



Curriculum Committee Minutes

Via Zoom

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, December 01, 2020 at 3:00pm

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

Called to order: 3:03 p.m.

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

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 checked="" type="checkbox"/> Kelly Wellman (KW)	<input checked="" type="checkbox"/> Nicole Falco (NF)
Career Education II Division	<input checked="" type="checkbox"/> Dorothy Farias (DF)	<input type="checkbox"/> John Clark (JC)
College Outcome Group Representative	<input type="checkbox"/> Asher Sund / Aurora Meadows	
English & Math Division	<input type="checkbox"/> Peter Yi (PY)	(Vacant)
Health, KIN, ICA, Performing & Visual Arts Division	<input checked="" type="checkbox"/> Jeff Fischer (JF)	<input checked="" type="checkbox"/> Krenly Guzman Gonzalez (KGG)
Library, Languages, Behavioral & Social Sciences Division,	<input checked="" 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"/> Gabriela Wood (GW)	<input type="checkbox"/> Hafez Alawdi (HA)
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	
ASVC Rep. (ASVC Director of Equity and Inclusion)	<input checked="" type="checkbox"/> Lisa Marie Ruiz	
Dean	<input type="checkbox"/> Tim Harrison	<input type="checkbox"/> Dan Kumpf
Dean	<input checked="" type="checkbox"/> Lisa Putnam	<input checked="" 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"/> Felicia Torres (Kelly Denton)	
Recorder/Curriculum Technician	<input checked="" type="checkbox"/> Sarah Ayala / Tisa Medrano	
Distance Education Liaison	<input type="checkbox"/> Sharon Oxford	
Registrar	<input type="checkbox"/> Gaby Asamsama-Acuña	

Guests: Krystal Kallik- BUS

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

For the programs in the Curriculum portion, I would like to discuss the option of reviewing those

VIII B. ART V90 and CD V95 need to be updated.

M. Bowen called for a motion to approve the agenda

Motion by: K. Wellman motion to approve agenda as amended

Seconded by: P. Sezzi

Discussion: Request to correct items VIII.B ART V09 to ART V90 and CD V09 to CD V95.

X. B AES V76 should be AES V67

Recommendation to Move Item VI. Policy and Processes after item XIV. Administrative Changes to prioritize curriculum and first and second readings.

Final resolution: Agenda approved as amended

Yes: M. Bowen, M. Callahan, D. Clark, N. Falco, D. Farias, J. Fischer, K. Guzman Gonzalez,

M. Rivera, P. Sezzi, K. Wellman, G. Wood

No: None

Voting Tally:

AS/AM	DC	DF	GW	GES	HA	JF	JC	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
N/A	Yes	Yes	Yes	N/A	N/A	Yes	N/A	Yes	Yes	N/A	Yes	Yes	Yes	Yes	Yes	N/A	N/A

Recorder's Note: G. Espinoza Sanchez, M. Werness-Rude, and R. Gamboa arrived after the vote.

III. INTRODUCTIONS, AND PUBLIC COMMENTS (Information)¹

A. Co-Chair Announcements

1. GE Removal Request – HIST V79 removal from Area F

B. Public Comments

No public comments made.

IV. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes from the 11/17/2020 Curriculum Committee meeting

Motion by: M. Callahan

Seconded by: D. Farias

Discussion: None

Final resolution: Minutes approved as presented

Yes: M. Bowen, M. Callahan, D. Clark, N. Falco, D. Farias, J. Fischer, K. Guzman Gonzalez,

M. Rivera, P. Sezzi, G. Wood, M. Werness-Rude, R. Gamboa

No: None

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.

Voting Tally:

AS/AM	DC	DF	GW	GES	HA	JF	JC	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
N/A	Yes	Yes	Yes	N/A	N/A	Yes	N/A	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	Yes

V. OLD BUSINESS (Discussion/Action)

A. None

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

A. Are Second Readings necessary? (Discussion/Action) – M. Bowen

Brief discussion of the group on both items A & B, consensus to merge this discussion on the topic with TADA items as we continue to review procedures.

B. TADA Workgroup Items:

1. Backlog of Programs from AY 19-20 (Discussion/Action)

Discussed with item V. A

2. Priority 1 courses from AY 19-20 and AY 20-21 and issues with ADT updates (Discussion/Action)

Item postponed due to time.

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

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

Item postponed due to time.

4. Delegation of Curriculum Committee members to create working teams to assist in Curriculum Committee duties/tasks/backlog (Discussion/Action) – G. Wood, D. Farias (on behalf of TADA workgroup)

Item postponed due to time.

