



Curriculum Committee Meeting Minutes

Tuesday, November 15, 2022 at 3:00pm

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

Called to Order: 3:06pm

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"/> Katie Owashi (KLO)	
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 checked="" type="checkbox"/> Kafui Okosun (KO)
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"/> Amanda Martin (AM)	<input type="checkbox"/> Vacant
Health, KIN, ICA, Performing & Visual Arts Division	<input type="checkbox"/> Krenly Guzman Gonzalez (KG)	<input checked="" type="checkbox"/> Robin Hester (RH)
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"/> Chloe Branciforte (CB)	<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 checked="" type="checkbox"/> Jennifer Kalfsbeek-Goetz	
ASVC Rep. (ASVC Director of External Affairs)	<input type="checkbox"/> Rona Williams	
Dean	<input type="checkbox"/> Bernard Gibson (Health/Kin/Athletics/PA)	<input checked="" type="checkbox"/> Aaron Jones (SCI)
Dean	<input type="checkbox"/> Lisa Putnam (Lib/Lang/S&B Sci/ Vis Art)	<input type="checkbox"/> Felicia Dueñas (CEII)
Dean	<input type="checkbox"/> Boglarka Kiss (Engl/Math/Comm)	<input type="checkbox"/> Phil Briggs (IE)
Dean	<input type="checkbox"/> Debbie Newcomb (CEI)	<input type="checkbox"/> Leticia Canales (Stud Serv)
Dean	<input type="checkbox"/> Jesus Vega (Stud Serv)	
Academic Data Specialist	<input type="checkbox"/> Olivia Long	
Academic Data Specialist	<input type="checkbox"/> Kelly Denton	
Recorder/Curriculum Specialist	<input checked="" type="checkbox"/> Sarah Ayala	
Distance Education Liaison	<input checked="" type="checkbox"/> Sharon Oxford	
Registrar	<input type="checkbox"/> Gaby Asamsama-Acuña	

Guests: Crystal Kallik (BUS), Cari Lange (CJ), Blane Schloo (DM), Ryan Petitfils (MATH),

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

In Item X.A – “BUS V23” should be BUS V32” and course should appear in DE section under “Revision/Review”.

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

Motion by: D. Clark moved to approve the agenda with the slight edits above

Seconded by: K. Owashi

Discussion: None

Final resolution: Agenda approved with small edit

Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Owashi, M. Reyes-Sanchez

No: none

Voting Tally:

AS/AM	AM	CB	DC	DF	GES	JC	KC	KGG	KLO	KO	MC	MRS	MWR	NF	PS	RH	RG
		yes	yes	yes	yes		yes		yes		yes	yes		yes			yes

III. INTRODUCTIONS AND GENERAL ANNOUNCEMENTS (Information)

A. Public Comments (limited to 5 min per person) ¹

Introduction: Cari Lang here from CJ to answer any questions

B. Curriculum Committee Meeting 11/29: Discussion Items Only

This will be a discussion only meeting on a few larger topics. Reading items will be included in the agenda – please review before the meeting.

IV. CURRICULUM COMMITTEE BUSINESS

A. None

V. APPROVAL OF MINUTES: [November 1, 2022](#) (Discussion/Action – 2 min)

M. Werness-Rude called for a motion to approve the minutes from the 11/1/22 Curriculum Committee meeting

Motion by: M. Callahan

Seconded by: N. Falco

Discussion: None

Final resolution: Minutes from the 11/1/22 meeting approved as presented

Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Owashi, M. Reyes-Sanchez

No: none

Voting Tally:

AS/AM	AM	CB	DC	DF	GES	JC	KC	KGG	KLO	KO	MC	MRS	MWR	NF	PS	RH	RG
		yes	yes	yes	yes		yes		yes		yes	yes		yes			yes

Recorder’s Note: J. Clark arrived after the minutes vote.

