

**Ventura County Community College District**

**Minutes of the District Technical Review Workgroup**

2009-2010 Academic Year

1:00 p.m. – 3:00 p.m.

January 28, 2010

**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: Peter Sezzi (VC), Marie Panec (MC)  
 Articulation Officers: Shannon Ordonez (OC), Jeff Ferguson (VC)  
 Academic Senate Appointees: Jeff Baker (MC), Mark Pauley (VC)

**Absent:** Robert Cabral (OC), Paulette Johnson (VC), Letrisha Mai (MC)  
 Student Government Appointees: (MC, VC, OC)

**Recorder:** Linda Resendiz

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome</b>	Ramiro welcomed everyone to today's meeting.			
<b>Approval of 11/19/09 Meeting Minutes</b>	The meeting minutes from the 11/19/09 meeting were approved with minor changes.			
<b>Curriculum Review: Moorpark, Oxnard, and Ventura Colleges – New/Revised Courses and Programs</b>	<p>MC: Marie Panec reviewed the new/revised courses submitted. Minor changes were suggested by the Council.</p> <p>OC: Jeanette reviewed the new/revised courses and revised courses. Minor changes were suggested by the Council.</p> <p>VC: Peter Sezzi reviewed the new courses submitted. There were some questions with regard to the BIOT course. Jeff will take back these questions to originator. Ramiro will contact Stephanie low regarding units/hours and will report out at next meeting. This is specifically related to the CJ V71 course.</p>	<p>Submit revised copies to Linda.</p> <p>Submit revised copies to Linda.</p>		

Updates				
<ul style="list-style-type: none"> <li>• <b>Findings from Task Force on Comparable Courses – AO's &amp; Registrars</b></li> </ul>	<p>The AOs finished the comparable course list and provided it to the Registrars. The Registrars have begun to make changes and data technicians are doing the finishing touches. Please note the courses listed on the list are comparable in content for repeatability purposes.</p>			
<ul style="list-style-type: none"> <li>• <b>GE Units Required for an AA/AS Degree – Feedback from Colleges</b></li> </ul>	<p>VC: Mark Pauley shared, for informational purposes, the recommendations from the Curriculum Committee Subcommittee. These recommendations were presented to the department chairs, Administrative Council, and faculty for feedback.</p> <p>MC: Department Chairs are defining general education as a program. Once the process is defined, curriculum committee will see it.</p>			
<ul style="list-style-type: none"> <li>• <b>Cross-listed Courses (Biology &amp; Bio-Technology) - DTRW</b></li> </ul>	<p>There were questions raised at the last meeting regarding the cross-listed courses in Biology and Biotechnology. It was mentioned that if any hourly faculty is hired to teach a cross-listed course in Biology and Biotechnology, minimum qualifications would be determined at the campus level as to which discipline would be the primary one. Longevity will be earned in the primary discipline.</p> <p>The Council agreed that the cross-listing of courses be discouraged.</p>			
<ul style="list-style-type: none"> <li>• <b>Single Reading Submission of Curriculum for Approval by BOT – R. Sanchez</b></li> </ul>	<p>Ramiro will make a request to Chancellor's Cabinet for one reading for approval of curriculum.</p>	<p>Ramiro will follow-up.</p>		

<ul style="list-style-type: none"> <li><b>Guidelines for Awarding Additional Degrees (to not Limit) – Workgroup (AP 4100 revised)</b></li> </ul>	<p>Per the committee's request, this AP was forwarded to DCSL.</p>			
<ul style="list-style-type: none"> <li><b>Mid-December Posting of Revised DTRW Narrative in District Governance Manual</b></li> </ul>	<p>The revised DTRW narrative has been updated on the district Governance Manual which is on the district website.</p>			
<p><b>Discussion</b></p>				
<ul style="list-style-type: none"> <li><b>Reading Competency – Curriculum Committee Chairs</b></li> </ul>	<p>VC: Still discussing. Will report back at the next DTRW meeting.  MC: Decided that what's on the books was sufficient. No action was taken.  OC: Have not changed their position and would like to prepare a proposal for DTRW's consideration.</p>			
<p><b>Topics for future meetings</b></p>	<ol style="list-style-type: none"> <li>Total contact hours and possibility of putting a range on course outlines.</li> </ol>	<p>Ramiro will confirm with Stephanie Low the range issue of hours.</p>		
<p><b>Next Meeting</b></p>	<p>Thursday, February 25, 2010 – 1:00 p.m.  DAC-Multi Purpose Room</p>			