

District Technical Review Workgroup - Instructional (DTRW-I)

AGENDA

**January 14, 2015 - 1:00 – 3:00 p.m.
DAC Lakin Boardroom**

- **Approval of December 10, 2015 Meeting Notes**
- **Curriculum Submissions**

MOORPARK COLLEGE

New Programs/Degrees

Music Technology Certificate of Achievement, 19

New Courses

MUS M05, Beginning Electronic Music, 3

MUS M07, Introduction to Music Business, 3

NS M05L, Nursing Science Clinical Review, 4.5

NS M18, Nursing Skills Summer Lab, 1

OXNARD COLLEGE

No Submissions

VENTURA COLLEGE

No Submissions

OLD BUSINESS:

- BP/AP 5070 Attendance – OC Academic Senate

NEW BUSINESS:

- December 9, 2015 State Chancellor's memo on correction to the policy change related to submission of credit courses/non-substantial change
- Future Agenda Items (standing item)

Next Meeting Date: January 14 – 1 pm – DAC Lakin Boardroom
Submission deadline: January 8, 2015

Ventura County Community College District

2015-2016 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
December 10, 2015 - 1:00 p.m. – 3:00 p.m.
MEETING NOTES PRIOR TO APPROVAL AT JANUARY 14 DTRW-I MEETING

Members: Chancellor’s Designee: Kim Hoffmans, Chair (VC)
 Faculty Co-Chair: Linda Kama’ila (OC)
 Executive Vice President and Vice Presidents: Lori Bennett (MC), Kimberly Hoffmans (VC), Ken Sherwood (OC)
 Faculty Chair/Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Michael Bowen (VC)
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Michael Bowen, Acting AO (VC)
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Alex Kolesnik (VC)
 Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

Guests:

Absent: Linda Kama’ila, Clare Geisen

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of October 8, 2015 Meeting Minutes	K. Hoffmans welcomed everyone and the meeting commenced at 1:05 pm. The November 12, 2015 meeting notes were approved as presented.			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses Moorpark/Oxnard/Ventura Submissions	Curriculum Submissions: <u>MOORPARK COLLEGE</u> Substantial Change ICA M36, Intercollegiate Women’s Golf, 3 4 Recommendation: This substantial change will go			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><u>OXNARD COLLEGE</u> New Program Proficiency Award in Emergency Medical Responder – add summary to descriptor. Recommendation: This new program will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><u>VENTURA COLLEGE</u> New Courses DM V10, Diesel Preventive Maintenance, 2 DM V10L, Diesel Preventive Maintenance Lab, 1.5 DM V12, Diesel Electrical/Electronic Systems, 3 DM V12L, Diesel Elect./Electronic Systems Lab, 3 Recommendation: These new courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>Revised Courses AUTO V26LA, Automotive Brakes Service and Repair Laboratory-A, 1.5 AUTO V33L, Manual Transmissions and Driveline Laboratory, 1.5 Units AUTO V38L, Heating and Air Conditioning Laboratory, 1.5 Units AUTO V48, Smog Check Inspection Procedures, 3-2 BUS V94, Professional Reception Business Office Skills, 4 – this item will not move forward and will return to the campus for further clarification. Recommendation: There was discussion regarding combining auto classes. These revised auto courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval. BUS V94 will not move forward and will return to the campus for further clarification.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
OLD BUSINESS				
DTRW-I Goals – Mary Rees	<p>Members reviewed the draft DTRW-I Goals and made revisions during the meeting which include:</p> <ul style="list-style-type: none"> • Strike number 3 completely • Remove “review and possibly” on number 6 • Add “awards” to number 1 • Correction to numbering – will now be a total of 4 goals • Add “make recommendations related to BP and AP on curriculum and instruction.” • Add 2nd sentence from DTRW-SS to second to last sentence on the charge of committee on the goals. <p>L. Nusser will revise the document with the changes above and distribute to DTRW-I members. The revised document will move forward to District Council on Accreditation and Planning (DCAP) for final review.</p>	Revise document, send to DTRW-I members, and forward to DCAP (sent 12.14.15)	ASAP	Laurie Nusser
BP/AP 5070 Attendance	Ventura and Moorpark College Academic Senates have reviewed and approved BP/AP 5070. L. Nusser to verify whether Oxnard College has approved BP/AP 5070.	Check with OC AS	ASAP	Laurie Nusser
BP/AP 5075 Course Adds and Drops	Ventura and Moorpark College Academic Senates have reviewed and approved BP/AP 5075. L. Nusser to verify whether Oxnard College has approved BP/AP 5075.	Check with OC AS	ASAP	Laurie Nusser
New Business				
Dial in for Meetings	There was discussion regarding allowing call-ins for the meetings on a regular basis. The group decided it would be handled on an as needed basis and will not be a regular practice.			
High Unit ADTs – Jerry Mansfield	This item was postponed to discuss at a later date.			
Units and Hours Calculations for Credit Courses	The Chancellor’s Office, in collaboration with the Program and Course Approval (PCAH) Writing Team, has refined the calculations and guidelines for hours and units for credit courses and will be in the forthcoming 6 th edition of the PCAH. A summary of the policy change for hours and units authored by S. Davis, J. Mansfield, and M. Bowen was			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>reviewed. Procedures for entering credit courses in CurricuNet based on the new policy were discussed. Administrative Procedure 4020 will require revision. This issue will be postponed until the fall semester in anticipation of a final version from PCAH.</p>			
Future Agenda Items	<ul style="list-style-type: none"> • Parallel courses are under review by the Articulation Officers and they will notify DTRW-I when the issue is ready to be agendized – Articulation Officers • December 9 State Chancellors memo on non-substantial change for submissions – add to January agenda. 	Add to next agenda	January 8	Laurie Nusser
Adjournment	K. Hoffmans adjourned the meeting at 2:58 pm.			
Next Meeting Date:	January 14, 2015 – 1 pm, DAC Lakin Boardroom Submission deadline: January 8, 2015			

