Curriculum Committee Minutes
VIA ZOOM / MCW 301

Tuesday, April 19, 2022 at 3:30pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2023 UNLESS OTHERWISE NOTED.

Call to Order: 3:33pm

I. ROLL CALL (Quorum is 10 out of 18 voting members)

VOTING MEMBERS		
Faculty Co-Chair	☒Peter Sezzi (PS)	
Faculty Co-Chair	☒Maline Werness-Rude (MWR)	
Articulation Officer	☒Michael Bowen (Interim)	
Technical Review Chair	☐Michael Callahan (MC)	
Academic Senate President	☒Dan Clark (DC)	
AFT Rep.	Vacant	
Career Education I Division	☒Nicole Falco (NF)	☐ (Vacant)
Career Education II Division	☒Dorothy Farias (DF)	☐John Clark (JC)
College Outcome Group Representative	☐Asher Sund (AS)/ Aurora Meadows (AM)	
English & Math Division	☐Peter Yi (PY)	☒Amanda Martin (AM)
Health, KIN, ICA, Performing & Visual Arts Division	☐Jeff Fischer (JF)	☒Krenly Guzman Gonzalez (KG)
Librarian	☒Kaela Casey (KC)	
Library, Languages, Behavioral & Social Sciences Division	☐Rubisela Gamboa (RG)	☐ (Vacant)
Sciences Division	☒Gabi Wood (GW)	☐ (Vacant)
Student Services Division	☒Maria Reyes-Sanchez (MRS)	☒Gema Espinoza Sanchez (GS)
NON-VOTING MEMBERS		
CIO co-chair	☒Jennifer Kalfsbeek-Goetz	
ASVC Rep. (ASVC Director of Equity and Inclusion)	☐ (Vacant)	
Dean	☐Bernard Gibson	☐Dan Kumpf
Dean	☐Lisa Putnam	☐Felicia Dueñas
Dean	☐Boglarka Kiss	☐Phil Briggs
Dean	☐Debbie Newcomb	☐Leticia Canales
Dean	☐Jesus Vega	
Academic Data Specialist	☐Olivia Long	
Academic Data Specialist	☐Kelly Denton	
Recorder/Curriculum Technician	☒Sarah Ayala	
Distance Education Liaison	☒Sharon Oxford	
Registrar	☐Gaby Asamsama-Acuña	

Guests: *None*

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

P. Sezzi called for a motion to approve the agenda
Motion by: G. Wood
Seconded by: N. Falco
Discussion: None
Final resolution: Agenda adopted as presented
Yes: M. Bowen, K. Casey, D. Clark, 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			

III.   INTRODUCTIONS AND GENERAL ANNOUNCEMENTS (Information)

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

M. Bowen – new ASL courses have been submitted for UC TCA and CSU GE Approval

G. Wood: Would like the committee to revisit the topic of classified professionals joining Curriculum Committee as voting members. Other colleges have classified members voting. Encouraging Curriculum Committee to revisit that idea.

Item to be added to a future agenda

G. Wood: Notice that she will be gone from the committee next year– will be on a leave of absence for a year.

IV.   APPROVAL OF MINUTES: March 15, 2022 (Discussion/Action – 2 min)

P. Sezzi called for a motion to approve the 3/15/22 minutes
Motion by: M. Bowen
Seconded by: D. Clark
Discussion: None
Final resolution: Minutes approved as presented
Yes: M. Bowen, K. Casey, D. Clark, N. Falco, D. Farias, K. Guzman Gonzalez, 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
	abst	yes	yes		abst			yes	yes	yes		yes		yes			

V.   OLD BUSINESS (Discussion/Action)

A. None

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[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. New: ACE V43*

effective date Summer 2023

P. Sezzi called for a motion to approve the Requisite proposals
Motion by: M. Bowen
Seconded by: K. Guzman
Discussion: None
Final resolution: Requisite proposals approved
Yes: ALL   M. Bowen, K. Casey, D. Clark, 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			

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

A. New: ACE V43*

effective date Summer 2023

M. Bowen called for a motion to approve the Distance Education proposals
Motion by: M. Bowen
Seconded by: N. Falco
Discussion: None
Final resolution: Distance Education proposal approved
Yes: ALL   M. Bowen, K. Casey, D. Clark, 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			

VIII. MINIMUM QUALIFICATIONS (Discussion/Action)

A. None

IX. 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. **Inactivation*: ATET N107, N108, AUTO V11, V12, V26/V26L, V27/V27L, V28/V28L, V30/V30L, V33/V33L, V34/V34L, V38/V38L, V42, V43/V43L, V47, DM V11, V45, SL V10C**

       *effective Fall 2022

P. Sezzi called for a motion to approve one or more of the Consent Agenda items

Motion by:	*M. Bowen moved to approve items A and B as listed on the agenda*
Seconded by:	*G. Wood*
Discussion:	*None*
Final resolution:	*Both Consent Agenda items approved*
Yes:	*M. Bowen, K. Casey, D. Clark, 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: G. Espinoza-Sanchez arrived after the First Reading vote

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)

    A. **New*: AS Health Sciences, ~~COA Community Health and Health Education~~**

    B. **Revision*: AS-T Biology, AA-T English, AS Food Safety, AS Veterinary Science, COA Plant Science**

       *effective Fall 2022

P. Sezzi called for a motion to approve Second Reading program proposals
Motion by: M. Bowen moved to approve Items in XI.B first
Seconded by: D Farias
Discussion: AST Biology discussed – can we adjust the formatting or is this something we have to go with?

