



# Curriculum Committee Minutes

Via Zoom

Tuesday, March 16, 2021 at 3:00pm

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

Called to order: 3:04 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 checked="" type="checkbox"/> Dan Clark (DC)	
AFT Rep.	Vacant	
Career Education I Division	<input 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 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"/> Sharla Fell for Maline Werness-Rude (SF)
Librarian	<input checked="" type="checkbox"/> Peter Sezzi (PS)	
Sciences Division	<input checked="" type="checkbox"/> Chloe Branciforte (CB)	<input checked="" type="checkbox"/> Gabriela Wood for Jennifer Garner (GW)
Student Services Division	<input checked="" type="checkbox"/> Mario Rivera (MR)	<input type="checkbox"/> Gema Espinoza Sanchez (GES)
<b>NON-VOTING MEMBERS</b>		
CIO co-chair	<input checked="" type="checkbox"/> Jennifer Kalfsbeek-Goetz	
ASVC Rep. (ASVC Director of Equity and Inclusion)	<input 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	<input type="checkbox"/> Marnie Melendez (Interim)
Academic Data Specialist	<input checked="" type="checkbox"/> Felicia Torres for Olivia Long	
Academic Data Specialist	<input checked="" 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:** Eric Irwin (ACE), Corey Wendt (COUN), Sarah Mossembekker (A&R), Nick Norris (BUS)

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

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

*Motion by: C. Branciforte*

*Seconded by: K. Guzman Gonzalez*

*Discussion: None*

*Final resolution: Agenda approved as presented*

*Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, S. Fell, D. Farias, K. Guzman Gonzalez, M. Rivera, P. Sezzi, G. Wood*

*No: None*

*Voting Tally:*

AS/AM	CB	DC	DF	GES	GW	JC	JF	KW	KGG	MR	MB	MC	NF	PS	PY	RG	SF
	yes	yes	yes		yes				yes	yes	yes	yes	yes	yes			yes

*\*Recorder’s Note: R. Gamboa arrived after the agenda vote.*

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

**A. Curriculum Committee Co-Chair Election – M. Bowen**

*This item was postponed until April, and our next meeting is in April. Please keep it in mind as we move towards that meeting.*

**B. Public Comments**

*C Wendt: New tool coming out called Program Mapper. About 2.5 years ago we started working on program maps as part of Guided Pathways. Not the same as individualized education plans. About 90% of the programs have been mapped. This is where all of these maps will live. Shows students what courses they would be taking for specific majors. There is a lot of work that will have to be put into this, and this will take place over the next 6 months or so.*

*R. Gamboa: This Thursday at the Senate meeting, an important resolution will be voted on. Part of that includes a subcommittee of the Curriculum Committee to focus on GE area F. Hope the Curriculum Committee will support it.*

*M. Bowen called for a motion to move to Item XII.C.1 as Eric Irwin was present and needed to get back to his class*

*Motion by: C. Branciforte*

*Discussion: None*

*Final resolution: Approved by acclamation*

<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 2/16/21 Curriculum Committee meeting*

*Motion by: C. Branciforte*

*Seconded by: D. Farias*

*Discussion: None*

*Final resolution: Minutes from the 2/16/21 Curriculum Committee meeting approved as presented*

*Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, S. Fell, D. Farias, R. Gamboa, K. Guzman Gonzalez, M. Rivera, P. Sezzi, G. Wood*

*No: None*

*Voting Tally:*

AS/AM	CB	DC	DF	GES	GW	JC	JF	KW	KGG	MR	MB	MC	NF	PS	PY	RG	SF
	yes	yes	yes		yes				yes	yes	yes	yes	yes	yes		yes	yes

**V. OLD BUSINESS (Discussion/Action)**

**A. None**

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

**A. Revision: CS V17\*\* (same as MATH V52), MATH V52\*\* (same as CS V17)**

**B. Review: HS V12\***

*\*effective summer 2021 (Blanket DE), \*\* effective fall 2022*

*M. Bowen called for a motion to approve Requisite proposals*

*Motion by: C. Branciforte moved for both items A and B*

*Seconded by: M. Rivera*

*Discussion: None*

*Final resolution: Requisite proposals approved*

*Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, S. Fell, D. Farias, R. Gamboa, K. Guzman Gonzalez, M. Rivera, P. Sezzi, G. Wood*

*No: None*

*Voting Tally:*

AS/AM	CB	DC	DF	GES	GW	JC	JF	KW	KGG	MR	MB	MC	NF	PS	PY	RG	SF
	yes	yes	yes		yes				yes	yes	yes	yes	yes	yes		yes	yes

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

**A. New: HS V12\***

**B. Review: CS V17\*\* (same as MATH V52), MATH V52\*\* (same as CS V17)**

*\*effective summer 2021 (Blanket DE), \*\* effective fall 2022*

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

*Motion by: C. Branciforte moved to approve both items A and B*

*Seconded by: D. Farias*

*Discussion: None*

*Final resolution: Distance Education proposals approved*

*Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, S. Fell, D. Farias, R. Gamboa, K. Guzman Gonzalez, M. Rivera, P. Sezzi, G. Wood*

