



Curriculum Committee Minutes

Via Zoom

Tuesday, February 02, 2021 at 3:00pm

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

Called to order: 3:07 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 checked="" type="checkbox"/> Rubisela Gamboa (RG)	<input checked="" type="checkbox"/> Maline Werness-Rude (MWR)
Librarian	<input 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 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"/> Kelly Denton	
Recorder/Curriculum Technician	<input checked="" type="checkbox"/> Sarah Ayala / Tisa Medrano	
Distance Education Liaison	<input checked="" type="checkbox"/> Sharon Oxford	
Registrar	<input type="checkbox"/> Gaby Asamsama-Acuña	

Guests: Crystal Kallik (BUS), Gabriella Wood (BIOL)

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

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

Motion by: D. Farias

Seconded by: C. Branciforte

Discussion: Proposed change for item VI. Policy and Process to be moved below Item VI with addition of the work group report at the top of Area XI.

XVI. D.1 Update item name to Workgroup Reports

Final resolution: Agenda approved as amended

Yes: M. Bowen, C. Branciforte, M. Callahan, N. Falco, D. Farias, R. Gamboa, J. Garner, M. Rivera, M. Werness- Rude, P. Yi

No: None

Voting Tally:

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

Recorder's Note: D. Clark arrived after the vote

III. INTRODUCTIONS, AND PUBLIC COMMENTS (Information)¹

A. Credit for Prior Learning (CPL) district-wide meeting 1/28/21 – J. Kalfsbeek-Goetz

The state passed a law that all classes have to be eligible for CPL, unless they are presented as not eligible in the catalog. There is a group that is forming between the 3 campuses at the district to figure out the process moving forward. Essentially, in each catalog there will be a list of classes that are not eligible for CPL. If there is anyone interested in helping with this project, please contact Jennifer.

B. DE Addenda for Fall 2021 – J. Kalfsbeek-Goetz (see attachment)

Link to SharePoint spreadsheet: https://vcccdventura-my.sharepoint.com/:x:/g/personal/jkgoetz_vcccd_edu/EWsNkGzhqVhDIKC2PdVom4ByYo6ac-wTHut6tSStFomDg?e=eJ2pzb

We're trying to assess if we have classes that need DE addenda for FALL 2021. We cannot offer courses that are DE for hybrid or online for Fall 2021 that do not have a DE addendum attached, emergency or permanent. A link has been sent out to all deans and chairs requesting a list of courses that need DE addenda and the contact person for the course. This will help plan moving forward on gauging the workload.

Recommendation when gathering the list of courses, is to first filter out the courses that have been offered within the past year since these should have DE addenda already attached. Next, go through the classes that weren't offered and check the old original COR. If you don't have access in CourseLeaf please contact M. Bowen, M. Callahan or D. Farias and they can get you the information. This will reveal the level of DE in CurricuNet.

C. Public Comments

G. Wood- The Canvas Curriculum Taskforce continues to make progress with organizing the canvas course. More updates will be provided as progress continues.

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 1/19/21 Curriculum Committee meeting

Motion by: C. Branciforte

Seconded by: M. Rivera

Discussion: None

Final resolution: Meeting minutes from 1/19/21 approved as presented.

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

No: None

Voting Tally:

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

V. OLD BUSINESS (Discussion/Action)

A. None

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

A. TADA Workgroup Items:

1. Review of Curriculum Process (Discussion/Action)

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

Robust conversation of curriculum members helping actively in tech review and process of review.

b. Are Second Readings necessary? (Discussion/Action)

Topic briefly discussed with item a.

c. Course Inactivations that affect programs (Discussion)

Item not discussed due to time

2. 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 not discussed due to time

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

Briefly discussed with item VI.1a

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

Item not discussed due to time

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

M. Bowen called for a motion to approve

Motion by: D. Farias

Seconded by: P. Yi

Discussion: None

Final resolution: Approved

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

No: None

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	yes	n/a	n/a	n/a	yes	yes	yes	yes	yes	n/a	yes	yes

D. 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

E. 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

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

A. New: SWHS V10L

B. Revision: SWHS V10L

M. Bowen called for a motion to approve Requisite proposals

Motion by: M. Werness-Rude

Seconded by: D. Farias

Discussion: None

Final resolution: Requisite proposals were approved

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

No: None

Voting Tally:

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

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

A. New SWHS V10, SWHS V10L

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

Motion by: J. Garner

Seconded by: M. Werness-Rude

Discussion: None

Final resolution: Distance education proposals approved.

