



Curriculum Committee Minutes

Via Zoom

Tuesday, May 04, 2021 at 3:00pm

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

Called to order: 3:02 p.m.

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

VOTING MEMBERS		
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	
English & Math Division	<input checked="" 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 (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)
NON-VOTING MEMBERS		
CIO co-chair	<input checked="" type="checkbox"/> Jennifer Kalfsbeek-Goetz (JKG)	
ASVC Rep. (ASVC Director of Equity and Inclusion)	<input type="checkbox"/> Lisa Marie Ruiz	
Dean	<input type="checkbox"/> Dan Kumpf	<input type="checkbox"/> (Vacant)
Dean	<input checked="" 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: G. Wood (BIOL), F. Torres (Student Success and Support)

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

M. Bowen called for a motion to approve the agenda

Motion by: N. Falco

Seconded by: D. Clark

Discussion: None

Final resolution: Agenda approved as presented

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, M. Rivera, P. Sezzi, M. Werness-Rude, P. Yi

No: None

Voting Tally:

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

Recorder's Note: J. Garner arrived after the agenda vote.

III. INTRODUCTIONS, AND PUBLIC COMMENTS (Information)¹

A. AB 1111 Common Numbering System for GE – J. Kalfsbeek-Goetz

Assembly Bill being created that puts forward the expectation that all community college general education classes use a common numbering system. Example – an “01A” at one school would be a “01A” at all schools. So far, it is receiving positive feedback, but would take a while to implement here at VC if it passed. This item is just FYI to put on your radar.

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

If you are interested in signing up for the conference, please talk to JKG. Specifically looking to send sending those in the roles of Co-Chair, 4 technical reviewers, and Articulation Officer.

C. Other Announcements

Thank you to Michael Bowen for your hard work, knowledge and guidance as Co-chair over these last few years. We will miss you!

D. Public Comments

G. Wood: Curriculum Institute would be a good thing for those joining the Curriculum Committee. Would that be possible?

JKG is open to requests via email since this conference is virtual this year, which keeps costs down. Gabi also thanked Michael Bowen for the welcome she received when joining the Curriculum Committee.

¹ 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.

IV. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes from the 4/20/21 Curriculum Committee meeting

Motion by: M. Rivera

Seconded by: M. Werness-Rude

Discussion: None

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

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

No: None

Voting Tally:

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

V. OLD BUSINESS (Discussion/Action)

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

D. Clark

A question was brought up in the discussion at the last meeting: What if there aren't 4 technical reviewers? How will the release time be split? This comment is just to confirm that this will be flexible and release time can be split among those that volunteer – from 1 to 4 people.

1. Technical Review Assistants Selection (Discussion/Action) –

M. Bowen, D. Clark

Propose that we have people self-nominate today with the understanding it won't be finalized until next year.

Potential interest was expressed from G. Wood and G. Espinoza-Sanchez. If anyone else is interested in one of the technical review positions, please contact D. Clark and JKG via email.

B. Curriculum Co-Chair Election (Discussion/Action) – M. Bowen

It was announced that Peter Sezzi and Maline Werness-Rude have agreed to a joint co-chairmanship for the 2 years starting June 1, 2021.

There were no other nominations or volunteers at the time of the meeting.

M. Bowen called for a motion on this topic

Motion by: J. Garner moved to open a discussion for elections

Seconded by: M. Rivera

*Discussion: J. Garner: Expressed a great deal of confidence in Peter and Maline and their willingness to collaborate. Encouraged other to vote to elect them.
M. Rivera seconded the comments*

Final resolution: P. Sezzi and M. Werness-Rude were elected curriculum co-chairs for the 2 year term

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

No: None

Voting Tally:

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

Recorder's Note: M. Werness-Rude and P. Sezzi were not present for the vote on this item.

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

A. Revision: PHSO V01

B. Review: MATH V22, MATH V23

M. Bowen called for a motion to approve Requisite proposals

Motion by: J. Garner

Seconded by: C. Branciforte

Discussion: M. Rivera asked for clarification on wording. Wording clarified in discussion.

Final resolution: Requisite proposals approved

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

No: None

Voting Tally:

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

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

A. Review: MATH V22, MATH V23, PHSO V01

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

Motion by: M. Werness Rude

Seconded by: M. Rivera

Discussion: None

Final resolution: Distance Education proposals were approved

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

No: None

Voting Tally:

AS/AM	CB	DC	DF	GES	JG	JC	JF	KW	KGG	MR	MB	MC	NF	PS	PY	RG	MWR
	yes	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. 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)
1. None
- XII. A. FIRST READING: COURSE PROPOSALS REQUIRING SECOND READING**
(Discussion/Action; see attachment)
1. None
- B. FIRST READING: COURSE PROPOSALS NOT REQUIRING SECOND READING**
(Discussion/Action; see attachment)
1. Revision: MATH V22, MATH V23, PHSO V01
- C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL**
1. Revision: A.S. Social Media Marketing*
* Proposed for first and second reading, effective Fall 2021

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

Motion by: P. Sezzi moved to approve both Items XII.B and XII.C together – with the program to be approved for first and second reading

Seconded by: M. Werness-Rude

Discussion: D. Clark: PHSO V01 – revisions to bring it into better compliance with the C-ID.

