



# Curriculum Committee Meeting Minutes

VIA ZOOM / MCW 301

Tuesday, December 6, 2022 at 3:00pm

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

*Meeting Called to Order: 3:06 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"/> 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 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 checked="" type="checkbox"/> Asher Sund (AS)	
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"/> Robin Hester (RH)
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 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 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"/> Vacant	<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:** A. Fazelpour (CS), V. Stewart (BUS), N. Cole (THA), M. Haydon (A&R)

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

*M. Werness-Rude noted that the AA in Film Studies is being removed from consideration for this meeting. It is not quite ready, and will be brought back at a Curriculum Committee meeting in the spring.*

*M. Werness-Rude called for a motion to approve the agenda with the edit listed above*

*Motion by: M. Callahan*

*Seconded by: N. Falco*

*Discussion: None*

*Final resolution: Approved*

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

*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: G. Espinoza-Sanchez arrived after the agenda vote.*

## III. INTRODUCTIONS AND GENERAL ANNOUNCEMENTS (Information)

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

*No public comments. A. Fazelpour from CS Dept introduced himself.*

## IV. CURRICULUM COMMITTEE BUSINESS

### A. None

## V. APPROVAL OF MINUTES: [November 15, 2022](#), and [November 29, 2022](#) Discussion/Action – 2 min)

*M. Werness-Rude called for a motion to approve the minutes from 11/15/2022 and 11/29/2022 meetings*

*Motion by: K. Owashi moved to approve both minutes*

*Seconded by: M. Callahan*

*Discussion: None*

*Final resolution: Both minutes approved as presented*

*Yes (for 11/15/22) C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, K. Owashi, M. Reyes-Sanchez, A. Sund*

*No (for 11/15/22) None*

*Abstain (for 11/15/22) A. Martin*

*Yes (for 11/29/22) C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, A. Martin, K. Owashi, M. Reyes-Sanchez, A. Sund*

*No (for 11/29/22) None*

*Voting Tally (for 11/15/22):*

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

<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 (for 11/29/22):

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			

## VI. OLD BUSINESS (Discussion/Action)

### A. Presentation of proposed BS Degree in ACE

*M. Werness-Rude opened presentation, no discussion or questions.*

### B. Resolution Regarding Baccalaureate Degrees at VC

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

*Motion by: D. Clark moved to approve as amended during any discussion*

*Seconded by: M. Callahan*

*Discussion: What is the purpose of the semester date at the end of the resolution?*

*To identify the term before the earliest Baccalaureate degree would be effective.*

*Confusion with wording was noted and Resolution text was changed at the meeting to the following:*

*"When a course or program at the baccalaureate-degree level is proposed, it shall be reviewed in accordance with procedures established, reviewed and approved by the Ventura College Curriculum Committee. These procedures will be approved no later than by the end of the Spring 2023 semester."*

*Final resolution: Amended Resolution approved*

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

*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			

### C. Resolution Regarding Resolution Regarding the Introduction of Classified Staff as a Voting Member (Discussion/Action)

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

*Motion by: D. Clark moved to approve as amended during any discussion*

*Seconded by: K. Owashi*

*Discussion: Consideration needed of Academic Data Specialists for the voting member role – swap out "Curriculum Technician", for addition of "Academic Data Specialist", removal of he/she for inclusivity, and typo corrections.*

*Revised Resolution text reads the following:*

*"The Ventura College Curriculum Committee recommends to the Ventura College Academic Senate that the membership of the Curriculum Committee, as defined by the Academic Senate By-Laws be amended to allow for one voting representative from the classified service. The Curriculum Committee recommends that the voting classified representative be one of the following roles: Academic Data Specialist, Curriculum Specialist, Distance Education Liaison, Assistant Registrar, or Registrar. The Classified Senate shall appoint one of the positions from the above-listed roles prior to the first Curriculum Committee meeting of the academic year. If the designated voting representative is unable to attend a particular Curriculum Committee meeting, the representative may alert the Curriculum Committee Chair of a designated alternate from one of the other listed classified roles outlined above."*

*Side discussion happened where it was discussed as to whether the SLO reps need to come to the CC meetings. Vote does not include this discussion, only the Resolution.*

*Final resolution: Amended Resolution approved*

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

*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			

**D. Resolution Regarding Open Entry/Open Exit Courses (Discussion/Action) (Discussion/Action)**

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

*Motion by: D. Clark moved to approve as amended during any discussion*

*Seconded by: A. Martin*

*Discussion: Discussion regarding details of the resolution. [Revised resolution](#) text found link.*

*Final resolution: Resolution approved as amended*

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

*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			

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

- 1. New: BUS V28BL, CS V61, CS V62, CS V63, FILM V29B, GIS V27, THA V07B, THA V12A, THA V12B**
- 2. Revised or Review: BUS V28B, CD V04, CD V04L, CD V66, CD V66L, IDS V13, THA V02B, THA V02C, THA V02D, THA V03B, THA V05B, THA V06B, THA V11A, THA V11B, THA V11C, THA V11D, THA V13A, THA V13B, THA V13C, THA V13D, THA V15A, THA V15B, THA V22B, THA V29B, THA V30A, THA V30B, THA V31A, THA V31B**

