

Ventura County Community College District

2016-2017 Academic Year  
**District Technical Review Workgroup – Instructional (DTRW-I)**  
**Meeting Notes**  
**Thursday, March 9, 2017 - 1:00 p.m. – 3:00 p.m.**

**Members:** Chancellor’s Designee: Kim Hoffmans, Chair (VC)  
 Faculty Co-Chair: Nenagh Brown (MC)  
 Vice Presidents: Linda Kama’ila (Interim OC), Julius Sokenu (Interim MC), Kimberly Hoffmans (VC)  
 Faculty Chair/Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Michael Bowen (VC)  
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Thao Brabander (VC)  
 Academic Senate Presidents: Diane Eberhardy (OC), Nenagh Brown (MC), Alex Kolesnik (VC)  
 Policy and Administrative Procedures:

**Guests:** None

**Absent:** Julius Sokenu

**Recorder:** Sebastian Szczebiot

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome and Announcements</b>	K. Hoffmans welcomed everyone and the meeting commenced at 1:08 pm.  Sebastian Szczebiot, Senior Admin Assist, for VC VP of Academic Affairs, K.Hoffmans, will take notes in Sarah’s absence.			
<b>Approval of Meeting Minutes</b>	The Feb 9, 2017 meeting notes were approved after it was noted that Letrisha’s name was misspelled.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>CURRICULUM SUBMISSIONS</b>				
<p><b>New Degrees/Courses/Revised Courses</b></p> <p><b>Moorpark/Oxnard/Ventura Submissions</b></p>	<p><b><u>MOORPARK COLLEGE</u></b>  <b>CREDIT CURRICULUM</b>  <b>New Courses</b>  CIS M28 Microsoft Office 3 units  CNSE M84 Certified Ethical Hacker 2 units  EMT M04 EMT – Refresher 2 units  ICA M40 Intercollegiate Beach Volleyball - Women 4 units  KIN M20 Movement Analysis and Corrective Exercise 3 units  POLS M09 Introduction to Political Science Research Methods 3 units</p> <p><b>Revised Courses</b>  EATM M01AL Animal Care and Handling Lab I 4 units  EATM M15A Wildlife Education I 0.5 units  EATM M15AL Wildlife Education Lab I 1 units  EATM M15CL Wildlife Education III 2 units  FTVM M45A Beginning Radio and Podcasting 3 units  FTVM M45B Intermediate Radio and Podcasting 3 units</p> <p><b>New Programs/Degrees</b>  Associate in Arts - Asian Studies 18-22 units</p> <p>Group Recommendations –</p> <p>Do students have access to copy of Microsoft Office Professional? VCCCD has switched to Office 365</p> <p>Versions aren't usually specified so "Professional" will be removed from course description</p> <p>CIS – minimum qualifications say four years experience is needed, instead of two</p> <p>CNSE M84 – Who is the certifying body? Might want to add to description (EC Council)</p> <p>ICA M40 – UC removed as not yet approved for transfer. Same applies to POLS M09.</p>			

