

Ventura County Community College District

**2017-2018 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
Thursday, November 9, 2017 - 1:00 p.m. – 3:00 p.m.**

Members: Chancellor’s Designee: Kim Hoffmans, Chair (VC)
 Faculty Co-Chair: Nenagh Brown (MC)
 Vice Presidents: Lisa Putnam (Interim 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)
 Academic Senate Presidents: Diane Eberhardy (OC), Nenagh Brown (MC), Lydia Morales (VC)
 Administrative Officer to the Chancellor & Board of Trustees: Patti Blair (DAC)

Guests:

Absent: Patti Blair, Michael Bowen, Nenagh Brown, Julius Sokenu

Recorder: Sarah Ayala

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Announcements	<i>K. Hoffmans welcomed everyone and the meeting commenced at 1:05pm.</i>			
Approval of October 12, 2017 Meeting Minutes	<i>Corrections to notes on OC’s submissions: Page 2 – CRM R107 – move to separate line Page 7 – ENGL 1A – change to Page 7 – “English R125…” UNITS (not “does”) not match “MC and VC’s…” Add – “Recommend that this course change to 3 units to align with C-ID and other District Colleges. Page 7 – MUS R140 – at the end, CMUS 100 should be 130.</i>			
Announcements	<i>Combo meeting to review AP/BPs with DTRW-SS? Thoughts? Hesitation from this committee because group is so big. This committee is not inclined to think a joint meeting would be beneficial.</i>			
CURRICULUM SUBMISSIONS				

<p>New Degrees/Courses/Revised Courses</p> <p>Moorpark/Oxnard/Ventura Submissions</p>	<p><u>MOORPARK COLLEGE</u> <u>CREDIT CURRICULUM</u></p> <p>New Courses</p> <p>CS M10P Introduction to Computer Programming Using Python Language, 4</p> <p>EDU M10 Developing Literacy in Diverse Classrooms, 3</p> <p>EDU M80 Internship in Education, 1-4</p> <p>HOSP M100 Introduction to Hospitality, 3</p> <p>HOSP M120 Hospitality Cost Control, 3</p> <p>HOSP M130 Introduction to Food and Beverage Management, 3</p> <p>HOSP M140 Introduction to Hotel Management, 3</p> <p>MUS M31 Musical Theatre & Opera Workshop, 1</p> <p>New Programs</p> <p>Associate in Science in Hospitality Management for Transfer (AST), 18-19</p> <p>Associate in Science in Environmental Science for Transfer (AS-T), 42-44</p> <p>Certificate of Achievement in Hospitality Management, 18</p> <p><u>NONCREDIT CURRICULUM</u></p> <p>New Courses</p> <p>ESL M901 High-Beginning Noncredit ESL, 61.25-70</p> <p>ESL M902 Low-Intermediate Noncredit ESL, 61.25-70</p> <p>ESL M903 High-Intermediate Noncredit ESL, 61.25-70</p> <p>ESL M904 Advanced Noncredit ESL, 61.25-70</p> <p>New Programs</p> <p>Certificate of Completion in English as a Second Language: Foundational, 122.5-140</p> <p>Certificate of Completion in English as a Second Language: Academic, 122.5-140</p> <p><i>CS M10P: Plan is to develop a certificate in Computer Science</i></p> <p><i>EDU M10: Requirement for a program at CSUCI</i></p> <p><i>HOSP Courses – OC expressed a concern regarding enrollments in their hospitality program – they are experiencing low enrollment and they don't want new courses to affect them further. OC is anticipating growth with new faculty that was just</i></p>			
---	---	--	--	--

*hired. They don't want it to be negatively impacted by a competing program.
College of the Canyons, who is also in our SCCRC region, also has a competing program.
DTRW-I group recommended that MC take this information back to college so that they are aware.*

MUS M32 should be MUS M31 – error in the Course ID

*AST Environmental Science – TMC came out in September
Concern over way course is presented – some may see it as confusing. MC to make List A look like List B to clarify possible confusion.*

Noncredit – ESL courses belong to 2 different Certificates of Completions

FINAL RECOMMENDATION: *These new and revised courses and/or programs will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary.*

OXNARD COLLEGE

New Courses

- ENGL R098L Intermediate Composition: Writing and Revision Support for ENGL R097, 2
- ENGL R198C College Writing Skills and Support, 2

TOP Code Changes

- BUS R120 Introduction to Business ~~0504.00~~ **0506.00**, 3

New Programs

- Associate in Science in Nutrition and Dietetics for Transfer (Nutrition and Dietetics AS-T), 25-30
- Associate in Science in Public Health Science (Public Health Science AS-T), 23-27
- Proficiency Award in Accounting for Entrepreneurs, 5.5
- Proficiency Award in Marketing for Entrepreneurs, 4.5
- Proficiency Award in Entrepreneurship, 9

ENGL courses – modeled after the California acceleration project requisite program. They are not basic skills and are experimental Courses

*ENGL R098L – non transferable
ENGL R198C - transferable*

Note: When listing honors courses, MC just uses a slash to separate honors and a non-honors co-listing to save space.

For Proficiency Awards, all campuses need clarification if these are being reported in MIS and Banner, and at the State.

