



# Curriculum Committee Minutes

Via Zoom

Tuesday, September 15, 2020 at 3:00pm

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

Called to order: 3:05 p.m.

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

<b>VOTING MEMBERS</b>		
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 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 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)
<b>NON-VOTING MEMBERS</b>		
CIO co-chair (Interim)	<input checked="" type="checkbox"/> Jennifer Kalfsbeek-Goetz	
ASVC Rep. (ASVC President)	<input type="checkbox"/> Vacant	
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"/> 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 / Tisa Medrano	
Distance Education Liaison	<input checked="" type="checkbox"/> Sharon Oxford	
Registrar	<input checked="" type="checkbox"/> Gaby Asamsama-Acuna	

**Guests:** Marian Carrasco Nungaray (COUN)

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

*M. Bowen called for a motion to approve the agenda*

*Motion by: P. Sezzi  
 Seconded by: K. Wellman  
 Discussion:*

*Guest M. Carrasco Nungaray requested that a member move to amend the order of the agenda, specifically agenda item X. -Removal from local AA/AS GE list: Item1- ANAT V01 to higher priority. Agree to be placed between item IV.- V.*

*Final resolution: Agenda Item X. Removal from local AA/AS GE list: Item1- ANAT V01 moved between IV.-V.*

*Motion By: M. Rivera made motion to amend order of the agenda.  
 Seconded By: H. Alawdi*

*Yes: H. Alawdi, M. Callahan, G. Espinoza-Sanchez, N. Falco, D. Farias, K. Guzman Gonzalez, M. Rivera, P. Sezzi, K. Wellman, M. Werness- Rude, G. Wood, P. Yi*

*No: None*

*Voting Tally:*

<i>MB</i>	<i>MC</i>	<i>DC</i>	<i>KW</i>	<i>NF</i>	<i>DF</i>	<i>JC</i>	<i>AS/AM</i>	<i>PY</i>	<i>JF</i>	<i>KGG</i>	<i>RG</i>	<i>MWR</i>	<i>PS</i>	<i>GW</i>	<i>HA</i>	<i>MR</i>	<i>GES</i>
<i>None</i>	<i>Yes</i>	<i>None</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>None</i>	<i>None</i>	<i>Yes</i>	<i>None</i>	<i>Yes</i>	<i>None</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>

*Recorder’s Note: Rubisela Gamboa (RG) arrived after the agenda vote. DC, JC, AS/AM, JF not present at meeting to vote.*

**III. INTRODUCTIONS, AND PUBLIC COMMENTS (Information)<sup>1</sup>**

**A. Curriculum Committee members can contact Blair Gilbertson (Sr. Admin Assistant to the VP of Student Affairs) for an appointment to pick up a copy of the 2020-2021 catalog on campus**

*Public comment by D. Farias: request we find a more efficient way of taking roll call. J. Kalfsbeek recommended using the participants voting option through Zoom.*

*Public comment by F. Duenas: push back this Fall’s deadline to give faculty more time to consider the programs approved from last year.*

*Public Comment by J. Kalfsbeek: suggest attaching F. Duenas discussion of last years approved programs to D. Farias discussion in the Agenda under item XI.*

<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.

**IV. APPROVAL OF MINUTES: (Discussion/Action)**

M. Bowen called for a motion to approve the minutes from the 9/1/2020 Curriculum Committee meeting

Motion by: K. Wellman

Seconded by: P. Sezzi

Discussion: None

Final resolution: Minutes approved

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

No: None

Voting Tally:

MB	MC	DC	KW	NF	DF	JC	AS/AM	PY	JF	KGG	RG	MWR	PS	GW	HA	MR	GES
Yes	Yes	None	Yes	Yes	Yes	None	None	Yes	None	Yes							

Recorder's Note: DC, JC, AS/AM, JF not present at meeting to vote.

