



Curriculum Committee Minutes

Via Zoom

Tuesday, February 16, 2021 at 3:00pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2021 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 type="checkbox"/> Peter Yi (PY)	(Vacant)
Health, KIN, ICA, Performing & Visual Arts Division	<input 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"/> Chloe Branciforte (CB)	<input checked="" type="checkbox"/> Jennifer Garner (JG)
Student Services Division	<input checked="" type="checkbox"/> Mario Rivera (MR)	<input 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 type="checkbox"/> Lisa Marie Ruiz	
Dean	<input type="checkbox"/> Tim Harrison	<input type="checkbox"/> Dan Kumpf
Dean	<input type="checkbox"/> Lisa Putnam	<input checked="" type="checkbox"/> Felicia Dueñas
Dean	<input 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 type="checkbox"/> Olivia Long	
Academic Data Specialist	<input checked="" type="checkbox"/> Kelly Denton	
Recorder/Curriculum Technician	<input checked="" type="checkbox"/> Sarah Ayala	
Distance Education Liaison	<input checked="" type="checkbox"/> Sharon Oxford	
Registrar	<input type="checkbox"/> Gaby Asamsama-Acuña	

Guests: Gabriela Wood (BIOL)

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

Typo in Item VII: BUS V94 listed as BUST V94. Will be fixed in the minutes.

M. Callahan – Amended motion to move curriculum approval items to the top of the agenda.

M. Bowen called for a motion to approve the agenda

Motion by: P. Sezzi

Seconded by: C. Branciforte

Discussion: M. Callahan amended the motion to move curriculum approval items to the top of the agenda.

Seconded: C. Branciforte

Amendment approved by acclamation.

Final resolution: Agenda approved as amended

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, R. Gamboa, K. Guzman Gonzalez, M. Rivera, P. Sezzi, M. Werness- Rude

No: None

Voting Tally to move curriculum to the beginning of the agenda:

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

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

III. INTRODUCTIONS, AND PUBLIC COMMENTS (Information)¹

A. First Year Experience Task Force Seeks Volunteers – D. Clark, D. Farias, J. Kalfsbeek-Goetz

D. Clark: At last Senate meeting, there was a discussion about First Year Experience. There are a list of courses that qualify for this experience, and faculty are interested in getting their courses on this list. A taskforce needed with some faculty from Curriculum Committee and some from Senate, to come up with a transparent process to decide which courses can be counted towards the First Year Experience program.

J. Kalfsbeek-Goetz: This is an information item right now. Volunteers can come from anywhere – not just faculty involved in Senate or Curriculum.

D. Clark: We would like to have volunteers set by March to begin meetings.

B. DE Addenda for Fall 2021 – J. Kalfsbeek-Goetz

Link to SharePoint spreadsheet: https://vcccdventura-my.sharepoint.com/:x/g/personal/jkgoetz_vcccd_edu/EWsNkGzhqVhDIKC C2PdVOm4Bh9pQq5eRBLXIAr6g- XZLA?e=wbyYBd

Reminder for Department Chairs that we need to know which courses that will be offered in Fall 2021 need DE (Distance Education) addendums.

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.

J. Kalfsbeek-Goetz: Want to remind everyone that we need to go through the regular Curriculum process to add DE addendum. Classes have to have an addendum attached to them in order to be offered in fall 2021. February 11th was the deadline – there is not much on the list so far. Dept. Chairs and Deans need to use the link they were provided in an email to indicate which courses need an addendum for fall. Any that do not have DE will be removed from the fall 2021 and summer 2021 schedule.

M. Callahan – we should expand this to include the summer of 2021.

Please share this information with your areas/divisions.

C. Banner Sync Issue – Testing - M. Bowen, J. Kalfsbeek-Goetz, O. Long

K. Denton: to our knowledge, the issue has been fixed and we can start pushing courses through that have been stuck at the Banner step. Upwards of 10 minutes per course at 500 courses – time consuming workload. Good news is that it seems like it's working, and we are able to have a manual sync to CourseLeaf twice a day to get them pushed through. CourseLeaf is unavailable to the campus 12-1pm each day to help in this process. This will continue for several weeks until backlog is done.

CC Members – please let your departments know about CourseLeaf being down from 12-1pm (give or take some time on either side).

D. Deadlines for AA/AS GE Submissions - M. Bowen

Reminder that we have P&GE coming up on March 2nd at 3pm, during the regular Curriculum Committee meeting spot. Next Curriculum Committee meeting is on March 16th. If you have a course that you'd like to be added, you need to submit paperwork before the meeting to M. Bowen. He'd like to have the items by Feb 25. Please contact him for the link to the paperwork.

E. Public Comments

R. Gamboa: Item was brought up to the Senate that Curriculum Committee should also know about.

It was a resolution to the Senate – creating a workgroup or taskforce/subcommittee to the Curriculum Committee to focus on the GE area F Ethnic Studies requirement. Would like this on the next agenda to move forward.

Recommendation was made to bring this to the P&GE meeting later this month, and then bring it to the larger Curriculum Committee at the next meeting.

As Curriculum Committee Chair, the Curriculum Committee can advise Michael Bowen on how the committee would like to vote/discuss a particular item at Senate meetings.

M. Rivera: You may have noticed that Gema has not been to the meetings recently. She had a baby on Sat Jan 23rd! Congratulations Gema!

