

# District Technical Review Workgroup MINUTES February 26, 2009

**Present:** Executive Vice Presidents: Brenda Shubert (MC), Kathy Scott {for 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), Mark Pauley (VC)  
 Other Attendees: Clare Geisen (DAC), Gwen Lewis-Huddleston (OC)

**Absent:** Robin Calote (VC), Jaime Casillas (OC), Paulette Johnson (VC), Ramiro Sanchez (VC)

**Recorder:** Lynn-Marie Glaze (DAC)

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Introductions	Kathy Scott (VC) is attending today for Ramiro Sanchez, who is recovering from surgery. Mark Pauley (VC) is attending for Paulette Johnson until her return from sabbatical.			
1. Review of minutes from 1/22/09	The minutes from 1/22/09 were reviewed and approved with minor corrections.			
2. Curriculum review: Moorpark and Ventura Colleges - new courses and revised programs	<p>Oxnard College did not have any new or revised courses for review at this meeting.</p> <p>Moorpark College: Two new courses and one revised course are presented for review. DTRW received two versions of the MC courses, one was submitted after the Friday, 5:00 pm cut-off for document review prior to the DTRW. Therefore, the MC courses will be tabled for review at the next DTRW meeting.</p> <p>Ventura College: They are in the process of clearing up</p>			

	<p>issues with repeatability to meet State requirements. Staff have spent many hours writing curriculum to meet state mandates and to eliminate variable unit courses. The Core ESL courses will be ESL V01-6A, ESL V01-6B, and ESL V01-6C. Four courses will be scheduled each term on a rotating basis. ESL V17, 18, and 19A/B are summer courses. VC may revisit these courses after one year to consider developing 3-unit courses for the regular terms. They also added ESL V07A/B for vocational ESL, which will be funded by Title 5 funds. The majority of these ESL courses are offered at the East campus.</p> <p>Some ESL courses at each level will be offered each semester, but students may need to use the East campus rather than main campus (and vice versa) to take the next course in their program.</p> <p>Students have a self-placement assessment process, which has been in place for some time. The program has been designed to try to eliminate the need for some students to sit out a semester if the specific course they need is not offered at that time. All of these changes have been built on “Rec Prep” model. Students will typically take two courses per semester.</p> <p>BUS V42 was revised. The variable unit designation is a holdover from the old system and will be reexamined at another time. This is a pass/no pass course, AA applicable, but may not be offered unless needed.</p> <p>The VC new and revised courses were moved and seconded to accept.</p>			
<p>3. Variable unit courses “suspect list”</p>	<p>Jeff Ferguson previously forwarded to the DTRW a message regarding this issue, and provided a handout today listing the VC variable unit courses. There is a need to distinguish between half-unit versus three-unit courses, as each will have different outcomes, objectives, etc. The review of these courses is still underway. The objective is to solve the issue in one of three ways:</p> <ol style="list-style-type: none"> <li>1) Convert variable unit courses to fixed units</li> <li>2) Revise the CORs to conform to an acceptable model</li> </ol>			

