Curriculum Committee Minutes
VIA ZOOM / MCW 301

Tuesday, September 20, 2022 at 3:00pm

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

Meeting called to order: 3:32 pm

I. ROLL CALL (Quorum is 9 out of 17 voting members)

VOTING MEMBERS		
Faculty Co-Chair	☒Peter Sezzi (PS)	
Faculty Co-Chair	☒Maline Werness-Rude (MWR)	
Articulation Officer	☐(Vacant)	
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)/ Aurora Meadows (AM)	
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 Ara Khanjian (ECON), Valerie Garcia (BUS), Ali Fazelpour (CS), J. Walker (ATHL)

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

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

Motion by:	D. Clark
Seconded by:	M. Callahan
Discussion:	None
Motion Amended:	D. Clark amended motion to move First Reading Items (all proposals in Item XII) to be discussed immediately after Item III on the agenda. M. Callahan seconded
Final resolution:	Agenda approved
Yes: ALL	C. Branciforte, M. Callahan, K. Casey, D. Clark, N. Falco, D. Farias, A. Martin, M. Reyes-Sanchez
No:	None

Voting Tally:

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

J. Kalfsbeek-Goetz: In the process of hiring part time Articulation Officer. This person will be part time and in conjunction with the help of Shannon Davis (AO at Oxnard College). This new person should be in place in the next couple of weeks. We will be going out for full time position.

B. CAT: Check Location of Courses and Programs – M. Werness-Rude

M. Werness-Rude: CIM dictates where courses and programs appear in CAT. If something should be in a different location, it is important to know. Please check your courses and programs and let us know if there is anything that is needed.

Additional Comment:

D. Clark: At DCCI meeting the question on when VC will be sending items o DCCI and BOT came up.

Answer: Plan was to send one big batch – possibly to the next DCCI meeting

IV. APPROVAL OF MINUTES: September 6, 2022 (Discussion/Action – 2 min)

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

Motion by:	D. Clark
Seconded by:	M. Callahan
Discussion:	Yellow highlight note for Curriculum Technician needs to be removed for final edition
Final resolution:	Minutes approved with small correction to remove note
Yes:	C. Branciforte, M. Callahan, K. Casey, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Hester, A. Martin, M. Reyes-Sanchez
No:	None

Voting Tally:

AS/AM	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	

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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.   OLD BUSINESS (Discussion/Action)

   A.   None

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

   A.   New: CT V76, CT V77, CT V79

   B.   Revised or Review: ARCH V31, ARCH V32, BUS V45, CS V11, CS V19, CS V40, CT V12/ARCH V12, CT V76, CT V77, DRFT V14, DRFT V43, DRFT V50

M. Werness-Rude called for a motion to approve the Requisite proposals
Motion by: D. Clark moved to approved Items VI.A and VI.B
Seconded by: A. Martin
Discussion: Requisites in CIM – boilerplate language includes prefix and course ID number only
Final resolution: Requisite proposals approved
Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Hester, A. Martin, M. Reyes-Sanchez

No: None

Voting Tally:

AS/AM	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	

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

   A.   New: CT V63

   B.   Revised or Review: AG V11, AG V13, ARCH V11/CT V20/DRFT V02B, ARCH V31, ARCH V32, ARCH V58/CT V58, ARCH V60/CT V60, ARCH V64/CT V64, BUS V31, BUS V38/CD V38, BUS V45, BUS V49, BUS V50, CS V11, CS V19, CS V40, CT V12/ARCHV12, CT V59/ARCH V59, CT V63, CT V75/ARCH V75, CT V76, CT V77, CT V79, DRFT V03, DRFT V14, DRFT V41, DRFT V43, DRFT V50, HED V73

M. Werness-Rude called for a motion to approve the Distance Education proposals
Motion by: C. Branciforte
Seconded by: D. Clark
Discussion: Are we going to change DE check boxes from "1-50%, 50-99%, 100% modality"
                      Discussions happening behind the scenes. May take asking help from CIM vendor.
Final resolution: Distance Education proposals approved
Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Hester, A. Martin, M. Reyes-Sanchez

No: None

Voting Tally:

AS/AM	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	

VIII. MINIMUM QUALIFICATIONS (Discussion/Action)

   A.   None

IX. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Action; see attachment)

   A. Inactivation: BUS V53, DRFT V14B, ENGM V31A/ESL V31A, ENGM V31B/ESL V31B, ENGM V32A/ESL V32A, ENGM V32B/ESL V32B, ENGM V41A/ESL V41A, ENGM V41B/ESL V41B, ENGM V42A/ESL V42A, ENGM V42B/ESL V42B, ENGM V51A, ENGM V51B, ENGM V52A/ESL V52A, ENGM V52B/ESL V52B, ESL V04G, ESL V05G, ESL V06G, MUS V02H

   B. Update: AG V11, ARCH V11/CT V20/DRFT V02B, ARCH V31, ARCH V60/CT V60, BUS V31, BUS V45, BUS V49, BUS V50, CS V11, CS V19, CS V40, CT V12/ARCH V12, CT V30, CT V64, CT V75/ARCH V75, DRFT V50

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

Motion by:	C. Branciforte
Seconded by:	D. Farias
Discussion:	None
Final resolution:	Consent Agenda items approved
Yes:	C. Branciforte, M. Callahan, K. Casey, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Hester, A. Martin, M. Reyes-Sanchez
No:	None

Voting Tally:

AS/AM	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	

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. None

XII. FIRST READING PROPOSALS:

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

      1.   **Revision: ARCH V32, ARCH V64, CT V76**

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

      1.   **Revision: AG V13, ARCH V58/CT V58, BUS V38/CD V38, CT V59/ARCH V59, CT V63, CT V77, CT V79, DRFT V03, DRFT V14, DRFT V41, DRFT V43, HED V73**

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

1.   Revision: AA-T Economics, AS Medical Assistant – Administrative, COA Medical Assistant – Administrative

	M. Werness-Rude called for a motion to approve the First Reading proposals
Motion by:	*D. Clark moved to approve all items in XII. A, B and C*
Seconded by:	*C. Branciforte*
Discussion:	*Courses: General Revisions – TOP/SAM codes prompted the "second reading" courses.*
	A. Khanjian: Economics Degree – Thank you to Peter for all of your help in getting this program updated. General 5-year review of this program.
	N. Falco: Medical Assistant programs - General revisions for these programs. Community Advisory Board recommended adding BUS V17 to requirements.
Final resolution:	*All First Reading Proposals approved (Items XII. A, B., and C*
Yes:	*C. Branciforte, M. Callahan, K. Casey, D. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, A. Martin, M. Reyes-Sanchez*
No:	*None*

Voting Tally:

AS/AM	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			

Recorder's Note: R. Hester arrived after the Approval of the First Reading Proposals vote.

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.   Requisites in V90 courses (Information; 5 minutes) – M. Werness-Rude

V90/95/96 courses will be appearing on future agendas

"Varies with topic" will be removed from prerequisites of these courses. Statement was reevaluated and agreement was that statement was both obvious and redundant.

XVII. REPORTS & STANDING ITEMS (Information)

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

First step in organizing the Technical Review process with the larger curriculum group: Identify which members would like to review which section of CIM. Please send Maline or Peter an email by the end of day today with your top choices.

Next step: Broad training as part of our Curriculum Committee meeting once backlog is cleared

Also recommended to enroll in the Curriculum Canvas Course shell for resources and information.

B. Technical Review Chair – M. Callahan

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

2. Curriculum Summary Report

Reports are updated from last CC meeting showing progress

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**

D. Clark: Heard rumblings about Bachelor's Degrees at Community Colleges – This should be on our radar and future agendas. MC's Biotech program is currently pursuing this. Deadline is Jan or Feb for proposals to go to the State for such programs. This is just to get permission from the state to move forward with program development.

Hoping to use our November meeting scheduled for P&GE and convert it back to a Curriculum Committee meeting discussing procedural questions on this topic as well as different course types (like Honors courses).

Email received on Common Course Numbering initiative. Deadline in the email shows Fall 2024. Further guidance from the State has not yet been received.

Meeting adjourned: 4:10pm

NEXT MEETING
October 4, 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