



District Technical Review Workgroup - Instructional (DTRW-I)

AGENDA

May 11, 2017 - 1:00 – 3:00 p.m.

DAC Lakin Boardroom

- **Approval of April 13, 2017 & April 27, 2017 Meeting Notes**
- **Curriculum Submissions**

MOORPARK COLLEGE

New Courses

		Units
CJ M07	Principles of Civil Law	3 units
COUN M23	PASS Academy I	0.5 unit
HUM M11	Conflict and the Human Condition	3 units
HUM M14	Humanities in the United States	3 units

OXNARD COLLEGE

New courses

		Units
FTVE R115	Introduction to Podcasting and Digital Storytelling	3 units

VENTURA COLLEGE

Reactivated Courses

		Units
FILM V07	Audio Production	3 units

Revised Courses

BUS V46	Marketing	3 units
BUS V95	Business Internship I	1-4 units

Reactivated Courses

FILM V02	Film Production	3 units
FILM V04	Documentary Filmmaking	3 units

CURRENT BUSINESS:

- Discipline Minimum Qualifications Process (see attachment) - A. Kolesnik
- DTRW-I Annual Self-Appraisal Results – (see attachment) N. Brown
- Future Agenda Items

Next Meeting Date: September 14, 2017 – DAC Boardroom, Camarillo

ITEMS IN RESERVE:

- AP 3550 : Drug Free Environment further discussion (see attachment) – R. Post
- AP/BP 4021: Program Discontinuance - review
- AP/BP 4235: Credit By Examination – review
- Further Discussion
- Military Credit Discussion (February)



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- BP/AP applicable to DTRW-I (Spring)
 - Articulation with Adult Education – Articulation Officer (Spring)
 - TAG Agreements/Current Articulation Agreements
 - Non-credit BP

Ventura County Community College District

2016-2017 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes---DRAFT
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:

Guests:

Absent: Kim Hoffmans, Letrisha Mai, Julius Sokenu, Linda,

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	<p><i>Per Letrisha - May 12th 3pm – consider attending PASS Board Committee meeting. Meeting will be at the new DAC in Camarillo</i></p>			
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 1-3 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>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:														
	<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/Reccomendations:</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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Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<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>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Faculty retaining student records/timeline	<i>Discussed above in AP discussion.</i>			
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	

Ventura County Community College District

2016-2017 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
SPECIAL AP/BP REVIEW - Meeting Notes---DRAFT
Thursday, April 27, 2017 - 12:30 p.m. – 3:30 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: Thao Brabander, Letrisha Mai

Recorder: Sarah Ayala

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>Welcome and Announcements</p>	<p>K. Hoffmans welcomed the group and began the meeting at 12:43 pm.</p> <p>R. Post: Little to no changes in the AP/BPs. Mainly reaffirmations and editing legal references. Everything will comply with CCLC requirements.</p> <p>K. Hoffmans: We have one more meeting May 11th. We will approve past meeting minutes at that meeting.</p> <p>N. Brown: If anyone is around for the Articulation Officer presentation to the Board PASS Committee meeting May 12th at 3pm – at the DAC please attend</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
AP/BP Review				
<p>4021 – PROGRAM DISCONTINUANCE</p>	<p><i>Nenagh took this one to MC’s Senate Council. They approved it as is.</i> <i>Alex recommendation to make Option B “2/3rds faculty representation”, to match Option A.</i> <u>Recommendations:</u> <i>1st paragraph: “The District’s colleges will establish, with COLLEGIAL consultation with..”</i> <i>OC would like to pull this AP and discuss again at a future meeting. There are many issues they’d like to discuss.</i> <i>OC recommendation: Page 3 – add “senate” to first paragraph after list – “no later than two regularly scheduled SENATE meetings”</i> <i>In Section VII, can HR/Collective Bargaining Units be added</i> <i>Change phrase to “collegial consultation”</i> <i>Page 3, number 2 – should be “Chief Instructional Officer”, (instead of VP) adding “collegial” in front of where it says just “consultation” throughout the document.</i></p> <p>FINAL RECOMMENDATION: <i>Approve technical changes. Approved to move forward to DCAP. Do a further review of AP in the Fall.</i> <i>Page 3, number 2 – should be “Chief Instructional Officer”, (instead of VP)</i> <i>Add “collegial” in front of where it says just “consultation” throughout the document. Add that as well to the BP.</i> <i>Put on August DTRW-I agenda for review</i></p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>4030 - ACADEMIC FREEDOM</p>	<p><i>MC – forwarded to DTRW-I without changes</i> <u>Recommendation:</u> <i>OC – 3rd paragraph “AAUP” – write out instead of using abbreviation</i> <i>American Association of University Professors</i> <i>Correct this on the BP (on the 3rd paragraph) as well.</i> <i>“college” should be university in that paragraph as well.</i> <i>Abbreviate anywhere else if needed.</i></p> <p>FINAL RECOMMENDATION: <i>make minor changes and approved to move forward to DCAP.</i></p>			
<p>4040 - LIBRARY AND LEARNING SUPPORT SERVICES</p>	<p><i>Title changed.</i> <i>OC – AP page 2: Is there a program review for the library?</i> <i>Yes.</i></p> <p>FINAL RECOMMENDATION: <i>AP and BP are approved to move forward to DCAP.</i></p>			
<p>4060 - DELINEATION OF FUNCTIONS</p>	<p><i>BP: similar to an instructional service agreement. Legally required if the school has non-credit adult education.</i> <u>Recommendation:</u> <i>AP: first and last paragraph: have it read “non-credit” – drop “adult basic skills and/or non-credit, ESL”</i> <i>First bullet: Instead of “ensure” put “establish”</i> <i>AP and BP should match – check titles</i></p> <p>FINAL RECOMMENDATION: <i>AP and BP are approved to move forward to DCAP with minor changes</i></p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>4070 - AUDITING AND AUDITING FEES</p>	<p><i>BP: reads more like an AP. Should this be changed to be more like the other BPs in format?</i></p> <p><u>Recommendations:</u> <i>AP: check "health fee" to make sure the title is correct. Should we mention "student activities fee"?</i> <i>AP – second Auditing in title needs to be corrected</i></p> <p>FINAL RECOMMENDATION: <i>Recommended to take back to DTRW-SS for fee discussion. DTRW-I does not need to see document again.</i></p>			
<p>4101 - INDEPENDENT STUDY</p>	<p><i>Procedure is legally required. Local practice can be 2 hours</i></p> <p><i>Does not mention approval from the instructor</i> <i>Thao has requested to defer discussion for later – she was not able to be at this meeting.</i></p> <p><u>Recommendation:</u> <i>AP – under eligibility – change to "a student must have completed a previous course in the discipline and receive a grade of "C" or better or "P". "</i></p> <p>FINAL RECOMMENDATION: <i>Put this on the agenda for next DTRW-I meeting. In the meantime, small technical changes approved to move on to DCAP.</i></p>			
<p>4103 - WORK EXPERIENCE</p>	<p><u>Recommendation:</u> <i>Under faculty supervision – minor adjustment regarding work permit</i> <i>Last paragraph add "attendance"...and final grade.</i></p> <p>FINAL RECOMMENDATION: <i>Approved to move forward to DCAP in approval process after minor adjustments.</i></p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>4104 - CONTRACT EDUCATION</p>	<p><u>Recommendations:</u> On BP: change first line to “The District AND/OR COLLEGES may...” AP: first line: At the request.....division or department... change “will” to “may” in the second line. Add “ In cases where credit or non-credit instruction”</p> <p>FINAL RECOMMENDATION: <i>Approved to move forward to DCAP after minor adjustments.</i></p>			
<p>4106 - NURSING PROGRAM</p>	<p><i>Reordering of legal language. No other changes were made</i> <i>Second line of first paragraph: Criteria may include, but are not limited to the following multiple measures.”</i></p> <p>FINAL RECOMMENDATION: <i>Approved to move forward to DCAP after minor adjustments.</i></p>			
<p>4110 - HONORARY DEGREES</p>	<p><u>Recommendation:</u> in bullets “add one other manager and two other faculty” for clarification. Change “manager” to “administrator” in statement listed above</p> <p>FINAL RECOMMENDATION: <i>Approved to move forward to DCAP with minor adjustment</i></p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>4220 - STANDARDS OF SCHOLARSHIPS - DELEGATION</p>	<p>BP: legal wording was changed Recommendations: AP: in first bullet, "above" is the first word, and should go on the line above bullets. Terminal "s" should be removed off of "scholarships" – "delegations" to be deleted</p> <p>FINAL RECOMMENDATION: <i>Approved to move forward to DCAP with minor corrections</i></p>			
<p>4222 - REMEDIAL COURSEWORK</p>	<p>BP: changed legal wording AP: 5th paragraph added – CCLC language based on Title V "campuses" all changed to "colleges" <u>Recommendations:</u> Paragraph 3: can remove list of campuses in parenthesis Second to last paragraph – replace "Executive Vice President" with "Chief Instructional Officer" Second to last paragraph, change "Student Educational Plan" with "Student Education Plan" Is there a petition as mentioned in the second to last paragraph? Recommendation to take this to DTRW-SS for discussion/answer.</p> <p>FINAL RECOMMENDATION: <i>Approved to move forward to DTRW-SS for clarification on their process. DTRW-I group recommended minor corrections.</i></p>			
<p>4226 - MULTIPLE AND OVERLAPPING ENROLLMENTS</p>	<p><i>BP: Straight out of CCLC language. AP: changed terminology for Chief Instructional Officer Only allowed for overlapping of labs</i></p> <p><u>Recommendations:</u> <i>Check bullets when printing</i></p> <p>FINAL RECOMMENDATION: <i>Approved to move forward to DCAP</i></p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
4231 - GRADE CHANGES	This has already been reviewed and is currently moving through approval process.			
4235 - CREDIT BY EXAMINATION	<p>This has already been approved at a previous meeting and forwarded to DCAP.</p> <p>FINAL RECOMMENDATION: <i>This will be added to the DTRW-I agenda for Fall for further review if needed.</i></p>			
4255 - DISMISSAL AND READMISSION	<p>BP 4250 incorporated this AP title. BP is like an umbrella that covers AP 4255. Check format of BP so that it matches the others.</p> <p>FINAL RECOMMENDATION: <i>Since 4250/4255 are related, they should be reviewed at the same time. AP going forward for approval as information item In Fall – bring back AP/BP 4250 and AP/BP 4255 for further review.</i></p>			
4400 - COMMUNITY SERVICES	<p><i>No changes made except legal language</i></p> <p><u>Recommendations:</u></p> <p><i>Change AP title to “community service programs”</i></p> <p><i>BP typo – second to last paragraph, last line “the classes” – be consistent with term above</i></p> <p><i>We don’t have specific title listed (4th paragraph). Change to “designated administrator”</i></p> <p><i>Remove “VCCCD” the scheduling of offerings (remove cap), is the responsibility of the “designated administrator”</i></p> <p><i>First paragraph- change “campuses” to colleges</i></p> <p><i>6th paragraph – add “Once established” at the beginning</i></p> <p><i>Last paragraph – after research with Ed Code to see if it allowable, the recommendation is to delete entire thing</i></p> <p>FINAL RECOMMENDATION: <i>Approved to move forward to DCAP with minor changes.</i></p>			

