



Curriculum Committee Minutes

Via Zoom

Tuesday, December 07, 2021 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	<input checked="" type="checkbox"/> Peter Sezzi (PS)	
Faculty co-chair	<input checked="" type="checkbox"/> Maline Werness-Rude (MWR)	
Interim Articulation Officer	<input checked="" type="checkbox"/> Michael Bowen (MB)	
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"/> (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 checked="" type="checkbox"/> Amanda Martin (AM)
Health, KIN, ICA, Performing & Visual Arts Division	<input type="checkbox"/> Jeff Fischer (JF)	<input checked="" type="checkbox"/> Krenly Guzman Gonzalez (KGG)
Library, Languages, Behavioral & Social Sciences Division,	<input checked="" type="checkbox"/> Rubisela Gamboa (RG)	<input type="checkbox"/> (Vacant)
Librarian	<input checked="" type="checkbox"/> Kaela Casey (KC)	
Sciences Division	<input checked="" 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 (GES)
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 checked="" 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 checked="" 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: None

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

M. Bowen moved to amend/reorder the agenda: (1) Remove from Agenda: Item IV.E – ANTH V35L/CJ V35L and corequisite labs (Discussion/Action; 5 minutes) – M. Bowen (2) Move: Item VII.B From Review to Item VII.A Revision: ANTH V35 (same as CJ V35), CJ V35 (same as ANTH V35)

In addition, move to discuss Items VII, VIII, X and XIII first, and move Item VI up to just after Curriculum Committee Business.

Motion by: M. Bowen

Seconded by: K. Guzman Gonzalez

Discussion: Changes to affect catalog:

(1) For ANTH V35/CJ V35 (the lecture courses)

ANTH V35L and CJ V35L will need to be changed from Corequisites to Prerequisites

(2) For ANTH V35L/CJ V35L (the laboratory courses)

ANTH V35 and CJ V35 will need to be changed from Corequisites to Prerequisites

Suggestion made to possibly redesign/reorder the agenda to save time in meetings. Will discuss this at the next meeting.

Suggestion made to move agenda to Board Docs

Final resolution: Agenda reorganized as noted above and approved.

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

III. INTRODUCTIONS, AND PUBLIC COMMENTS (Information)¹

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

G. Wood: A VC YouTube account has been created. New page and video shown to the group.

Please enroll in the Curriculum page on Canvas you can see more videos and information. Use this link to enroll as a "student": <https://vcccd.instructure.com/enroll/L6JJLF>

Members and Faculty can also subscribe to the YouTube channel here:

<https://youtu.be/lrquZbTIFMg> More videos to be coming soon from the Canvas Shell Taskforce!

These are a great resource for any who work with Curriculum – please check it out

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.

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

New procedure requires a committee vote and public acknowledgement of the fact that we are meeting via zoom. Requirement is that the committee has to vote every 30 days during the declared State of Emergency.

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

Motion by: M. Bowen moved to approve to resolution for next 30 days

Seconded by: D. Clark

Discussion: None

Final resolution: Resolution approved. Curriculum Committee will continue to meet via zoom for the next 30 days and another vote will be taken at the first meeting of each month.

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

B. Curriculum Committee Members: Assigning Roles (Discussion/Action – 5 minutes; [see link](#) to last CourseLeaf Training) – M. Werness-Rude, P. Sezzi

Over the last few meetings, the group has gone through 3 curriculum trainings. Now, co-chairs are following up with this on the idea of assigning roles. The hope is that Curriculum Committee members can act as liaisons between the committee and your departments and your division. Co-chairs will be sending emails to Deans and Department Chairs about these new liaison roles. Asking the Deans and Department Chairs to first speak with their liaison before introducing new curriculum items. If things get complicated and you need assistance after the initial steps or feel uncertain, come to the Tech Review meeting with the course/program author and/or meet with one of the Co-chairs.

M. Werness-Rude called for a motion to approve assigning roles to every Curriculum Committee member to be identified as a liaison for their Department and Division.

Motion by: M. Bowen move to approve this process

Seconded by: K. Guzman Gonzalez

*Discussion: Discussion and clarification of responsibilities with this new role (see notes above)
Concern expressed over not having enough curriculum knowledge to be tasked with being a liaison.*

Reminder to please also utilize the Canvas videos and YouTube channel that Gabi has put so much work into. These are perfect tools and resources for the liaison roles.

