Curriculum Committee Meeting Minutes
VIA ZOOM / MCW 301
Tuesday, October 18, 2022 at 3:00pm

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

Called to Order: 3:07pm

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	☒Katie Owashi (KLO)	
Technical Review Chair	☒Michael Callahan (MC)	
Academic Senate President	☒Dan Clark (DC)	
AFT Rep.	Vacant	
Career Education I Division	☒Nicole Falco (NF)	☒ Kafui Okosun (KO)
Career Education II Division	☒Dorothy Farias (DF)	☒John Clark (JC)
College Outcome Group Representative	☒Asher Sund (AS)	
English & Math Division	☒Amanda Martin (AM)	☐Vacant
Health, KIN, ICA, Performing & Visual Arts Division	☐ Krenly Guzman Gonzalez (KG)	☐Robin Hester (RH)
Librarian	☒Kaela Casey (KC)	
Library, Languages, Behavioral & Social Sciences Division	☐Rubisela Gamboa (RG)	☐ (Vacant)
Sciences Division	☒Chloe Branciforte (CB)	☐ (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 External Affairs)	☐ Rona Williams	
Dean	☐Bernard Gibson (Health/Kin/Athletics/PA)	☐Aaron Jones (SCI)
Dean	☐Lisa Putnam (Lib/Lang/S&B Sci/ Vis Art)	☐Felicia Dueñas (CEII)
Dean	☐Boglarka Kiss (Engl/Math/Comm)	☐Phil Briggs (IE)
Dean	☐Debbie Newcomb (CEI)	☐Leticia Canales (Stud Serv)
Dean	☐Jesus Vega (Stud Serv)	
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: Francisco Fuentes (ETHS)

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

Note for agenda change:
DRFT V05B is placed on this agenda in XIII.A.1 (First Reading Requiring BOT Approval). In actuality, the SAM code matches the State, and it should be listed under XIII.B.1 (First Reading NOT Requiring BOT Approval). DRFT V05B is co-listed with ARCH V24. ARCH V24 does need to stay in XIII.A.1 (First Reading Requiring BOT Approval) since its SAM code DID actually change.

M. Werness-Rude called for a motion to approve the agenda
Motion by:	*K. Owashi moved to approve the agenda with amendment described above*
Seconded by:	*N. Falco*
Discussion:	*None*
Final resolution:	*Agenda approved with amendment*
Yes: ALL	*C. Branciforte, K. Casey, G. Espinoza-Sanchez, N. Falco, A. Martin, K. Owashi, M. Reyes-Sanchez, A. Sund*
No:	*None*

Voting Tally:

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

Recorder's Note: M. Callahan, J. Clark, D. Farias, and K. Okosun arrived after the agenda vote. D. Clark arrived after all voting items.

III.   INTRODUCTIONS AND GENERAL ANNOUNCEMENTS (Information)

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

None

IV.   CURRICULUM COMMITTEE BUSINESS

A.   Reading a Curriculum Committee Agenda 101 (Information – 5 minutes) – M. Werness-Rude

Maline reviewed the agenda for those that are new.

Requisites and Distance Education must be separate items, that's why courses are on the agenda multiple times.

Consent Agenda is just an action item. No discussion. If there is anything on the Consent Agenda list that needs discussion, a motion needs to be made to remove it from the Consent Agenda items to discuss it.

Review of reading the spreadsheet and how to view courses in CourseLeaf if desired.

Spreadsheet is an internal document. Errors may happen occasionally, and course can be double checked in CL to confirm course detail is correct.

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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.

V.   APPROVAL OF MINUTES: October 4, 2022 (Discussion/Action – 2 min)

M. Werness-Rude called for a motion to approve the 10/4/22 minutes
Motion by: M. Callahan
Seconded by: K. Owashi
Discussion: None
Final resolution: Minutes approved as presented
Yes: ALL   C. Branciforte, M. Callahan, K. Casey, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias,
                         A. Martin, K. Okosun, K. Owashi, M. Reyes-Sanchez, A. Sund

No: None

Voting Tally:

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

VI.   OLD BUSINESS (Discussion/Action)

A.   None

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

A.   New: ICA V02, ICA V03, ICA V04, ICA V05, ICA V06, ICA V07, ICA V08, ICA V13, ICA V14, ICA V15, ICA V16, ICA V17, ICA V18, ICA V19, ICA V20, ICA V22, ICA V23, ICA V24, ICA V25, ICA V30A, ICA V30B, ICA V31A, ICA V31B, ICA V36, ICA V69

B.   Revised or Review: ARCH V21, ARCH V22, ARCH V23/DRFT V05A, ARCH V24/DRFT V05B, ARCH V25, ARCH V33, ARCH V40, ARCH V41, CD V03, CHEM V20*, CHEM V21L*, DANC V10B, DANC V10C, DANC V10D, DANC V13B, DANC V13C, DANC V13D, DANC V15B, DANC V15C, DANC V15D, DANC V29B, DANC V29C, DANC V29D, DANC V30A, DANC V30B, DANC V30C, DANC V30D, DANC V50A, DANC V50B, DANC V50C, DANC V50D

*denotes a Spring 2023 effective date

M. Werness-Rude called for a motion to approve the Requisite proposals
Motion by: M. Callahan move to approve VII A. and B.
Seconded by: N. Falco
Discussion: None
Final resolution: Requisites approved
Yes: C. Branciforte, M. Callahan, K. Casey, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias,
                         A. Martin, K. Okosun, K. Owashi, M. Reyes-Sanchez, A. Sund

No: None

Voting Tally:

AS/AM	AM	CB	DC	DF	GES	JC	KC	KGG	KLO	KO	MC	MRS	MWR	NF	PS	RH	RG
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: DANC V02, DANC V13A, DANC V13B, DANC V13C, DANC V13D, DANC V23, DANC V27, DANC V29A, DANC V29B, DANC V50B, DANC V50C, DANC V50D, ICA V36

      B. Revised or Review: ARCH V10, ARCH V22, ARCH V21, ARCH V23/DRFT V05A, ARCH V24/DRFT V05B, ARCH V25, ARCH V33, ARCH V40, ARCH V41, BUS V17, BUS V33, CD V03, CHEM V20*, CHEM V21L*, COUN V02, DANC V01, DANC V10A, DANC V10B, DANC V10C, DANC V10D, DANC V15A, DANC V15B, DANC V15C, DANC V15D, DANC V29C, DANC V20D, DANC V30A, DANC V30B, DANC V30C, DANC V30D, DANC V50A, ICA V02, ICA V03, ICA V04, ICA V05, ICA V06, ICA V07, ICA V08, ICA V13, ICA V14, ICA V15, ICA V16, ICA V17, ICA V18, ICA V19, ICA V20, ICA V22, ICA V23, ICA V24, ICA V25, ICA V30A, ICA V30B, ICA V31A, ICA V31B, ICA V69

          *denotes a Spring 2023 effective date

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

Motion by:	*C. Branciforte*
Seconded by:	*M. Callahan*
Discussion:	*None*
Final resolution:	*Distance Education proposals approved*
Yes:	*C. Branciforte, M. Callahan, K. Casey, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, A. Martin, K. Okosun, K. Owashi, M. Reyes-Sanchez, A. Sund*
No:	*None*

Voting Tally:

AS/AM	AM	CB	DC	DF	GES	JC	KC	KGG	KLO	KO	MC	MRS	MWR	NF	PS	RH	RG
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. Inactivation: ATEC N101, ATEM N102, ATEW N103, DANC V03, DANC V04, WEXP V95, WEXP V96

    B. Update: ARCH V22, BUS V17, BUS V33, CHEM V20*, CHEM V21L*, DANC V01

        *denotes a Spring 2023 effective date

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

Motion by:	*K. Owashi moved to approve both A and B with the amendment of the spelling of ARCH V22*
Seconded by:	*M. Callahan*
Discussion:	*None*
Final resolution:	*Consent Agenda items approved*
Yes:	*C. Branciforte, M. Callahan, K. Casey, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, A. Martin, K. Okosun, K. Owashi, M. Reyes-Sanchez, A. Sund*
No:	*None*

Voting Tally:

AS/AM	AM	CB	DC	DF	GES	JC	KC	KGG	KLO	KO	MC	MRS	MWR	NF	PS	RH	RG
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 BOARD OF TRUSTEE APPROVAL (Discussion/Action; see attachment)**
      1.   **Revision: ARCH V21, ARCH V23, ARCH V24/~~DRFT V05B~~, ARCH V33, ARCH V40, ARCH V41, CD V03**

   B.   **COURSE PROPOSALS NOT REQUIRING BOARD OF TRUSTEE APPROVAL (Discussion/Action; see attachment – 2 min)**
      1.   **Revision: ARCH V10, ARCH V25, DRFT V05A, *DRFT V05B*, COUN V02, DANC V02, DANC V10A, DANC V10B, DANC V10C, DANC V10D, DANC V13A, DANC V13B, DANC V13C, DANC V13D, DANC V15A, DANC V15B, DANC V15C, DANC V15D, DANC V23, DANC V27, DANC V29A, DANC V29B, DANC V29C, DANC V29D, DANC V30A, DANC V30B, DANC V30C, DANC V30D, DANC V50A, DANC V50B, DANC V50C, DANC V50D, ICA V02, ICA V03, ICA V04, ICA V05, ICA V06, ICA V07, ICA V08, ICA V13, ICA V14, ICA V15, ICA V16, ICA V17, ICA V18, ICA V19, ICA V20, ICA V22, ICA V23, ICA V24, ICA V25, ICA V30A, ICA V30B, ICA V31A, ICA V31B, ICA V36, ICA V69**

   C.   **PROGRAMS: (Discussion/Action; see attachment – 5 min)**
      1.   **Inactivation: Technology and Workplace Competencies, Certificate of Completion (COCN)**

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

Motion by:	*C. Branciforte*
Seconded by:	*M. Callahan*
Discussion:	*DRFT V05A should be in XII.A.2. not XII.A.1*
Final resolution:	*First Reading proposals approved with adjustment mentioned in Discussion*
Yes:	*C. Branciforte, M. Callahan, K. Casey, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, A. Martin, K. Okosun, K. Owashi, M. Reyes-Sanchez, A. Sund*
No:	*None*

Voting Tally:

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

XIV. ADMINISTRATIVE CHANGES (Discussion/Action)

A. AA-T Social Justice Studies – Chicana/o Studies+

+denotes a Fall 2022 effective date

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

Motion by:	*M. Callahan*
Seconded by:	*K. Owashi*
Discussion:	*Program has already been approved. Changes at the state level and small discrepancies between the narrative and what was in CIM. State requested changes. Maline worked with Rubisela Gamboa and Francisco Fuentes on the changes.*
Final resolution:	*Administrative Change approved*
Yes:	*C. Branciforte, M. Callahan, K. Casey, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, A. Martin, K. Okosun, K. Owashi, M. Reyes-Sanchez, A. Sund*
No:	*None*

Voting Tally:

AS/AM	AM	CB	DC	DF	GES	JC	KC	KGG	KLO	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. None

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. Training: How to Look at a Course in CourseLeaf

Maline walked through a course step by step with explanation on each section, what to look for, procedure, reasoning, etc. Recording of the training can be found here.

        2. CourseLeaf Fields

Maline went through spreadsheet in progress. Thank you to those who have responded with fields to review.

    B. Technical Review Chair – M. Callahan

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

        2. Curriculum Summary Report

Discussion postponed until next meeting due to time

    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

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

    A. None

XIX. REQUESTS FOR FUTURE AGENDA ITEMS

None

Meeting adjourned: 4:45pm

> **NEXT MEETING**
> **November 1, 2022**
> **Location: via Zoom**

2022-2023 Curriculum Committee Goals:
- Provide training(s) to the Curriculum Committee (CC) on curricular and program proposals in order to promote a culture of participation at CC meetings
- Complete FT Articulation Officer recruitment and, if it is not successful, continue recruitment until filled.
- Develop and implement specific processes for course and program in-putting and review that involve CC members
    - a. Help CC members work with discipline faculty to have curricular and program proposals ready for CC approval
    - b. Engage CC members in the technical review of courses
- Maintain transparency of:
    - a. Course and program review processes
    - b. Higher order curricular issues (and types of curriculum)
- Committee supports faculty in revising courses/programs 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"

Curriculum Canvas Page Link