



# Curriculum Committee Meeting Minutes

VIA ZOOM / MCW 301

Tuesday, January 17, 2023 at 3:00pm

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

**Called to Order: 3:05pm**

## I. ROLL CALL (Quorum is 9 out of 16 voting members)

<b>VOTING MEMBERS</b>		
Faculty Co-Chair	<input checked="" type="checkbox"/> Peter Sezzi (PS)	
Faculty Co-Chair	<input checked="" type="checkbox"/> Maline Werness-Rude (MWR)	
Articulation Officer	<input type="checkbox"/> Vacant	
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"/> Kafui Okosun (KO)
Career Education II Division	<input checked="" type="checkbox"/> Dorothy Farias (DF)	<input type="checkbox"/> Vacant
College Outcome Group Representative	<input type="checkbox"/> Asher Sund (AS)/ Aurora Meadows (AM)	
English & Math Division	<input checked="" type="checkbox"/> Amanda Martin (AM)	<input type="checkbox"/> Vacant
Health, KIN, ICA, Performing & Visual Arts Division	<input type="checkbox"/> Krenly Guzman Gonzalez (KG)	<input checked="" type="checkbox"/> Robin Hester (RH)
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"/> Chloe Branciforte (CB)	<input type="checkbox"/> (Vacant)
Student Services Division	<input checked="" type="checkbox"/> Maria Reyes-Sanchez (MRS)	<input checked="" type="checkbox"/> Gema Espinoza Sanchez (GS)
<b>NON-VOTING MEMBERS</b>		
CIO co-chair	<input checked="" type="checkbox"/> Jennifer Kalfsbeek-Goetz	
ASVC Rep. (ASVC Director of External Affairs)	<input type="checkbox"/> Rona Williams	
Dean	<input type="checkbox"/> Bernard Gibson (Health/Kin/Athletics/PA)	<input checked="" type="checkbox"/> Aaron Jones (SCI)
Dean	<input type="checkbox"/> Lisa Putnam (Lib/Lang/S&B Sci/ Vis Art)	<input type="checkbox"/> Felicia Dueñas (CEII)
Dean	<input type="checkbox"/> Nenagh Brown (Engl/Math/Comm)	<input type="checkbox"/> Phil Briggs (IE)
Dean	<input type="checkbox"/> Debbie Newcomb (CEI)	<input type="checkbox"/> Leticia Canales (Stud Serv)
Dean	<input type="checkbox"/> Jesus Vega (Stud Serv)	
Academic Data Specialist	<input type="checkbox"/> Olivia Long	
Academic Data Specialist	<input type="checkbox"/> Kelly Denton	
Recorder/Curriculum Specialist	<input checked="" type="checkbox"/> Sarah Ayala	
Distance Education Liaison	<input checked="" type="checkbox"/> Sharon Oxford	
Registrar	<input type="checkbox"/> Gaby Asamsama-Acuña	

Guests: Valerie Stewart (BUS)

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

*P. Sezzi called for a motion to approve the agenda*

*Motion by: C. Branciforte*

*Seconded by: D. Farias*

*Discussion: M. Werness Rude – need to modify approval of the agenda with the understanding we will postpone the scheduled training until the next Curriculum Committee Meeting and Michael Callahan’s reports as he cannot be at the meeting.*

*Final resolution: Agenda approved as amended*

*Yes: C. Branciforte, 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	KC	KGG	KO	MC	MRS	MWR	NF	PS	RH	RG
	yes	yes	yes	yes	yes	yes				yes		yes			

**III. INTRODUCTIONS AND GENERAL ANNOUNCEMENTS (Information)**

**A. Public Comments (limited to 5 min per person) <sup>1</sup>**

*None*

**IV. CURRICULUM COMMITTEE BUSINESS**

**A. Technical Review and Curriculum Committee Meetings – Spring**

*As of March 1st we will be required to go back to in-person meetings for shared governance committees. How should we proceed for the rest of the semester?*

*Feb 7 and Feb 21 Curriculum Committee meetings will be via zoom. Decision doesn’t have to happen today, on the rest of the semester, but please be thinking about it.*

*Few choices – one meeting a month in person, go back to 2 meetings a month in person, etc.*

*Perhaps trainings move to Tech Review meetings (zoom) and can be recorded – report at CC with link.*

*Peter and Maline to come up with a one meeting per month schedule to present at the next Curriculum Committee meeting.*

**B. Deadline for Fall 2024 Curriculum**

*Deadline to submit Fall 2024 curriculum is April 30. Before submitting curriculum, please consider the upcoming common course numbering and CalGETC changes coming down the pipeline and whether your curriculum can wait until we know more on that.*

*New P1 List has been released (link in agenda) – but hold off until you hear from Maline, Peter or Michael Callahan before working on the courses in the list.*

**C. Articulation Officer Update**

*Permanent position for an AO has been posted. Closes in early February for a July 1 start. Katie is not close enough to us to be able to work in person and we do not have an MOU in place which allows her to be 100% remote.*

*Temporary AO role to be assigned within the current Counseling team. Shannon at OC also cannot help until the Faculty contract is ratified.*

<sup>1</sup> 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.

