



Curriculum Committee Minutes

VIA ZOOM or MCW 312

Tuesday, August 23, 2022 at 3:30pm

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

Meeting Called to Order: 3:35pm

I. ROLL CALL (Quorum is 8 out of 15 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 type="checkbox"/> (Vacant)	
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"/> Amanda Martin (AM)	<input type="checkbox"/> Vacant
Health, KIN, ICA, Performing & Visual Arts Division	<input type="checkbox"/> Krenly Guzman Gonzalez (KG)	<input type="checkbox"/> (Vacant)
Librarian	<input checked="" type="checkbox"/> Kaela Casey (KC)	
Library, Languages, Behavioral & Social Sciences Division	<input 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 type="checkbox"/> Gema Espinoza Sanchez (GS)
NON-VOTING MEMBERS		
CIO co-chair	<input type="checkbox"/> Jennifer Kalfsbeek-Goetz	
ASVC Rep. (ASVC Director of External Affairs)	<input checked="" type="checkbox"/> Rona Williams	
Dean	<input type="checkbox"/> Bernard Gibson	<input type="checkbox"/> Sciences Dean (Vacant)
Dean	<input type="checkbox"/> Lisa Putnam	<input 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: Michael Bowen, Colleen Coffey (HIST), Ali Fazelpour (CS), Monica Furmanski (PHOT), Kafui Okosun (NS)

II. 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

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

Motion by: D. Clark

Seconded by: C. Branciforte

Discussion: None

Final resolution: Resolution approved

Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, N. Falco, D. Farias, A. Martin, M. Reyes- Sanchez

No: None

Voting Tally:

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

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

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

Motion by: N. Falco

Seconded by: D. Clark

Discussion: An interest of discussing Curriculum Committee membership was brought up, and item has been added to “future agenda items” section of these notes for the next agenda.

Final resolution: Approved

Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, N. Falco, D. Farias, A. Martin, M. Reyes- Sanchez

No: None

Voting Tally:

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

IV. INTRODUCTIONS AND GENERAL ANNOUNCEMENTS (Information)

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

Brief introductions made for all in attendance

Public Comment: Michael Bowen:

Kelly Wellman was remembered as a valued member of this committee, and will be missed.

The efforts and efficiency of Peter and Maline were acknowledged and commended.

Encouragement to learn by doing own research, accepting leadership roles on the committee, reminder to keep the catalog accurate with only courses in use.

Thanks given for the honor of serving on the Curriculum Committee for so many years.

M. Werness-Rude: Thanks to Michael for the help and support over the years! We hope you enjoy retirement!

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.

V. APPROVAL OF MINUTES: [May 3, 2022](#) (Discussion/Action – 2 min)

M. Werness-Rude called for a motion to approve the minutes of the 5/3/22 Curriculum Committee Meeting

Motion by: N. Falco

Seconded by: D. Clark

Discussion: None

Final resolution: Minutes approved as presented

Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, N. Falco, D. Farias, A. Martin, M. Reyes- Sanchez

No: None

Voting Tally:

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

VI. OLD BUSINESS (Discussion/Action)

A. [Curriculum Committee Survey Results](#) Discussion to be held on 9/1/22: time and further details TBD (Information) – M. Werness-Rude, P. Sezzi

Expect conversation to be extensive, so we would like to have a separate meeting on the flex day 9/13/22 (error on the agenda) for discussion. More details to come.

B. [Curriculum Committee Meeting Dates for 2022-2023](#) (Discussion; Action) – P. Sezzi, M. Werness-Rude

M. Werness-Rude called for a motion to approve the AY 22/23 Curriculum Committee meeting dates

Motion by: D. Farias move to approve as listed

Seconded by: N. Falco

Discussion: Curriculum Committee and Tech Review are going back to 3pm start time – ending at 4:30pm. Error on attachment. Meetings will be in MCW 312 AND zoom. Tech Review meetings will be zoom or LRC 125

Final resolution: Approved

Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, N. Falco, D. Farias, A. Martin, M. Reyes- Sanchez

No: None

Voting Tally:

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

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

- A. New: ANTH V09, CDL N103**
- B. Revised: ACCT V01A, ACCT V01B, ACCT V03, ACCT V08, ANTH V06, ANTH V07, ART V27 (same as WEL V27), BIOL V03, BIOL V04, BIOL V12, BUS N161, BUS N162, FREN V02, GEOG V01L, MATH V05, MATH V40, PHYS V04, PHYS V05, POLS V04, POLS V05, POLS V14, SPAN V03S, WEL V04, WEL V20, WEL V30, WEL V27 (same as ART V27)**
- C. Review: ANTH V36 (same as CJ V36), BUS V07A, BUS V25, CJ V36 (same as ANTH V36), CS V11, ENGL V01C, KIN V50B, MATH V04, MATH V21C, PHYS V02AL, PHYS V04L, PHYS V05L, PSY V07, WEL V03**

