



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

*Opening the Door to Higher Education*

## **Curriculum Committee Agenda**

### **VIA CONFERZOOM**

**Date/Time: Tuesday, May 4, 2021 - 3:00 p.m.**

**Call information:**

**Join from PC, Mac, Linux, iOS or Android:**

**<https://cccconfer.zoom.us/j/6631981863>**

**Or iPhone one-tap (US Toll): +16699006833,6631981863# or  
+13462487799,6631981863#**

**Or Telephone:**

**Dial:**

**+1 669 900 6833 (US Toll)**

**+1 346 248 7799 (US Toll)**

**+1 253 215 8782 (US Toll)**

**+1 301 715 8592 (US Toll)**

**+1 312 626 6799 (US Toll)**

**+1 646 876 9923 (US Toll)**

**Meeting ID: 663 198 1863**

**International numbers available: <https://cccconfer.zoom.us/j/6631981863>**

**Or Skype for Business (Lync):**

**[SIP:6631981863@lync.zoom.us](https://cccconfer.zoom.us/j/6631981863)**

# Curriculum Committee Agenda

## VIA CONFERZOOM

Tuesday, May 4, 2021 at 3:00pm

**ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2022 UNLESS OTHERWISE NOTED.**

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

<b>VOTING MEMBERS</b>		
Faculty co-chair/Interim Articulation Officer	<input type="checkbox"/> Michael Bowen (MB)	
Technical Review Chair	<input 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 type="checkbox"/> Nicole Falco (NF)
Career Education II Division	<input type="checkbox"/> Dorothy Farias (DF)	<input type="checkbox"/> John Clark (JC)
College Outcome Group Representative	<input type="checkbox"/> Asher Sund or Aurora Meadows (AS)	
English & Math Division	<input type="checkbox"/> Peter Yi (PY)	(Vacant)
Health, KIN, ICA, Performing & Visual Arts Division	<input type="checkbox"/> Jeff Fischer (JF)	<input type="checkbox"/> Krenly Guzman Gonzalez (KG)
Library, Languages, Behavioral & Social Sciences Division	<input type="checkbox"/> Rubisela Gamboa (RG)	<input type="checkbox"/> Maline Werness-Rude (MWR)
Librarian	<input type="checkbox"/> Peter Sezzi (PS)	
Sciences Division	<input type="checkbox"/> Chloe Branciforte (CB)	<input type="checkbox"/> Jennifer Garner (JG)
Student Services Division	<input type="checkbox"/> Mario Rivera (MR)	<input type="checkbox"/> Gema Espinoza Sanchez (GS)
<b>NON-VOTING MEMBERS</b>		
CIO co-chair	<input 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 type="checkbox"/> Felicia Dueñas
Dean	<input type="checkbox"/> Lynn Wright	<input type="checkbox"/> Phil Briggs
Dean	<input type="checkbox"/> Debbie Newcomb	<input type="checkbox"/> Marnie Melendez (Interim)
Academic Data Specialist	<input type="checkbox"/> Olivia Long	
Academic Data Specialist	<input type="checkbox"/> Kelly Denton	
Recorder/Curriculum Technician	<input type="checkbox"/> Sarah Ayala	
Distance Education Liaison	<input type="checkbox"/> Sharon Oxford	
Registrar	<input type="checkbox"/> Gaby Asamsama-Acuña	

- II. **ADOPTION OF THE PROPOSED AGENDA (Discussion/Action)**
- III. **INTRODUCTIONS, PUBLIC COMMENTS, AND GENERAL ANNOUNCEMENTS – Public Comments Limited to 5 minutes per person (Information)<sup>1</sup>**
  - A. **AB 111 Common Numbering System for GE – J. Kalfsbeek-Goetz**
  - B. **Curriculum Institute will be held virtually July 7-9, 2021**  
<https://asccc.org/events/2021-07-07-150000-2021-07-09-220000/2021-curriculum-institute-virtual-event> - J. Kalfsbeek-Goetz
  - C. **Other Announcements**
  - D. **Public Comments**
- IV. **APPROVAL OF MINUTES: April 20, 2021 (Discussion/Action)**
- V. **OLD BUSINESS (Discussion/Action)**
  - A. **Curriculum Co-Chair Proposal (Discussion/Action; see attachment) – D. Clark**
    - 1. **Technical Review Assistants Selection (Discussion/Action) – M. Bowen, D. Clark**
  - B. **Curriculum Co-Chair Election (Discussion/Action) – M. Bowen**
- VI. **REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
  - A. **Revision: PHSO V01**
  - B. **Review: MATH V22, MATH V23**
- VII. **DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
  - A. **Review: MATH V22, MATH V23, PHSO V01**
- VIII. **MINIMUM QUALIFICATIONS (Discussion/Action)**
  - A. **None**
- IX. **CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Action; see attachment)**
  - A. **None**
- X. **SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
  - A. **None**
- XI. **SECOND READING PROGRAMS: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
  - A. **None**

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<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.

## **XII. FIRST READING PROPOSALS:**

- A. COURSE PROPOSALS REQUIRING SECOND READING (Discussion/Action; see attachment)**
  - 1. None
- B. COURSE PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment)**
  - 1. Revision: MATH V22, MATH V23, PHSO V01
- C. PROGRAMS: (Discussion/Action; see attachment)**
  - 1. Revision: A.S. Social Media Marketing\*

*\* Proposed for first and second reading, effective Fall 2021*

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

- A. None**

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

- A. Courses Not Offered in the Last 5 Years (Discussion/Action; see attachment) – J. Kalfsbeek-Goetz, M. Callahan**
- B. GE Removal Rubric – Revised Forms (Discussion/Action; see attachment) – M. Bowen**
- C. Curriculum Committee Evaluation Results (Discussion; see attachment) – M. Bowen, J. Kalfsbeek-Goetz**
- D. Curriculum Committee Challenges Document from the Co-Chair (Discussion; see attachment) – M. Bowen**
- E. Curriculum Committee Meeting Dates for AY 2021-2022 (Discussion/Action; see attachment) – M. Bowen**
- F. Review of Curriculum process: CCT Task Force Updates (Standing Item; Discussion) - G. Wood, C. Branciforte, D. Farias**
- G. Credit for Prior Learning**
  - 1. AP 4235 (Discussion) –J. Kalfsbeek-Goetz
  - 2. Proposal Review from Districtwide Credit for Prior Learning Committee (Discussion; see updated separate attachment) – M. Bowen
- H. American Ethnic Studies Workgroup (Discussion/Action) – M. Bowen, R. Gamboa**
- I. Continuing Discussion/Process and Procedures (Standing Item; Discussion/Action) – D. Farias, C. Branciforte**
  - 1. Backlog of Programs (see attachment)
  - 2. Second Readings
  - 3. Streamline Agenda Items (Reports)
- J. Standing Item: Anti-racism in curriculum (Discussion) – J. Kalfsbeek-Goetz**  
<https://www.glendale.edu/about-gcc/faculty-and-staff/c-i-curriculum-and-instruction/creating-equitable-curriculum-guide>

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

[https://mbowenvc2.000webhostapp.com/curriculum/docs/\(202008%20MB\)%20Curriculum%20Committee%20Training.pptx](https://mbowenvc2.000webhostapp.com/curriculum/docs/(202008%20MB)%20Curriculum%20Committee%20Training.pptx)

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

**A. None**

**XVI. REPORTS (Information)**

**A. Co-Chairs**

**B. Articulation**

**1. CSUGE-Breadth, IGETC, and Local approvals (see attachment)**

**C. Board of Trustees/ DCCI (formerly DTRW-I)**

**D. Subcommittees/Workgroups**

**1. Workgroup Reports**

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

**1. New state approvals (Fall 21): AA-T Spanish, COA Food Safety, AA- T Theatre Arts, AA General Studies Pattern I: Natural Sciences, COA Social Media Marketing**

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

**A. Desire for Special Curriculum Meeting For Outstanding Agenda Items on 5/11/21 at 3pm? (Discussion/Action) – M. Bowen**

**XVIII. REQUESTS FOR FUTURE AGENDA ITEMS**

**(Tentative) NEXT MEETING  
Tuesday, August 17, 2021  
Location TBD**

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, Vice President Academic Affairs  
Ventura College - 4667 Telegraph Road, Ventura, CA 93003 - (805) 289-6464**

**2020-2021 Curriculum Committee Goals**

1. *Reorganize the structure, process and function of how the Curriculum Committee works and redistribution of duties, evaluation of rules and whether they work for the committee.*
2. *Committee collaboration with faculty and students to ensure maximum equity and anti-racism*
3. *Recommend to VC Exec team to hire new permanent Articulation Officer.*
4. *Completing the backlog of programs and updating course outlines of record correctly in CourseLeaf, including but not limited to the catalog descriptions.*



# Curriculum Committee Minutes - **DRAFT**

Via Zoom

Tuesday, April 20, 2021 at 3:00pm

**ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2022 UNLESS OTHERWISE NOTED.**

Called to order: 3:07 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 checked="" 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	
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Health, KIN, ICA, Performing & Visual Arts Division	<input type="checkbox"/> Jeff Fischer (JF)	<input checked="" type="checkbox"/> Krenly Guzman Gonzalez (KGG)
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Librarian	<input type="checkbox"/> Peter Sezzi (PS)	
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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 type="checkbox"/> Felicia Dueñas
Dean	<input 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	
Distance Education Liaison	<input type="checkbox"/> Sharon Oxford	
Registrar	<input type="checkbox"/> Gaby Asamsama-Acuña	

**Guests:** Gabriela Wood (BIOL), Sarah Mossembekker (A&R)

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

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

*Motion by: M. Werness-Rude*

*Seconded by: M. Rivera*

*Discussion: None*

*Final resolution: Agenda approved*

*Yes: ALL M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, J. Garner, K. Guzman Gonzalez, M. Rivera, M. Werness-Rude*

