



# Curriculum Committee Minutes

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	
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 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)
<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*

<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.

#### 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