

## Ventura County Community College District

### 2011-2012 Academic Year

### District Technical Review Workgroup (DTRW)

### Meeting Notes

**December 8, 2011 - 1:00 p.m. – DAC Lakin Board Room**

**FINAL MEETING NOTES APPROVED AT 1.12.12 DTRW MEETING**

**Present:** Chancellor’s Designee: Dr. Gaither Loewenstein (Consultant)  
 Co-Chair & Faculty Co-Chair: Mary Rees (MC)  
 Executive Vice Presidents: Erika Endrijonas (OC), Lori Bennett (MC), Ramiro Sanchez (VC)  
 Faculty Co-Chairs of Curriculum Committees: Mark Pauley (VC), Teresa Bonham (OC)  
 Articulation Officers: Shannon Davis (OC), Letrishia Mai (MC), Gloria Arevalo (VC)  
 Academic Senate Appointees: Riley Dwyer (MC), Peter Sezzi (VC), Robert Cabral (OC)  
 Associate Student Government: Daniel Chavez (VC)  
 Policy and Administrative Procedures: Clare Geisen (DAC)

**Absent:** All in attendance

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Approval of November 10, 2011 Meeting Minutes</b>	Dr. Loewenstein welcomed everyone to DTRW and the meeting commenced at 1:10 pm. The November 10, 2011 meeting notes were reviewed and on motion from Mr. Sanchez and seconded by Ms. Rees were approved with revisions.			
<b>Old Business</b>				
<b>Old Business</b> BP/AP in order to change prerequisites on content review CCLC Release: AP 4260 (Mary Rees)	AP 4260 was tabled until the February 9, 2012 DTRW meeting.	Place on 2/09/12 DTRW Agenda	2/09/12	Laurie Nusser