AP/BP Review Summary - Final Recommendations		
➤ 4021 - PROGRAM DISCONTINUANCE	BP Approved/AP needs review	FINAL RECOMMENDATION: Approve technical changes. Approved to move forward to DCAP. Do a further review of AP in the Fall.
➤ 4030 - ACADEMIC FREEDOM	AP/BP needs review AP/BP Approved	FINAL RECOMMENDATION: make minor changes and approved to move forward to DCAP.
➤ 4040 - LIBRARY AND LEARNING SUPPORT SERVICES	AP/BP needs review BP Approved/AP needs review	FINAL RECOMMENDATION: AP and BP are approved to move forward to DCAP.
➤ 4060 - DELINEATION OF FUNCTIONS	AP/BP Approved AP approved/ BP needs review	FINAL RECOMMENDATION: AP and BP are approved to move forward to DCAP with minor changes
➤ 4070 - AUDITING AND AUDITNG FEES	AP/BP Approved (all)	FINAL RECOMMENDATION: Recommended to take back to DTRW-SS for fee discussion. DTRW-I does not need to see document again.
➤ 4101 - INDEPENDENT STUDY	AP/BP Approved (all)	FINAL RECOMMENDATION: Put this on the agenda for next DTRW-I meeting. In the meantime, small technical changes approved to move on to DCAP.
➤ 4103 - WORK EXPERIENCE	BP Approved/AP needs review	FINAL RECOMMENDATION: Approved to move forward to DCAP in approval process after minor adjustments.
➤ 4104 - CONTRACT EDUCATION	AP/BP Approved (all)	FINAL RECOMMENDATION: Approved to move forward to DCAP after minor adjustments.
➤ 4106 - NURSING PROGRAM	BP Approved/AP needs review	FINAL RECOMMENDATION: Approved to move forward to DCAP after minor adjustments.
➤ 4110 - HONORARY DEGREES	AP/BP Approved (all)	FINAL RECOMMENDATION: Approved to move forward to DCAP with minor adjustment
➤ 4220 - STANDARDS OF SCHOLARSHIPS - DELEGATION	AP/BP Approved (all)	FINAL RECOMMENDATION: Approved to move forward to DCAP with minor corrections
➤ 4222 - REMEDIAL COURSEWORK	BP Approved/AP needs review	FINAL RECOMMENDATION: Approved to move forward to DTRW-SS for clarification on their process. DTRW-I group recommended minor corrections.
➤ 4226 - MULTIPLE AND OVERLAPPING ENROLLMENTS	AP/BP Approved (all)	FINAL RECOMMENDATION: Approved to move forward to DCAP
➤ 4231 - GRADE CHANGES	BP Approved/AP needs review	This has already been reviewed and is currently moving through approval process.
➤ 4235 - CREDIT BY EXAMINATION	AP/BP needs review BP Approved/AP needs review	FINAL RECOMMENDATION: This will be added to the DTRW-I agenda for Fall for further review if needed. This has already been approved at a previous meeting and forwarded to DCAP.

➤ 4255 - DISMISSAL AND READMISSION	AP/BP needs review BP Approved/AP needs review	FINAL RECOMMENDATION: Since 4250/4255 are related, they should be reviewed at the same time. AP going forward for approval as information item In Fall – bring back AP/BP 4250 and AP/BP 4255 for further review.
➤ 4400 - COMMUNITY SERVICES	BP Approved/AP needs review	FINAL RECOMMENDATION: Approved to move forward to DCAP with minor changes.
➤ 4610 - INSTRUCTIONAL SERVICE AGREEMENTS	AP/BP Approved (all)	FINAL RECOMMENDATION: Approved to move forward to DCAP.
➤ 4315 – REPORTING OF CRIMES	AP/BP Approved	FINAL RECOMMENDATION: OC’s items of concern to be discussed will be notated and sent to Rick Post for new draft. DTRW-I Committee recommends that DTRW-SS should also review this as well as DCHR. Group concluded that DTRW-I is not the appropriate body to review for approval.