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	<p>SAM Codes for EATM = possibly instead of clearly since they are introductory courses, intermediate courses are listed as clearly, while capstone courses are listed as advanced occupational. This is to faculty discretion?</p> <p>MC unlike VC does not have enrollment limitations, just course pre-requisites.</p> <p>Existing courses were used to make the interdisciplinary Asian Studies degree.</p> <ul style="list-style-type: none"> <li>It was noted that the Political Science department will “house” this degree after a discussion on the importance of having clear leadership</li> </ul> <p>TTHA classes not going forward.</p> <p>Nenagh – is there space for this workgroup to discuss non-credit courses, should it be district wide? Should this be placed on the agenda for the future? We could discuss at least the instructional aspect. Ventura could share experiences.</p> <p>There is a big non-credit conference in May. Very valuable. For example, it was discovered that online non-credit courses barely receive apportionment. 640 online non-credit hours equals one hour of pay from the district. Some District colleagues should attend.</p> <p>Non-credit funded at 2/3 (60%)</p> <p>5 available for CDCP - enhanced non-credit, 100%.</p> <p><b><u>OXNARD COLLEGE</u></b></p> <p><b>Deleted Program:</b> AA in History.</p> <p><b>Clarification:</b> AAT in History already exists, no need for AA.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p><b><u>VENTURA COLLEGE</u></b>  <b>New Course:</b>  ENGL V12 Introduction to Media Writing 3 units  <b>Revised Course:</b>  BUS V07A Business Calculations <del>2-5</del> <b>3 units</b>  <b>Reactivation:</b>  FILM V01 The Knowing Eye: Visual Aspects of Film, Television and Media Arts  <b>Introduction to Media Aesthetics and Cinematic Arts</b> 3 units</p> <p>ENGL V12 is part of film program, but put together by English dept. C-ID needs to change to FTVE</p> <p>Certificate must be at least 12 units, so Business is being updated to meet requirements – previously passed committee at 11.5.</p> <p>Last sentence removed from FILM V01 description. AOs are okay with this now as is. Changing aligned to “aligned with” was also discussed.</p>			
<b>OLD BUSINESS</b>				
	none			
<b>CURRENT BUSINESS</b>				
Additional Meetings: April AP/BP Review Meeting (4/27/17 at noon) and May Meeting (5/11/17)	AOs have conference on 4.27 Jerry has class – push back meeting to 12:30pm on 4.27. Meeting time changed to 12:30pm			
Final Review of BP/AP from co-meeting with DTRW-SS after last changes	4231 - Student grievance process was restored, let's let SS review and document changes in meeting notes.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>•<b>AP/BP 4235</b> – Credit by Examination (to be distributed prior to meeting)</p> <p>•<b>AP/BP 4231</b> – Grade Changes (see attachment)</p> <p>•AP/BPs to be reviewed by March 24th</p>	<p>SS needs to format one statement on 4231 which the committee supports that can then be implemented into the AP/BP.</p> <p>4231 – need to have a consensus – ED code says one year, but AP/BP says students have 3 years to contest.</p> <p>Canvas keeps course shell for 3 years at least.</p> <p>4231 to be changed to include sentence about Ed Code in paragraph two, and to change student stipulation from 3 years to 1.</p> <p>A. Kolesnik noted that the VC Academic Senate does not like the provision stopping grade changes based on coursework submitted after the end of the term. Professors like to have the option to offer help.</p> <ul style="list-style-type: none"> <li>• It was noted that this could be a discrimination issue if all students weren't offered the same opportunities.</li> </ul> <p>5530 does not have a reference to time.</p> <p>DTRW-SS may decline change from three years to one year.</p> <p>"Instructors are required to keep records for one year per the Ed Code."</p> <p>Review of AP/BP 4235 from Thao:</p> <ul style="list-style-type: none"> <li>• Included missing information from Title V</li> <li>• Will be brought back next time – so that group can read through before meeting.</li> </ul>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>AO Transferability presentation to Board PASS Committee – N. Brown</p>	<p>Meeting on May 12<sup>th</sup> at 3pm</p> <p>Planning, Accreditation, and Student Success</p> <p>Dianne McKay and Steve Blum</p> <p>AOs will go to present information. But support is appreciated.</p>			
<p>Substantial changes to courses at CCCC and relationship to Board of Trustee Agendas (MIS Course Data Elements: CB03, CB04, CB06, CB07, CB08, CB09, CB21, and/or CB22) - S. Davis</p>	<p>Instead of presenting entire course with changes, we could provide just the changes in a simplified manner – like a cover sheet.</p> <p>Board may need more background info when reviewing however. For example, a key or something.</p> <p>This key would need to be part of every submission though.</p> <p>Board often questions things that are not being reviewed since they are presented with the entire course description. This could help keep focus.</p> <p>It was suggested to present this at the PASS committee for their input.</p> <p>A check off list may be a good way to present this.</p> <p>R.Post noted that the board mainly only asks for clarification on unit changes.</p>			
<p><b>Comparable/Parallel Courses – Articulation Officers</b></p>	<p><i>Not addressed</i></p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Summary of Policy Change for Hours and Units Calculations for Credit Courses (see attachment & Chancellor's Office Memo – Oct 2015)- S. Davis	<p>This may have an impact on apportionment.</p> <p>Being reviewed by David El-Fattal.</p> <p>Term length multiplier – 17.5 weeks on record with state.</p> <p>Affects weekly census classes.</p> <p>A. Kolesnik – It is not what it seems. Would potentially cost us money.</p>			
Discipline Minimum Qualifications Process (see attachment) - A. Kolesnik	<i>Not addressed</i>			
<b>Future Agenda Items</b>	<p>AP/BP Review (extended list)</p> <p>Non-Credit classes (bring example COR – 9 non-credit categories)</p>			
<b>Adjournment</b>	K.Hoffmans adjourned the meeting at 3:03 pm.			
<b>Next Meeting Date:</b>	Thursday, April 7, 2017 at 1pm			