox"/> Jennifer Kalfsbeek-Goetz	
ASVC Rep. (ASVC Director of Equity and Inclusion)	<input type="checkbox"/> Lisa Marie Ruiz	
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 checked="" type="checkbox"/> Lynn Wright	<input type="checkbox"/> Phil Briggs
Dean	<input checked="" type="checkbox"/> Debbie Newcomb	<input type="checkbox"/> Marnie Melendez (Interim)
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 / Tisa Medrano	
Distance Education Liaison	<input checked="" type="checkbox"/> Sharon Oxford	
Registrar	<input checked="" type="checkbox"/> Gaby Asamsama-Acuña	

Guests: Rachel Johnson (CD), Gabriella Wood (BIOL)

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

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

*Motion by: M. Callahan*

*Seconded by: P. Sezzi*

*Discussion: M. Callahan made a motion to change the order of the agenda and prioritize courses and programs.*

*Seconded by P. Sezzi*

*Final resolution: Agenda approved as amended*

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

*No: None*

*Voting Tally:*

AS/AM	CB	DC	DF	GES	JC	JF	JG	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	n/a	yes	yes	n/a	yes	yes	n/a	n/a	yes	yes	yes	yes	yes	yes	n/a	n/a

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

### A. Advertisement for new Articulation Officer – J. Kalfsbeek-Goetz

### B. Priority 1 list will be published in February – M. Bowen

*List of courses that are due for 5-year review*

### C. Fall 2021 effective date for courses now closed

### D. Public comments

*No public comments made.*

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

*M. Bowen called for a motion to approve the minutes from the 12/1/2020 Curriculum Committee meeting*

*Motion by: N. Falco*

*Seconded by: C. Branciforte*

*Discussion: None*

*Final resolution: Meeting minutes from 12/1/2020 approved as presented*

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

*No: None*

*Voting Tally:*

AS/AM	CB	DC	DF	GES	JC	JF	JG	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	n/a	yes	yes	n/a	yes	yes	n/a	yes	n/a	yes	yes	yes	yes	yes	n/a	n/a

*Recorder's Note: M. Werness-Rude not present for vote.*

<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. OLD BUSINESS (Discussion/Action)**

### **A. Previous AO GE removal process and document (Discussion/Action; see attachment) – M. Bowen**

*Briefly discussed the GE Status Inactivation Request form that was approved in last year's CC meeting. Further discussion needed, please email M. Bowen with any recommendations for the form or process.*

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

### **A. Canvas Curriculum Task-Force (Discussion; Action) – G. Wood**

*The Canvas Curriculum task force met prior to winter break and currently are working on developing the Canvas course and incorporating the Curriculum Committee handbook. More updates will be provided as progress continues.*

### **B. TADA Workgroup Items:**

*Items B.1, B.2, B.3 not discussed due to time.*

#### **1. Review of Curriculum Process (Discussion/Action)**

- a. Backlog of Programs from AY 19-20**
- b. Are Second Readings necessary?**
- c. Course Inactivations that affect programs**

#### **2. Creation/Dissection of quick reference materials that can be used for minor COR updates (Discussion) – D. Farias (on behalf of TADA workgroup) Link to Curriculum Handbook:**

<https://mbowenvc.000webhostapp.com/curriculum/docs/Ventura%20College%20Curriculum%20Handbook%202020.docx>

#### **3. Delegation of Curriculum Committee members to create working teams to assist in Curriculum Committee duties/tasks/backlog (Discussion/Action) – D. Farias (on behalf of TADA workgroup)**

### **C. Banner Sync Issue (Discussion) – M. Bowen, J. Kalfsbeek-Goetz, O. Long**

*Item not discussed due to time.*

### **D. New Program Forms: CP-3, CP-4, NP-3, NP-4, CA1 (Discussion/Action; see attachments) – M. Bowen, M. Callahan**

*Item not discussed due to time.*

**E. Curriculum Committee Training (Discussion) – M. Bowen**

*Item not discussed due to time.*

**F. Standing Item: Anti-racism in curriculum (Discussion) – J. Kalfsbeek-Goetz**

*Item not discussed due to time.*

**VII. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment) \* indicates a summer 2021 implementation date**

**A. Revision: ANPH V01\*, PSY V04**

*ANPH V01 Summer 2021 implementation requested with intent to offer this course for summer 2021 Paramedic Studies Program.*

