Curriculum Committee Agenda
VIA ZOOM

Call information:
Join from PC, Mac, Linux, iOS or Android:
https://vcccd-edu.zoom.us/j/2390480463

Tuesday, September 7, 2021 at 3:30pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2022 UNLESS OTHERWISE NOTED.

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

VOTING MEMBERS		
Faculty Co-Chair	☐Peter Sezzi (PS)	
Faculty Co-Chair	☐Maline Werness-Rude (MWR)	
Interim Articulation Officer	☐Michael Bowen (MB)	
Technical Review Chair	☐Michael Callahan (MC)	
Academic Senate President	☐Dan Clark (DC)	
AFT Rep.	Vacant	
Career Education I Division	☐Nicole Falco (NF)	☐ (Vacant)
Career Education II Division	☐Dorothy Farias (DF)	☐John Clark (JC)
College Outcome Group Representative	☐Asher Sund (AS)/ Aurora Meadows (AM)	
English & Math Division	☐Peter Yi (PY)	☐Amanda Martin (AM)
Health, KIN, ICA, Performing & Visual Arts Division	☐Jeff Fischer (JF)	☐Krenly Guzman Gonzalez (KG)
Librarian	☐Kaela Casey (KC)	
Library, Languages, Behavioral & Social Sciences Division	☐Rubisela Gamboa (RG)	☐ (Vacant)
Sciences Division	☐Gabi Wood (GW)	☐ (Vacant)
Student Services Division	☐Maria Reyes-Sanchez (MRS)	☐Gema Espinoza Sanchez (GS)
NON-VOTING MEMBERS		
CIO co-chair	☐Jennifer Kalfsbeek-Goetz	
ASVC Rep. (ASVC Director of Equity and Inclusion)	☐ (Vacant)	
Dean	☐Bernard Gibson	☐Dan Kumpf
Dean	☐Lisa Putnam	☐Felicia Dueñas
Dean	☐Boglarka Kiss	☐Phil Briggs
Dean	☐Debbie Newcomb	☐Leticia Canales
Dean	☐Jesus Vega	
Academic Data Specialist	☐Olivia Long	
Academic Data Specialist	☐Kelly Denton	
Recorder/Curriculum Technician	☐Sarah Ayala	
Distance Education Liaison	☐Sharon Oxford	
Registrar	☐Gaby Asamsama-Acuña	

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

III.   INTRODUCTIONS, PUBLIC COMMENTS, AND GENERAL ANNOUNCEMENTS – Public Comments Limited to 5 minutes per person (Information)[1]

    A.   Reminder to provide the COR not a syllabus when approached to share course information – P. Sezzi, M. Werness-Rude

    B.   2021-2022 Curriculum Deadlines (see attachment) – P. Sezzi, M. Werness-Rude

    C.   Technical Review Assistance Workshops

    D.   Other Announcements

    E.   Public Comments

IV.   APPROVAL OF MINUTES: August 17, 2021 (Discussion/Action – 2 minutes)

V.   OLD BUSINESS (Discussion/Action)

    A.   Resolution to Establish a Procedure for the Disposition of Courses Not Recently Revised or Not Recently Offered (Discussion/Action; see attachment – 10 minutes) –P. Sezzi, M. Werness-Rude, M. Bowen

VI.   REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment – 5 minutes)

    A.   Review: ART V68

VII.   DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment – 5 minutes)

    A.   Review: ART V68

VIII.   MINIMUM QUALIFICATIONS (Discussion/Action)

    A.   None

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

    A.   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)

    A.   None

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[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.

