



Curriculum Committee Minutes

VIA ZOOM / MCW 301

Tuesday, May 3, 2022 at 3:30pm

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

Called to Order: 3:34 pm

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"/> Michael Bowen (Interim)	
Technical Review Chair	<input 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 checked="" 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 (KG)
Librarian	<input checked="" type="checkbox"/> Kaela Casey (KC)	
Library, Languages, Behavioral & Social Sciences Division	<input type="checkbox"/> Rubisela Gamboa (RG)	<input type="checkbox"/> (Vacant)
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 (GS)
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 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 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: Angela Madsen (BIOL), Ryan Petitfils (MATH), Jeffrey Wood (Physics/Astronomy)

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

M. Werness Rude called for a motion to approve the agenda and noted there is a slight change to the COA title as listed on the agenda: Community Health and **Health** Education, Certificate of Achievement (COA)
 Also it was noted to move the discussion of the CIAC report (item XVII.C.1.) to follow Curriculum Review Discussion (XVI.C.).

Motion by: N. Falco and notated the changes

Seconded by: A. Martin

Discussion: After the original motion it was recommended to amend motion to move the discussion of the CIAC report (item XVII.C.1.) to follow Curriculum Review Discussion (XVI.C.).
 Nicole and Amanda agreed to the amendment.

Final resolution: Agenda adopted as revised

Yes: M. Bowen, K. Casey, D. Clark, J. 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		yes			

Recorder’s Note: G. Espinoza-Sanchez arrived after the agenda vote

III. INTRODUCTIONS AND GENERAL ANNOUNCEMENTS (Information)

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

M. Werness-Rude observed that this is M. Bowen’s last Curriculum Committee meeting of his tenure at VC – thank you Michael

M. Bowen – ART V02C proposal – needs to renew its local General Education status. This should be placed on the first Curriculum Committee agenda in the fall as an add on to what we are approving today.

IV. APPROVAL OF MINUTES: [April 19, 2022](#) (Discussion/Action – 2 min)

M. Werness-Rude called for a motion to approve the 4/19/22 Curriculum Committee minutes

Motion by: N. Falco

Seconded by: G. Wood

Discussion: None

Final resolution: Minutes approved as presented

Yes: M. Bowen, K. Casey, D. Clark, J. 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			

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. OLD BUSINESS (Discussion/Action)

A. None

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

A. Revised: CS V15, CS V47, EMS V19⁺⁺

B. Review: CS V42

++effective date Spring 2023

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

Motion by: M. Bowen moved to approve all items

Seconded by: N. Falco

Discussion: EMS V19 – course will go into effect Spring 2023, and it would be repeatable for certain students, but not a repeatable course. Required for the EMS program.

Final resolution: Requisite approvals approved

Yes: M. Bowen, K. Casey, D. Clark, J. 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			

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

A. New: AES V67 (same as ART V02C), ART V02C (same as AES V67), CS V42, CS V47, EMS V19⁺⁺

B. Revised: CS V15

++effective date Spring 2023

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

Motion by: M. Bowen moved to approve all items

Seconded by: D. Clark

Discussion: None

Final resolution: Distance Education proposals approved

Yes: M. Bowen, K. Casey, D. Clark, J. 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			

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*: IDS V02, IDS V08

**effective Fall 2022*

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

Motion by: M. Bowen moved to approve all items

Seconded by: D. Clark

Discussion: None

Final resolution: Consent agenda items approved

Yes: M. Bowen, D. Clark, J. 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			

Recorder's Note: K. Casey not present for this 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*: COA Community Health and Health Education, COA Holistic Health

B. Revision*: AA Social Work and Human Services

**effective Fall 2022*

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

Motion by: M. Bowen with the correction - The correct title, as stated in CIM, is Community Health and Health Education, Certificate of Achievement (COA).

Seconded by: N. Falco

Discussion: D Clark – at the last meeting it was asked to have a rep to discuss these. Is there anyone here that can address this?

M. Bowen – Raeann out of town, but she came to a Friday curriculum drop-in session to discuss the programs with Michael.

COA is a stepping stone to a larger degree. Will replace the existing proficiency award.

