

Minutes

Campus Center Conference Room
October 16, 2012

MEMBERS PRESENT: H. Dalton, D. Newcomb, N. Fredrickson, R. Koerner, A. Bittl, K. Peinado, M. Bowen, A. Kolesnik, R. Chaparro, A. Gonzales, G. Arevalo

NON-VOTING MEMBERS PRESENT: R. Sanchez, S. Bricker, L. Resendiz, N. Duangpun

GUESTS: Andy Cawelti, Gigi Fiumerodo, Kathleen Schrader, Alan Walker

MEETING OPENED AT 3:00 P.M. by R. Sanchez

APPROVAL OF MINUTES: October 2, 2012: R. Sanchez called for a motion to approve the minutes. K. Peinado moved to accept, D. Newcomb seconded, and the motion carried unanimously.

SECTION ONE:

REQUIRING COMMITTEE ACTION

I. Curricular Proposals for Approval

A. Credit Courses: Second Reading

1. New

2. Revise

T=Title (substantial); U=Units, H=Hours (increased); P=Prereq, C=Coreq (substantial);
D=Description (substantial); F=Fees (required); R=Repeat (added or increased)

3. Prerequisite(s)/Corequisite(s)/Recommended Preparation

4. 88s and 89s

5. Distance Education (new)

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions): Second Reading

- **AS/COA Business General (Delete)**
-APPROVED for second reading
 - A motion to approve was made by M. Bowen and seconded by H. Dalton.

- **AS/COA Medical Assistant - Multi-Skilled (New)**
-APPROVED for second reading
 - A motion to approve was made by A. Bittl and seconded by H. Dalton.

- **AS/COA Medical Assistant – Administrative (Revised)**
-APPROVED for second reading with a minor correction that the original total units should be 19-20, rather than 24
 - A motion to approve was made by M. Bowen and seconded by A. Bittl.

7. Noncredit Courses

8. Study Abroad/International Education

B. Credit Courses: First Reading

1. New

- **ANTH V05 Culture and Communication 3 units**
-Course is being proposed for inclusion in the Anthropology transfer degree.
-It was recommended to include the word “Linguistics” in the title.
-Gigi Fiumerodo will make the change to the title and bring it back to second reading.
-APPROVED for first reading

2. Revise

T=Title (substantial); U=Units, H=Hours (increased); P=Prereq, C=Coreq (substantial);
D=Description (substantial); F=Fees (required); R=Repeat (added or increased)

- **AES V02B (same-as HIST V05B) (D)**
 - **HIST V05B (same-as AES V02B) (D)**
- APPROVED for first reading**

3. Prerequisite(s)/Corequisite(s)/Recommended Preparation

- **ANTH V05 (PR)**
-Gigi Fiumerodo will change the proposed Prerequisite to Recommended Preparation and bring it back to second reading.
-APPROVED for first reading

4. 88s and 89s

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5. Distance Education (new)

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6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions): First Reading

<ul style="list-style-type: none">• AS/COA Supervision (Revised) -APPROVED for first reading • COA Administrative Assistant (New) -The Committee asked to present Market Labor Analysis and Advisory Committee minutes at the next meeting. -BUS V07A needs to be revised as it is a lec-lab course. -APPROVED for first reading • COA State Smog Licensed Technician Preparation (New) -The Committee asked to have Advisory Committee Meeting minutes for the proposal. -AUTO V32 needs to be revised as it is a lec-lab course. -AUTO V49 is a new course which is awaiting approval. -APPROVED for first reading
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7. Noncredit Courses

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8. Study Abroad/International Education

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SECTION TWO:

COURSE AND PROGRAM INFORMATION ONLY—CONSENT AGENDA

II. Curricular Activity: Technical Action

A. Delete (Remove from catalog)

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B. Technical Revisions (Nonsubstantial Changes in Catalog)

ID=Course Number; T=Title; U=Units; H=Hours; P=Prereq; C=Coreq; RP=Rec Prep; D=Description; F=Fees; FT=Field Trips; R=Repeat; Was=Formerly; Same as; RS=Record Symbol; Non-degree; TR=Transfer

<ul style="list-style-type: none">• ANTH V03 (D)• Approval for Deletion of Repeatability per Title 5 Regulations for Experimental, Directed Studies and Internship courses (88s, 89s, 90s, 95s, 96s) <p>-APPROVED for Fall 2013</p>

C. Technical Revision (Articulation Purposes) – Does not require DTRW-I or Board approval.

CC=Course Content (substantial); LC=Lab Content (substantial); CO=Course Objectives (substantial)

- AES V02B (same-as HIST V05B) (CC; CO)
- HIST V05B (same as AES V02B) (CC; CO)

-APPROVED for Fall 2013

D. Course Review/Update (No catalog changes)

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E. Prerequisite(s)/Corequisite(s)/Recommended Preparation Review

- ANTH V03 (RP)

-APPROVED for Fall 2013

F. Distance Education (Revision/Update – No catalog changes.)

- ANTH V03

-APPROVED for Fall 2013

G. Degrees, Certificates and Awards (Nonsubstantial)

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**SECTION THREE:
DISCUSSION (CONSENT and/or ACTION)**

III. Action/Information/Discussion

A. Lec-Lab Courses Revision (Information) – L. Resendiz/N. Duangpun

List of lec-lab courses were provided to faculty as a reference. The deadline to submit the revised lec-lab courses is November 15, 2012. The changes made to the COR should only pertain to lecture and lab components (i.e. units/hours, course content, lab content, outside assignments, and repeatability).

B. CurricUNET compatibility issues with word processing software (Information) – M. Bowen/G. Arevalo

Software programs such as MS Word, Power Point, and Word Perfect have complex formatting that CurricUNET is not designed to handle. The best way to insert wording to an area (i.e. course objectives, course content, laboratory content, etc.) is to either type in directly or cut/copy and paste from a simple program such as a Notepad. Nan will email Deans and Department Chairs/Coordinators this information.

C. Title 5 Regulations – Units/Hours (Information) – G. Arevalo

Gloria explained the relationship of units and hours designated to lecture and laboratory components. According to Title 5 Regulations, Section 55002.5, it is permissible to adjust the number of contact hours in proportion that the increments are less than one half units. Ramiro stated that with this, there may be complications to Banner.

D. Family Development Process (Information) – G. Arevalo

Gloria stated that we should document on how we develop a family as to build a valid foundation. The instruction on how to submit a family was revised and was distributed to all faculty. Faculty are encouraged to use it as a template and should include any supporting documents with the submission. She further explained about the basis of constructing a family. The emphasis should be to create experiences for students due to removal of repeatability. Ramiro also pointed out that each discipline should talk and consult with their counter parts at our sister colleges to align the families across the District.

E. Update on C-ID and Transfer Degrees (Information) – G. Arevalo

Gloria handed out a document on Discipline Input Group Meeting (“DIGs”) for new TMC development, asking faculty to attend the discussion group that is pertinent to their disciplines in development of new TMCs and C-ID course descriptors to support transfer degrees. These are the group of majors that Ventura College may transfer students to CSUs.

The Philosophy & General Education Sub-Committee group will meet once a semester. Originally, the proposed meeting time was November 6, 2012 at 3 p.m. The members proposed a new meeting time to November 13, 2012 from 1 p.m. - 3 p.m. Gloria will confirm with Mark Pauley on the new meeting date and time.

F. CSU-Degrees Search (Information) – G. Arevalo

This item was tabled to the next meeting.

MEETING ADJOURNED AT 4:50 P.M.

NEXT MEETING

**October 30, 2012 - 3:00 p.m.
Campus Center Conference Room**