



Curriculum Committee Minutes

VIA ZOOM / MCW 301

Tuesday, February 1, 2022 at 3:30pm

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

Meeting called to order: 3:31 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)	
Articulation Officer	<input checked="" type="checkbox"/> Michael Bowen (Interim)	
Technical Review Chair	<input 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 checked="" 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 checked="" 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 (KG)
Librarian	<input type="checkbox"/> Kaela Casey (KC)	
Library, Languages, Behavioral & Social Sciences Division	<input checked="" type="checkbox"/> Rubisela Gamboa (RG)	<input type="checkbox"/> (Vacant)
Sciences Division	<input checked="" type="checkbox"/> Gabi Wood (GW)	<input type="checkbox"/> (Vacant)
Student Services Division	<input checked="" type="checkbox"/> Maria Reyes-Sanchez (MRS)	<input checked="" type="checkbox"/> Gema Espinoza Sanchez (GS)
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 type="checkbox"/> Bernard Gibson	<input type="checkbox"/> Dan Kumpf
Dean	<input checked="" type="checkbox"/> Lisa Putnam	<input type="checkbox"/> Felicia Dueñas
Dean	<input type="checkbox"/> Boglarka Kiss	<input type="checkbox"/> Phil Briggs
Dean	<input checked="" 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: Michelle Beard (MATH), Ryan Petitfils (MATH)

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

P. Sezzi called for a motion to approve the agenda

Motion by: M Bowen moved to approve with a note that Michelle Beard and Ryan Petitfils will be joining the meeting between 3:45 p.m. and 4:00 p.m. to discuss the new MATH program.

Seconded by: D. Clark

Discussion: None

Final resolution: Agenda approved as presented.

Yes: All M. Bowen, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman Gonzalez, A. Martin, M. Reyes-Sanchez

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			yes

Recorder’s Note: G. Wood arrived after the agenda vote.

III. INTRODUCTIONS AND GENERAL ANNOUNCEMENTS (Information)

A. Public Comments (limited to 5 minutes per person) ¹

R. Gamboa: There is an Academic Senate meeting this Thursday. The Ethnic Studies faculty is encouraging Curriculum Committee members to attend and support the prioritization of hiring full time ETHS faculty to teach these new courses.

B. Articulation Officer and Technical Review – M. Werness-Rude, P. Sezzi

Our new Articulation Officer, Marc, has resigned. We will have Michael Bowen as interim AO for the rest of the semester. Another AO recruitment will be started soon. We are sorry to see him go, and this can be used as a moment for self-reflection as a committee. We should be thinking about how we are going to be handling Tech Review in the fall without Michael Bowen after his retirement.

IV. CURRICULUM COMMITTEE BUSINESS

A. Updated Curriculum Deadline: April 30, 2022 for all submissions for AY 2023-2024 – M. Werness-Rude, P. Sezzi

Chairs would like the deadline to be earlier so we can utilize the technical reviewers we have now. Deadline is for implementation for Fall 2023 and 2023-2024 catalog.

If something is submitted after April 30th the current Tech Review team may not be able to review this in time for upcoming agendas, especially due to M. Bowen’s retirement.

Comment made that we need to have a plan for the committee to take the TR responsibilities onto ourselves. Items in the queue may end up on our plates anyway due to Michael’s departure. Conversations should start happening now to find replacements within the committee.

Suggestion made to revisit state senate having a visit to share best practices.

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.

B. Priority 1 Courses ([see link for list](#)) – M. Bowen

Thank you, Michael for preparing this list. Please share this with your divisions. Email Michael if you need this separated for just your division. This list will be distributed to Deans and Department Chairs as well.

**V. APPROVAL OF MINUTES: [December 7, 2021](#) and [January 18, 2022](#)
(Discussion/Action – 2 minutes)**

P. Sezzi called for a motion to approve the minutes from both meetings

Motion by: M. Bowen

Seconded by: G. Wood

Discussion: None

Final resolution: Minutes from both meetings approved as presented

Yes: All M. Bowen, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman Gonzalez, A. Martin, M. Reyes-Sanchez, 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		yes			yes

