



Curriculum Committee Meeting Minutes

Multi-Disciplinary Center – West, Room 312 (MCW 312)

Tuesday, April 11, 2023 at 3:00pm

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

Called to Order: 3:13pm

I. ROLL CALL (Quorum is 8 out of 15 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 type="checkbox"/> Vacant	
Technical Review Chair	<input checked="" type="checkbox"/> Michael Callahan (MC)	
Academic Senate President	<input 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
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 type="checkbox"/> Robin Hester (RH)
Librarian	<input 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)
NON-VOTING MEMBERS		
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 type="checkbox"/> Sharon Oxford	
Registrar	<input type="checkbox"/> Gaby Asamsama-Acuña	

Guests: M. Bowen (RET), F. Fuentes (ETHS),

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

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

Motion by: C. Branciforte

Seconded by: D. Farias

Discussion: After short discussion motion amended to move item XIII.C up to right after General Announcements on the agenda. D. Farias seconded

Final resolution: Agenda amended to include item movement

Yes: C. Branciforte, M. Callahan, N. Falco, D. Farias, R. Gamboa, A. Martin, M. Reyes- Sanchez

No: None

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

Francisco Fuentes (ETHS Faculty) introduced himself to the group.

J. Kalfsbeek-Goetz: Introduced Michael Bowen as the Credit for Prior Learning (CPL) Implementation Lead. Michael will be on CPL (Formerly Credit by Exam) Committee as our representative. Michael will be helping departments at the college level figure out how they will designate student's past work/consistently evaluate student work with a focus on enhancing equity. Will be going to Department Meetings.

Another project Michael is working on: Military Articulation Platform – 75 colleges across California to set up a system like ASSIST, and VC will be included. Similar to articulation in reverse.

One of the requirements to join Map is that the Academic Senate has to approve. Michael has written a resolution to be presented to the Senate at the next meeting.

IV. CURRICULUM COMMITTEE BUSINESS

A. Curriculum Co-Chair Rules (Discussion) – M. Werness-Rude, P. Sezzi

Before any nominations, it's important to remind everyone for the rules to be Curriculum Co-Chair (per the Senate bylaws). View item link for full text. Co-Chair role currently comes with 0.4 release time. Jennifer is in the process of advocating for more release time (hoping for 0.8 release time) due to new ABs in process and the planning needed for implementation. A new Articulation Officer will hopefully be in place by July, etc.

If no volunteer or nomination is received, the Academic Senate President will appoint.

B. Curriculum Co-Chair Nominations (Discussion/Action) – M. Werness-Rude

Motion not made at this meeting for co-chair nominations – held over until next meeting. With new information on eligibility, group would like to revisit this at the next meeting.

C. Current Status of AES (Discussion) – J. Kalfsbeek-Goetz

Students are taking AES courses thinking they meet Area F: Ethnic Studies requirement for CSU and they don't. Students are getting confused. Concern for successful transfer and on time graduation.

Took a look at the class schedule and it can be confusing – especially if counselors are not consulted. Decision: Administratively removing the AES courses on the Schedule of Classes for Summer 2023 and Fall 2023. ART, HIST, SOC, ANTH are affected since they are co-listed with AES. The co-listed courses in the other disciplines WILL be on the schedule.

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.

AES courses have not been inactivated – that is a faculty and Curriculum Committee choice. They will just not appear on the Schedule of Classes effective immediately.

D. AO Status (Discussion) – J. Kalfsbeek-Goetz

Good finalist candidates. Hopeful to have someone new in the position by July 1st.

V. APPROVAL OF MINUTES: [March 7, 2023](#) - Discussion/Action – 2 min)

M. Werness-Rude called for a motion to approve the minutes from the 3/7/23 Curriculum Committee Meeting

Motion by: C. Branciforte

Seconded by: D. Farias

Discussion: None

Final resolution: Approved as presented

Yes: C. Branciforte, M. Callahan, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa,

A. Martin, M. Reyes- Sanchez

No: None

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

IX. MINIMUM QUALIFICATIONS (Discussion/Action)

A. None

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

A. None

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. New: COA Automotive Career Education Expert Technician

2. Revision: AST Early Childhood Education, AS Diesel Mechanics, COA Diesel Engine Repair, COA Medium and Heavy-Duty Vehicle Repair, COA

M. Werness-Rude called for a motion to approve the First Reading Program proposals
Motion by: C. Branciforte - to approve the all programs in Item XIII.C1 and C2
Seconded by: R. Gamboa
Discussion: None
Final resolution: Programs approved as presented
Yes: C. Branciforte, M. Callahan, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, A. Martin, M. Reyes- Sanchez
No: None

XIV. ADMINISTRATIVE CHANGES (Discussion/Action)

A. None

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. CPL Faculty Lead – J. Kalfsbeek-Goetz

This was covered earlier in the meeting during Public Comments.

2. Representatives for Next Academic Year – P. Sezzi

Reps for divisions for next year. Think about if you will be continuing as a committee member. Please let Peter, Maline and Sarah know.

B. Technical Review Chair – M. Callahan

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

Michael Callahan reviewed status spreadsheet with the group.

C. Articulation

Peter and Maline filling in until new hire starts

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

E. Subcommittees/Workgroups

1. CCT Task Force Workgroup Updates – D. Farias

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

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

Programs recently approved: COA Agriculture Pest Control Adviser Preparation, COA Industrial Technology and Fabrication, and COA Heavy Equipment and Industrial Systems Operation and Maintenance

Showed group the documents linked below.

1. [PCA, 8th Edition](#), [State Approval Handbook](#), [“Teach Out” status](#)

2. CIM to CAT Documents ([Courses](#) and [Programs](#))

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

A. None

XIX. REQUESTS FOR FUTURE AGENDA ITEMS

None

Meeting Adjourned: 4:35pm

NEXT MEETING
(last meeting of the semester)
May 2, 2023
Location (In Person): MCW 312

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](#)