VI. OLD BUSINESS (Discussion/Action)

A. 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.

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

1. **New: AIT V05, BUS V55, BUS V57, CJ V38, CJ V54, CJ V56, CJ V59**
2. **Revised or Review: CD V10, CS V13*, CJ V06, CS V17/MATH V52*, CS V30*, DM V12, DM V30, DM V34, DM V40, DRFT V42, EDU V03, ENGL V10, ENGL V18, ENGL V23, FILM V11***

*denotes a Spring 2023 effective date

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

Motion by: K. Owashi moved to approved VII.1 and 2

Seconded by: M. Callahan

Discussion: B. Schloo discussed DM courses

Final resolution: All Requisite proposals approved

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

D. Farias, R. Gamboa, K. Owashi, M. Reyes-Sanchez

No: none

Voting Tally:

AS/AM	AM	CB	DC	DF	GES	JC	KC	KGG	KLO	KO	MC	MRS	MWR	NF	PS	RH	RG
		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: AG V05, AG V20, AIT V01, AIT V02, AIT V03, AIT V04, AIT V05, BUS V55, BUS V57, BUS V75, CJ V06, CJ V07, CJ V38, CJ V50, CJ V51, CJ V52, CJ V54, CJ V56, CJ V59, ENGL V23, KIN V82, FILM V07**
- B. **Revised or Review: *BUS V32*, BUS V52, CD V10, CD V11, CD V19, CS V13*, CS V17/MATH V52*, CJ V27, CS V30, DM V12, DM V30, DM V34, DM V40, DRFT V42, DRFT V51, EDU V03, ENGL V10, ENGL V18, FILM V10, FILM V11**

*denotes a Spring 2023 effective date

M. Werness-Rude called for a motion to approve the Distance Education proposals

Motion by: D. Clark moved to approve VIII. A and VIII.B as amended to include BUS V32

Seconded by: M. Callahan

Discussion: R. Hester discussed KIN V82 – Dept is looking to build a Coaching Certificate of Achievement

Final resolution: All Distance Education proposals approved

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

D. Farias, R. Gamboa, K. Owashi, M. Reyes-Sanchez

No: none

Voting Tally:

AS/AM	AM	CB	DC	DF	GES	JC	KC	KGG	KLO	KO	MC	MRS	MWR	NF	PS	RH	RG
		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. Update: BUS V23 V32, CD V10, CD V11, CD V19, CS V13*, CS V17/MATH V52*, CS V30*, DRFT V42, FILM V07, FILM V11*

*denotes a Spring 2023 effective date

M. Werness-Rude called for a motion to approve the Consent Agenda proposals

Motion by: M. Callahan

Seconded by: N. Falco

Discussion: None

Final resolution: Consent Agenda proposals approved

Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Owashi, M. Reyes-Sanchez

No: none

Voting Tally:

AS/AM	AM	CB	DC	DF	GES	JC	KC	KGG	KLO	KO	MC	MRS	MWR	NF	PS	RH	RG
		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. None

XIII. FIRST READING PROPOSALS:

A. COURSE PROPOSALS REQUIRING BOARD OF TRUSTEE APPROVAL (Discussion/Action; see attachment)

1. New: AG V05, AG V20, AIT V01, AIT V02, AIT V03, AIT V04, AIT V05, BUS V55, BUS V57, BUS V75, CJ V38, CJ V50, CJ V51, CJ V52, CJ V54, CJ V56, CJ V59, KIN V82

2. Revision: DM V12, DM V30, DM V34, DM V40, EDU V03

B. COURSE PROPOSALS NOT REQUIRING BOARD OF TRUSTEE APPROVAL (Discussion/Action; see attachment – 2 min)

1. Revision: CJ V06, CJ V07, CJ V27, DRFT V51, ENGL V10, ENGL V18, ENGL V23, FILM V10*

*denotes a Spring 2023 effective date

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

1. New: COA Agriculture Pest Control Adviser Preparation, COA Industrial Technology and Fabrication, COA Heavy Equipment and Industrial Systems Operation and Maintenance, AS-T Film, Television, and Electronic Media