XII. FIRST READING PROPOSALS:

    A. COURSE PROPOSALS REQUIRING SECOND READING (Discussion/Action; see attachment)

        1.   **None**

    B.   COURSE PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment – 2 minutes)

        1.   **Revision: ART V68**

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

        1.   **Revision: Proficiency Award – Environmental Studies***

           *proposed for simultaneous first and second reading

XIII. ADMINISTRATIVE CHANGES (Discussion/Action)

    A.   None

XIV. POLICY AND PROCESS (Information or Discussion/Action

    A.   Resolution: Requirement for Faculty (or Dean as the alternate) to attend the Technical Review Meeting (via zoom) if presenting a new or revised course or program. Exceptions would be Administrative Corrections (Discussion/Action – 15 minutes) – P. Sezzi, M. Werness-Rude

    B.   Resolution: All courses and program proposals shall have simultaneous first and second reading unless further discussion is requested by a Curriculum Committee Member (Discussion/Action – 15 minutes) – P. Sezzi, M. Werness- Rude

    C.   Student Representative on Curriculum Committee – change to a voting member (Discussion – 15 minutes) – P. Sezzi, M. Werness-Rude

    D.   Annual Curriculum Committee Training (Discussion – PPT demo; 30 minutes) – P. Sezzi, M. Werness-Rude

    E.   Curriculum Committee Goals for 2021-2022 (Discussion/Action; see attachment – 10 minutes) – P. Sezzi, M. Werness-Rude

    F.   Curriculum Committee Meeting Dates for AY 2021-2022 (Discussion/Action; see attachment – 5 minutes) – P. Sezzi, M. Werness Rude

    G.   Review of Curriculum process: CCT Task Force Updates (Standing Item; Discussion – 15 minutes) - G. Wood, D. Farias

    H.   Credit for Prior Learning

        http://go.boarddocs.com/ca/vcccd/Board.nsf/goto?open&id=C2PVPL7E93B6

        1.   **AP 4235 (Discussion – 10 minutes) –J. Kalfsbeek-Goetz**

        2.   **Proposal Review from Districtwide Credit for Prior Learning Committee (Discussion; see updated separate attachment – 10 minutes) – M. Bowen**

  I. American Ethnic Studies Workgroup (Discussion/Action –5 minutes) – P. Sezzi, M. Werness-Rude, R. Gamboa, M. Bowen

J.   Continuing Discussion/Process and Procedures (Standing Item; Discussion/Action) – D. Farias
1.   **Backlog of Programs (see attachment – 10 minutes)**
2.   **Second Readings – 5 minutes**
3.   **Streamline Agenda Items (Reports – 10 minutes)**

K.   Standing Item: Anti-racism in curriculum (Discussion – 10 minutes) – J. Kalfsbeek-Goetz

https://www.glendale.edu/about-gcc/faculty-and-staff/c-i-curriculum-and-instruction/creating-equitable-curriculum-guide

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

A.   None

XVI.   **REPORTS (Information)**

A.   **Reports from Curriculum Institute - various attendees**

B.   **Co-Chairs**

C.   **Technical Review Chair**

1.   **Program Status Spreadsheet (see link – 10 minutes)**

https://vcccdventura-my.sharepoint.com/personal/mcallahan_vcccd_edu/Documents/Shared%20with%20Everyone/Program%20Status%20MJC.xlsx?web=1

D.   **Articulation**

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

F.   **Subcommittees/Workgroups**

G.   **New Curriculum Approvals at the State (CCCCO)**

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

A.   None

XVIII.   **REQUESTS FOR FUTURE AGENDA ITEMS**

NEXT MEETING
Tuesday, September 21, 2021
Location TBD

DEADLINES

Type	Submission Deadline (CIM)	Final Reading Deadline
Major Revisions to Courses and Programs **All Noncredit Courses and Program**	Friday, September 24, 2021	Tuesday, October 19, 2021
New Courses and Programs **Minor Revisions to Courses and Programs**	Friday, October 1, 2021	Tuesday, November 16, 2021

Curriculum Committee Minutes - <mark>DRAFT</mark>

Via Zoom
Tuesday, August 17, 2021 at 3:30pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2022 UNLESS OTHERWISE NOTED.

Called to order: 3:35 p.m.