*No: None*

*Voting Tally:*

AS/AM	CB	DC	DF	GES	GW	JC	JF	KW	KGG	MR	MB	MC	NF	PS	PY	RG	SF
	yes	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. Inactivation: BUS V21, EMS N119, MATH V03J, MATH V10, HUM V88, HUM V89**

*M. Bowen called for a motion to approve the Consent Agenda proposals*

*Motion by: C. Branciforte*

*Seconded by: P. Sezzi*

*Discussion: None*

*Final resolution: Consent Agenda proposals approved*

*Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, S. Fell, D. Farias, R. Gamboa, K. Guzman Gonzalez, M. Rivera, P. Sezzi, G. Wood*

*No: None*

*Voting Tally:*

AS/AM	CB	DC	DF	GES	GW	JC	JF	KW	KGG	MR	MB	MC	NF	PS	PY	RG	SF
	yes	yes	yes		yes				yes	yes	yes	yes	yes	yes		yes	yes

**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. Revision: CS V17 (same as MATH V52)\*\*, HS V12\*, MATH V52\*\* (same as CS V17)**

*\*effective summer 2021 (Blanket DE), \*\* effective fall 2022*

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

- 1. None**

**C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL**

- 1. New: COA Automotive Maintenance Technician, COA Automotive Service Technician, COA Automotive Repair Technician, COA Automotive Performance Technician**
- 2. Revision: COA Social Media Marketing**
- 3. Inactivation: AS/COA/PA Administrative Assistant**

*M. Bowen called for a motion to approve the ACE COAs (all 4 listed) First Reading proposals (Item XII.C.1)*

*Motion by: C. Branciforte moved for first and second reading*

*Seconded by: N. Falco*

*Discussion: Stackable Certificates of Achievement program. There is a 5<sup>th</sup> program coming soon – one hybrid course is not quite ready.*

*This will fit within the ACE program. These are only constructed from ACE courses.*

*Test prep books – any recommended for the Library? Eric to send list to Library if they want to increase inventory.*

*These have not undergone a formal Tech Review, but Michael sat with Eric for a number of hours when these were being created and has confidence they are in compliance with Title 5, etc.*

*ACE AS degree program is the big piece to all of this. Only minor changes from the AS – these COAs are split off from that.*

*Are these certificate programs something you see at other community colleges? Based on another program?*

*Here at VC we had the AUTO program for many years, and we've only had just the one program. As we began to realign, we realized we needed more courses, which crafted the whole change from AUTO to ACE. Aligned with Manufacturer Certification Programs, common job skills, common job sets. Other community colleges are doing these types of programs as well.*

*Toyota's T-10 program is run as part of VC's program.*

*Is there any tracking of student population after they leave, or gender distribution?*

*Primarily male dominated, but there are a few women coming through the program. Some tracking in place – did receive a bronze star about 2 years ago for increasing the workforce.*

*Final resolution: ACE COAs (all 4 listed) approved for first and second reading*

*Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, S. Fell, D. Farias, R. Gamboa, K. Guzman Gonzalez, M. Rivera, P. Sezzi, G. Wood*

*No: None*

**Voting Tally:**

AS/AM	CB	DC	DF	GES	GW	JC	JF	KW	KGG	MR	MB	MC	NF	PS	PY	RG	SF
	yes	yes	yes		yes				yes	yes	yes	yes	yes	yes		yes	yes

M. Bowen called for a motion to approve the First Reading courses proposals (Item XII.A.1)

Motion by: C. Branciforte moved for first and second reading

Seconded by: D. Farias

Discussion: None

Final resolution: First Reading courses approved for first and second reading

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, S. Fell, D. Farias, R. Gamboa, K. Guzman Gonzalez, M. Rivera, P. Sezzi, G. Wood

No: None

Voting Tally:

AS/AM	CB	DC	DF	GES	GW	JC	JF	KW	KGG	MR	MB	MC	NF	PS	PY	RG	SF
	yes	yes	yes		yes				yes	yes	yes	yes	yes	yes		yes	yes

M. Bowen called for a motion to approve the First Reading program proposals (Item XII C.2 and Item XII.C.3)

Motion by: C. Branciforte moved for First and Second reading

Seconded by: P. Sezzi

Discussion: N. Norris: Created a new class, BUS V52, added as a capstone class for this COA and the upcoming AS degree.

D. Newcomb: Admin programs are being replaced by the new AS/COA Administrative Office Assistant

Final resolution: First Reading programs approved for first and second reading

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, S. Fell, D. Farias, R. Gamboa, K. Guzman Gonzalez, M. Rivera, P. Sezzi, G. Wood

No: None

Voting Tally:

AS/AM	CB	DC	DF	GES	GW	JC	JF	KW	KGG	MR	MB	MC	NF	PS	PY	RG	SF
	yes	yes	yes		yes				yes	yes	yes	yes	yes	yes		yes	yes

### XIII. ADMINISTRATIVE CHANGES (Discussion/Action)

#### A. CDL N103 (correction of CB13 code from “N” to “S” – will be noted as a specialized course)

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

Motion by: R. Gamboa

Seconded by: C. Branciforte

Discussion: None

Final resolution: Administrative Change proposal approved

Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, S. Fell, D. Farias, R. Gamboa, K. Guzman Gonzalez, M. Rivera, P. Sezzi, G. Wood

No: None

Voting Tally:

AS/AM	CB	DC	DF	GES	GW	JC	JF	KW	KGG	MR	MB	MC	NF	PS	PY	RG	SF
	yes	yes	yes		yes				yes	yes	yes	yes	yes	yes		yes	yes

\*Recorder’s Note: R. Gamboa left the meeting after the agenda vote.