MOORPARK COLLEGE

CREDIT CURRICULUM

New Courses

		Units
CJ M07	Principles of Civil Law	3
COUN M23	PASS Academy I	0.5
HUM M11	Conflict and the Human Condition	3
HUM M14	Humanities in the United States	3

Credit Curriculum

New Courses

CJ M07	Principles of Civil Law	3 Units
Class Hours:	3 Lecture	
Recommended Preparation:	CJ M01	
Introduces students to the principles of the primary areas of American Civil Law, providing an overview of Civil Tort Law, Contracts, Real Property, Corporations, Community Property, Family Law, Wills, Trusts and Estate Law. Explores and exposes students to the general principles of United States Civil Law with emphasis upon current issues relating and impacting both the criminal and civil systems of justice. Provides a strong foundation in statutory and case law with a focus upon practical application. Applies to Associate Degree. Transfer credit: CSU		
COUN M23	PASS Academy I	0.5 Unit
Class Hours:	0.5 Lecture	
Provides PASS (Probation and Student Success) students with strategies, attitudes and skills that promote satisfactory academic progress. Includes personal interest and values assessment, time management, learning styles, career/major exploration, academic probation/dismissal, and student support services. Only offered pass/no-pass. Applies to Associate Degree. Transfer credit: CSU		
HUM M11	Conflict and the Human Condition	3 Units
Class Hours:	3 lecture	
Examines what causes humans to engage in various forms of conflict and what effects those conflicts have on the individuals who participate in them. Explores armed conflicts and nonmilitary conflicts such as civil rights actions and civil disobedience. Investigates the possibilities of justifiable conflict and what impact conflict has on the ideas of humanity. Applies to Associate Degree. Transfer credit: CSU		
HUM M14	Humanities in the United States	3 Units
Class Hours:	3 Lecture	
Examines the ideas, traditions, and values of the United States of America. Investigates the architecture, crafts, fine art, literature, and philosophy of different periods in the history of the United States. Explores the impact of the humanities on the trajectory of the country. Applies to Associate Degree. Transfer credit: CSU		

OXNARD COLLEGE

New Courses

FTVE R115	Introduction to Podcasting and Digital Storytelling	3
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OXNARD COLLEGE

New Courses

Page 2

FTVE R115	Introduction to Podcasting and Digital Storytelling	3 Units
Prerequisites:	None	
Hours:	2 lecture, 3 lab weekly	
C-ID:	Not applicable	

This course is an introduction to all aspects of digital storytelling and podcasting. Students will produce content in the form of podcasts in formats such as talk shows, newscasts, and documentaries. Basic writing, diction, and audio editing techniques for broadcast and digital media will be covered. Ethical and legal aspects of broadcast communication and journalism are also covered. An emphasis will be placed on producing content for the public, including markup languages for submitting and hosting podcasts. *Field trips may be required.*

Transfer credit: CSU

PROCEDURES FOR PLACING COURSES INTO DISCIPLINE(S)

A. NEW COURSES

1. The author(s) of a new course will have access to a field in Curricunet that will contain a drop-down menu of all disciplines listed in the latest Minimum Qualifications Handbook, developed by ASCCC and approved by the Board of Governors. They will select one or more disciplines for the particular course. Faculty teaching such a course will have to meet the minimum qualifications for one of the selected disciplines, or go through the local equivalency process.
2. The author(s) will fill out the form for departmental approval of the course (required for new courses). The form will have the selected disciplines listed, and the department submitting the course must approve the selected discipline(s) for the course.
3. The Curriculum Technical Review Workgroup will make sure that the selected discipline(s) are appropriate for the course content submitted.
4. The Curriculum Committee will have a separate item agendaized for approval of the selected discipline(s) for courses.
5. A two-thirds approval vote shall be required for the assignment of discipline(s) to a course that is not prima facie.

B. REVISED and UPDATED COURSES

1. The author(s) of a course revision will have access to a field in Curricunet that will contain a drop-down menu of all disciplines listed in the latest Minimum Qualifications Handbook, developed by the ASCCC and approved by the Board of Governors. They will verify that the discipline(s) previously selected for the course are still valid, and make adjustments as necessary to make course content changes. Only faculty in the discipline(s) in which the course is presently assigned shall be allowed to propose changes (i.e., additions or deletions) to the discipline(s) existing on the course outline of record. If any change is made to the discipline field, the department shall communicate the rationale for the changes to the Curriculum Committee in a memo.
2. The Curriculum Technical Review Workgroup will make sure that the selected discipline(s) are appropriate for the revised course content submitted.
3. The Curriculum Committee will have a separate item agendaized for approval of the selected discipline(s) for courses.
4. A two-thirds approval vote shall be required for the assignment of discipline(s) to a course that is not prima facie.

C. CHANGES TO STATE MINIMUM QUALIFICATIONS HANDBOOK

In the event that a change affecting a course discipline occurs (change in course discipline minimum qualifications, creation of a new discipline, and/or deletion of a discipline):

1. The department(s) that have discipline(s) that are currently listed on the Course Outline of Record (COR) will review the state handbook changes, and make any necessary changes to the course outline (course update).
2. The Curriculum Technical Review Workgroup will make sure that any changes are appropriate for the course content of the updated course.
3. The Curriculum Committee will have a separate item agendaized for approval of the selected discipline(s) changes for courses.
4. A two-thirds approval vote shall be required for the assignment of discipline(s) to a course that is not prima facie.

VENTURA COLLEGE

New Course

FILM V07	Audio Production	3 units
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Revised Courses

BUS V46	Marketing	3 units
BUS V95	Business Internship I	1-4 units

Reactivated Courses

FILM V02	Film Production	3 units
FILM V04	Documentary Filmmaking	3 units

New Courses

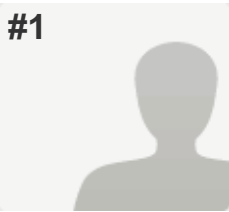
FILM V07 Audio Production 3 units
C-ID: FTVE 120 (aligned)
Hours: 2 lecture, 4 laboratory weekly
Provides a basic knowledge of audio equipment and production techniques used in typical radio, television, multi-media and dramatic productions, including: audio consoles, various digital audio recording equipment and workstations. Develops skills in announcing, basic writing, disc jockeying, program production and direction, commercial production, interviewing techniques, station operations and live and recorded audio production for digital film, television, new media and theater.
Field Trips may be required. Transfer credit: CSU.

