

District Technical Review Workgroup MINUTES September 25, 2008

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

Guest: Gwen Lewis Huddleston (OC)

Absent: Jaime Casillas (OC), Letrisha Mai (MC), Margaret Tenant (MC), Student Government Appointees (MC, OC)

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

1.	Introductions	I	Team members introduced themselves.
2.	Review/approve minutes from August 28, 2008 meeting	AT	Minor changes were recorded; the minutes were approved with corrections. Approval was moved by Ramiro Sanchez and seconded by Scott Corbett, with three abstentions due to absences.
3.	Verification of members' positions on the workgroup	D	Team members are as stated on the team roster, but still need student representatives from Moorpark and Oxnard Colleges. Gwen Lewis Huddleston is attending as an observing guest.
4.	Review of Curriculum Ventura College:	D AN	Intro to Tutoring and the algebra classes came from the Basic Skills Initiative, which is a state initiative and focus of the Title 5 grant for Ventura College. After discussion, it was determined that the DTRW process for experimental courses is still under development, and will be brought to the group at a later meeting.

	<ul style="list-style-type: none"> - Draft template for awards - Confirm process for compliance with “Minimum Requirements for the Associate Degree: Title 5, 55063: Portion addressing competence” 		<p>Discussion tabled for future meeting.</p> <p>Discussion tabled for future meeting.</p>
6.	<p>Confirm that for future meetings, the 2008-2009 priorities for DTRW, beyond the technical review of curriculum submitted by the colleges, are:</p> <ol style="list-style-type: none"> 1. Title 5 revisions and compliance issues; presented in suggested priority order by the Articulation Officers a. English and Mathematics Graduation Requirements b. Meaning of and process for “local approval” of experimental courses c. Total contact hours to be listed on course outlines d. Course repetition for: <ul style="list-style-type: none"> - Legally mandated training - Disabled students - ESL 	D	<p>Full discussion tabled for future meeting.</p> <p>The Articulation Officers met at the request of DTRW’s last meeting and wrote a cover e-mail agreeing that it was critical that correspondence on this issue come from the Executive Vice Presidents. They suggested a timeline for reporting back by the end of October, and to provide the final list by the end of January.</p> <p>It was pointed out that some parties will need this information sooner than the due date, as some program deadlines are pending this information.</p> <p>Discussion tabled for future meeting.</p> <p>Discussion tabled for future meeting.</p> <p>Discussion tabled for future meeting.</p>

	<p>2. Review and common understanding of the most recent Title 5 revisions</p> <p>3. Issues continued from last year</p> <ul style="list-style-type: none"> - Standardize language in college catalogs regarding lecture hours vs. units - Standardize presentation of student fees in college catalogs - Require that course IDs do not create remnant courses, such as an A without a B - Standardize the presentation of co-requisites in the college catalogs 		<p>Discussion tabled for future meeting.</p> <p>Discussion tabled for future meeting.</p>
7.	Meeting schedule review	AT	<p>Meetings are held in the District Administrative Center from 1:00 to 3:00 pm on these dates:</p> <p>October 23 November 20 January 22 February 26 March 26 April 23</p> <p>Action Item: An extraordinary meeting will be scheduled to discuss processes and procedures. Meeting: Thursday, October 9. 1:00 – 4:00 pm</p>