District Technical Review Workgroup - Instructional (DTRW-I)

Agenda
April 24, 2014 - 1:00 p.m.
DAC, Lakin Boardroom

- Approval of March 27, 2014 Meeting Notes
- Curriculum Submissions

**MOORPARK COLLEGE**
Deleted Degree
Associate in Science in Physics Degree

**OXNARD COLLEGE**
There is no curriculum submission from Oxnard College.

**VENTURA COLLEGE**
There is no curriculum submission from Ventura College.

OLD BUSINESS:
- AP 4050 Articulation – sent back from Chancellor’s Cabinet for clarification:
  - Does it follow Ed Code as to total transferable credits?
  - In bullets under “New Articulation Agreements,” change “seeks unanimity” to “seek consensus.”
  - In bullets under “New Articulation Agreements,” change “College Dean and/or EVP” to “College Dean or EVP”
  - Statement following bullets, “In the event of a lack of district-wide consensus…EVP refers that proposal to the College President…,” -- the presidents requested being brought into the process earlier.
- AP 4100 Graduation Requirements for Degrees and Certificates – still on hold awaiting information from the State

NEW BUSINESS:
- DTRW-I Annual Self-Appraisal
- Comparable Course List (AO’s will be at a conference for the April meeting; copy of list is to be forwarded to Chair/Co-Chair prior to meeting) – to be sent under separate cover by Gloria Arevalo.
- Articulated CTE courses- Credit/Noncredit to letter grades – Patrick Jefferson
- Adult Education Plan – Mary Rees
- Academic Senate Plenary – BS Degrees – Mary Rees

Next Meeting Date: TBD: August __, 2014, 1:00 pm – DAC Lakin Boardroom
TBD: Submission deadline: August __, 2014 – 5 pm
 Ventura County Community College District  

2012-2013 Academic Year  
District Technical Review Workgroup – Instructional (DTRW-I)  
Meeting Notes  
March 27, 2014 - 1:00 p.m. – 3:00 p.m.  
MEETING NOTES PRIOR TO APPROVAL AT 4.24.14 DTRW-I MEETING

Members:  
Chancellor's Designee:  Erika Endrijonas, Chair, (OC)  
Faculty Co-Chair:  Mary Rees, Co-chair (MC)  
Executive Vice Presidents:  Erika Endrijonas (OC), Lori Bennett (MC), Patrick Jefferson (VC)  
Faculty Co-Chairs of Curriculum Committees:  Shannon Davis (OC), Jerry Mansfield (MC), Peter Sezzi (VC)  
Additional Faculty Member:  Graciela Casillas-Tortorelli (OC)  
Articulation Officers:  Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (VC)  
Academic Senate Presidents:  Linda Kama’ila (OC), Mary Rees (MC), Art Sandford (VC)  
Policy and Administrative Procedures:  Clare Geisen (DAC) (Policy/procedure, Chancellor’s Cabinet Liaison/guest)  

Absent:  
Graciela Casillas-Tortorelli, Peter Sezzi  

Recorder:  Laurie Nelson-Nusser

Notes:  

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Summary of Discussion</th>
<th>Action (If Required)</th>
<th>Completion Timeline</th>
<th>Assigned to:</th>
</tr>
</thead>
</table>
| Approval of February 27, 2014 Meeting Minutes | Dr. Endrijonas welcomed everyone to DTRW-I and the meeting commenced at 1:06 pm.  
The meeting notes were approved with minor changes. | | | |

CURRICULUM SUBMISSIONS  

New Degrees/Courses/Revised Courses  

Moorpark/Oxnard/Ventura Submissions  

Curriculum Submissions:  

**MOORPARK COLLEGE**  
New Degree  
Associate in Arts in Economics for Transfer  
**Recommendation:** This new degree will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval. There was clarification this is an Associate in Arts degree, not
<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Summary of Discussion</th>
<th>Action (If Required)</th>
<th>Completion Timeline</th>
<th>Assigned to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate in Science as indicated on the submission and DTRW-I agenda.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**New Courses**
DANC M55C, Dance Rehearsal and Performance III
DANC M55D, Dance Rehearsal and Performance IV
TTHA M11A, Theatre Production: Technical I
TTHA M11B, Theatre Production: Technical II
TTHA M11C, Theatre Production: Technical III
TTHA M11D, Theatre Production: Technical IV
TTHA M20, Stagecrafts
TTHA M23A, Lighting Design I
TTHA M23B, Lighting Design II
TTHA M25A, Scene Design I
TTHA M25B, Scene Design II

**Recommendation:** These new courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval with minor corrections to M11B.