Revised Courses

BUS V46 Marketing 3 units
Prerequisite: BUS V30
Hours: 3 lecture weekly
This course introduces the basic concepts and practices of modern marketing, including building customer relationships, strategic planning, market research, buyer behavior, market segmentation, target marketing, new product development, pricing, channels of distribution, retailing, integrated marketing communication, global marketing, marketing in the Internet age, and ethics.
*Transfer Credit: CSU (*Note SAM Code: ~~Non-Occupational~~)*

BUS V95 Business Internship I 1-4 units
Prerequisite: Successful completion of at least 9 units towards a specific business department Certificate of Achievement or AA/AS degree
Corequisite: Enrolled in a minimum of 6 units to include internship
Enrollment Approval of the department chair
Limitations:
Hours: 60 per unit
This course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal. This is an unpaid occupational work experience course, where 1 unit of credit is earned for each 60 hours of unpaid internship. A maximum of 4 units can be completed in a semester, and no more than 16 units can be earned in total.
*Transfer Credit: CSU. Formerly Bus 95. Offered on a pass/no pass basis only.
(*Note TOP Code change from 050100 to 050600)*

#1



COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, March 15, 2017 2:25:33 PM
Last Modified: Wednesday, March 15, 2017 2:27:42 PM
Time Spent: 00:02:08
IP Address: 207.233.106.101

PAGE 1

Q1: 1. How often did the committee meet? Monthly

Q2: 2. Does the committee charge reflect the business of the committee? (Charge provided below.) Yes
 "The purpose of the District Technical Review Workgroup - Instructional (DTRW-I) is:--To put into practice the collaboration of faculty and District administration in ensuring the technical and legal accuracy of new and substantively revised courses and programs approved by each College's Curriculum Committee; and--To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs. The DTRW-I is an advisory group to the Chancellor through Cabinet and the District Consultation Council. It reviews curriculum submitted by the three VCCCD College Curriculum Committees. The DTRW-I is responsible for reviewing new and substantively revised courses and programs prior to submission through Cabinet and Consultation Council to the Chancellor and the Board of Trustees. DTRW-I is responsible for ensuring the technical and legal accuracy of all components of new and substantively revised courses and programs. In addition, the DTRW-I may choose to review and provide advice on questions regarding the interpretation of curricular regulations. To fulfill these charges, members of this workgroup are assigned responsibility for remaining current on all regulations and laws related to curriculum."

Q3: 3. Is the committee environment conducive to open discussion of relevant issues? Yes

Q4: 4. Are the issues brought to the committee effectively addressed in a timely manner? Usually

Q5: 5. Are the committee's agendas posted and accessible in an easy and timely manner? Usually

Q6: 6. Are the committee meeting notes readily accessible? Accessible and easy to find

Q7: 7. To what degree do you agree with the following statement: "The business of the committee was accomplished effectively"? Strongly agree

District Technical Review Workgroup-Instructional Self-Appraisal (Spring 2017)

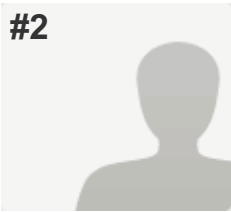
Q8: 8. What gaps (if any) in systems need to be addressed in order to support the planning efforts, research needs, or communication issues necessary for this committee to function more effectively?

Respondent skipped this question

Q9: 9. Discuss agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee.

Respondent skipped this question

#2



COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, March 15, 2017 3:30:47 PM
Last Modified: Wednesday, March 15, 2017 3:46:28 PM
Time Spent: 00:15:41
IP Address: 75.101.119.135

PAGE 1

Q1: 1. How often did the committee meet?

Monthly,

Should it meet more frequently? Less frequently? If so, why?
Monthly seems sufficient to complete most of our business, although I think adding a May meeting as a permanent feature would be a good idea.

Q2: 2. Does the committee charge reflect the business of the committee? (Charge provided below.)"The purpose of the District Technical Review Workgroup - Instructional (DTRW-I) is:--To put into practice the collaboration of faculty and District administration in ensuring the technical and legal accuracy of new and substantively revised courses and programs approved by each College's Curriculum Committee; and--To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs.The DTRW-I is an advisory group to the Chancellor through Cabinet and the District Consultation Council. It reviews curriculum submitted by the three VCCCD College Curriculum Committees. The DTRW-I is responsible for reviewing new and substantively revised courses and programs prior to submission through Cabinet and Consultation Council to the Chancellor and the Board of Trustees. DTRW-I is responsible for ensuring the technical and legal accuracy of all components of new and substantively revised courses and programs. In addition, the DTRW-I may choose to review and provide advice on questions regarding the interpretation of curricular regulations. To fulfill these charges, members of this workgroup are assigned responsibility for remaining current on all regulations and laws related to curriculum."

Yes

Q3: 3. Is the committee environment conducive to open discussion of relevant issues?

Yes

Q4: 4. Are the issues brought to the committee effectively addressed in a timely manner?

Usually,

Please explain your response.
Some issues take a while to resolve due to the need for members to collect data or feedback from constituents. The group has good tracking systems for most types of issues; they don't get lost in the cracks.

District Technical Review Workgroup-Instructional Self-Appraisal (Spring 2017)

Q5: 5. Are the committee's agendas posted and accessible in an easy and timely manner?

Always,

Please explain your response.
The quality of our clerical support from the responsible classified staff members is consistently high.

Q6: 6. Are the committee meeting notes readily accessible?

Accessible and easy to find ,

Please explain your response.
Same as preceding comment.

Q7: 7. To what degree do you agree with the following statement: "The business of the committee was accomplished effectively"?

Strongly agree

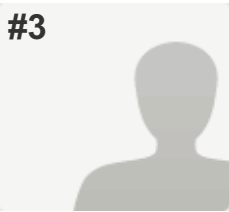
Q8: 8. What gaps (if any) in systems need to be addressed in order to support the planning efforts, research needs, or communication issues necessary for this committee to function more effectively?

We should consider scheduling meetings so they do not fall just a day or two after some of the campus's curriculum committee meetings. Sometimes the first Tuesday (when VC curriculum committee meets) is just two days before the second Thursday (when DTRW-I meets). This makes it hard for the clerical staff to prepare agendas, and for the workgroup members to review draft documents such as AP and BP drafts due to the very short turnaround.

Q9: 9. Discuss agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee.

Agenda items: none
Future consideration: none
Effectiveness: as noted above

#3



COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, March 16, 2017 9:14:48 AM
Last Modified: Thursday, March 16, 2017 9:20:08 AM
Time Spent: 00:05:19
IP Address: 162.196.58.116

PAGE 1

Q1: 1. How often did the committee meet?

Monthly,

Should it meet more frequently? Less frequently? If so, why?
 The frequency of the meeting is appropriate for the work flow.

Q2: 2. Does the committee charge reflect the business of the committee? (Charge provided below.)"The purpose of the District Technical Review Workgroup - Instructional (DTRW-I) is:--To put into practice the collaboration of faculty and District administration in ensuring the technical and legal accuracy of new and substantively revised courses and programs approved by each College's Curriculum Committee; and--To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs.The DTRW-I is an advisory group to the Chancellor through Cabinet and the District Consultation Council. It reviews curriculum submitted by the three VCCCD College Curriculum Committees. The DTRW-I is responsible for reviewing new and substantively revised courses and programs prior to submission through Cabinet and Consultation Council to the Chancellor and the Board of Trustees. DTRW-I is responsible for ensuring the technical and legal accuracy of all components of new and substantively revised courses and programs. In addition, the DTRW-I may choose to review and provide advice on questions regarding the interpretation of curricular regulations. To fulfill these charges, members of this workgroup are assigned responsibility for remaining current on all regulations and laws related to curriculum."

Yes

Q3: 3. Is the committee environment conducive to open discussion of relevant issues?

Yes

Q4: 4. Are the issues brought to the committee effectively addressed in a timely manner?

Always

Q5: 5. Are the committee's agendas posted and accessible in an easy and timely manner?

Always

Q6: 6. Are the committee meeting notes readily accessible?

