



Curriculum Committee Minutes

Via Zoom

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

Called to order: 3:00 p.m.

I. ROLL CALL (Quorum is 9 out of 17 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 checked="" 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 (Interim)	<input checked="" type="checkbox"/> Jennifer Kalfsbeek-Goetz	
ASVC Rep. (ASVC President)	<input type="checkbox"/> Michael Shouten	
Dean	<input type="checkbox"/> Tim Harrison	<input type="checkbox"/> Dan Kumpf
Dean	<input checked="" type="checkbox"/> Lisa Putnam	<input checked="" type="checkbox"/> Felicia Dueñas
Dean	<input type="checkbox"/> Lynn Wright	<input type="checkbox"/> Marcelo Vazquez
Dean	<input checked="" type="checkbox"/> Debbie Newcomb	<input type="checkbox"/> Phil Briggs
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	
Distance Education Liaison	<input checked="" type="checkbox"/> Sharon Oxford	
Registrar	<input type="checkbox"/> Gaby Asamsama-Acuna	

Guests: Eric Irwin (ACE), Robert Pipal (BIOL), Ty Gardner (BIOL), James Walker (Athletics), Crystal Kallik (BUS)

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

M. Bowen called for a motion to approve the agenda
Motion by: D. Farias moved to approve the agenda but to reorder items VII, XII, XIII and XIV up on the agenda between Items IV and V on the agenda.
Seconded by: P. Yi
Discussion: None
Final resolution: Items re-arranged, agenda approved
Yes: H. Alawdi, M. Bowen, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, R. Gamboa, K. Guzman Gonzalez, M. Rivera, P. Sezzi, K. Wellman, M. Werness- Rude, G. Wood, P. Yi

No: None

Voting Tally:

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

III. INTRODUCTIONS, AND PUBLIC COMMENTS (Information)¹

New members to the committee: Hafez Alawdi (Natural Sciences) and Gabi Wood (Natural Sciences), Krenly Guzman Gonzalez (Performing Arts)
Several guests mentioned: Jimmy Walker (Athletics), Robert Pipal (BIOL), Ty Gardner (BIOL)
S. Ayala: Tisa Medrano, the new Office Assistant in the Student Learning and Academic Affairs office will be assisting in taking notes at the Tech Review and Curriculum Committee meetings (and possibly the P&GE meeting) this semester. Please be aware she is new to the meetings and terminology, please slow down/repeat items for the notes as needed. Thank you team and thank you, Tisa!

Public Comments:

D. Newcomb – Would like to recognize the unbelievable “TADA” workgroup and the leadership of Dorothy Farias and Chloe Branciforte in completing the DE Addendum project this summer - and thank them sincerely.
E. Irwin (ACE) – Here to answer any questions about the ACE program

IV. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes from the 5/5/20 Curriculum Committee meeting
Motion by: N. Falco
Seconded by: P. Sezzi
Discussion: Correction requested. Item V.C Credit by Exam: Add note in the minutes that this vote should not have been taken due to insufficient information on the topic. Strike votes from the record. The vote is not binding due to not receiving the information in accordance with Brown Act rules.
Final resolution: Minutes from 5/5/20 approved with correction as noted above
Yes: H. Alawdi, M. Bowen, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, R. Gamboa, K. Guzman Gonzalez, M. Rivera, P. Sezzi, K. Wellman, M. Werness- Rude, P. Yi

No: 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.

Voting Tally:

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

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

A. Curriculum Deadlines (Discussion/Action; see attachment) – M. Bowen, O. Long

This item briefly mentioned at the end of the meeting.

See attachments for further information. First deadline is major revisions to credit courses and programs/all noncredit courses and programs – submission deadline is Sept 14th.

Deadlines tied to the Banner roll, which is done District-wide.

B. Curriculum Committee Meeting Schedule (Discussion/Action; see attachment) – M. Bowen

Item postponed until next meeting due to time.