C. Development of task force/workgroup to address Best Practices for our Curriculum Process (Discussion/Action) – G. Wood

M. Bowen called for a motion to approve development of task force to address Best Practices for our Curriculum Process

Motion by: G. Wood

Seconded by: D. Farias

Discussion: Recommendation by G. Wood to develop task force to create a dynamic handbook using Canvas that can provide resources on curriculum for any faculty or staff.

Discussion on using for curriculum training, resource for protocols, and repository for documents. Additionally, it's aligned with reevaluating the processes and procedures of the committee by making more information accessible. Enthusiasm from members and collaborations were suggested.

Final resolution: Approved

Yes: M. Bowen, M. Callahan, D. Clark, N. Falco, D. Farias, J. Fischer, K. Guzman Gonzalez, M. Rivera, P. Sezzi, G. Wood, M. Werness-Rude, R. Gamboa

No: None

Voting Tally:

AS/AM	DC	DF	GW	GES	HA	JF	JC	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
N/A	Yes	Yes	Yes	N/A	N/A	Yes	N/A	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	Yes

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

Item postponed due to time.

E. Course Inactivations that affect programs (Discussion) – M. Bowen

Item postponed due to time.

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

Item postponed due to time.

G. 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 postponed due to time.

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

Item postponed due to time.

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

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

M. Bowen called for a motion to approve Requisite proposals

Motion by: N. Falco

Seconded by: D. Farias

Discussion: None

Final resolution: Requisite proposals approved.

Yes: M. Bowen, M. Callahan, D. Clark, N. Falco, J. Fischer, K. Guzman Gonzalez, M. Rivera, P. Sezzi, K. Wellman, G. Wood

No: None

Voting Tally:

AS/AM	DC	DF	GW	GES	HA	JF	JC	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
N/A	Yes	N/A	Yes	N/A	N/A	Yes	N/A	Yes	Yes	N/A	Yes	Yes	Yes	Yes	Yes	N/A	N/A

Recorder's Note: M. Werness-Rude and R. Gamboa not present for the vote.

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

A. New: AG V21 (formerly ESRM V21), AG V22 (formerly ESRM V22), BUS V52, ENGL V12 (same as FILM V12), FILM V12 (same as ENGL V12)

B. New: ART V90, CD V95

C. (Round 2 DE blanket addendum—Spring 2021)—see additional spreadsheet

D. New/Review: ANTH V01

E. Review: AG V04 (formerly ESRM V11), BUS V50

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

Motion by: N. Falco

Seconded by: K. Wellman

Discussion: None

Final resolution: Distance Education proposals approved (all)

Yes: M. Bowen, M. Callahan, D. Clark, D. Farias, G. Espinoza Sanchez, N. Falco, J. Fischer, K. Guzman Gonzalez, M. Werness-Rude, M. Rivera, P. Sezzi, K. Wellman, G. Wood

No: None

Voting Tally:

AS/AM	DC	DF	GW	GES	HA	JF	JC	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
N/A	Yes	Yes	Yes	Yes	N/A	Yes	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A

Recorder's Note: R. Gamboa not present for the vote.

IX. MINIMUM QUALIFICATIONS

A. None

X. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

A. Update: ANTH V01

Textbook update

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

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

Motion by:

Seconded by:

Discussion: None

Final resolution: Consent Agenda proposals approved.

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

No: None

Voting Tally:

AS/AM	DC	DF	GW	GES	HA	JF	JC	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
N/A	Yes	Yes	Yes	Yes	N/A	Yes	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A

Recorder's Note: R. Gamboa not present for the vote.

XI. SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

A. None

XII. SECOND READING PROGRAMS: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

1. None

XIII. A. FIRST READING: CURRICULAR PROPOSALS REQUIRING SECOND READING

(Discussion/Action; see attachment)

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

The amendment made when adopting the agenda only applies to the programs. Recommendation for courses and programs separately. Courses only need first reading, programs will need both first and second reading.

2. Revision: BUS V50

Will require second reading, needs update

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

Motion by: N. Falco
Seconded by: D. Farias
Discussion: N. Falco: BUS V52 is a capstone class that will take the place of the internships. Students can still do the internships, but it will be optional instead of required.

Q: Will this replace BUS V95? When is this effective? A:
Correct, this will be effective Fall 2021.

Q: Will there be a program review in COA? Or would we need to use a petition of variance? A:
No, we will do a review. It's been submitted, I'm not sure where it is in the queue.

ENGL V12 will continue to be the primary but now it is offered in FILM V12 as co-listing.