*No: None*

*Voting Tally:*

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

*Recorder's Note: G. Espinoza-Sanchez arrived after the agenda vote.*

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

### A. Timelines at the State Level for ADTs: example of Spanish AA-T

*An email received in an automatic reply message from a State reviewer notes that for ADTs, original review is generally 60 days then for revisions, can be up to another 60 days.*

### B. Program Discontinuance Procedure (see attachment)

*This item is to alert the Curriculum Committee that a workgroup of people from different parts of the campus have been working on a document about a procedure for program discontinuance. The original document was recently presented to the Academic Senate, but the Senate did not vote to adopt it. Major concern was that the group didn't include enough faculty and members of the Curriculum Committee – that it could use more representation. If you are interested, please contact Dan Clark. Document name change is probably happening as well.*

### C. Standard II.A Accreditation Report: Updates to L. Wright

*Goal was to have the notes on these documents done today. If you haven't done this yet, please take a look ASAP. Would like to get this done before summer. The Curriculum Committee has been asked to review 2 more sections as well.*

*Comment: the entire document has been looked at and comments have been made throughout it. With that information, it was decided that the document will be sent to L. Wright on Friday to give time for any last minute/further comments on the sections.*

### D. Other Announcements

*None*

### E. Public Comments

*None*

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

*M. Bowen called for a motion to approve the minutes from the 4/6/21 Curriculum Committee meeting*

*Motion by: J. Garner*

*Seconded by: C. Branciforte*

*Discussion: None*

*Final resolution: Minutes from the 4/6/21 meeting approved as presented*

*Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, J. Garner, K. Guzman Gonzalez, M. Rivera, M. Werness-Rude*

*No: None*

*Voting Tally:*

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

#### V. OLD BUSINESS (Discussion/Action)

**A. None**

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

**A. Revision: ANAT V01**

**B. Review: MATH V21A, MATH V21B**

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

*Motion by: J. Garner*

*Seconded by: C. Branciforte*

*Discussion: None*

*Final resolution: Requisite proposals approved*

*Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, J. Garner, K. Guzman Gonzalez, M. Rivera, M. Werness-Rude*

*No: None*

*Voting Tally:*

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

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

**A. Late Fall 2021 DE Addendum Courses (see attachment)**

**B. Review: ANAT V01, MATH V21A, MATH V21B, PSY V15, PSY V25**

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

*Motion by: C. Branciforte*

*Seconded by: J. Garner*

*Discussion: None*

*Final resolution: Distance Education proposals approved*

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

*No: None*

Voting Tally:

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

## VIII. MINIMUM QUALIFICATIONS

### A. None

## IX. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

### A. Updates: MATH V21B, PSY V15, PSY V25

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

*Motion by: C. Branciforte*

*Seconded by: M. Werness-Rude*

*Discussion: None*

*Final resolution: Consent Agenda proposals approved*

*Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, G. Espinosa-Sanchez, N. Falco, D. Farias,*

*J. Garner, K. Guzman Gonzalez, M. Rivera, M. Werness-Rude*

*No: None*

Voting Tally:

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

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

(Discussion/Action; see attachment)

### A. None

## 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: ANAT V01, MATH V21A

## C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL

### 1. None

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

Motion by: J. Garner

Seconded by: C. Branciforte

Discussion: None

Final resolution: First Reading course proposals approved

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, G. Espinosa-Sanchez, N. Falco, D. Farias, J. Garner, K. Guzman Gonzalez, M. Rivera, M. Werness-Rude

No: None

Voting Tally:

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

Recorder's Note: R. Gamboa arrived after the First Reading vote.

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

#### A. AG V43\* (GE), CS V15, CS V30, ENGL V06A\*

*\*course administrative changes for AG V43 and ENGL V06A effective fall 2021*

M. Bowen called for a motion to approve the Administrative Change proposals

Motion by: C. Branciforte

Seconded by: J. Garner

Discussion: None

Final resolution: Administrative Change proposals approved

AG V43 was approved for local AA/AS GE area A1, retroactive to F19

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, G. Espinosa-Sanchez, N. Falco, D. Farias, R. Gamboa, J. Garner, K. Guzman Gonzalez, M. Rivera, M. Werness-Rude

No: None

Voting Tally:

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

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

#### A. Curriculum Co-Chair Proposal (Discussion/Action; see attachment) – D. Clark

*See proposal in the meeting agenda packet for details.*

*Proposal includes a "technical assistance visit" from ASCCC, more release time for co-chair, (4) assistants to faculty co-chair for traditional tech review, and to address some recommendations from site visits, training, etc.*

*Assistant leads: 0.1 release each. Co-Chair: 0.4 release. Discussion has been had with management regarding release time. This plan is for a one year trial period.*

*Would like to get Curriculum Committee feedback.*

*At this point, there isn't anyone yet identified for any of these roles.*

*Discussion continued on proposal and duties of the Co-Chair and Tech Review Chair*

*Positive feedback from committee was received.*

*Hoping these assistant leads would be current or former curriculum committee members.*

*In creating this, the committee should ask ourselves, "Are we including justice, equity, inclusivity in our curriculum process?"*

*JKG ok with requesting the release time in the proposal and trusting this group will staff that appropriately as needed.*

As an FYI, Moorpark College has a 2 Co-Chair model. Each receives 0.2 release time.

J. Garner moved to approve the proposal to be able to continue discussion

Motion by: J. Garner

Seconded by: N. Falco

Discussion: Reasons for approving the proposal at this time: (1) to give people time to think about and have a discussion at the next meeting regarding the roles and selecting the positions, and (2) we can have some nominations/election before summer break.  
Recommendation to update the document to note that these positions are nominated and elected by the Curriculum Committee

Final resolution: Proposal approved and will undergo further discussion at the next Curriculum Committee meeting

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, G. Espinosa-Sanchez, N. Falco, D. Farias, R. Gamboa, J. Garner, K. Guzman Gonzalez, M. Rivera, M. Werness-Rude

No: None

Voting Tally:

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

## B. Curriculum Committee Co-Chair Election (Discussion/Action; see attachment) – M. Bowen

R. Gamboa nominated Peter Sezzi as a Co-Chair candidate. M. Bowen to contact Peter to see if he is interested in the role.

J. Garner – Commented that she has been interested in having a review process of the Curriculum Committee in the past year, and how our members participate. J. Garner has put forth her name as a candidate for Co-chair.

Question: Can only committee members can nominate people for Co-chair? After a check of the rules, it was read that Curriculum Committee members must nominate and vote on the candidate.

Can we send out communication to the entire committee regarding this issue? What about the curriculum committee members that aren't present?

M. Bowen called for a motion to approve a nomination or to send communication to committee members first.

Motion by: C. Branciforte

Seconded by: J. Garner

Discussion: D. Clark amended the motion: to direct current Co-chair to send an email to the Curriculum Committee members announcing the two nominations, ask for any more sent by a certain date, and then it will be discussed at next meeting, with a possible vote.

Final resolution: Amendment to the original motion approved

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, G. Espinosa-Sanchez, N. Falco, D. Farias, R. Gamboa, J. Garner, K. Guzman Gonzalez, M. Rivera, M. Werness-Rude

No: None

Voting Tally:

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

**C. Courses Not Offered in the Last 5 Years (Discussion/Action; see attachment) – M. Bowen**

*Item not discussed due to time*

**D. GE Removal Rubric – Revised Forms (Discussion/Action; see attachment) – M. Bowen**

*Item not discussed due to time*

**E. Credit for Prior Learning**

- 1. AP 4235 (Discussion) –J. Kalfsbeek-Goetz**
- 2. Proposal Review from Districtwide Credit for Prior Learning Committee (Discussion; see updated separate attachment) – M. Bowen**

*Item not discussed due to time*

**F. American Ethnic Studies Workgroup (Discussion/Action) – M. Bowen, R. Gamboa**

*Item not discussed due to time*

**G. Review of Curriculum process: CCT Task Force Updates (Standing Item; Discussion) - G. Wood**

*G. Wood - There were 34 responses to survey. S. Ayala and K. Denton to join next meeting of the taskforce to discuss curriculum deadlines for next year.*

**H. Review of Curriculum process: CCT Task Force Updates (Standing Item; Discussion) - G. Wood**

- 1. Fall 2021 out of cycle DE Addendum/courses**
- 2. Backlog of Programs (see attachment)**
- 3. Second Readings**
- 4. Curriculum Committee Members as part of initial Technical Review**
- 5. Streamline Agenda Items (Reports)**

*Items H.1-5 not discussed due to time*

**I. Standing Item: Anti-racism in curriculum (Discussion) – J. Kalfsbeek-Goetz**  
**<https://www.glendale.edu/about-gcc/faculty-and-staff/c-i-curriculum-and-instruction/creating-equitable-curriculum-guide>**

*Item not discussed due to time*

**J. Curriculum Committee Training (Discussion) – M. Bowen**  
**[https://mbowenvc.000webhostapp.com/curriculum/docs/\(202008%20MB\)%20Curriculum%20Committee%20Training.pptx](https://mbowenvc.000webhostapp.com/curriculum/docs/(202008%20MB)%20Curriculum%20Committee%20Training.pptx)**

*Item not discussed due to time*

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

**A. None**

**XVI. REPORTS (Information)**

**A. Co-Chairs**

**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**

*Courses have been submitted. Small number of colleges have received approvals. We have not yet, but system is being checked daily.*

**C. Board of Trustees/ DCCI (formerly DTRW-I)**

- 1. COA Film Studies Comments – M. Bowen**

*At DCCI (formerly known as DTRW-I) the proposed certificate we approved for first reading last meeting received some comments. Mainly, that a COA is required to have one of two goals – to prepare for transfer or prepare for employment. The concern was that this program as it was presented did neither. Discussion with department and faculty involved in this program is happening to determine next steps. This is why this program did not appear on the agenda for a Second Reading today.*

**D. Subcommittees/Workgroups**

- 1. Workgroup Reports**

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

- 1. None**

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

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

*M. Bowen has documented the program submission and approval processes for reference. It is available for review on the website and was included in the agenda packet.*

