



Curriculum Committee Minutes -

Via Zoom

Tuesday, November 03, 2020 at 3:00pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2021 UNLESS OTHERWISE NOTED.

Called to order: 3:02 p.m.

I. ROLL CALL (Quorum is 10 out of 18 voting members)

VOTING MEMBERS		
Faculty co-chair / Interim Articulation Officer	<input checked="" type="checkbox"/> Michael Bowen (MB)	
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"/> Kelly Wellman (KW)	<input checked="" type="checkbox"/> Nicole Falco (NF)
Career Education II Division	<input checked="" type="checkbox"/> Dorothy Farias (DF)	<input type="checkbox"/> John Clark (JC)
College Outcome Group Representative	<input type="checkbox"/> Asher Sund / Aurora Meadows	
English & Math Division	<input type="checkbox"/> Peter Yi (PY)	(Vacant)
Health, KIN, ICA, Performing & Visual Arts Division	<input checked="" type="checkbox"/> Jeff Fischer (JF)	<input checked="" type="checkbox"/> Krenly Guzman Gonzalez (KGG)
Library, Languages, Behavioral & Social Sciences Division,	<input checked="" type="checkbox"/> Rubisela Gamboa (RG)	<input checked="" type="checkbox"/> Maline Werness-Rude (MWR)
Librarian	<input checked="" type="checkbox"/> Peter Sezzi (PS)	
Sciences Division	<input checked="" type="checkbox"/> Gabriela Wood (GW)	<input checked="" type="checkbox"/> Hafez Alawdi (HA)
Student Services Division	<input checked="" type="checkbox"/> Mario Rivera (MR)	<input checked="" type="checkbox"/> Gema Espinoza Sanchez (GES)
NON-VOTING MEMBERS		
CIO co-chair	<input checked="" type="checkbox"/> Jennifer Kalfsbeek-Goetz	
ASVC Rep. (ASVC Director of Equity and Inclusion)	<input checked="" type="checkbox"/> Lisa Marie Ruiz	
Dean	<input type="checkbox"/> Tim Harrison	<input type="checkbox"/> Dan Kumpf
Dean	<input type="checkbox"/> Lisa Putnam	<input checked="" type="checkbox"/> Felicia Dueñas
Dean	<input type="checkbox"/> Lynn Wright	<input type="checkbox"/> Phil Briggs
Dean	<input checked="" type="checkbox"/> Debbie Newcomb	
Academic Data Specialist	<input checked="" type="checkbox"/> Olivia Long	
Academic Data Specialist	<input checked="" type="checkbox"/> Felicia Torres (Kelly Denton)	
Recorder/Curriculum Technician	<input checked="" type="checkbox"/> Sarah Ayala / Tisa Medrano	
Distance Education Liaison	<input checked="" type="checkbox"/> Sharon Oxford	
Registrar	<input type="checkbox"/> Gaby Asamsama-Acuña	

Guests: Ty Gardner (BIOL), Robert Preston Pipal (BIOL), Collin Stocke (BIOL), Andrea Horigan (SOC), Collen Coffey (HIST), Marian Carrasco Nungaray (COUN)

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

M. Bowen called for a motion to approve the agenda

Motion by: K. Wellman

Seconded by: M. Werness-Rude

Discussion: Correction of Agenda discussed. Under Item V. D. Seeking volunteers for an ad hoc workgroup to review the rubric from item XIV. A., and recommendation of updates to the Curriculum Committee that address both course additions and course removals from the AA/AS GE list. Incorrect agenda item listed. change item XIV.A. to item V. A.

Final resolution: Item V. D needs to be corrected. change item XIV. A. to V. A.

Yes: H. Alawdi, M. Bowen, M. Callahan, D. Clark, N. Falco, D. Farias, J. Fischer, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude, G. Wood

No: None

Voting Tally:

AS/AM	DC	DF	GW	GES	HA	JF	JC	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	yes	yes	n/a	yes	yes	n/a	yes	n/a	yes	yes	yes	yes	yes	yes	n/a	n/a

Recorder's Note: R. Gamboa arrived after the vote, K. Guzman arrived after the vote.

III. INTRODUCTIONS, AND PUBLIC COMMENTS (Information)¹

A. Curriculum Committee Meeting Schedule Change: Additional Curriculum Committee Meeting - December 1, 2020

An additional Curriculum Committee Meeting has been added for Tuesday, Dec. 1st. This may not be on your original calendar invite so please add to your calendar Dec. 1st meeting at 3pm. It will be the same zoom meeting code as the regularly scheduled meetings.

