

# District Technical Review Workgroup MINUTES November 20, 2008

**Present:** Chancellor's Designee: Robin Calote  
 Executive Vice Presidents: Brenda Shubert (MC), Jaime Casillas (OC), Ramiro Sanchez (VC)  
 Faculty Co-Chairs of Curriculum Committees: Marie Panec (MC)  
 Articulation Officers: Letrisha Mai (MC), Shannon Ordonez (OC), Jeff Ferguson (VC)  
 Academic Senate Appointees: Margaret Tennant (MC), P. Scott Corbett (OC)  
 Student Government Appointees: Jackie Eldridge (VC)  
 Other Guests: Clare Geisen (DAC), Gwen Lewis Huddleston (OC)

**Absent:** Paulette Johnson (VC), Jeanette Redding (OC), Peter Sezzi (VC), Student Government Appointees (MC, OC)

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Introductions	Robin Calote introduced herself as the Chancellor's Designee to DTRW			
Review/approve minutes from 10/9/08 meeting	The minutes from the October 9, 2008 meeting were reviewed and approved.	10/9/09 minutes approved		
Review of proposed curriculum	<p>The proposed new and revised courses were reviewed.</p> <p><u>Moorpark College:</u>            CD M23: Suggested adding the word "child" to the course title. The course description refers to "statute", but there is no information regarding this requirement. This is a Title 22 regulation, but not necessary to be included in course description. Will remove that sentence.</p>			

ENGL M30, M31: Recommend removing the reference to “CE” for district-wide consistency.

Oxnard College

ESRM R100: Notation of “USC (pending) to change to “USC (under review), which should be a global change throughout the catalog.

BUS R104: Need further description. Not clear on prerequisite references.

CHST R101: Change capitlization to be consistent.

CIS R041: Capitlization issues, and a fragmented sentence. Restate “formerly BIS R031P.”

HIST R100A: Articulation issues here, as well as questions regarding IDS. The college risks loss of articulation with this course as it may not be taught by qualified history instructor.

HIST R116: “Course satisfies GE” is not part of a course description. Please remember to bold insertions in legislative format.

MST R160: The change in course hours will be used a base for planned future programs.

PE R116B: Transfer credit UC\* - what does asterisk indicate? Limitation. Remove from course description.

PE 119B: Course hours stated are different from catalog.

PE146: Deleting A and B, now just PE 126.

PE 172: “Varsity” changed to “intercollegiate”. “Course may be taken four times” and remove reference to intercollegiate course.

PE 185: Description describes coaching

**AI: Will determine whether the course hour requirements for lecture/lab combinations are written policy.**

instruction, so include “coaching” in the course title. The term for the prerequisite of “advanced basketball ability” is used in the catalog as well.

Auto Body Program: Check for consistency throughout the course listings.

Computer Networking Program: Remove “electives.”

ENGT R198B: Experimental course? Can resubmit course in the future with a different course number.

Mathematics Program: Course units total not correct. Questioning why statistics is included - these are the optional courses.

Office Occupations Preparation Program: Don't announce a program with a course ID and title. CIS R007 in the catalog is a 1 - 12.5 unit program, but the total program units are 14 - it is listed this way so students can take as modules. Will return to Curriculum Committee for further clarification.

Ventura College

CD 64A: Typo - needs “V” in front of 64A.

HED V76. Variable unit course - why? This is a lecture course that follows course outline. Will take this item back for further review.

FILM - the is a new discipline for Ventura College. It is a combination of lecture/laboratory course, and will be repeatable if it is a combined lec/lab. Will

**AI: LMG to check prior minutes to determine group's decision on use of the term “Certificate” versus “Certificate of Achievement”**

**Action item: Add this to**

	<p>revisit this item with the Curriculum Committee. In general, the team would like to see district consensus prior to contacting the state CC League office.</p> <p>HMS 95/96: internship companion to other courses, and follows standard model for internships.</p> <p>Film V01: Showing portions of films may violate copyright issues. Gwen Lewis-Huddleston will look for additional information.</p> <p>Math 3E: This course now meets the new competency requirements.</p> <p>New Programs: Holistic Studies. Recommended courses - how do those courses fit into the program requirements? The courses are listed to avoid the petition process if the program courses are not offered in a timely manner. What is occupational potential? Chiropractics, physical therapists offices, etc. TOPS codes are courses of study, and the program may need to refer to the occupation categories.</p>	<p><b>the agenda for the next meeting to discuss as a group to get consensus prior to calling the state office.</b></p> <p><b>Action item: Gwen Lewis-Huddleston will look for documentation regarding copyright information in courses.</b></p>		
Status Reports	Tabled until the next meeting.			
Ad hoc issue	<p>Bill Pearce, Banner Project Manager, visited the DTRW to ask a question regarding Moorpark College's use of subject codes in course web searches. Moorpark stopped using the RT designation. This question will be reviewed further and a determination will be made regarding district-wide course listings with notes for specific campus uses.</p>			
Pending issues for future meetings	<ul style="list-style-type: none"> <li>- Review and common understanding of the most recent Title 5 revisions</li> <li>- Review proposed revisions to the operating agreement on "course and program activity requiring DTRW review and Board approval</li> </ul>			

	<p>for 2008-2009”</p> <ul style="list-style-type: none"> <li>- Confirm process for compliance with “Minimum Requirements for the Associate Degree: Title 5, 55063: Portion addressing competence”</li> <li>- Meaning of and process for “local approval” of experimental courses</li> <li>- Standardize language in college catalogs regarding lecture hours vs. units</li> <li>- Standardize presentation of student fees in college catalogs</li> <li>- Require that course IDs do not create remnant courses, such as an “A” without a “B”</li> <li>- Draft template for awards</li> <li>- Standardize the presentation of co-requisites in the college catalogs</li> </ul>			
<p>Future meetings</p>	<p>The group discussed the need for an extra meeting in December and concluded that the Committee requests an extraordinary meeting in December. The group suggested December 18, 12:00 - 4:00 pm.</p> <p><b>Planned meetings:</b>  Thursday, January 22  Thursday, February 26  Thursday, March 26  Thursday, April 23</p>	<p><b>Action item: Lynn-Marie Glaze will send an e-mail to poll group on their availability 12/18.</b></p>		