Reps should be made aware that since they opted to not update the PSLOs in TracDat, they now have to update all the other programs to reflect the correct/chosen PSLOs in Trac Dat. Major change added were the 3 Physics course options

Motion amended: M. Bowen amended motion to approve AS-T Biology separately
Seconded: D Farias
                         All voting members agreed
Final resolution: Proposals in XI.B with the exception of AA-T Biology approved for Second Reading
Yes: M. Bowen, K. Casey, 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		yes			

P. Sezzi called for a motion to approve AS-T Biology
Motion by: D. Clark moved to approve with the direction to the Biology department to provide the curriculum committee with the currently approved PSLOs, and a timeline for program revisions to update the approved PSLOs
Seconded by: G. Wood
Discussion: Some departments have different sets of PSLOs for each program
Final resolution: AS-T Biology approved as presented for second reading with the added direction listed above when motion was made.
Yes: ALL   M. Bowen, K. Casey, 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		yes			

P. Sezzi called for a motion to approve Second Reading program proposals in XI.A
Motion by: D. Clark moved to approve items in XI.A for second and final reading
Seconded by: G. Wood
Discussion: Discussion – Committee passed a resolution at a previous meeting that stated if representatives don't come to Tech Review or Curriculum Committee to discuss a new program, then the program will not be approved.
Recommendation made to postpone approval of COA Community Health and Health Education. Reps were not present and emails no response to emails sent from Tech Reviewer.

D. Clark volunteered to speak on behalf of AS in Health Sciences as the BIO representative.

Discussion ensued on program's Plan of Study and possibly reworking of the format. Counseling hopes in the future to have all courses appear on the Plan of Study

Motion amended   Dan amended the original motion and moved to approve AS in Health Sciences and postpone approval of COA until representative can be present.
Seconded by: G. Wood

Group voted on the first amendment of the motion. All in favor, no negative votes or abstentions.

Motion Amended:	*D. Clark made a second amendment to the motion: Move to approve AS Health Sciences with the addition of an asterisk to the Plan of Study courses BIOL V01 and V01L AND COMM V01 to include direction to all other course options in the Required Additional Courses.*
Seconded:	*G. Wood*
Final resolution:	*AS Health Sciences approved for Second Reading with additional comments made in second amended motion.*
	COA Community Health and Health Education postponed for approval until representatives can attend Tech Review and Curriculum Committee

Yes:	*M. Bowen, K. Casey, 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		yes			

XII. FIRST READING PROPOSALS:

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

1. ACE V43*

*effective date Summer 2023

P. Sezzi called for a motion to approve First Reading course proposal for first and second reading

Motion by:	*M. Bowen*
Seconded by:	*D. Farias*
Discussion:	*None*
Final resolution:	*New course proposal approved for first and second reading*
Yes: ALL	*M. Bowen, K. Casey, 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		yes			

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

1. None

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

1. Inactivation*: PA Medical Insurance Billing, PA Human Services-Social Welfare Specialist

*effective Fall 2022

P. Sezzi called for a motion to approve First Reading program proposals
Motion by: *N. Falco*
Seconded by: *M. Bowen*
Discussion: *None*
Final resolution: *First Reading program proposals approved for inactivation*
Yes: ALL   *M. Bowen, K. Casey, 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		yes			

XIII. ADMINISTRATIVE CHANGES (Discussion/Action)

A. None

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

XVI. Curriculum Committee Business

A. Proposed Changes to Program Review Process (see link) – M. Bowen

Recommendation to change program review process. In the past, faculty created a Word document for their narrative as well as completing the fields in CIM. Now, the recommendation is for Faculty to fill in the CIM fields, and Tech Review group can generate the Word document. Document will be sent back to the originator for review before continuing in workflow.

Motion by: *D. Farias moved to approve this process*
Seconded by: *M. Bowen*
Discussion: *Committee thought it was a great idea.*
Final resolution: *New process approved*
Yes: ALL   *M. Bowen, K. Casey, 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		yes			

XVII. REPORTS & STANDING ITEMS (Information)

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

Over 400 courses have come in for P1 review. Hoping for summer workgroup to review.

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

    1. **Program Status Spreadsheet (see attachment in share folder - 10 min)**

        Spreadsheet is up to date to check status of a program.

C. **Articulation – M. Bowen**

    1. **Priority 1 list**

        Item not discussed due to time

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

    Item not discussed due to time

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*

    2. **CAT Implementation Workgroup**

        Item not discussed due to time

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

    1. **AAT – Social Work and Human Services (new) (4/12/22)**

    2. **AA – Chicana/o Studies (new) (4/13/22)**

        Item not discussed due to time

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

A. **None**

XIX. REQUESTS FOR FUTURE AGENDA ITEMS

    No requests made

Meeting adjourned: 5:00pm

NEXT MEETING (last of the semester)
Tuesday, May 3, 2022
Location: via Zoom

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**