

District Technical Review Workgroup

MINUTES

March 26, 2009

Present: Chancellor's Designee: Robin Calote
 Executive Vice Presidents: Brenda Shubert (MC), Ramiro Sanchez (VC)
 Faculty Co-Chairs of Curriculum Committees: Marie Panec (MC), Jeanette Redding (OC), Deborah Pollack (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)

Guests: Clare Geisen (DAC), Gwen Lewis-Huddleston (OC)

Absent: Jaime Casillas (OC), Peter Sezzi (VC)

Recorder: Lynn-Marie Glaze (DAC)

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
1. Review of minutes from 2/26/09	<p>The minutes from the 2/26/09 meeting were reviewed; Jeff Ferguson added some information that was not captured from the previous meeting. The minutes should be amended to read "1) to convert variable unit courses to fixed units." Jeff added that a fourth alternative to this issue is to delete the variable unit courses.</p> <p>The minutes were approved with above-referenced change.</p>	Minor amendment will be made.		
2. Review charge of DTRW Committee	<p>The Chancellor has requested that the Committees review their charge from the <i>Participatory Governance Handbook</i>. Robin Calote distributed a copy of the DTRW charter, as it currently appears in the Governance Handbook. The charge was reviewed and no significant changes were noted, although there is one exception to the membership. Due to the personnel structure at Oxnard College, rather than having an Executive Vice President they have a Vice President of Instruction and Vice President of Business, one of which will attend the DTRW meetings.</p>			
3. Report on	Robin Calote presented the suggested changes to the			

<p>status of request for revised handbook language on "course and program activity requiring DTRW review and Board approval for 2008-2009"</p>	<p>Chancellor's Cabinet, and the language was accepted as presented.</p>			
<p>4. Curriculum review: Moorpark and Oxnard Colleges - new courses and revised programs</p>	<p>Moorpark College: MC has one new program (therapeutic massage) and several new courses for review today.</p> <p>Therapeutic massage: There are issues with the course requirements. As presented, there is some confusion about the anatomy and physiology combination options. CSU transfer is indicated because some of the CSUs have therapeutic massage courses offered. No other significant issues were identified. If the intent is to have this program transferrable, it will need to return for Board approval. Will review last year's notes to see if transferability has been reviewed previously by DTRW.</p> <p>Oxnard College: Jeanette Redding reported that this program is up for extensive review. They have updated course numbers and restructured the program, but course descriptions are not provided as it was felt that the changes were non-substantive. There is a question as to whether these courses are transferrable, as indicated by the course numbers. They have changed the course ID and titles only, but the question remains as to whether the program is transferrable or non-transferrable. The team consensus is that if these courses are meant to be transferrable, it will require bringing the full course descriptions forward for Board approval.</p> <p>The issue of transferability was discussed further, particularly whether the entire program would be transferrable, or if the individual courses transfer (some as electives). This is a certificate program, so it could be transferred as an area of emphasis.</p> <p>For both programs (therapeutic massage and paralegal), team</p>	<p><i>Robin - I didn't capture who would do this review?</i></p>		

	<p>members will look for comparable programs and/or courses in UC and CSU lower division courses and return their findings to DTRW for further review.</p>			
<p>5. Articulation Officers to report regarding the decision for General Education requirements, specifically for Ethnic/Gender studies</p>	<p>Letrisha Mai reported that the Articulation Officers met and discussed what was Board approved in 1983 regarding General Education (GE) requirements. There were changes made to some of the areas in 1988. The state-mandated minimum required for GE graduation is 18 units, but next year it may be increased to 30+ units. At VCCCD, in a five-year period there were only about 8 GE majors that graduated more than 5 people per year. Some GE majors have many more units required, and there is a concern about the discrepancies in this area.</p> <p>The Academic Senates and Curriculum Committees should work together to provide a recommendation to perform further review at a departmental level. This issue may be linked to the core program review that is currently ongoing.</p> <p>Scott Corbett felt that there are two significant issues here: 1) the General Ed requirements and, 2) requirements for completion of a major. Scott suggests taking this issue to the Academic Senates and to seek the advice of the Curriculum Committees; Management and Senior Leadership should participate as well. Further suggestions were for a document to compare to other institutions, and also to get students' perspectives on this issue.</p> <p>Consensus: Robin Calote will try to get comparative information from Institutional Research, then the Articulation Officers will work with that data to provide additional information to indicate how many units are required within a GE program. The yearly list of top colleges from the VCCCD transfer list are to UC and CSU institutions. Brian Hu could use this list as a starting point.</p>			
<p>6. Use of the three college's English and mathematics proposals to render competency</p>	<p>Ramiro Sanchez provided a handout regarding minimum competency in English, which was the result of work from all three colleges. Variations of the document have been submitted to the three Curriculum Committees for review and approval. (Please note an error in bullet #3 - should be a score of 4 or higher.)</p> <p>The rationale around the minimum score on placement exams is to correspond to the low end of acceptability at UC and CSU</p>			

	<p>institutions. Currently, VCCCD documents are indicating minimum requirements as "4" for math and "5" for English.</p> <p>Ramiro's team discussed this document, and felt that there is some question as to whether to include a CLEP score. Ramiro is asking that the Curriculum Committees at Moorpark and Oxnard Colleges have a chance to review this further, and then the team will return the issue to DTRW next month.</p> <p>English placement is not as far developed as mathematics. The biggest issue is varying versions of the requirements on each campus. This item will be returned to the April DTRW meeting after the Curriculum Committees and Academic Senates have completed their review and approval processes. Ramiro Sanchez will work with the campuses and return to the April agenda.</p>			
<p>7. Update on enforcement of prerequisites</p>	<p>Ramiro Sanchez forwarded a report to Brenda Shubert and Jaime Casillas consisting of a list generated from Banner that indicates how many courses have prerequisites. Of the 425 courses on the list, about 41 are being enforced in Banner (chemistry, English, math, speech). The challenge is enforcing the prerequisites to be in compliance. However, it will require further discussion to create a plan to begin the implementation of prerequisites for compliance. It is important that all three colleges begin at the same time.</p> <p>The team decided to keep this discussion item on the agenda, and report on progress made by campuses. This issue will also be discussed at DCSL today.</p>			
<p>8. Guidelines for awarding additional degrees</p>	<p>The team is looking for clarification on whether additional degrees can be awarded as earned, or if students are limited to two degrees.</p> <p>In the past, an item was prepared for Board review consisting of guidelines for awarding an additional degree. This item did not make it to a Board meeting for approval, and subsequently the language and practice has changed. Robin Calote will investigate whether there is any corresponding Board Policy on this issue.</p>			
<p>9. Variable unit courses "suspect list"</p>	<p>This item has been discussed at length, and is no longer needed on the agenda.</p>			
<p>10. Draft</p>	<p>This item has adequately addressed, and is no longer needed on</p>			

template for proficiency awards	the agenda.			
Future meetings	<p>Planned meeting: Thursday, April 30 12:00 pm in DAC Multipurpose Room <i>*Please note change in date and start time</i></p> <ul style="list-style-type: none"> - Governance manual (J Ferguson) - Use of colleges' English and Mathematics placement exams to render competency (R Sanchez / M Panec) 			