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

*No additional items requested*

**Meeting adjourned: 4:45 p.m.**

**NEXT MEETING**

May 4, 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, Vice President Academic Affairs  
Ventura College - 4667 Telegraph Road - Ventura, CA 93003  
(805) 289-6464

Ventura College Curriculum Committee													
Curricular Proposals for 4/20/2021													
CONSENT AGENDA: COURSES				NONSUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES					
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation <sup>1</sup> , P=Prereq <sup>1</sup> , C=Coreq <sup>1</sup> , RP=Recom. Prep. <sup>1</sup> ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	<a href="#">Discipline</a> * = Masters Required	EFFECTIVE	REQ	DE	BOT	
✓	<a href="#">MATH V21B</a>	Calculus with Analytic Geometry II	CR	5	Update	None	None	Mathematics	Fall 2022	X	X	No	
✓	<a href="#">PSY V15</a>	Introduction to Abnormal Psychology	CR	3	Update	None	None	Psychology	Fall 2022		X	No	
✓	<a href="#">PSY V25</a>	Psychology of Human Sexuality	CR	3	Update	None	None	Psychology	Fall 2022		X	No	
SECOND READING: COURSES				SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES					
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation <sup>1</sup> , P=Prereq <sup>1</sup> , C=Coreq <sup>1</sup> , RP=Recom. Prep. <sup>1</sup> ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	<a href="#">Discipline</a> * = Masters Required	EFFECTIVE	REQ	DE	BOT	
		None											
SECOND READING: PROGRAMS				SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES					
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation <sup>1</sup> , P=Prereq <sup>1</sup> , C=Coreq <sup>1</sup> , RP=Recom. Prep. <sup>1</sup> ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	<a href="#">Discipline</a> * = Masters Required	EFFECTIVE	REQ	DE	BoT	
		None											
FIRST READING: COURSES REQUIRING SECOND READING				SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES					
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation <sup>1</sup> , P=Prereq <sup>1</sup> , C=Coreq <sup>1</sup> , RP=Recom. Prep. <sup>1</sup> ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	<a href="#">Discipline</a> * = Masters Required	EFFECTIVE	REQ	DE	BoT	
		None											

\*Proposed 1st and 2nd reading / REQ=requisites / DE=distance education / BOT=Board of Trustees

FIRST READING: COURSES <b>NOT</b> REQUIRING SECOND READING						SUBSTANTIAL CHANGES TO CATALOG	ARTIC CHANGES						
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation <sup>1</sup> , P=Prereq <sup>1</sup> , C=Coreq <sup>1</sup> , RP=Recom. Prep. <sup>1</sup> ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BoT	
√	<a href="#">ANAT V01</a>	General Human Anatomy	CR	4	Revision	T, D, add catalog note, RP	OBJ, CC	Biological Sciences	Fall 2022	X	X	No	
√	<a href="#">MATH V21A</a>	Calculus with Analytic Geometry I	CR	5	Revision	D, add catalog note,	None	Mathematics	Fall 2022	X	X	No	
FIRST READING: PROGRAMS						CHANGES TO CATALOG	ARTIC CHANGES						
APPROVED	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS			EFFECTIVE			BOT	
		None											
ADMINISTRATIVE CHANGES													
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS		CHANGE			EFFECTIVE				
√	<a href="#">CS V15</a>	Data Structures and Algorithms	CR	3	Update	Course was listed twice on the 4/6/21 CC agenda. Listed under Consent Agenda and First Reading. Should be Consent Agenda			Fall 2022				
√	<a href="#">CS V30</a>	Beginning C++	CR	3	Update	Course was listed twice on the 4/6/21 CC agenda. Listed under Consent Agenda and First Reading. Should be Consent Agenda			Fall 2022				
√	<a href="#">AG V43</a>	Plant Identification and Culture: Fall Specimens	CR	3	Revision	ESRM V23 was renumbered/split to AG V42 and AG V43 in Spring 2018. ESRM V23 had previously been approved for local AA/AS GE area A1. AG V42 course inherited the area A1 approval from ESRM V23 but AG V43 did not. Would like to recommend that AG V43 also be approved for area A1, even without a P&GE recommendation, on account of the parallel natures of the V42 and V43 courses.			Fall 2021				
√	<a href="#">ENGL V06A</a>	Academic Reading	CR	3.5	Inactivation	Course was on 4/6/21 CC agenda and inactivation approved. Course was listed on the agenda incorrectly as ENGL V06 - should have been listed as ENGL V06A. ENGL V06 remains active			Fall 2021				

\*Proposed 1st and 2nd reading / REQ=requisites / DE=distance education / BOT=Board of Trustees

REQUISITE APPROVALS												
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE		EFFECTIVE			
√	<a href="#">ANAT V01</a>	<del>General</del> Human Anatomy	CR	4	Revision	Recommended Preparation: BIOL V01-V01L or BIOL V03 or BIOL V12 or BUS V27A, and <b>eligible</b> - Eligible for college-level English (ENGL <b>V01A</b> ) <del>V01A</del> , and Eligible for college-level mathematics that satisfies VCCCD-math competency or higher	First Reading: Courses		Fall 2022			
√	<a href="#">MATH V21A</a>	Calculus with Analytic Geometry I	CR	5	Review	Prerequisite: Both MATH V04 and MATH V05 with grades of C or better; or MATH V20 with grade of C or better; or the fourth year of high school mathematics (advanced mathematics) with grade of C or better; or placement as determined by the college's multiple measures assessment process	First Reading: Courses		Fall 2022			
√	<a href="#">MATH V21B</a>	Calculus with Analytic Geometry II	CR	5	Review	Prerequisite: MATH V21A or equivalent with grade of C or better	Consent Agenda: Courses		Fall 2022			
DISTANCE EDUCATION APPROVALS												
APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	DE TYPE		SOURCE		EFFECTIVE			
√	<a href="#">ANAT V01</a>	<del>General</del> Human Anatomy	CR	Review	Hybrid (1-50% online) Hybrid (50-99% online) Fully Online (100% online)		First Reading: Courses		Fall 2022			
√	<a href="#">MATH V21A</a>	Calculus with Analytic Geometry I	CR	Review	Hybrid (1-50% online) Hybrid (50-99% online) Fully Online (100% online)		First Reading: Courses		Fall 2022			
√	<a href="#">MATH V21B</a>	Calculus with Analytic Geometry II	CR	Review	Hybrid (1-50% online) Hybrid (50-99% online) Fully Online (100% online)		Consent Agenda: Courses		Fall 2022			
√	<a href="#">PSY V15</a>	Introduction to Abnormal Psychology	CR	Review	Hybrid (1-50% online) Hybrid (50-99% online) Fully Online (100% online)		Consent Agenda: Courses		Fall 2022			
√	<a href="#">PSY V25</a>	Psychology of Human Sexuality	CR	Review	Hybrid (1-50% online) Hybrid (50-99% online) Fully Online (100% online)		Consent Agenda: Courses		Fall 2022			
MINIMUM QUALIFICATIONS												
APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	"P" - Primary MQ, "A"= additional MQ, "C" - required certifications		SOURCE		EFFECTIVE			
		None										
	** END OF LIST **											

## Proposal for AY 2021-2022 Curriculum Co-Chair

Discussions in the curriculum committee this past year (2020-2021) have included numerous faculty voices agreeing that the current curriculum workload/backlog of courses and programs, coupled with relatively low release time relative to this workload, have resulted in no faculty member nominees for the upcoming vacancy in the position of faculty co-chair of this committee.

This proposal seeks to address the following concerns via a change to the release time compensation structure of the faculty leadership of the curriculum committee.

1) Current curriculum practices are complex and not fully understood by faculty members wishing to submit courses and programs, or understood by all faculty members serving as faculty representatives on the curriculum committee. A curriculum work group has been working since January 2021 on addressing this through the creation of a Canvas shell designed to educate faculty stakeholders on these processes. This work remains far from complete.

2) The VC Academic Senate has offered to invite the ASCCC (Academic Senate of the California Community Colleges) to send a [technical assistance visit](#) so that state curriculum experts can evaluate, educate, and inform us (the Curriculum, and its new leadership) on best practices moving forward.

3) Multiple faculty from multiple areas will be needed to meet with the ASCCC technical assistants, formulate a plan of action in response to their recommendations, and work collaboratively on implementing this plan.

For these three reasons, the current proposal for Curriculum Committee Faculty Leadership in the 2021-2022 academic year is:

1 Curriculum Committee **Faculty Co-Chair: 0.4 release time:**

- all current duties of the chair, and
- coordination of the ASCCC technical assistance visit work.

4 Curriculum Committee **Faculty Tech Review Assistant Leads: 0.1 release time each** for duties including:

- traditional curriculum technical review assistance,
- ASCCC technical assistance visit work, and
- completion of a VC curriculum process educational/training to be available to other Curriculum Committee members, as well as faculty and other stakeholders across the campus.

The new Faculty Tech Review Assistant Leads would be selected by the curriculum committee (from a diversity of areas) on a one-year trial basis. Their primary goals will be to respond to ASCCC recommendations and complete the educational/training materials. Because their work also includes traditional curriculum technical review, their release time may come in part from the release time currently allotted for the technical review chair.

At the end of the 2021-2022 academic year, the efficacy of this proposed leadership change will be assessed. Possible outcomes include: a) abolition of the four tech review assistant lead positions and no change to the release time of the faculty co-chair, or b) abolition of the four tech review assistant lead positions and an increase to the release time of the faculty co-chair, or c) extension of the proposal through one or more subsequent academic year, or d) any other recommendations the curriculum committee has regarding the faculty leadership structure of the curriculum committee.