B. Committee Decorum – M. Bowen, J. Kalfsbeek-Goetz

Discussion on the use of the chat function during meetings. It's been brought up by students, staff, and faculty that the use of the chat is distracting and unacceptable when someone is speaking.

Agreement upon members that the chat is a useful tool and will continue to be used at the discretion of participants. If unable to use properly, there will be further discussion on disabling the chat option.

C. Public Comments

Public comment by Robert Preston Pipal

Public comment by Ty Gardner

Public comment by Lisa Marie Ruiz

Public comment by Marian Carrasco Nungaray

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.

M. Bowen updated the Curriculum Committee members on a conversation with Sandy Melton, the Program Director of the Nursing. At the request of one of the Curriculum members, Michael discussed the removal of ANAT V01 with Sandy. Sandy expressed being neutral about the removal/non-removal of the ANAT V01 from GE but expressed concern about the discussion to reinstate a BIOL V01 prerequisite to ANAT V01 and was strongly against it. The Board of Registered Nursing and the ACEN which are the outside crediting agencies require the Nursing Programs to list prerequisites in their program and if we added a prereq to ANAT V01 it would increase the units required for an already high unit program.

IV. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes from the 10/20/20 Curriculum Committee meeting

Motion by: D. Clark

Seconded by: K. Wellman

Discussion: None

Final resolution: Minutes Approved

Yes: H. Alawdi, M. Bowen, M. Callahan, D. Clark, N. Falco, D. Farias, J. Fischer, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude, G. Wood, G. Espinoza Sanchez

No: None

Voting Tally:

AS/AM	DC	DF	GW	GES	HA	JF	JC	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	yes	yes	yes	yes	yes	n/a	yes	n/a	yes	yes	yes	yes	yes	yes	n/a	n/a

Recorder's Note: K. Guzman arrived after the vote (having connection issues)

V. OLD BUSINESS (Discussion/Action)

A. Removal from local AA/AS GE list: requested by host department (Discussion/Action):

1. ANAT V01

M. Bowen called for a motion to approve

Motion by: D. Clark

Seconded: D. Farias

Discussion: M. Ruiz: Raised concern about comments made by the Biology faculty and felt they misunderstood what the students were stating in regards to the difficulty of the class. Every professor has students of different educational backgrounds coming to their class and what are the faculty doing to help those students who find their course to be difficult?

D. Farias: This is an important issue but it's prevented the Curriculum Committee from being able to complete one agenda. We're behind over a year now for approving program reviews and certificates because we've taken a lot of time on one item and were not effective and efficient in the time discussing this item. So, if we're really concerned about access and equity for our students to have degrees and programs and be able to receive financial aid, then we should be more concerned about the backlog. If this is going to happen every time a course is up for removal, going forward we should think about structuring the conversations to happen outside of Curriculum Committee time.

J. Kalfsbeek-Goetz: I agree, we need to have those conversations outside of the Curriculum Committee meeting and hopefully come up with an agreement. I think a lot of conversations have happened outside of the CC meetings, but the problem is we have yet to come to an agreement. So, I think because we haven't come to an agreement and negotiated something that makes everyone happy, it's found its way here.

D. Clark: As the original member for the motion, I'm moving to have the vote now but would like to give M. Rivera an opportunity to speak since his hand is up.

M. Rivera- I agree, we've spent a great deal of time on this already and hopefully we will be able to move past this. I look at this as more of a public policy issue in some ways, it's beyond the proposal from the department or discipline faculty but once it gets to a governance committee it becomes a public policy issue, if we believe

otherwise what is the use of a governance committee. This notion that somehow because a proposal is provided by discipline experts we need to automatically approve it as such. That begs the question of, what are we doing here in governance and why don't we simply just have a process that goes through it without being reviewed by other people? Dorothy's idea I agree completely, some of this stuff needs to be handled way before. Maybe we should include in our decision people that are impacted above and beyond the discipline faculty because it impacts other people in our community. It's critically important that as we move forward, we ask ourselves in the situations when we're considering removing a course, what else could we have done to prevent that and also consider the involvement by perhaps looking beyond our individual areas of expertise.

G. Espinoza Sanchez: Some of the conversations have made me even more confused about what our process for approving or removing courses is? I agree, a lot of these conversations should have taken place outside of the committee. How does a faculty go about removing courses and what procedures happen? It almost seems to me counterproductive that we as the committee want to establish processes and procedures for faculty to know exactly what they should be doing to get a course approved or not approved but yet this happened to the biology faculty. I think if we are trying to streamline procedures and processes that we can all understand, I wish P&GE would have taken that request from ANAT, made it clear they didn't have a procedure and brought it to the dept in terms of the request and figuring out how we want to go about it so there's a procedure before it reaches here.