Accessible and easy to find

District Technical Review Workgroup-Instructional Self-Appraisal (Spring 2017)

Q7: 7. To what degree do you agree with the following statement: "The business of the committee was accomplished effectively"?

Agree,

Please explain your response.

Despite the diverse personalities, the group works well together. There are occasions when we have to table an item until the next meeting, but there's no way around that. It would be nearly impossible for us to meet more frequently, as each member of the group is extremely busy.

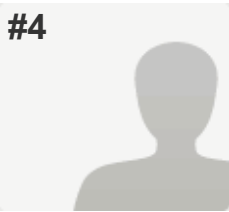
Q8: 8. What gaps (if any) in systems need to be addressed in order to support the planning efforts, research needs, or communication issues necessary for this committee to function more effectively?

Respondent skipped this question

Q9: 9. Discuss agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee.

Respondent skipped this question

#4



COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, March 21, 2017 4:29:38 PM
Last Modified: Tuesday, March 21, 2017 4:30:52 PM
Time Spent: 00:01:14
IP Address: 207.62.1.131

PAGE 1

Q1: 1. How often did the committee meet? Monthly

Q2: 2. Does the committee charge reflect the business of the committee? (Charge provided below.) Yes
 "The purpose of the District Technical Review Workgroup - Instructional (DTRW-I) is:--To put into practice the collaboration of faculty and District administration in ensuring the technical and legal accuracy of new and substantively revised courses and programs approved by each College's Curriculum Committee; and--To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs. The DTRW-I is an advisory group to the Chancellor through Cabinet and the District Consultation Council. It reviews curriculum submitted by the three VCCCD College Curriculum Committees. The DTRW-I is responsible for reviewing new and substantively revised courses and programs prior to submission through Cabinet and Consultation Council to the Chancellor and the Board of Trustees. DTRW-I is responsible for ensuring the technical and legal accuracy of all components of new and substantively revised courses and programs. In addition, the DTRW-I may choose to review and provide advice on questions regarding the interpretation of curricular regulations. To fulfill these charges, members of this workgroup are assigned responsibility for remaining current on all regulations and laws related to curriculum."

Q3: 3. Is the committee environment conducive to open discussion of relevant issues? Yes

Q4: 4. Are the issues brought to the committee effectively addressed in a timely manner? Always

Q5: 5. Are the committee's agendas posted and accessible in an easy and timely manner? Always

Q6: 6. Are the committee meeting notes readily accessible? Accessible and easy to find

Q7: 7. To what degree do you agree with the following statement: "The business of the committee was accomplished effectively"? Strongly agree

District Technical Review Workgroup-Instructional Self-Appraisal (Spring 2017)

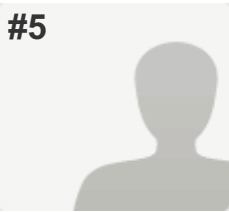
Q8: 8. What gaps (if any) in systems need to be addressed in order to support the planning efforts, research needs, or communication issues necessary for this committee to function more effectively?

Respondent skipped this question

Q9: 9. Discuss agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee.

Respondent skipped this question

#5



COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, March 29, 2017 3:27:36 PM
Last Modified: Wednesday, March 29, 2017 3:37:25 PM
Time Spent: 00:09:49
IP Address: 207.233.109.99

PAGE 1

Q1: 1. How often did the committee meet?

Monthly,

Should it meet more frequently? Less frequently? If so, why?
 No. Monthly meeting is an appropriate frequency for the purpose of the workgroup.

Q2: 2. Does the committee charge reflect the business of the committee? (Charge provided below.)"The purpose of the District Technical Review Workgroup - Instructional (DTRW-I) is:--To put into practice the collaboration of faculty and District administration in ensuring the technical and legal accuracy of new and substantively revised courses and programs approved by each College's Curriculum Committee; and--To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs.The DTRW-I is an advisory group to the Chancellor through Cabinet and the District Consultation Council. It reviews curriculum submitted by the three VCCCD College Curriculum Committees. The DTRW-I is responsible for reviewing new and substantively revised courses and programs prior to submission through Cabinet and Consultation Council to the Chancellor and the Board of Trustees. DTRW-I is responsible for ensuring the technical and legal accuracy of all components of new and substantively revised courses and programs. In addition, the DTRW-I may choose to review and provide advice on questions regarding the interpretation of curricular regulations. To fulfill these charges, members of this workgroup are assigned responsibility for remaining current on all regulations and laws related to curriculum."

Yes

Q3: 3. Is the committee environment conducive to open discussion of relevant issues?

Yes

Q4: 4. Are the issues brought to the committee effectively addressed in a timely manner?

Usually

Q5: 5. Are the committee's agendas posted and accessible in an easy and timely manner?

Usually

Q6: 6. Are the committee meeting notes readily accessible?

Accessible and easy to find

Q7: 7. To what degree do you agree with the following statement: "The business of the committee was accomplished effectively"? Strongly agree

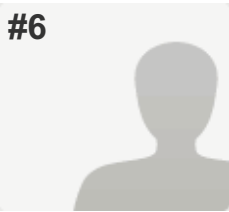
Q8: 8. What gaps (if any) in systems need to be addressed in order to support the planning efforts, research needs, or communication issues necessary for this committee to function more effectively?

I have not recognized any gaps as this committee functions very effectively.

Q9: 9. Discuss agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee.

Probably the committee meeting should extend to 2 hours per meeting instead of 1.5 hours. This extension might help the committee to complete the district business in a "normal" pace. I always feel that we are rushing to finish the agenda within the allotted meeting time.

#6



COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, March 30, 2017 10:09:55 AM
Last Modified: Thursday, March 30, 2017 10:13:18 AM
Time Spent: 00:03:23
IP Address: 207.233.106.101

PAGE 1

Q1: 1. How often did the committee meet?

Monthly,

Should it meet more frequently? Less frequently? If so, why?
 It's just right.

Q2: 2. Does the committee charge reflect the business of the committee? (Charge provided below.)"The purpose of the District Technical Review Workgroup - Instructional (DTRW-I) is:--To put into practice the collaboration of faculty and District administration in ensuring the technical and legal accuracy of new and substantively revised courses and programs approved by each College's Curriculum Committee; and--To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs.The DTRW-I is an advisory group to the Chancellor through Cabinet and the District Consultation Council. It reviews curriculum submitted by the three VCCCD College Curriculum Committees. The DTRW-I is responsible for reviewing new and substantively revised courses and programs prior to submission through Cabinet and Consultation Council to the Chancellor and the Board of Trustees. DTRW-I is responsible for ensuring the technical and legal accuracy of all components of new and substantively revised courses and programs. In addition, the DTRW-I may choose to review and provide advice on questions regarding the interpretation of curricular regulations. To fulfill these charges, members of this workgroup are assigned responsibility for remaining current on all regulations and laws related to curriculum."

Yes

Q3: 3. Is the committee environment conducive to open discussion of relevant issues?

Yes,

If "no," please explain your response.
 Very well run committee, Kim does an excellent job.

Q4: 4. Are the issues brought to the committee effectively addressed in a timely manner?

Usually

Q5: 5. Are the committee's agendas posted and accessible in an easy and timely manner?

Always

District Technical Review Workgroup-Instructional Self-Appraisal (Spring 2017)

Q6: 6. Are the committee meeting notes readily accessible?

Accessible and easy to find

Q7: 7. To what degree do you agree with the following statement: "The business of the committee was accomplished effectively"?

