



# Curriculum Committee Meeting Minutes

VIA ZOOM / MCW 301

Tuesday, October 4, 2022 at 3:00pm

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

Called to order: 3:03 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"/> Katie Owashi (KO)	
Technical Review Chair	<input checked="" 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"/> Kafui Okosun (KO)
Career Education II Division	<input checked="" type="checkbox"/> Dorothy Farias (DF)	<input checked="" type="checkbox"/> John Clark (JC)
College Outcome Group Representative	<input checked="" type="checkbox"/> Aurora Meadows (AM)	
English & Math Division	<input checked="" type="checkbox"/> Amanda Martin (AM)	<input type="checkbox"/> Vacant
Health, KIN, ICA, Performing & Visual Arts Division	<input type="checkbox"/> Krenly Guzman Gonzalez (KG)	<input checked="" type="checkbox"/> Robin Hester (RH)
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 checked="" type="checkbox"/> Chloe Branciforte (CB)	<input type="checkbox"/> (Vacant)
Student Services Division	<input 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 External Affairs)	<input type="checkbox"/> Rona Williams	
Dean	<input type="checkbox"/> Bernard Gibson (Health/Kin/Athletics/PA)	<input type="checkbox"/> Aaron Jones (SCI)
Dean	<input type="checkbox"/> Lisa Putnam (Lib/Lang/S&B Sci/ Vis Art)	<input type="checkbox"/> Felicia Dueñas (CEII)
Dean	<input type="checkbox"/> Boglarka Kiss (Engl/Math/Comm)	<input type="checkbox"/> Phil Briggs (IE)
Dean	<input type="checkbox"/> Debbie Newcomb (CEI)	<input type="checkbox"/> Leticia Canales (Stud Serv)
Dean	<input type="checkbox"/> Jesus Vega (Stud Serv)	
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: Nick Norris (BUS)

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

*P. Sezzi called for a motion to approve the agenda but with the removal of WS V95 and WS V96 from Items VII.A, VIII.B, and XIII.B (at the request of the Department).*

*Motion by: C. Branciforte*

*Seconded by: M. Callahan*

*Discussion: None*

*Final resolution: Revised agenda approved*

*Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, A. Martin, A. Meadows, K. Owashi*

*No: None*

*Voting Tally:*

AM/AS	AM	CB	DC	DF	GES	JC	KC	KGG	KO	MC	MRS	MWR	NF	PS	RH	RG
yes	yes	yes	yes	yes	yes	yes	yes		yes	yes			yes			yes

*Recorder’s Note: R. Hester arrived after the agenda vote.*

**III. INTRODUCTIONS AND GENERAL ANNOUNCEMENTS (Information)**

**A. Public Comments (limited to 5 min per person) <sup>1</sup>**

*Introduction of VC’s new Adjunct Articulation Officer, Katie Owashi. She’ll be working about 25 hours a week, and is also working closely with Shannon Davis (AO) at OC. Welcome back, Katie!*

*Everyone in attendance shared brief introductions.*

**IV. CURRICULUM COMMITTEE BUSINESS**

**A. Legally Mandated Curriculum Training (Information)**

*P. Sezzi shared PowerPoint training with the group. For review, the PowerPoint is [linked here](#).*

**V. APPROVAL OF MINUTES: [September 20, 2022](#) (Discussion/Action – 2 min)**

*P. Sezzi called for a motion to approve the Minutes from the 9/20/22 Curriculum Committee meeting*

*Motion by: C. Branciforte*

*Seconded by: A. Martin*

*Discussion: None*

*Final resolution: Approved*

*Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, R. Hester, A. Martin, A. Meadows*

*No: None*

*Voting Tally:*

AM/AS	AM	CB	DC	DF	GES	JC	KC	KGG	KO	MC	MRS	MWR	NF	PS	RH	RG
yes	yes	yes	yes	yes	yes	yes	yes		yes	yes			yes		yes	yes

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

**A. None**

<sup>1</sup> 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.