VI. OLD BUSINESS (Discussion/Action)

A. Proposed Distance Education Resolution (Discussion/Action – 5 minutes) – M. Werness-Rude, P. Sezzi

- 1. Resolution text: “As there is no longer any meaningful distinction between the 0-50%, 51-99% and 100% DE modalities at the state level, any course at Ventura College that has any of the three permanent DE modalities selected will henceforth be considered available to offer in all DE modalities. As courses move through Curriculum from this moment on, DE availability in any modality will be indicated by simply selecting all three DE modality boxes (to facilitate this process and ensure consistency across curricula moving forward, if any DE modality box is selected, technical reviewers will check all three boxes and add the requisite DE boilerplate statements to those sections).”*

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

Motion by: A. Martin

Seconded by: K. Guzman-Gonzalez

Discussion: Items revised from last meeting’s discussion are underlined in the resolution text above. Peter has spoken to the other Curriculum Chairs about this resolutions and Moorpark College already does this.

Final resolution: Resolution approved.

Yes: M. Bowen, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman Gonzalez, A. Martin, M. Reyes-Sanchez, 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		yes			yes

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

A. New: AG N150, AG N151

B. Revision: CHEM V01B

P. Sezzi called for a motion to approve the Requisite proposals

Motion by: M. Bowen

Seconded by: R. Gamboa

Discussion: CHEM V01B: what is the intent of removing “with a C or better”?

Passing grade by definition is a C or better or a P. Trying to avoid redundancy.

Counseling is bombarded in the summer with requests and students will argue to pass the course if it is not specifically stated in the COR.

Suggestion to add the note back regarding “C” notation

Should we make this a policy to add in “C or better during Tech Review?

We can add a note to state that at VC when a prereq is listed, we require a C or better”

Amend motion to restore original prereq language on CHEM V01B.

M. Amended and R seconded

Motion Amended: M. Bowen amended the motion to approve the requisite proposals and add back in “C or better” language in CHM V01B.

Seconded by: R. Gamboa

Final resolution: Requisite approvals approved with change as notated above

Yes: M. Bowen, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman Gonzalez, A. Martin, M. Reyes-Sanchez, 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		yes			yes

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

A. Review: AG N150, AG N131, CHEM V01B

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

Motion by: D. Farias

Seconded by: N. Falco

Discussion: None

Final resolution: Distance Education proposals approved

Yes: M. Bowen, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman Gonzalez, A. Martin, M. Reyes-Sanchez, 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		yes			yes

IX. MINIMUM QUALIFICATIONS (Discussion/Action)

A. None

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

A. Resolution Authorizing Remote Teleconference Meetings Pursuant To Brown Act Provisions Included in Assembly Bill (AB) 361 (Rivas) (Discussion/Action- 5 minutes; see [document here](#)) – M. Werness-Rude, P. Sezzi

B. Course Updates: None

P. Sezzi called for a motion to approve the Remote Teleconference Meetings Resolution

Motion by: M. Bowen

Seconded by: R. Gamboa

Discussion: None – This will be on the agenda at the first CC meeting of each month.

Final resolution: Resolution approved

Yes: M. Bowen, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman Gonzalez, A. Martin, M. Reyes-Sanchez, 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		yes			yes

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. FIRST READING PROPOSALS:

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

**Courses/Programs presented for simultaneous First and Second Reading*

1. None

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

1. Revision: AG N150, AG N151, CHEM V01B

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

1. New: Certificate of Competency: Mathematics Readiness

2. Revision: Certificate of Competency: Agriculture Field Supervisor (Noncredit)

P. Sezzi called for a motion to approve the First Reading Courses proposals (XIII.B.1)

Motion by: G. Wood

Seconded by: D. Farias

Discussion: None

Final resolution: First Reading Course proposals (XIII.B.1) approved

Yes: M. Bowen, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman Gonzalez, A. Martin, M. Reyes-Sanchez, 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		yes			yes

P. Sezzi called for a motion to approve the First Reading Program proposal (XIII.C.1)

Motion by: M. Bowen

Seconded by: N. Falco

Discussion: Math Readiness certificate was created to pair the new noncredit course (MATH N113) with tutoring.

Who is the target for this program? College Algebra STEM students who are planning to go into STEM and don't have the math readiness skills yet for even College Algebra with support. Alongside of that, nursing students who can no longer take Beginning Algebra can take this as well to brush up on their skills, but these courses are open to all.

Possibility of offering these courses in the summer sessions too.