I. ROLL CALL (Quorum is 8 out of 15 voting members)

VOTING MEMBERS		
Interim Articulation Officer	☒Michael Bowen (MB)	
Technical Review Chair	☒Michael Callahan (MC)	
Academic Senate President	☒Dan Clark (DC)	
AFT Rep.	Vacant	
Career Education I Division	☐ (Vacant)	☒Nicole Falco (NF)
Career Education II Division	☒Dorothy Farias (DF)	☒John Clark (JC)
College Outcome Group Representative	☐Asher Sund / Aurora Meadows	
English & Math Division	☒Peter Yi (PY)	☒Amanda Martin (AM)
Health, KIN, ICA, Performing & Visual Arts Division	☐Jeff Fischer (JF)	☐Krenly Guzman Gonzalez (KGG)
Library, Languages, Behavioral & Social Sciences Division,	☒Rubisela Gamboa (RG)	Maline Werness-Rude (co-chair/non-voting)
Librarian	Peter Sezzi (co-chair/non-voting)	
Sciences Division	☒Gabi Wood (GW)	(Vacant)
Student Services Division	☒Maria Reyes-Sanchez (MRS)	☒Gema Espinoza Sanchez (GES)
NON-VOTING MEMBERS		
Faculty co-chair /ART Dept Representative	☒Maline Werness-Rude (MWR)	
Faculty co-chair/Librarian	☒Peter Sezzi (PS)	
CIO co-chair	☒Jennifer Kalfsbeek-Goetz	
ASVC Rep. (ASVC Director of Equity and Inclusion)	☐ Lisa Marie Ruiz	
Dean	☒Bernard Gibson	☐Dan Kumpf
Dean	☐Lisa Putnam	☐Felicia Dueñas
Dean	☒Boglarka Kiss	☐Phil Briggs
Dean	☐Debbie Newcomb	☐Leticia Canales
Dean	☐Jesus Vega	
Academic Data Specialist	☐Olivia Long	
Academic Data Specialist	☐Kelly Denton	
Recorder/Curriculum Technician	☒Sarah Ayala	
Distance Education Liaison	☒Sharon Oxford	
Registrar	☐Gaby Asamsama-Acuña	

Guests: *None*

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

P. Sezzi called for a motion to approve the agenda

Motion by:	M. Bowen
Seconded by:	D. Clark
Discussion:	None
Final resolution:	Agenda adopted
Yes:	M. Bowen, M. Callahan, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, A. Martin, M. Reyes-Sanchez G. Wood, P. Yi
No:	None

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KGG	MB	MC	MRS	NF	PY	RG
	yes	yes	yes	yes	yes	yes			yes	yes	yes	yes	yes	yes

III.   INTRODUCTIONS, AND PUBLIC COMMENTS (Information)[1]

A.   Reminder that updating a course in any way in CIM erases approval dates and the start term – S. Ayala

This mostly pertains to users with Admin rights, but it is important for all to know. Any edit to the course erases approval dates. Please be aware to not lose them from the record!

B.   Other Announcements

M. Bowen will be continuing in the fall as interim Articulation Officer, and can help with transfer information as needed. Also, M. Callahan has reviewed all of the backlogged programs, so we are in great shape.

G. Wood may be contacting those on the committee as she works through getting Curriculum information into Canvas for streamlining and transparency.

Group introductions followed comments.

C.   Public Comments

none

IV.   APPROVAL OF MINUTES: (Discussion/Action)

P. Sezzi called for a motion to approve the minutes from the May 4, 2021 Curriculum Committee meeting

Motion by:	N. Falco
Seconded by:	M. Bowen
Discussion:	None
Final resolution:	Minutes approved as presented
Yes:	M. Bowen, M. Callahan, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, A. Martin, M. Reyes-Sanchez G. Wood, P. Yi
No:	None

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[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.

AS/AM	AM	DC	DF	GES	GW	JC	JF	KGG	MB	MC	MRS	NF	PY	RG
	yes	yes	yes	yes	yes	yes			yes	yes	yes	yes	yes	yes

V.   OLD BUSINESS (Discussion/Action)

A. Continue discussion of removing old courses that we started in item XIV.A of the May agenda, or wait until CAT implementation? (Discussion/Action; see attachment) – M. Callahan, J. Kalfsbeek-Goetz, P. Sezzi, M. Werness-Rude

This discussion was started in the last academic year. Would like to decide a plan of action moving forward.