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

- A. New: ARCH V95, ARCH V96, ART V95, ART V96, AUTO V96, CS V95, CS V96, CT V95, CT V96, DM V96, ECON V95, ECON V96, HS V95, HS V96, INTR V96, PM V95, POLS V95, POLS V96, WEL V95, WEL V96, ~~WS-V95, WS-V96~~**
- B. Revised or Review: BIOL V90, CD V90, CHST V90, CS V90, DANC V90, ECON V90, HIST V90, INTR V95, NS V95, NS V96, PHOT V90, PHYS V90, PM V90, PM V95, POLS V90, THA V90**

*P. Sezzi called for a motion to approve the Requisite proposals*  
 Motion by: *N. Falco to approval of all the Requisite proposals (with exception of WS V95 and WS V96 as discussed when agenda was adopted)*  
 Seconded by: *D. Clark*  
 Discussion: *None*  
 Final resolution: *Requisite proposals approved (with exception of WS V95 and WS V96)*  
 Yes: *C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, R. Hester, A. Martin, A. Meadows*  
 No: *None*

*Voting Tally:*

AM/AS	AM	CB	DC	DF	GES	JC	KC	KGG	KO	MC	MRS	MWR	NF	PS	RH	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 min)**

- A. New: ARCH V96, ART V95, ART V96, BUS V90, CD V90, CHST V90, CS V90, CS V95, CS V96, DANC V90, DM V96, ECON V90, ECON V95, ECON V96, HIST V90, HS V95, HS V96, LIB V90, NS V95, NS V96, PHOT V90, PHYS V90, PM V95, POLS V90, POLS V95, POLS V96**
- B. Revised or Review: ARCH V90, ARCH V95, AUTO V96, BIOL V90, CT V96, INTR V95, INTR V96, PM V90, THA V90, WEL V95, WEL V96, ~~WS-V95, WS-V96~~**

*P. Sezzi called for a motion to approve the Distance Education proposals*  
 Motion by: *C. Branciforte moved to approve all of the Distance Education proposals (with exception of WS V95 and WS V96 as discussed when agenda was adopted)*  
 Seconded by: *K. Casey*  
 Discussion: *None*  
 Final resolution: *Distance Education proposals approved (with exception of WS V95 and WS V96)*  
 Yes: *C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, R. Hester, A. Martin, A. Meadows*  
 No: *None*

*Voting Tally:*

AM/AS	AM	CB	DC	DF	GES	JC	KC	KGG	KO	MC	MRS	MWR	NF	PS	RH	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. 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. Local GE for ETHS V01/AES V71 and ETHS V02/AES V72**

**1. [GE State Approvals](#)**

*P. Sezzi called for a motion to approve the Consent Agenda items*

*Motion by:*

*R. Gamboa moved to approve Consent Agenda items in both X.A and X.B*

*Seconded by:*

*C. Branciforte*

*Discussion:*

*None*

*Final resolution:*

*Consent Agenda items approved*

*Yes:*

*C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, R. Hester, A. Martin, A. Meadows*

*No:*

*None*

*Voting Tally:*

AM/AS	AM	CB	DC	DF	GES	JC	KC	KGG	KO	MC	MRS	MWR	NF	PS	RH	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)**

**1. New: DM V96**

**2. Revision: ARCH V96, ART V95, ART V96, AUTO V96, ECON V95, LIB V90, PHOT V90, POLS V95, POLS V96**

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

**1. Revision: ARCH V90, ARCH V95, BIOL V90, BUS V90, CD V90, CHST V90, CS V90, CS V95, CS V96, CT V95, CT V96, DANC V90, ECON V90, ECON V96, HIST V90, HS V95, HS V96, INTR V95, INTR V96, NS V95, NS V96, PHYS V90, PM V90, PM V95, POLS V90, THA V90, WEL V95, WEL V96, ~~WS V95, WS V96~~**

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

1. **Inactivation: AS-T Business Administration**
2. **Revision: AS-T Business Administration 2.0, AA Ceramics, AA Fine ART, COA Ceramics, COA Fine Art**