Ventura College Curriculum Committee													
Curricular Proposals for 5/4/2021													
CONSENT AGENDA: COURSES				NONSUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES					
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation', P=Prereq', C=Coreq', RP=Recom. Prep.' ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	<a href="#">Discipline</a> * = Masters Required	EFFECTIVE	REQ	DE	BOT	
		None											
SECOND READING: COURSES				SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES					
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation', P=Prereq', C=Coreq', RP=Recom. Prep.' ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	<a href="#">Discipline</a> * = Masters Required	EFFECTIVE	REQ	DE	BOT	
		None											
SECOND READING: PROGRAMS				SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES					
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation', P=Prereq', C=Coreq', RP=Recom. Prep.' ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	<a href="#">Discipline</a> * = Masters Required	EFFECTIVE	REQ	DE	BoT	
		None											
FIRST READING: COURSES REQUIRING SECOND READING				SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES					
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation', P=Prereq', C=Coreq', RP=Recom. Prep.' ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	<a href="#">Discipline</a> * = Masters Required	EFFECTIVE	REQ	DE	BoT	
		None											
FIRST READING: COURSES NOT REQUIRING SECOND READING				SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES					
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation', P=Prereq', C=Coreq', RP=Recom. Prep.' ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	<a href="#">Discipline</a> * = Masters Required	EFFECTIVE	REQ	DE	BoT	
	<a href="#">MATH V22</a>	Introduction to Linear Algebra	CR	3	Revision	catalog note	CC	Mathematics	Fall 2022	X	X	No	
	<a href="#">MATH V23</a>	Introduction to Differential Equations	CR	3	Revision	catalog note	CC	Mathematics	Fall 2022	X	X	No	
	<a href="#">PHSO V01</a>	Introduction to Human Physiology	CR	4	Revision	T, D, catalog note	OBJ, CC	Biological Sciences	Fall 2022	X	X	No	
FIRST READING: PROGRAMS				CHANGES TO CATALOG				ARTIC CHANGES					
APPROVED	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS			EFFECTIVE			BOT	
	<a href="#">AS</a>	Social Media Marketing, AS	CR	18	Revision	general updates			Fall 2021			No	
ADMINISTRATIVE CHANGES													
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	CHANGE				EFFECTIVE				
		None											

REQUISITE APPROVALS												
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE		EFFECTIVE			
	<a href="#">PHSO V01</a>	Introduction to Human Physiology	CR	4	Revision	Prerequisite: ANAT V01 or concurrent enrollment; and CHEM <del>V01A-V01AL</del> V20-V20L or CHEM <del>V20-V20L</del> V30-V30L or <b>CHEM V30-V30L</b> or 1 year of high school	First Reading: Courses		Fall 2022			
	<a href="#">MATH V22</a>	Introduction to Linear Algebra	CR	3	Review	Prerequisite: MATH V21B	First Reading: Courses		Fall 2022			
	<a href="#">MATH V23</a>	Introduction to Differential Equations	CR	3	Review	Prerequisite: MATH V21B Recommended Preparation: MATH V21C or concurrent enrollment, and MATH V22	First Reading: Courses		Fall 2022			
DISTANCE EDUCATION APPROVALS												
APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	DE TYPE		SOURCE		EFFECTIVE			
	<a href="#">MATH V22</a>	Introduction to Linear Algebra	CR	Review	Hybrid (1-50% online) Hybrid (51-99% online) Fully online (100% online)		First Reading: Courses		Fall 2022			
	<a href="#">MATH V23</a>	Introduction to Differential Equations	CR	Review	Hybrid (1-50% online) Hybrid (51-99% online) Fully online (100% online)		First Reading: Courses		Fall 2022			
	<a href="#">PHSO V01</a>	Introduction to Human Physiology	CR	Review	Hybrid (1-50% online) Hybrid (51-99% online) Fully online (100% online)		First Reading: Courses		Fall 2022			
MINIMUM QUALIFICATIONS												
APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	"P" - Primary MQ, "A"= additional MQ, "C" - required certifications		SOURCE		EFFECTIVE			
		None										
** END OF LIST **												

**SOCIAL MEDIA MARKETING  
ASSOCIATE IN SCIENCE DEGREE  
VENTURA COLLEGE  
REVISION EFFECTIVE FALL 2021**

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**Item 1. Program Goals and Objectives**

The goals, objectives, program student learning outcomes (PSLOs), and occupational preparedness of the Ventura College Social Media Marketing Program are presented below.

The Ventura College Social Media Marketing Program is designed with the goal of enabling students to develop skills and strategies to integrate social media into the conventional marketing variable mix.

Social media is now inextricably embedded in the current business environment. Social media has changed the way businesses communicate with their target market, customers, and other businesses. It has also changed the skills needed by today's business workforce. The inclusion of social media for market planning can mean success or failure of a business plan.

Below are some survey results from the 2013 Social Media Marketing Industry Report: (<http://www.socialmediaexaminer.com/SocialMediaMarketingIndustryReport2013.pdf> Accessed 09-21-14)

- 86% of marketers said that social media was important to their businesses.
- 88% of marketers want to know more about the most effective social media tactics and ways to increase engagement of their target market using it.
- 89% of all businesses reported that use of social media increased their market exposure.

The U.S. Bureau of Labor Statistics (BLS) combines social media specialists with other types of public relations specialists. According to the BLS, "these workers might go by various job titles, including digital engagement specialist, social media strategist, and online community manager". The BLS reports that "in May 2015, there were about 218,910 public relations specialists working in wage and salary jobs, according to the BLS. Their median annual wage was \$56,770, higher than the \$36,200 median for all workers. These data do not include employment and wages of self-employed workers." (<https://www.bls.gov/careeroutlook/2016/youre-a-what/social-media-specialist.htm> Accessed 02-12-20)

Social media allows businesses to cost effectively reach out to consumers on a more frequent basis than conventional marketing, thereby increasing exposure to their target market. It allows for specific targeting of individual consumers, reaches a more expansive market through mobile technology, and enables interactivity between businesses and consumers. In addition, social media helps to develop brand awareness, provide customer relations management for existing customers, and acquire new business.

For social media marketing to be effective, it is important that it be strategically implemented. This requires education and training in this new age media.

The objectives of this program are as follows:

- Explore factors that drive social media
- Understand social media networks
- Utilize effective communication strategies in social media
- Identify and analyze social media marketing opportunities
- Learn how to design and implement social media strategies
- Learn how to integrate social media into a business marketing plan

Program Student Learning Outcomes for the Social Media Marketing Program are:

1. Students will be able to identify opportunities for use of social media in marketing.
2. Students will be able to design social media marketing strategies.
3. Students will be able to integrate use of social media into a business marketing plan.

The Social Media Marketing Program prepares students for work in the following areas.

- Social Media Marketer
- Marketing and Media Communications Worker
- Advertising Sales Agent
- Sales Representative
- Public Relations Specialist
- Business Professional

This program has no prerequisites or enrollment limitations. Program costs include the standard community college registration fees for 60 units of credit and the cost of textbooks.

The design of this program is consistent with the vision and mission of Ventura College as stated below:

*Vision*

Ventura College will be a beacon of learning—a source of inspiration and guidance—for our students and community.

*Mission*

At Ventura College, we transform students' lives, develop human potential, create an informed citizenry, and serve as the educational and cultural heart of our community.

Placing students at the center of the educational experience, we serve a highly diverse student body by providing quality instruction and student support, focusing on associate degree and certificate completion, transfer, workforce preparation, and basic skills. We are committed to the sustainable continuous improvement of our college and its services.

The college is dedicated to enhancing the lives of students, developing their potential and improving the economic future of both students and the community. This program will enable students to enhance their business skills, increase employability skills, and contribute to increasing success for the businesses for which they will work or for businesses they will create.

## **Item 2. Catalog Description**

The Social Media Marketing Program develops skills and strategies required for incorporating social media marketing into the integrated marketing plans of businesses.

This program will enable students to enhance their business skills, increase employability skills, and contribute to increasing success of the businesses for which they will work or the businesses they will create. Successful completion of the core courses required for this program will culminate in a Certificate of Achievement or contribute to requirements for the Associate of Science degree. The program has no prerequisites or enrollment limitations.

The Social Media Marketing Program prepares students for careers such as the following.

- Social Media Marketer
- Marketing and Media Communications Worker
- Advertising Sales Agent
- Sales Representative
- Public Relations Specialist
- Business Professional

## **Program Student Learning Outcomes**

Upon successful completion of the Social Media Marketing Program, students will be able to:

1. Identify opportunities for use of social media in marketing.
2. Design social media marketing strategies.
3. Integrate use of social media into a business marketing plan.

## **Item 3. Program Requirements**

Associate of Science Degree in Social Media Marketing

<b>Requirements</b>	<b>Dept. Name/#</b>	<b>Name</b>	<b>Units</b>	<b>Sequence</b>
Required Core (15 units)	BUS V30	Introduction to Business	3	Year 1, Fall
	BUS V46	Marketing	3	Year 1, Fall
	BUS V49	Introduction to Social Media Marketing	3	Year 2, Fall

	BUS V50	Public Relations	3	Year 2, Spring
	BUS V52	Digital Content Marketing	3	Year 2, Spring
One Elective (3 units)	BUS V38/CD V38	Small Business Management	3	Year 1, Spring
	BUS V45	Business Communication	3	Year 1, Spring

Total Required Major Units	18	units
Ventura College General Education Pattern	29	units
Double-Counted Units	(3)	units
Free Electives Required	16	units

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Total Units Required for the A.S. Degree	60	units
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Proposed Sequence:

Year 1, Fall = 15 units

Year 1, Spring = 15 units

Year 2, Fall = 15 units

Year 2, Spring = 15 units

TOTAL UNITS: 60 units

#### Item 4. Master Planning

As was stated in page one of this narrative document, social media has become a powerful force that is now being harnessed by the business world for use in reaching target markets and developing ongoing relationships with customers. Social media has changed the way businesses communicate with their target market, customers and other businesses, and the skills needed by their workforce. The Social Media Marketing Program at Ventura College meets the needs of businesses, both locally and globally, by providing education and training in the incorporation of social media marketing into the integrated marketing plans of businesses.