D. Clark – Instead of revisiting this question regarding the courses presented on the list, would it be better for this committee to set a practice and adopt as to not run into this problem repeatedly?

Explanation and discussion ensued of negative impact, accreditation, classified, and catalog impact of keeping these courses, how they can be reactivated, etc.

As long as we have the process for reactivation by having a practice through Curriculum and a timeline for inactivation, it would better serve our students and be better for accreditation

After motion was made and further discussion, new members expressed a desire to table this and come back next meeting to vote. Not to hold up the process but to be transparent with their departments.

It was decided to present a written proposal at the next Tech Review meeting and then at a subsequent Curriculum Committee meeting for a vote. After this decision, Dan withdrew his second on the motion in order to give people time to consult with their departments.

No vote was taken at this meeting. Item postponed until next Curriculum Committee Meeting.

Michael revised motion to postpone this until next meeting. D. Farias seconded. ALL voted affirmative.

Maline called for a motion

Motion by:	*M. Bowen proposed a motion that if a course is 7years old, the inactivation process is started at Tech Review. The department with the outdated course is emailed and asked what they want to do. They'll have two options – 1 choose to inactivate or 2 – choose to revise/update the course*
Seconded by:	*D. Clark*
Discussion:	*G. Wood – Can we add a deadline or some other accountability factor if the email isn't answered?*
	As an example: "If we don't receive a response and see the course enter into workflow by (insert date) this course will continue in the inactivation process"
	These messages would be sent to the appropriate faculty member only when they are on contract.
Amended Motion by:	*M. Bowen revised his original motion to postpone this discussion until the next Curriculum Committee meeting.*
Seconded by:	*D. Farias*
Final resolution:	*Discussion postponed until the next Curriculum Committee meeting. No vote was taken.*

VI.   REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)
      A. None

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

      A. Review: SPAN V01

P. Sezzi called for a motion to approve the Distance Education proposals

Motion by:	*M. Bowen*
Seconded by:	*R. Gamboa*
Discussion:	*D. Clark – This course lists 100% online "temporary approval". Is this for emergencies only?*
	M. Bowen – This selection was used for temporary 100% – only for the duration of the pandemic or subsequent unforeseen emergency.

As a note - in CIM, there is a selection box for emergency 100% DE and there is a box selection for "regular" 100% DE. If both boxes are checked it indicates that 100% DE should be considered temporary for use during Covid or any other unforeseen emergency. If only one DE 100% box is checked (not including the emergency box), it indicates that 100% DE a permanent part of the course.

Request was made to have the designation of temporary or permanent DE listed on the course spreadsheet presented at CC.

Final resolution:	*Distance Education proposal approved*
Yes:	*M. Bowen, M. Callahan, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, M. Reyes-Sanchez G. Wood, P. Yi*
No:	*None*

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KGG	MB	MC	MRS	NF	PY	RG
	abst	yes	yes	yes	yes	yes			yes	yes	yes	yes	yes	yes

VIII. MINIMUM QUALIFICATIONS
      A. None

IX.   CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)
      A. 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)
      A. None

XII. FIRST READING PROPOSALS:

A. COURSE PROPOSALS REQUIRING SECOND READING (Discussion/Action; see attachment)
   1. None

B. COURSE PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment)
   1. Revision: SPAN V01

C. PROGRAMS (Discussion/Action; see attachment)
   1. None

M. Werness-Rude called for a motion to approve the First Reading proposals
Motion by: R. Gamboa
Seconded by: N. Falco
Discussion: None
Final resolution: First Reading proposal approved
Yes: M. Bowen, M. Callahan, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, M. Reyes-Sanchez G. Wood, P. Yi

No: None

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KGG	MB	MC	MRS	NF	PY	RG
	abst	yes	yes	yes	yes	yes			yes	yes	yes	yes	yes	yes

Recorder's Note: J. Clark left the meeting after the First Reading vote.