C. Spring 2021 potential DE Addenda (Discussion/Action) – J. Kalfsbeek-Goetz, D. Farias (on behalf of TADA workgroup), M. Bowen

1. ≈120 courses identified as likely candidates for Spring 2021 updates
2. Distinguishing spring DE updates from Fall/Summer
3. Effective date? Spring 2021?

Item postponed until next meeting due to time.

D. Faculty Resolution Regarding DE Approval (Discussion/Information) – M. Bowen

Item postponed until next meeting due to time.

E. Backlog of Programs from AY 19-20 (Discussion/Action) – M. Bowen, D. Farias (on behalf of TADA workgroup)

Item postponed until next meeting due to time.

F. Banner Sync Issue (Discussion) – M. Bowen, M. Callahan, J. Kalfsbeek-Goetz

Item postponed until next meeting due to time.

G. Priority 1 courses from AY 19-20 and AY 20-21 and issues with ADT updates (Discussion/Action) – D. Farias (on behalf of TADA workgroup)

Item postponed until next meeting due to time.

- H. **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>

Item postponed until next meeting due to time.

- I. **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)**

Item postponed until next meeting due to time.

- J. **Curriculum Committee Goals for AY 20-21 (Discussion/Action) – M. Bowen, D. Farias (on behalf of TADA workgroup)**
1. **Election of Curriculum Co-Chair (October deadline)**
2. **Other Goals**

Item postponed until next meeting due to time.

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

Item postponed until next meeting due to time.

- L. **Curriculum Committee Training (Discussion) – M. Bowen**

Item postponed until next meeting due to time.

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

- A. None**

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

- A. DE Blanket Addendum “DE ONLY” Courses, Summer and Fall 2020: Courses will be effective Summer 2020 (see additional attachment) – Time Certain 3:45 p.m.**

See agenda attachment showing all of the courses – approx. 203 courses - that have been updated for distance education (DE) addendums. This first batch of courses have been designated as ready to be submitted to the State with the approval date of Summer 2020. These courses were selected due to not having any other corrections needed other than the DE addendum.

M. Bowen called for a motion to approve the Distance Education proposals

Motion by: M. Werness-Rude

Seconded by: G. Espinoza-Sanchez

Discussion: Question: Why are all of the courses (approx. 400) not here now for approval, even if initial work isn't all finished? Seems like it will slow down the process.

Answer: There was a discussion at the last Tech Review meeting about this. The decision to bring these 203 courses only forward now was taking into account the load on the Curriculum Committee as well as those that have work to do on the courses in the post Curriculum Committee approval process.

Faculty concern is that approval records will be spread out over many meetings, hard to track in the history/notes, etc. Concerned that the second half these courses will be unnecessarily held up with technical review, creating a bottleneck and time issues in relation to our deadlines and other Curriculum Committee business.

Some courses have changes to course descriptions, requisites, etc. If the Curriculum Committee is ok with approving courses without looking at all of that, then we can do that.

DE, Requisites, MQs are all separate votes as it is – why not approve DE portions and bring other changes back at subsequent meetings?

Concern seems to be that we were all looking forward to being done in August with the DE addendum. Now there is a deflated feeling among the group with concerns of being back in a bottleneck hole.

Maybe it would be helpful if we approve the first 203 of these courses now as planned, and at the next meeting, have an item listing the remaining courses within this DE addendum still in progress because of (whatever reason), as an information item. This would be mostly for documentation in the minutes, and more concise record keeping. Maybe the first Curriculum Committee meeting of the month there is an update.

Final resolution: Group agreed to approve these initial 203 courses, and bring list of others forward at next meeting.

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

No: None

Voting Tally:

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

VIII. MINIMUM QUALIFICATIONS

A. None

IX. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

A. Updates: None

X. SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

A. None

XI. SECOND READING PROGRAMS: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

1. None

XII. 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. New: A.S. Automotive Career Education

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

Motion by: D. Farias

Seconded by: P. Sezzi

Discussion: E. Irwin: Department is restructuring the way the program is being delivered. It aligns more appropriately with industry standards and employment, and was developed in a 6-tier structure. Program is a work focused, internship based program. It provides students with more options with 6 certificates, and vetted with our community of employers.