Strongly agree,

Please explain your response.

The main task of the committee is timely technical review of curriculum. It accomplishes this task very well and very efficiently. Another task is review and revision of relevant administrative procedures, which the committee is doing with increasing effectiveness.

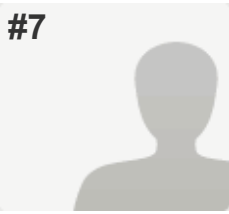
Q8: 8. What gaps (if any) in systems need to be addressed in order to support the planning efforts, research needs, or communication issues necessary for this committee to function more effectively?

None that I can think of.

Q9: 9. Discuss agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee.

None.

#7



COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, March 30, 2017 10:16:46 AM
Last Modified: Thursday, March 30, 2017 10:22:38 AM
Time Spent: 00:05:52
IP Address: 75.79.55.150

PAGE 1

Q1: 1. How often did the committee meet? Monthly

Q2: 2. Does the committee charge reflect the business of the committee? (Charge provided below.) Yes
 "The purpose of the District Technical Review Workgroup - Instructional (DTRW-I) is:--To put into practice the collaboration of faculty and District administration in ensuring the technical and legal accuracy of new and substantively revised courses and programs approved by each College's Curriculum Committee; and--To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs. The DTRW-I is an advisory group to the Chancellor through Cabinet and the District Consultation Council. It reviews curriculum submitted by the three VCCCD College Curriculum Committees. The DTRW-I is responsible for reviewing new and substantively revised courses and programs prior to submission through Cabinet and Consultation Council to the Chancellor and the Board of Trustees. DTRW-I is responsible for ensuring the technical and legal accuracy of all components of new and substantively revised courses and programs. In addition, the DTRW-I may choose to review and provide advice on questions regarding the interpretation of curricular regulations. To fulfill these charges, members of this workgroup are assigned responsibility for remaining current on all regulations and laws related to curriculum."

Q3: 3. Is the committee environment conducive to open discussion of relevant issues? Yes

Q4: 4. Are the issues brought to the committee effectively addressed in a timely manner? Usually,
 Please explain your response.
 Knowledgeable members sit on the committee - committee runs efficiently - majority of issues can be addressed quickly.

Q5: 5. Are the committee's agendas posted and accessible in an easy and timely manner? Usually

Q6: 6. Are the committee meeting notes readily accessible? Accessible and easy to find

District Technical Review Workgroup-Instructional Self-Appraisal (Spring 2017)

Q7: 7. To what degree do you agree with the following statement: "The business of the committee was accomplished effectively"?

Strongly agree,

Please explain your response.
Strong Chair keeps the meeting focused on the agenda items - experienced members discuss openly, and effectively the action items.

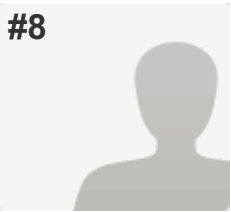
Q8: 8. What gaps (if any) in systems need to be addressed in order to support the planning efforts, research needs, or communication issues necessary for this committee to function more effectively?

Respondent skipped this question

Q9: 9. Discuss agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee.

Respondent skipped this question

#8



COMPLETE

Collector: Web Link 1 (Web Link)
Started: Sunday, April 02, 2017 2:54:49 PM
Last Modified: Sunday, April 02, 2017 3:09:46 PM
Time Spent: 00:14:57
IP Address: 47.144.19.185

PAGE 1

Q1: 1. How often did the committee meet?

Monthly,

Should it meet more frequently? Less frequently? If so, why?

Overall the monthly time-table seemed to work, although we now have a slew of BPs and APs that need to be reviewed and I am not sure how that will happen now.

Q2: 2. Does the committee charge reflect the business of the committee? (Charge provided below.)"The purpose of the District Technical Review Workgroup - Instructional (DTRW-I) is:--To put into practice the collaboration of faculty and District administration in ensuring the technical and legal accuracy of new and substantively revised courses and programs approved by each College's Curriculum Committee; and--To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs.The DTRW-I is an advisory group to the Chancellor through Cabinet and the District Consultation Council. It reviews curriculum submitted by the three VCCCD College Curriculum Committees. The DTRW-I is responsible for reviewing new and substantively revised courses and programs prior to submission through Cabinet and Consultation Council to the Chancellor and the Board of Trustees. DTRW-I is responsible for ensuring the technical and legal accuracy of all components of new and substantively revised courses and programs. In addition, the DTRW-I may choose to review and provide advice on questions regarding the interpretation of curricular regulations. To fulfill these charges, members of this workgroup are assigned responsibility for remaining current on all regulations and laws related to curriculum."

No

Q3: 3. Is the committee environment conducive to open discussion of relevant issues?

Yes,

If "no," please explain your response.
When not considering curriculum the Workgroup has spent considerable time working on BPs and APs - and this in not reflected in the charge. The group has recommended this be added to our updated district Decision-Making Handbook.

District Technical Review Workgroup-Instructional Self-Appraisal (Spring 2017)

Q4: 4. Are the issues brought to the committee effectively addressed in a timely manner?

Usually,

Please explain your response.
See above: it depends on how much curriculum there is on the agenda.

Q5: 5. Are the committee's agendas posted and accessible in an easy and timely manner?

Always

Q6: 6. Are the committee meeting notes readily accessible?

Accessible but difficult to find,

Please explain your response.
The district website is hard to get around, but as a regular user I know where it all is.

Q7: 7. To what degree do you agree with the following statement: "The business of the committee was accomplished effectively"?

Strongly agree,

Please explain your response.
This committee is awesome to watch at work! The members are so knowledgeable and also so respectful of each other and the independence the colleges each have in curriculum. No raised voices here, but a quiet question as to the reason a course may be 4 instead of 3 units, or for the breakdown of the curriculum in a certain way, etc. Due to this gentle approach people do listen to each other's comments very carefully, even if the college committees do not always allow for the ideas to be practiced. I very much appreciate the collegiality on display in this group - thanks to all for your support.

Q8: 8. What gaps (if any) in systems need to be addressed in order to support the planning efforts, research needs, or communication issues necessary for this committee to function more effectively?

Respondent skipped this question

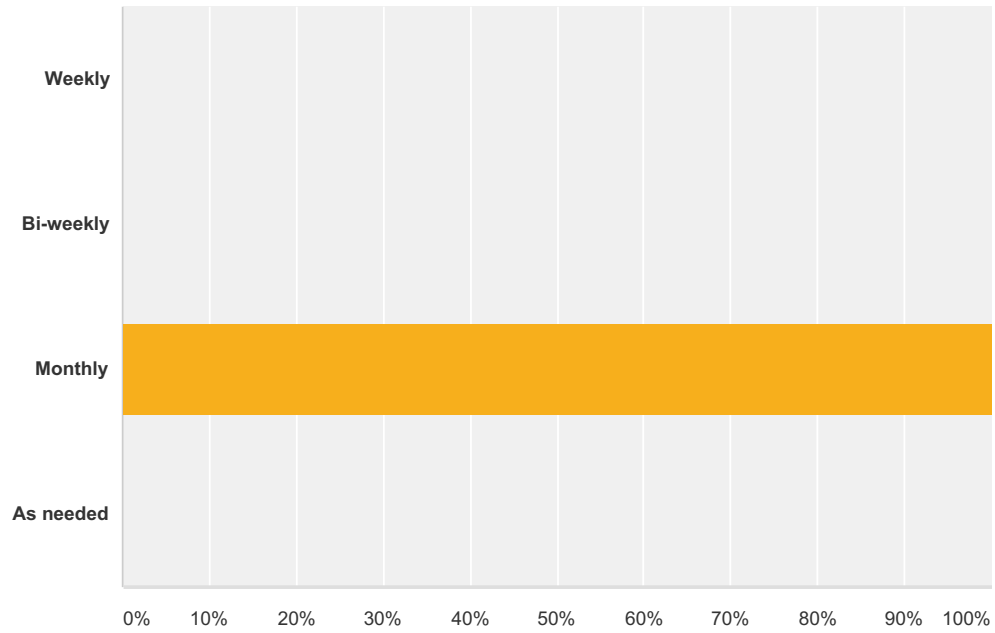
Q9: 9. Discuss agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee.