XIII. ADMINISTRATIVE CHANGES (Discussion/Action)

A. C-ID Approvals: AG V04, AG V30, AG V42, AG V43, ART V09A, CS V19

Over the summer C-ID approvals were received for the courses listed above, and they will be updated in next year's catalog.

At a subsequent Curriculum Committee meeting, we should discuss whether C-ID approvals should be be presented to the committee for a vote at all rather than just an informational item. Proposal to be written up for the next Curriculum Committee meeting.

M. Bowen called for a motion to approve the Administrative Change proposals
Motion by: M. Bowen
Seconded by: D. Clark
Discussion: Clarification requested on ART V09A – Did this course already have a C-ID? No, this one did not.
Final resolution: Administrative Changes proposals approved
Yes: M. Bowen, M. Callahan, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, A. Martin, M. Reyes-Sanchez G. Wood, P. Yi

No: None

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KGG	MB	MC	MRS	NF	PY	RG
	yes	yes	yes	yes	yes				yes	yes	yes	yes	yes	yes

Recorder's Note: G. Espinoza-Sanchez left the meeting after the Administrative Changes vote

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

A. Curriculum Committee Membership and Vote Count (Discussion/Action) – P. Sezzi, M. Werness-Rude

It was the intention of P. Sezzi and M. Werness-Rude to abstain from voting but each will count for quorum.
M. Werness-Rude will be the Curriculum Committee representative for the Academic Senate meetings. will go to senate

Recorder's Note: P. Yi left the meeting during the discussion

B. Resolution: Requirement for Faculty (or Dean as the alternate) to attend the Technical Review Meeting (via zoom) if presenting a new or revised course or program. Exceptions would be Administrative Corrections (Discussion/Action) – P. Sezzi, M. Werness-Rude

This resolution is being presented to avoid unnecessary delay in course and program approval and to answer any questions the technical review workgroup has before the course goes to Curriculum Committee.

Course will get sent back to author if revision is needed.

Should there be a discussion before Tech Review with author and tech review member to cut down on courses getting sent back?

Recorder's Note: M. Reyes-Sanchez left the meeting during the discussion/5:00pm

This topic was postponed. Item will be brought back for discussion at the next meeting. No vote taken.

C. Resolution: All courses and programs shall have simultaneous first and second reading unless further discussion is requested by a Curriculum Committee Member (Discussion/Action) – P. Sezzi, M. Werness-Rude

Item was postponed due to time

D. Student Representative on Curriculum Committee – change to a voting member (Discussion) – P. Sezzi, M. Werness-Rude

Item was postponed due to time

E. Annual Curriculum Committee Training (Discussion) – P. Sezzi, M. Werness-Rude

Item was postponed due to time

F. Curriculum Committee Goals for 2021-2022 (Discussion/Action; see attachment) – P. Sezzi, M. Werness-Rude

Item was postponed due to time

G. Curriculum Committee Meeting Dates for AY 2021-2022 (Discussion/Action; see attachment) – P. Sezzi, M. Werness Rude

Item was postponed due to time

H. Review of Curriculum process: CCT Task Force Updates (Standing Item; Discussion) - G. Wood, D. Farias

Item was postponed due to time

I. Credit for Prior Learning
  1. **AP 4235 (Discussion) –J. Kalfsbeek-Goetz**
  2. **Proposal Review from Districtwide Credit for Prior Learning Committee (Discussion; see updated separate attachment) – M. Bowen**

Item was postponed due to time

J. American Ethnic Studies Workgroup (Discussion/Action) – P. Sezzi, M. Werness-Rude, R. Gamboa

Item was postponed due to time

K. Continuing Discussion/Process and Procedures (Standing Item; Discussion/Action) – D. Farias
  1. **Backlog of Programs (see attachment)**
  2. **Second Readings**
  3. **Streamline Agenda Items (Reports)**