According to the Economic and Workforce Development Small Business Survey for the South Central Region, employers reported that marketing and promotion were barriers for many small businesses due to the time and complexity involved in them. They reported that increased marketing skills would be likely to help them move their business to the next level. Nearly 60% of those surveyed indicated an interest in learning more about social networking and on-line presence and 65% wanted to learn more about marketing. (Small Business Survey, April 2014, Economic and Workforce Development through the California Community Colleges). This program fills a need in the business community by providing the educational opportunities businesses are requesting and providing a trained workforce to contribute to these businesses. It also aligns directly with the California Community Colleges' *Doing What Matters* program for the Small Business Sector. The goals of this program include "Increase the success of business through partnerships and

collaborations with industry, education and government” and “Expand entrepreneurship curriculum across community college campuses.”<sup>1</sup>

The Bureau of Labor Statistics reports that “in May 2015, there were about 218,910 public relations specialists working in wage and salary jobs, according to BLS. Their median annual wage was \$56,770, higher than the \$36,200 median for all workers. These data do not include employment and wages of self-employed workers.”

The Centers of Excellence (COE) environmental scan on Social Media documented that social media occupations are predicated to grow “at an average of seven percent over the next 5 years.”<sup>2</sup> Their data also indicates that businesses surveyed indicated a need to update the skills of their current workforce. This report states that “California Community Colleges are well positioned to build a pipeline of skilled workers, create and expand industry partnerships, and meet existing workforce needs in social media and future needs as they arise.”<sup>2</sup> The COE indicates that the community college system has the opportunity to develop courses in social media and professional certificates. Ventura College’s Social Media Marketing Program is doing just that. We have created courses in Social Media Marketing, Marketing, Public Relations, and Sales as well as an Associate of Science Degree and Certificate of Achievement in Social Media Marketing. Labor market reports can be found in the attachments.

Currently there are only six other California Community Colleges offering a program in social media or digital marketing and none are in our college service area. Santa Barbara City College offers two courses in the use and creation of social media content, but these courses are computer technology courses and are not specifically for the use of social media in the marketing plans for business.

#### **Item 5. Enrollment and Completer Projections**

Course ID and Title		FY 2018		FY 2019	
CB01: Course Department Number	CB02: Course Title	Annual # Sections	Annual Enrollment Total	Annual # Sections	Annual Enrollment Total
BUS V30	Introduction to Business	17	626	16	563
BUS V45	Business Communication	5	191	5	234
BUS V46	Marketing	4	149	4	123
BUS V49	Introduction to Social Media Marketing	2	63	3	95
BUS V50	Public Relations	1	30	1	34
BUS V38/CD V38	Small Business Management	1	29	1	31

<sup>1</sup> [http://www.cccewd.net/initiative\\_business\\_entrepreneurship.cfm](http://www.cccewd.net/initiative_business_entrepreneurship.cfm) Accessed 09-21-14

<sup>2</sup> Centers of Excellence Environmental Scan Social Media, California, February 2012

BUS V52	Digital Content Marketing (New Course pending curriculum approval)	*	*	*	*
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The Centers of Excellence environmental scan on Social Media shows that occupations in this field are growing at a rate of 7%. The *Economic and Workforce Development Small Business Survey for the South Central Region* demonstrates that over 60% of small businesses are interested in either use of social media and/or learning more about marketing for their companies. Additionally, it is important to note that these statistics do not account for the number of employers seeking employees with additional skills in social media marketing. Therefore, a comparison of the completer projections and the labor market demand demonstrates that this program will be beneficial not only to program completers who seek employment in related careers but also for incumbent workers and business owners.

Course ID	Title	Program Count	Last Offered	Years Since Offered	P1 Year	Years Overdue	Inactivate	Listing Status
AES V41	Contemporary African American Experience	2	201003	11.0	2015	1		HIST V13 co-listing
AES V42B	African History Since 1800	4	200303	18.0	2018	---		HIST V83 co-listing
ANPH V01	Introduction to Human Anatomy and Physiology	5	201503	6.0	2021	---	No	Matched to PB List
ARCH V90	Directed Studies in Architecture		200203	19.0	2011	5	Yes	Matched to PB List
ART V73A	Digital Imaging	5	201407	6.5	2018	---	Yes	Matched to PB List
ART V74A	Digital Painting I	2	201603	5.0	2018	---	Yes	Matched to PB List
ART V74B	Digital Painting II	2	201603	5.0	2018	---	Yes	Matched to PB List
ART V95	Art Internship I		200403	17.0	2012	4	No	Matched to PB List
ART V96	Art Internship II		201003	11.0	2012	4	No	Matched to PB List
BUS V47	Sales Techniques	2	201507	5.5	2018	---	Yes	Matched to PB List
BUS V90	Directed Studies in Business		200205	18.0	2017	---	Yes	Matched to PB List
BUS V94	Office Skills for Employment	3	201507	5.5	2018	---	No	Matched to PB List
CD V90	Directed Studies in Child Development		200603	15.0	2012	4	No	Matched to PB List
CHST V02	Chicana/o/x and Latina/o/x Studies Issues	5	201403	7.0	2020	---	No	Matched to PB List
CHST V90	Directed Studies in Chicano Studies		200605	14.0	2012	4	No	Matched to PB List
CJ V06	Criminal Justice Report Writing	2	201407	6.5	2013	3	Yes	Matched to PB List
CJ V07	Patrol Procedures	2	201507	5.5	2013	3	Yes	Matched to PB List
CJ V27	Introduction to Probation and Parole	2	201603	5.0	2018	---	No	Matched to PB List
COMM V05	Oral Interpretation and Communication of Literature	3	201603	5.0	2018	---	Yes	Matched to PB List
COMM V90	Directed Studies in Communication Studies		201603	5.0	2017	---	Yes	Matched to PB List
CS V42	Intermediate Java		201603	5.0	2013	3	No	Matched to PB List
CS V90	Directed Studies in Computer Science		200505	15.0	2012	4	Yes	Matched to PB List
CS V95	Computer Science Internship I		200307	17.5	2012	4	No	Matched to PB List
CS V96	Computer Science Internship II		200307	17.5	2012	4	No	Matched to PB List
CT V30	Shop Woodworking	2	201203	9.0	2013	3	No	Matched to PB List

CT V44	Green Electrical Systems		201003	11.0	2016	---	No	Matched to PB List
DANC V02	Dance History	5	201603	5.0	2013	3	No	Matched to PB List
DANC V03	Anatomy for Dancers	4	201503	6.0	2013	3	Yes	Matched to PB List
DANC V04	Dance Improvisation	3	201503	6.0	2013	3	No	Matched to PB List
DANC V14	Movement for the Theatre	3	201507	5.5	2013	3	Yes	Matched to PB List
DANC V23	Ballroom Dance	6	201203	9.0	2013	3	Yes	Matched to PB List
DANC V29A	Jazz I	6	201603	5.0	2014	2	Yes	Matched to PB List
DANC V29B	Jazz II	6	201603	5.0	2014	2	Yes	Matched to PB List
DANC V29C	Jazz III	4	201603	5.0	2014	2	Yes	Matched to PB List
DANC V29D	Jazz IV	4	201603	5.0	2014	2	Yes	Matched to PB List
DRFT V14B	Technical Illustration II		200907	11.5	2013	3	Yes	Matched to PB List
DRFT V51	Design Animation and Modeling	1	200803	13.0	2016	---	No	Matched to PB List
DRFT V99	Autocad Job Training Program		201003	11.0	2016	---	Unsure	Matched to PB List
EAC V26	Individual and Team Sports: Adaptive	1	201503	6.0	2013	3	Yes	Matched to PB List
EAC V95	Special Education Internship I		200403	17.0	2012	4	Yes	Matched to PB List
EAC V96	Special Education Internship II		200403	17.0	2012	4	Yes	Matched to PB List
ECON V90	Directed Studies in Economics		200907	11.5	2012	4	No	Matched to PB List
ECON V95	Economics Internship I		200403	17.0	2012	4	No	Matched to PB List
ECON V96	Economics Internship II		201003	11.0	2012	4	No	Matched to PB List
EMT V10	Emergency Medical Technician Recertification		200605	14.0	2009	7	Unsure	Matched to PB List
ENGL V16	Introduction to Fiction	3	200703	14.0	2018	---	No	Matched to PB List
ENGL V23	Introduction to Dramatic Literature	3	200803	13.0	2013	3	No	Matched to PB List
ENGL V33	Introduction to African American Literature	4	200203	19.0	2018	---	No	Matched to PB List
ENGL V90	Directed Studies in English		201403	7.0	2018	---	Yes	Matched to PB List
FILM V03A	Non-Linear Editing I	1	NEW		2017	---	Yes	Matched to PB List

