

Ventura County Community College District

Minutes of the District Technical Review Workgroup

2009-2010 Academic Year

1:00 p.m. – 3:00 p.m.

August 27, 2009

Present: Chancellor's Designee: Ramiro Sanchez (VC)
Executive Vice Presidents: Ed Knudson (MC), Erika Endrijonas (OC)
Faculty Co-Chairs of Curriculum Committees: Marie Panec (MC), Jeanette Redding (OC), Peter Sezzi (VC)
Articulation Officers: Letrisha Mai (MC), Shannon Ordonez (OC), Jeff Ferguson (VC)
Academic Senate Appointees: Margaret Tennant (MC), Robert Cabral (OC), Paulette Johnson (VC)

Absent: Student Government Appointees: (MC, VC, OC)

Recorder: Linda Resendiz

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Introduction of members and selection of faculty co-chair (DTRW)	<p>Ramiro Sanchez opened the first DTRW meeting for the academic year, welcomed the team members, and stated his intention to cover organizational details for the committee as the new Chancellor's designee to DTRW.</p> <p>Team members introduced themselves; there were some discussions of member representatives and new participants for this academic year.</p> <p>New members this year include: Ed Knudson, MC Executive Vice President Erika Endrijonas, OC Executive Vice President Robert Cabral, OC Academic Senate Appointee</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Status of minutes from April 30, 2009 DTRW meeting (<i>R. Sanchez</i>)	Lynn-Marie was absent from the April 30 th meeting. The tape recorder that was provided did not work and as a consequence minutes were not taken. The courses and competencies were approved	Email recollections of the April 30 th meeting to Linda Resendiz.	September 15	Members present at April 30 th meeting.
Curriculum review: MC new courses and revised programs	MC's curriculum was reviewed. Editorial and technical revisions were recommended for accuracy. Jeff Ferguson noted that more clarity on substantive versus technical changes occur when courses are sent back to campus curriculum committees from DTRW.	Marie Panec will take back the recommendations for changes. She will then send a corrected copy to Linda Resendiz for the October BOT meeting.		
Organizational Planning (<i>DTRW</i>)	It was announced the VC is now using Curricunet 100% for all their approval of courses.			
Possible carryover items from 2008-2009				
PE Activity classes requiring writing assignments on the CORs – Title 5 interpretation (<i>M. Panec</i>)	Yes, writing is required. There is major concern with repeatability of activity classes. MC is looking at changing their PE discipline to Kinesiology.	No action needed		

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Use of college's English and mathematics placement exams to render competency (<i>R Sanchez/M Panec</i>)	Remove from agenda. BOT passed math and English competencies. It was noted that the wrong math competency was presented and passed.	Peter Sezzi will bring this issue up at Consultation. Jeff Ferguson will email the corrected version of the math competency to Linda Resendiz. Linda will then forward it for approval for the October BOT meeting.	September 15	R. Sanchez
Update on enforcement of prerequisites (<i>R Sanchez</i>)	The Advisory Group will continue to look at the enforcement of prerequisites. Progress needs to be made. MC has started to enforce their Biology majors prerequisites. MC should be enforcing all their science prerequisites by the spring 2010. Fall 2010 is a goal for all courses.	Ramiro Sanchez will inform VC's Administrative Council of what MC is doing to enforce prerequisites.	September 15	R. Sanchez
Guidelines for awarding additional degrees – BP (<i>R Calote</i>)	This was approved years ago but it is not in writing. Modify current policy in place.	Contact Pam Eddinger to get a follow-up.	October 22	R. Sanchez
Governance Manual (<i>J Ferguson</i>)	Jeff Ferguson mentioned that the district governance manual needs to be updated to reflect the changes that were approved last year. Jeff Ferguson moved and Paulette Johnson seconded the approval to have the district governance manual updated to reflect last year's approved changes.	J. Ferguson will send an electronic copy of the narrative to Linda Resendiz	October 22	R. Sanchez

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Upcoming Meeting Notes	<ol style="list-style-type: none"> 1. Repeatability of activity classes. 2. Status report on enforcement of prerequisites. 			
Next Meeting	Thursday, September 24, 2009 DAC-Multipurpose Room 1:00 p.m. – 3:00 p.m.			