G. Wood: This is starting to feel like a filibuster, and as far as I understand this has been brought to the table to be voted on. I'm not sure what the procedure is. Jennifer said there's been meetings outside with counseling and life science faculty. And I'm not sure if this is yet again an attempt to postpone the vote, but that's what it feels like.

K. Wellman- I need a point of clarification. I thought someone said there were 18 or 19 other classes that students could take in place of this one class?

J. Kalfsbeek-Goetz: There are other courses on the GE list. The primary difference is this class counts as GE as well as a requirement for the Nursing students. As far as the non-nursing students, there are many other classes they can take and won't have to take another science course

P. Sezzi: I hope that no matter the outcome we can maybe come back to this in the spring and look at this as a process, as opposed to an outcome and look at a better way to address this knowing that there is no perfect process that this committee can come up with that will avoid these conversations in the future. However, maybe we can make it so it's not as acrimonious.

M. Bowen: Item V. D is an item to start that process. Which is we want to reexamine the process for GE submissions in general and have this ad hoc workgroup we're hoping to form study the issue, make recommendations to the committee and then come up with a procedure we can document and publish in the curriculum handbook. That's the goal of that item V. D. is to establish a procedure that we can share with faculty

Motion by G. Wood to move the question.
 Seconded by: H. Alawdi

AS/AM	DC	DF	GW	GES	HA	JF	JC	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
	yes	yes	yes	no	yes	yes	n/a	yes	n/a	yes	no	ab	yes	n/a	no	n/a	yes

- Final resolution: GE designation for ANAT V01 will be removed from the catalog as of fall 2021
 Yes: D. Clark, D. Farias, G. Wood, H. Alawdi, K. Wellman, M. Werness-Rude, M. Callahan, N. Falco
 No: G. Espinoza-Sanchez, J. Fischer, M. Rivera, P. Sezzi, R. Gamboa
 Abstain: M. Bowen

Voting Tally:

AS/A M	DC	DF	G W	GE S	HA	JF	JC	K W	KG G	MW R	M R	M B	MC	NF	PS	PY	RG
	yes	yes	yes	no	yes	no	n/a	yes	n/a	yes	no	ab	yes	yes	no	n/a	no

Recorder's Note: K. Guzman not present for vote

B. GE Course Rubrics (Information; see attachment)

M. Bowen: There were a couple requests for information regarding our GE course rubric and course approval process. In the agenda attachments you can view the forms we currently use when faculty apply for GE designation. This form was recommended around 5 years ago by the P&GE group and voted by the Curriculum Committee to adopt this form. It is the process to document addition of GE courses that are made.

The first page provides faculty member or department information and which area of GE the course aligns with. The P&GE workgroup describes the result of the decision and signs off on it. After it's been signed by P&GE, the recommendation will go to the Curriculum Committee. In terms of the requirements for a course to satisfy GE requirements, it partly comes from Title 5 (§55063(b)) and VCCCD (AP 4025) Board policies and procedures. Area F (AP 4025) is not required for subject specific AA or AS degrees.

The General Education Area definitions and evaluation rubric form includes each area of the rubric and has a specific list that pertains to the GE requirements. Each area of the rubric will have 5 questions, currently it only requests an explanation for "yes" responses. If we decided to develop a similar rubric for removing a course, we want to allow the possibility for a "no" answer along with an area to provide an explanation in the event that a faculty member wishes to remove a GE designation.

This is the form the P&GE uses, to analyze the questions, analyze the responses and analyze the descriptions that are provided by the faculty in order to come to a recommendation by consensus of whether the course is suitable or not for GE. Those recommendations are passed to the CC and placed on the CC agenda under the P&GE item and will be voted on by members.

This is the paperwork faculty needs to fill out and bring to P&GE group to get a course approved for GE. The P&GE workgroup make a recommendation and that recommendation is forwarded to CC which generally has the final vote. These are the forms that we're hoping the as hoc workgroup will be addressing in order to make them more flexible, so they not only address questions about a faculty requesting to make a new course for GE but also to remove an existing course from the GE list. Right now, it's biased of adding a course it doesn't really handle the case of removing a course.

C. Course Approval Process (Information; see attachment)

This item was discussed with item B above.