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

**A. Round 2 of Summer and Fall DE Courses (see additional attachment)**

M. Bowen called for a motion to approve the Requisite approvals.

Motion by: N. Falco

Seconded by: P. Sezzi

Discussion: none

Final resolution: Minutes approved as presented

Yes: M. Callahan (MC), K. Wellman (KW), N. Falco (NF), D. Farias (DF), K. Guzman Gonzalez (KGG), R. Gamboa (RG), M. Werness-Rude (MWR), P. Sezzi (PS), G. Wood (GW), H. Alawdi (HA), M. Rivera (MR), G. Espinoza- Sanchez (GES)

No: none

Voting Tally:

MB	MC	DC	KW	NF	DF	JC	AS/AM	PY	JF	KGG	RG	MWR	PS	GW	HA	MR	GES
None	Yes	None	Yes	Yes	Yes	None	None	None	None	Yes							

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

**A. Round 2 of Summer and Fall DE Courses (see additional attachment)**

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

Motion by: M. Rivera

Seconded by: M. Werness-Rude

Discussion: none

Final resolution: Distance Education proposals approved

Yes: M. Callahan (MC), K. Wellman (KW), N. Falco (NF), D. Farias (DF), K. Guzman Gonzalez (KGG), R. Gamboa (RG), M. Werness-Rude (MWR), P. Sezzi (PS), G. Wood (GW), H. Alawdi (HA), M. Rivera (MR), G. Espinoza- Sanchez (GES)

No: none

Voting Tally:

MB	MC	DC	KW	NF	DF	JC	AS/AM	PY	JF	KGG	RG	MWR	PS	GW	HA	MR	GES
None	Yes	None	Yes	Yes	Yes	None	None	None	None	Yes							

Recorder's Note: Motion by P. Sezzi (PS) to extend the CC meeting until 4:45pm, Second by M. Rivera (MR). Approval by group to extend.

**VII. MINIMUM QUALIFICATIONS: (Discussion/Action; see attachment)**  
**A. Round 2 of Summer and Fall DE Courses (see additional attachment)**

M. Bowen called for a motion to approve the Minimum Qualifications proposals.

Motion by: D. Farias (DF)

Seconded by: N. Falco (NF)

Discussion: None

Final resolution: Minimum Qualification proposals approved

Yes: M. Callahan (MC), K. Wellman (KW), N. Falco (NF), D. Farias (DF), R. Gamboa (RW),  
M. Werness-Rude (MWR), P. Sezzi (PS), G. Wood (GW), M. Rivera (MR),  
G. Espinoza-Sanchez (GES)

No: none

Voting Tally:

MB	MC	DC	KW	NF	DF	JC	AS/AM	PY	JF	KGG	RG	MWR	PS	GW	HA	MR	GES
None	Yes	None	Yes	Yes	Yes	None	None	None	None	None	Yes	Yes	Yes	Yes	None	Yes	Yes

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

**A. A.S. Automotive Career Education**

M. Bowen called for a motion to approve the Second Reading program proposal.

Motion by: K. Wellman

Seconded by: R. Gamboa

Discussion: None

Final resolution: Second Reading proposals approved

Yes: M. Bowen (MB), M. Callahan (MC), K. Wellman (KW), N. Falco (NF), D. Farias (DF),  
R. Gamboa (RG), M. Werness-Rude (MWR), P. Sezzi (PS), G. Wood (GW), M. Rivera (MR),  
G. Espinoza- Sanchez (GES)

No: none

Voting Tally:

MB	MC	DC	KW	NF	DF	JC	AS/AM	PY	JF	KGG	RG	MWR	PS	GW	HA	MR	GES
Yes	Yes	None	Yes	Yes	Yes	None	None	None	None	None	Yes	Yes	Yes	Yes	None	Yes	Yes

**IX. FIRST READING:**

**A. CURRICULAR PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment)**

**1. Round 2 of Summer and Fall DE Courses (see additional attachment)**

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

*Motion by: K. Wellman*

*Seconded by: M. Werness-Rude*

*Discussion: none*

*Final resolution: First Reading proposals approved*

*Yes: M. Bowen (MB), M. Callahan (MC), K. Wellman (KW), N. Falco (NF), D. Farias (DF), R. Gamboa (RG), M. Werness-Rude (MWR), P. Sezzi (PS), G. Wood (GW), M. Rivera (MR), G. Espinoza- Sanchez (GES)*

