

Ventura County Community College District

2014-2015 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
September 18, 2014 - 1:00 p.m. – 3:00 p.m.
MEETING NOTES APPROVED AT 10.09.14 DTRW-I MEETING

Members: Chancellor’s Designee: Lori Bennett, Chair (MC)
 Faculty Co-Chair: Linda Kama’ila (OC)
 Executive Vice Presidents: Lori Bennett (MC), Carol Bogue (OC), Patrick Jefferson (VC)
 Faculty Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Peter Sezzi (VC)
 Additional Faculty Member: Graciela Casillas-Tortorelli (OC)
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (VC)
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Peter Sezzi (VC)
 Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

Absent: Shannon Davis, Peter Sezzi

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of April 24, 2014 Meeting Minutes	Dr. Bennett welcomed everyone to DTRW-I and the meeting commenced at 1:08 pm. Introductions were made for new members. The April 24, 2014 meeting notes were approved as presented with abstention from Letrisha Mai and Gloria Arevalo, Articulation Officers.			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses Moorpark/Oxnard/Ventura	Curriculum Submissions: <u>MOORPARK COLLEGE</u> New Degrees Theatre Arts: Acting Proficiency Award, 12.0			

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Submissions	<p>Theatre Arts: Audio Proficiency Award, 9.0 Theatre Arts: Costumes Proficiency Award, 9.0 Theatre Arts: Lighting Proficiency Award, 12.0 Theatre Arts: Make-Up Proficiency Award, 6.0</p> <p>Recommendation: These new proficiency awards will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>Deleted Degree Associate in Arts in Mathematics, 35</p> <p>Recommendation: This deleted degree will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>New Course ENGR M18, Engineering Dynamic, 3.0</p> <p>Recommendation: There was discussion regarding CID descriptors and common course numbering in reference to submission to the State Chancellor’s Office prior to submission to the Board and whether to leave the CID descriptors in place. It was decided to include the CID where appropriate This new course will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><u>OXNARD COLLEGE</u> There were no curriculum submissions from Oxnard College.</p> <p><u>VENTURA COLLEGE</u> New Courses AUTO V27, Automotive Electrical, 2 units AUTO V27L, Automotive Electrical Lab, 1.5 units</p>			

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	Recommendation: These new courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.			
OLD BUSINESS				
BP 4050 no change AP 4050 Articulation – sent back from 4.14.14 and 9.20.14 Chancellor's Cabinet for clarification.	There was discussion regarding the Career Education Specialist position, responsibilities within the administrative procedure, and whether the high school portion should be separated. The DTRW-I members made revisions to AP 4050 in the meeting; it was decided to delete the "Career Education Specialist" reference in the administrative procedure and replace it with "a dean or designee." Ms. Nusser will make the requested revisions, distribute to the Articulation Officers for further review, and this item will return to the October DTRW-I meeting.	Make changes to AP 4050 and send to Articulation Officers	ASAP	Laurie Nusser
BP/AP 4100 Graduation Requirements for Degrees and Certificates	BP/AP 4100 Graduation will go forward to Cabinet, Policy Committee, and Board for full approval as presented (reaffirmation).			
New Business				
Comparable Course List	It was recommended to not send the Comparable Course List through to the Board as it is a complicated issue. Currently, this item is completed and will be an ongoing project. The Comparable Course List will be updated and brought back to DTRW-I as an information item at a later date.			
Articulated CTE courses-Credit/Noncredit to letter grades – Patrick Jefferson	CTE Deans will be invited to the next DTRW-I meeting for a presentation and clarification of this issue. Mr. Jefferson will coordinate the request to attend the October meeting.	Invite CTE Deans to October 9 DTRW-I Meeting	ASAP	Patrick Jefferson
DTRW-I Co-Chair Selection	Dr. Linda Kama'ila was selected as the Co-Chair of DTRW-I for 2014-15 academic year.			
DTRW-I Calendar	January 8 is a self-assigned flex day. This workgroup decided to move January 8 to January 22 with a submission deadline date of January 15. Consensus must be reached			

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	with DTRW-SS as well for this date. The November meeting will remain on November 13.			
BP/AP Status – Clare Geisen	Ms. Geisen provided an updated BP/AP status document for the 2-year review cycle and there is one DTRW-I outstanding item. There was discussion regarding the AP 4102 Occupational/Vocational Technical Programs draft and status regarding this item. (See below.)			
AP 4102 Occupational/Vocational Technical Programs	<p>It was recommended to bring BP/AP 4020 Program, Curriculum, and Course Development to this workgroup for review against AP 4102 Occupational/Vocational Technical Programs for consistency, comparison, and determine whether AP 4102 should be retired as the content may be covered under AP 4020. There is currently no BP 4102 in VCCCD policy and procedure or in the CCLC policy and procedure.</p> <p>Ms. Nusser will add it to the next agenda and send out for review prior to the October meeting.</p>	Send BP/AP 4020 and AP 4102 to DTRW-I members	ASAP	Laurie Nusser
Non-Credit Instruction – Patrick Jefferson	There was discussion regarding non-union instructors for non-credit instruction. There is currently no pay scale for non-credit instructors and discussion has occurred regarding this issue on campuses. This issue will go to DCAP for further review. Ms. Nusser will send the request to DCAP.	Send to DCAP	ASAP	Laurie Nusser
Language for Math Courses & Competency – Gloria Arevalo/Patrick Jefferson	Ms. Arevalo requested the workgroup to develop language for multiple measures of assessment to add wording to the catalog. The phrase “involving multiple measures” was recommended as an addition to the math section of the catalogs. This will be reviewed at all the campuses by the Articulation Officers and will return to the October meeting. The English section will be reviewed as well and will be vetted with the EVPs by the Articulation Officers.			
Accreditation Standards & SLOs in CORs – (course outlines and records) Gloria	There was discussion regarding students who don’t understand why SLOs are important and what it means to them. The method of presentation of SLOs to students should be reviewed. This item does not need to return to			

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Arevalo/Patrick Jefferson	DTRW-I.			
Information Regarding BoT Stance on Offering Courses 2 Levels Below College Readiness – Gloria Arevalo/Patrick Jefferson	It was recommended this issue should be tied to adult education. Mr. Jefferson will move this issue to the Adult Education Taskforce.	Send issue to Adult Education Taskforce	ASAP	Patrick Jefferson to send to Tim Harrison
BP/AP Distance Education	This item will return to the October meeting and be placed near the top of agenda so Mr. Sezzi can address this subject. (Mr. Sezzi was absent for this meeting.) The DTRW-I members will also review the draft which will be sent out by Ms. Nusser for review prior to the next meeting.	Send out for review to DTRW-I	ASAP	Laurie Nusser
OTHER ITEMS				
CID Input Field	There was a request to add this issue to the ATAC agenda. Ms. Arevalo will send an email articulating the CID input field. Ms. Nusser will send an email to Dave Fuhrmann to request it be added to the ATAC agenda.	Send issue to ATAC	ASAP	Laurie Nusser
Course Level CID Update	Update/status – this will be a new agenda item for October meeting.	Add to October DTRW-I Agenda	October 3	Laurie Nusser
Adjournment	Dr. Bennett adjourned the meeting at 3:00 pm.			
Next Meeting Date:	October 9, 2014 – 1 pm, DAC Lakin Boardroom Submission deadline: October 3, 2014			