Comment from M. Bowen: Program proposal was extremely thorough and well written. It can be used as an example for other CTE programs in development.

Question: Are classes comparable to what the proposed course numbers are now (AUTO to ACE)?

Answer: Yes, for a specific time, in conjunction with catalog rights.

Final resolution: Program approved for First Reading, will return at the next meeting for Second Reading approval

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

No: None

Voting Tally:

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

Recorder's Note: P. Yi and H. Alawdi left the meeting after the First Reading Program vote.

XIII. ADMINISTRATIVE CHANGES (Discussion/Action)

A. MT V04/DRFT V04 (approved 4/21/20), MT V07 (approved 5/5/20): effective dates changed from Fall 2021 to Fall 2020

The issue with these two courses is that they are required for the Advanced Manufacturing Degree – courses had to be updated. We'd like to get the program approved for Fall 2020, but can't do that with course outlines that are marked effective 2021. Would the Curriculum Committee consider backdating the courses for program submission ASAP?

M. Bowen called for a motion to approve the MT and DRFT Administrative Change proposals

Motion by: D. Farias

Seconded by: K. Wellman

Discussion: None

Final resolution: Administrative Change proposal approved.

Committee comment: Hard and fast deadlines always seem to be moved. One would hope and appreciate the same consideration would be given to other programs or courses if needed in the future.

Yes: M. Bowen, M. Callahan, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, R. Gamboa, K. Guzman Gonzalez, 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
	Abstain	Yes	Yes	Yes		Yes		Yes		Yes							

B. BIOL V10 (co-listed course ESRM V01 was approved 3/31/20, but BIOL V10 was not listed)

Normal procedure is if courses are co-listed, we print both on the agenda. In the case with Item B., BIOL V10 was not listed on the same agenda as ESRM V01 and should have been.

M. Bowen called for a motion to approve the BIOL V10 Administrative Change proposal

Motion by: P. Sezzi

Seconded by: G. Espinoza-Sanchez

Discussion: None

Final resolution: Administrative Change proposal approved

Yes: M. Bowen, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, R. Gamboa, K. Guzman Gonzalez, 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
	Yes	Yes	Yes	Yes		Yes		Yes		Yes							

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

A. P&GE Meeting Date: 9/22

Ask for one rep from each division to volunteer to attend. 9/22 is a 4th Tuesday. Is there any person who will not be able to attend that would want to? Another option for the meeting is 9/29. Group agreed to move the P&GE Meeting to 9/29 and move Tech Review to 9/22.

B. Additions to local AA/AS GE list: requested by host department:

1. HED V20 (B2), HED V22 (B2), HIST V47/AES V47 (B2), KIN V13 (E2), KIN V33 (E2), KIN V81 (E1)

All approved for CSU or IGETC – effective as Fall 2020. These courses listed will be added to the GE check sheet.

M. Bowen called for a motion to approve the P&GE proposals in XIV.B.1

Motion by: R. Gamboa

Seconded by: M. Rivera

Discussion: Question: Have the departments been notified? Answer: Yes, emails have been sent.

Final resolution: Approved

Yes: M. Bowen, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, R. Gamboa, K. Guzman Gonzalez, 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
	Yes	Yes	Yes	Yes		Yes		Yes		Yes							

C. Removal from local AA/AS GE list: requested by host department:

1. ANAT V01

M. Bowen called for a motion to approve the P&GE proposals in XIV.C.1

Motion by: D. Clark

Seconded by: D. Farias

Discussion: This course is currently in area A1.

Preston Pipal in attendance to discuss – to explain the decision

P. Pipal: Some history on this decision: Our Dept. asked last year for this course to be removed from the GE list. It started to go through the process, but hit snags.

Justification backup - <https://www2.calstate.edu/csu-system/administration/academic-and-student-affairs/academic-programs-innovations-and-faculty-development/geac/documents/GE-Reviewers-Guiding-Notes.pdf>

(Page 16 and 17 of this guiding document).

