

Ventura County Community College District

**2014-2015 Academic Year**  
**District Technical Review Workgroup – Instructional (DTRW-I)**  
**Meeting Notes**  
**October 9, 2014 - 1:00 p.m. – 3:00 p.m.**  
**MEETING NOTES APPROVED AT 11.13.14 DTRW-I MEETING**

**Members:** Chancellor’s Designee: Lori Bennett, Chair (MC)  
 Faculty Co-Chair: Linda Kama’ila (OC)  
 Executive Vice Presidents: Lori Bennett (MC), Carol Bogue (OC), Patrick Jefferson (VC)  
 Faculty Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Peter Sezzi (VC)  
 Additional Faculty Member: Graciela Casillas-Tortorelli (OC)  
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (VC)  
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Peter Sezzi (VC)  
 Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

**Guests:** Susan Bricker/Ventura College Registrar, Joel Diaz/Oxnard College Registrar, Karen Nicolas/Moorpark College Career Education Specialist, Celine Park/Ventura College CTE

**Absent:** Lori Bennett, Graciela Casillas-Tortorelli, Clare Geisen

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Approval of September 18, 2014 Meeting Minutes</b>	Dr. Jefferson welcomed everyone to DTRW-I and the meeting commenced at 1:08 pm.  The September 18, 2014 meeting notes were approved with minor changes.			
<b>CURRICULUM SUBMISSIONS</b>				
<b>New Degrees/Courses/Revised Courses</b>  <b>Moorpark/Oxnard/Ventura</b>	<b>Curriculum Submissions:</b>  <b><u>MOORPARK COLLEGE</u></b> <b>New Degrees</b> Pre-Allied Health Certificate of Achievement, 21.0			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Submissions</b>	<p><b>Recommendation:</b> This new degree will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><b><u>OXNARD COLLEGE</u></b></p> <p><b>New Courses</b>            AB R098, Short Courses in Automotive Body and Fender Repair, 1-4            ADS R198, Short Courses in Addictive Disorders Studies, 1-3            ANTH R101L, Introduction to Biological Anthropology, 1            DMS R198, Short Courses in Digital Media Studies, 3            ENVT R098, Short Courses in Environmental Control Technology, 1-4            FT R079, Fire Prevention 1, 2.5            HM R100, Introduction to the Hospitality Industry, 3            HM R112, Food and Beverage Management, 3            HM R116, Accounting for the Hospitality Industry, 3            HM R117, Front Office Procedures, 3            HM R119, Housekeeping Management, 3            HM R120, Facilities Management, 3            HM R122, Hospitality Human Resources Management, 3</p> <p><b>Recommendation:</b>            These new courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><b>Revised Courses</b>            CRM R100, Introduction to the Hospitality Industry, 3            CRM R112, Food and Beverage Management, 3            CRM R116, Accounting for the Hospitality Industry, 3            FT R083A, Fire Command 1A, 2.5            MATH R011, Elementary Algebra, 5            MATH R106, Business Calculus, 4            MATH R115, College Algebra, 3 4</p> <p><b>Recommendation:</b></p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>These revised courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><b>New Programs</b>  Proficiency Award in Administering Microsoft Windows  Proficiency Award in Cisco Networking  Proficiency Award in Office Software Specialist</p> <p><b>Recommendation:</b>  These new programs will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><b>Revised Programs</b>  AS and Certificate of Achievement in Addictive Disorders Studies</p> <p><b>Recommendation:</b> These revised programs will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><b><u>VENTURA COLLEGE</u></b>  <b>Revised Courses</b>  INTR V95, Internship I, 1-4  MATH V04, College Algebra, 4  MATH V05, Plane Trigonometry, 3  MATH V21A, Calculus with Analytic Geometry I, 5  MATH V21B, Calculus with Analytic Geometry II, 5  MATH V44, Elementary Statistics, 4</p> <p><b>Recommendation:</b> These revised courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p>			
<b>OLD BUSINESS</b>				
<b>BP/AP 4105 Distance Education</b>	This item will return to the November meeting after review at the campuses.	Add to November agenda	11.07.14	Laurie Nusser
