



Curriculum Committee Minutes

VIA ZOOM / MCW 301

Tuesday, February 15, 2022 at 3:30pm

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

Called to order: 3:33 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 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 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 type="checkbox"/> Sharon Oxford	
Registrar	<input type="checkbox"/> Gaby Asamsama-Acuña	

GUESTS: Francisco Fuentes Jr. (ETHS)

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

M. Werness-Rude called for a motion to approve the agenda

Motion by: M. Bowen moved to approve the agenda and move item IV. down to before item XV.

Seconded by: D. Clark

Discussion: None

Final resolution: Approved with the reordering

Yes: M. Bowen, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, 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			

Recorder's Note: R. Gamboa arrived after the agenda vote.

III. INTRODUCTIONS AND GENERAL ANNOUNCEMENTS (Information)

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

G. Wood – Announcement that she has requested a leave of absence for the upcoming academic year to pursue a Ph.D. She will be reaching out to colleagues to hand over the Canvas shell, and leave it in a good place during her absence. Congratulations, Gabi!

D. Farias – Comment: Disappointed in today's agenda. It seemed as though the committee voted to approve local, revised programs that have cleared Tech Review 2 and are in the AO queue. Items are not on the agenda.

M. Werness-Rude – Comment: We will be dedicating time to program approval on this agenda under the training item.

IV. CURRICULUM COMMITTEE BUSINESS

A. Advanced Placement Chart (Informational Item; [see link for document](#)) (Discussion – 2 min) - M. Bowen

M. Bowen discussed changes to the chart with the input of the Counseling Department.

D. Clark brought up a reminder to insert locally developed course-to-course awarding of AP credit made by the appropriate discipline faculty. "AP 4236 Advanced Placement Credit" – as something to keep on the radar.

G. Sanchez - can we make sure we check with all the discipline faculty that the appropriate articulated course(s) is still accurate

B. Training for Technical Review (Discussion; 30+ min) – M. Bowen, M. Werness-Rude, P. Sezzi

M. Bowen discussed information relating to reviewing programs in CourseLeaf

C. 2022-2023 Catalog Discussion (Discussion; 10 min) – M. Werness-Rude, P. Sezzi, S. Ayala

S. Ayala discussed the new electronic catalog and issues that are coming up relating to outdated programs in CIM.

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.

V. APPROVAL OF MINUTES: February 1, 2022 (Discussion/Action – 2 min)

M. Werness-Rude called for a motion to approve the minutes from 2/1/22.

Motion by: M. Bowen

Seconded by: K. Guzman-Gonzalez

Discussion: None

Final resolution: Minutes approved as presented

Yes M. Bowen, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, 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			

Recorder's Note: R. Gamboa arrived after the minutes vote.

VI. OLD BUSINESS (Discussion/Action)

A. None

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

A. None

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

A. Review: COUN V04, IDS N100

M. Werness-Rude called for a motion to approve the Distance Education proposals

Motion by: M. Bowen

Seconded by: G. Espinoza-Sanchez

Discussion: None

Final resolution: Approved

Yes M. Bowen, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, 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			

Recorder's Note: R. Gamboa arrived after the minutes vote.

IX. MINIMUM QUALIFICATIONS (Discussion/Action)

A. None

X. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (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. 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 min)**

1. Revision: COUN V04, IDS N100

M. Werness-Rude called for a motion to approve the First Reading Courses proposals
Motion by: M. Bowen
Seconded by: G. Espinoza-Sanchez
Discussion: IDS N100 – one of the 2 courses part of the Noncredit Mathematics Readiness certificate. Not marked as enhanced funding applicable or program applicable. This update is to update those CB codes.
COUN V04 – filled in sections from the transition to CourseLeaf.
Final resolution: First Reading course proposals approved
Yes M. Bowen, D. 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

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

1. New: Associate in Arts, Chicana/o Studies*

Maline Werness-Rude called for a motion to approve the First Reading Program proposal
Motion by: M. Bowen moved to approve this program for first reading only as Technical review is not yet complete.
Seconded by: R. Gamboa
Discussion: Item to be moved to second reading for next Curriculum Committee meeting so Tech Review can be completed.
Q: Program map listed at the bottom of the pdf – are we incorporating this now?
A: All proposals starting this now.
Final resolution: Program approved for first reading only and will come back for second reading at the next Curriculum Committee meeting.
Yes M. Bowen, D. 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

XIV. ADMINISTRATIVE CHANGES (Discussion/Action)

A. Course: CD V61

B. Program: Certificate of Competency: Mathematics Readiness ([see link](#) for proposed narrative language)

M. Werness-Rude called for a motion to approve the Administrative Change proposals
 Motion by: M. Bowen to approve both items A and B
 Seconded by: A. Martin
 Discussion: Mathematics Certificate: the narrative and catalog description edited due to discussion at DTRW-I. Math Department agreed on these changes
 Final resolution: Administrative Change proposals approved
 Yes: M. Bowen, D. 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

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

A. Drafts of [BP/AP 4020](#), [BP/AP 4102](#) or DTRW-I meeting (Discussion/Action; 5 min)

Item not discussed due to time

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

A. None

XVII. REPORTS & STANDING ITEMS (Information)

Reports not discussed due to time

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

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

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

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://vcccd.instructure.com/enroll/L6JJLF>

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

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

A. None

XIX. REQUESTS FOR FUTURE AGENDA ITEMS

No items were requested at this time.

NEXT MEETING
Tuesday, March 1, 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

Curriculum Committee 2021-2022 Goals:

- Provide additional training(s) to the Curriculum Committee on curricular and program proposals in order to promote a culture of participation at Curriculum Committee meetings
 - a) Brown Act/Meeting Procedures training
 - b) Viewing courses in CourseLeaf; things to look for in the Curriculum Review process
 - c) How to enter a course in CourseLeaf
- Committee collaboration with faculty and students to ensure maximum equity and anti-racism
 - a) See also the Academic Senate of California Community Colleges Resolution 9.01, "F21 Adding Culturally Responsive Curriculum, Equity Mindedness and Anti-Racism to Course Outline of Record (COR) Requirements in Title 5"
- Complete the Articulation Officer recruitment and, if it is not successful, continue recruitment until filled.
- Help Curriculum Committee members work with discipline faculty to have curricular and program proposals ready for Curriculum Committee approval
- Especially with regard to the order in which courses and programs are reviewed by Technical Review / Curriculum Committee—develop, publish and have Curriculum Committee approval for transparent prioritization lists regarding how and when curricular and programmatic proposals are reviewed
- Establish the Curriculum submission deadlines for next academic year no later than Spring of the current academic year