The AOs are going to present on course transferability to the PASS Committee over the summer - much needed and I hope it helps the Board understand how complex this topic is.

We have identified that we need to share information and best practices on non-credit courses and programs, both between the colleges and within the state. We will work on this over next year.

Q1 1. How often did the committee meet?

Answered: 8 Skipped: 0

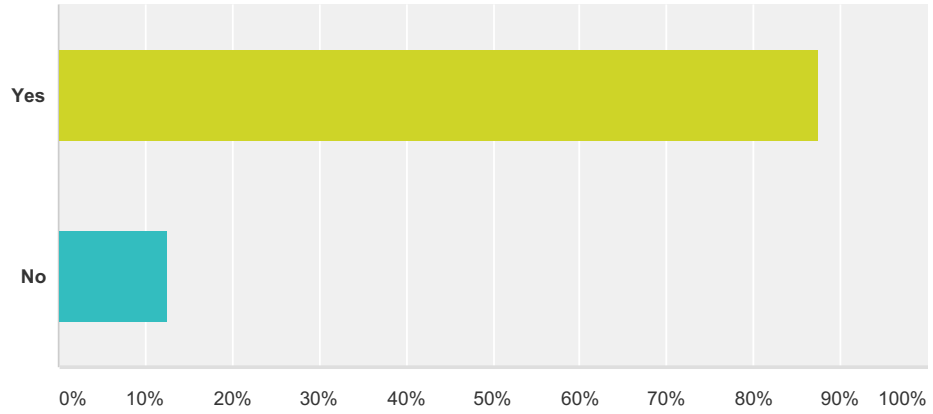


Answer Choices	Responses
Weekly	0.00% 0
Bi-weekly	0.00% 0
Monthly	100.00% 8
As needed	0.00% 0
Total	8

Q2 2. Does the committee charge reflect the business of the committee? (Charge provided below.)"The purpose of the District Technical Review Workgroup - Instructional (DTRW-I) is:--To put into practice the collaboration of faculty and District administration in ensuring the technical and legal accuracy of new and substantively revised courses and programs approved by each College's Curriculum Committee; and--To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs. The DTRW-I is an advisory group to the Chancellor through Cabinet and the District Consultation Council. It reviews curriculum submitted by the three VCCCD College Curriculum Committees. The DTRW-I is responsible for reviewing new and substantively revised courses and programs prior to submission through Cabinet and Consultation Council to the Chancellor and the Board of Trustees. DTRW-I is responsible for ensuring the technical and legal accuracy of all components of new and substantively revised courses and programs. In addition, the DTRW-I may choose to review and provide advice on questions regarding the interpretation of curricular regulations. To fulfill these charges, members of this workgroup are assigned responsibility for remaining current on all regulations and laws related to curriculum."

Answered: 8 Skipped: 0

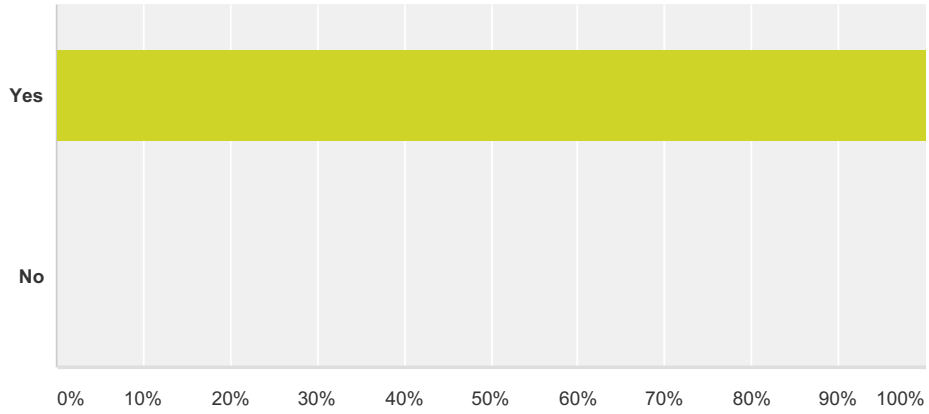
District Technical Review Workgroup-Instructional Self-Appraisal (Spring 2017)



Answer Choices	Responses	
Yes	87.50%	7
No	12.50%	1
Total		8

Q3 3. Is the committee environment conducive to open discussion of relevant issues?

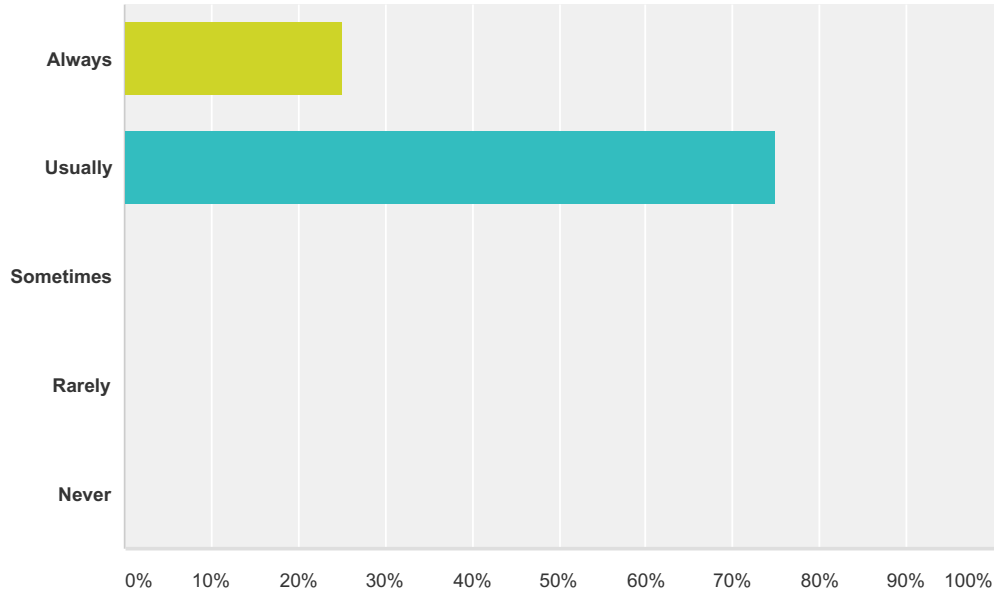
Answered: 8 Skipped: 0



Answer Choices	Responses	Count
Yes	100.00%	8
No	0.00%	0
Total		8

Q4 4. Are the issues brought to the committee effectively addressed in a timely manner?