<b>Articulated CTE courses-</b>	Karen Nicolas, Moorpark College Career Education			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Credit/Noncredit to letter grades – Patrick Jefferson</b>	Specialist and Celine Park, Ventura College CTE, attended the meeting to present the “ <i>Case for revised VCCCD Credit by Exam Policy Providing Letter Grade Credit for High School Students under Articulation</i> ” – due to time constraints this item was tabled for the current meeting and the Career Technical Education staff will return for the November meeting for presentation. They will also present at DTRW-SS.			
<b>BP 4050 no change AP 4050 Articulation</b> – sent back from 4.14.14 and 9.20.14 Chancellor’s Cabinet for clarification.	<p>There were additional suggested revisions made to AP 4050 during the meeting. The Articulation Officers will revise and send back to Ms. Nusser for distribution to the Academic Senates. If there are no issues from the Academic Senates this Board policy and administrative procedure will move forward to Chancellor’s Cabinet, Policy Committee, Consultation Council, subsequently to the full Board for approval.</p> <p>In September, there was discussion regarding the Career Education Specialist position, responsibilities within the administrative procedure, and whether the high school portion should be separated. The DTRW-I members made revisions to AP 4050 in the meeting; it was decided to delete the “Career Education Specialist” reference in the administrative procedure and replace it with “a dean or designee.”</p>	Review at Academic Senate meetings	ASAP	Mary Rees, Peter Sezzi, Linda Kama’ila
<b>AP 4102 Occupational/Vocational Technical Programs (no BP 4102 exists in BoardDocs and requires development)</b>	<p>The Articulation Officers will review and make recommended revisions. This will return to the November DTRW-I meeting for review.</p> <p>In September, it was recommended to bring BP/AP 4020 Program, Curriculum, and Course Development to this workgroup for review against AP 4102 Occupational/Vocational Technical Programs for consistency, comparison, and determine whether AP 4102 should be retired as the content may be covered under AP 4020. There is currently no BP 4102 in VCCCD policy and procedure or in the CCLC policy and procedure.</p>	Add to the November agenda	11.07.14	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Language for Math Courses &amp; Competency – Gloria Arevalo/Patrick Jefferson</b>	<p>The Articulation Officers submitted language to the Executive Vice Presidents, which met with their approval. The language was to return to campus Curriculum Committees for approval. Prior to this meeting, Ventura College was able to have this language approved by their Curriculum Committee. This item was tabled to the November meeting until Oxnard College and Moorpark College have had the chance to review the language in their Curriculum Committee meetings.</p> <p>In September, Ms. Arevalo requested the workgroup to develop language for multiple measures of assessment to add wording to the catalog. The phrase “involving multiple measures” was recommended as an addition to the math section of the catalogs. This will be reviewed at all the campuses by the Articulation Officers and will return to the October meeting. The English section will be reviewed by the Articulation Officers and then vetted with the Executive Vice Presidents.</p>	Add to the November agenda	November 7	Laurie Nusser
<b>Course Level C-ID Update</b>	Ms. Arevalo provided an update regarding course level C-ID.			
<b>BP/AP Status – Clare Geisen</b>	<p>The following items from DTRW-SS were approved by Chancellor’s Cabinet on September 22, 2014, to move forward to Policy Committee on October 15, 2014:</p> <ul style="list-style-type: none"> <li>• BP/AP 4100 Graduation Requirements for Degrees and Certificates: from 9/18/14 DTRW-I – to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.</li> <li>• BP/AP 5010 Admissions and Concurrent Enrollment: from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.</li> <li>• BP/AP 5015 Residence Determination: from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.</li> <li>• BP/AP 5020 Non Resident Tuition: from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.</li> </ul>			

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<b>New Business</b>				
<b>High School Articulation and Credit by Exam – Gloria Arevalo</b>	CTE Deans, AO's, High School Articulation personnel, and Registrars are conducting a follow-up meeting in late October/early November before this issue returns to DTRW-I.			
<b>Adjournment</b>	Dr. Jefferson adjourned the meeting at 3:02 pm.			
<b>Next Meeting Date:</b>	November 13, 2014 – 1 pm, DAC Lakin Boardroom Submission deadline: November 7, 2014			