**B. Review: ANTH V03, ANTH V05, BIOL V03, HED V90, MATH V40**

*M. Bowen called for a motion to approve Requisite proposals (all)*

*Motion by: C. Branciforte to approve all requisite approvals presented*

*Seconded by: K. Guzman Gonzalez*

*Discussion: None*

*Final resolution: Requisite Proposals were approved (all)*

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

*No: None*

*Voting Tally:*

AS/AM	CB	DC	DF	GES	JC	JF	JG	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	n/a	yes	yes	n/a	yes	yes	n/a	yes	yes	yes	yes	yes	yes	yes	n/a	n/a

**VIII. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment) \* indicates a summer 2021 implementation date; + indicates a spring 2021 blanket DE addendum course (late start)**

**A. New: AG V10, DM V11, DM V45, ESRM V14, FILM V10+, HED V90**

**B. Revision: HED V76**

**C. New/Review: ANTH V05, HED V01, HED V20, HED V24, HED V87**

**D. Review: ANPH V01\*, ANTH V03, BIOL V03, MATH V40, PSY V04**

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

*Motion by: P. Sezzi to approve all distance education approvals presented*

*Seconded by: C. Branciforte*

*Discussion: None*

*Final resolution: Distance education proposals approved as presented (all)*

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

*No: None*

Voting Tally:

AS/AM	CB	DC	DF	GES	JC	JF	JG	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	n/a	yes	yes	n/a	yes	yes	n/a	yes	yes	yes	yes	yes	yes	yes	n/a	n/a

## IX. MINIMUM QUALIFICATIONS

### A. None

## X. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

### A. Update: AG V10, ANTH V03, HED V01, HED V90

*Minor updates that includes 5-year review changes, these do not impact the catalog.*

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

*Motion by: C. Branciforte*

*Seconded by: D. Farias*

*Discussion: None*

*Final resolution: Consent Agenda proposal approved*

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

*No: None*

Voting Tally:

AS/AM	CB	DC	DF	GES	JC	JF	JG	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	n/a	yes	yes	n/a	yes	yes	n/a	yes	yes	yes	yes	yes	yes	yes	n/a	n/a

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

(Discussion/Action; see attachment)

### A. New: BUS V52, FILM V12 (same as ENGL V12)

### B. Revision: BUS V50

*M. Bowen called for a motion to approve the Second Reading course proposals (all)*

*Motion by: N. Falco to approve all second reading approvals presented*

*Seconded by: P. Sezzi*

*Discussion: None*

*Final resolution: Second Reading course proposals approved*

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

*No: None*

Voting Tally:

AS/AM	CB	DC	DF	GES	JC	JF	JG	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	n/a	yes	yes	n/a	yes	yes	n/a	yes	yes	yes	yes	yes	yes	yes	n/a	n/a

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

**1. None**

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

**1. New: DM V11, DM V45**

*DM V11 and DM V45 courses are agriculture related training of vehicles used in industry.*

**2. Revision: ESRM V14**

*M. Bowen called for a motion to approve all the First Reading proposals (XIII. A.1 & A.2)*

*Motion by: P. Sezzi*

*Seconded by: C. Branciforte*

*Discussion: Discussion on advisory board involvement and outside industry input.*

*Final resolution: First reading proposals approved (XIII. A.1 & A.2)*

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

*No: None*

*Voting Tally:*

AS/AM	CB	DC	DF	GES	JC	JF	JG	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	n/a	yes	yes	n/a	yes	yes	n/a	yes	yes	yes	yes	yes	yes	yes	n/a	n/a

**B. FIRST READING: CURRICULAR PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment) \* indicates a summer 2021 implementation date; +indicates a spring 2021 blanket DE addendum course (late start)**

**1. Revision: ANPH V01\*, ANTH V05, BIOL V03, FILM V10+, HED V20, HED V24, HED V76, HED V87, MATH V40, PSY V04**

*Most of these are 5-year reviews, update to PSY V04 prerequisites due to some courses no longer being available and MATH V40 course title update.*