Committee should reassess our responsibilities as committee members, and not silo the work.

Final resolution: Process was approved

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

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

1. DE Approvals and 5-Year Review Revisions – Coordinated of Separate (Discussion/Action)

Emergency Distance Education (DE) added due to the pandemic and the need to teach courses online. The issue that has arisen now is that some of those courses didn't get the emergency addendum added and they are set to be offered in the near future. This issue needs to be fixed for courses coming up in the Spring. In addition, there is the regular 5-year approval cycle to be considered.

Some courses do not have the appropriate DE and also are up for their 5-year review. Should we allow those courses to be voted on for the DE addendum separately or should the courses have to do the full 5-year review simultaneously?

M. Werness-Rude called for a motion to approve IV.C.1

Motion by: M. Bowen moved that it is required that a full review is necessary for course on the Priority 1 (5-year review) list, the course's 5-year date has passed and it's not been updated yet, or the course is within a year being on the Priority 1 list.

DE only review ok for courses not in those categories.

Seconded by: G. Wood

Discussion: DAC is planning to move to a non-emergency mode in Fall 2022. Courses marked for temporary DE/emergency only will not be allowed to be offered in DE format when the emergency is over – i.e. Fall 2022. (Spring 22 and Summer 22 are ok) This is the year to get that adjusted if needed.

Courses having just gone through their 5-year review are not subject to this process.

Final resolution: Proposal approved

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

2. Prioritization Patterns (Discussion/Action; see [program queue here](#))

This item was not discussed due to time

3. Review Process (Discussion/Action)

This item was not discussed due to time

**D. Extending voting membership of the Curriculum Committee
(Discussion/Action; 10 minutes) – D. Farias, M. Werness-Rude, P. Sezzi**

This item was not discussed due to time

**~~E. ANTH V35L/CJ V35L and corequisite labs (Discussion/Action; 5 minutes) –
M. Bowen~~**

(Item removed from IV.E in vote on Item II – Adoption of Agenda)

V. APPROVAL OF MINUTES: (Discussion/Action)

M. Werness Rude called for a motion to approve the minutes from the 11/16/21 Curriculum Committee meeting

Motion by: M. Bowen

Seconded by: D. Clark

Discussion: None

Final resolution: Minutes approved as presented

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

VI. OLD BUSINESS (Discussion/Action)

A. Curriculum Committee Goals for 2021-2022 (Discussion/Action; 10 minutes) – P. Sezzi, M. Werness-Rude

M. Werness-Rude called for a motion to approve the Curriculum Committee goals for 2021-2022

Motion by: M. Bowen moved to approve the goals

Seconded by: A. Martin

Discussion: None

Final resolution: Goals approved with the addition of Item 6: “Establish the Curriculum Submission deadlines for the next academic year no later than spring of the current academic year”

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

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

- A. Revision: ANTH V35 (same as CJ V35), CJ V35 (same as ANTH V35), ANTH V35L (same as CJ V35L), CJ V35L (same as ANTH V35L), ENGL V01A, ENGR V16, SPAN V04S**
- B. Review: ~~ANTH V35 (same as CJ V35), CJ V35 (same as ANTH V35),~~ ENGR V12, ENGR V14, ENGR V16L, ENGR V18, ENGR V18L, SOC V90, SPAN V02**

**Recorder's Note: Items listed in red were amended previously in the meeting in Item II. Approval of Agenda.*

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

Motion by: M. Bowen moved to approve the proposals in both VII A and B

Seconded by: N. Falco

Discussion: See notes in Item II for comments on the courses in red.

Final resolution: Requisite proposals approved

Yes: M. Bowen, M. Callahan, 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		yes			

**Recorder's Note: R. Gamboa was not present for this vote.*

VIII. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)

- A. New: AES V71 (same as ETHS V01), AES V72 (same as ETHS V02), ANTH V35 (same as CJ V35), ANTH V35L (same as CJ V35L), ART V51A, CJ V35 (same as ANTH V35), CJ V35L (same as ANTH V35L), ETHS V01 (same as AES V71), ETHS V02 (same as AES V72), SOC V90**
- B. New and Review: SPAN V04S, SOC V13**
- C. Revision: ENGR V18, ENGR V18L**
- D. Review: ENGL V01A, ENGR V12, ENGR V14, ENGR V16, ENGR V16L, PHOT V01, PHOT V07, SOC V02, SPAN V02**

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

Motion by: M. Bowen to approve A-D

Seconded by: D Farias

Discussion: ENGR courses – It was confirmed that the Dept would like to alter permanent DE to temporary DE. SPAN V02 – it was confirmed that the DE was correct.

