

Ventura County Community College District

2015-2016 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
February 11, 2016 - 1:00 p.m. – 3:00 p.m.
MEETING NOTES APPROVED AT MARCH 10 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:** Michael Trainor, Curriculum Tech, Moorpark College, Patricia Ewins, Interim Vice President, Student Services (for Kim Hoffmans)
- Absent:** Shannon Davis, Clare Geisen, Kim Hoffmans, Ken Sherwood
- Recorder:** Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of January 14, 2016 Meeting Minutes	L. Kama’ila welcomed everyone and the meeting commenced at 1:05 pm. L. Kama’ila chaired the meeting for K. Hoffmans and made introductions for Michael Trainor, Curriculum Technician, at Moorpark College. The January 14, 2016 meeting notes were approved as presented with abstention from M. Rees and P. Ewins.			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses	Curriculum Submissions: <u>MOORPARK COLLEGE</u> There was no submission.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>Moorpark/Oxnard/Ventura Submissions</p>	<p><u>OXNARD COLLEGE</u> There was no submission.</p> <p><u>VENTURA COLLEGE</u></p> <p><u>Reactivated Courses</u> B ESL N100A, Low-beg Communication Skills for Non and Ltd-Engl-Prof Students, Beginning Non-Credit ESL, 80 semester hours B ESL N100B, High-beg Communication Skills for Non and Ltd-Engl-Prof Students, High Beginning Non-Credit ESL, 80 semester hours B ESL N100C, Low-inter Communication Skills for Non and Ltd-Engl-Prof Students, Intermediate Non-Credit ESL, 80 semester hours B ESL N100D, High-Int Communication Skills for Non and Ltd-Engl-Prof Students, High Intermediate Non-Credit ESL, 80 semester hours Recommendation: The units will change to 87.5 on these courses. There was discussion regarding using the term “reactivated courses” when submitting to the State Chancellor’s Office and whether they would accept the reactivated courses category. It was recommended to revise the title when submitting as a substantive change. These reactivated courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><u>Revised Programs</u> Associate in Science in Basic Law Enforcement Academy, 35.5 Certificate of Achievement in Basic Law Enforcement Academy, 35.5 Recommendation: These revised programs will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p>			
<p>OLD BUSINESS</p>				

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
BP/AP 5070 Attendance – Revised Version	The Registrars provided a revised version of proposed AP 5070 Attendance which included more detail regarding faculty responsibilities and procedures for maintaining accurate attendance records. There was discussion regarding the title verbiage on Section E and F in the procedure (positive attendance courses and variable, open entry/exit). DTRW-I recommends revision of Section F to delete the word “variable” in all circumstances. AP 5070 will be reviewed by DTRW-SS after this meeting.			
New Business				
High Unit ADTs	<p>L. Mai stated there has been research conducted which is still under review. This information will also be shared with DTRW-SS when it becomes available. M. Rees requested further analysis encompassing the history of submitted curriculum that all campuses have completed to reflect back on what DTRW-I has accomplished during this academic year and requested this as a new ongoing procedure.</p> <p>This is internal information but would possibly be shared with the Board which would include the following information: Prerequisites, number of courses, ADTs, number of new certificates and degrees. Assessing the current status of DTRW-I at the end of the semester was suggested.</p> <p>A report was requested by April of this academic year for final assessment of the productivity of DTRW-I. This item will return to the March meeting.</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 • P/P Review Cycle – 3 years or 5 years? 			
Adjournment	L. Kama’ila adjourned the meeting at 2:20 pm.			
Next Meeting Date:	March 10, 2016 – 1 pm, DAC Lakin Boardroom Submission deadline: March 4, 2016			