

Ventura County Community College District

2017-2018 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
Thursday, February 8, 2018 - 1:00 p.m. – 3:00 p.m.

- Members:** Chancellor’s Designee: Kim Hoffmans, Chair (VC)
 Faculty Co-Chair: Nenagh Brown (MC)
 Vice Presidents: Roy Vasquez (OC), Julius Sokenu (MC), Kimberly Hoffmans (VC)
 Faculty Chair/Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Michael Bowen (VC)
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Thao Brabander (VC), Traci Allen (MC Counseling – for L. Mai)
 Academic Senate Presidents: Diane Eberhardy (OC), Nenagh Brown (MC), Lydia Morales (VC)
 Administrative Officer to the Chancellor & Board of Trustees: Patti Blair (DAC)
- Guests:** Dave Fuhrmann
- Absent:** Letrisha Mai (on sabbatical Spring 2018), Patti Blair, Julius Sokenu, Roy Vasquez
- Recorder:** Sarah Ayala

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Announcements	<i>Nenagh Brown welcomed everyone and the meeting commenced at 1:04pm.</i>			
Conference Call with CurriQunet (1:00-1:15 p.m.)	<p><i>Call did not take place as CurriQunet representatives did not call in. Dave Fuhrmann to send them email regarding data migration services and the costs associated.</i></p> <p><i>Additional Notes: Contract has been signed with CourseLeaf CurriQunet is with us through January 2019, but we do not have a contract about data migration. We should look into our own backup as well. We should create a timeline for our plan during the switch. Anticipating a kick off conference call to set expectations, etc.</i></p>			
Approval of January 11, 2018 meeting notes	<i>Page 2: Under OC Submission – “Santa Cruz” and Huntington Beach, not “Laguna”</i>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p><i>Page 5: Under Regional Report... add "C" to "CCCO" and "Title V" should be "Title 5".</i></p> <p><i>Date at the top – should be 2018</i></p> <p><i>Minutes approved as amended.</i></p>			
Announcements	None			

CURRICULUM SUBMISSIONS

<p>New Degrees/Courses/Revised Courses</p> <p>Moorpark/Oxnard/Ventura Submissions</p>	<p><u>MOORPARK COLLEGE</u> No submissions</p> <p><u>OXNARD COLLEGE</u></p> <p>SAM Code Changes ESRM R100 Introduction to Environmental Science (D) Possibly Occupational (E) Non-Occupational</p> <p>TOP Code Changes IDS R102 Science, Technology, and Human Values 2205.00 2201.00</p> <p>MST R178 Geological Marine Resource Management 1920.00 1914.00</p> <p>FINAL RECOMMENDATION: <i>These revised courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary.</i></p> <p><u>VENTURA COLLEGE</u> New Courses ART V02D Art of the Ancient Mediterranean 3</p>			
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ART V09A Art of the Ancient Americas 3
BUS V61 Microsoft Word 3
BUS V62 Microsoft Excel 3
BUS V63 Microsoft PowerPoint 3
BUS V64 Computer Fundamentals and Productivity Tools 2
CJ V37 Introduction to Digital Forensics 3

Revised Courses

ART V11A Color and Design: Two Dimensional Design 3
ART V11B Color and Design: Color Theory and Practice 3
ART V15A Life Painting I 3

New Programs

A.S. Bookkeeping 18
Certificate of Achievement – Pre-Allied Health 12

TOP/SAM Code Changes

HED V22 Health and Social Justice ~~4306.00~~ **0837.00**
HMSV V96 Human Services Internship II
~~Occupational~~ **Possible Occupational**

ART V09A – C-ID is missing. Add “Aligned with ARTH 145”

*BUS Courses – aligned with noncredit courses that were recently brought forward to this committee
No labs on BUS V63 and BUS V64 – Department’s choice*

CJ V37 – C-ID is missing. Add “Aligned with ITIS 165”

ART V11A – add “UC” under transfer credit

ART V11B – add “UC under transfer credit

ART 15A – add “aligned with C-ID ARTS 210”. Add “UC” under transfer credit.