	<p>regarding course objectives, assignments, etc.</p> <p>3) Revise the courses to create two or three course outlines to deliver the content with differing unit values.</p> <p>Ventura College's variable unit courses represent 15% of the total course offering. In his review, Jeff discounted various courses, such as internships and work experience, dance, and PE courses to bring the suspect list to 48 courses, or 4% of the total course offering. VC will be urging faculty to correct course outlines for those that are out of compliance. Lec/lab courses will need to be re-examined as well, although solutions to these issues are still being sought. Variable unit courses that are "time on task," such as dance, may not need to be updated.</p>			
<p>4. Review revised handbook language on "course and program activity requiring DTRW review and Board approval for 2008-2009"</p>	<p>This issue is regarding reintroduced courses that have been terminated in Banner, and whether this will require bringing the course back as all new and to be approved in the same manner as normal new courses.</p> <p>Jeff Ferguson provided as a handout an excerpt from the VCCCD Participatory Governance Handbook pages 27, 28. Proposed changes are presented in legislative format (changes are marked). Jeff has back-up documentation for some of the changes available for when presenting to Chancellor's Cabinet.</p> <p>At Oxnard College, the suspended courses are still listed in the catalog. The key issue here seems to be the differences in Banner between the status of "deleted" or "terminated" and "suspended" courses.</p> <p>DTRW members will bring Jeff's proposed changes to their respective Curriculum Committees, with the agreement that the Banner question will be investigated.</p>	<p>Jeff Ferguson will e-mail the handout document for distribution on campuses.</p> <p>Confirm detail of the method Banner deals with courses that are no longer offered, and whether it is possible to bring courses back with the same course numbers.</p>	<p>ASAP</p> <p>March 26</p>	<p>Jeff Ferguson</p> <p>Jeff Ferguson</p>
<p>Ad hoc issue - DTRW Membership list</p>	<p>Moorpark College's Curriculum Committee recommends adding a representative Dean for each campus to the roster. There was some discussion regarding this issue, as Deans may not have the required broad scope knowledge, and this committee is a faculty-driven group.</p> <p>Consensus: Group will prefer to keep membership as is,</p>	<p>Jeff Ferguson will the</p>		

	<p>and Deans may be asked to attend meetings for specific issues that may be of concern.</p> <p>The language in the handbook that precedes the charter may need to be updated.</p>	<p>review handbook language and bring it back to the group next month.</p>	<p>March 26</p>	<p>Jeff Ferguson</p>
<p>5. Draft template for proficiency awards: review Moorpark College procedure (L Mai)</p>	<p>Letrisha Mai shared a message from Moorpark College Counselor Corey Wendt regarding proficiency awards and certificates of completion. The departments will have responsibility for creating and tracking these awards. Counselors will be tracking proficiency completion, as far as indicating that all required courses have been completed. Letrisha asked whether members would like to see uniformity of process across the district for these awards.</p> <p>Most members felt that this would be of benefit, and Peter Sezzi suggests making it a 3-part form so Counseling can maintain a copy for their tracking purposes.</p> <p>Consensus: DTRW recommends forwarding the certificate issue to DCSL for input and review. DTRW recommends that DCLS design a uniform district-wide approach.</p>			
<p>6. Suggested review of District General Ed requirements</p>	<p>- Title of Area G (Ethnic/Women's Studies vs. Multicultural/Gender Studies)</p> <p>This issue was identified at a Moorpark College curriculum retreat, where it was felt that the language was outdated. The last GE requirement review was in the 1980s, so perhaps this issue should be revisited. At the very least, the language is out of date, which led to broader discussion of updating General Education requirements as a whole.</p> <p>The current language was brought directly from Title 5 with no provision for creating a separate requirement for General Education.</p> <p>There are other issues that may need review as well, ie, the General Studies AA degree is no longer in use and the AA degree by transfer has been eliminated. To address these issues will require a review of a document which was last reviewed in 1983. A further issue is that some VCCCD General Ed programs currently require a total of around</p>			

	<p>27.5 units; Title 5 has a minimum General Ed requirement of only 18 units, so this area may need an update as well.</p> <p>This is likely to be a controversial issue, requiring a great deal of time and effort.</p> <p>Team members suggested updating the title of Area G from Ethnic/Women’s Studies to Ethnic/Gender Studies. DTRW members will take this issue to their respective Curriculum Committees, and return to the next meeting with recommendations as to whether the entire General Ed program should be reviewed.</p> <p>Consensus: The Articulation Officers will review the need for updates to General Ed programs to conform to minimum Title 5 requirements, and will return to DTRW with this information. If changes are warranted, the Curriculum Committees may perform a review of the GE programs.</p>			
<p>7. Other discussion items</p>	<p>- April meeting schedule</p> <p>The Articulation Officers will be attending a conference on April 23, which is traditionally the last meeting of the year. The group decided to reschedule the meeting to April 30, and to begin at noon.</p>			
<p>Future meetings</p>	<p><b>Planned meetings:</b>  Thursday, April 30 12:00 pm in DAC Multipurpose Room  <i><b>*Please note change in date and start time</b></i></p>			