



Curriculum Committee Minutes

Via Zoom

Tuesday, September 07, 2021 at 3:30pm

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

Called to order: 3:30 p.m.

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

VOTING MEMBERS		
Faculty co-chair	<input checked="" type="checkbox"/> Peter Sezzi (PS)	
Faculty co-chair	<input checked="" type="checkbox"/> Maline Werness-Rude (MWR)	
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"/> Nicole Falco (NF)	<input type="checkbox"/> (Vacant)
Career Education II Division	<input checked="" type="checkbox"/> Dorothy Farias (DF)	<input checked="" type="checkbox"/> John Clark (JC)
College Outcome Group Representative	<input type="checkbox"/> Asher Sund (AS) / Aurora Meadows (AM)	
English & Math Division	<input checked="" type="checkbox"/> Peter Yi (PY)	<input checked="" type="checkbox"/> Amanda Martin (AM)
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 type="checkbox"/> Rubisela Gamboa (RG)	<input type="checkbox"/> (Vacant)
Librarian	<input checked="" type="checkbox"/> Kaela Casey (KC)	
Sciences Division	<input checked="" type="checkbox"/> Gabi Wood (GW)	<input type="checkbox"/> (Vacant)
Student Services Division	<input checked="" type="checkbox"/> Maria Reyes-Sanchez (MRS)	<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"/> Cassandra Torres Ortiz	
Dean	<input type="checkbox"/> Bernard Gibson	<input type="checkbox"/> Dan Kumpf
Dean	<input type="checkbox"/> Lisa Putnam	<input type="checkbox"/> Felicia Dueñas
Dean	<input checked="" type="checkbox"/> Boglarka Kiss	<input type="checkbox"/> Phil Briggs
Dean	<input checked="" type="checkbox"/> Debbie Newcomb	<input type="checkbox"/> Leticia Canales
Dean	<input type="checkbox"/> Jesus Vega	
Academic Data Specialist	<input type="checkbox"/> Olivia Long	
Academic Data Specialist	<input 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: Francisco Fuentes (AES)

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

M. Werness-Rude called for a motion to approve the agenda

Motion by: D. Clark

Seconded by: M. Bowen

Discussion: None

Final resolution: Agenda approved as presented

*Yes: ALL M. Bowen, M. Callahan, K. Casey, D. Clark, J. Clark, N. Falco, D. Farias, K. Guzman
Gonzalez, A. Martin, M. Reyes-Sanchez, G. Wood, P. Yi*

No: None

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KC	KGG	MB	MC	MRS	MWR	NF	PS	PY	RG
	yes	yes	yes		yes	yes		yes	yes	yes	yes	yes		yes		yes	

Recorder's Notes: G. Espinoza-Sanchez arrived after the agenda vote. P. Sezzi and M. Werness-Rude count toward quorum but will not vote.

III. INTRODUCTIONS, AND PUBLIC COMMENTS AND GENERAL ANNOUNCEMENTS – Public Comments Limited to 5 minutes per person (Information)¹

A. Reminder to provide the COR not a syllabus when approached to share course information – P. Sezzi, M. Werness-Rude

Always provide the Course Outline of Record when asked to share course information, not the syllabus. If you are a faculty member and get a request for a syllabus, make sure to refer them back to the Articulation Officer who will give them the Course Outline of Record information.

B. 2021-2022 Curriculum Deadlines (see attachment) – P. Sezzi, M. Werness-Rude

Deadlines determined by various deadlines around campus – early registration, schedule posting, catalog, etc. Submitting curriculum by the deadline(s) listed doesn't guarantee it will be active the following academic year. That will depend on how much work is needed to the proposal once submitted and the responsiveness of all parties.

C. Technical Review Assistance Workshops

Michael Bowen to run drop-in technical curriculum workshops to be held Friday 9/10, 9/17, and 9/24 from 1:00pm-3:30pm via zoom. Faculty can get help with courses and programs. Peter and Maline will be in attendance as well (trading off).

Planning a more formal CourseLeaf training in future for the committee, so stay tuned.

D. Other Announcements

None

E. Public Comments

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.

