



Curriculum Committee Meeting Minutes

VIA ZOOM / MCW 301

Tuesday, March 15, 2022 at 3:30pm

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

Called to Order: 3:05 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 type="checkbox"/> Amanda Martin (AM)
Health, KIN, ICA, Performing & Visual Arts Division	<input type="checkbox"/> Jeff Fischer (JF)	<input type="checkbox"/> Krenly Guzman Gonzalez (KG)
Librarian	<input checked="" 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 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 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 checked="" type="checkbox"/> Sharon Oxford	
Registrar	<input type="checkbox"/> Gaby Asamsama-Acuña	

Guests: Angela Madsen (BIOL)

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

M. Werness-Rude called for a motion to approve the agenda, with the removal of the AS-T Biology and AA-T English from Second Reading

Motion by: M. Bowen with the amendment listed above

Seconded by: N. Falco

Discussion: AS-T Biology and AA-T English have not gone through Technical Review as of today and cannot be reviewed for Second Reading.

Final resolution: Amended agenda approved

Yes: M. Bowen, K. Casey, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, 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

Recorder’s Note: Co-chairs were present for quorum, though they do not cast votes

III. INTRODUCTIONS AND GENERAL ANNOUNCEMENTS (Information)

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

None

IV. APPROVAL OF MINUTES: [March 1, 2022](#) (Discussion/Action – 2 min)

M. Werness-Rude called for a motion to approve the minutes from the 3/1/22 Curriculum Committee meeting

Motion by: M. Bowen

Seconded by: R. Gamboa

Discussion: None

Final resolution: Minutes from 3/1/22 approved as presented

Yes: M. Bowen, K. Casey, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, 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

V. OLD BUSINESS (Discussion/Action)

A. None

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.

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

A. None

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

A. None

VIII. MINIMUM QUALIFICATIONS (Discussion/Action)

A. None

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

A. None

X. SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)

A. ASL V01, ASL V02

M. Werness-Rude called for a motion to approve the Second Reading courses

Motion by: N. Falco

Seconded by: K. Casey

Discussion: None

Final resolution: Second Reading course proposals approved as presented

Yes: M. Bowen, K. Casey, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, 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

XI. SECOND READING PROGRAMS: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)

A. New: COA Agriculture Business

B. Revision: ~~AS-T Biology, AA-T English, AA-T Geography~~

M. Werness-Rude called for a motion to approve the Second Reading programs

Motion by: M. Bowen to approve both COA Agriculture Business and AA-T Geography

Seconded by: D Farias

Discussion: AG Business COA – fits into degree and course changes

Only change in AA-T GEOG was discipline ID change in soil science

Some retroactive technical review may be needed to AA-T Geography

Reminder: AS-T Biology and AA-T English have not completed their technical review and are not ready for second reading.

Final resolution: COA Agriculture Business and AA-T Geography approved for second reading

Yes: M. Bowen, K. Casey, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, 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

XII. 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 – 2 min)

1. None

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

1. None

XIII. ADMINISTRATIVE CHANGES (Discussion/Action)

A. AA-T Art History

M. Werness-Rude called for a motion to approve the Administrative Change proposal

Motion by: D. Farias

Seconded by: M. Bowen

Discussion: Issue on this program was the Courseleaf/CIM record for this program was almost empty due to migration from CurricUNET. Narrative was correct and matched catalog and state. Updated the rest of the Courseleaf record to match what already exists at the State. Minor issue with unit counting which was also factored in as an Administrative Change – not unit total, but layout

Final resolution: Administrative Change proposal approved

Yes: M. Bowen, K. Casey, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, 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

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

- A. None

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

- A. None

The next meeting was canceled – no submissions.

XVI. Curriculum Committee Business

A. Review of Programs – M. Werness-Rude, P. Sezzi

1. Thank you to Dorothy and Gabi who attended the workshop on Friday where the ADT in Geography was reviewed. Link to that recording is in Item C below. Discussion/review continuing at this Friday's workshop as well. Individualized questions are ok during these sessions too.
2. Several discussions regarding the 5-year review of programs. There is a state mandate to review courses every 5 years. Issue we have become aware of is that many of our programs have not been reviewed in the last 5 year and much information is missing

Question for the committee – do we want to institute a process for a 5-year review of programs? If so, how would the committee like to approach this? Should a resolution be drafted?

Dorothy and Dan to form a workgroup to take to senate and CPC for discussion. Anyone else that wants to join is welcome. Other ideas still welcome.

Drafting a resolution was decided to be a premature action at this point.

3. Tuesday March 22 and Tuesday April 5th are free spaces on the CC calendar without having a P&GE meeting. Would like to turn these into information technical review meetings where committee members can come to see how the process goes, and to review programs in the queue. Invites to be sent out.

B. Dos and Don'ts of CIM Information for CAT and Deadlines – S. Ayala

Presentation on where the text in the catalog (CAT) is being pulled from in Courseleaf (CIM).

Question about Program Mapper, updating it, and what is the source of truth. CIM record must be the source of truth between these programs (Program Mapper, CAT, Banner, CIM, etc.) – best practice ideas should be explored

C. Link to Recording from Michael's Previous Drop-In Meeting – M. Bowen

First program discussion is 20-30 minutes until the recording.

D. Report from ASCCC Curriculum Regional Meeting – M. Bowen, M. Werness-Rude

1. Co-listing of courses ([see link](#))
2. DEI—examples of classroom and COR changes

Short explanation was given on each attachment within the links

XVII. REPORTS & STANDING ITEMS (Information)

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)

This spreadsheet is up to date

C. Articulation – M. Bowen

1. Priority 1 list

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

Chicana/o Studies ADT and ASL courses discussed and will move forward to the Board.

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>

Faculty is encouraged to join the workgroup for information and updates!

2. CAT Implementation Workgroup

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

Please email co-chairs or Sarah for items

Meeting Adjourned: 5:05 p.m.

NEXT MEETING
Tuesday, April 19, 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