Curriculum Committee Minutes
VIA ZOOM / MCW 301
Tuesday, January 18, 2022 at 3:30pm

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

Called to order: 3:32 p.m.

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	☒Marc Roaquin (MR)	
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	☒Michael Bowen (MB)	☒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: *Angela Madsen (BIO)*

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

M. Werness Rude suggested item IV.B be moved to the top of the agenda, and all of VII., VIII., X. and XIII.B.1 be discussed first after IV.B.

M. Bowen moved to modify and adopt the agenda per the suggestion and note that ACE V21, ACE V22, ACE V41, and ACE V42 should be effective as of Spring 2021 instead of Fall 2022 as noted on the agenda.

Motion by:	M. Bowen
Seconded by:	D. Clark
Discussion:	None
Final resolution:	Agenda approved as amended and with the notations of the ACE courses listed above
Yes: ALL	M. Bowen, K. Casey, D. Clark, J. Clark, N. Falco, D. Farias, K. Guzman Gonzalez, A. Martin, M. Roaquin, M. Reyes-Sanchez, G. Wood
No:	None

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KC	KGG	MB	MC	MR	MRS	MWR	NF	PS	PY	RG
	yes	yes	yes		yes	yes		yes	yes	yes		yes	yes		yes			

Recorder's Note: R. Gamboa and G. Espinoza Sanchez arrived after the agenda vote.

III. INTRODUCTIONS AND GENERAL ANNOUNCEMENTS (Information)

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

M. Werness-Rude: We welcome Marc Roaquin – our new Articulation Officer

G. Wood: Would encourage people to join in on the Canvas Shell Course as a student. Lots of information there! https://vcccd.instructure.com/enroll/L6JJLF

IV. CURRICULUM COMMITTEE BUSINESS

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

M. Werness-Rude called for a motion to approve the Resolution Authorizing Remote Teleconference Meetings Pursuant to Brown Act Provisions Included in Assembly Bill (AB) 361 (Rivas)

Motion by:	D. Clark moved to reauthorize resolution
Seconded by:	M. Bowen
Discussion:	Suggestion to put this item in the Consent Agenda section when it appears again
Final resolution:	Resolution reauthorization approved
Yes:	M. Bowen, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman Gonzalez, A. Martin, M. Roaquin, M. Reyes-Sanchez, G. Wood
No:	None

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KC	KGG	MB	MC	MR	MRS	MWR	NF	PS	PY	RG
	yes	yes	yes	yes	yes	yes		yes	yes	yes		yes	yes		yes			yes

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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.

B. **Credit for Prior Learning (CPL) Discussion and Presentation (Discussion – 10 minutes; time certain 3:35pm) – D. Newcomb, D. Kumpf, M. Bowen, G. Espinoza Sanchez**

Debbie and Dan presented CPL information on presentation slides. This is a faculty driven initiative and faculty champions are needed to create a portfolio rubric with a 50 hr/semester stipend. Goal is to find 10 that will cover a variety of disciplines. Full or part-time faculty can apply. Also will be participating in MAP (aligning courses will military transcript assessment methods). VC has recently joined a CPL consortium which includes 52 colleges. For more information, please also reference the VCCCD AP that was recently updated (used to be "credit by exam") http://go.boarddocs.com/ca/vcccd/Board.nsf/goto?open&id=C2PVPL7E93B6

It is important to note that every course not identified as <u>not</u> eligible for CPL, it is in fact, eligible.

Deadline Jan 28 to hear from interested parties. If you are interested, please email Debbie and/or Dan and include your role in your department and if you've been involved with Curriculum before.

Presentation slides can be found at this link

1. **Review of draft Credit for Prior Learning Assessment Petition form from districtwide CPL Workgroup (Discussion; see attachments of AP 4235 and draft petition– 10 minutes) – M. Bowen**

   The draft petition was developed by ad hoc district workgroup. Small change is to add the option for the student to decide on whether they'd like the course letter graded or pass/no pass (if that is noted as allowed for a particular course). Considering possibility of waiving fees for internal examination.

