



# Curriculum Committee Meeting Minutes

VIA ZOOM / MCW 301

Tuesday, March 1, 2022 at 3:30pm

**ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2023 UNLESS OTHERWISE NOTED.**

**Call to order: 3:32 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)	
Articulation Officer	<input checked="" type="checkbox"/> Michael Bowen (Interim)	
Technical Review Chair	<input 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 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 (KG)
Librarian	<input checked="" type="checkbox"/> Kaela Casey (KC)	
Library, Languages, Behavioral & Social Sciences Division	<input checked="" type="checkbox"/> Rubisela Gamboa (RG)	<input type="checkbox"/> (Vacant)
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 (GS)
NON-VOTING MEMBERS		
CIO co-chair	<input type="checkbox"/> Jennifer Kalfsbeek-Goetz	
ASVC Rep. (ASVC Director of Equity and Inclusion)	<input type="checkbox"/> (Vacant)	
Dean	<input type="checkbox"/> Bernard Gibson	<input type="checkbox"/> Dan Kumpf
Dean	<input checked="" type="checkbox"/> Lisa Putnam	<input checked="" type="checkbox"/> Felicia Dueñas
Dean	<input type="checkbox"/> Boglarka Kiss	<input type="checkbox"/> Phil Briggs
Dean	<input 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: Angela Madsen (BIOL), Francisco Fuentes, Jr. (ETHS)

## II. ADOPTION OF THE PROPOSED AGENDA (Discussion/Action – 2 min)

*P. Sezzi called for a motion to approve the agenda*

*Motion by: M. Bowen moved to amend and approve the agenda to reflect the addition of ASL V01 and ASL V02 - courses documented in spreadsheet- to Item XIII on the agenda/*

*Seconded by: D. Clark*

*Discussion: None*

*Final resolution: Agenda approved as amended.*

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

*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

*Recorder's Note: G. Wood arrived after the agenda vote.*

## III. INTRODUCTIONS AND GENERAL ANNOUNCEMENTS (Information)

### A. Public Comments (limited to 5 min per person) <sup>1</sup>

*None*

## IV. CURRICULUM COMMITTEE BUSINESS

### A. CAT Cleanup Workshop – Friday March 4, 1pm-3pm (Information – 5 min) – M. Werness Rude, P. Sezzi

*This workshop will be this Friday afternoon. Michael Bowen has been hosting and one of the co-chairs are usually there as well to help. Emails may be coming from Sarah Ayala regarding issues noticed in your programs. Consider going to the workshop for help.*

### B. Demonstration of Inactivation/Reactivation process (Information – 5 min) – M. Werness-Rude, P. Sezzi

*P. Sezzi demonstrated how to inactivate and reactivate a course, noting that is not a "deletion". The course remains in the system like it is "in storage" until use again, and is easily able to be recovered. It is the easiest solution for a course that needs an update that you know won't be offered for 2 or more years.*

## V. APPROVAL OF MINUTES: [February 15, 2022](#) (Discussion/Action – 2 min)

*P. Sezzi called for a motion to approve the 2/15/22 Curriculum Committee meeting minutes*

*Motion by: M. Bowen*

*Seconded by: D. Farias*

*Discussion: None*

*Final resolution: Minutes approved as presented*

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

*No: 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.

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

## VI. OLD BUSINESS (Discussion/Action)

### A. None

## VII. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment – 5 min)

### A. New: ASL V02

*P. Sezzi called for a motion to approve the Requisite proposals*

*Motion by: M. Bowen*

*Seconded by: N. Falco*

*Discussion: Changing ID and units to courses from SL (SL V10A, SL V0B, and SL V10C) – turning them into ASL V01 and V02 – effective Fall 2023.*

*Final resolution: Requisite proposal approved*

*Yes: M. Bowen, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, 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

## VIII. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment – 5 min)

### A. New: ASL V01, ASL V02

### B. Review: ART V04

*P. Sezzi called for a motion to approve the Distance Education proposals*

*Motion by: N. Falco*

*Seconded by: M. Bowen*

*Discussion: None*

*Final resolution: Distance Education proposal approved*

*Yes: M. Bowen, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, 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

## IX. MINIMUM QUALIFICATIONS (Discussion/Action)

### A. None

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

**A. Resolution Authorizing Remote Teleconference Meetings Pursuant To Brown Act Provisions Included in Assembly Bill (AB) 361 (Rivas) (Discussion/Action- 5 minutes; see [document here](#)) – M. Werness-Rude, P. Sezzi**

*P. Sezzi called for a motion to approve the Consent Agenda item*

*Motion by: M. Bowen*

*Seconded by: A. Martin*

*Discussion: None*

*Final resolution: Consent Agenda proposal approved*

*Yes: M. Bowen, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, 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

**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)**

**A. New: AS Chicana/o Studies**

*P. Sezzi called for a motion to approve the Second Reading program proposal*

*Motion by: M. Bowen*

*Seconded by: R. Gamboa*

*Discussion: None*

*Final resolution: Second Reading proposal approved*

*Yes: M. Bowen, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, 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

### XIII. FIRST READING PROPOSALS:

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

*\* Programs presented for First Reading Only*

##### 1. New: ASL V01, ASL V02

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

##### 1. Revision: ART V04

#### C. PROGRAMS: (Discussion/Action; see attachment - 5 min)

##### 1. New: AS Health Sciences, COA Agriculture Business, COA Community Health and Education, COA Holistic Health,

##### 2. Revision: AS-T Biology, AA-T English, AA-T Geography, AA Social Work/Human Services, AS Food Safety, AS Veterinary Technology, COA Plant Science

*P. Sezzi called for a motion to approve the First Reading proposal (Item XIII.A.1)*