D. Seeking volunteers for an ad hoc workgroup to review the rubric from item XIV. A., and recommendation of updates to the Curriculum Committee that address both course additions and course removals from the AA/AS GE list (Discussion/Action)

If you're interested in participating and forming an ad hoc workgroup please feel free to contact Michael Bowen.

VI. POLICY AND PROCESS (Information or Discussion/Action)

A. CSUGE Area F/ AB 1460: Continued Discussion (Discussion, see attachment) – J. Kalfsbeek-Goetz, M. Bowen

J. Kalfsbeek-Goetz announced we as a campus are addressing AB 1460, which is the development of Ethnic Studies. We have the commitment of our President and the leadership team to support the development of an Ethnic Studies department. We've had some healthy conversations discussing curriculum and what hiring should look like. There's a real interest in doing an out of cycle request for full time faculty. I have no doubt based on the conversations I've had, that for the next academic year we will have at least one course with the possibility of more that meet the area F requirements. I've had multiple conversations with CSU articulation officers ensuring us they will review them in a very expedited process so that we can get those courses in our catalog for next academic year. There's still a lot to discuss in terms of the development of the department but I'm excited we're moving in that direction.

B. Grading for Noncredit Courses: Blanket Approvals (Discussion/Action) – S. Mossembekker, J. Kalfsbeek-Goetz

We're ready to transcript noncredit courses and programs but the vast majority of courses that we have in CourseLeaf that are noncredit do not specify the grading option. So, the request coming from the Registrar's office is asking can we possibly agree to pass a measure that would allow us to take every currently approved noncredit course and assign a grading option of letter grade or pass/no pass. If the courses can be graded, some of our enhanced noncredit certificates can lead to completion. Without the grading option, they can't be counted as a completion. We realized A&R can't go in and change that even though it is allowed by the state.

M. Bowen called for a motion to approve

Motion by: N. Falco

Seconded by: D. Farias

Discussion: D. Newcomb: I'm concerned that it's at the student's discretion because I know we chose letter grades for the noncredit police academy courses specifically because it needed to match the credit course. I would not want that to be at the student's discretion.

M. Bowen: We can amend the motion that the police academy is letter graded only.

D. Farias: How do we know there's not other noncredit courses that would like that same distinction? We need a better system than to seek out the answer for that. We can vote to blanket it for now but just like we did for DE we will have to find out what grading system they want and update the core appropriately.

M. Bowen: I think we just need to provide guidance to A&R. The motion I believe has been amended so all the course that are noncredit will be graded student option with the exception of police science which is letter grade only and we will allow for the possibility that other courses may need to be letter grade only and will be done through the course outline process.

P. Sezzi? We're going to retroactively allow courses that have already started as nongraded to now be graded at the student's discretion?

J. Kalfsbeek-Goetz: Because it was already approved at the state, students were told they had the grading option so instructors are holding on to the grades. So, students believed it was already an option and we realized it hadn't been updated yet and realized it had to be approved at CC.

Final resolution: Motion by D. Clark to continue CC for additional 10 mins

Yes: Motion approved to adopt this as the interim grading policy

D. Clark, D. Farias, G. Wood, J. Fischer, M. Werness-Rude, M. Bowen, M. Callahan, N. Falco, P. Sezzi, R. Gamboa

No: None

Voting Tally:

AS/AM	DC	DF	GW	GES	HA	JF	JC	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	yes	yes	n/a	n/a	yes	n/a	n/a	n/a	yes	n/a	yes	yes	yes	yes	n/a	yes

Recorder's Note: G. Espinoza-Sanchez, H. Alawdi, K. Wellman, M. Rivera not present for vote

C. Banner Sync Issue (Discussion) – M. Bowen, J. Kalfsbeek-Goetz, O. Long

Item not discussed due to time

D. Course Inactivations that affect programs (Discussion) – M. Bowen

Item not discussed due to time

E. T ADA Workgroup Items:

1. Backlog of Programs from AY 19-20 (Discussion/Action)
2. Priority 1 courses from AY 19-20 and AY 20-21 and issues with ADT updates (Discussion/Action)
3. Creation/Dissemination of quick reference materials that can be used for minor COR updates (Discussion) – D. Farias (on behalf of TADA workgroup) Link to Curriculum Handbook:
<https://mbowenc.000webhostapp.com/curriculum/docs/Ventura%20College%20Curriculum%20Handbook%202020.docx>
4. Delegation of Curriculum Committee members to create working teams to assist in Curriculum Committee duties/tasks/backlog (Discussion/Action) – D. Farias (on behalf of TADA workgroup)

