



Curriculum Committee Minutes

Via Zoom

Tuesday, October 05, 2021 at 3:30pm

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

Called to order: 3:32 p.m.

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

VOTING MEMBERS		
Faculty co-chair	<input checked="" type="checkbox"/> Peter Sezzi (PS)	
Faculty co-chair	<input checked="" type="checkbox"/> Maline Werness-Rude (MWR)	
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"/> Nicole Falco (NF)	<input type="checkbox"/> (Vacant)
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 (AS) / Aurora Meadows (AM)	
English & Math Division	<input type="checkbox"/> Peter Yi (PY)	<input type="checkbox"/> Amanda Martin (AM)
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 type="checkbox"/> Rubisela Gamboa (RG)	<input type="checkbox"/> (Vacant)
Librarian	<input checked="" type="checkbox"/> Kaela Casey (KC)	
Sciences Division	<input checked="" type="checkbox"/> Gabi Wood (GW)	<input type="checkbox"/> (Vacant)
Student Services Division	<input type="checkbox"/> Maria Reyes-Sanchez (MRS)	<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 type="checkbox"/> (Vacant)	
Dean	<input checked="" type="checkbox"/> Bernard Gibson	<input type="checkbox"/> Dan Kumpf
Dean	<input type="checkbox"/> Lisa Putnam	<input type="checkbox"/> Felicia Dueñas
Dean	<input checked="" type="checkbox"/> Boglarka Kiss	<input type="checkbox"/> Phil Briggs
Dean	<input type="checkbox"/> Debbie Newcomb	<input type="checkbox"/> Leticia Canales
Dean	<input type="checkbox"/> Jesus Vega	
Academic Data Specialist	<input type="checkbox"/> Olivia Long	
Academic Data Specialist	<input type="checkbox"/> 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-Acuña	

Guests: Crystal Kallik (BUS)

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

Motion by: D. Clark moved to amend the agenda to discuss item XIII.C (program proposals) first, and adopt the rest of the agenda as presented.

Seconded by: M. Bowen

Discussion: None

Final resolution: Item XIII.C became first item for discussion, followed by the rest of the agenda items as presented.

Yes: M. Bowen, M. Callahan, K. Casey, D. Clark, G. Espinoza-Sanchez, N. Falco, K. Guzman Gonzalez, G. Wood

No: None

Voting Tally:

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

Recorder’s Note: D. Farias arrived to the meeting after the agenda vote.

III. INTRODUCTIONS, AND PUBLIC COMMENTS (Information)¹

A. P&GE Meeting will be held Tuesday, November 2, 2021 – M. Bowen

Reminder if anyone wants to propose a new or existing course to the local GE lists, please submit rubric proposals before Friday, Oct 29th.

B. Extended Technical Review (ETR) meeting will be held Thursday, October 7, 2021 – M. Werness-Rude

Reminder that the meeting will be held this week. Picking up this process from before Covid lockdown. Those involved have already been notified. This is just an information item.

C. Extension of Curriculum Help Drop-In Meetings – M. Bowen

Meetings will continue on Fridays from 1pm – 3pm via zoom for the next couple of weeks until interest wanes.

D. Other Announcements

None

E. Public Comments

G. Wood: Questions arising with respect to the curriculum process, and the requirements. The requirements at VC seem more detailed than the PCAH or other colleges. It is difficult to understand which document/process is being followed in course development and technical review. If we are following the handbook, are we following it without it being voted on? Difficult to find a streamlined “due process” and would love to have something provided which illustrates this point.

M. Bowen: It may be a good suggestion to have a 10-minute agenda item on the next Curriculum Committee agenda to further address the comment from G. Wood.

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.

IV. CURRICULUM COMMITTEE BUSINESS

A. Curriculum Committee Canvas Shell (Discussion; 10 minutes) – G. Wood, P. Sezzi, M. Werness-Rude

Gabi shared the Canvas “practice” shell that she has been creating on behalf of the Canvas Taskforce. The shell contains modules, drop in pages, contacts, information getting started, and instructional video. Thank you, Gabi - it looks great! Any suggestions for content please contact Gabi. Taskforce meetings every other Thursday if you are interested in attending.

