Curriculum Committee Minutes

Via Zoom
Tuesday, November 16, 2021 at 3:30pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2022 UNLESS OTHERWISE NOTED.

Called to order: 3:33 p.m.

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)	
Interim Articulation Officer	☒Michael Bowen (MB)	
Technical Review Chair	☒Michael Callahan (MC)	
Academic Senate President	☒Dan Clark (DC)	
AFT Rep.	Vacant	
Career Education I Division	☒ Nicole Falco (NF)	☐(Vacant)
Career Education II Division	☒Dorothy Farias (DF)	☒John Clark (JC)
College Outcome Group Representative	☐Asher Sund (AS) / Aurora Meadows (AM)	
English & Math Division	☐Peter Yi (PY)	☒Eric Martinsen (EM) for Amanda Martin (AM)
Health, KIN, ICA, Performing & Visual Arts Division	☐Jeff Fischer (JF)	☒Krenly Guzman Gonzalez (KGG)
Library, Languages, Behavioral & Social Sciences Division,	☒Rubisela Gamboa (RG)	☐(Vacant)
Librarian	☒Kaela Casey (KC)	
Sciences Division	☒Gabi Wood (GW)	☐(Vacant)
Student Services Division	☒Maria Reyes-Sanchez (MRS)	☒Gema Espinoza Sanchez (GES)
NON-VOTING MEMBERS		
CIO co-chair	☐Jennifer Kalfsbeek-Goetz	
ASVC Rep. (ASVC Director of Equity and Inclusion)	☐(Vacant)	
Dean	☐Bernard Gibson	☐Dan Kumpf
Dean	☐Lisa Putnam	☐Felicia Dueñas
Dean	☐Boglarka Kiss	☐Phil Briggs
Dean	☒Debbie Newcomb	☐Leticia Canales
Dean	☐Jesus Vega	
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: Blane Schloo (DM), Ryan Petitfils (MATH), Michelle Beard (MATH), Ronald Mules (PHIL)

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

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

Motion by:	M. Bowen
Seconded by:	K. Guzman-Gonzalez
Discussion:	None
Final resolution:	Agenda approved as presented
Yes: ALL	M. Bowen, M. Callahan, K. Casey, D. Clark, J. Clark, N. Falco, D. Farias,
	K. Guzman-Gonzalez, E. Martinsen, M. Reyes-Sanchez, G. Wood
No:	None

Voting Tally:

AS/AM	EM	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: G. Espinoza-Sanchez arrived after the agenda vote.

III.   INTRODUCTIONS, AND PUBLIC COMMENTS (Information)

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

None

B. Review of Temporary/Permanent Distance Education (DE) Designation in Courses – P. Sezzi, M. Werness-Rude

List has been sent to the Deans. Double check the standing of your course. If you want to offer it in a DE modality next academic year, and you only have it selected for that modality on a temporary basis, then you'll need to make those changes now or you won't be able to offer that course in the modality in the fall.

IV.   CURRICULUM COMMITTEE BUSINESS

A. Review and Discuss Current Distance Education (DE) Boilerplate Language (Discussion; see link for attachment – 10 minutes) – P. Sezzi, M. Werness-Rude, S. Oxford

Group saw boilerplate language Sharon created. There was a question on whether or not this could continue with the new Title 5 requirements, but it was reviewed and the document was worded in such a way when it was created that it meets the new requirements.

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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: (Discussion/Action)

M. Werness-Rude called for a motion to approve the minutes from the 10/5/21 and 10/19/21 Curriculum Committee meetings

Motion by:	*M. Bowen to approve both meeting minutes*
Seconded by:	*N. Falco*
Discussion:	*Correction for Oct 19 in Dan's comments – The organization mentioned is "FACCC" not "FACT" as it is written in the minutes. Needs a correction there.*
Final resolution:	*Minutes approved with correction noted above*
Yes:	*M. Bowen, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, K. Guzman-Gonzalez, M. Reyes-Sanchez*
No:	*None*

Voting Tally:

AS/AM	EM	DC	DF	GES	GW	JC	JF	KC	KGG	MB	MC	MRS	MWR	NF	PS	PY	RG
	abst	yes	yes	yes	abst	yes		yes	yes	yes	yes	yes		yes			

M. Werness-Rude called for a motion to reorder the agenda and discuss curriculum items first

Motion by:	*M. Bowen moved to address Items VII, VIII and XIII on the agenda at this time.*
Seconded by:	*G. Wood*
Discussion:	*None*
Final resolution:	*Approved by acclimation*