Item was postponed due to time

L. Standing Item: Anti-racism in curriculum (Discussion) – J. Kalfsbeek-Goetz
https://www.glendale.edu/about-gcc/faculty-and-staff/c-i-curriculum-and-instruction/creating-equitable-curriculum-guide

Item was postponed due to time

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

    A. None

XVI. REPORTS (Information)

    A. Reports from Curriculum Institute – various attendees
    Item was postponed due to time

    B. Co-Chairs

    C. Technical Review Chair

        1. Program Status Spreadsheet (see attachment)
    Item was postponed due to time

    D. Articulation

    E. Board of Trustees/ DTRW-I (DCCI)

    F. Subcommittees/Workgroups

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

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

    A. None

XVIII. GENERAL ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

    None

Meeting adjourned: 5:04 p.m.

NEXT MEETING

September 7, 2021 - 3:30 PM

Location: TBD

APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation[1], P=Prereq[1], C=Coreq[1], RP=Recom. Prep.[1] ([1]see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BOT
						CONSENT AGENDA: COURSES — NONSUBSTANTIAL CHANGES TO CATALOG — ARTIC CHANGES						
		None										

APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation[1], P=Prereq[1], C=Coreq[1], RP=Recom. Prep.[1] ([1]see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BOT
						SECOND READING: COURSES — SUBSTANTIAL CHANGES TO CATALOG — ARTIC CHANGES						
		None										

APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation[1], P=Prereq[1], C=Coreq[1], RP=Recom. Prep.[1] ([1]see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BoT
						SECOND READING: PROGRAMS — SUBSTANTIAL CHANGES TO CATALOG — ARTIC CHANGES						
		None										

APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation[1], P=Prereq[1], C=Coreq[1], RP=Recom. Prep.[1] ([1]see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BoT
						FIRST READING: COURSES REQUIRING SECOND READING — SUBSTANTIAL CHANGES TO CATALOG — ARTIC CHANGES						
		None										

APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation[1], P=Prereq[1], C=Coreq[1], RP=Recom. Prep.[1] ([1]see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BoT
						FIRST READING: COURSES NOT REQUIRING SECOND READING — SUBSTANTIAL CHANGES TO CATALOG — ARTIC CHANGES						
	SPAN V01	Elementary Spanish	CR	5	Revision	General 5 year update	CC	Foreign Languages	Fall 2022		X	No

APPROVED	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS			EFFECTIVE			BOT
						FIRST READING: PROGRAMS — CHANGES TO CATALOG — ARTIC CHANGES						
		None										

APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS		CHANGE			EFFECTIVE
						ADMINISTRATIVE CHANGES			
	AG V04	Introduction to Soil Science				Approved for C-ID: AG-PS 128L			Fall 2021
	AG V30	Plant Propogation and Production				Approved for C-ID: AG-EH 116L			Fall 2021
	AG V42	Plant Identification and Culture: Spring Specimens				Approved for C-ID: AG-EH 108L			Fall 2021
	AG V43	Plant Identification and Culture: Fall Specimens				Approved for C-ID: AG-EH 112L			Fall 2021
	ART V09A	Art of the Ancient Americas				Approved for C-ID: ARTH 145			Fall 2021
	CS V19	Computer Architecture and Organization				Approved for C-ID: COMP 142			Fall 2021

APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE		EFFECTIVE				
		REQUISITE APPROVALS											
	None												
		DISTANCE EDUCATION APPROVALS											

APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	DE TYPE		SOURCE		EFFECTIVE				
	SPAN V01	Elementary Spanish	CR	Review	Hybrid (1-50% online) Hybrid (51-99% online) Fully online (100% online)		First Reading: Courses		Fall 2022				

APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	"P" - Primary MQ, "A"= additional MQ, "C" - required certifications	SOURCE		EFFECTIVE				
		MINIMUM QUALIFICATIONS										
	None					SOURCE		EFFECTIVE				
		** END OF LIST **										

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A Resolution to Establish a Procedure for the
Disposition of Courses Not Recently Revised or Not Recently Offered

