

Ventura County Community College District

2016-2017 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
Thursday, April 13, 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: Vice Chancellor, Educational Services: Rick Post (DAC)

Guests: None

Absent: Kim Hoffmans, Letrisha Mai, Julius Sokenu, Linda Kama’ila,

Recorder: Sarah Ayala

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Announcements	N. Brown welcomed everyone and the meeting commenced at 1:01 pm.			
Approval of Meeting Minutes	The March 9, 2017 meeting notes were approved as corrected. <i>Page 2 – add Moorpark College at the top of the list of courses</i> <i>Page 3 – add “5 available for....” To 4 available for (CDCP) enhanced non-credit 100%”</i> <i>Page 5 – correct spelling “shelf” to “shell”</i> <i>Page 6 - add “Blum” after Steve, Dianne McKay has 2 “n”s</i> <i>Page 7 - omissions</i>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Announcement	May 12 th 3pm – consider attending PASS Board Committee meeting. Meeting will be at the new DAC in Camarillo			
CURRICULUM SUBMISSIONS				
<p>New Degrees/Courses/Revised Courses</p> <p>Moorpark/Oxnard/Ventura Submissions</p>	<p><u>MOORPARK COLLEGE</u> <u>CREDIT CURRICULUM</u> Revised Courses POLS M122 Independent Study 4-3 0.5-3</p> <p><u>NONCREDIT CURRICULUM</u> New Courses TTHA M900 Workforce Employability Skills in Technical Theatre, Film and Television, 0 TTHA M901 Applied Technology for Theatrical Lighting, 0 TTHA M902 Applied Technology for Theatrical Audio Production, 0 TTHA M903 Applied Practices for Theatrical State Management , 0 TTHA M904 Applied Practices for Theatrical Costumes, 0 TTHA M905 Applied Practices for Theatrical Make-up , 0</p> <p>New Programs/Degrees Certificate of Completion – TTHA: Audio Production, 0 Certificate of Completion – TTHA: Costuming for Production, 0 Certificate of Completion – TTHA: Lighting for Technical Theatre, 0 Certificate of Completion – TTHA: Make-up for Production, 0 Certificate of Completion – TTHA: Stage Management, 0</p> <p><i>Notes/Recommendations:</i> <i>CIS M28 was supposed to be on this agenda. Was reviewed and approved at last meeting, but after the meeting, it was realized that it was incorrect. Group agreed to review it again at this meeting.</i> <i>Hours should read 2 lecture, 3 lab</i></p> <p><i>(4) Group Recommendations:</i> <i>For clarity for the students, non-credit courses should be listed as “0 units”. Where class hours are notated, add “weekly”</i></p>			