Final resolution: First Reading items approved. AS Social Media Marketing approved for First and Second Reading.

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

No: None

Voting Tally:

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

- 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

Backstory: This list was pulled of courses that have not been offered for 5 years or more. It was shared with Deans and Chairs, and they were asked if they were ok with inactivating these courses? Responses provided for all with approximately 2/3 of the courses receiving a “yes” that is ok for inactivation.

On the spreadsheet attachment – “Yes” under inactivations means the course received the go-ahead for inactivation. There is also a column showing how many years a 5 year update on that course is overdue. “No” indicates the Chair and/or Dean does not want the course inactivated.

Next steps – to go through inactivation process for those indicated with “Yes”. Would be wise for the committee to consider inactivating these before the upcoming accreditation visit. Programs will have to be re-examined that include these courses on the inactivation list. The programs including these courses will need to be updated as well when these courses are inactivated.

If the chair/faculty do not want to inactivate a course, it would be beneficial to require them to update the course outline of record.

When we embarked upon this, did we decide to assess this because we were moving over to CAT, or this was just figured out this was going on?

One reason was to avoid issue with accreditation.

When a course is requested for inactivation – an email is required from the department to indicate the inactivation. Would the committee like to take the “Yes” on the spreadsheet as an approval?

JKG – Question was asked if they wanted it inactivated, not why and what happens when you say “yes”. Indicated we need more input, and this should not be something decided today. This should be a fall project to come up with a process on how to proceed. Maybe a roll out with due dates, track it, etc. Need some time to process all of this and roll it out, and we can do that in time for accreditation. Waiting a bit would allow us the time, consultation and collaboration something like this might need.

D. Clark – I think we need the department to sign off. The spreadsheet does not make it clear whether it was a Dean or Department Chair that made these decisions.

M. Callahan – Original spreadsheet is posted in JKG’s share drive with further information and reasons behind decisions.

P. Sezzi – We have final Chairs meeting Monday May 17th. That would be a good time to give them a heads up to “plant the seed” for the fall.

Next year – CC will have to decide on this process, how to deal with courses associated with programs, and doing this before we transition to CAT will maybe make CAT transition harder. Would recommend doing this process after the CAT implementation.

Vote not taken on this item.

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

M. Bowen called for a motion to approve the revised GE Removal Rubric form

Motion by: D. Clark

Seconded by: M. Werness-Rude

Discussion: D. Clark: Supports document, and has some remaining questions, but it seems that is wanted, so more data can't hurt.

C. Branciforte: Remembered a comment about this form being accessible, and live links

M. Bowen: If someone would like to update the form further, he can send it to them.

Final resolution: Form approved

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

No: None

Voting Tally:

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

Recorder's Note: N. Falco left the meeting before the vote on this item.

Recorder's Note: D. Clark left the meeting after the vote on this item.

**C. Curriculum Committee Evaluation Results (Discussion; see attachment) –
M. Bowen, J. Kalfsbeek-Goetz**

Results of the survey were read to the group.

D. Clark: Academic Senate will be reviewing the duties of the Curriculum Committee members.

**D. Curriculum Committee Challenges Document from the Co-Chair
(Discussion; see attachment) – M. Bowen**

M. Bowen has created a handover list of challenges for new co-chairs. It is attached in the agenda packet.

**E. Curriculum Committee Meeting Dates for AY 2021-2022 (Discussion/Action;
see attachment) – M. Bowen**

Tentative meeting dates for next year. Group might want to consider a training during flex-week.

Vote not taken on this item.

**F. Review of Curriculum process: CCT Task Force Updates (Standing Item;
Discussion) - G. Wood, C. Branciforte, D. Farias**

Productive meeting. Put together a meeting schedule for the Fall. Looking forward to finishing up the Canvas shell.

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

Item not discussed due to time.

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

Item not discussed due to time.

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)

Item not discussed due to time.

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>

Item not discussed due to time.

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)

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, 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) – S. Ayala

- 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

Group decided not to call a special meeting to address outstanding items.

XVIII. GENERAL ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

None

Meeting adjourned: 4:40 p.m.

NEXT MEETING

(Tentative) August 17, 2021 - 3:00 PM

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
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