Ventura College Curriculum Committee

7 September 2021

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WHEREAS the Program and Course Approval Handbook (PCAH) requires California community colleges to "periodically review curriculum as part of the program review process" and to "commit to offering all required courses for [programs] at least once every two years";[1] and

WHEREAS Accrediting Commission for Community and Junior Colleges (ACCJC) Accreditation Standard I.B.2. states that "The institution defines and assesses student learning outcomes for all instructional programs and student and learning support services," and Standard II.A.3. states that "The institution identifies and regularly assesses learning outcomes for courses, programs, certificates and degrees using established institutional procedures…,"[2] thus implying that courses must be offered frequently enough to undergo assessments of their learning outcomes; and

WHEREAS the University of California requires (for a course to be considered transferable), and that the Course Numbering Identification System (C-ID) requires (for a course to be considered for C-ID designation), that the main textbook for the course be no more than seven years old,[3,4] thus implying that course outlines of record (CORs) should be reviewed at least that often; therefore be it

RESOLVED that the Ventura College Curriculum Committee (CC), with the assistance and support of its Technical Review Workgroup, will enforce periodic review of course outlines of record (CORs), with a nominal period of no more than five years between successive reviews, and monitor class schedules to ensure that active courses are offered no less frequently than once every six years; further be it

RESOLVED that, in addition to the annual Priority 1 reports that the Technical Review Workgroup already produces and disseminates each spring, that Workgroup will separately contact the host department chair, most recent COR originator, and dean, in the year that a COR reaches an age of six years, or that the course has not been offered in at least six years, with a request to revise or inactivate the course, or to offer it in the immediately following academic year, as appropriate; further be it

RESOLVED that, absent a response from the host department to the above notification, the Technical Review Workgroup will issue a second notification to the host department chair, most recent COR originator, and dean, in the year that a COR reaches an age of seven or more years, or that the course has not been offered in at least seven years, to include a request to provide cause for the Curriculum Committee not to commence involuntary inactivation proceedings for the course, or to provide a firm commitment to revise and/or offer the course no later than the academic year following issuance of the notice; and further be it

RESOLVED that the Curriculum Committee may, absent a response to these notifications, commence involuntary course inactivation proceedings in the academic year following the issuance of the second notification, but only after sending a third notification to the host department, most recent COR originator, and dean that course inactivation is imminent; such notifications may only be sent during the academic year, and the Curriculum Committee may make an exception to this procedure to accommodate extenuating circumstances, if the host department or dean requests it and furnishes a written plan for resolution, and the Curriculum Committee finds, by majority vote, that there is good cause to allow a variance.

[1] Program and Course Approval Handbook, 7th ed. California Community Colleges Chancellor's Office, 2019.
[2] Accreditation Standards. Accrediting Commission for Community and Junior Colleges, 2014.
[3] "Textbook Requirements." *Textbook Requirements | UC Transfer Articulation*, University of California Office of the President, www.ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/textbook-requirements.html.
[4] "C-ID Textbook Date Requirements and the C-ID Review Cycle." *C-ID - Page 1*, Course Numbering Identification System, c-id.net/cms-uploads/cms/C-ID_Textbook_Date_Requirements_and_the_C-ID_Review_Cycle_September_20_2018.docx.

	CONSENT AGENDA: COURSES				NONSUBSTANTIAL CHANGES TO CATALOG	ARTIC CHANGES					
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation[1], P=Prereq[1], C=Coreq[1], RP=Recom. Prep.[1] ([1]see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BOT
	None										

	SECOND READING: COURSES				SUBSTANTIAL CHANGES TO CATALOG	ARTIC CHANGES					
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation[1], P=Prereq[1], C=Coreq[1], RP=Recom. Prep.[1] ([1]see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BOT
	None										

	SECOND READING: PROGRAMS				SUBSTANTIAL CHANGES TO CATALOG	ARTIC CHANGES					
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation[1], P=Prereq[1], C=Coreq[1], RP=Recom. Prep.[1] ([1]see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BoT
	None										