2. Revision: PA Social Work/Human Services

M. Werness-Rude called for a motion to approve the First Reading proposals
Motion by: D. Clark moved to approve XIII.A and XIII.B
Seconded by: M. Callahan
Discussion: C. Kallik discussed new BUS courses
C. Lange discussed new CJ courses. They will be going into a future Forensic Science program
D. Farias discussed new AIT courses "Applied Industrial Technology" – new Discipline.
Final resolution: First Reading proposals in XIII A and B approved
Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Owashi, M. Reyes-Sanchez
No: none

Voting Tally:

AS/AM	AM	CB	DC	DF	GES	JC	KC	KGG	KLO	KO	MC	MRS	MWR	NF	PS	RH	RG
		yes	yes	yes	yes	yes	yes		yes		yes	yes		yes			yes

Recorder's Note: R. Hester and K. Okosun arrived after the First Reading XIII.A and B vote.

M. Werness-Rude called for a motion to approve the remaining First Reading proposals
Motion by: K. Owashi moved to approve XIII.C in total
Seconded by: M. Callahan
Discussion: M. Werness-Rude discussed new Film Degree
D. Farias discussed new AIT programs. In the process of building stackable certificates
Final resolution: First Reading proposals in XIII C approved
Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, R. Hester, K. Okosun, K. Owashi, M. Reyes-Sanchez
No: none

Voting Tally:

AS/AM	AM	CB	DC	DF	GES	JC	KC	KGG	KLO	KO	MC	MRS	MWR	NF	PS	RH	RG
		yes	yes	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. None

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

A. None

XVII. REPORTS & STANDING ITEMS (Information)

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

1. Training: CIM/CAT Crosswalk Tips – S. Ayala

CIM to CAT crosswalk, course/program revision cheat sheets presented and reviewed. Items can be found [here](#) and will be posted in the canvas curriculum page.

2. Training: Topic of Choice – M. Werness-Rude

What would the committee like to review? What would be helpful to everyone?

Hands-on training was suggested on an actual revision course. Recording the revision process would be helpful for future reference. Eventually move to a new course, lecture only, lab only, lec/lab, etc.

Maline to work on a training for a revised lecture course for the December Curriculum Committee meeting.

B. Technical Review Chair – M. Callahan

1. Program Status Spreadsheet (see [attachment](#) in share folder)

2. Curriculum Summary Report can be found [here](#)

Michael Callahan discussed the two reports and the status of Curriculum Committee progress.

C. Articulation – K. Owashi

Still in holding period with the large projects. We will share when

Dan went to the recent ASCCC meeting and shared updates. Dan shared ASCCC Fall Plenary

Adopted Resolutions, for those who are interested:

<http://go.boarddocs.com/ca/vcccd/Board.nsf/goto?open&id=CKUMZE5AB2B1>

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

Discussion on AP/BP on Credit for Prior Learning, no real talk on compressed calendar

E. Subcommittees/Workgroups

1. CCT Task Force Workgroup Updates – D. Farias

Anyone that has access to it, please go in and explore. Dorothy would like to update the site during the break.

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

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

Starting to submit courses approved this semester.

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

A. None

XIX. REQUESTS FOR FUTURE AGENDA ITEMS

None

M. Werness-Rude: Happy Thanksgiving to all! Look forward to seeing you all on the 29th.

Adjourned: 4:19pm

NEXT MEETING
November 29, 2022
(Discussion Items Only)
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

2022-2023 Curriculum Committee Goals:

- Provide training(s) to the Curriculum Committee (CC) on curricular and program proposals in order to promote a culture of participation at CC meetings
- Complete FT Articulation Officer recruitment and, if it is not successful, continue recruitment until filled.
- Develop and implement specific processes for course and program in-putting and review that involve CC members
 - a. Help CC members work with discipline faculty to have curricular and program proposals ready for CC approval
 - b. Engage CC members in the technical review of courses
- Maintain transparency of:
 - a. Course and program review processes
 - b. Higher order curricular issues (and types of curriculum)
- Committee supports faculty in revising courses/programs 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"

[Curriculum Canvas Page Link](#)