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

##### **A. Review of Accreditation Report Homework (Discussion/Action; see separate attachment) – M. Bowen**

*Accreditation time again – the attachment emailed with the agenda packet is the first page of Standard 2. It is from the mid-term self-study report. Lynn Wright asked for the Curriculum Committee to look at sections of the self-study and review for updates/changes to start the process of writing the new report.*

*Michael Bowen has separated the areas for which the Curriculum Committee is nominally responsible. He has marked up section 2.A.1 as an example of what Lynn is looking for.*

*Asking for volunteers to look at the remaining sections. Maybe 1 or 2 people to work on each section. On April 6<sup>th</sup>, the next CC meeting, Lynn is going to come and will ask for a report on the edits.*

*Suggestion made to put this document on One Drive or another share drive. How are we going to edit this? More clear direction is needed.*

*Suggestion made to approach this way: send out Standard 2A to all CC members. Have a 1 hour meeting and just go through each sub-standard. Each person think – Where can we find documentation? How can we document how we are meeting these sub-standards? There are going to be levels of refinement. No need to get that deep at this point – mainly looking for what these things need to be changed.*

*Group agreed to meet on 3/23 at 2pm to discuss further. No other action taken.*

##### **B. Credit for Prior Learning and AP 4235 (Discussion) –J. Kalfsbeek-Goetz**

*Item not discussed due to time.*

##### **C. Review of Curriculum process: CCT Task Force Updates (Standing Item; Discussion) - G. Wood**

*The workgroup has created a google form. The premise is to facilitate transparency and input as to how people perceive the curriculum process with respect to CourseLeaf specifically. Would like to send to constituents at the college (faculty, classifiers and administration) who use the system. Will look at responses has a group.*

*Group decided a vote was not needed to send out form for responses. No further action taken.*

##### **D. Proposal Review from Districtwide Credit for Prior Learning Committee (Discussion; see attachment) – M. Bowen**

*Item not discussed due to time.*

##### **E. GE Removal Rubric – Revised Forms (Discussion/Action) – M. Bowen**

*Item not discussed due to time.*

##### **F. Update on Priority 1 Courses/Banner Sync Issue (Discussion; see attachment) – K. Denton**

*K. Denton: Working on getting courses out of the Banner step for the last 3 weeks.*

*Started with 537 courses with errors and we are down to 121 as of today. Overall, we are pushing about 80% of the courses are through. Questions – feel free to ask. Thank you, Kelly!*

##### **G. Continuing Discussion/Process and Procedures (Standing Item; Discussion/Action) – D. Farias, C. Branciforte**

###### **1. Fall 2021 out of cycle DE Addendum/courses**

2. Backlog of Programs (see attachment)
3. Second Readings
4. Curriculum Committee Members as part of initial Technical Review
5. Streamline Agenda Items (Reports)

*Items XIV.G. 1-5 not discussed due to time.*

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

*Item not discussed due to time.*

**I. Curriculum Committee Training (Discussion) – M. Bowen**

*Item not discussed due to time.*

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

- A. Course Recommendation for Approval: AG V01 (Area C2)
- B. Course Recommendation for Removal: HIST 79 (removal from Area F)

*Comment: Can we change this item to include something about local degrees? To make sure people know we aren't voting on CSU degrees.*

*M. Bowen called for a motion to approve Item A*

*Motion by: P. Sezzi  
 Seconded by: C. Branciforte  
 Discussion: None  
 Final resolution: P&GE Item A approved*

*Item B postponed for further discussion at the 4/6/21 Curriculum Committee meeting.  
 Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, S. Fell, D. Farias,  
 K. Guzman Gonzalez, M. Rivera, P. Sezzi, G. Wood*

*No: None*

*Voting Tally:*

AS/AM	CB	DC	DF	GES	GW	JC	JF	KW	KGG	MR	MB	MC	NF	PS	PY	RG	SF
	yes	yes	yes		yes				yes	yes	yes	yes	yes	yes			yes

**XVI. REPORTS (Information)**

**A. Co-Chairs**

**B. Articulation/C-ID**

1. C SUGE-Breadth and IGETC item requests for fall 2021 implementation have been submitted to ASSIST, including the new CSUGE-B Area F (Ethnic Studies) courses

*Item not discussed due to time.*

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

1. 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. Workgroup Reports

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

*Item not discussed due to time*

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

*No items announced or requested*

**Meeting adjourned: 5:00 p.m.**

**NEXT MEETING**

April 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