

Ventura County Community College District

2015-2016 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
March 10, 2016 - 1:00 p.m. – 3:00 p.m.
MEETING NOTES APPROVED AT APRIL 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:** Howard Davis (for Lori Bennett)
- Absent:** Clare Geisen, Lori Bennett
- Recorder:** Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of January 14, 2016 Meeting Minutes	K. Hoffmans welcomed everyone and the meeting commenced at 1:05 pm. The February 11, 2016 meeting notes were approved as presented with abstention from S. Davis, K. Sherwood, and K. Hoffmans.			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses	Curriculum Submissions: <u>MOORPARK COLLEGE</u> There was no submission.			
Moorpark/Oxnard/Ventura Submissions	<u>OXNARD COLLEGE</u>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>New Courses CHEM R133, Organic Chemistry II, 3 CHEM R133L, Organic Chemistry II Laboratory, 2 Recommendation: These new courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>New Programs AA-T in Child and Adolescent Development AA-T in Elementary Teacher Education AS-T in Chemistry Recommendation/Notes: There was discussion regarding districtwide access to the AA-T for the Elementary Teacher Education program and possibly creating a hybrid online program. There was also discussion regarding the minimum qualifications for instructors and the general education listings in the catalog. Coordination of course offerings between campuses will be handled through the articulation officers. L. Mai will send out the standard language for utilization across the District.</p> <p>These new programs 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 AG V06, Introduction to Plant Science (with Laboratory), 4 ANTH V36, Forensic Anthropology, 3 DM V26, Diesel Engines, 2 DM V26L, Diesel Engines Laboratory, 3 ENGL V03A, Accelerated Introduction to English Composition, 5 ENGL V18, Children's Literature and Film, 3 ENGR V14, MATLAB: Programming and Problem Solving, 3 MATH V14, Prestatistics, 6 Recommendation/Notes: AG V06 will change to ASE</p>	<p>Send out the standard language for utilization across the District.</p>	<p>ASAP</p>	<p>L. Mai</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>V06. ENGL V03A will add the word “basic” to the title. C-ID will be added to all new courses. MATH V14 is a combined course and is, therefore, 6 units.</p> <p>These new courses with indicated revisions will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>Revised Courses ENGL V01C, Intro to Literature: Critical Thinking and Argumentative Writing – Advanced Composition and Critical Thinking, 4–3 MUS V31A, Private Lessons: Woodwinds, 3 0.5 MUS V31B, Private Lessons: Brass, 3 0.5 MUS V31C, Private Lessons: Strings, 3 0.5 MUS V31D, Private Lessons: Keyboards, 3 0.5 MUS V31E, Private Lessons: Classical Guitar, 3 0.5 MUS V31F, Private Lessons: Orchestral Percussion Instruments, 3 0.5 MUS V31G, Private Lessons: Music Composition, 3 0.5 MUS V31H, Private Lessons: Voice, 3 0.5 Recommendation/Notes: Ventura College is changing the descriptor and units on ENGL V01C to be more in alignment with Moorpark College. There was discussion regarding family of courses language on all music courses.</p> <p>These revised courses with indicated revisions will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>New Programs Associate in Arts in Elementary Teacher Education for Transfer, 50-51 units Associate in Arts in Music for Transfer, 21-22 units Recommendation: These new programs will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>Revised Programs</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Associate in Science in Basic Law Enforcement Academy, 35.5 Certificate of Achievement in Basic Law Enforcement Academy, 35.5 Recommendation/Notes: The revised programs will change “select 4 courses/2 units” to clarify the requirements and will also add the family course language. The phrase “the intersegmental general education transfer curriculum (IGETC-CSU) or” will be removed in all instances. IEGTC will be corrected to IGETC.</p> <p>These revised programs will go forward with indicated revisions to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p>			
OLD BUSINESS				
New Business				
High Unit ADTs	There was a proposal for Chemistry which will be implemented in the near future. Nursing will be the next program under review. This item will not return to the next agenda.			
VCCCD Board Policy and Procedure Review – Rick Post	R. Post provided a handout titled “VCCCD Policies and Procedures Review Cycle” with status of each policy and procedure. This document will be sent out to both DTRW-I and SS electronically by L. Nusser. The District will now move from a 2-year review cycle to a 5-year review cycle. There was discussion regarding which policy/procedures should be under review by DTRW-I and other governance committees. There was a suggestion to have an overlapping meeting between DTRW-I and DTRW-SS in the new academic year. The group will review the list and develop a prioritized list of policies/procedures for review of Chapter 4 during the next academic year.	Send to DTRW-I members	ASAP	Laurie Nusser
Future Agenda Items	<ul style="list-style-type: none"> • Comparable/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 – April meeting • Review progress towards committee goals 			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<ul style="list-style-type: none"> • DTRW-I Self Appraisal committee survey – L. Nusser to send example to R. Post for implementation. • Curriculum accomplishments will be brought forward to the April meeting. 			
Adjournment	K. Hoffmans adjourned the meeting at 2:20 pm.			
Next Meeting Date:	April 14, 2016 – 1 pm, DAC Lakin Boardroom Submission deadline: April 8, 2016			