DRAFT

MOORPARK COLLEGE

New Programs/Degrees

Music Technology Certificate of Achievement

Units

19

New Courses

MUS M05	Beginning Electronic Music	3
MUS M07	Introduction to Music Business	3
NS M05L	Nursing Science Clinical Review	4.5
NS M18	Nursing Skills Summer Lab	1

New Programs/Degrees

Music Technology Certificate of Achievement 19 Units

The Music Technology Certificate of Achievement is designed for students seeking a career as a professional musician. It will better prepare a student to secure a job in the music industry by building skills related to music technology. After successfully completing this certificate a student could be hired as a composer, recording artist, music production assistant, assistant audio engineer, audio technician, assistant music supervisor, or artists & repertoire (A&R) assistant.

Required Courses: Complete the following courses (17 units): Units

MUS M02A	Music Theory I	3
MUS M02AL	Musicianship I	1
MUS M03	Introduction to Music Technology	3
MUS M05	Beginning Electronic Music	3
MUS M07	Introduction to Music Business	3
FTVM M40	Beginning Audio Production	3
MUS M80	Internship in Music	1

Elective Courses: Select and complete one of the following courses (2 units) Units

MUS M25A	Class Piano - Beginning I	2
MUS M25B	Class Piano - Beginning II	2
MUS M25C	Class Piano - Intermediate I	2
MUS M25D	Class Piano - Intermediate II	2

Additional Recommended Preparation (not part of the Certificate): It is highly recommended for career and transfer to complete a computer science course, such as: Units

CS M01	Introduction to Computer Science	3
CS M10A	Introduction to Computer Programming Using Structured C++	4
CS M10J	Introduction to Computer Programming Using Java	4

Total Units		19
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New Courses

MUS M05 Beginning Electronic Music 3 Units

Class Hours: 2 lecture, 3 lab

Introduces the techniques and elements of electronic music production. Includes topics such as synthesis, sampling, and MIDI sequencing. Requires the creation of compositions utilizing electronic music techniques. Applies to Associate Degree. Transfer Credit: CSU