*Recorder's Note: R. Gamboa arrived after vote to reorder agenda

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 adopt the committee goals

Motion by:	*M. Bowen*
Seconded by:	*D Clark*
Discussion:	*D. Clark: ASCCC passed resolution 9.01 on working with the Chancellor's Office to change Title 5 to add DEI language to the COR*
	M. Bowen: Would it be of interest to document curriculum approval process and which course or program gets priority? How would the Curriculum Committee like to direct the Tech Review workgroup on this issue?
	Group discussed that they did want a document like this. Peter and Maline will work on this issue and hopefully be able to bring something to the next CC meeting.
	Additional 5th goal presented: "5. Especially with regards to the order in which courses and programs are reviewed by Tech Review / Cur Com -- develop, publish and have Curriculum Committee approval of transparent prioritization lists of how and when curricular and programmatic proposals are reviewed."
	Group liked the addition of the 5th goal and decided to approve goals in a "first and second reading" process for further wordsmithing of new goal #5.
Final resolution:	*2021-2022 Curriculum Committee goals approved in a first reading capacity and they will be brought back at the next meeting for second reading and final approval vote.*
Motion amended:	*M. Bowen amended his motion to adopt the 2021-2022 Curriculum Committee goals for First Reading*
Seconded:	*D. Clark*
Yes:	*M. Bowen, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, K. Guzman-Gonzalez, E. Martinsen, M. Reyes-Sanchez, G. Wood*
No:	*None*

Voting Tally:

AS/AM	EM	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			

*Recorder's Note: R. Gamboa left the meeting before the vote above (item was not discussed in order)

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

A. New: DM V13

B. Revision: CJ V37, CJ V86

C. Review: CJ V49, MATH V03

B. Schloo spoke to the group about DM V13 – it is a more detailed/advanced electrical course than what was previously offered.

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

Motion by:	*J. Clark*
Seconded by:	*N. Falco*
Discussion:	*None*
Final resolution:	*Requisite proposals approved as presented*
Yes:	*M. Bowen, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman-Gonzalez, E. Martinsen, M. Reyes-Sanchez, G. Wood*
No:	*None*

Voting Tally:

AS/AM	EM	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			yes

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

A. New: DM V13, MATH N113

B. New and Review: CJ V05

C. Review: AG V01, CJ V30, CJ V37, CJ V49, MATH V03

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

Motion by:	*M. Bowen*
Seconded by:	*N. Falco*
Discussion:	*Reminder was mentioned that noncredit courses require positive attendance*
Final resolution:	*Distance Education proposals approved as presented*
Yes:	*M. Bowen, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman-Gonzalez, E. Martinsen, M. Reyes-Sanchez, G. Wood*
No:	*None*

Voting Tally:

AS/AM	EM	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			yes

IX. MINIMUM QUALIFICATIONS
A. Revision: AG V01

M. Werness called for a motion to approve the Minimum Qualification proposals
Motion by: *M. Bowen*
Seconded by: *D. Clark*
Discussion: *None*
Final resolution: *Minimum Qualification proposal approved*
Yes: *M. Bowen, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco,*
                            D. Farias, K. Guzman-Gonzalez, E. Martinsen, M. Reyes-Sanchez, G. Wood

No: *None*

Voting Tally:

AS/AM	EM	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			

*Recorder's Note: R. Gamboa left the meeting before the vote above (item was not discussed in order)

X. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL
(Discussion/Action; see attachment)
A. Inactivation: COUN V10A, COUN V10B

M. Werness-Rude called for a motion to approve the Consent Agenda proposals
Motion by: *D. Farias move to approve the inactivation of the listed courses*
Seconded by: *M. Bowen*
Discussion: *None*
Final resolution: *Consent Agenda courses approved for inactivation*
Yes: *M. Bowen, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco,*
                            D. Farias, K. Guzman-Gonzalez, E. Martinsen, M. Reyes-Sanchez, G. Wood

No: *None*

Voting Tally:

AS/AM	EM	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			

*Recorder's Note: R. Gamboa left the meeting before the vote above (item was not discussed in order)

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)
1. **New: DM V13, MATH N113**
2. **Revision: CJ V49, CJ V86**

B. COURSE PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment)
1. **Revision: AG V01, CJ V05, CJ V30, CJ V37, CJ V85, MATH V03**