*M. Bowen called for a motion to approve the First Reading proposals (XIII. B.1)*

*Motion by: C. Branciforte*

*Seconded by: D. Farias*

*Discussion: None*

*Final resolution: First reading proposals approved (XIII. B.1)*

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

*No: None*

*Voting Tally:*

AS/AM	CB	DC	DF	GES	JC	JF	JG	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	n/a	yes	yes	n/a	yes	yes	n/a	yes	yes	yes	yes	yes	yes	yes	n/a	n/a

## C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL

### 1. Revision: AA-T Elementary Teacher Education

*M. Bowen called for a motion to approve the First Reading proposals (XIII. C.1)*

*Motion by: C. Branciforte*

*Seconded by: N. Falco*

*Discussion: Update to current TMC and revision of course list based on better alignment with CSUCI.*

*Conversation on adding biology for educators' course, similar to Concepts of Biology but for educators.*

*Final resolution: Note-CourseLeaf indicates an error under section B, course EDU M08 should be EDU V08  
First reading proposal approved*

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

*No: None*

*Voting Tally:*

AS/AM	CB	DC	DF	GES	JC	JF	JG	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	n/a	yes	yes	n/a	yes	yes	n/a	yes	yes	yes	yes	yes	yes	yes	n/a	n/a

## XIV. ADMINISTRATIVE CHANGES (Discussion/Action)

### A. Update: ANTH V01

### B. Inactivation: AES V67 (same as ART V02C), ART V02C (same as AES V67)

### C. Correction: MT V15 (add back to BCT list – removed in error)

*M. Bowen called for a motion to approve the Administrative Change proposals (all)*

*Motion by: P. Sezzi*

*Seconded by: C. Branciforte*

*Discussion: Question- How we intend to address the inactivation of ART V02C that is listed in multiple degrees?*

*The list of degrees this change impacts will need to be addressed in the catalog asap. This includes but is not limited to updating the Art History ADT, Ceramics AA & COA, Fine Arts AA & COA, Global and International Studies AA, several of the General Studies AA/AS degrees and removal from CSU breadth list. Robust discussion of inactivation process moving forward.*

*Final resolution: Administrative Changes approved (all)*

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

*No: None*

*Voting Tally:*

AS/AM	CB	DC	DF	GES	JC	JF	JG	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	n/a	yes	yes	n/a	yes	yes	n/a	yes	n/a	yes	yes	yes	yes	yes	n/a	n/a

*Recorder's Note: M. Werness- Rude not present for vote.*

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

**A. Next meeting: Tuesday, March 2, 2020, 3pm via zoom**

Announcement of next P&GE meeting made.

**XVI. REPORTS (Information)**

*Items A.1, B.1, C.1, D.1, E.1 not discussed due to time.*

**A. Co-Chairs**

1. **Standing Item: Status of Outstanding Programs (see attachment) – D. Farias, M. Bowen**

**B. Articulation/C-ID**

1. **CSUGE-Breadth and IGETC item requests for Fall 2021 implementation have been submitted to ASSIST, including the new CSUGE-B Area F (Ethnic Studies) courses**

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

1. **The body's recommendations for the revision of the Credit for Prior Learning policies BP/AP 4235 have been forwarded to Chancellor's Cabinet for review and approval by BOT (see attachments)**

**D. Subcommittees/Workgroups**

1. **TADA Workgroup – D. Farias**

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

**All DE addendum (summer 2020 and spring 2021) submitted and approved at the State (with the exception of FILM V10 on this agenda)**

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

*Items A., B., C., and D. not discussed due to time.*

**A. Pass/No Pass Grading Issue between CurricUNET and CourseLeaf (Information) – M. Bowen**

**B. Updated Title 5 Index Spreadsheet (Information; see attachment) – M. Bowen**

**C. Acronym Excerpt from Curriculum Handbook (Information; see attachment – M. Bowen**



**D. Proposed Program Submission Excerpt from Curriculum Handbook  
(Information; see attachment) – M. Bowen**

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

**Meeting adjourned: 4:32 p.m.**

**NEXT MEETING**

**February 2, 2021 - 3:00 PM**

**Location: via Zoom**

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