*P. Sezzi called for a motion to approve the First Reading proposals*  
 Motion by: R. Gamboa moved to approve proposals in XIII.A  
 Seconded by: A. Martin  
 Motion Amended: Motion amended to include proposals in XIII.A and XIII.B for first and second reading.  
 R. Gamboa and A. Martin moved and seconded.  
 Discussion: These will not return to CC if approved for first and second reading today.  
 Final resolution: First Reading Proposals in proposals in XIII.A and XIII.B approved for first and second reading.  
 Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, R. Hester, A. Martin, A. Meadows  
 No: None

*Voting Tally:*

AM/AS	AM	CB	DC	DF	GES	JC	KC	KGG	KO	MC	MRS	MWR	NF	PS	RH	RG
yes	yes	yes	yes	yes	yes	yes	yes		yes	yes			yes		yes	yes

*P. Sezzi called for a motion to approve the First Reading Program proposals (XIII.C)*  
 Motion by: C. Branciforte  
 Seconded by: A Martin  
 Discussion: These will not return to CC if approved for first and second reading today.  
 Final resolution: First Reading Program proposals approved for first and second reading.  
 Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, R. Hester, A. Martin, A. Meadows  
 No: None

*Voting Tally:*

AM/AS	AM	CB	DC	DF	GES	JC	KC	KGG	KO	MC	MRS	MWR	NF	PS	RH	RG
yes	yes	yes	yes	yes	yes	yes	yes		yes	yes			yes		yes	yes

*Recorder's Note: G. Espinoza-Sanchez departed after the First Reading Programs vote.*

**XIV. ADMINISTRATIVE CHANGES (Discussion/Action)**

**A. COA Plant Science**

*Department of Education requested a change in the CIP Code. After collaborating with the State Chancellor's office, the change was made to the program, and resubmitted to the State, and for financial aid.*

*P. Sezzi called for a motion to approve the Administrative Change proposal*  
 Motion by: C. Branciforte  
 Seconded by: J. Clark  
 Discussion: None  
 Final resolution: Administrative Change proposal approved  
 Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, N. Falco, D. Farias, R. Gamboa, R. Hester, A. Martin, A. Meadows  
 No: None

Voting Tally:

AM/AS	AM	CB	DC	DF	GES	JC	KC	KGG	KO	MC	MRS	MWR	NF	PS	RH	RG
yes	yes	yes	yes	yes		yes	yes		yes	yes			yes		yes	yes

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

**A. [2022-2023 Curriculum Committee Goals](#) and 21-22 Survey Wrap-Up (Discussion/Action)**

*Proposed Goals presented*

*New goals were based on the discussion at the meeting and how goals were met the previous years. Most comments during the survey review focused on need for training and the specific roles for the individual curriculum committee members.*

*P. Sezzi asked what the will of the committee was in regards to these proposed goals*

*Motion by: D Clark t approve the 2022-2023 Goals*

*Seconded by: N. Falco*

*Discussion: Thank you to Maline for capturing what was discussed in the meeting and goals look good!*

*Final resolution: 2022-2023 Curriculum Committee Goals approved*

*Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, J. Clark, N. Falco, D. Farias, R. Gamboa, R. Hester, A. Martin, A. Meadows*

*No: None*

Voting Tally:

AM/AS	AM	CB	DC	DF	GES	JC	KC	KGG	KO	MC	MRS	MWR	NF	PS	RH	RG
yes	yes	yes	yes	yes		yes	yes		yes	yes			yes		yes	yes

**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**

**1. Field Assignments**

*“Field assignments” refers to CIM fields for courses. Co-chairs have heard from a few members, but would like more people to email them with their interest in which fields in CIM they would like to review.*

*If a list isn’t provided, fields will be assigned.*

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

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

**2. [Curriculum Summary Report](#)**

*MC discussed the spreadsheets/progress report*

**C. Articulation**

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

**E. Subcommittees/Workgroups**

**1. CCT Task Force Workgroup Updates – D. Farias**

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

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

1. CS V11, CS V19, CS V40 effective Spring 2023 approved

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

A. None

**XIX. REQUESTS FOR FUTURE AGENDA ITEMS**

A. Future Trainings: How to Look at a Course in CourseLeaf (Fall Semester)

Meeting adjourned: 4:24pm

**NEXT MEETING  
October 18, 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

[Curriculum Canvas Page Link](#)