



Curriculum Committee Minutes

Via Zoom

Tuesday, November 17, 2020 at 3:00pm

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

Called to order: 3:05 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 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 checked="" 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"/> Maline Werness-Rude (MWR)
Librarian	<input checked="" type="checkbox"/> Peter Sezzi (PS)	
Sciences Division	<input checked="" type="checkbox"/> Gabriela Wood (GW)	<input checked="" 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 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 type="checkbox"/> Debbie Newcomb	
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 checked="" type="checkbox"/> Sharon Oxford	
Registrar	<input type="checkbox"/> Gaby Asamsama-Acuña	

Guests: Araceli Trujillo, Tania De Clark

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

M. Bowen called for a motion to approve the agenda

Motion by: P. Sezzi

Seconded by: M. Rivera

Discussion: Motion to adopt the agenda as modified to update XIII. C. Spanish AA-T to New proposal not a revision.

Motion by M. Callahan to move course and program approval items to the next item after the approval of the agenda and introduction.

Seconded by: D. Farias

Vote.

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

No- None

Final resolution: Agenda approved with correction and suggestion noted

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

No: None

Voting Tally:

AS/AM	DC	DF	GW	GES	HA	JF	JC	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	R G
n/a	n/a	yes	yes	yes	yes	yes	n/a	n/a	yes	n/a	yes	yes	yes	yes	yes	n/a	n/a

III. INTRODUCTIONS, AND PUBLIC COMMENTS (Information)¹

A. Co-Chair Announcements

There was a discovery of a bug in CourseLeaf that caused some fields to be missing like the CB codes or course title but this bug has been fixed.

B. 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)

M. Bowen called for a motion to approve the minutes from the 11/3/20 Curriculum Committee meeting

Motion by: P. Sezzi

Seconded by: H. Alawdi

Discussion: None

Final resolution: Minutes from 11/3/2020 approved as presented

Yes: D. Farias, G. Wood, G. Espinoza Sanchez, H. Alawdi, M. Bowen, M. Callahan, J. Fischer, K. Guzman Gonzalez, M. Rivera, N. Falco, P. Sezzi

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

V. OLD BUSINESS (Discussion/Action)

A. None

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

A. TADA Workgroup Items:

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

Concern shared of the backlog of programs. Suggestion for members of the Curriculum Committee to create work groups that advocate for their division programs and help track down things that are missing and preventing them from going through. Also, establishing processes on how to move alleviate the workload from going through a small group of people and moving forward in a more effective way.

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

Item not discussed 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 not discussed due to time.

4. 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)

Item not discussed due to time.

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

Item not discussed due to time.

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

Item not discussed due to time.

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

Item not discussed due to time.

E. 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.

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

Item not discussed due to time.

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

A. Spring 2021 DE Courses (see additional attachment)

M. Bowen called for a motion to approve Requisite proposals

Motion by: P. Sezzi

Seconded by: D. Farias

Discussion: None

Final resolution: Requisite proposals approved

Yes: D. Farias, G. Wood, G. Espinoza Sanchez, H. Alawdi, M. Bowen, M. Callahan, J. Fischer, K. Guzman Gonzalez, M. Rivera, N. Falco, P. Sezzi

No: None

Voting Tally:

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

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

- A. Round 3 Summer and Fall 2020 DE Courses (see additional attachment)**
B. Spring 2021 DE Courses (see additional attachment)

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

Motion by: D. Farias

Seconded by: K. Guzman

Discussion: None

Final resolution: Distance Education proposals approved

Yes: D. Farias, G. Wood, G. Espinoza Sanchez, H. Alawdi, M. Bowen, M. Callahan, J. Fischer, K. Guzman Gonzalez, M. Rivera, N. Falco, P. Sezzi

No: None

Voting Tally:

AS/AM	DC	DF	GW	GES	HA	JF	JC	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
		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. None**

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. Revision: AA-T Communication Studies**

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

Motion by: P. Sezzi

Seconded by: K. Guzman

Discussion: None

Final resolution: Second reading program approved

Yes: D. Farias, G. Wood, G. Espinoza Sanchez, H. Alawdi, M. Bowen, M. Callahan, J. Fischer, K. Guzman Gonzalez, M. Rivera, N. Falco, P. Sezzi

No: None

Voting Tally:

AS/A M	DC	DF	GW	GES	HA	JF	JC	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	n/a	yes	yes	yes	yes	yes	n/a	n/a	yes	n/a	yes	yes	yes	yes	yes	n/a	n/a

XIII. 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)

1. Round 3 Summer and Fall 2020 DE Courses (see additional spreadsheet)

14 additional courses have been discovered, these were late starting classes in either Summer or Fall 2020. So this is actual round 3, of the 400 courses that were approved back in September. Specific course ID's are in the attachment. These courses could be added to the approved courses list submitted to the state.

2. Spring 2021 DE Courses (see additional spreadsheet)

There about 104 courses that will be offered as DE in Spring 2021.

3. Revision: CHST V01/AES V20, CHST V02/AES V23, CHST V03/AES V03

These are revisions to 3 courses along with their co-listings that we would like to offer for the CSU AB 1460. There was a revision to the SLO's to satisfy the new requirements by the CSU's.

M. Bowen called for a motion to approve the First Reading course proposals (all)

Motion by: P. Sezzi to approve items B.1, B.2 and B.3 together

Seconded by: G. Wood

Discussion:

Question: On Item B. 3, will these courses be offered in other areas or only in Area F?

Answer: If courses were approved in a previous area, that would maintain. We're only modifying for these courses to also qualify for Area F.

Final resolution: First reading courses approved (all)

Yes: D. Farias, G. Wood, G. Espinoza Sanchez, H. Alawdi, M. Bowen, M. Callahan, J. Fischer, K. Guzman Gonzalez, M. Rivera, N. Falco, P. Sezzi

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

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

1. New AA-T Spanish

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

Motion by: P. Sezzi

Seconded by: K. Guzman

Discussion:

There's a list of courses in the degree that are alternative courses just in case a student test out of Span I or Span II.

Discussion on doing the first and second reading together since it's been waiting for review. Concerns were shared about the current process of first and second readings for programs and questions on whether the process is still effective. Further discussion will continue on the current process and how to move forward.

M. Rivera has moved to approve new AA-T SPAN for both first and second reading.

Vote.

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

No: None

Final resolution: First and Second Reading program proposal approved

Yes: D. Farias, G. Wood, G. Espinoza Sanchez, H. Alawdi, M. Bowen, M. Callahan, J. Fischer, K. Guzman Gonzalez, M. Rivera, N. Falco, P. Sezzi

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

XIV. ADMINISTRATIVE CHANGES (Discussion/Action)

A. None

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-B and IGETC Submissions will be happening between now and first Monday of December

C. Board of Trustees/ DTRW-I

1. All VC curriculum passed muster without receiving any recommendations for change at the 11/10 meeting of BOT.

2. 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)

D. Subcommittees/Workgroups

1. TADA Workgroup – M. Bowen, D. Farias

Item not discussed due to time.

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

1. A.S. Automotive Career Education approved at the State 11/12/20

Item not discussed due to time.

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

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

- B. COG concern about courses not recently offered or assessed – M. Bowen, A. Meadows

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

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

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

Items XVII. A-E not discussed due to time.

XVIII. REQUESTS FOR FUTURE AGENDA ITEMS

None

Meeting adjourned: 4:34 p.m.

NEXT MEETING

December 1, 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