	FIRST READING: COURSES REQUIRING SECOND READING				SUBSTANTIAL CHANGES TO CATALOG	ARTIC CHANGES					
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation[1], P=Prereq[1], C=Coreq[1], RP=Recom. Prep.[1] ([1]see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BoT
	None										

	FIRST READING: COURSES NOT REQUIRING SECOND READING				SUBSTANTIAL CHANGES TO CATALOG	ARTIC CHANGES					
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation[1], P=Prereq[1], C=Coreq[1], RP=Recom. Prep.[1] ([1]see "Requisite Approvals" for specific changes)	OBJ=Course objectives CC=Course content LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BoT
	ART V68	Introduction to Digital Art	CR	3	Revision	D, CB24	None	ART	Fall 2022	X	X	No

	FIRST READING: PROGRAMS				CHANGES TO CATALOG	ARTIC CHANGES			
APPROVED	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS		EFFECTIVE	BOT
	PA	Environmental Studies	CR	14-15	Revision	General updates		Fall 2022	No

	ADMINISTRATIVE CHANGES						
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	CHANGE		EFFECTIVE
	None						

	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE		EFFECTIVE				
APPROVED		**REQUISITE APPROVALS**											
	ART V68	Introduction to Digital Art	CR	3	Review	Recommended Preparation: ART V11A and/or ART V12A; and computer fundamentals	First Reading: Programs		Fall 2022				
APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	**DISTANCE EDUCATION APPROVALS**	DE TYPE	SOURCE		EFFECTIVE				
	ART V68	Introduction to Digital Art	CR	Review		Hybrid (1-50% online) - permanent Hybrid (51-99% online) - permanent Fully online (100% online) - permanent	First Reading: Courses		Fall 2022				
APPROVED	COURSE ID	**MINIMUM QUALIFICATIONS** COURSE TITLE	CR NC	NEW/REV		"P" - Primary MQ, "A"= additional MQ, "C" - required certifications	SOURCE		EFFECTIVE				
		None											
		** END OF LIST **											

2020-2021 Curriculum Committee Goals

1. *Reorganize the structure, process and function of how the Curriculum Committee works and redistribution of duties, evaluation of rules and whether they work for the committee.*

2. *Committee collaboration with faculty and students to ensure maximum equity and anti-racism*

3. *Recommend to VC Exec team to hire new permanent Articulation Officer.*

4. *Completing the backlog of programs and updating course outlines of record correctly in CourseLeaf, including but not limited to the catalog descriptions.*

Tech Review and Curriculum Committee Meeting Dates for AY 2021/2022

(First Day of fall semester – August 16, 2021 / First day of spring semester – January 10, 2022)

2nd and 4th Tuesdays
LRC- 125 (or zoom)
3:30pm - 5pm (New time!)

1st and 3rd Tuesdays
MCW-312 (or zoom)
3:30 pm – 5:00 pm

August 10, 2021	August 17, 2021
August 31, 2021 (5th Tuesday)	September 7, 2021
September 14, 2021	September 21, 2021
September 28, 2021	October 5, 2021
October 12, 2021	October 19, 2021
November 9 , 2021	November 16, 2021
November 30 , 2021	December 7, 2021
January 11, 2022	January 18, 2022
January 25, 2022	February 1, 2022
February 8, 2022	February 15, 2022
February 22 , 2022	March 1, 2022
March 8, 2022	March 15, 2022
April 12, 2022	April 19, 2022
April 26 , 2022	May 3, 2022

P&GE Meetings
MCW – 312 (or Zoom)   **Tuesday, November 2**
3pm – 4:30pm   **Tuesday, April 5**

ETA Meetings
October 7 – 9am – 10:30am
December 2 – 9am – 10:30am

August 10 – Flex day
Thursday November 25, Friday November 26: Thanksgiving Holiday
December 9-15: Finals Week followed by winter break through Jan 3
March 28 – April 1: Spring Break
May 12-18 Finals week