IV. APPROVAL OF MINUTES: (Discussion/Action – 2 minutes)

M. Werness-Rude called for a motion to approve the minutes from the 8/17/21 Curriculum Committee meeting

Motion by: D. Clark

Seconded by: N. Falco

Discussion: None

Final resolution: Minutes from 8/17/21 approved as presented

*Yes: M. Bowen, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco,
D. Farias, K. Guzman Gonzalez, A. Martin, M. Reyes-Sanchez, G. Wood, P. Yi*

No: None

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KC	KGG	MB	MC	MRS	MWR	NF	PS	PY	RG
	yes	yes	yes	yes	yes	yes		yes	yes	yes	yes	yes		yes		yes	

V. OLD BUSINESS (Discussion/Action)

A. Resolution to Establish a Procedure for the Disposition of Courses Not Recently Revised or Not Recently Offered (Discussion/Action; see attachment – 10 minutes) –P. Sezzi, M. Werness-Rude, M. Bowen

M. Bowen drafted the resolution for discussion and voting.

M. Werness-Rude called for a motion to start discussion on the Resolution

Motion by: M. Bowen

Seconded by: D. Clark

*Discussion: The term “variant” to be replaced with “exception” in the last line of the Resolution. Occasionally, there may be justifiable reasons to keep a course. If that happened, the course author would need to come to the Curriculum Committee to explain and Curriculum Committee would vote whether to allow the exception.
A footnote explaining the Priority One report to replace the lengthier explanation.
Priority One list distributed at 5-year mark. Courses stay on the list for years 6 and 7.*

Amended motion: M. Bowen amended the motion to include voting on the Resolution with suggested changes included.

Seconded by: D. Clark

Final resolution: The final version of the Resolution including suggestions above will be brought as an information item to the next Curriculum Committee meeting, but will be voted on at today's meeting.

*Yes: M. Bowen, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco,
D. Farias, K. Guzman Gonzalez, A. Martin, M. Reyes-Sanchez, G. Wood, P. Yi*

No: None

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KC	KGG	MB	MC	MRS	MWR	NF	PS	PY	RG
	yes	yes	yes	yes	yes	yes		yes	yes	yes	yes	yes		yes		yes	

VI. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment – 5 minutes)

A. Review: ART V68

Maline Werness-Rude called for a motion to approve Requisite proposals

Motion by: M. Bowen

Seconded by: N. Falco

*Discussion: Q: Is there a reason that aspects of courses are separated into requisites and distance education? Why do we not just approve the course and all aspects once?
A: Title 5 and PCAH state you need to have separate review for requisites and distance education. The way we follow that rule is to have them separated on the agenda.*

Final resolution: Requisite proposal approved as presented

Yes: M. Bowen, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, K. Guzman Gonzalez, M. Reyes-Sanchez, G. Wood, P. Yi

No: None

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KC	KGG	MB	MC	MRS	MWR	NF	PS	PY	RG
	abst	yes	yes	yes	yes	yes		yes	yes	yes	yes	yes		yes		yes	

VII. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment – 5 minutes)

A. Review: ART V68

MWR called for a motion to approve the Distance Education proposals

Motion by: N. Falco

Seconded by: K. Guzman-Gonzales

Discussion: None

Final resolution: Distance Education proposal approved as presented

Yes: M. Bowen, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, K. Guzman Gonzalez, M. Reyes-Sanchez, G. Wood, P. Yi

No: None

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KC	KGG	MB	MC	MRS	MWR	NF	PS	PY	RG
	abst	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)

A. None

XII. A. FIRST READING PROPOSALS:

A. COURSE PROPOSALS REQUIRING SECOND READING (Discussion/Action; see attachment)

1. None

B. COURSE PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment – 2 minutes)

1. Revision: ART V68

C. PROGRAMS: (Discussion/Action; see attachment – 5 minutes)

1. Revision: Proficiency Award – Environmental Studies*

**proposed for simultaneous first and second reading*

Maline Werness-Rude called for a motion to approve the First Reading proposal B.1 – ART V68

Motion by: D. Clark

Seconded by: N. Falco

Discussion: Should be noted that course objective and content are nicely presented in this course outline of record – a great example