AS Bookkeeping: Remove GE Line and Degree Total line.

Pre-Allied Health: Take back to department to see if they want this to be CTE. Holding from going to the Board until we hear from the Department. Michael Bowen to contact Dan Clark

	<p><i>Top Codes/Sam Codes: Add course descriptions like the other ones for BOT approval</i></p> <p>FINAL RECOMMENDATION: <i>These new and revised courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary. HOLD Pre-Allied Health Program until we have heard back from the Department.</i></p>			
CURRENT BUSINESS				
<p>Discussion on 100% DE and field trips/site visits – M. Bowen</p>	<p><i>Field Trips/Site visits in courses that are 100% DE? How do we deal with this?</i></p> <p><i>Could you build an alternative into the course? This is a possibility, though that is not listed on the COR.</i></p> <p><i>Alternatives could be listed in the syllabus</i></p> <p><i>Do DE courses have to do District Field Trip form?</i></p> <p><i>Group thinks we need the clear definition of field trips – there is legal information in Title 5 – 55450 and 55451</i></p> <p><i>Until a solid definition of field trip is brought to the committee, it should be ok to have a field trip/site visit on a 100% online class</i></p>			
<p>Informational Items:</p> <p>AP/BP review summary spreadsheet</p> <p>2016/2017 DTRW-I Goals and Accomplishments</p> <p>2017/2018 DTRW-I Goals and Accomplishments</p>	<p><i>Items presented for review</i></p> <p><i>Not ready to move forward with AP/BP 4222.</i></p> <p><i>No comments</i></p> <p><i>No comments</i></p>	<p>Put AP/BP 4222 in "Items In Reserve" on agenda</p>		
<p>AP 4100: Graduation Requirements for Degrees and Certificates</p>	<p><i>MC Registrar Dave Anter brought this to DTRW-SS</i></p> <p><i>Small changes in Associate Degrees and Associate Degrees for Transfer.</i></p> <p><i>DTRW-SS wanted DTRW-I to review the small changes.</i></p> <p><i>DTRW-I Committee supports changes. AP ready to go back to DTRW-SS and on to further committees.</i></p>			

<p>AP 4255: Disqualification and Dismissal</p>	<p><i>Is the name supposed to be changed at the top title? Is this an error?</i> <i>Recommendation: Have BP 4250 retitled - change middle word from "disqualification" to "dismissal".</i></p> <p><i>Ok to go back to DTRW-SS. Recommend aligning AP title of 4255 with BP title of 4250 and to clarify operationally who petitions got through – ex at VC, they go through the VP of Student Services office. If it's a different process on each campus, then have a more general language of "designated Vice President".</i></p>			
<p>T5 GE Pattern – T. Brabander</p>	<p><i>Went to English and CTE programs to discuss proposal. CTE concerned that VC is moving faster on this proposal than the other colleges. Should we move forward at VC with the momentum, or wait for other campuses to catch up? Some are getting T5 confused with Guided Pathways Would like T5 to go to Curriculum Committee this month and back to DTRW-I for next month.</i></p> <p><i>MC brought it to CC as an information item. No vote. People wanted data. Response in general was good. Also brought it to various division meetings where response in general was not good.</i></p> <p><i>Recommendation: All colleges hold off on taking proposal to Academic Senates until Guided Pathways plan is done.</i></p>			
<p>Pop Up Item</p>	<p><i>Patti Blair maintains Board Policy chart. If anyone is interested in a copy of the chart, they are available.</i></p>			
<p>Future Agenda Items</p>	<p><i>No items were requested for the agenda at this time.</i></p>			
<p>Adjournment</p>	<p><i>N. Brown adjourned the meeting at 2:57 p.m.</i></p>			
<p>Next Meeting Date:</p>	<p><i>March 8, 2018– DAC Boardroom, 1pm</i></p>			