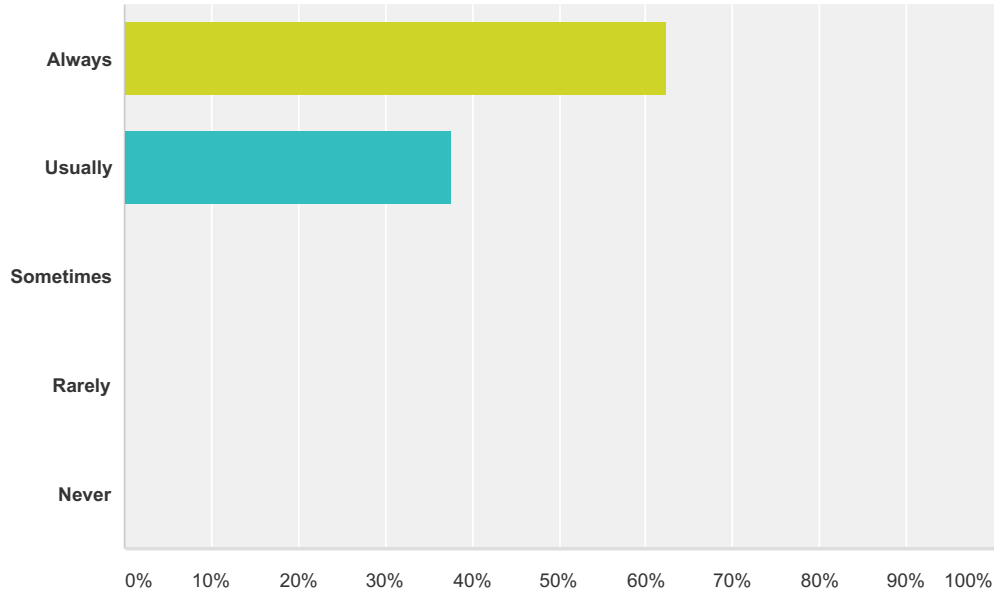
Answered: 8 Skipped: 0



Answer Choices	Responses
Always	25.00% 2
Usually	75.00% 6
Sometimes	0.00% 0
Rarely	0.00% 0
Never	0.00% 0
Total	8

Q5 5. Are the committee's agendas posted and accessible in an easy and timely manner?

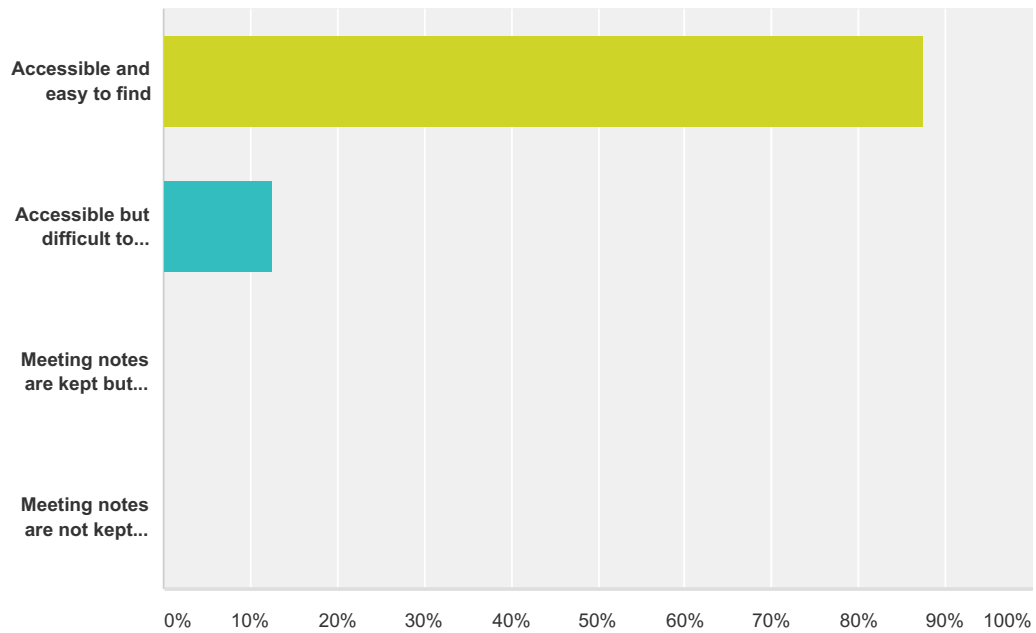
Answered: 8 Skipped: 0



Answer Choices	Responses	Count
Always	62.50%	5
Usually	37.50%	3
Sometimes	0.00%	0
Rarely	0.00%	0
Never	0.00%	0
Total		8

Q6 6. Are the committee meeting notes readily accessible?

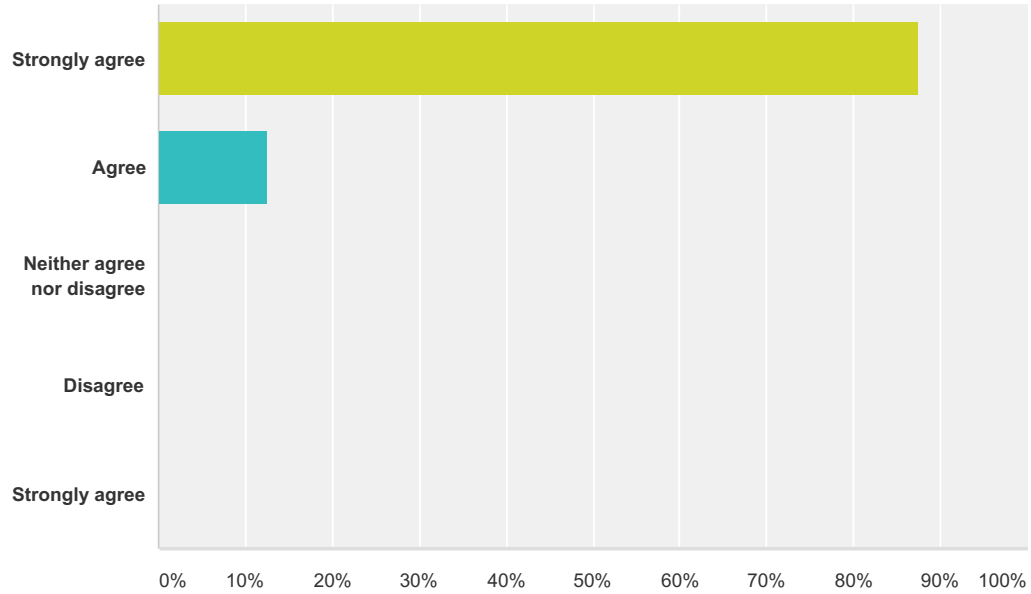
Answered: 8 Skipped: 0



Answer Choices	Responses
Accessible and easy to find	87.50% 7
Accessible but difficult to find	12.50% 1
Meeting notes are kept but not posted	0.00% 0
Meeting notes are not kept (that I am aware of)	0.00% 0
Total	8

Q7 7. To what degree do you agree with the following statement: "The business of the committee was accomplished effectively"?

Answered: 8 Skipped: 0



Answer Choices	Responses
Strongly agree	87.50% 7
Agree	12.50% 1
Neither agree nor disagree	0.00% 0
Disagree	0.00% 0
Strongly agree	0.00% 0
Total	8

Q8 8. What gaps (if any) in systems need to be addressed in order to support the planning efforts, research needs, or communication issues necessary for this committee to function more effectively?

Answered: 3 Skipped: 5

Q9 9. Discuss agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee.

Answered: 4 Skipped: 4