FILM V05	Narrative Filmmaking	1	NEW		2017	---	Yes	Matched to PB List
GEOG V16	Regional Field Studies	1	201003	11.0	2021	---	Yes	Matched to PB List
GEOG V90	Directed Studies in Geography		201103	10.0	2018	---	No	Matched to PB List
GEOG V95	Geography Internship I		201103	10.0	2018	---	No	Matched to PB List
GEOG V96	Geography Internship II		201103	10.0	2018	---	No	Matched to PB List
HIST V13	Contemporary African American Experience	2	201003	11.0	2014	2	No	Matched to PB List
HIST V16	United States History: Focus on Foreign Relations	3	201603	5.0	2017	---	Yes	Matched to PB List
HIST V30	History of the American West		201703	4.0	2009	7	Yes	Matched to PB List
HIST V44	History of the Americas to 1821	4	201603	5.0	2018	---	No	Matched to PB List
HIST V48	The Heritage of Mexico to the First Republic	8	201703	4.0	2018	---	No	Matched to PB List
HIST V57	The Heritage of Mexico since Liberation	8	201403	7.0	2018	---	No	Matched to PB List
HIST V73	African History to 1800	4	201707	3.5	2018	---	Yes	Matched to PB List
HIST V78	History of the Modern Middle East	4	201503	6.0	2018	---	Yes	Matched to PB List
HIST V79	Introduction to the History of East Asia	4	201503	6.0	2018	---	No	Matched to PB List
HIST V83	African History Since 1800	4	201003	11.0	2018	---	Yes	Matched to PB List
HS V95	Health Science Internship I		200303	18.0	2012	4	No	Matched to PB List
HS V96	Health Science Internship II		201203	9.0	2012	4	No	Matched to PB List
IDS V02	Foundations: Study Skills		201007	10.5	2009	7	Yes	Matched to PB List
IDS V08	Ethics in Modern Society	2	200803	13.0	2007	9	Yes	Matched to PB List
IDS V13	Introduction to Tutoring Writing and Reading		201107	9.5	2008	8	No	Matched to PB List
KIN V14	Step Aerobics	3	201403	7.0	2018	---	Yes	Matched to PB List
KIN V96	Kinesiology Internship II		201107	9.5	2018	---	No	Matched to PB List
LIB V90	Directed Studies in Library Instruction		200403	17.0	2012	4	Yes	Matched to PB List
MT V01	Manufacturing Support		201003	11.0	2010	6	No	Matched to PB List
MUS V02H	Music Theory VIII: Jazz Harmony and Practice		201203	9.0	2016	---	Yes	Matched to PB List

MUS V12	Community Choir	3	201203	9.0	2016	---	Yes	Matched to PB List
NS V90	Directed Studies in Nursing		201103	10.0	2018	---	No	Matched to PB List
NS V95	Nursing Science Internship I		200303	18.0	2018	---	No	Matched to PB List
NS V96	Nursing Science Internship II		200907	11.5	2018	---	No	Matched to PB List
PHIL V06A	History of Western Philosophy I: Ancient through Medieval	5	200107	19.5	2018	---	Yes	Matched to PB List
PHIL V06B	History of Western Philosophy II: Modern through Contemporary	5	200303	18.0	2018	---	Yes	Matched to PB List
PHIL V10	World Mythology	2	201003	11.0	2018	---	No	Matched to PB List
PHIL V90	Directed Studies in Philosophy		200003	21.0	2018	---	No	Matched to PB List
PHOT V73A	Digital Imaging	5	201407	6.5	2018	---	Yes	Matched to PB List
PHOT V90	Directed Studies in Photography		201103	10.0	2011	5	No	Matched to PB List
PHYS V90	Directed Studies in Physics		201103	10.0	2012	4	No	Matched to PB List
PM V90	Directed Studies in Paramedic Services		201103	10.0	1999	17	Yes	Matched to PB List
POLS V01SL	American Government: Service Learning		201003	11.0	2018	---	Yes	Matched to PB List
POLS V09	United States-Mexico Relations	3	201003	11.0	2018	---	Yes	Matched to PB List
POLS V10	The United Nations and World Affairs	3	201003	11.0	2013	3	Yes	Matched to PB List
POLS V11	Government and Politics of Mexico	3	201003	11.0	2018	---	Yes	Matched to PB List
POLS V14	Global Studies	4	201603	5.0	2016	---	No	Matched to PB List
POLS V90	Directed Studies in Political Science		201003	11.0	2012	4	No	Matched to PB List
POLS V96	Political Science Internship II		201003	11.0	2012	4	No	Matched to PB List
PSY V90	Directed Studies in Psychology		201605	4.0	2018	---	No	Matched to PB List
SOC V01SL	Introduction to Sociology: Service Learning		201003	11.0	2018	---	Yes	Matched to PB List
SOC V02SL	Social Problems: Service Learning		201303	8.0	2018	---	Yes	Matched to PB List
SOC V90	Directed Studies in Sociology		200907	11.5	1999	17	No	Matched to PB List
SPAN V04S	Spanish Heritage Language II	7	201103	10.0	2016	---	No	Matched to PB List
SS V01	Study Skills: Applications to College-Level Coursework		200707	13.5	2018	---	Yes	Matched to PB List

THA V14	Movement for the Theatre	3	201507	5.5	2013	3	Yes	Matched to PB List
WEL V66	Structural Steel Blueprint Reading	2	200607	14.5	2005	11	Yes	Matched to PB List
WEXP V95	Work Experience I		201103	10.0	2012	4		Added
WEXP V96	Work Experience II		201103	10.0	2012	4		Added
WS V96	Water Science Internship II		200403	17.0	2012	4	No	Matched to PB List

# VENTURA COLLEGE

## Philosophy and General Education Workgroup

### AA/AS (Local) General Education Removal Request and Recommendation

*(Do not use this form for CSUGE-Breadth or IGETC removal requests; please consult with the Articulation Officer instead)*

*Host department faculty should complete this page and the top half of the next page.*

Course ID: Course ID

Department: Host department

Co-listed courses (if applicable): Co-listing ID #1: Co-listing ID #1 Co-listing ID #2: Co-listing ID #2

Course title: Course title

This course is proposed for **removal** from the indicated AA/AS (Local) General Education (GE) area(s):

A1: ☐ A2: ☐ B1: ☐ B2: ☐ C1: ☐ C2: ☐ D1: ☐ D2: ☐ E1: ☐ E2: ☐ F: ☐

Refer to the Local GE approval rubric(s) (download from the Curriculum Committee page on the VC website) for the Local GE area(s) proposed for removal. What part of the approval rubric is no longer applicable? Be specific. *If this Local GE change is (or will be) the result of a COR revision, the Curriculum Committee must approve that revision before you submit this request to the Philosophy and General Education Workgroup.*

Click or tap here to enter text.

If applicable, state the reason(s) for the COR change that made this course unsuitable for the Local GE area(s) to be removed (*e.g.*, focus, target audience, changes in the field, *etc.*) OR describe how the rubric criteria have evolved since the course was approved for the applicable Local GE area(s) (or that the approval occurred before rubrics were established).

Click or tap here to enter text.

What was the last term that the course was offered, and how many academic years ago was that? What were the enrollments by student ethnicity over each of the last five academic years, and what was the overall success rate and the success rates by ethnicity?

Click or tap here to enter text.

List five or more courses that award the same number of units as (or fewer units than) the course being proposed for inactivation, and that satisfy the affected Local GE area(s). When possible, include courses that are in the same discipline as the course under consideration.

Click or tap here to enter text.

*(Continued on next page)*

VENTURA COLLEGE

Philosophy and General Education Workgroup

AA/AS (Local) General Education Removal Request and Recommendation

*(Do not use this form for CSUGE-Breadth or IGETC removal requests; please consult with the Articulation Officer instead)*

Total number of tenured/tenure-track faculty members in the host department: [Click/tap to enter number](#)

*Signatures of department chair(s) and a majority (> 50%) of the host department's tenured/tenure-track faculty are required.*

Department chair signature: \_\_\_\_\_ Date: [Click or tap to enter a date.](#)

Co-chair signature (if applicable): \_\_\_\_\_ Date: [Click or tap to enter a date.](#)

Department faculty signatures (please use attachment if needed):

1. _____	2. _____	3. _____
4. _____	5. _____	6. _____
7. _____	8. _____	9. _____
10. _____	11. _____	12. _____
13. _____	14. _____	15. _____
16. _____	17. _____	18. _____
19. _____	20. _____	21. _____

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*The area below is to be completed by P&GE Workgroup Chair, Articulation Officer, or designee.*

P&GE Workgroup meeting date(s) on which proposal was considered: [Click or tap to enter a date.](#)

P&GE Workgroup recommended removing course from the indicated Local GE area(s):

A1: ☐ A2: ☐ B1: ☐ B2: ☐ C1: ☐ C2: ☐ D1: ☐ D2: ☐ E1: ☐ E2: ☐ F: ☐

—OR— P&GE Workgroup recommended **not** to remove any Local GE area approval(s): ☐

—OR— P&GE Workgroup made a neutral/undecided recommendation to the Curriculum Committee: ☐

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*The area below is to be completed by Faculty Curriculum Committee Co-chair or designee.*

Curriculum Committee meeting date(s) on which proposal was approved or denied: [Click or tap to enter a date.](#)

Curriculum Committee approved removing course from the indicated Local GE area(s):

A1: ☐ A2: ☐ B1: ☐ B2: ☐ C1: ☐ C2: ☐ D1: ☐ D2: ☐ E1: ☐ E2: ☐ F: ☐

—OR— Curriculum Committee voted **not** to remove any AA/AS (local) GE area(s): ☐

Effective term of GE inactivation: **Fall** [Effective Year](#)

(Year)

*Due to Degree Works limitations, all GE changes should only have Fall effective terms.*

# Curriculum Committee Evaluation 2020-2021

Q2 - Committee Charge: The Ventura College Curriculum Committee has the sole responsibility and authority to initiate and evaluate the programs and curricula of the college with respect to purpose, objectives, content, and methods of instruction. The Curriculum Committee makes direct recommendations to the Board of Trustees with respect to all academic, occupational, and technical education courses and instructional programs of study. The Curriculum Committee conducts review of all credit and non-credit programs and curricula in accordance with the California Code of Regulations, Title 5, and as guided by the Program and Course Approval Handbook published by the California Community Colleges Chancellor's Office. The Curriculum Committee conducts curricular reviews on a timely and regular basis to ensure that all courses are updated on a periodic cycle to ensure currency and viability for articulation. The Curriculum Committee conducts annual training for persons involved in curriculum development and review, in compliance with the California Community College Chancellor's Office requirement for local curriculum approval certification. In addition, the Committee monitors compliance with Accreditation Standard IIA. The Faculty Co-Chair of the Curriculum Committee serves as a member of the Accreditation Steering Committee, and is also an ex officio voting Academic Senate

senator. Two workgroups report to the Curriculum Committee that are not displayed on the diagram on page 5. The Philosophy and General Education workgroup, and the Curriculum Technical Review workgroup. Does the business of the committee reflect the committee charge?