IV. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes from the 2/2/21 Curriculum Committee meeting

Motion by: P. Sezzi

Seconded by: D. Clark

Discussion: None

Final resolution: Minutes from the 2/2/21 meeting approved as presented

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

No: None

Voting Tally:

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

V. OLD BUSINESS (Discussion/Action)

A. None

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

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

G. Wood: Continuing our work – screen was shared to see the proposed updates, including extensive and interactive acronym list.

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

If we receive a request from Faculty to remove a course from a GE list, we would like to use the rubric presented. This item will be on the P&GE agenda at the upcoming 3/2 P&GE meeting.

M. Bowen called for a motion to approve the form for use

Motion by: D. Clark

Seconded by: C. Branciforte

Discussion: D Clark: 4th question on the form (regarding equity) - What is the purpose of this question and how will it be used by the P&GE workgroup?

Answer: Originally questions were more direct, but as they were discussed in technical review, but it was pointed out that we don't have this information. So any answer would be speculative rather than data driven – so questions were reworked.

J. Garner – would hesitate having these open questions before the more direct questions.

Can we hold off on that until we know what we're really looking for? Don't want to have something put in there as just a bookmark that may end up causing more problems.

M. Rivera - Is there an opportunity to share how an inactivation will affect programs, if any to this form?

Clarification: This form is not for courses being inactivated and removed from the catalog. This is for courses that will remain active and in the catalog, but will be removed from the local GE list.

Final resolution: GE Removal Rubric forms approved

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, R. Gamboa, K. Guzman Gonzalez, M. Rivera, P. Sezzi, M. Werness- Rude

No: None

Voting Tally:

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

Recorder's Note: J. Garner not present for the GE Rubric vote.

C. Priority 1 Courses in CourseLeaf CIM Banner Step (Discussion; see attachment) – M. Bowen

Item not discussed due to time

D. Continuing Discussion/Process and Procedures (Standing Item; Discussion/Action) – D. Farias, C. Branciforte

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 not discussed due to time

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

Item not discussed due to time

F. 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

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 not discussed due to time

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

A. None

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

A. New Proposal: HIST V79

B. Fall 2021 Blanket DE Addendum Courses: BUS V94, CD V11, CD V14, CD V19

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

Motion by: M. Rivera

Seconded by: P. Sezzi

Discussion: None

Final resolution: Distance Education proposals approved

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

No: None

Voting Tally:

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

IX. MINIMUM QUALIFICATIONS

A. None

X. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

A. Inactivation: AES V61 (formerly co-listed with HIST V79; by specific request of the HIST Department)

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

Motion by: M. Werness-Rude

Seconded by: C. Branciforte

Discussion: Separation means AES V61 will not be offered and it will be removed from the catalog. HIST V79 is will not be listed as "same as" in the catalog. Effective Fall 2021

Final resolution: Consent agenda item approved

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

No: None

Voting Tally:

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

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)

XIII. 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: HIST V79 (disassociating from AES V61; by specific request of the HIST Department)

2. Fall 2021 Blanket DE Addendum Courses: BUS V94, CD V11, CD V14*, CD V19

*Dept. has asked this course be removed from CSU transferability list

C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL

1. None

Question: What should the process be for addressing an issue where we don't want a course to be on the CSU list, but the CSU colleges think it is transferable?

Answer: CSU campuses have left this decision up to the colleges.

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

Motion by: R. Gamboa

Seconded by: P. Sezzi

Discussion: M. Rivera - CD V14 concern about being removed from the CSU list.

M. Rivera amended the motion to remove CD V14 from this vote and consider this course separately.

Seconded: R. Gamboa

Motion amendment approved by acclamation.

D. Farias –CD V14 was put on this list, but it is not clear if this was ever CSU transferrable.

This looks like a course that was changed by a CourseLeaf error.

Could be correct, but it was showing as transferrable in the catalog and in COCI.

Final resolution: Motion amended and passed. First reading proposals BUS V94, CD V11 and CD V19 approved.

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, R. Gamboa, K. Guzman Gonzalez, M. Rivera, P. Sezzi, M. Werness- Rude

No: None

Voting Tally (on courses other than CD V14):

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

Recorder's Note: J. Garner not present for this vote.

M. Rivera moved to consider CD V14 separately for approval

Motion by: M. Rivera

Seconded by: K. Guzman Gonzalez

*Discussion: There is concern regarding this course being removed from the CSU transferability list.
D. Farias – If the old COR didn't have this listed, could this be a mistake? One of these things must be a mistake (CIM vs catalog and COCI).
Comment: D. Hall who is the lead faculty on this course has said that this course should not be considered a CSU transferable course.*

An affirmative vote means you are approving the course

Final resolution: CD V14 approved for First Reading

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

No: None

Voting Tally (on course CD V14)

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

XIV. ADMINISTRATIVE CHANGES (Discussion/Action)

A. None

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

A. Next meeting: Tuesday, March 2, 2021, 3pm via zoom

On the agenda: Proposal for procedure to remove courses from GE lists.

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**

Item not discussed 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 not discussed due to time

D. Subcommittees/Workgroups

1. Workgroup Reports

Item not discussed due to time

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

- 1. All Fall 2021 courses from curriculum meetings to date have been submitted and approved (with the exception of those going to the Board in March).**
- 2. All Fall 2021 Programs from curriculum meetings to date have been submitted to the State and are awaiting approval (with the exception of those going to the Board in March).**

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

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

Item not discussed due to time

XVIII. GENERAL ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

Item not discussed due to time

Meeting adjourned: 4:44 p.m.

NEXT MEETING

March 16, 2020 - 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