**Revised Courses**
DANC M55A, Dance Rehearsal and Performance I
DANC M55B, Dance Rehearsal and Performance II
RADT M01AL, Radiographic Clinical Lab I

**Recommendation:** These revised courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval with a minor change to RADT M01AL.

**OXNARD COLLEGE**

**New Course**
ICA R165, Conditioning for Athletes

**Recommendation:** This new course will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.

**New Programs**
<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Summary of Discussion</th>
<th>Action (If Required)</th>
<th>Completion Timeline</th>
<th>Assigned to:</th>
</tr>
</thead>
</table>
|             | **Proficiency Award in Entry Level Alignment Specialist**  
|             | **Proficiency Award in Entry Level Brake Specialist**  
|             | **Recommendation:** There was discussion regarding the impact of Financial Aid rules on Proficiency Awards, which was raised by Ventura, and it was agreed that a clarification would be brought back to a subsequent meeting. This will not delay the submission of Proficiency Awards for Board approval. |                      |                     |                    |
|             | **Deleted Programs**  
|             | AS in Child Development/Early Childhood Education  
|             | **Recommendation:** This deleted program will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval. |                      |                     |                    |
|             | **VENTURA COLLEGE**  
|             | **New Degrees/Programs**  
|             | **Associate in Science Degree/Certificate of Achievement in Administrative Assistant**  
|             | **Recommendation:** This new degree will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval. |                      |                     |                    |
|             | **Revised Course**  
|             | PSY V04, Introductory Statistics for the Social and Behavioral Sciences  
|             | **Recommendation:** This revised program will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval with the removal of the sentence “No prior computer experience is necessary.” |                      |                     |                    |
|             | **OLD BUSINESS**  
|             | **BP/AP 4020 Programs and Curriculum Development**  
|             | **BP/AP 4022 Course Approval (no AP 4022 in**  
<p>|             | BP 4020 was approved. AP 4020 was approved with minor changes to be made by Ms. Nusser and will move forward to Chancellor’s Cabinet, Policy, Consultation Council, and subsequently to the Board for full approval. | Add to Cabinet Agenda | 4.14.14             | Laurie Nusser      |</p>
<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Summary of Discussion</th>
<th>Action (If Required)</th>
<th>Completion Timeline</th>
<th>Assigned to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BoardDocs)</td>
<td>BP 4022 and AP 4022 were approved will be added to the Cabinet agenda for the next round of approval before moving to Policy Committee, Consultation Council, and subsequently to the Board for full approval.</td>
<td>Add to Cabinet Agenda</td>
<td>4.14.14</td>
<td>Laurie Nusser</td>
</tr>
<tr>
<td>AP 4050 Articulation</td>
<td>AP 4050 Articulation was approved at the last meeting and will move forward to Chancellor’s Cabinet, Policy, Consultation Council, and subsequently to the Board for full approval.</td>
<td>Add to Cabinet Agenda</td>
<td>4.14.14</td>
<td>Laurie Nusser</td>
</tr>
<tr>
<td>AP 4100 Graduation Requirements for Degrees and Certificates</td>
<td>AP 4100 Graduation Requirements for Degrees and Certificates is currently on hold awaiting State information regarding P/NP.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Business</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follow Up Discussion on P/NP and PCAH – Gloria Arevalo</td>
<td>Ms. Arevalo provided an update regarding Pass/No Pass (P/NP) and Title 5 language.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local GE Patterns</td>
<td>Ms. Arevalo provided drafts of BP/AP 4100 Graduation Requirements for Degrees and Certificates from Santa Barbara City College (SBCC). This issue will be revisited next academic year.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTE revision schedule – Mary Rees</td>
<td>There was discussion regarding the review cycle for CTE programs/degrees, prerequisite classes, and courses. The CTE Advisory Committee reviews programs and courses. This will be an Informational item to Curriculum Committees regarding Program Review. This review happens at the departmental level.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For next agenda: Comparable Courses (AO’s will be at a conference for the April)</td>
<td>There was a request to include this item on the April 24th DTRW-I agenda. A comparable course list will be forwarded from the Articulation Officers to Dr. Endrijonas, Ms. Rees, and Ms. Nusser, which will be sent to the</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agenda Item</td>
<td>Summary of Discussion</td>
<td>Action (If Required)</td>
<td>Completion Timeline</td>
<td>Assigned to:</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------</td>
<td>----------------------</td>
<td>---------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>meeting)</td>
<td>workgroup prior to the next meeting.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Next Meeting Date:</td>
<td>April 24, 2014 – 1 pm, DAC Lakin Boardroom</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MOORPARK COLLEGE