Main concern is when you look at the actual wording of what the CSU and UCs want, we (BIOL Dept.) simply don't do any of those in ANAT V01. We thought it was inappropriate for this course to be listed as a GE when we do not meet the requirements.

The question has been asked, that if we remove this – what are the students going to take in its place? There's 27 other courses listed for GEs – most in biological sciences – and they all still currently have space for enrollment.

ANAT V01 is a required course for a certain subset of our students – Pre-Allied Health and Nursing specifically. In terms of enrollment pressure – ANAT V01 has one of the highest enrollments on campus. Moving it off of the GE list, aside from the fact it doesn't have the requirements, will help serve our students who require it for their programs, and re-direct others to courses that don't always fill and also fulfill their requirements.

There are other human-focused, life courses that BIOL Sciences offers: BIOL V12 and BIOL V18.

G. Espinoza-Sanchez – Counseling would like to table this and bring it back for discussion at a later meeting. This is the first time that Counseling is hearing about the desire for removal. Counseling would like to discuss this further with the BIOL department.

T. Gardner: This has been a long-term interest for BIOL depart. We can pretend it's serving as a GE course, but it's not. It doesn't serve as GE at the universities. It's meant to provide

a basic intro to Health Sciences that students follow up with in other specific courses. Students will get the GE on their pathway. We are doing a disservice to students who are taking ANAT as their GE course. They are not getting an intro to Human Biology by taking it.

G. Wood: Opposed to postponing. Course does not include the Scientific Method. Why postpone unless it will not be approved? Creates untrustworthy feeling.

R. Pipal offered to come to next Counseling meeting to explain the logic behind the BIOL Dept.'s request, or to answer any questions.

P. Sezzi: To appease both sides, can we agree to postpone to the next meeting to vote one way or another at the next Curriculum Committee meeting? Gives counseling a chance for another conversation, and does not take the vote off the table.

Final resolution: D. Clark – amended motion to postpone vote and further discussion until next Curriculum Committee meeting
 D. Farias – seconded
 Yes: M. Bowen, M. Callahan, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, R. Gamboa, K. Guzman Gonzalez, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude
 No: G. Wood (10 to 1).

Recorder's Note: K. Guzman-Gonzalez and R. Gamboa left the meeting before the P&GE proposals XIV.C.1 vote.

Voting Tally:

AS/AM	DC	DF	GW	GES	HA	JF	JC	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
	Yes	Yes	No	Yes		Yes		Yes		Yes	Yes	Yes	Yes	Yes	Yes		

XV. REPORTS (Information)

A. Co-Chairs

B. Articulation/C-ID

1. Final CSUGE-B and IGETC check sheets for Counseling

Item postponed until next meeting due to time.

2. Recent C-ID submissions:

i. ART V03 for ARTH 140 (co-listed course AES V10 already approved)

ii. AES V03 for SJS 120 (co-listed course CHST V03 already approved)

Item postponed until next meeting due to time.

3. Recent C-ID Approvals:

i. AGV61 for AG-AS 104

Item postponed until next meeting due to time.

C. Board of Trustees/ DTRW-I

D. Subcommittees/Workgroups

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

Item postponed until next meeting due to time.

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

- 1. All Fall 2020 credit and noncredit courses approved and active**
- 2. Fall 2020 Programs approved and active: AS-T MATH (revision), COA Veterinary Assistant (new), AS Veterinary Technology (new), AA-T Social Justice Studies, Chicano Studies (new), COA Basic Law Enforcement (revised)**
- 3. Fall 2020 Programs pending approval at the State: AS Advanced Manufacturing (new), AS-T Plant Science (new), COA Plant Science (new), COCN Basic Law Enforcement (noncredit/new)**

Item postponed until next meeting due to time.

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

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

Item postponed until next meeting due to time.

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

Item postponed until next meeting due to time.

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

Item postponed until next meeting due to time.

D. Interim Articulation Officer, Michael Bowen (Information) – M. Bowen

Item postponed until next meeting due to time.

XVII. GENERAL ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

Meeting adjourned: 4:46 p.m.

NEXT MEETING

September 15, 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