Final resolution: First Reading proposal B.1 approved as presented

Yes: M. Bowen, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, K. Guzman Gonzalez, M. Reyes-Sanchez, G. Wood, P. Yi

No: None

AS/AM	AM	DC	DF	GES	GW	JC	JF	KC	KGG	MB	MC	MRS	MWR	NF	PS	PY	RG
	abst	yes	yes	yes	yes	yes		yes	yes	yes	yes	yes		yes		yes	

Maline Werness-Rude called for a motion to approve the First Reading proposal C.1 – P.A. Environmental Studies

Motion by: D. Clark

Seconded by: N. Falco

Discussion: Revisions to the program were changing ESRM V11 to AG V04 to reflect course ID change, and proficiency award total unit requirements needed to be addressed.

Final resolution: First Reading proposal C.1 approved as presented

Yes: M. Bowen, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, K. Guzman Gonzalez, M. Reyes-Sanchez, G. Wood, P. Yi

No: None

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KC	KGG	MB	MC	MRS	MWR	NF	PS	PY	RG
	abst	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. Resolution: Requirement for Faculty (or Dean as the alternate) to attend the Technical Review Meeting (via zoom) if presenting a new or revised course or program. Exceptions would be Administrative Corrections (Discussion/Action – 15 minutes) – P. Sezzi, M. Werness-Rude

This Resolution is intended to prevent the slowing of the technical review process and courses and programs moving through that process toward approval.

As a note: If the Zoom provision for Brown act-governed committees (such as Curriculum Committee) is not extended past the current sunset date of Sept 30, the next Curriculum Committee meeting will be via Zoom but the meeting after that will be in person (Oct 5)

Tech Review will continue to meet via Zoom after September 30th, and possibly the entire semester, as it is not a Brown Act meeting.

For Tech Review attendance, Faculty would be first choice, then Department Chair, and then ultimately the Dean to attend the meeting in order to break down any roadblocks.

As a summary, if you are revising or creating a new course or program, you will be required to come to Tech Review in order to discuss/explain.

When should the faculty come to Tech Review? How do we communicate the best approach to colleagues? Programs – good idea is to attend in the Spring. Courses may be more subjective.

Tech Review workgroup Chair/members will reach out to faculty when they are ready with the program or course and with upcoming dates of meetings to attend.

New programs will also go through the rejuvenated Extended Tech Review process. This is prior to entering information into CourseLeaf.

Maline Werness-Rude called for a motion to discussion and approval of the resolution

Motion by: N. Falco

Seconded by: G. Wood

Discussion: See above

Final resolution: Resolution approved

Yes: M. Bowen, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, K. Guzman Gonzalez, A. Martin, M. Reyes-Sanchez, G. Wood, P. Yi

No: None

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KC	KGG	MB	MC	MRS	MWR	NF	PS	PY	RG
	yes	yes	yes	yes	yes	yes		yes	yes	yes	yes	yes		yes		yes	

B. Resolution: All courses and program proposals shall have simultaneous first and second reading unless further discussion is requested by a Curriculum Committee Member (Discussion/Action – 15 minutes) – P. Sezzi, M. Werness- Rude

This Resolution is intended to speed up the process but also allow a space for further conversation if needed.

Maline Werness-Rude called for a motion for discussion and approval of the resolution

Motion by: D. Clark to approve Resolution as written in the agenda

Seconded by: D. Farias

Discussion: None

Final resolution: Resolution approved as written in the agenda

Yes: M. Bowen, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, K. Guzman Gonzalez, A. Martin, M. Reyes-Sanchez, G. Wood, P. Yi

No: None

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KC	KGG	MB	MC	MRS	MWR	NF	PS	PY	RG
	yes	yes	yes	yes	yes	yes		yes	yes	yes	yes	yes		yes		yes	

C. Student Representative on Curriculum Committee – change to a voting member (Discussion – 15 minutes) – P. Sezzi, M. Werness-Rude

Continuing discussion from last Curriculum Committee meeting.

This would be a change in our voting roster. Discussion is about including a single student vote to include the student voice to our proceedings.