Final resolution: First Reading Program proposal (XIII.C.1) approved

Yes: M. Bowen, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman Gonzalez, A. Martin, M. Reyes-Sanchez, 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		yes			yes

P. Sezzi called for a motion to approve the First Reading Program proposal (XIII.C.2)

Motion by: M. Bowen

Seconded by: D. Farias

Discussion: This is a noncredit program that we piloted this year. It's bilingual and taught primarily in Spanish. Target students are front line agriculture employees with ESL component added in to reach further career opportunities and advancement in the career. Some employers pay their employees to further their education with this program.

Final resolution: First Reading Program proposal (XIII.C.2) approved

Yes: M. Bowen, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman Gonzalez, A. Martin, M. Reyes-Sanchez, 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		yes			yes

XIV. ADMINISTRATIVE CHANGES (Discussion/Action)

A. KIN V16 (effective date changed)

P. Sezzi called for a motion to approve the Administrative Change proposal

Motion by: M. Bowen

Seconded by: D. Farias

Discussion: This course was approved at the 1/18/22 Curriculum Committee meeting with a Fall 2022 effective date, but revising to Spring 2022 as course is scheduled to be taught starting on Monday.

Final resolution: Administrative Change proposal approved

Yes: M. Bowen, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman Gonzalez, A. Martin, M. Reyes-Sanchez, 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		yes			yes

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

A. How to Prioritize Programs at the AO Step (Discussion/Action; see [link to programs in AO queue](#)) – M. Werness-Rude, P. Sezzi, M. Bowen

The list of programs in AO queue was shared. Question was asked: What is the pleasure of the committee was in regards to the order of review? Should we review them in order, or new vs. revision? Easier review vs more detailed review?

Idea presented for committee members try Tech Review with the “easier” reviews. Harder reviews (new programs) should be reviewed by M. Bowen.

Can we fast track programs that will be automatically approved at the State?

Decision reached that M. Bowen will review new programs and transfer degrees. #405 (Chicano Studies), #550 (Community Health and Health Education COA), #409 (Agriculture Business), and ADTs: #237 (Biology), #313 (English), #318(Geography), and #393 (Health Sciences)

For the remainder of the programs, Maline, Peter, and Michael to discuss at meeting offline and come up with a plan. Committee members encouraged to attend Friday’s curriculum drop in session for program review instructions.

No vote taken on this item.

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

A. None

XVII. REPORTS & STANDING ITEMS (Information)

A. Co-Chairs – M. Werness Rude, P. Sezzi

Peter would like to give kudos to VC’s MATH Department especially and also the English Department for their efforts to be active and progressive in getting our curriculum in compliance with AB705. They really stepped up to the challenge and should be commended!

B. Technical Review Chair – M. Callahan, M. Bowen

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

M. Callahan is currently out on leave. Michael Bowen is covering Technical Review.

C. Articulation – M. Bowen

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

E. Subcommittees/Workgroups

1. CCT Task Force Workgroup Updates – G. Wood, D. Farias

a. Link to the canvas course: <https://vccd.instructure.com/enroll/L6JJLF>

Suggestion to record the zoom drop in session that gives instructions on Tech Review and Gabi and Dorothy can work with is in the Canvas course. Everyone is encouraged to subscribe to this canvas course. To subscribe, you have to both view and enroll.

2. American Ethnic Studies Workgroup – R. Gamboa

Workgroup was created to keep the curriculum in the hands of those that teach it and have the MQs in the subject. This item can be removed this as a standing item from the agenda.

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

All Fall 2022 or Spring 2022 courses approved through Curriculum Committee have been submitted and approved. Awaiting 3 outstanding program approvals.

G. Anti-racism in [Curriculum](#) – J. Kalfsbeek-Goetz

Must not forget that we've committed to equity and anti-racism. State academic senate passed a resolution this fall noting that they're implementing language to go in the CORs regarding this issue. Something we should be thinking about. Is this ok to be removed as a standing item and added when new information is available? Yes – and Perhaps an idea of a mission statement for the agenda in the future.

H. Best Practices/Streamlining Curriculum Processes

Item can be removed from the agenda

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

A. None

XIX. REQUESTS FOR FUTURE AGENDA ITEMS

Potential vote on program review and having committee members assist in this process. Tech Review workgroup to discuss first before item is placed on a future agenda.

Meeting adjourned: 5:08 p.m.

**NEXT MEETING
Tuesday, February 15, 2022
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
Ventura College - 4667 Telegraph Road, Ventura, CA 93003 - (805) 289-6464