

District Technical Review Workgroup MINUTES January 22, 2009

Present: Chancellor's Designee: Robin Calote (VC)
 Executive Vice Presidents: Brenda Shubert (MC), Jaime Casillas (OC), Ramiro Sanchez (VC)
 Faculty Co-Chairs of Curriculum Committees: Marie Panec (MC), Jeanette Redding (OC), Peter Sezzi (VC)
 Articulation Officers: Letrisha Mai (MC), Shannon Ordonez (OC), Jeff Ferguson (VC)
 Academic Senate Appointees: Margaret Tennant (MC), P. Scott Corbett (OC)
 Other Attendees: Clare Geisen (DAC)

Absent: Gwen Lewis-Huddleston (OC), Paulette Johnson (VC)

Recorder: Lynn-Marie Glaze (DAC)

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
1. Review of minutes from 12/18/08	The minutes were reviewed and minor corrections were made. The revised minutes will be distributed to the team when completed.	Distribute revised minutes via e-mail.	ASAP	L-M Glaze
2. Curriculum review: Moorpark, Oxnard, and Ventura Colleges - new courses and revised programs	<p>Moorpark College: BIOL M09: New course, should notate "UC under review." There was a question as to MICR vs. BIOL notation.</p> <p>ESL M05: Originally introduced as an update, but has been changed for repeatability. This course is non-credit, non-degree applicable. There is some question as to whether non-credit courses can be repeated, which is currently under review at the state level.</p> <p>JOUR M15: Co-listed as FTVM M30A, which has been updated, therefore this listing is being updated as well.</p> <p>JOUR M30: Co-listed, which allows students to take the course from either the Journalism Department or Film/TV Department (which replaced Radio/TV). This course is one of the electives within a journalism program. The proposal</p>			

for the entire degree program will be reviewed at a later date.

MM M70, MM M75:: New courses, new field.

COMM M10 A-D: These courses were one combined course, but have been broken down into four courses to allow repeatability.

ENGL M05: Can be taken through either media services or English programs.

FTVM M21: Unit hours are incorrect and will be updated.

FTVM M30A, B: These are basic and intermediary courses.

FTVM M34: Introduction to producing and directing, new text is in bold.

PSY M03: This is a new description to more accurately describe the course.

Oxnard College:

Some of the course changes listed are new course needs that were identified through a recent “gap” analysis.

AT R033: Repeatability will be needed for certifications, so this course will be repeatable with the self-certification process now in practice.

CD R118: Remove reference to regulatory requirements (Titles 5, 22) from course description. The Pass/NoPass indication is not necessary, but Oxnard College chooses to list this in their catalogs.

LA R198A-Z: This is a transferrable umbrella course.

Degree pattern changes have occurred as a result of last fall’s updating activities. The Sociology program now has a Human Services option. In the past, this has been solely an Associate of Science degree; Oxnard College is now adding a certificate of achievement. After discussion, the team determined this should have been listed as new certificate program. This item will be pulled and updated.

	<p>Ventura College: Curriculum items for Ventura College will be pulled from Board review, due to current ESL issues and no quorum available at the last Curriculum Committee meeting.</p> <p>The key issue is that ESL variable unit lecture courses are legal, however, they cannot be managed as Ventura College has managed them. Ventura College practice has been to provide a note following the course content that states that, when offered for more than the minimum units, more time on task will occur. This is not legally allowed. Ventura College must take care to define the objectives and content relative to the possibility for variable units. The Curriculum Committee is now looking at how variable unit courses have been scheduled in the past. As a result of this inquiry, Jeff Ferguson created a list of other suspect courses.</p> <p>After some debate, it was determined that Jeff Ferguson will provide his list of suspect courses to DTRW for further discussion.</p>	A list of possibly non-compliant variable unit courses will be provided to DTRW.	By 2/26/09 meeting	J Ferguson
3. Revisit course hour multiplier for total student learning hours (16 vs. 18 hours)	Robin Calote has not had the opportunity to work on this issue. This item will be tabled to the next meeting, and she will follow up. Robin's concerns are around apportionment, and the fact that Banner does not have a range of hours but lists only minimum hours.	Item tabled to next meeting.	By 2/26/09 meeting	R Calote
4. Review process for seeking Board approval for assigning DTRW "local approval" authority of	There has been an inquiry about whether experimental courses require Board approval. When the State Chancellor's office was contacted with this question, the response from Stephanie Lowe was that these items can be part of the consent agenda at a Board meeting, or the Board can provide local approval authority to DTRW for these types of courses. Experimental courses are a defined as "generally offered within one year." The group			R Calote

