

Ventura County Community College District

2015-2016 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes

December 10, 2015 - 1:00 p.m. – 3:00 p.m.

MEETING NOTES APPROVED AT JANUARY 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:

Absent: Linda Kama’ila, Clare Geisen

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of October 8, 2015 Meeting Minutes	K. Hoffmans welcomed everyone and the meeting commenced at 1:05 pm. The November 12, 2015 meeting notes were approved as presented.			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses Moorpark/Oxnard/Ventura Submissions	Curriculum Submissions: <u>MOORPARK COLLEGE</u> Substantial Change ICA M36, Intercollegiate Women’s Golf, 3 4 Recommendation: This substantial change will go forward to Chancellor’s Cabinet, Consultation Council, and			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>subsequently to the Board for full approval.</p> <p><u>OXNARD COLLEGE</u> New Program Proficiency Award in Emergency Medical Responder – add summary to descriptor. Recommendation: This new program 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 DM V10, Diesel Preventive Maintenance, 2 DM V10L, Diesel Preventive Maintenance Lab, 1.5 DM V12, Diesel Electrical/Electronic Systems, 3 DM V12L, Diesel Elect./Electronic Systems Lab, 3 Recommendation: These new courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>Revised Courses AUTO V26LA, Automotive Brakes Service and Repair Laboratory-A, 1.5 AUTO V33L, Manual Transmissions and Driveline Laboratory, 1.5 Units AUTO V38L, Heating and Air Conditioning Laboratory, 1.5 Units AUTO V48, Smog Check Inspection Procedures, 3-2 BUS V94, Professional Reception Business Office Skills, 4 – this item will not move forward and will return to the campus for further clarification. Recommendation: There was discussion regarding combining auto classes. These revised auto courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval. BUS V94 will not move forward and will return to the campus for further clarification.</p>			
OLD BUSINESS				

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
DTRW-I Goals – Mary Rees	<p>Members reviewed the draft DTRW-I Goals and made revisions during the meeting which include:</p> <ul style="list-style-type: none"> • Strike number 3 completely • Remove “review and possibly” on number 6 • Add “awards” to number 1 • Correction to numbering – will now be a total of 4 goals • Add “make recommendations related to BP and AP on curriculum and instruction.” • Add 2nd sentence from DTRW-SS to second to last sentence on the charge of committee on the goals. <p>L. Nusser will revise the document with the changes above and distribute to DTRW-I members. The revised document will move forward to District Council on Accreditation and Planning (DCAP) for final review.</p>	Revise document, send to DTRW-I members, and forward to DCAP (sent 12.14.15)	ASAP	Laurie Nusser
BP/AP 5070 Attendance	Ventura and Moorpark College Academic Senates have reviewed and approved BP/AP 5070. L. Nusser to verify whether Oxnard College has approved BP/AP 5070.	Check with OC AS	ASAP	Laurie Nusser
BP/AP 5075 Course Adds and Drops	Ventura and Moorpark College Academic Senates have reviewed and approved BP/AP 5075. L. Nusser to verify whether Oxnard College has approved BP/AP 5075.	Check with OC AS	ASAP	Laurie Nusser
New Business				
Dial in for Meetings	There was discussion regarding allowing call-ins for the meetings on a regular basis. The group decided it would be handled on an as needed basis and will not be a regular practice.			
High Unit ADTs – Jerry Mansfield	This item was postponed to discuss at a later date.			
Units and Hours Calculations for Credit Courses	The Chancellor’s Office, in collaboration with the Program and Course Approval (PCAH) Writing Team, has refined the calculations and guidelines for hours and units for credit courses and will be in the forthcoming 6 th edition of the PCAH. A summary of the policy change for hours and units authored by S. Davis, J. Mansfield, and M. Bowen was reviewed. Procedures for entering credit courses in CurricuNet based on the new policy were discussed. Administrative Procedure 4020 will require revision. This			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	issue will be postponed until the fall semester in anticipation of a final version from PCAH.			
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 • December 9 State Chancellors memo on non-substantial change for submissions – add to January agenda. 	Add to next agenda	January 8	Laurie Nusser
Adjournment	K. Hoffmans adjourned the meeting at 2:58 pm.			
Next Meeting Date:	January 14, 2015 – 1 pm, DAC Lakin Boardroom Submission deadline: January 8, 2015			