<p><b>New Degree/Course/Revised Courses Moorpark/Oxnard/Ventura Submissions</b></p>	<p><b><u>VENTURA COLLEGE:</u></b>  VC's submissions were revised as they were not in legislative format and handouts were provided by Ramiro.</p> <p><b><u>New Course</u></b>  AUTO V46, Engine Performance, 3 units  Auto department had two courses in smog and consolidated it into one and this is one of the two. Submitted to the State for smog control. Updating the course to be in-line with the state regulations.</p> <p><b><u>Recommendation:</u></b>  Submit to Board for approval.</p> <p><b><u>Revised Courses</u></b>  All submissions are now in legislative format, which are more reflective of the description of the course content.</p> <p>Formatting of the college submissions were discussed in order to bring it to the Board, for which all changes are shown. Bold indicates new and deletions are indicated as strike outs. No italics will be used.</p> <p>Clarification was provided regarding "credit limitations" on transfer to CSU/UC for Principals of Biology – BIOL V01. Dr. Loewenstein recommended providing further clarification in the catalog as students may misunderstand the phrase.</p> <p>The revisions were regarding discipline changes and course titles of the business</p>	<p>Send recommended submissions to college presidents' offices.</p>	<p>Prior Next Board Date (01.17.12) submission deadlines.</p>	<p>EVP for each college to send to President's office for submission to Board.</p>
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	<p>classes. BIS classes at Ventura will migrate to BUS classes starting in fall 2012. This is a required course in the Transfer Model Curriculum (TMC) for business courses.</p> <p>Ventura College recommended “ESL” be replaced with “ENGM.” The acronym of ENGM stands for English multilingual. There is very little content change in the revised classes. The coding of “ESL” will remain the same at the other colleges, which prompted discussion regarding the Board goals of teaching 2 levels below college level, whether the goal was intended for math and English classes only, and if the coding should be consistent between all colleges. These revised ESL classes would be contrary to the Boards Goals and Objectives.</p> <p>Psychology course names were changed to be more in-line with the state preferred terms.</p> <p><b>Recommendation of Revised Courses:</b> The proposed ESL/ENGM classes will be pulled and taken back to the Ventura College Curriculum Committee.</p> <p>All other class revisions were recommended to go forward to the Board for approval.</p> <p><b><u>New Degrees</u></b> Associate of Arts Degree in Kinesiology for Transfer</p>	<p>Send back to Curriculum Committee</p>	<p>Prior to next Curriculum Cmte meeting date.</p>	<p>Ramiro Sanchez</p>
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	<p>Ms. Arevalo provided clarification of the new degree. PSLO's are currently being developed and are awaiting approval from the sub-committee. Ms. Davis asked for further clarification regarding overlapping anatomy and physiology required courses. These issues were addressed and changes were submitted, but are not reflected on the submission. The correct version will be sent in by Ms. Arevalo.</p> <p><b>Recommendation:</b> No recommendation at this time.</p> <p><b><u>Revised A.S. Degree/Certificate of Achievement</u></b> Business Management</p> <p><b>Recommendation:</b> Was completed last month.</p> <p><b><u>MOORPARK COLLEGE:</u></b></p> <p><b><u>New Degrees/Programs</u></b> History – AA-T Ms. Rees provided an overview of the new History degree and provided clarification of required courses for the program. There was discussion of removing HIST M25 and M25H as it is duplicative, but does not require coming back to this workgroup after deciding on elimination.</p> <p><b>Recommendation:</b> Submit to Board for approval.</p>			
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	<p><b><u>Revised Courses</u></b>  ENGL M122A/B, Independent Studies in English, 0.5 to 3 Units  The revision on this course was moving from 1 unit to 0.5 – 3 units required.</p> <p><b>Recommendation:</b>  Go forward to BOT as submitted.</p> <p><b><u>OXNARD COLLEGE:</u></b></p> <p><b><u>New Course</u></b>  CAOT R198 Short Courses in Computer Applications and Office Technology, .5-10 units</p> <p>This course will offer special topics and will be an “umbrella” course and under that will be specific a, b, c courses. Minimum qualifications were clarified regarding teaching CIS and CAOT.</p> <p><b>Recommendation:</b>  Submit to Board for approval.</p> <p><b><u>Revised Courses</u></b>  DA R010, Introduction to Dental Assisting, 3 units</p> <p>DA R011, Beginning Radiology, 3 units  DA R012, Dental Materials for the DA, 3 units  DA R013, Occupational Health, 1 unit  DA R014, Introduction to Chairside Dental Assisting, 2 units  DA R015, Dental Specialties, 2 units</p>			
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	<p>DA R020, Advanced Dental Assisting, 2 units  DA R021, Practice Management for the Dental Assistant, 3 units  DA R022, Clinical Dental Experiences, 3 units  DA R023, Ethics and Jurisprudence for the Dental Assistant, 1 unit  DA R024, Dental Assisting Seminar, 2 units  DA R025, Dental Health Education for the Dental Assistant, 2 units</p> <p>Most of the dental courses did not have co-requisites and has now been designed as a lock step program. Students must be enrolled in all of these classes to finish the program. Currently in the process of developing compliance regarding audit standards. Materials were deleted from a few courses (see submission). Materials fees form has been developed and implemented. It was noted that on DA R025, DA R2022 should be DA R2021. There is a typo on DA R025 and 14, 15, 24 should be added.</p> <p>EMT R169, Emergency Medical Technician, 6 units</p> <p>Ms. Davis provided an overview on the history of this course regarding pre-requisites. A non-credit 20-hour clinical component is required in addition to the classroom as the standards have changed.</p>			
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	<p><b>Recommendation:</b> Submit to the Board for approval.</p> <p><b><u>Revised Program</u></b> Biology</p> <p>Required credits for this program have changed from 40 to 29 units. Dr. Endrijonas clarified the justification and pointed out this change is in-line with the Board Goals and Objectives of reducing units required for a completion of 60 units toward a degree.</p> <p><b>Recommendation:</b> Submit to the Board for approval.</p>			
<b>Next Meeting Date:</b>	January 12, 2011 – 1 pm			