#	Field	Choice	Count
1	Yes	88.89%	8
2	No	11.11%	1

9

Showing rows 1 - 3 of 3

### Q3 - Please explain:

Please explain:

---

The committee has the goal of "The Curriculum Committee conducts curricular reviews on a timely and regular basis", but doesn't reach that goal. The review of programs is not timely due to a considerable backlog and lack of response from faculty when requested in many cases. Courses are up to date.

no training

The business of the committee continues to fall within the confines of the description provided in the charge.

--

The Curriculum committee does adhere to the tasks set out in its charge - but it is woefully inefficient and unable to keep up with the pace of curriculum submissions, resulting in a severe backlog that has yet to be cleared.

Q5 - Goal 1: Reorganize the structure, process, and function of how the Curriculum

Committee works and redistribution of duties, evaluation of rules, and whether they work for the committee.

#	Field	Choice Count
1	Met goal	11.11% 1
2	Did not meet goal	66.67% 6
3	Unsure	22.22% 2
		9

Showing rows 1 - 4 of 4

## Q6 - Comments:

Comments:

---

Work is happening on these items, but progress in coming up with conclusions/solutions has been slow.

Partial progress has been made, with members of the committee becoming slightly more involved in technical review processes. Only a few members are participating in the changeover process, and many members are not yet invested in making changes or increasing their participation.

Again, the committee has expressed the need to reevaluate the processes and redistribute the duties of the committee so that courses and programs can be approved in a more timely manner - this has been an issue for over the last 2 years and still has yet to be effectively addressed, including this year. The committee is still operating under inefficient processes and has not met the goal of reassessing and redistributing tasks.

Q7 - Goal 2: Committee collaboration with faculty and students to ensure maximum equity and anti-racism.

#	Field	Choice Count
1	Met goal	22.22% 2
2	Did not meet goal	22.22% 2
3	Unsure	55.56% 5
		9

Showing rows 1 - 4 of 4

## Q8 - Comments:

Comments:

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We have invited the ASVC student equity rep to attend CC meetings. Her attendance has sometimes been irregular. Only one or two explicit procedural changes have been made to address equity and anti-racism. One suggestion would be to review the committee's approved forms to determine whether equity and anti-racism could be more clearly addressed when feasible.

Q9 - Goal 3: Recommend to VC Exec team to hire new permanent Articulation Officer.

#	Field	Choice Count
1	Met goal	55.56% 5
2	Did not meet goal	11.11% 1
3	Unsure	33.33% 3
		9

Showing rows 1 - 4 of 4

## Q10 - Comments:

Comments:

---

The subject was recommended but the position has not yet been posted.

The management team is doing its best to respond to this recommendation but it appears the issue will not be resolved before the due date of this survey.

Still without a permanent AO

Q11 - Goal 4: Completing the backlog of programs and updating course outlines of records correctly in CourseLeaf, including but not limited to the catalog descriptions.

#	Field	Choice Count
1	Met goal	11.11% 1
2	Did not meet goal	33.33% 3
3	Unsure	55.56% 5
		9

Showing rows 1 - 4 of 4

## Q12 - Comments:

Comments:

---

There are still many programs in the backlog.

Goal was partially met. Courses are being processed promptly but some still need to be corrected in CIM and there is still a program backlog, although it is slowly decreasing.

Has not cleared up numerous issues within courseleaf, and in fact has discovered even more issues that still have yet to be addressed.

Q21 - Is the committee environment supportive and encouraging of input on relevant issues?

#	Field	Choice Count
1	Always	11.11% 1
2	Usually	33.33% 3
3	Sometimes	55.56% 5
4	Rarely	0.00% 0
5	Never	0.00% 0
		9

Showing rows 1 - 6 of 6

## Q22 - Please explain:

Please explain:

---

There is not always time to fully discuss issues as the conversation is sometimes dominated by a small number of people who take much more time than is needed to make their points because they repeat themselves (probably without realizing it). Maybe discussion items can be time-limited on the agenda to curtail this behavior.

Input on ways to change and streamline processes is met with resistance

Q23 - Are the issues brought to the committee effectively addressed in a timely manner?

#	Field	Choice Count
1	Always	0.00% 0
2	Usually	22.22% 2
3	Sometimes	33.33% 3
4	Rarely	33.33% 3
5	Never	11.11% 1
		9

Showing rows 1 - 6 of 6

## Q24 - Please explain:

Please explain:

---

Items are discussed but often decisions aren't made and items are moved to the next agenda unresolved.

There always seem to be more items on the agenda than we have time for.

Again, the committee is so behind on its tasks, that any additional issues create more backlog.

Q25 - To what degree do you agree with the following statement: “In this committee, I felt like my ideas were recognized and appreciated”?

#	Field	Choice Count
1	Strongly agree	11.11% 1
2	Agree	33.33% 3
3	Neither agree nor disagree	33.33% 3
4	Disagree	22.22% 2
5	Strongly disagree	0.00% 0
		9

Showing rows 1 - 6 of 6

## Q26 - Please explain:

Please explain:

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As an ASVC Student rep, I didn't get to vote so I don't understand why I was even there. Very disappointed because these decisions impact all students.

I have not expressed many ideas at meetings so I don't have a strong sense one way or the other.

Q27 - To what degree do you agree with the following statement: “I feel united with the other members of the committee in our pursuit of a better campus”?

#	Field	Choice Count
1	Strongly agree	11.11% 1
2	Agree	66.67% 6
3	Neither agree nor disagree	11.11% 1
4	Disagree	11.11% 1
5	Strongly disagree	0.00% 0
		9

Showing rows 1 - 6 of 6

## Q28 - Please explain:

Please explain:

---

There is union of purpose (in supporting the students) but the committee members are often at odds about how best to go about it.

Those seeking to improve the way the committee functions are united in their vision for a future committee, but are facing resistance that threatens to undermine the efforts

Q29 - What improvements should be made for this committee to function more effectively? For example, items for future consideration by the committee, agenda items that need completion, and/or suggested changes.

What improvements should be made for this committee to function more effect...

Great committee, it just needs one or two active, student voting members in this committee to reflect the views of students at VC.

Work on accomplishing our set goals. Work on methods to stop wasting time in our meetings on nonconsequential issues, so much time is wasted.

Less items on the agenda from meeting to meeting. It can become very clogged, and items are on the agenda for the entire academic year without being discussed due to time constraints. Solid decisions need to be made more quickly than they have been on policies and procedures. New program review process is needed.

Make a decision to change and grow as whole and change directives to give students equal opportunities.

The impending change of co-chair should provide new opportunities for the committee to improve its procedures and effectiveness.

A complete overhaul of the curriculum process is needed - more efficient and effective methods of reviewing and approving courses and programs is needed. Committee members need to be tasked with more first line activities involved in initial submission and technical review processes. There is far too much work for the chair and tech reviewer to effectively manage. Chair needs more than just 40% release - should be 100% until the entire backlog is cleared and new processes can be established.

**End of Report**

# Challenges facing the Ventura College Curriculum Committee in 2021 and beyond

(A baker's dozen, for good luck, listed in no particular order)

(Don't panic—not all of these must be addressed immediately or concurrently—but some do!)

- 2023 Accreditation visit: Updating and validating ACCJC Standard II.A. in the ISER, and determining the fates of courses for which SLO assessments are not available (e.g., courses not offered in the last five years)
- CourseLeaf CAT (online catalog) implementation
- Implementing Credit for Prior Learning (CPL) processes and procedures, and determining which courses are suitable for the various CPL “modalities”
- Continuing to reduce the program backlog in CourseLeaf CIM
- Training the new leadership (new co-chair(s) and, likely, new articulation officer) and allocating responsibility for tasks (while not letting essential tasks and deliverables fall through the cracks)
- Internalizing recommendations that we receive in the wake of the ASCCC Technical Assistance visit
- Identifying and training technical review leaders and implementing new or modified curriculum processes to best leverage these new positions
- Identifying a succession plan for when Michael Callahan retires or steps down as Curriculum Technical Review and Prerequisites Workgroup chair
- Updating existing ADTs for (1) revised TMCs and (2) adjusting GE and double-count numbers<sup>1</sup> to account for the new CSU ethnic studies requirement (CSU GE-Breadth Area F)
- Determining a process to maintain CourseLeaf CIM to reflect organizational and workflow changes at the college (recommendation: should probably not be delegated to IT)
- Maintaining communication with the CourseLeaf vendor (likely to consist largely of CIM and CAT bug reporting and fix testing)
- Maintaining curriculum quality and conformance while streamlining review processes
- Avoiding the temptation to delegate 10+1 curriculum responsibilities to classified professionals or management just because they are more experienced or knowledgeable

## Resources

Every curriculum committee chair and member should probably read the following (but, if feasible, only while suffering from intractable insomnia):

[Program and Course Approval Handbook](#) (may be revised to 8<sup>th</sup> edition in fall 2021)

[Ventura College Curriculum Handbook](#)

[The Course Outline of Record: A Curriculum Reference Guide Revisited](#)

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<sup>1</sup> Although double counting calculations generally fall to the articulation officer, the curriculum committee must still approve the ADT proposals after the double counting is corrected.

## Tech Review and Curriculum Committee Meeting Dates for AY 2021/2022

(First Day of fall semester – August 16, 2021 / First day of spring semester – January 10, 2022)

### Tech Review Meetings

2<sup>nd</sup> and 4<sup>th</sup> Tuesdays

LRC- 125 (or zoom)

3pm- 4:30pm (New time!)