C. PROGRAMS: (Discussion/Action; see attachment)
1. **New: AA-T Social Work and Human Services, COCY English as a Second Language: Beginning, COCY English as a Second Language: Intermediate**

M. Werness-Rude called for a motion to approve the First Reading Course proposals (XIII.A and B)

Motion by:	*M. Bowen*
Seconded by:	*D. Farias*
Discussion:	*R. Petitfils discussed MATH N113 as it is a new course. Course includes additional support for students before taking a college Math course. Can be taken concurrently with math class. Covers basic Algebra.*
	MATH Dept has researched assessment tools to use rather than graded testing for students to know if they've met the needed skills and attendance hours. Class intended to be tailored to the student and their needs.
	Reminder: VPAT Voluntary Product Accessibility Test – Informs instructors if the assessments/tools they implement can be used with a screen reader, or captioning, etc. Privacy Statement is also important to avoid Student Information being sold – just a reminder when using 3rd party tools.
Final resolution:	*First Reading Course proposals approved as presented*
Yes:	*M. Bowen, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman-Gonzalez, E. Martinsen, M. Reyes-Sanchez, G. Wood*
No:	*None*

Voting Tally:

AS/AM	EM	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			yes

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

Motion by:	*D. Clark moved to approve programs for First and Second Reading*
Seconded by:	*J. Clark*
Discussion:	*E. Martinsen discussed the ESL programs. Dept research has shown would like more milestones in the ESL program. These certificates will be the milestones as well as graduation events. Each are 2 course certificates.*
	Q: Is the 9-week back-to-back option an advertisement or a requirement option?
	A: This was added since the State is keen to get students through these programs faster, and statement was added to let students know that format is an option.
	Q: Are the milestones internal or is it something beneficial to the student as they finish the program and leave our institution?
	A: These are new formal which can be transcripted, and could take to an employer as well. Hopefully this will lead to better employment prospects for students. These two certificates will be VC's first Certificates of Competency. Congratulations to Eric and team!
	Question on Social Work and Human Services – a recommendation was presented to have our program match Dominguez Hills program with ANAT and PHYS connected. The TMC listing answered all concerns for student success. Ok to proceed.

Final resolution: First Reading Program proposals approved as presented for First and Second Reading
Yes: M. Bowen, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, K. Guzman-Gonzalez, E. Martinsen, M. Reyes-Sanchez, G. Wood

No: None

Voting Tally:

AS/AM	EM	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			yes

Recorder's Note: After First Reading Course and Program proposal approvals, a motion was requested to continue to discuss the remaining curriculum items before going back to the top of the planned agenda.

M. Werness-Rude called for a motion to continue to approve remaining curriculum items.
Motion by: D. Farias to discuss items IX. And X. on the agenda
Seconded by: M. Bowen
Discussion: None
Final resolution: Motion passed
Yes: M. Bowen, M. Callahan, K. Casey, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, K. Guzman-Gonzalez, E. Martinsen, M. Reyes-Sanchez, G. Wood

No: None

Voting Tally:

AS/AM	EM	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			

Recorder's Note: R. Gamboa left the meeting before the vote above

XIV. ADMINISTRATIVE CHANGES (Discussion/Action)

A. None

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

A. Assessing SLOs in Courses That Are Not Offered (Discussion; - 5 min) – A. Sund, P. Sezzi
Item not discussed due to time

B. Substantive Changes for DE and Programs (Discussion; see link – 5 min) – J. Kalfsbeek-Goetz
Item not discussed due to time

C. Review of Curriculum process: CCT Task Force Updates (Standing Item; Discussion – 15 minutes) – G. Wood, D. Farias
Item not discussed due to time

D. 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
Item not discussed due to time

E. **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."**

Item not discussed due to time

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

Item not discussed due to time

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

Item not discussed due to time

H. **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)**

Item not discussed due to time

I. **Standing Item: Anti-racism in Curriculum (Discussion – 10 minutes) – J. Kalfsbeek-Goetz**

Item not discussed due to time

XVI. **PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action)**
A. **None**

XVII. **REPORTS (Information)**

A. **Co-Chairs**

B. **Technical Review Chair**
1. **Program Status Spreadsheet (see attachment in share folder – 10 minutes)**

Item not discussed due to time

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**

Item not discussed due to time

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

E. **Subcommittees/Workgroups**

F. **New 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: 5:00 p.m.

NEXT MEETING

December 7, 2021 - 3:30 PM

Location: via Zoom