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

Motion by: D. Clark moved to approve items in VII.A only

Seconded by: N. Falco

Discussion: None

Final resolution: Requisite proposals in VII.A approved

Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, N. Falco, D. Farias, A. Martin, M. Reyes- Sanchez

No: None

Voting Tally:

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

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

Motion by: D. Clark moved to approve remaining proposals

Seconded by: C. Branciforte

Discussion: None

Final resolution: Requisite proposals approved

Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, N. Falco, D. Farias, A. Martin, M. Reyes- Sanchez

No: None

Voting Tally:

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

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

- A. New: ANTH V08, ANTH V09, ART V27 (same as WEL V27), POLS V18, WS V20, WEL V27 (same as ART V27)**
- B. Revision: ANTH V06, ANTH V36 (same as CJ V36), ATEB N105, ATEB N106, BIOL V04, CJ V36 (same as ANTH V36), FREN V01, KIN V50A, KIN V50B, KIN V80, KIN V81, POLS V03, POLS V04, POLS V05, POLS V14, SOC V04, SPAN V03S**
- C. Review: ACCT V01A, ACCT V01B, ACCT V02, ACCT V03, ACCT V04, ACCT V08, ACT N102, ACT N103, ANTH V07, ART V09A, BIOL V03,**

BIOL V12, BUS N161, BUS N162, BUS N163, BUS V07A, BUS V25, BUS V27A, BUS V30, CDL N101, CDL N103, CS V11, EAC N132, ENGL V01C, FREN V02, GEOG V01, HIST V16, MATH V04, MATH V05, MATH V21C, MATH V40, PHYS V02AL, PHYS V04, PHYS V04L, PHYS V05, PHYS V05L, POLS V17, PSY V07, PSY V25, SOC V05, WEL V01, WEL V03, WEL V04, WEL V20, WEL V30, WS V22

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

Motion by: C. Branciforte moved to approve all DE proposals

Seconded by: D. Farias

Discussion: This section of the spreadsheet will be double checked for accuracy in reporting temporary and permanent modes.

Discussion on where to find the notations for DE in the CIM courses

Final resolution: Distance Education proposals approved

Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, N. Falco, D. Farias, A. Martin, M. Reyes- Sanchez

No: None

Voting Tally:

AS/AM	AM	CB	DC	DF	GES	JC	KC	KGG	MC	MRS	MWR	NF	PS	RG
	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. Inactivations: BIOL V23, EAC V21, EAC V26, EAC V95, EAC V96, HIST V30, LS V09, MT V01, MT V03, PHIL V06A, PHIL V06B, POLS V10, SL V10A, SL V10B, WEL V66

B. Updates: BUS V07A, BUS V25, BUS V27A, BUS V30, CS V11, FREN V01, KIN V50A, KIN V50B, MATH V04, MATH V21C, PHYS V02AL, PHYS V04L, PHYS V05L, POLS V17, PSY V07, SOC V04, SOC V05, WEL V20

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

Motion by: D. Clark moved to approve all Consent Agenda items.

Seconded by: C. Branciforte

Discussion: None

Final resolution: Consent Agenda items approved

Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, N. Falco, D. Farias, A. Martin, M. Reyes- Sanchez

No: None

Voting Tally:

AS/AM	AM	CB	DC	DF	GES	JC	KC	KGG	MC	MRS	MWR	NF	PS	RG
	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 SECOND READING (Discussion/Action; see attachment)

- 1. New: ANTH V08, ANTH V09**
- 2. Revision: ACT N102, ACT N103, ART V27 (same as WEL V27), CDL N101, CDL N103, EAC N132, WEL V03, WEL V04**

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

- 1. Revision: ACCT V01A, ACCT V01B, ACCT V02, ACCT V03, ACCT V04, ACCT V08, ANTH V06, ANTH V07, ANTH V36 (same as CJ V36), ART V09A, ATEB N105, ATEB N106, BIOL V03, BIOL V04, BIOL V12, BUS N161, BUS N162, BUS N163, CJ V36 (same as ANTH V36), ENGL V01C, FREN V02, GEOG V01, GEOG V01L, HIST V16, KIN V80, KIN V81, MATH V05, MATH V40, PHYS V04, PHYS V05, POLS V03, POLS V04, POLS V05, POLS V14, POLS V18, PSY V25, SPAN V03S, WEL V01, WEL V20, WEL V27 (same as ART V27), WEL V30, WS V20, WS V22**

M. Werness-Rude called for a motion to approve the First Reading Courses proposals in XIII.A.1 and 2 (New courses)

Motion by: D. Clark

Seconded by: N. Falco

Discussion: Question: ACCT N102 changes discipline but the ACT N103 does not. Is this intentional? Peter to check and get back to the group for second reading.