Final resolution: First reading courses approved
Yes: M. Bowen, M. Callahan, D. Clark, D. Farias, G. Espinoza Sanchez, N. Falco, J. Fischer,
K. Guzman Gonzalez, M. Werness-Rude, M. Rivera, P. Sezzi, G. Wood, R. Gamboa

No: None

Voting Tally:

AS/AM	DC	DF	GW	GES	HA	JF	JC	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
N/A	Yes	Yes	Yes	Yes	N/A	Yes	N/A	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	Yes

Recorder's Note: K. Wellman not present for vote.

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

1. Revision: AG V04 (formerly ESRM V11), AG V21 (formerly ESRM V21), AG V22 (formerly ESRM V22)

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

Motion by: N. Falco
Seconded by: D. Farias
Discussion: The three ESRM courses listed will return back to the AG course ID numbers and AG discipline. They were originally AG courses.

Final resolution: First Reading proposal revisions approved
Yes: M. Bowen, M. Callahan, D. Clark, D. Farias, G. Espinoza Sanchez, N. Falco, J. Fischer,
K. Guzman Gonzalez, M. Werness-Rude, M. Rivera, P. Sezzi, G. Wood, R. Gamboa

No: None

Voting Tally:

AS/AM	DC	DF	GW	GES	HA	JF	JC	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
N/A	Yes	Yes	Yes	Yes	N/A	Yes	N/A	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	Yes

C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL

- 1. New: COCN Agriculture Field Supervisor, AS/COA Administrative Office Assistant**
- 2. Revision: AA-T Theatre Arts**

M. Bowen called for a motion to approve the First Reading**amend 1st and 2nd reading (all)

Motion by: M. Werness-Rude

Seconded by: K. Guzman Gonzalez

Discussion: Brief summary of courses provided

Final resolution: Approved as amended to do 1st and 2nd reading (all)

Yes: M. Bowen, M. Callahan, D. Clark, D. Farias, G. Espinoza Sanchez, N. Falco, J. Fischer, K. Guzman Gonzalez, M. Werness-Rude, M. Rivera, P. Sezzi, G. Wood, R. Gamboa

No: None

Voting Tally:

AS/AM	DC	DF	GW	GES	HA	JF	JC	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
N/A	Yes	Yes	Yes	Yes	N/A	Yes	N/A	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	Yes

XIV. ADMINISTRATIVE CHANGES (Discussion/Action)

A. AES V22 (same as HIST V58), HIST V58 (same as AES V22), PHYS V01 (see additional course spreadsheet)

Administrative Changes Note: These courses were approved through the blanket DE addendum process in January 2020 with effective terms of fall 2020; however, it was discovered that these were offered in summer 2020. The correction is to back-date previous approval term to Summer 2020.

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

Motion by: P. Sezzi

Seconded by: G. Wood

Discussion: Q: Going forward if we find a mistake was made in DE submissions what should be the process?

A: It depends on whether it's a mistake or they changed their mind. If a mistake, we can possibly use the technical correction approach and they would contact the curriculum chair. If they want to make a change, recommendation to submit a course outline revision as DE only and go through the regular process.

Final resolution: Administrative change proposals approved

Yes: M. Bowen, M. Callahan, D. Clark, D. Farias, N. Falco, J. Fischer, K. Guzman Gonzalez, M. Werness-Rude, M. Rivera, P. Sezzi, G. Wood, R. Gamboa, G. Espinoza Sanchez

No: None

Voting Tally:

AS/AM	DC	DF	GW	GES	HA	JF	JC	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
N/A	Yes	Yes	Yes	Yes	N/A	Yes	N/A	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	Yes

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

A. None

XVI. REPORTS (Information)

A. Co-Chairs

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

Extensive conversation of group, request to place this as standing item.

B. Articulation/C-ID

- 1. CSUGE-B and IGETC Submissions will be happening between now and first Monday of December**

Item postponed until next meeting due to time.

C. Board of Trustees/ DTRW-I

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

Item postponed until next meeting due to time

D. Subcommittees/Workgroups

- 1. TADA Workgroup – D. Farias**

Item postponed until next meeting due to time

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

- 1. None**

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

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

Item postponed due to time.

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

Item postponed due to time.

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

Item postponed due to time.

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

Item postponed due to time

XVIII. GENERAL ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

none

Meeting adjourned: 4:35 p.m.

NEXT MEETING

January 19, 2021 - 3:00 PM

Location: via Zoom

Written materials relating to a Curriculum Committee meeting item that are distributed to at least a majority of the Curriculum Committee members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at Ventura College located at 4667 Telegraph Road, Ventura, CA 93003 or at the Curriculum Committee meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of:

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