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	<p><i>Add non-credit course language to descriptions at the bottom: “This is a non-credit course, and non-degree applicable”</i></p> <p><i>Have all non-credit courses in one section, grouped together in the catalog.</i></p> <p><i>TTHA M903 – “state” should be “stage”</i></p> <p><i>TTHA M904 – title should be “Applied Practices for Theatrical Costumes”</i></p> <p><i>Add hours on Programs before submitting to the Board</i></p> <p><i>Courses in a in a non-credit program/Certificate must be offered in a sequence of courses.</i></p> <p><i>Lighting for Production Certificate of Completion program – course numbers need to be corrected.</i></p> <p>FINAL RECOMMENDATION: <i>These new and revised courses and programs will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary.</i></p> <p><u>OXNARD COLLEGE</u></p> <p>New Courses</p> <table border="0"> <tr> <td>ACCT R104</td> <td>Accounting Ethics 3</td> </tr> <tr> <td>ADS R125</td> <td>Co-Occurring Disorders II, 3</td> </tr> <tr> <td>BUS R105</td> <td>Accounting for Entrepreneurs, 1.5</td> </tr> <tr> <td>BUS R134</td> <td>Marketing for Small Business, 2</td> </tr> <tr> <td>BUS R135</td> <td>Social Media Marketing, 1.5</td> </tr> <tr> <td>BUS R199</td> <td>Directed Studies in Business, 0.5-4</td> </tr> <tr> <td>FT R180</td> <td>Wildland Fire Academy, 7.5</td> </tr> </table> <p>Deleted Programs</p> <p>AA in Art</p> <p>PA in Child Development/Early Childhood Education Assistant</p> <p><i>Notes/Recommendations:</i></p> <p><i>ADS R125 – should be ADS R113B, and prereq should be ADS R113A</i></p>	ACCT R104	Accounting Ethics 3	ADS R125	Co-Occurring Disorders II, 3	BUS R105	Accounting for Entrepreneurs, 1.5	BUS R134	Marketing for Small Business, 2	BUS R135	Social Media Marketing, 1.5	BUS R199	Directed Studies in Business, 0.5-4	FT R180	Wildland Fire Academy, 7.5			
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	<p><i>BUS R135: Discussion regarding the suggestion to think about changing the title to make it more of an obvious Business CTE course</i> <i>State Academic Senate investigation Min Quals for CTE courses. Should there a pre-req for people who are not technologically savvy?</i></p> <p><i>FTR180: Field Trips mentioned twice. Will adjust.</i></p> <p>FINAL RECOMMENDATION: <i>These new and revised courses and programs will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary.</i></p> <p><u>VENTURA COLLEGE</u> Reactivated Courses FILM W03A Non-Linear Editing I, 3 FILM W05 Narrative Filmmaking, 3</p> <p><i>Notes/Recommendations:</i> <i>Add oxford commas to both</i> <i>Remove "UC Recommended" from both</i> <i>Remove repeatability from both</i></p> <p>FINAL RECOMMENDATION: <i>These new and revised courses and programs will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary.</i></p>			
OLD BUSINESS				
	n/a			
CURRENT BUSINESS				

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>Final Review of BP/AP from co-meeting with DTRW-SS after last changes</p> <p>AP/BP 4235: Credit by Examination</p> <p>AP 4231: Grade Changes</p> <p>AP 3550: Drug Free Environment</p>	<p>4235: <i>Suggestion that AP 4051 (high school articulation) wording should be updated to match this update. AP 4231 is ready to move forward to next steps.</i></p> <p>4231: <i>Mandated language included in first paragraph. Question: How long do instructors have to hold on to grade records? Suggestion in AP is to hold on to grades for a minimum of 3 years. Suggestion to delete second sentence (paragraph) under “Instructor Initiated Grade Changes” This AP will be discussed at DTRW-SS and go forward in the process.</i></p> <p>3550: <i>If there is any input from here or DTRW-I SS, please submit to Rick. HR is currently looking at this as well. There is more time to discuss this AP.</i></p>	<p>4235 and 4231 are ready to go to next steps. Does not need to come back to DTRW-I</p> <p>Send input to Rick Post. Further discussion at next regular meeting</p>		
<p>Comparable/Parallel Courses – Articulation Officers</p>	<p><i>No discussion, just presentation of the document. It has been sent to the Academic Data Specialists to put into Banner and DegreeWorks.</i></p>	<p>No action needed from the group</p>		
<p>Discipline Minimum Qualifications Process</p>	<p><i>Not discussed –postponed to May meeting due to time constraints.</i></p>			
<p>DTRW-I Annual Self-Appraisal Results</p>	<p><i>Not discussed –postponed to May meeting due to time constraints.</i></p>			
<p>Faculty retaining student records/timeline</p>	<p><i>Discussed above in AP discussion.</i></p>			

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Possible non-credit curriculum workgroup	<i>Not discussed –postponed to May meeting due to time constraints.</i>			
C-ID Course Approval in ADTs	<i>Be aware of C-ID memo from Chancellor’s office. It came through the ListServe</i>	No further action needed from group		
Future Agenda Items	AP/BP Review (extended list) <i>Please review by April 24th. Sarah to get results out April 25/26th Meeting will be on April 27th and not many have reviewed this. Sarah to re-send spreadsheet</i>	Sarah to re-send spreadsheet to group members	Spreadsheet resent on 4/13/17 to DTRW-I group	
Adjournment	N. Brown adjourned the meeting at 2:53 pm.			
Next Meeting Date:	Thursday, April 27, 2017 at 12:30 pm at VC MCW 312 and lunch will be provided.	Sarah to send out reminder to the group.	Reminder sent 4/13/17 with room location	