Deleted Degree

Associate in Science in Physics Degree

43-45
**Deleted Degree**

**Associate in Science in Physics Degree**

To earn an Associate in Science Degree with a major in Physics, students complete 43-45 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper division course work for advanced degrees in Physics offered by four-year institutions. Also, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

In addition to General Education Degree Requirements, complete the following:

**Required Courses**

```
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM M01A</td>
<td>General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>MATH M25A</td>
<td>Calculus with Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>MATH M25B</td>
<td>Calculus with Analytic Geometry II</td>
<td>5</td>
</tr>
<tr>
<td>MATH M25C</td>
<td>Calculus with Analytic Geometry III</td>
<td>5</td>
</tr>
<tr>
<td>PHYS M20A</td>
<td>Mechanics of Solids and Fluids</td>
<td>4</td>
</tr>
<tr>
<td>PHYS M20AL</td>
<td>Mechanics of Solids and Fluids Lab</td>
<td>1</td>
</tr>
<tr>
<td>PHYS M20B</td>
<td>Thermodynamics, Electricity and Magnetism</td>
<td>4</td>
</tr>
<tr>
<td>PHYS M20BL</td>
<td>Thermodynamics, Electricity and Magnetism Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>PHYS M20C</td>
<td>Wave Motion, Optics, and Modern Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS M20CL</td>
<td>Wave Motion, Optics, and Modern Physics Laboratory</td>
<td>1</td>
</tr>
</tbody>
</table>
```

Choose either the Physics or Applied Physics Option below:

**Physics Option (Complete 8 specified units)**

```
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM M01B</td>
<td>General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>MATH M35</td>
<td>Applied Differential Equations</td>
<td>3</td>
</tr>
</tbody>
</table>
```

**Applied Physics Option (Complete 10 specified units)**

```
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS M10A</td>
<td>Introduction to Computer Programming Using Structured C++</td>
<td>4</td>
</tr>
<tr>
<td>ENGR M12</td>
<td>Engineering Materials</td>
<td>3</td>
</tr>
<tr>
<td>MATH M35</td>
<td>Applied Differential Equations</td>
<td>3</td>
</tr>
</tbody>
</table>
```

**Total Units** 43 - 45
The Chancellor, in consultation with the Academic Senates, shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions. The procedures also may support articulation with institutions, including other community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

See Administrative Procedure 4050.
Articulation between VCCCD and Baccalaureate Institutions

The responsibility for the development, maintenance, and distribution of articulation agreements between VCCCD and baccalaureate institutions is assigned to the individual Articulation Officers at each college in the District.

The Articulation review processes are defined for:

1. the Colleges of VCCCD
2. maintenance of existing articulation agreements of in-state community college and/or four-year institution; and
3. private, independent, proprietary or out-of-state institutions.

The Colleges of VCCCD

The Articulation Officer:
Annually reviews the type(s) of articulation agreement sought and updates the following articulation:

- Transfer
- General education/breadth requirements
- Major preparation
- Courses by department
- Course-to-course
- Other, such as admission or graduation by subject matter

Coordinates with the other institution to exchange needed documentation, such as catalog or course outlines.

Coordinates with on-campus department(s) to ensure accuracy of the proposed courses to be included in an agreement.

Completes agreement.

Once approved by both institutions, the Articulation Officer ensures that information is appropriately publicized and updated through publications such as Articulation System Stimulating Inter-Institutional Student Transfer (ASSIST), the college catalog, and the schedule of classes. The new
articulation agreement will be publicized to faculty and students, in particular, the disciplines most directly affected by the agreement.