F. New Program Forms: CP-3, CP-4, NP-3, NP-4, CA1 (Discussion/Action; see attachments) – M. Bowen, M. Callahan

G. Curriculum Committee Training (Discussion) – M. Bowen
[https://mbowenc.000webhostapp.com/curriculum/docs/\(202008%20MB\)%20Curriculum%20Committee%20Training.pptx](https://mbowenc.000webhostapp.com/curriculum/docs/(202008%20MB)%20Curriculum%20Committee%20Training.pptx)

H. H. Standing Item: Anti-racism in curriculum (Discussion) – J. Kalfsbeek-Goetz

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

A. None

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

A. None

IX. MINIMUM QUALIFICATIONS

A. None

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

A. None

**XI. SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL
(Discussion/Action; see attachment)**

A. Revised: ACT N102, BUS V46

M. Bowen called for a motion to approve the Second Reading course proposals

Motion by: P. Sezzi

Seconded by: N. Falco

Discussion: None

Final resolution: Motion to approve the Second Reading course proposal

Yes: D. Clark, D. Farias, G. Wood, J. Fischer, M. Werness-Rude, M. Bowen, M. Callahan, N. Falco, P. Sezzi

No: None

Voting Tally:

AS/AM	DC	DF	GW	GES	HA	JF	JC	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	yes	yes	n/a	n/a	yes	n/a	n/a	n/a	yes	n/a	yes	yes	yes	yes	n/a	n/a

Recorder's Note: G. Espinoza-Sanchez, H. Alawdi, K. Wellman, M. Rivera, R. Gamboa not present for vote

**XII. SECOND READING PROGRAMS: CURRICULAR PROPOSALS FOR APPROVAL
(Discussion/Action; see attachment)**

1. None

**XIII. A. FIRST READING: CURRICULAR PROPOSALS REQUIRING SECOND READING
(Discussion/Action; see attachment)**

1. None

B. FIRST READING: CURRICULAR PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment)

1. None

C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL

1. Revision: AA-T Communication Studies

M. Bowen called for a motion to approve the First Reading proposals

Motion by: M. Werness-Rude

Seconded by: P. Sezzi

Discussion: None

Final resolution: Motion to approve the First Reading proposals

Yes: D. Clark, D. Farias, G. Wood, J. Fischer, M. Werness-Rude, M. Bowen, M. Callahan, N. Falco, P. Sezzi

No: None

Voting Tally:

AS/AM	DC	DF	GW	GES	HA	JF	JC	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	yes	yes	n/a	n/a	yes	n/a	n/a	n/a	yes	n/a	yes	yes	yes	yes	n/a	n/a

Recorder's Note: G. Espinoza-Sanchez, H. Alawdi, K. Wellman, M. Rivera, R. Gamboa not present for vote

XIV. ADMINISTRATIVE CHANGES (Discussion/Action)

A. None

XV. PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action)

A. None

XVI. REPORTS (Information)

A. Co-Chairs

B. Articulation/C-ID

C. Board of Trustees/ DTRW-I

- 1. All VC curriculum passed muster without receiving any recommendations for change at the 10/8 meeting of that body.**

Item not discussed due to time

- 2. The body's recommendations for the revision of the Credit for Prior Learning policies BP/AP 4235 have been forwarded to Chancellor's Cabinet for review and approval by BOT (see attachments)**

Item not discussed due to time

D. Subcommittees/Workgroups

- 1. TADA Workgroup – M. Bowen, D. Farias**

Item not discussed due to time

E. New Curriculum Approvals at the State (CCCCO) – S. Ayala

- 1. None**

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

A. Pass/No Pass Grading Issue between CurricUNET and CourseLeaf (Information) – M. Bowen

B. COG concern about courses not recently offered or assessed – M. Bowen, A. Meadows

C. Updated Title 5 Index Spreadsheet (Information; see attachment) – M. Bowen

D. Acronym Excerpt from Curriculum Handbook (Information; see attachment – M. Bowen

**E. Proposed Program Submission Excerpt from Curriculum Handbook
(Information; see attachment) – M. Bowen**

XVII Items A through E were not discussed due to time

XVIII. GENERAL ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

None

Meeting adjourned: 4:40 p.m.

NEXT MEETING

November 17, 2020 - 3:00 PM

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, Interim Vice President Academic Affairs
Ventura College - 4667 Telegraph Road - Ventura, CA 93003
(805) 289-6464