

Ventura County Community College District

2016-2017 Academic Year

District Technical Review Workgroup – Instructional (DTRW-I)

Meeting Notes

October 13, 2016 - 1:00 p.m. – 3:00 p.m.

MEETING NOTES PRIOR TO APPROVAL AT FALL 16 DTRW-I MEETING

Members: Chancellor’s Designee: Kim Hoffmans, Chair (VC)
 Faculty Co-Chair: Nenagh Brown (MC)
 Executive Vice President and Vice Presidents: Julius Sokenu (Interim 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), Thao Brabander (VC)
 Academic Senate Presidents: Linda Kama’ila (OC), Nenagh Brown (MC), Alex Kolesnik (VC)
 Interim Vice Chancellor of Academic Affairs & Educational Services: Rick Post (DAC)

Recorder: Sarah Ayala, Curriculum Technician (VC)

Guest: Angelica Gonzales – Counselor (VC)

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>Approval of September 8, 2016 Meeting Minutes</p>	<p>After brief introductions, N. Brown welcomed everyone and the meeting commenced at 1:03pm</p> <p>Correction to minutes: MC New Programs need to be added. Commercial Dance and awards need to be added</p> <p>BIOL – change “Arts” to “Science” (new programs – VC)</p> <p>Kim – Would like to put the VC ECON ADT on the next board agenda. DTRW-I meeting has already approved it so it will move forward</p> <p>The September 8, 2016 meeting notes were approved as corrected.</p>			<p>S. Ayala made corrections on 9/8/16 notes.</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
CURRICULUM SUBMISSIONS				
<p>New Degrees/Courses/Revised Courses</p> <p>Moorpark/Oxnard/Ventura Submissions</p>	<p>Curriculum Submissions:</p> <p><u>MOORPARK COLLEGE</u></p> <p><u>New Courses</u></p> <p>BIOL M18 Human Biology for Pre-Allied Health, 3 ENGR M10 Programming and Problem Solving in MATLAB, 3 OPTI M01 Optical Materials Theory I, 3 OPTI M01L Optical Materials Clinical Lab I, 2 OPTI M02 Optical Materials Theory II, 3 OPTI M02L Optical Materials Clinical Lab II, 2 OPTI M03 Optical Dispensing Theory I, 3 OPTI M03L Optical Dispensing Clinical I, 2 OPTI M04 Optical Dispensing Theory II, 3 OPTI M04L Optical Dispensing Clinical Lab II, 2 OPTI M05 Contact Lens Theory I, 3 OPTI M06 Contact Lens Theory II, 3 OPTI M06L Contact Lens Clinical Lab II, 2 OPTI M10 Anatomy, Physiology, and Pathology of the Eye, 3 OPTI M11 Optical Materials Skills Lab I, 1 OPTI M12 Optical Materials Skills Lab I, 1 RADT M17 Healthcare Ethics, 3</p> <p><u>Revised Courses</u></p> <p>ICA M38A Intercollegiate Wrestling, 4 RADT M01B Radiographic Technique I, 3 RADT M02B Radiographic Technique II, 3</p> <p><u>New Programs</u></p> <p>Optical Technology – Associate in Science, 33</p> <p>DISCUSSION:</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Are OPTI M11 and OPTI M12 sequential courses? They are named the same. Suggestion was made the change M12 to include "Lab II"</p> <p>Suggestion was made to include "lab" only in M03L, and remove "II" from the title of M06L.</p> <p>It was suggested that BIOL M18 and BIOL M 16 might confuse students as they are similar courses. Further suggestion – combining into one course.</p> <p>FINAL RECOMMENDATION: <i>These new courses and programs 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>OXNARD COLLEGE</u> <u>Revised Courses</u> MUS R106 College Choir, 12</p> <p><u>New Programs</u> AA-T in Art History</p> <p>DISCUSSION: Total number of required units for AA-T Next to List C (continued) – units should be listed as 3-5</p> <p>MUS 106- cross off "s" in units</p> <p>Group asked for consistency on how items are submitted - Norm defined: New courses</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Revised courses New programs Revised programs Deleted Programs</p> <p>RECOMMENDATION: <i>It was recommended that these courses/programs move forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</i></p> <p><u>VENTURA COLLEGE</u></p> <p><u>New Courses</u> CD V64A Practicum in Early Childhood Education CD V04L Observation and Assessment Laboratory 30.5 unit CD V64B CD V66L Early Childhood Teaching Practicum Lab, 1</p> <p><u>Revised Courses</u> CD V64A Practicum in Early Childhood Education CD