FINAL RECOMMENDATION: *These new and revised courses and/or programs will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary.*

VENTURA COLLEGE
NONCREDIT CURRICULUM

New Courses

BUS N161 Microsoft Word, 0
BUS N162 Microsoft Excel, 0
BUS N163 Microsoft PowerPoint, 0
BUS N164, Computer Fundamentals and Productivity Tools, 0

Revised Courses

~~BIOL V31/ Introductions to Methods of Biotechnology and
BIOT V31 Molecular Biology~~
Applied Biotechnology with Laboratory, 2 4

~~BIOT V31/ Introductions to Methods of Biotechnology and
BIOL V31 Molecular Biology~~
Applied Biotechnology with Laboratory, 2 4

MUS V39 Introduction to Music Technology, 2 3
NS V20 Patient-Centered Care I and Family-Centered Care of Children, 9

SAM Code Changes

- BUS V02 Income Tax Fundamentals
~~Advanced~~ **Occupational**
- BUS V04 Computerized Payroll Accounting
~~Advanced~~ **Occupational**
- CD V10 Introduction to Children with Special Needs
~~Possibly~~ **Occupational**

TOP Code Changes

- BUS V17 Computer Applications 0514.00 **0506.00**
- BUS V90 Directed Studies in Business -0501.00 **0506.00**
- NS V31 ~~The Nursing Process Applied:~~ 1230.00 **1230.10**
~~Health Care Deviations II~~
**Patient-Centered Care II and Maternal
Newborn and Mental Health Nursing: 30-U**

SAM & TOP Code Changes

- NS V30 ~~The Nursing Process Applied to the Client~~
~~Health Care Deviations II~~
**Patient-Centered Care II and Maternal
Newborn and Mental Health Nursing**

Advanced Occupational, 4230.00 **1230.10**

- NS V40 ~~The Nursing Process Applied: Health Care~~
~~Deviations III~~
**Patient-Centered Care III and Transition
to Professional Practice**

Advanced Occupational, 4230.00 **1230.10**

- NS V41 ~~The Nursing Proc Applied to the Client w/ Hlth Care~~
~~Dev III~~
**Patient-Centered Care III and Transition
to Professional Practice: 30-UO**

Advanced Occupational, 4230.00 **1230.10**

BUS courses: VC will have them on the credit side, and these are the non-credit versions.

Total hours? Need them listed and on the COR.

Should the title be slightly different to avoid any confusion?

	<p><i>For credit courses counterparts – why aren't there labs associated with the Microsoft PowerPoint and Computer Fundamentals and Productivity Tools courses?</i></p> <p><i>BIOL V31/BIOT V31 – remove “formerly” BIOT V31/BIOL V31 – remove “formerly” Correction on C-ID – add “X” Make sure not to include note about letter grade in catalog. It was only there to present the change to the group.</i></p> <p><i>NSV20 does not need to go to the Board. Revise “No” to not be capitalized.</i></p> <p>FINAL RECOMMENDATION: <i>These new and revised courses and/or 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>			
CURRENT BUSINESS				
Faculty Co-Chair Election	<i>1 nomination for Nenagh Brown. Group voted - all in favor of electing Nenagh Brown as faculty co-chair.</i>			
Non-Credit Training: 1/18/18 or 1/25/18	<i>Noncredit training will be 1/18/17. Time TBA.</i>			
Regional Curriculum Meeting 1/18/17 in Long Beach	<i>Presented by Academic Senate and will be in Long Beach.</i>	Add to Dec Agenda. Update from anyone who attended		
Replacement for Current Curriculum Management System/COR Meeting Follow Up	<p><i>Dave Fuhrmann: CurricUNET rep can present to group. Next week – a few times via webinar. E-Lumen representative would like to present. Impressive list of colleges using it. But we'd have to use their SLO management system if we were to switch. Includes online catalog. Conference call to be set after last demo to make a decision. Goal is to get this to the Board in December. Dave to prepare Board presentation</i></p>			

	<i>Articulation Officer Meeting wrap-up: final consensus was that creating a common COR template between all 3 colleges is possible.</i>			
Continued Discussion: Accelerated Deadlines, Catalog Production & Catalog Disclaimer	<i>Regarding catalog disclaimer: Thao has been working on this and is bringing it to DTRW-I as it will affect all of our catalogs. Would like the blurb to become a District-wide thing in our catalogs. VC Curriculum Committee has seen the verbiage and approved implementation. Reps from OC and MC don't think Curriculum Committees at their campuses need to see this. Can move forward. With including this verbiage, we must still try to work with students as much as we can first before enforcing this language. We should be open and flexible. Group agreed to move forward with this verbiage in the catalogs.</i>			
2016/2017 Course Summary Sheet	<i>Due to time constraints, this item was postponed until the next DTRW-I Meeting</i>	<i>Put on Dec Agenda</i>		
2016/2017 DTRW-I Goals and Accomplishments	<i>Due to time constraints, this item was postponed until the next DTRW-I Meeting</i>	<i>Put on Dec Agenda</i>		
2017/2018 DTRW-I Goals	<i>Due to time constraints, this item was postponed until the next DTRW-I Meeting</i>	<i>Put on Dec Agenda</i>		
Previously Reviewed AP/BPs Follow Up Final Recommendation Spreadsheet 4021: Program Discontinuance	<i>Due to time constraints, this item was postponed until the next DTRW-I Meeting</i>	<i>Put on Dec Agenda</i>		
BP/AP 4020: Curriculum Development	<i>Due to time constraints, this item was postponed until the next DTRW-I Meeting</i>	<i>Put on Dec Agenda</i>		
Future Agenda Items	<i>No items were requested for the agenda at this time.</i>			
Adjournment	<i>K. Hoffmans adjourned the meeting at 2:58 pm.</i>			
Next Meeting Date:	<i>November 30, 2017 (AP/BP Review) – DAC Boardroom December 14, 2017 (DTRW-I) – DAC Boardroom</i>			