

Curriculum Technical Review Meeting

AGENDA – 08/31/2021

3:30 p.m. via Zoom



Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/2390480463>

Items	Discussion/Action
<p>1. Review/Revise Curriculum Committee Agenda – 9/7/21</p> <p><u>Courses:</u> Revision: ART V68</p> <p><u>Programs:</u> Revision: Proficiency Award: Environmental Studies</p>	
<p>2. Additional items for Curriculum Committee Meeting Agenda</p> <p>A. Transfer of online courses to other institutions – G. Wood</p> <p>B. Curriculum Voting members/Proxy – G. Wood</p> <p>C. Curriculum Deadlines for 2021-22 – P. Sezzi</p> <ul style="list-style-type: none"> o Explanation for the deadlines 	<p>A. - Are institutions limiting acceptance of DE courses when students transfer to other institutions such as 4-year institutions (e.g. UC and Cal State)?</p>
<p>3. Tutorials for CourseLeaf/Curriculum – M. Bowen, P. Sezzi</p>	
<p>4. AG N150 Prerequisite – P. Sezzi</p>	
<p>5. Credit for Prior Learning (see attachment) – M. Callahan</p> <p>A. AP rewriting progress at DTRW-I (use link to see attachment) – M. Bowen</p>	<p>Time certain for Gaby Asamsama-Acuna to attend: 4:00-4:15</p>
<p>6. Inactivation email memo when course is merging with another?</p>	<p>Do we need to request an inactivation email memo from faculty who are inactivating a course whose content they are incorporating into another course, e.g., inactivation of DM V40L, which is being merged into DM V40.</p>
<p>7. Resolutions/Written Procedures for Curriculum Committee vote</p> <p>A. Inactivation of courses 7 years or older (see attachment)</p> <p>B. C-ID approvals not needed as a voting item for the committee</p> <p>C. Requirement for Faculty (or Dean as alternate) to attend Tech Review if presenting new or revised course or program</p> <p>D. All courses should simultaneously undergo first and second reading unless further discussion requested</p>	
<p>8. Continued discussion on CIM fix for CAT implementation progress (use link to see attachment)– S. Ayala</p>	<p>Courses need to be updated prior to migration to CAT.</p>
<p>9. Program Mapper – pre-discussion</p>	<p>Will invite Corey Wendt to a Curriculum Committee meeting in September for a presentation</p>
<p>OLD BUSINESS</p>	
<p>10. None</p>	
<p>STANDING ITEMS/FUTURE AGENDAS</p>	
<p>11. Anti-racism and curriculum – J. Kalfsbeek-Goetz https://www.glendale.edu/about-gcc/faculty-and-staff/c-i-curriculum-and-instruction/creating-equitable-curriculum-guide</p> <ul style="list-style-type: none"> • C-ID Update/AO Report – M. Bowen 	

Items	Discussion/Action
<ul style="list-style-type: none"> • CAT update – S. Ayala • Course/Program approvals Update – S. Ayala • Noncredit discussion regarding ACT N102 and ICAN-JOB Program – M. Bowen, O. Long • Conditional C-ID course fixes and others with time sensitive issues. To be first in CourseLeaf (all sent emails) <p><u>Future Agenda Items:</u></p> <ul style="list-style-type: none"> • DM V10, DM V40L • Theatre Arts: Technical Theatre COA (New) <ul style="list-style-type: none"> Initial Review Needs Regional Consortia minutes Needs CTE Advisory Council Approval Meeting Minutes 	<ul style="list-style-type: none"> • MATH V05: Conditionally approved for CID MATH 851 • CT V70: pending articulation agreement with SDSU and CSU Chico • ENGR V16: conditionally approved for CID ENGR 260 <ul style="list-style-type: none"> • <i>These courses he courses are inactivations which need to be coordinated with a new course (DM V11, not yet submitted to workflow) and revisions to three programs</i>

Ventura College Curriculum Committee
Curricular Proposals for 08/31/2021

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

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

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

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.