V04 Observation and Assessment 3-2.5 units CD V64B Practicum in Early Childhood Education: Field Experience CD V66 Early Childhood Teaching Practicum 3-2 units CD V11 Language and Literacy in Early Childhood Education 3-1 unit CD V14 Creative Arts in Early Childhood Education Visual and Performing Arts in ECE 31 unit</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>CD V19 Math and Science in Early Childhood Education Science, Technology, Engineering and Math in ECE</p> <p style="text-align: right;">31 unit</p> <p>DISCUSSION: CD V04L and CD V66L submitted as new courses even though they were technically revised. Changes are so substantial that we are treating them as new courses.</p> <p>Should they be in legislative format? Recommendation: Change presentation to regular text.</p> <p>Recommended – Leave lecture/lab co-requisites in lecture courses, and take out of lab courses.</p> <p>General discussion on decrease of units on CD V11, CD V14 and CD V19 related to California Commission on Teacher Credentialing Permits.</p> <p>FINAL RECOMMENDATION: <i>It was recommended that these courses move forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed, if needed. .</i></p>			
OLD BUSINESS				
BP/AP 4025 Philosophy & Criteria for Associate Degree and General Education (revisions) – Michael Bowen	DISCUSSION: Pg 2 of document - Take out things in yellow. New wording added. Minor verbiage changes.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Pg 2: Recommendation to change to area F to include “a minimum of 3 units” – for consistency with all 3 school catalogs. Pg 3: Section B “Sciences” should not be capitalized like the others. Last page: in 1 – add “CSU GE Breadth for STEM” and “IGETC for STEM” to text</p> <p>Recommendation: Send Board a clean copy – not legislative copy. Send Andrea Rambo both legislative and clean copy. Approval is recommended with changes listed above.</p> <p>Suggestion: Bring back to campuses a discussion of a 5th exception for programs that are both CTE and transfer to the District College General Education pattern (in AP 4025) as corrected by Michael.</p>	M. Bowen to send R. Post justification of changes memo and attachment		
<p>Review 15-16 DTRW-I Workgroup Goals / Accomplishments and Curriculum Accomplishments K. Hoffmans</p>	<p><i>Group reviewed document</i> <i>Numbering on document needs correction..</i> <i>R. Post – Document seems to include objectives and goals</i> <i>Group to think of goals/objectives for next time</i> <i>Agreed that the document presented at current meeting will serve for 2015-2016 and this year’s document will be created with suggested changes.</i></p>	S. Ayala to include wording at top of document to all for review		
<p>New Workgroup Goals - K. Hoffmans</p>				
<p>Comparable/Parallel Courses – Articulation Officers</p>				
<p>Articulation with Adult Education – Articulation Officers</p>				

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Review attachment to AP 7211 (Disciplines Unique to a College)				
New Unit Calculation	<i>Pam Walker memo</i>			
Draft a policy and procedure for credit/non-credit classes – R. Post				
Future Agenda Items	<ol style="list-style-type: none"> 1. <i>AP 4022 Course Approval Handouts presented and changes or recommendations were asked for at next meeting (attachments)</i> 2. <i>Credit by Exam</i> 			
NEW BUSINESS				
	<p><i>R. Post – CLU TAG document</i></p> <p><i>Discussion: District would like TAGS to be forwarded to them. How does this fit into an existing articulation agreement?</i></p> <p><i>Different approach would be VCCCD to come up with our own TAG and present that to colleges that inquire.</i></p> <p>RECOMMENDATION: – <i>Hold until further clarifications regarding current articulation and TAG agreements already in place are provided.</i></p>	AOs to send articulation agreement already in place to Rick Post and Andrea Rambo		
Items in Reserve	•			
Adjournment	<i>K. Hoffmans adjourned the meeting at 3:01pm</i>			
Next Meeting Date:	November 10 – 1 pm, DAC Lakin Boardroom Submission deadline: November 4, 2016			