experimental courses	consensus on this matter is that they would like to seek authority from the Board to approve experimental courses.			
5. Review proposed revisions to the operating agreement on "course and program activity requiring DTRW review and Board approval for 2008-2009"	<p>Jeff Ferguson provided handouts stating the proposed changes to VCCCD Participatory Governance handbook, pp 27-28.</p> <p>Discussion of changes needing approval included changes in unit/load, which should be reviewed by Board. Another are that would required Board approval is international travel associated with a single course; all international travel should be Board reviewed. The handbook currently states "curricular matters involving international travel subject to Board approval."</p>	Jeff Ferguson and the Articulation Officers will revise the handbook language and this subject will be added to the next DTRW agenda.	By 2/26/09 meeting	J Ferguson and the Articulation Officers
6. Confirm process for compliance with "Minimum Requirements for the Associate Degree: Title 5, 55063: Portion addressing competence"	Ramiro Sanchez has not had an opportunity to complete this process. This item will be tabled to the next meeting.	Item tabled to next meeting.	By 2/26/09 meeting	R Sanchez
7. Status updates:	<p>- Draft proficiency reports</p> <p>DTRW would like to recommend to DCSL that departments be able to grant awards, and to design a template of common language to use across the district. Letrisha Mai reported that Moorpark College has developed a template and procedure for departmental awards. Team members have some concerns about making this the department's responsibility, and some members feel that this process should remain with the counselors.</p> <p>Historically, certificates of completion are reviewed and signed by department faculty members and the division dean, and Admissions is not involved. However, the certificate of achievement practice is now more formalized.</p>	Letrisha Mai will bring the Moorpark College template to DTRW for review.	By 2/26/09 meeting	L Mai

	<p>- Standardization of the presentation of co-requisites in the college catalogs Ramiro Sanchez has not had an opportunity to complete this process. This item will be tabled to the next meeting.</p> <p>- Lec-lab model Robin Calote has not had an opportunity to complete this assignment. This item will be tabled to the next meeting.</p> <p>- Comparable district courses for repetition The campus Registrars have asked the Articulation Officers to meet and report regarding this subject. The Executive Vice Presidents sent list of courses that appeared to be comparable under Banner, and they gave faculty a month to respond. The campuses have not completed process yet so the team agreed that the campuses need more time to address this issue, then the item will be returned to an agenda at a later date.</p> <p>- Course deletion and fast track The team felt that this issue has been adequately discussed in past meetings.</p>	<p>Item tabled to next meeting.</p> <p>Item tabled to next meeting.</p> <p>The campuses are to receive responses, forward to campus registrars. When received, this item will be placed on a DTRW agenda.</p>	<p>By 2/26/09 meeting</p> <p>By 2/26/09 meeting</p> <p>TBD</p>	<p>R Sanchez</p> <p>R Calote</p> <p>Registrars, AOs</p>
8. Other items	Meeting schedule: The April meeting is scheduled at a time that the Articulation Officers are attending a conference. The group will discuss whether to hold the meeting in April without the AOs, to reschedule during April, or to skip the April meeting and hold a session in May.			
Future meetings	<p>Planned meetings: Thursday, March 26 Thursday, April 23</p>			