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

*Motion by: K. Owashi moved to approve VII.1 and 2 together*

*Seconded by: M. Callahan*

*Discussion: None*

*Final resolution: A. Fazelpour briefly discussed CS courses – no questions asked  
Requisite approvals approved as presented.*

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

*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			

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

- A. New: BUS V28B, BUS V28BL, CS V61, CS V62, CS V63, DANC V14/THA V14, FILM V29A, FILM V29B, GIS V27, KIN V83, KIN V87, THA V07B, THA V12A, THA V12B, THA V30A, THA V30B, THA V31A, THA V31B**
- B. Revised or Review: CD V04, CD V04L, CD V66, CD V66L, IDS V09, IDS V13, THA V01, THA V02A, THA V02B, THA V02C, THA V02D, THA V03A, THA V03B, THA V05A, THA V05B, THA V06A, THA V06B, THA V07A, THA V08, THA V11A, THA V11B, THA V11C, THA V11D, THA V13A, THA V13B, THA V13C, THA V13D, THA V15A, THA V15B, THA V17A, THA V17B, THA V20, THA V21, THA V22B, THA V22B, THA V28, THA V29A, THA V29B**

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

*Motion by: A. Martin moved to approve VIII.A and B. together*

*Seconded by: M. Callahan*

*Discussion: Correction in VIII.B: "THA V07" should be "THA V07A"*

*Final resolution: Distance Education proposals approved with the slight correction as mentioned above*

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

*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			

**IX. MINIMUM QUALIFICATIONS (Discussion/Action)**

- A. None**

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

- A. 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**

- B. Update: CD V04, CD V66, THA V08**

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

*Motion by: M. Callahan moved to approve X.A and B. together*

*Seconded by: K. Owashi*

*Discussion: None*

*Final resolution: Consent Agenda items approved*

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

*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			

**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: BUS V28BL, CS V61, CS V62, CS V63, FILM V29A, FILM V29B, GIS V27, KIN V83, KIN V87, THA V07B, THA V12B

2. Revision: THA V07A, THA V12A, THA V30A, THA V30B

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

1. Revision: BUS V28B, CD V04L, CD V66L, DANC V14/THA V14, IDS V09, IDS V13, THA V01, THA V02A, THA V02B, THA V02C, THA V02D, THA V03A, THA V03B, THA V05A, THA V05B, THA V06A, THA V06B, THA V11A, THA V11B, THA V11C, THA V11D, THA V13A, THA V13B, THA V13C, THA V13D, THA V15A, THA V15B, THA V17A, THA V17B, THA V20, THA V21, THA V22A, THA V22B, THA V28, THA V29A, THA V29B, THA V31A, THA V31B

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

1. Inactivation: PA CNC Machine Operator, PA CNC Manufacturing Applications

2. New: ~~AA Film Studies~~, COA CNC Machine Operator, COA CNC Machinist

*M. Werness-Rude called for a motion to approve the First Reading Proposals*

*Motion by: M. Callahan moved to approve XIII. A and B.*

*Seconded by: D. Farias*

*Discussion: None*

*Final resolution: XIII. A and B. approved*

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

*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			

*M. Werness-Rude called for a motion to approve the First Reading Program Proposals excluding AA Film Studies*

*Motion by: M. Callahan moved to approve XIII.C 1 and 2*

*Seconded by: J. Clark*

*Discussion: J. Clark spoke on the CNC COAs. Hoping to create opportunities for students to move into industries faster. Removing PAs and replacing them with stackable credentials.*

*Final resolution: XIII.C 1 and 2 approved*

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

*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			

#### **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: Reactivating and Entering a Course in CourseLeaf (ART V10)**

- Training postponed to an upcoming Spring Curriculum Committee meeting due to time*

- P. Sezzi – We will continue to meet for the Curriculum Committee via zoom until we hear otherwise.*

- B. Technical Review Chair – M. Callahan**

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

- 2. [Curriculum Summary Report](#)**

- M. Callahan discussed the Spreadsheet and Report. 487 courses and 25 programs have been approved this semester. Congratulations everyone, and thank you for doing your part to make it happen.*

- C. Articulation – K. Owashi**

- Attended a meeting on AB1111 (common course numbering). They're still working out the timeline, and the group is deciding on particular actions and different phases of implementation. It appears we are not expected to fully implement by July 2024, but rather a plan for the implementation stages. Hopefully more information coming soon.*

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

- VC will be submitting a large submission from the Curriculum Committee's busy semester at the December 8, 2022 meeting.*

- E. Subcommittees/Workgroups**

- 1. CCT Task Force Workgroup Updates – D. Farias**

- a. Link to the canvas course:**

- <https://vcccd.instructure.com/enroll/L6JJLF>

- Dorothy hoping to get in Canvas during the break to add information and clean up information. If you see anything needed, don't hesitate to contact her.*

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

- 204 courses from recent Curriculum Committee meetings have submitted to the State and approved. Working through the long list.*

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

- A. None**



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

*None*

*Wishing everyone a wonderful holiday and look forward to seeing you again in January!*

**Meeting adjourned: 4:25pm**

**NEXT MEETING**  
**January 17, 2023**  
**(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](#)