Motion by: D. Clark to begin discussion

Seconded by: N. Falco

Discussion: Membership of the Curriculum Committee is listed by position in the Academic Senate bylaws and any change would have to go through Senate and their process. If approved, the student representative would be counted toward quorum. Perhaps students could receive an incentive like a letter of recommendation for participating.

Moving forward, should the Co-Chairs move forward with bringing this to the Academic Senate? Suggestion made to write up something more formally to present to Senate. Resolution to be brought to the next Curriculum Committee for a vote.

No vote taken as this is a discussion item on the agenda.

Recorder's Note: P. Yi left the meeting after the vote.

M. Bowen asked if due to the interest of time, the committee could skip to item XIV.F (Curriculum Committee meeting dates).

D. Annual Curriculum Committee Training (Discussion – PPT demo; 30 minutes) – P. Sezzi, M. Werness-Rude

Item postponed due to time.

E. Curriculum Committee Goals for 2021-2022 (Discussion/Action; see attachment – 10 minutes) – P. Sezzi, M. Werness-Rude

Item postponed due to time.

F. Curriculum Committee Meeting Dates for AY 2021-2022 (Discussion/Action; see attachment – 5 minutes) – P. Sezzi, M. Werness Rude

Maline Werness-Rude called for a motion to approve the Curriculum Committee meeting schedule for AY 21-22

Motion by: D. Farias

Seconded by: D. Clark

Discussion: None

Final resolution: Curriculum Committee meeting schedule for AY 21-22 approved as presented

Yes: M. Bowen, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco,

D. Farias, K. Guzman Gonzalez, A. Martin, M. Reyes-Sanchez, G. Wood

No: None

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KC	KGG	MB	MC	MRS	MWR	NF	PS	PY	RG
	yes	yes	yes	yes	yes	yes		yes	yes	yes	yes	yes		yes			

G. Review of Curriculum process: CCT Task Force Updates (Standing Item; Discussion – 15 minutes) - G. Wood, D. Farias

Item postponed due to time.

H. Credit for Prior Learning

<http://go.boarddocs.com/ca/vcccd/Board.nsf/goto?open&id=C2PVPL7E93B6>

1. AP 4235 (Discussion – 10 minutes) –J. Kalfsbeek-Goetz

Item postponed due to time.

2. Proposal Review from Districtwide Credit for Prior Learning Committee (Discussion; see link above – 10 minutes) – M. Bowen

Item postponed due to time.

I. American Ethnic Studies Workgroup (Discussion/Action –5 minutes) – P. Sezzi, M. Werness-Rude, R. Gamboa, M. Bowen

Item postponed due to time.

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

1. Backlog of Programs (see attachment – 10 minutes)

2. Second Readings – 5 minutes

3. Streamline Agenda Items (Reports – 10 minutes)

Item postponed due to time.

- K. Standing Item: Anti-racism in curriculum (Discussion – 10 minutes) – J. Kalfsbeek-Goetz
<https://www.glendale.edu/about-gcc/faculty-and-staff/c-i-curriculum-and-instruction/creating-equitable-curriculum-guide>

Item postponed due to time.

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

- A. None

XVI. REPORTS (Information)

- A. Reports from Curriculum Institute - various attendees

Item postponed due to time.

- B. Co-Chairs

- C. Technical Review Chair

1. Program Status Spreadsheet (see link – 10 minutes)

https://vcccdventura-my.sharepoint.com/personal/mcallahan_vcccd_edu/Documents/Shared%20with%20Everyone/Program%20Status%20MJC.xlsx?web=1

- D. Articulation

- E. Board of Trustees/ DTRW-I (DCCI)

- F. Subcommittees/Workgroups

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

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

- A. None

XVIII. GENERAL ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

D. Farias: Reminder – Curriculum Committee members, please communicate to your departments that the program backlog has been cleared through the initial Tech Review step. Please let them know to actively go check their CIM queues and email. Many programs were returned to the originator and Michael Callahan sent emails to all. Please remind them to make edits and get their items back into workflow to get them back on their way to getting on the Tech Review and Curriculum Committee agendas.

M. Bowen – In addition, the status of the programs can also be checked via the spreadsheet (link listed above in Item XVI.C.1.

Meeting adjourned: 5:02 p.m.

NEXT MEETING

September 21, 2021 - 3:30 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