

Ventura County Community College District
District Technical Review Workgroup (DTRW) – Meeting Minutes

2010-2011 Academic Year

1:00 p.m. – 3:00 p.m.

September 23, 2010

Present: Chancellor’s Designee: Ramiro Sanchez (VC)
Co-Chair & Faculty Co-Chair: Mark Pauley (VC)
Executive Vice Presidents: Ed Knudson (MC), Erika Endrijonas (OC)
Faculty Co-Chairs of Curriculum Committees: Mary Rees (MC)
Articulation Officers: Letrisha Mai (MC), Shannon Davis (OC), Jeff Ferguson (VC)
Academic Senate Appointees: Riley Dwyer (MC), Peter Sezzi for Paulette Johnson (VC)
Student Representatives: Trevor Zierhut (VC)

Absent: Robert Cabral (OC), Jeanette Redding (OC)

Recorder: Linda Resendiz

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned To:
Welcome	Ramiro welcomed everyone to today’s meeting and introduced Trevor Zierhut, student representative for Ventura College.			
Approval of August 26 Meeting Minutes	The meeting minutes from 8/26/10 meeting were reviewed and approved as submitted.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned To:
<p>Curriculum Review: Moorpark and Oxnard Colleges – New Courses and Revised Programs</p>	<p>OC- Dr. Erika Endrijonas presented a new course, AT R050 Automotive Steering and Suspension, and a revised course, AT R21. She mentioned that the new course was needed to specifically deal with steering and suspension. The revised course was changed from AT R21 to AT R45. The name was changed from Bureau of Automotive Repair Smog Certification to Enhanced Clean Air Car Course as well as the units which changed from 4 units to 5 units. The group suggested some changes which Dr. Endrijonas will take back to her college and then submit the courses for BOT approval in November.</p> <p>MC-Mary Rees reviewed the following courses: 1) 3 new courses (ART M110, ART M110L, and PHOT M50). She mentioned that these courses were experimental courses now being made permanent; 2) 6 revised courses (HS M24, M24L, M24R, and M24P are being changed to EMT M01, M01L, M02, and M03 respectively). Also, PHOT M01A, M01B, and M04 are being changed to PHOT M10, M20, and M30 respectively.</p> <p>Jeff mentioned that the deleted prereqs should be shown in legislative format on the EMT courses. Mary will take back the suggested changes and forward the curriculum to their Executive Assistant for BOT approval.</p>			
<p>Title 5 Changes – Chapter 6, Part II</p>	<p>The group had an open discussion and reviewed critical components of the section on “Limitations on Enrollment in the Title 5 changes.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned To:
AP 2410 – Review of BPs AP 2411 – Review of APs – J. Ferguson	Jeff mentioned that he discovered that both AP 2410 and AP 2411 do not mention DTRW at the bottom of each page in items 3 and 4. He wanted to bring this to the attention of DTRW to have it corrected and add in item 3 and 4 DTRW.	Group was in agreement to forward the corrected APs to the Policy Committee for review.	September 2010	R. Sanchez
District General Education Requirements – S. Davis	Shannon distributed copies of the district General Education Requirements. She mentioned that what are missing from APs are the exact requirements for general education. The document that was distributed states the exact requirements required by the district. She mentioned that the AOs are willing to go through the documentation that is already part of APs and make revisions which they will then bring back for everyone to review.		October 2010	AOs
Course Syllabis – J. Ferguson	Jeff distributed handouts on course syllabis. He mentioned that the accreditation manual requires the distribution of a syllabus and lists a number of reasons for having a syllabus. He said that it is true that not all colleges have a complete inventory of syllabi and that this is required for articulation.			
Other	Ramiro said that DCHR will not be meeting in October and have changed that meeting to November 3 rd from 1:30 p.m. to 3 p.m. The November meeting was moved to December 2 nd in the morning. He asked the group if they would be willing to have DTRW meet on those dates since some of the people on this group attend DCHR. The group did not think it was a good idea to move the DTRW meetings dates because of submission dates of curriculum for Board approval. It was also mentioned that curriculum will be made a priority in the October and November meetings.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned To:
Topics for Future Meetings	<ol style="list-style-type: none"> 1. Systematic common course numbering (Discussion) – Jeff Ferguson 2. Narrative for legally mandated training 3. Proficiency Awards (VC) 			
Next Meeting	October 28, 2010 - 1 p.m. DAC – Multipurpose Room			