

# District Technical Review Workgroup MINUTES October 9, 2008

**Present:** Chancellor's Designee: Richard Durán  
 Executive Vice Presidents: Jaime Casillas (OC), Ramiro Sanchez (VC), Brenda Shubert (MC)  
 Faculty Co-Chairs of Curriculum Committees: Jeanette Redding (OC), Peter Sezzi (VC)  
 Articulation Officers: Jeff Ferguson (VC), Letrisha Mai (MC), Shannon Ordonez (OC)  
 Academic Senate Appointees: P. Scott Corbett (OC),  
 Student Government Appointees:

**Absent:** Paulette Johnson (VC), Marie Panec (MC), Margaret Tenant (MC), Student Government Appointees (MC, OC, VC)

Meeting Date: 10/9/08	Minutes Approved: 9/25/08	Recorded By: L-M Glaze
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<b>AN = Action Needed</b>	<b>AT = Action Taken</b>	<b>D = Discussion</b>	<b>I = Information Only</b>
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## DISCUSSION / DECISIONS

1.	Introductions	<b>I</b>	Team members introduced themselves. Jaime Casillas, Executive Vice President at Oxnard College, is the newest member of the team.
2.	Review/approve minutes from September 25, 2008 meeting	<b>D</b>  <b>AT</b>	Dr. Durán presented the new format for minutes and explained that the purpose of the minutes is to document team decisions, actions items, etc. Four actions may be recorded: AN - Action Needed, AT = Action Taken, D = Discussion, and I = Information Only.  Minor changes were recorded to the minutes of 9/25/08. The minutes were approved with corrections. Approval was moved by Scott Corbett and seconded by Brenda Shubert.
3.	Order of priority for discussion items	<b>D</b>	Due to the complex nature of the agenda items, the team rated the priority of items for discussion. The items that could not be addressed at this meeting will be presented for discussion at the October 23 meeting.  The agenda items that were addressed will appear in the order of discussion in these minutes, and retain the outline numbers from the current agenda.

		<b>AN</b>	<b>L-M Glaze</b> will recreate the agenda to include the tabled discussion items and distribute to the team members on Monday, October 13. Team members are asked to rate the discussion items in order of priority.
4.	5.A.i English and Mathematics Graduation Requirements	<b>D</b>	Each college's English and Math departments will identify faculty to address this issue, then form a district-wide competency group with representatives from all three colleges. The competency group will discuss the requirements, reach consensus, return their decisions to the campus curriculum committees for approval, and return the approvals to the DTRW.
		<b>AN</b>	<b>Action item:</b> The <b>Articulation Officers</b> will facilitate the District ad hoc committees (one each for English and Mathematics). They will have a preliminary meeting to clarify the charge, then let the sub-committees move forward. Ramiro Sanchez will chair an Orientation meeting the week of October 20, and coordinate with the campus Vice Presidents, Articulation Officers, and other campus representatives, to include a minimum of one person from each discipline (being sure to include a Reading representative). This committee will establish a time frame to meet the draft process dates, to be ready for publication in the 2009-2010 catalogs.
		<b>D</b>	The timelines were reviewed, as presented on the handout. The simple part of process will be identifying the courses to be reviewed; the more difficult task will be to determine any General Education and prerequisite issues.
		<b>AN</b>	<b>Action item: Jeff Ferguson, Shannon Ordonez, and Letricia Mai</b> will draft a matrix to provide guidance to faculty to identify key issues with each course. They will meet Wednesday, October 15 to create the matrix. The matrix, when available, will be distributed to DTRW members.  Richard Durán emphasized that these issues will become critical if not addressed prior to the accreditation process. The Chancellor's office is emphasizing compliance at the campus level.
5.	5.A.iii Total contract hours to be listed on course outlines	<b>D</b>	A change in law requires that in addition to noting the weekly contact hours in course hours, it is also required to list the total contact hours. This should be a minor fix, but the issue as to the definition of contact hours varies between the campuses. Title 5 specifies minimum contact of 15 weeks. The Articulation Officers feel that the District should agree on the length of the term; 48-, 51-, and 54-hour terms are currently listed.  The California Banner Group was formed to assist colleges in reporting to state <b>MIS</b> . The topic will be discussed at next Wednesday's ATAC meeting. Banner currently has 17.5-week term length.

		<b>AN</b>	<p>Nothing in Title 5 restricts the scheduling of the course, just specifies the minimum hours per term.</p> <p><b>Suggestion:</b> Keep the ours noted in the outlines at the minimum hours, and state the actual course hours in the schedules and Banner.</p> <p><b>Action item:</b> When courses are entered into CurricuNet, minimum course contact hours will be stated.</p>
6.	<p>5.A.iv Course repetition for: - Legally mandated training</p>	<p><b>D</b></p> <p><b>AT</b></p> <p><b>AN</b></p>	<p>Legally mandated training: The courses cover areas such as safety and health, and are excluded from limits in repeatability. A change in law states that the student can repeat the course, but the course is not repeatable, ie, a fireman can repeat CPR each year. Title 5 states “repetition will be allowed without petition” but there is no clear guidance on this part of the law.</p> <p>The team suggested creating a “request for legally mandated training” form (self certification) to have on file to provide documentation of this requirement. Non-repeatable courses will need to be reviewed, as well as course outlines, to clarify this point.</p> <p>Susan Cabral and Joel Diaz from the registrar’s office joined meeting briefly to answer questions regarding repeatability for legally mandated training. Joel stated that the current process is to have the registrars override the repeatability requirement. Documentation for this is mandated at each campus. Further, the current process is to make a copy of the student’s vocational identification. Susan reported that this issue is under review by the DCSL, and they may create a form that could be used at all three campuses.</p> <p><b>Action item:</b> The Executive Vice Presidents will return to the campus committees and identify the courses that will need to be reviewed and/or corrected for course repetition. These changes will proceed through the curriculum committees, then get approval by the DCSL, and will be corrected in Banner.</p> <p><b>Action item:</b> The registrars will create a self certification form.</p>
7.	<p>5.A.iv Course repetition for: - Disabled students (students with disabilities)</p>	<p><b>D</b></p> <p><b>AN</b></p>	<p>Similar to legally mandated training, these courses are not repeatable but the individual student can repeat courses on an approval process. The question remains as to whether a petition process or certification is required. Currently, only approval from the EAC counselor is required.</p> <p><b>Action item:</b> The EAC coordinators will meet to review this area and provide a recommendation to the DCSL as to whether to require a petition or other document to provide documentation of repeatability.</p>

