



# Curriculum Committee Meeting Minutes

## VIA ZOOM / MCW 301

Tuesday, February 7, 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 checked="" type="checkbox"/> Michael Callahan (MC)	
Academic Senate President	<input checked="" type="checkbox"/> Dan Clark (DC)	
AFT Rep.	Vacant	
Career Education I Division	<input type="checkbox"/> Nicole Falco (NF)	<input checked="" 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 checked="" 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 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: None

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

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

*Motion by: M. Callahan moved to adapt agenda*

*Seconded by: G. Espinoza-Sanchez*

*Discussion: None*

*Final resolution: Agenda approved as presented*

*Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, G. Espinoza-Sanchez, D. Farias, R. Hester, A. Martin, K. Okosun, 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				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. None**

**V. APPROVAL OF MINUTES: [January 17, 2023](#) - Discussion/Action – 2 min)**

*M. Werness-Rude called for a motion to approve the 1/17/23 Curriculum Committee Meeting Minutes*

*Motion by: D. Clark moved to approve the minutes*

*Seconded by: M. Callahan*

*Discussion: None*

*Final resolution: Minutes approved as presented*

*Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, G. Espinoza-Sanchez, D. Farias, R. Hester, A. Martin, K. Okosun, 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				yes	

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

**A. None**

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

**A. None**

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

**A. None**

<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.

**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**

**B. Inactivation: DM V12L, DM V30L, DM V34L, DM V40L**

*M. Werness-Rude called for a motion to approve Consent Agenda Item X.A*

*Motion by: M. Callahan*

*Seconded by: G. Espinoza-Sanchez*

*Discussion: None*

*Final resolution: Resolution passed*

*Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, G. Espinoza-Sanchez, D. Farias, R. Hester, A. Martin, K. Okosun, 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				yes	

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

*M. Werness-Rude called for a motion to approve the Consent Agenda item X.B.*

*Motion by: D. Clark*

*Seconded by: M. Callahan*

*Discussion: These are all lab courses. Department combined lec/lab into the current lecture courses. These are the remaining stand-alone lecture courses that will not be used. Programs that have these courses in them are currently being updated for Fall 2023.*

*Final resolution: Consent Agenda item X.B. approved*

*Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, G. Espinoza-Sanchez, D. Farias, R. Gamboa, R. Hester, A. Martin, K. Okosun, 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				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. Inactivation: AS Biological Sciences, COA Biological Sciences

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

*Motion by: M. Callahan*

*Seconded by: D. Clark*

*Discussion: These program inactivations will be effective Fall 2023*

*Final resolution: First Reading Programs approved for inactivation*

*Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, G. Espinoza-Sanchez, D. Farias, R. Gamboa, R. Hester, A. Martin, K. Okosun, 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				yes	yes

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

**A. Distance Education Update Only: DM V10L, DM V26L, DM V28L, DM V42L\*, DM V44L**

**\*effective date Summer 2023**

*M. Werness-Rude called for a motion to approve the Administrative Changes proposals*

*Motion by: M. Callahan*

*Seconded by: K. Casey*

*Discussion: These courses only had emergency DE approval. Need permanent DE due to the emergency order expiring soon.*

*Final resolution: Administrative Changes approved*

*Yes: C. Branciforte, M. Callahan, K. Casey, D. Clark, G. Espinoza-Sanchez, D. Farias, R. Gamboa, R. Hester, A. Martin, K. Okosun, 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				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)

*Co-Chair Updates:*

*Follow up on discussion regarding meeting dates for the rest of the semester. Lighter agendas are expected in the spring focus on programs. Concern over meeting quorum due to meetings going back to “in-person”. Idea was to have Curriculum Committee meetings once a month: March 7, 2023, April 18, 2023, and May 2, 2023 from 3-4:30pm.*

*Curriculum Submission deadline is still April 20, 2023.*

*Tech Review will continue on zoom, and LRC 125.*

*Peter and Maline to join VC Academic Senate at the next meeting: segment of the next Academic Senate meeting (2/16) devoted to the process of curriculum development. Senators at our last meeting expressed interest in learning about this in light of the Exec team’s plans to hire professional expert / PT faculty to develop AES courses in lieu of another FT faculty hire.*

*Presentation: Maline walked through steps of Reactivating and Entering a Course in CourseLeaf. Presentation was recorded and can [be viewed here](#).*

### B. Technical Review Chair – M. Callahan

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

*Item not discussed due to time.*

### C. Articulation

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

*Item not discussed due to time.*

### E. Subcommittees/Workgroups

#### 1. CCT Task Force Workgroup Updates – D. Farias

##### a. Link to the canvas course:

<https://vcccd.instructure.com/enroll/L6JJLF>

*Item not discussed due to time.*

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

*Item not discussed due to time.*

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

### A. None

## XIX. REQUESTS FOR FUTURE AGENDA ITEMS

*None*

**Next Meeting  
March 7, 2013  
In Person: MCW 301**

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](#)