Final resolution: New Courses approved for First Reading and will come back to the next meeting for Second Reading.

Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, N. Falco, D. Farias, A. Martin, M. Reyes- Sanchez

No: None

Voting Tally:

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

M. Werness-Rude called for a motion to approve the First Reading course proposals in XIII.B

Motion by: D. Clark

Seconded by: A. Martin

Discussion: None

Final resolution: First Reading proposals in XIII.B approved

Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, N. Falco, D. Farias, A. Martin, M. Reyes- Sanchez

No: None

Voting Tally:

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

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

1. Revision: AS Nursing

M. Werness-Rude called for a motion to approve the First Reading Program proposal in XIII.C

Motion by: D. Farias

Seconded by: N. Falco

Discussion: None

Final resolution: First Reading program proposal approved.

Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, N. Falco, D. Farias, A. Martin, M. Reyes- Sanchez

No: None

Voting Tally:

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

XIV. ADMINISTRATIVE CHANGES (Discussion/Action)

A. Courses: CS V45 (previously approved as CS V47)

B. Programs: COA CSU GE-Breadth, COA IGETC

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

Motion by: C. Branciforte

Seconded by: J. Clark

Discussion: None

Final resolution: Administrative Changes approved

Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, N. Falco, D. Farias, A. Martin, M. Reyes- Sanchez

No: None

Voting Tally:

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

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. Remaining courses at the AO Step in CIM

In Spring of last academic year, there were a huge number of courses on our P1 list – (up for their 5-year review). Usually revisions were fairly easy, but 4 years ago we transferred curriculum systems, and a huge amount of data was lost. A lot of work has to be done. This was compounded by the fact that the State also changed systems and a lot of information was lost. Faculty have really had to go above and beyond in their 5-year revisions. Good news is almost every single one of those courses has made it through technical review, or has made it to the Articulation Officer (AO) queue.

At the moment, we do not have an AO. The VPAA is in the process of hiring a new AO(s) to hopefully start after the holiday in September. Courses at the AO step will remain until someone can review them. That review is required for them to move forward in the process.

Deadlines were simplified – one deadline at the end of April last year for Fall 2023. General plan is to continue that this year, but deadlines will be confirmed at a later meeting.

“First in, first out” (FIFO) is the ultimate goal, but without an AO, it becomes a challenge for workflow. What is the pleasure of the committee? Hold fast to FIFO, or can we adjust to approve courses that would not typically require AO review and have those come to a CC meeting – aka non-transferrable courses.

Group agreed to keep courses moving forward and adjust from FIFO if necessary until the AO is up and running.

Courses that are being revised/updated but have already approved at the State to be the next priority after non-transferrable courses. New courses last so AO has time to review.

B. Technical Review Chair – M. Callahan

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

Recap of courses at AO queue. Admiration to Maline and Peter who have been able to move a lot of courses through technical review due to their efforts.

Recap of where all the programs are using the spreadsheet. Better to contact Peter, Maline or Michael before you submit your program.

C. Articulation

1. New and Re-Approvals: UC TCA, CSU GE-Breadth, IGETC – M. Werness-Rude

List showed – will be attached to the minutes – of new and reapprovals coming through the approval queue

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

E. Subcommittees/Workgroups

1. CCT Task Force Workgroup Updates – D. Farias

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

Workgroup be continuing the work and inviting new members to join the course.

2. CAT Implementation Workgroup – S. Ayala

Item not discussed due to time.

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

1. All Fall 2022 courses and programs have been approved.

New online catalog: <https://catalog.vcccd.edu/>

Addendum to add 2 new programs just approved at the State was completed and is attached to the new catalog.

XVIII. CURRICULUM COMMITTEE BUSINESS

A. Discussion about Fall 2023 course/program Tech Review (Discussion – 10 minutes) – P. Sezzi, M. Werness-Rude

Item not discussed due to time.

B. Committee Goals for AY 22-23 (Discussion) – P. Sezzi, M. Werness-Rude

Item not discussed due to time.

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

A. None

XX. REQUESTS FOR FUTURE AGENDA ITEMS

Requested item: Discussion/Action of Curriculum Committee membership, expanding membership, department representatives.

Meeting Adjourned: 5:04pm

**NEXT MEETING
September 6, 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