Recorder’s Note: G. Espinoza-Sanchez left the meeting after this discussion

B. What to Look for in a COR as a Curriculum Committee Member (Discussion; 5 minutes) – P. Sezzi, M. Werness-Rude

Peter and Maline showed a Course Outline of Record and discussion ensued about what things to look for when reading it as a Curriculum Committee member, and the need for clear documentation of the components. In the works: CourseLeaf Training for course originators

V. APPROVAL OF MINUTES: (Discussion/Action)

P. Sezzi called for a motion to approve the minutes from the 9/21/21 Curriculum Committee meeting

Motion by: D. Clark

Seconded by: M. Bowen

Discussion: None

Final resolution: Minutes from 9/21/21 approved as presented

Yes: M. Bowen, M. Callahan, K. Casey, D. Clark, N. Falco, D. Farias, K. Guzman Gonzalez, G. Wood

No: None

Voting Tally:

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

VI. OLD BUSINESS (Discussion/Action)

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

Item postponed until next meeting due to time.

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. None

XII. SECOND READING PROGRAMS: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

A. None

XIII. A. 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. None

C. PROGRAMS*: (Discussion/Action; see attachment)

1. New: AS-T Business Administration 2.0

*** programs presented for simultaneous First and Second Reading**

P. Sezzi called for a motion to approve the First Reading proposals

Motion by: D. Clark moved to approve the program proposal for first and second reading

Seconded by: N. Falco

Discussion: No freedom to change the name of the program. The template is from the State. Goal is to remove old program before the new catalog is released to avoid student confusion.

Question: Should we find an AAM for Math V21A?

Resolution: If MATH V21A satisfies the AAM then it will be added to the TMC as an option. After this addition, the program does not have to go back to Curriculum Committee again.

More discussion mentioned that CSUN accepts the course, so an AAM could be used.

Motion Amended by: D. Clark amended the motion to approve the program and include the contingency that if M. Bowen's research allows us to include MATH V21A and an AAM, then it should be added.

Seconded by: N. Falco

Final resolution: Program approved for first and second reading

Yes: M. Bowen, M. Callahan, K. Casey, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, K. Guzman Gonzalez, G. Wood

No: None

Voting Tally:

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

XIV. ADMINISTRATIVE CHANGES (Discussion/Action)

A. None

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

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

Item postponed until next meeting due to time.

B. Credit for Prior Learning

- 1. Review of draft Credit for Prior Learning Assessment Petition form from districtwide CPL Workgroup (Discussion; see attachment of [AP 4235](#) and [draft petition](#)– 10 minutes) – M. Bowen**

Item postponed until next meeting due to time.

C. Resolution regarding C-ID approvals at Curriculum Committee (Discussion/Action –5 minutes) – P. Sezzi, M. Werness-Rude, M. Bowen

- 1. Resolution text: “Resolved that C-ID, CSU GE-Breadth, UC TCA and IGETC approvals may be implemented as administrative corrections in the curriculum management system and may be reported to the Curriculum Committee as information items not requiring approval.”**

Item postponed until next meeting due to time.

D. Emergency DE Addendum and Courses for Spring 2022 (Discussion; see [link for spreadsheet](#) 10 minutes) – P. Sezzi, M. Werness-Rude, M. Callahan, M. Bowen

Item postponed until next meeting due to time.

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

Item postponed until next meeting due to time

F. Continuing Discussion/Process and Procedures (Standing Item; Discussion/Action) – D. Farias

- 1. Status of Program Submissions (see attachment from Item XVII.C.1 – 10 minutes)**
- 2. Second Readings – 5 minutes**
- 3. Streamline Agenda Items (Reports – 10 minutes)**

Item postponed until next meeting due to time

G. Standing Item: Anti-racism in [Curriculum](#) (Discussion – 10 minutes) – J. Kalfsbeek-Goetz

Item postponed until next meeting due to time

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

A. None

XVII. REPORTS (Information)

A. Co-Chairs

B. Technical Review Chair

- 1. Program Status Spreadsheet (see [attachment](#) in share folder – 10 minutes)**

Item postponed until next meeting due to time

C. Articulation

- 1. GE / UC TCA / IGETC Report (see [attachment](#) in share folder) – M. Bowen**
- 2. C-ID approvals (see [attachment](#) in share folder)– M. Bowen**

Please see attachments for recent approvals

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

E. Subcommittees/Workgroups

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

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

A. None

XIX. GENERAL ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

Meeting adjourned: 5:02 p.m.

NEXT MEETING

October 19, 2021 - 3:30 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, Vice President Academic Affairs
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