Final resolution: Second Reading Program proposals approved

Yes: M. Bowen, D. Clark, J. 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			

Recorder's Note: K. Casey not present for this vote

XII. FIRST READING PROPOSALS:

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

- 1. Revision/Reactivation: CS V47**

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

- 1. Revision/Reactivation: AES V67 (same as ART V02C), ART V02C (same as AES V67), EMS V19****
- 2. Revision: CS V15, CS V42**

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

- 1. Revision*: COA Social Work and Human Services**
- 2. Inactivation*: PA Business Office Skills**

**effective Fall 2022*

*** effective Spring 2023*

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

Motion by: M. Bowen Items A.1 and C.1 and C.2

Seconded by: D. Clark

Discussion: CS courses for students that want to get into IT

Final resolution: First Reading proposal Items in A.1 and C.1 and C.2 are approved

Yes: M. Bowen, D. Clark, J. 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			

Recorder's Note: K. Casey not present for this vote but returned in time for the next item vote

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

Motion by: M. Bowen moved to approve AES V67/ART V02C

Seconded by: N. Falco

Discussion: This is a reactivation. D. Clark mentioned to check ART TOP code

Final resolution: First Reading proposals approved with impending TOP code switch for ART V02C and pass/no pass grading.

Yes: M. Bowen, K. Casey, D. Clark, J. 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			

M. Werness-Rude called for a motion to approve the remaining First Reading program proposals
 Motion by: M. Bowen moved to approve EMS V19++, CS V15, and CS V42
 Seconded by: D. Clark
 Discussion: None
 Final resolution: First Reading proposals approved
 Yes: M. Bowen, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, K. Guzman Gonzalez, A. Martin, M. Reyes-Sanchez, G. Wood

No: None

++ effective Spring 2023

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			

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. Canvas Shell Discussion/Wrap-Up (Discussion – 10 minutes; time certain 3:50pm) – G. Wood

Gabi to be going on a leave of absence. Reached out to some to see if they can continue the effort of the Canvas shell. There is not as much buy-in with the Committee as hoped. As committee members and faculty, you are encouraged to become students in this page/shell.

One of the thing recently tried with this Canvas page is announcements sent to the committee though the page. If you are in the course as a student, you'd get the messages.

We should not let this go by the wayside – this is a best practice from a sister college and it is very effective for them. All faculty and administrators should have access to this and the information.

B. Preview of CAT (Discussion - 10 minutes; time certain 4:00pm) – S. Ayala

Short presentation of the new version of the catalog with Q&A. Publication goal date is June 15th.

C. Curriculum Review AY 2021-2022 (Discussion – 5 minutes; [see link for chart](#)) – M. Werness-Rude, P. Sezzi

Discussion on program approvals completed for the year.

For Fall 2022: 62 courses through Banner, 17 programs, approximately 35 course inactivations. Submission deadline moved up – entire campus community showed up and a significant number of courses were submitted as well as programs. Huge movement on the part of faculty in curriculum work.

D. Discussion about Fall 2023 course/program Tech Review and plans/procedures for 2022-2023 (Discussion – 10 minutes) – P. Sezzi, M. Werness-Rude, D. Farias

Postponed until next meeting due to time

- E. [Curriculum Committee Survey Results](#) (Discussion) – P. Sezzi, M. Werness-Rude**

Postponed until next meeting due to time

- F. Review of Committee Goals from AY 21-22 (Discussion) – P. Sezzi, M. Werness-Rude**

Postponed until next meeting due to time

- G. Curriculum Committee Meeting Dates for 2022-2023 (Discussion) – P. Sezzi, M. Werness-Rude**

These dates were briefly shown at the end of the meeting. Sarah to send the tentative dates to the committee this week. Item to be brought back to the next meeting due to time.

XVII. REPORTS & STANDING ITEMS (Information)

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

Other than Items B and C, no reports or standing items were discussed due to time

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

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

This has been pdated to include all items that came over before the April 30th deadline.

- C. Articulation – M. Bowen**

- 1. CIAC (statewide AO) Conference Report**

M. Bowen created report that will be available with the minutes. See [LINK](#).

- 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. CAT Implementation Workgroup**

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

- 1. AS Food Safety, AS Veterinary Technology, COA Plant Science, COCY English as a Second Language: Intermediate**

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

- A. None**

XIX. REQUESTS FOR FUTURE AGENDA ITEMS

Parting comments made before meeting was adjourned:

- *Recommendation to read CC survey results – important information in there. If we don't read them and discuss, it will not be good for the Committee.*
- *Can we use flex week for a meeting to get ahead of the influx of courses? Proposed calendar of CC meeting dates was shown.*
- *Is there a process/plan for all of the courses and programs over the summer? Is this going to be worked on? Yes, there will be program/course review done over the summer, and the process is currently being worked out.*
- *There are issues in PSLO Trac Dat system – hopefully the reps can attend meetings in Fall*
- *M. Werness-Rude offered thanks to all for joining in Curriculum and giving your attention to this important task.*

Meeting adjourned at 5:07

**NEXT MEETING
August 23, 2022
Location: TBD**

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