Final resolution: Distance Education Proposals approved

Yes: M. Bowen, M. Callahan, 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		yes			

**Recorder's Note: R. Gamboa was not present for this vote.*

IX. MINIMUM QUALIFICATIONS

A. None

**X. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL
(Discussion/Action; see attachment)**

A. Updates: ENGR V18

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

Motion by: M. Bowen

Seconded by: K. Casey

Discussion: None

Final resolution: Consent Agenda proposal approved

*Yes: M. Bowen, M. Callahan, 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		yes			

**Recorder's Note: R. Gamboa was not present for this vote.*

**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. A. FIRST READING PROPOSALS:

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

**Courses presented for simultaneous First and Second Reading*

- 1. New: AES V71 (same as ETHS V01), AES V72 (same as ETHS V02), ETHS V01 (same as AES V71), ETHS V02 (same as AES V72)**
- 2. Revision: ANTH V35L (same as CJ V35L), SOC V90**

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

- 1. Revision: ANTH V35 (same as CJ V35), ART V51A, CJ V35 (same as ANTH V35), CJ V35L (same as ANTH V35L), ENGL V01A, ENGR V12, ENGR V14, ENGR V16, ENGR V16L, ENGR V18L, PHOT V01, PHOT V07, SOC V02, SOC V13, SPAN V02, SPAN V04S**

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

- 1. Revision: Pre-Allied Health Sciences, COA**

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

Motion by: M. Bowen

Seconded by: N. Falco

Discussion: None

Final resolution: First Reading proposals (courses and programs) approved

Yes: M. Bowen, M. Callahan, 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		yes			

*Recorder's Note: R. Gamboa was not present for this vote.

XIV. ADMINISTRATIVE CHANGES (Discussion/Action)

A. None

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

A. Drafts of [BP/AP 4020](#) and BP/AP 4102 for DTRW-I meeting (Discussion/Action; 5 minutes)

This item was not discussed due to time

B. Assessing SLOs in Courses That Are Not Offered (Discussion; - 5 min) – A. Sund, P. Sezzi

This item was not discussed due to time

C. Substantive Changes for DE and Programs (Discussion; see [link](#) – 5 min) – J. Kalfsbeek-Goetz

This item was not discussed due to time

D. Review of Curriculum process: CCT Task Force Updates (Standing Item; Discussion – 15 minutes) – G. Wood, D. Farias

This item was not discussed due to time

E. Review of draft Credit for Prior Learning Assessment Petition form from districtwide CPL Workgroup (Discussion; see attachment of [AP 4235](#) and [draft petition](#)– 10 minutes) – M. Bowen

This item was not discussed due to time

F. Resolution regarding 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.”**

This item was not discussed due to time

G. Emergency DE Addendum and Courses for Spring 2022 (Discussion; see [link for spreadsheet](#) 10 minutes) – P. Sezzi, M. Werness-Rude, M. Callahan, M. Bowen

This item was not discussed due to time

H. American Ethnic Studies Workgroup (Discussion/Action –5 minutes) – P. Sezzi, M. Werness-Rude, R. Gamboa, M. Bowen

This item was not discussed due to time

I. Continuing Discussion/Process and Procedures (Standing Item; Discussion/Action) – D. Farias

- 1. Status of Program Submissions (see attachment from Item XVII.C.1 – 10 minutes)**
- 2. Streamline Agenda Items (Reports – 10 minutes)**

This item was not discussed due to time

J. Standing Item: Anti-racism in [Curriculum](#) (Discussion – 10 minutes) – J. Kalfsbeek-Goetz

This item was not discussed due to time

II. PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action)

A. None

III. REPORTS (Information)

Report items not discussed due to time

A. Co-Chairs

B. Technical Review Chair

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

C. Articulation

1. GE / UC TCA / IGETC Report (see [attachment](#) in share folder) – M. Bowen
2. C- ID approvals (see [attachment](#) in share folder)– M. Bowen

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

E. Subcommittees/Workgroups

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

1. AA-T Studio Arts (Revision), AS-T Agriculture Business (Revision)

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

A. None

V. GENERAL ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

None

Meeting adjourned: 4:58 p.m.

NEXT MEETING

January 18, 2022 - 3:30 PM

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