MUS M07 Introduction to Music Business 3 Units

Class Hours: 3 lecture

Introduces the study of the music industry. Emphasizes and examines the various areas of the music business, the functions of each area, and the relationships between areas. Includes the topics of music publishing; copyright and intellectual property; music licensing; unions and guilds; performance rights organizations; personal and business financial management; artists and management; and recording industry. This course is intended for students majoring in music or anyone interested in the music and entertainment industry. Applies to Associate Degree. Transfer credit: CSU

NS M05L Nursing Science Clinical Review 4.5 Units

Class Hours: 13.5 lab

Provides structured remediation for returning intermediate to advanced nursing students in the application of patient-centered, evidence-based nursing care to 2-3 adult patients, in the acute care setting, with common to complex, acute, and chronic health care needs. Utilizes the nursing process related to health promotion and self-care deviations. Applies to Associate Degree.

NS M18 Nursing Skills Summer Lab 1 Unit

Class Hours: 3 lab

Provides application of theory from nursing science. Utilizes simulated clinical experience, computer-assisted instruction, audio-visual aids, case study discussions, and individualized instruction. Open-lab structure allows individually arranged lab hours. Applies to Associate Degree. Transfer credit: CSU

California Community Colleges
Chancellor's Office
1102 Q Street
Sacramento, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>

DATE: December 9, 2015 AA 15-34
VIA E-MAIL

TO: Chief Instructional Officers

FROM: Pamela D. Walker
Vice Chancellor, Education Services

SUBJECT: **Correction to the Policy Change Related to the Submission of Credit Course Nonsubstantial Change Proposals Letter**

The purpose of this communication is to correct Memorandum AA 15-29, dated October 27, 2015, titled "Policy Change Related to the Submission of Credit Course Nonsubstantial Change Proposals Letter." This memorandum provided information regarding the policy change to implement an expedited process of all Credit Course Nonsubstantial Change proposals requesting the colleges to attach a certification form to each of these proposals.

The correction is the Chancellor's Office will only require one certification form signed by Chief Instructional Officers (CIOs) on an annual basis and submitted to the Chancellor's Office rather than attaching one to every submitted Credit Course Nonsubstantial Change proposal. The annual certification form will be due July 1 of each year. A reminder of the renewal of the certification form will be sent out in May of each year. Also, the Chancellor's Office will conduct random spot checks of these proposal types to monitor data integrity.

In the meantime, The Chancellor's Office requests each CIO to sign and submit the attached certification form by **December 18, 2015**.

This policy change is for Credit Course Nonsubstantial Change Proposals only. At this time, the Chancellor's Office will continue to review Noncredit Course Nonsubstantial Change proposals.

The Chancellor's Office apologizes for the confusion and any inconvenience the previous memorandum may have caused. Should you have any questions or concerns, please contact Lebaron Woodyard at lwoodyar@ccco.edu or (916) 445-1780 or Jackie Escajeda at jescajeda@ccco.edu or 327-2066.

Attachment: Annual Credit Course Nonsubstantial Change Certification

cc: ASCCC
AAD Staff
System Advisory on Curriculum Committee

California Community Colleges Chancellor's Office

Annual Credit Course Nonsubstantial Change Certification

By signing this form, the Chief Instruction Officer (CIO) acknowledges and certifies that the credit course nonsubstantial change proposals that are submitted to the California Community Colleges Chancellor's Office (CCCCO) Curriculum Inventory system are accurate in accordance with the current CCCCCO Program and Course Approval Handbook (PCAH) ; that course hours and units are correct in accordance to CCCCCO Course Calculations; that the approved college/district course outline of record has been approved by the District Governing Board ((CCR, §55002(a)(1) & (b)).

Please note the Chancellors Office will be conducting random checks of these proposals to monitor data integrity.

Email a PDF of this form to: curriculum@cccco.edu

or

Mail the original form to: California Community Colleges Chancellor's Office
Attn: Academic Affairs Division
1102 Q Street, Suite 4550
Sacramento, CA 95811

I certify as the Chief Instructional Officer that _____
(college name)
has completed this process by signing this document.

Chief Instructional Officer (Signature) Date

Chief Instructional Officer (Print Name)