

Ventura County Community College District

2016-2017 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes---DRAFT
Thursday, December 8, 2016 - 1:00 p.m. – 3:00 p.m.

Members: Chancellor’s Designee: Kim Hoffmans, Chair (VC)
 Faculty Co-Chair: Nenagh Brown (MC)
 Executive Vice President and Vice Presidents: 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: Linda Kama’ila (OC), Nenagh Brown (MC), Alex Kolesnik (VC)
 Policy and Administrative Procedures:

Guests: n/a

Absent: Shannon Davis, Michael Bowen, Rick Post

Recorder: Sarah Ayala

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of October 13, 2016 Meeting Minutes	K. Hoffmans welcomed everyone and the meeting commenced at 1:08 pm The 11/10/16 meeting notes were approved with minor corrections.			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses Moorpark/Oxnard/Ventura Submissions	Curriculum Submissions: <u>MOORPARK COLLEGE</u> New Courses BUS M140 Business Information Systems, 3 CJ M08 Constitutional Law, 3			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>COMM M01H Honors: Public Speaking, 3 COUN M05 College Strategies, 3 FTVM M92A Television Studio Portfolio, 2 FTVM M92B Television Studio Portfolio II, 2</p> <p>Revised Courses ENGL M14 Introduction to Poetry, 3 ENGL M40 Children’s Literature, 3 ENGL M47 Literary Magazine Publication , 3 FTVM M90A Film /Television Portfolio I, 3 FTVM M90B Film /Television Portfolio II, 3</p> <p>New Programs/Degrees Design Fundamentals Proficiency Award, 9 Studio Lighting Proficiency Award, 7</p> <p>Group Recommendation: <i>For pre-requisites, include “or higher” with list</i></p> <p><i>New Courses: CJM08: add “Introduction to” to title. Add CJ M01H to recommended preparation.</i></p> <p><i>Revised Courses: English M14 and M47: missing “L” in abbreviation</i></p> <p><i>FTVM M92B: Add “Applies to Associate’s Degree” to description, and check units against those in FTVM M92A</i></p> <p><i>ENGL M40: should not be included in the submission. Disregard</i></p> <p><i>Check units on FTVM M90A and FTVM M90B</i></p> <p><i>Design Fundamentals Proficiency Award: change “student” to “students” and remove “the” before in both instances.</i></p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>FINAL RECOMMENDATION: <i>These new and revised courses and new 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> New Courses GEOL R101L Historical Geology Laboratory, 1</p> <p>Deleted Programs PA in Extended Fire Technology Education</p> <p>FINAL RECOMMENDATION: <i>This new course 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> New Programs/Degrees/Certificates Diesel Mechanics – A.S, 37 Diesel Engine Repair – CoA, 20 Medium and Heavy Duty Vehicle Repair – CoA, 17</p> <p><i>Recommendation: Change title of AS to “Diesel Mechanics” Remove “immediate” and “Ventura County” on narrative. (Similar changes needed on CoAs) COA Diesel Engine Repair: change “Inspection” to “inspection”, remove text before total units line. COA Heavy Duty: Remove “total units...” line, remove text before last total units line</i></p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>FINAL RECOMMENDATION: <i>This new program and certificates will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary.</i></p>			
CURRENT BUSINESS				
<p>New DTRW-I Workgroup Goals/Objectives for 2016-2017</p>	<p><i>Nenagh – added things from last meeting's discussion to the attachment.</i></p> <ol style="list-style-type: none"> <i>1. Share curriculum best practices</i> <i>2. Make recommendations for consistency in curriculum where appropriate, such as language, value and format.</i> <i>3. Comply with current State curriculum policies and standards</i> <i>4. Review and make recommendations on relevant District BPs and APs</i> 			
<p>Making Decisions (N. Brown)</p>	<p><i>Group discussed charge and made changes. Nenagh to bring back at next DTRW-I meeting for one more reading.</i></p>			
<p>Volunteers for BP/AP Review (K. Hoffmans)</p>	<p><i>VC: 4230 (Alex), 4235 (Thao) OC: 4231 MC: 4232</i></p>	<p><i>Sarah to email members their documents to review.</i></p>		
<p>BP/AP 4020 (R. Post)</p>	<p><i>Item not discussed</i></p>			
<p>Updated to AP 7211 (A. Kolesnik)</p>	<p><i>Item not discussed</i></p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
BP 4235 – Advanced Placement (T. Brabander)	<i>Item not discussed</i>			
Comparable/Parallel Courses (Articulation Officers)	<i>Item not discussed</i>			
New Unit Calculation (M. Bowen)	<i>Item not discussed</i>			
Discipline Minimum Qualifications (A, Kolesnik)	<i>Item not discussed</i>			
AP 4022 Course Approvals	<i>Item not discussed</i>			
Future Agenda Items	<ul style="list-style-type: none"> • <i>January agenda: VC's process on placing courses into disciplines. Alex/Kim</i> • <i>Lunch meetings possibly next year to get through agenda items.</i> 			
Adjournment	<i>K. Hoffmans adjourned the meeting at 3:02 pm</i>			
Next Meeting Date:	<i>January 12, 2017 – 1 pm, DAC Lakin Boardroom Submission deadline: January 6, 2017</i>			