Katie can be contracted as a professional expert to help the newly appointed AO from the Counseling Department understand the training and elements needed to keep curriculum moving.

**V. APPROVAL OF MINUTES: [December 6, 2022](#) - Discussion/Action – 2 min)**

P. Sezzi called for a motion to approve the minutes from the 12/6/2022 Curriculum Committee Meeting  
 Motion by: A. Martin  
 Seconded by: C. Branciforte  
 Discussion: None  
 Final resolution: Minutes from the 12/6/22 Curriculum Committee meeting approved as presented  
 Yes: C. Branciforte, 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	KC	KGG	KO	MC	MRS	MWR	NF	PS	RH	RG
	yes	yes	yes	yes	yes	yes				yes		yes			

Recorder's Note: R. Hester arrived after the Approval of Minutes vote.

**VI. OLD BUSINESS (Discussion/Action)**

**A. Need for a Stand-Alone Statement for Courses That Are Not Support Courses but OEOE – [Modified Resolution](#)**

P. Sezzi called for a motion to approve resolution with modified text (highlighted in link)  
 Motion by: C. Branciforte  
 Seconded by: K. Casey  
 Discussion: Maline explained the changes which came from the discussion at last Curriculum Committee meeting.  
 Final resolution: Revised resolution approved as presented, and without further changes  
 Yes: C. Branciforte, 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	KC	KGG	KO	MC	MRS	MWR	NF	PS	RH	RG
	yes	yes	yes	yes	yes	yes				yes		yes		yes	

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

1. None

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

A. None

**IX. MINIMUM QUALIFICATIONS (Discussion/Action)**

A. None

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

**A. 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**

*P. Sezzi called for a motion to approve the remote meeting resolution*

*Motion by: C. Branciforte*

*Seconded by: D. Farias*

*Discussion: None*

*Final resolution: Resolution passed*

*Yes: C. Branciforte, 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	KC	KGG	KO	MC	MRS	MWR	NF	PS	RH	RG
	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. None**

**B. COURSE PROPOSALS NOT REQUIRING BOARD OF TRUSTEE APPROVAL (Discussion/Action; see attachment – 2 min)**

**1. None**

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

**1. None**

**XIV. ADMINISTRATIVE CHANGES (Discussion/Action)**

**A. BUS V57**

**B. COA - CNC Machine Operator, COA - CNC Machinist**

**C. AA Medical Assistant – Administrative, COA Medical Assistant – Administrative**

*P. Sezzi called for a motion to approve Administrative Changes*

*Motion by: N. Falco*

*Seconded by: C. Branciforte*

*Discussion: Changes are minor and do not affect the integrity of the programs or course*

*Final resolution: Administrative Changes approved*

*Yes: C. Branciforte, 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	KC	KGG	KO	MC	MRS	MWR	NF	PS	RH	RG
	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 Training – M. Werness Rude, P. Sezzi

1. **Training: Reactivating and Entering a Course in CourseLeaf (ART V10)**

*Training postponed to next Curriculum Committee meeting*

B. Technical Review Chair – M. Callahan

*Items 1-4 postponed to next Curriculum Committee meeting*

1. [Fall 2022 Curriculum Summary Report](#) – 12-12-22

2. [CY 2022 Courses Wrap-Up Report](#) – 12-12-22

3. Program Status Spreadsheet (see [attachment](#) in share folder)

4. [Priority 1 Courses by Discipline – 2023-2024](#) – 01-11-23

C. Articulation

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

*CS Courses were discussed as they are similar to courses at MC and OC. Does bring up legitimate concerns regarding similar courses. Good to remember that other colleges are looking at this, though they do not have the power to veto our curriculum.*

E. Subcommittees/Workgroups

1. CCT Task Force Workgroup Updates – D. Farias

a. Link to the canvas course: <https://vccd.instructure.com/enroll/L6JJLF>

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

*All Fall 2023 courses (aside from those needing Board approval in Jan and Feb) are submitted and approved at the State.*

*Programs approved at the State so far: AA/COA Ceramics, AA/COA Fine Art, (4) General Studies degrees, PA Social Work and Human Services*

*Date to publish catalog set for May 12*

*Suggestion to make GE more easily visible to students if possible in the next catalog.*

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

A. None

## **XIX. REQUESTS FOR FUTURE AGENDA ITEMS**

*Two items requested:*

*New Changes to Title 5 – recommendations for Course Outlines of Record. Can be a subcommittee first if needed. Sharon can report on this at the next Curriculum Committee meeting.*

*Clarification on Purpose and Guidelines for Use of emergency DE addenda. Would be helpful for Faculty and Deans to know how to respond in the event of an emergency (as we had last week when the campus was unexpectedly closed due to heavy rain). A discussion on how this should be enacted would be helpful, and will be added to the next Curriculum Committee meeting agenda.*

*Meeting Adjourned at 3:53pm*

**NEXT MEETING**  
**February 7, 2023**  
**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

### **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](#)