*Motion by: M. Bowen – who also noted the addition of ASL V01 and ASL V02 and proposed them for first reading only as SLOs have not been entered.*

*Seconded by: D. Clark*

*Discussion: Many questions arise regarding SLOs and having a rep at the meetings would be helpful.*

*Final resolution: New courses approved for First Reading only and courses will come back for second reading at the next Curriculum Committee meeting.*

*Yes: M. Bowen, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, 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

*P. Sezzi called for a motion to approve the First Reading proposal (Item XIII.B.1)*

*Motion by: M. Bowen but also noted some corrections may be added after the meeting as this course has not been fully tech reviewed*

*Seconded by: D. Farias*

*Discussion: None*

*Final resolution: First Reading proposal approved*

*Yes: M. Bowen, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, 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

*P. Sezzi noted that these programs have not been through a complete Tech Review.*

*P. Sezzi called for a motion to approve the First Reading proposals (Item XIII.C.1)*

*Motion by: D. Clark moved to approve new programs for first reading only*

*Seconded by: D. Farias*

*Discussion: New Health Science Degree – similar to other programs across the state, including CSUs  
New Agriculture Business COA – Compliment to AST in Agriculture Business*

*These programs may come back to the next meeting depending on how far along things get in Tech Review/if they are ready to go. If they are not ready, they will come to a subsequent meeting. Programs will be discussed at the Curriculum Drop-In Workshop.*

*Final resolution: New programs approved for First Reading only.*

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

*No: None*

*Recorder's Note: K. Casey departed before the vote on item XIII.C.1.*

*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

*P. Sezzi called for a motion to approve the First Reading proposal (Item XIII.C.2)*

*Motion by: D. Clark*

*Seconded by: R. Gamboa*

*Discussion: For the 3/11 review meeting, can we invite those with the revisions on XIII.C.2. to attend and work through any issues?*

*Tech Review as a group at the meeting? D. Farias to contact Geography rep.*

*Final resolution: Proposals approved for First Reading only. Will come back to Curriculum Committee when they have been fully tech reviewed.*

*Yes: ALL  
M. Bowen, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa,  
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

#### **XIV. ADMINISTRATIVE CHANGES (Discussion/Action)**

##### **A. None**

#### **XV. POLICY AND PROCESS (Information or Discussion/Action)**

##### **A. Review of final [BP/AP 4020](#), [BP/AP 4102](#) (Information; 5 min) – P. Sezzi**

*These were voted on at the last DTRW-I meeting. We cannot make edits, but they are here for committee review*

## XVI. PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachments)

### A. Approval to “Grandfather” ASL V01 and ASL V02 with Local GE Designations (Discussion/Action) - M. Bowen

*P. Sezzi called for a motion to approve the Philosophy and General Education proposal*

*Motion by: D. Farias*

*Seconded by: R. Gamboa*

*Discussion: The new ASL Courses have virtually the content as the existing SL courses (SL V10A, V10B, and V10C), which will be inactivated in 2023. SL courses went through ID and unit change to become the new ASL courses. This proposal is to transfer the GE designation from the old courses to the new courses.  
SL V10A, V01B, and V01C will be on the books for next year as the ASL replacements will be effective Fall 2023.*

*Final resolution: P&GE proposal approved*

*Yes: ALL M. Bowen, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, 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

## XVII. REPORTS & STANDING ITEMS (Information)

### A. Co-Chairs – M. Werness Rude, P. Sezzi

#### 1. Model Courses and Programs

*(These are model courses, programs, and certificates. In this context “model” is defined by successful passage locally and at the state.)*

*These are provided for those who are currently revising programs. Examples/samples of approved courses and programs.*

### B. Technical Review Chair – M. Callahan, M. Bowen

#### 1. Program Status Spreadsheet (see attachment in share folder - 10 min)

*Michael Bowen is currently acting as Technical Review Chair and Interim Articulation Officer.*

### C. Articulation – M. Bowen

#### 1. Priority 1 list

### D. Board of Trustees/ DCCI (formerly DTRW-I)

### E. Subcommittees/Workgroups

#### 1. CCT Task Force Workgroup Updates – G. Wood, D. Farias

a. Link to the canvas course: <https://vcccd.instructure.com/enroll/L6JJLF>

#### 2. CAT Implementation Workgroup

### F. Recent Curriculum Approvals at the State (CCCCO) – S. Ayala

## XVIII. DISCUSSION/INFORMATION (Information or Discussion/Action)

### A. None

## **XIX. REQUESTS FOR FUTURE AGENDA ITEMS**

*None*

**NEXT MEETING**  
**Tuesday, March 15, 2022**  
**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

### Curriculum Committee 2021-2022 Goals:

- Provide additional training(s) to the Curriculum Committee on curricular and program proposals in order to promote a culture of participation at Curriculum Committee meetings
  - a) Brown Act/Meeting Procedures training
  - b) Viewing courses in CourseLeaf; things to look for in the Curriculum Review process
  - c) How to enter a course in CourseLeaf
- Committee collaboration with faculty and students to ensure maximum equity and anti-racism
  - a) See also the Academic Senate of California Community Colleges Resolution 9.01, "F21 Adding Culturally Responsive Curriculum, Equity Mindedness and Anti-Racism to Course Outline of Record (COR) Requirements in Title 5"
- Complete the Articulation Officer recruitment and, if it is not successful, continue recruitment until filled.
- Help Curriculum Committee members work with discipline faculty to have curricular and program proposals ready for Curriculum Committee approval
- Especially with regard to the order in which courses and programs are reviewed by Technical Review / Curriculum Committee—develop, publish and have Curriculum Committee approval for transparent prioritization lists regarding how and when curricular and programmatic proposals are reviewed
- Establish the Curriculum submission deadlines for next academic year no later than Spring of the current academic year