

Ventura County Community College District

Minutes of the District Technical Review Workgroup

2009-2010 Academic Year

1:00 p.m. – 3:00 p.m.

November 19, 2009

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

Absent: Robert Cabral (OC), Paulette Johnson (VC)
 Student Government Appointees: (MC, VC, 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. | | | |
| Approval of 10/29/09 Meeting Minutes | The meeting minutes from the 10/29/09 meeting were approved with minor changes. | | | |
| Curriculum Review | | | | |
| Curriculum Review: Moorpark-<i>M. Panec</i> | Marie presented and reviewed the curriculum submitted by MC. It was recommended that the word "Cardio" in KIN M52 should be changed. | Update with recommended changes and send to Linda. | | M. Panec |
| Ventura-<i>P. Sezzi</i> | Peter presented and reviewed the curriculum submitted by VC. Various recommendations for changes were made. | Update curriculum and programs with recommended changes and send to Linda. | | P. Sezzi |

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| Updates | | | | |
| A. Enforcement of Prerequisites - EVPs | <p>EVPs and data techs had conference call this week regarding the status of the enforcement of prerequisites. All agreed that the data techs will populate the required fields in banner on courses in which the prerequisites had not been enforced.</p> <p>VC – Beginning this coming summer all courses with prerequisites will be enforced.</p> <p>OC-Prerequisites in the sciences will be enforced in the summer. They will do hand check of prerequisites for all other courses. They are set for fall.</p> <p>MC-All courses are being enforced in the summer. Spring is set for courses in science. They are currently working on fall.</p> | | | |
| B. Guidelines for Awarding Additional Degrees (to not limit) – Workgroup (AP 4100 revised) | <p>Ramiro informed the group that DCSL received a revised AP 4100 that has language changes and will be addressing this issue. He also mentioned that Pam Eddinger was the lead person in getting the language change and presented drafts to Cabinet.</p> | | | |
| C. Mid-December Posting of Revised DTRW Narrative in District Governance Manual – R. Sanchez | <p>Ramiro spoke to Clare Geisen regarding uploading the governance manual on the website. She said that they are in the final stages of getting it approved. She’s projecting the governance manual will be available/posted by mid-December.</p> | | | |
| D. Findings from Task Force on Comparable Courses – Articulation Officers & Registrars | <p>The Articulation Officers were requested to look at the comparable list of courses again in more detail to see if they were really comparable. They presented their summary of findings pertaining to courses with similar titles and content, approximately 2/3 of which were found to have differences in units, applicability, and/or requisites.</p> <p>The EVPs will share this information with Dave Fuhrmann to see what can be done in Banner.</p> | | | |

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| E. Submission of Curriculum for Approval by Board of Trustees | There seems to be confusion as to who should be submitting curriculum for Board approval. Ramiro made a suggestion that all curriculum goes to the Administrative Assistant who is the supporting for the assigned EVP to DTRW. The Administrative Assistant will be the sole source for forwarding curriculum for BOT approval. | | | |
| <i>Discussion</i> | | | | |
| A. Current College Procedures on Proficiency Awards - EVPs | <p>Ramiro mentioned that at this week's Curriculum Committee it was discussed how each of our catalogs has a page that says how a student needs to speak to a counselor and then the counselor refers the student to the dean or division to obtain a Proficiency Award. The Curriculum Committee felt that each department should continue to issue the proficiency award.</p> <p>There was consensus by the group to continue having a student apply in counseling for the proficiency award.</p> | This item will be moved to DCSL. | January 2010 | R. Sanchez |
| B. General Education Units Required for an AA/AS Degree - DTRW | This item was tabled for the January 28 th meeting. | | | |
| Topics for Future Meetings | 1. Reading competency requirement. – J. Redding | | | |
| Next Meeting | January 28 – 1 p.m. | | | |