*No: none*

*Voting Tally:*

MB	MC	DC	KW	NF	DF	JC	AS/AM	PY	JF	KGG	RG	MWR	PS	GW	HA	MR	GES
Yes	Yes	None	Yes	Yes	Yes	None	None	None	None	None	Yes	Yes	Yes	Yes	None	Yes	Yes

**X. PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**

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

**1. ANAT V01**

*The pros and cons of the proposal were discussed among committee members and interested guests.*

*G. Wood moved to limit the debate*

*Motion by: G. Wood*

*Seconded by: K. Wellman*

*Discussion: None*

*Final resolution: Agreement by acclamation to postpone the discussion until next CC meeting*

*Yes: (6)- H. Alawdi, D. Farias, G. Wood, K. Wellman, N. Falco, K. Guzman-Gonzalez*

*No: (5)- M. Rivera, G. Espinoza-Sanchez, M. Werness-Rude, P. Sezzi, R. Gamboa*

*Abstain: (1)-M. Callahan*

*Vote failed*

**B. Next meeting: Tuesday, September 29, 2020, 3pm**

**XI. POLICY AND PROCESS (Information or Discussion/Action)**

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

*Curriculum committee meeting schedule was approved by general consensus.*

**B. 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.*

**C. Faculty Resolution Regarding DE Class Caps (Discussion/Information; see attachment) – M. Bowen, D. Clark**

*Item postponed until next meeting due to time.*

**D. 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.*

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

*Item postponed until next meeting due to time.*

**F. 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.*

**G. 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://mbowenvc.000webhostapp.com/curriculum/docs/Ventura%20College%20Curriculum%20Handbook%202020.docx>**

*Item postponed until next meeting due to time.*

- H. 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.*

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

*Item postponed until next meeting due to time.*

- J. 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.*

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

*Item postponed until next meeting due to time.*

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

*Item postponed until next meeting due to time.*

- XII. Consent Agenda: CURRICULAR PROPOSALS FOR APPROVAL (Action; see attachment)**
  - A. None**

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

- A. None**

- XIV. FIRST READING:**

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

- 1. None**

- B. PROGRAMS (Discussion/Action; see attachment)**

- 1. None**

**XV. ADMINISTRATIVE CHANGES (Discussion/Action)**

**A. None**

**XVI. REPORTS (Information)**

**A. Co-Chairs**

**B. Articulation/C-ID**

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

**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)**

**3. Recent C-ID submissions:**

**i AG V61 for AG-AS 104**

**C. Board of Trustees/ DTRW-I**

**D. Subcommittees/Workgroups**

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

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

**1. Curriculum Technician has submitted 100 of the 203 DE Addendum Courses approved at 9/1/20 CC meeting. The rest are held up at the Dept. Chair level.**

**2. All Fall 2020 credit and noncredit courses approved and active**

**3. 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), AS-T Agriculture Plant Science (new), COA Plant Science (new)**

**4. Fall 2020 Programs pending approval at the State: AS Advanced Manufacturing (new), COCN Basic Law Enforcement (noncredit/new)**

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

**A. Updated Title 5 Index Spreadsheet:**

**[https://mbowenvc.000webhostapp.com/curriculum/docs/Index%20to%20Title%205,%20Division%206%20\(California%20Community%20Colleges\).xlsx](https://mbowenvc.000webhostapp.com/curriculum/docs/Index%20to%20Title%205,%20Division%206%20(California%20Community%20Colleges).xlsx) (Information) – 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.*

**XVIII. GENERAL ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**

D. Farias requested the rest of items from XI. be moved to the top of the Agenda for next CC meeting.

**Meeting adjourned: 4:44 p.m.**

**NEXT MEETING**

October 6, 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