- VCCCD Comparable Course List
- VCCCD General Education (GE) Placement List
- VCCCD Approved Course Identification Number System (C-ID) Course List

Maintenance of existing articulation agreements of in-state community college and/or four-year institution

The Articulation Officer:

Reviews and updates the following:

- University of California Transfer Course Agreement (UC TCA)
- California State University (CSU) Baccalaureate Level Course List
- Intersegmental Segmental General Education Transfer Curriculum (IGETC)
- CSU General Education/Breadth (CSU GE-Breadth) requirements
- CSU United States History, Constitution, and American Ideals Courses
- Course Identification Numbering System (C-ID)
- Articulation Agreements by Major (major prep)
- Articulation Agreements by Courses by Department (course-to-course)
- Other agreement, such as admission or graduation requirement by subject matter

The Process includes:

- Coordinating with the other institution to exchange needed documentation, such as catalog or course outlines and/or syllabi.
- Coordinating with on-campus department(s) to ensure accuracy of the proposed courses to be included in an agreement.
- Completing the agreement.
- Once completed, the Articulation Officer ensures that information is appropriately publicized and updated through publications such as Articulation System Stimulating Inter-Institutional Student Transfer (ASSIST), the college catalog, and the schedule of classes, and College website. The new articulation agreement will be publicized to faculty and students, in particular, the disciplines most directly affected by the agreement.

Private, independent, proprietary or out-of-state institution

Articulation agreement requests by other popular transfer destination campuses will be considered on case-by-case basis. Articulation priority will be given to VCCCD, CCC, CSU and UC campuses and to state-mandated programs and projects (i.e., C-ID).

Articulation Officer reviews the type(s) of articulation agreement sought (see list in previous section).

The Articulation Officer:
- Researches the institution's background, including the type and status of its accreditation, its educational philosophy, and the pros and cons of an articulation agreement.
- Meets with his or her counterparts at the District Colleges to review the research and seek unanimity for or against creating articulation with the subject institution.
- Reviews this research with the appropriate College Dean and EVP prior to the development of a potential agreement.

In the event of a lack of district-wide consensus on a proposal, the EVP refers that proposal to the College President, who will collaborate to make the final determination.

If the elements of a potential agreement do not align with the college mission, or appear not to serve the interest of students, the process is halted without further work.

If consensus is reached district-wide with the Articulation Officers, and if the College Dean and EVP have reviewed and approved the proposed agreement, the proposed agreement is forwarded to DCSL (District Council for Student Learning) for review.

Upon review and recommendation by DCSL, the proposed agreement is reviewed at Chancellor's Cabinet prior to final signing by the Articulation Officer.

**New Articulation Agreements**

The Articulation Officer:

- Researches the institution’s background, including the type and status of its accreditation (VCCCD will only accept proposals from Regionally Accredited Institutions), its educational philosophy, and the pros and cons of an articulation agreement.
- Meets with his or her counterparts at the District Colleges to review the research and seek unanimity for or against creating articulation with the subject institution.
- Reviews this research with the appropriate College Dean and/or EVP prior to the development of a potential agreement.

In the event of a lack of district-wide consensus on a proposal, the EVP refers that proposal to the College President, who will collaborate to make the final determination.

If the elements of a potential agreement do not align with the college mission, or appear not to serve the interest of students, the process is halted without further work.

If consensus is reached district-wide with the Articulation Officers, and if the College Dean and EVP have reviewed and approved the proposed agreement, the proposed agreement is forwarded to DCSL DTRW-I (District Technical Review Workgroup-Instructional Council for Student Learning) for review.

Upon review and recommendation by DCSL DTRW-I, the proposed agreement is reviewed at Chancellor's Cabinet prior to final signing by the Articulation Officer.

**Maintenance of Existing Articulation Agreements**

The Articulation Officer:

2.27.14 DTRW-I review – version from AOs received 2.24.14
Cabinet review 4.14.14
Reviews and updates articulation agreements as requested and provided by the Outside Institutions and follows the same process as the In-State Community College or Four-year Institutions as outlined above.

Articulation between VCCCD and High School Institutions

The responsibility for the development of new, maintenance and distribution of articulation agreements between VCCCD and the high schools is assigned to the individual Career Educational Specialist, to the appropriate individual, at each college in the District.

New Articulation Agreements

The Career Education Specialist:

- Coordinates the process of course reviews between the participating high school and the college.
- The high school and college discipline faculty are responsible for the curriculum review for comparability of courses, and
- The College faculty will determine how courses and unit credits will be awarded for college credit.

Maintenance of Existing Articulation Agreements

The Career Education Specialist:

Reviews and updates of the high school articulation agreements are conducted when there are changes to the curriculum and on as-needed-basis.