M. Bowen moved to endorse the use of the form with the small edits as indicated (removing fee requirement and including pass/no pass option)

Motion by:	*M. Bowen*
Seconded by:	*A. Martin*
Discussion:	*Will this form be electronic/dynamic form instead of a PDF?*
	Question will be asked at DTRW-I and with DAC IT.
Final resolution:	*Motion passed for the Curriculum Committee to endorse use of the draft petition with edits as listed above.*
Yes:	*M. Bowen, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman Gonzalez, A. Martin, M. Roaquin, M. Reyes-Sanchez, G. Wood*
No:	*None*

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KC	KGG	MB	MC	MR	MRS	MWR	NF	PS	PY	RG
	yes	yes	yes	yes	abst	yes		yes	yes	yes		yes	yes		yes			yes

C. **Technical Review (15 minutes) – M. Werness Rude, P. Sezzi, M. Bowen, M. Callahan, D. Farias**

1. **Prioritization Resolution (Discussion/Action)**

   a. *Resolution text: "Courses and programs are addressed in technical review and reach curriculum committee meetings in the order in which they (or revisions thereof) are submitted to CourseLeaf. In limited, rare, and documented circumstances, exceptions may be made to this process by the co-chairs or technical reviewers if there is pressing reason to do so (i.e., changes to state mandates, etc.). Any such alteration in prioritization will be reported at the next Curriculum*

meeting. Any other changes to the prioritization of classes/programs must first come to CC for discussion and a vote. The only other way to alter the location of a course/program on the prioritization list is for the course author (and dean if applicable) to request a time-certain at technical review. Courses and programs are addressed in technical review and reach curriculum committee meetings in the order in which they (or revisions thereof) are received. Exceptions to this general rule may be made as follows:

- *In limited, rare, and documented circumstances, (e.g., changes to state mandates, etc.), which will be reported to Curriculum Committee at the next meeting*
- *A course/program author (and/or associated department chair/dean as warranted) may request a time-certain at technical review*

Any other changes to the prioritization of classes/programs must first come to Curriculum Committee for discussion and a vote."

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

Motion by:	*M. Bowen*
Seconded by:	*A. Martin*
Discussion:	*Change "Curriculum Meeting" to "Curriculum Committee Meeting" and add "CC" in parenthesis after to designate the abbreviation of the committee.*
Final resolution:	*Approved with the revisions listed above.*
Yes:	*M. Bowen, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman Gonzalez, A. Martin, M. Roaquin, M. Reyes-Sanchez, G. Wood*
No:	*None*

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KC	KGG	MB	MC	MR	MRS	MWR	NF	PS	PY	RG
	yes	yes	yes	yes	yes	yes		yes	yes	yes		yes	yes		yes			yes

2. Review Process ([link to program queue](#)) (Discussion)

Current program queue was shown and discussed. This item wasn't an action item but an effort to increase transparency for the committee.

The hope is that members will proactively check this spreadsheet for program status and to assist Department colleagues by letting them know their program has been sent back, or is with the Chair, etc.

Suggestion was made to add the link to Curriculum workshop drop in meetings when items are sent back to originators. Curriculum Drop In Workshop times can also be seen in the Outlook calendar and on the canvas shell at this link:
https://vcccd.instructure.com/courses/31298/pages/drop-in-hours

D. **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 the 100% DE modality box (to facilitate this process and ensure consistency across curricula moving forward, if any DE modality box is selected, technical reviewers will check the 100% box and add the requisite DE boilerplate statements to that section)."*