### Curriculum Committee Meetings

1<sup>st</sup> and 3<sup>rd</sup> Tuesdays

MCW-312 (or zoom)

3pm – 4:30pm

August 10, 2021	August 17, 2021
August 31, 2021 (5 <sup>th</sup> Tuesday)	September 7, 2021
September 14, 2021	September 21, 2021
September 28, 2021	October 5, 2021
October 12, 2021	October 19, 2021
November 9, 2021	November 16, 2021
November 30, 2021	December 7, 2021
January 11, 2022	January 18, 2022
January 25, 2022	February 1, 2022
February 8, 2022	February 15, 2022
February 22, 2022	March 1, 2022
March 8, 2022	March 15, 2022
April 12, 2022	April 19, 2022
April 26, 2022	May 3, 2022

### P&GE Meetings

MCW – 312 (or Zoom) **Tuesday, November 2**  
3pm – 4:30pm **Tuesday, April 5**

### Notes:

August 10 – Flex day

Thursday November 25, Friday November 26: Thanksgiving Holiday

December 9-15: Finals Week followed by winter break through Jan 3

March 28 – April 1: Spring Break

May 12-18 Finals week

\*Tech Review meetings are tentative based on the schedule of the new Curriculum Co-Chair and VP.  
Options are new day of the week, morning meeting time, etc.

<i>initials - initial those pro</i>	Programs currently in the system			
Name/Initials	Program Name	CourseLeaf #	Current Level of Review	Comments
	Acting, PA	355	0 Originator	Sent back to Nathan for corrections in October 2019; no response received
	Anthropology, PA	146	0 Originator	Under construction by originator
	Biological Sciences, AA	238	0 Originator	Under construction by originator
	Biological Sciences, COA	239	0 Originator	Under construction by originator
	Construction Technology - Building Inspection Option, AS	293	0 Originator	Under construction by originator
	Construction Technology - Building Inspection Option, COA	294	0 Originator	Under construction by originator
	Costuming, PA	356	0 Originator	Sent back to Nathan for corrections in October 2019; no response received
	Environmental Studies Proficiency Award, PA	379	0 Originator	Under construction by originator
	Film Production, COA	390	0 Originator	Sent back to Bob for corrections in September 2019; no response received
	Makeup, PA	358	0 Originator	Sent back to Nathan for corrections in October 2019; no response received
	Pathway to Law, AA	406	0 Originator	Returned to add file attachments and make corrections
	Technical Theatre Production, PA	359	0 Originator	Sent back to Nathan for corrections in September 2019; no response received
	General Studies Patterns II/III--Arts and Humanities Emphasis, AA	162	0 Originator	Returned at request of originator for additional work
	General Studies Patterns II/III--Liberal Studies Emphasis, AA	163	0 Originator	Returned at request of originator for additional work
	General Studies Patterns II/III--Natural Sciences or Mathematics Emphasis, AA	160	0 Originator	Returned at request of originator for additional work
	General Studies Patterns II/III--Social and Behavioral Sciences Emphasis, AA	161	0 Originator	Returned at request of originator for additional work
	Directing, PA	357	2 VC Tech Review 1	Partially reviewed; PSLOs had to be updated
	Geography	318	2 VC Tech Review 1	
	Biology for Transfer, AS-T	237	2 VC Tech Review 1	
	Environmental Studies, PA	314	2 VC Tech Review 1	
	Health Sciences, AA	393	2 VC Tech Review 1	
	Pre-Allied Health Sciences, COA	242	2 VC Tech Review 1	
	Holistic Health, COA	485	2 VC Tech Review 1	
	Physics for Transfer, AS-T	386	2 VC Tech Review 1	
MB	Physics for UC Transfer, AS-UCTP	385	2 VC Tech Review 1	In Workflow/Review
	Film, Television, and Electronic Media for Transfer, AS-T	389	2 VC Tech Review 1	
	Manufacturing Applications, COA	332	2 VC Tech Review 1	
	CNC Machine Operator, COA	331	2 VC Tech Review 1	
	Chicana/o Studies, AA	405	2 VC Tech Review 1	
MB	Chemistry for UC Transfer, AS-UCTP	388	2 VC Tech Review 1	In Workflow/Review
	Basic Law Enforcement, AS	471	2 VC Tech Review 1	
MB	Pathway to Law, AA	406	0 Originator	Returned to add file attachments and make corrections
MB	Film Studies, COA	395	0 Originator	Approved for first reading at Curriculum Committee but sent back from DTRW-I for further review
MB	(No programs currently with this status)		2 VC Tech Review 1	In Workflow/Review
MB	(No programs currently with this status)		2 VC Tech Review 1	Partially reviewed; awaiting response from originator and deans
Tech review complete	Social Media Marketing, AS	257	5 VC Curriculum Technician	Fully reviewed; first reading at curriculum committee is on the next agenda
Tech review complete	(No programs currently with this status)		5 VC Curriculum Technician	Awaiting BOT approval
Tech review complete	(No programs currently with this status)		7 VC Curriculum Technician	Awaiting submission to state
Tech review complete	Elementary Teacher Education, AA-T	308	7 VC Curriculum Technician	At state awaiting approval
Tech review complete	Food Safety, COCN	413	7 VC Curriculum Technician	At state awaiting approval
Fully approved but not entered into Banner	(No programs currently with this status)		8 Banner	Already approved at state
Fully approved	Spanish for Transfer, AA-T	394	Synchronized with Banner	Already approved at state
Fully approved	Social Media Marketing, COA	258	Synchronized with Banner	Already approved at state
Fully approved	Administrative Office Assistant, AS	396	Synchronized with Banner	Already approved at state
Fully approved	Administrative Office Assistant, COA	397	Synchronized with Banner	Already approved at state
Fully approved	Agriculture Field Supervisor, COCN	414	Synchronized with Banner	Already approved at state
Fully approved	Theatre Arts for Transfer, AA-T	354	Synchronized with Banner	Already approved at state
Fully approved	Food Safety, AS	419	Synchronized with Banner	Already approved at state
Fully approved	Food Safety, COA	410	Synchronized with Banner	Already approved at state

<b>Fully approved</b>	Communication Studies for Transfer, AA-T	268	Synchronized with Banner	Already approved at state
<b>Fully approved</b>	Advanced Manufacturing, AS	391	Synchronized with Banner	Already approved at state
<b>Fully approved</b>	Agriculture Business for Transfer, AS-T	383	Synchronized with Banner	Already approved at state
<b>Fully approved</b>	Agriculture Business, COA	409	Synchronized with Banner	Already approved at state
<b>Fully approved</b>	Automotive Career Education, AS	429	Synchronized with Banner	Already approved at state
<b>Fully approved</b>	Basic Law Enforcement Academy, COCN	457	Synchronized with Banner	Already approved at state
<b>Fully approved</b>	Basic Law Enforcement, COA	350	Synchronized with Banner	Already approved at state
<b>Fully approved</b>	Mathematics for Transfer, AS-T	333	Synchronized with Banner	Already approved at state
<b>Fully approved</b>	Plant Science, COA	411	Synchronized with Banner	Already approved at state
<b>Fully approved</b>	Agriculture Plant Science for Transfer, AS-T	404	Synchronized with Banner	Already approved at state
<b>Fully approved</b>	Social Justice Studies: Chicana/o Studies Emphasis for Transfer, AA-T	408	Synchronized with Banner	Already approved at state
<b>Fully approved</b>	Veterinary Assistant, COA	412	Synchronized with Banner	Already approved at state
<b>Fully approved</b>	Veterinary Technology, AS	421	Synchronized with Banner	Already approved at state

The results are listed by area (CSU GE-Breadth first and IGETC second). It does not include re-reviews of existing approvals that were re-approved. "Add" means a course not previously approved is now approved; "Remove" means a course previously approved has been taken off the list; "Deny" means that we requested a new area but the request was not accepted (no systems affected; this is for faculty information only), and "Change" means that the notation for the course's approved area has changed (changes do not affect catalog or counselors' check-sheets but may affect other systems; in the tracking database, changes should **not** modify the original approval date).

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CSU GE-B Area A2: Remove ENGL V01C (this was already corrected in last year's catalog and check-sheets but it took the CSU system office a year to catch up with us)

CSU GE-B Area B2: Remove ANAT V01 (initiated by VC), AG V04 (initiated by CSU reviewers; still accepted for B1 and B3), and AG V22 (initiated by CSU reviewers)

CSU GE-B Area B3: Remove ANAT V01;  
Deny AG V22

CSU GE-B Area C2: Add AES V20/CHST V01 and AES V03/CHST V03;  
Deny AES V22/HIST V58, AES V23/CHST V02, AES V47/HIST V47,  
and AG V01

CSU GE-B Area D: Change AES V20/CHST V01 and AES V23/CHST V02 from D3 to D

**CSU GE-B Area F: Add AES V03/CHST V03, AES V20/CHST V01, and AES V23/CHST V02**

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IGETC Area 3B: Add AES V03/CHST V03 and AES V20/CHST V01;  
Deny AES V22/HIST V58, AES V23/CHST V02, and AES V47/HIST V47

IGETC Area 4: Add AES V03/CHST V03 and AES V47/HIST V47;  
Change AES V20/CHST V01 and AES V23/CHST V02 from 4C to 4  
Change AES V22/HIST V58 from 4C and 4F to just 4

IGETC Area 5B: Remove ANAT V01;  
Deny AG V04 (still accepted for 5A and 5C) and AG V22

IGETC Area 5C: Remove ANAT V01;  
Deny AG V22

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Other changes to the lists, effective F21, resulting from course ID changes over the past year that we initiated locally, include

CSU GE-B Areas B1, B2, B3: Remove ESRM V11 (was renumbered to AG V04; already corrected in catalog)

CSU GE-B Area B2 (only): Remove ESRM V22 (was renumbered to AG V22; already corrected in catalog)

IGETC Areas 5A, 5C: Remove ESRM V11 (was renumbered to AG V04; **not yet** corrected in catalog)

Finally, please note that, by action of the curriculum committee on 4/20/21, AG V43 should be added to Area A1 of the **local AA/AS GE** list. In Degree Works only, please backdate this approval to F19 if possible so that students who have completed the course since then may apply it toward satisfaction of Area A1; otherwise use the most recent available date after F19. This will affect the upcoming catalog also.