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

No: None

Voting Tally:

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

IX. MINIMUM QUALIFICATIONS

A. None

X. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL
(Discussion/Action; see attachment)

A. Inactivation: PSY V01SL, PSY V02SL

These courses will not affect programs and have not been offered recently.

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

Motion by: D. Farias

Seconded by: D. Clark

Discussion: None

Final resolution: Consent agenda proposal approved

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

No: None

Voting Tally:

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

XI. SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL
(Discussion/Action; see attachment)

A. New: DM V11, DM V45

B. Revision: ESRM V14, PSY V04 (TOP Code change since last meeting)

PSY V04- Originally a course that only had one reading required, primary reason was to adjust it to qualify for an additional CID designation. The top code was updated to align with MATH, to qualify for student center funding (SCFF).

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

Motion by: C. Branciforte

Seconded by: D. Farias

Discussion: Question- Do top codes impact where GE designation?

M. Bowen- This will not impact the GE designation.

Final resolution: Second reading course proposals approved (all)

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, J. Garner, M. Rivera,

M. Werness- Rude, P. Yi

No: None

Voting Tally:

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

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

1. Revision: AA-T Elementary Teacher Education

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

Motion by: M. Rivera

Seconded by: C. Branciforte

Discussion: None

Final resolution: Second Reading program proposal approved

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, J. Garner, M. Rivera,

M. Werness- Rude, P. Yi

No: None

Voting Tally:

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

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

1. New: SWHS V01L

2. Revision: SWHS V10

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

Motion by: C. Branciforte to amend the original motion and include first and second reading for proposals presented

Seconded by: M. Werness-Rude

Discussion: None

Final resolution: First and second reading proposals approved as amended.

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, J. Garner, M. Rivera,

M. Werness- Rude, P. Yi

No: None

Voting Tally:

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

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

1. None

C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL

1. New: A.S. Food Safety, COA Food Safety, COCN Food Safety

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

Motion by: N. Falco to amend the original motion and include first and second reading

Seconded by: C. Branciforte

Discussion: None

Final resolution: First and second reading proposals approved as amended.

Yes: C. Branciforte, D. Clark, N. Falco, D. Farias, J. Garner, M. Rivera, M. Werness- Rude, P. Yi

No: None

Voting Tally:

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

XIV. ADMINISTRATIVE CHANGES (Discussion/Action)

A. Correction/MQ Change: HED V87

Update to minimum qualifications made.

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

Motion by: D. Clark

Seconded by: M. Rivera

Discussion: Question: What are the rules for co-listed or cross listed classes that are two different designations? Will faculty hired to teach the course need to meet just one of the discipline areas min qualifications or will they need to meet both?

M. Bowen- The default is that if two or more disciplines are listed, a candidate possessing either one of the disciplines is eligible to be hired. There is the option for the department to request 2 or more designations.

Final resolution: Administrative change proposals approved

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

No: None

Voting Tally:

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

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

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

XVI. REPORTS (Information)

A. Co-Chairs

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

Item not discussed due to time

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. **TADA Workgroup – D. Farias-**

Update given in public comments.

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

1. **None**

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

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

Item not discussed due to time

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

Item not discussed due to time

- C. 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

Request for III.B to be a Priority 1 Discussion item for next agenda.

Meeting adjourned: 4:40 p.m.

NEXT MEETING

February 16, 2021 - 3:00 PM

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