M. Werness-Rude called for a motion to approve the Distance Education Resolution
Motion by:	*M. Bowen*
Seconded by:	*K. Casey*
Discussion:	*There is no meaningful distinction in DE modalities at the state, but distinction is becoming an issue locally, and has been compounded by emergency pandemic situation we are currently facing.*
	Changing CIM to just one box would be very extensive as it serves all 3 colleges in the district. This is an easier workaround.
	Discussion to amended motion to say if one box for DE is checked, the technical reviewers will check all 3 boxes to cover the bases as a better way to show all DE is available for use. This will cover any course with DE selected in it.
	Concern that a new policy like this would come as a surprise to disciplines/departments who have chosen a DE selection for philosophical reasons. Should we take this to the departments first before a vote?
	This resolution is intended just for the Technical Reviewer group. This will not affect the integrity of the course. Instruction in DE modality will still be decided by the department.
	ITEM POSTPONED FOR VOTE – Due to members having to leave the meeting, quorum was not met.
Final resolution:	*Vote not taken. Item postponed and will appear on next Curriculum Committee meeting agenda.*

E. **Resolution C-ID approvals at Curriculum Committee (Discussion/Action – 5 minutes) – P. Sezzi, M. Werness Rude, M. Bowen**

1. *Resolution text: "Resolved that C-ID, CSU GE-Breadth, UC TCA and IGETC approvals may be implemented as administrative corrections in the curriculum management system and may be reported to the Curriculum Committee as information items not requiring approval."*

    Item not discussed due to time.

V. **APPROVAL OF MINUTES: December 7, 2021 (Discussion/Action – 2 minutes)**
    Item not discussed due to time.

VI. **OLD BUSINESS (Discussion/Action)**

A. **None**

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

    A. Review: ACE V21, ACE V22, ACE V23, ACE V33, ACE V41, ACE V42, CHEM V21, CHEM V21L, COMM V01, COMM V10, COMM V90, PHOT V0

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

Motion by:	*M. Bowen*
Seconded by:	*K. Guzman*
Discussion:	*Reminder that ACE V21, ACE V22, ACE V41, and ACE V42 should be effective as of Spring 2021 instead of Fall 2022*
Final resolution:	*Requisite proposals approved*
Yes:	*M. Bowen, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman Gonzalez, A. Martin, M. Roaquin, M. Reyes-Sanchez, G. Wood*
No:	*None*

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KC	KGG	MB	MC	MR	MRS	MWR	NF	PS	PY	RG
	yes	yes	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. New: ACE V21, ACE V22, ACE V41, ACE V42, COMM V02, COMM V90, EAC V01, KIN V16

    B. Revision: ACE V23, ACE V33, ART V05, CHEM V21L, COMM V01, COMM V03, COMM V12

    C. Review: CHEM V21, COMM V10, COMM V16, PHOT V02, PHOT V08

M. Werness-Rude called for a motion to approve all of the Distance Education proposals (A, B and C

Motion by:	*M. Bowen*
Seconded by:	*J. Clark*
Discussion:	*Revisions – several of those courses are transitioning from temporary to permanent approvals.*
	Reminder that ACE V21, ACE V22, ACE V41, and ACE V42 should be effective as of Spring 2021 instead of Fall 2022
Final resolution:	*Distance Education proposals approved*
Yes:	*M. Bowen, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman Gonzalez, A. Martin, M. Roaquin, M. Reyes-Sanchez, G. Wood*
No:	*None*

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KC	KGG	MB	MC	MR	MRS	MWR	NF	PS	PY	RG
	yes	yes	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. **Update: ACE V21, ACE V22, ACE V23, ACE V33, ACE V41, ACE V42, CHEM V21L, COMM V02, EAC V01, KIN V16**

M. Werness-Rude called for a motion to approve the Consent Agenda proposals

Motion by:	R. Gamboa
Seconded by:	N. Falco
Discussion:	Reminder that ACE V21, ACE V22, ACE V41, and ACE V42 should be effective as of Spring 2021 instead of Fall 2022
Final resolution:	Consent Agenda proposals approved
Yes:	M. Bowen, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman Gonzalez, A. Martin, M. Roaquin, M. Reyes-Sanchez, G. Wood
No:	None

