

Ventura County Community College District

2011-2012 Academic Year

District Technical Review Workgroup (DTRW)

Meeting Notes

November 10, 2011 - 1:00 p.m. – DAC Lakin Board Room

MEETING NOTES PRIOR TO APPROVAL AT 12.08.11 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)
Articulation Officers: Shannon Davis (OC), Letrishia Mai (MC), Gloria Arevalo (VC)
Academic Senate Appointees: Riley Dwyer (MC), Peter Sezzi (VC)
Associate Student Government:
Policy and Administrative Procedures: Clare Geisen (DAC)

Absent: Teresa Bonham (OC), Robert Cabral (OC), Daniel Chavez (VC)

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of September 8, 2011 Meeting Minutes	Dr. Loewenstein welcomed everyone to DTRW. The October 13, 2011 meeting notes were reviewed and all were in agreement to approve the notes as submitted.			
Old Business				
BP/AP in order to change prerequisites on content review CCLC Release: AP4260 (Mary Rees and Clare Geisen)	Ms. Rees stated discussions have been started on prerequisites and may take a couple of months to complete. A subcommittee will possibly be formed. This will be discussed at the Curriculum Committee meetings. This item is to be	Form subcommittee and discuss at Curriculum Committee meetings	Next Curriculum Committee meeting	Curriculum Committee Co-Chairs

	<p>agendized in mid-spring (February 9th agenda) for status on discussions and report back. All were in agreement. Ms. Geisen requested an update every spring on prerequisites to keep the policy and procedure current.</p> <p>New Title 5 Repetition and Withdrawals Regulations and Guidelines (Registrars) The registrars were tasked with developing new procedure language for course repetition and withdrawals and will be meeting separately today. The new language will be brought back to DTRW in December.</p>	<p>Place on 2/09/12 DTRW Agenda</p> <p>Bring back new language to DTRW with recommendations.</p>	<p>2/09/12</p> <p>12/08/12</p>	<p>Laurie Nusser</p> <p>Registrars</p>
DTRW Processes and Procedures for Reviewing Courses and Programs	<p>Discussion ensued regarding the requirements for a review of courses/programs and the history of DTRW. Topics and methods of evaluation/instruction are usually involved in the technical review of the courses. Dr. Loewenstein presented handouts of Riverside Community College's technical review guidelines and check list. The procedure for this district to complete technical review is at local technical review committees (curriculum).</p>			
New Degree/Course/Revised Courses Moorpark/Oxnard/Ventura Submissions	<p><u>Ventura – New Course: Zen Buddhism</u> This is an experimental course which has done well as a stand-alone course as there is no transfer model curriculum (TMC). The Articulation Officers noted this is a lower division course at various 4-year colleges and has transferrable units. This course will be part of Ventura College's Philosophy curriculum.</p>	<p>Send all submissions to college president's offices as approved.</p>	<p>Next Board Date: 12/13/11</p>	<p>EVP for each college to send to President's office for submission to Board.</p>

	<p>Recommendation: Move forward to the Board as submitted.</p> <p><u>Ventura – New Transfer Degree:</u> <u>Associate of Science Degree in Business Administration for Transfer.</u> This item creates a degree that aligns with the TMC for Business Administration courses. SLO's have been developed, have a similar degree, and will be published in the next catalog. Recommendation: Move forward to the Board as submitted.</p> <p><u>Ventura - Revised AS Degree:</u> <u>Accounting:</u> The program was made more effective for students and is in-line with the new Board Implementation Task Force Objectives, however, was being developed prior to the objectives being published. This is a certificate and degree program. The student will be given the certificate and the degree, which is not considered “double dipping.” When presented to the State, only one application is required. The differences between AA and AS degrees were discussed and because they are local degrees they can be submitted as an AS or AA at the discretion of the college.</p> <p>Recommendation: Move forward to the Board as submitted.</p>			
--	---	--	--	--

	<p><u>Ventura - Revised Proficiency Award: Administrative Assistant:</u></p> <p>This was an update to convert from a different discipline area and is the primary change on this item. Prior to this change, the proficiency award was under BIS and is now BUS. This is a 16-unit course called Administrative Assistant. The course is split by two different instructors in one semester and meets CalWorks registration requirements. Dr. Loewenstein inquired if any SLO's were written. The answer was affirmative.</p> <p>Recommendation: Move forward to the Board as submitted.</p> <p><u>Ventura College – Deleted Associate in Science/Certificate of Achievement: Executive Assistant:</u></p> <p>Ventura College is doing some clean up and trying to remove some of the older certificate of achievements. They will be creating new ones as they become relevant.</p> <p>Recommendation: Move forward to the Board as submitted.</p> <p><u>Ventura College – Deleted Proficiency Awards</u></p> <ul style="list-style-type: none"> • Bilingual Computer Skills • Computerized Office • Microcomputers; Business Applications <p>Recommendation: Move deleted proficiency awards forward to the Board as submitted.</p>			
--	--	--	--	--

	<p><u>Ventura – Business Administration Transfer Curriculum Model:</u></p> <p>Recommendation: Move Business Administration Transfer Curriculum (TMC) forward to the Board as submitted.</p> <p>New Degrees/Programs must be approved before deletion of old degrees. Discussion ensued regarding deletions of the old degrees before the new degrees are created. Will the new TMC's push out students? Hopefully, the CSU's will recognize the new degrees.</p> <p><u>Moorpark – New Degrees/Programs:</u></p> <ul style="list-style-type: none"> • Communication Studies – AA-T • Kinesiology – AA-T • Political Science – AA-T <p>Recommendation: Move forward to the Board as submitted.</p> <p><u>Moorpark – New Course:</u> RADT M52B Nuclear Medicine Clinical Lab IIB, 2.5 Units Moorpark is dividing the course in half from a 5 unit course to 2.5 units. The old degree will be marked as inactive in Curricunet.</p> <p>Recommendation: Move forward to the Board as submitted.</p> <p><u>Moorpark – Revised Courses:</u></p> <ul style="list-style-type: none"> • MATH M04A, Elementary and Intermediate Algebra Part A, 5 Units 			
--	--	--	--	--

	<ul style="list-style-type: none"> PHSO M01 Human Physiology, 4 Units Math was changed to prerequisite instead of recommended. The 4A and 4B courses must both be completed. The prerequisites have been validated and reviewed at Curriculum Committee. Discussion ensued regarding prerequisites and self placement. Human physiology was changed from 5 units to 4 units and the prerequisites were changed. <p>Recommendation: Move forward to the Board as submitted.</p> <p><u>Oxnard – Revised Course:</u> FT R070 170, Firefighter I Academy, 16 Units. This course was revised from FT R070 to FT 170 and to make it CSU transferrable. It was determined enrollment will not drop as the course draws students from all over the state. The scarcity of these types of classes will bring students to Oxnard and many take civil jobs after completing the course.</p> <p>Recommendation: Move forward to the Board as submitted.</p>			
Next Meeting Date:	December 8, 2011 – 1 pm			