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KC	KGG	MB	MC	MR	MRS	MWR	NF	PS	PY	RG
	yes	yes	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 presented for simultaneous First and Second Reading

1. **None**

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

1. **Revision: ART V05, CHEM V21, COMM V01, COMM V03, COMM V10, COMM V12, COMM V16, COMM V90, PHOT V02, PHOT V08**

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

1. **Revision: Veterinary Assistant, COA**

M. Werness-Rude called for a motion to approve the First Reading Courses proposals (XIII.B.1)

Motion by:	M. Bowen
Seconded by:	M. Roaquin
Discussion:	None
Final resolution:	First Reading Courses proposals approved
Yes:	M. Bowen, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman Gonzalez, A. Martin, M. Roaquin, M. Reyes-Sanchez, G. Wood
No:	None

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KC	KGG	MB	MC	MR	MRS	MWR	NF	PS	PY	RG
	yes	yes	yes	yes	yes	yes		yes	yes	yes		yes	yes		yes			yes

Motion by: M. Bowen moved for additional agenda reordering to discuss item XIII.C.1 before continuing with the rest of the agenda.
Seconded by: N. Falco
Discussion: None
Final resolution: Motion approved
Yes: M. Bowen, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman Gonzalez, A. Martin, M. Roaquin, M. Reyes-Sanchez, G. Wood

No: None

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KC	KGG	MB	MC	MR	MRS	MWR	NF	PS	PY	RG
	yes	yes	yes	yes	yes	yes		yes	yes	yes		yes	yes		yes			yes

M. Werness-Rude called for a motion to approve the First Reading Program proposal (XIII.C.1)
Motion by: D. Farias
Seconded by: M. Bowen
Discussion: In this program, the CHEM course have been changed to a lower CHEM course. Could it be written on the proposal that anything higher would be accepted as well?
    Advisory Board said not to list alternatives and to be straightforward with the requirement for the official course requirements. Can work with Counselors on internal documents.
Final resolution: First Reading Program proposal approved
Yes: M. Bowen, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman Gonzalez, A. Martin, M. Roaquin, M. Reyes-Sanchez, G. Wood

No: None

Voting Tally:

AS/AM	AM	DC	DF	GES	GW	JC	JF	KC	KGG	MB	MC	MR	MRS	MWR	NF	PS	PY	RG
	yes	yes	yes	yes	yes	yes		yes	yes	yes		yes	yes		yes			yes

XIV. ADMINISTRATIVE CHANGES (Discussion/Action)

A. None

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

A. Drafts of BP/AP 4020, BP/AP 4102, and BP/AP 4105 for DTRW-I meeting (Discussion/Action; 5 minutes)
Item not discussed due to time.

B. Assessing SLOs in Courses That Are Not Offered (Discussion; 5 min) – A. Sund, P. Sezzi
Item not discussed due to time.

C. Continuing Discussion/Process and Procedures (Standing Item; Discussion/Action) – D. Farias
    1. Status of Program Submissions

    2. Streamline Agenda Items (Reports – 10 minutes)
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 and Standing Items not discussed due to time.

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

    B. Technical Review Chair – M. Callahan

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

    C. Articulation – M. Roaquin

    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*

        2. American Ethnic Studies Workgroup – R. Gamboa

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

        1. AS-T Agriculture Plant Science, AS-T Business Administration, 2.0, COA Pre-Allied Health Sciences, and all Fall 2022 courses approved through December 2020 with the exception of those needing BOT approval

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

    H. Best Practices/Streamlining Curriculum Processes

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

    A. None

XIX. REQUESTS FOR FUTURE AGENDA ITEMS

None

Meeting adjourned at 5:02 p.m.

NEXT MEETING
Tuesday, February 1, 2022
Location: via Zoom