

Ventura County Community College District

**2014-2015 Academic Year**  
**District Technical Review Workgroup – Instructional (DTRW-I)**  
**Meeting Notes**  
**February 12, 2015 - 1:00 p.m. – 3:00 p.m.**  
**MEETING NOTES APPROVED AT 3.12.15 DTRW-I MEETING**

**Members:** Chancellor’s Designee: Lori Bennett, Chair (MC)  
 Faculty Co-Chair: Linda Kama’ila (OC)  
 Executive Vice Presidents: Lori Bennett (MC), Raul Cardoza (OC), Lynn Wright (guest) (VC); Patrick Jefferson (via telephone)  
 Faculty Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Angelica Gonzales (VC)  
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (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)

**Absent:** Clare Geisen

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Approval of January 15, 2015 Meeting Minutes</b>	Dr. Bennett welcomed everyone to DTRW-I and the meeting commenced at 1:03 pm.  The January 15, 2015 meeting notes were approved a minor change and abstention of Jerry Mansfield.			
<b>CURRICULUM SUBMISSIONS</b>				
<b>New Degrees/Courses/Revised Courses</b>  <b>Moorpark/Oxnard/Ventura Submissions</b>	<b>Curriculum Submissions:</b>  <u><b>MOORPARK COLLEGE</b></u> <b>Deleted Degrees</b> Associate in Arts in Music, 38.0-40.0 Associate in Arts in Theatre Arts: Directing, 18.0-22.0 Associate in Science in Astrophysics, 47.0 Associate in Science in Health Information Management, 28.0-51.0 Associate in Science in Multimedia: Multimedia Animation,			

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	<p>31.0-41.0 Associate in Science in Multimedia: Multimedia Broadcast, 31.0-41.0 Associate in Science in Multimedia: Multimedia Business, 31.0-41.0 Associate in Science in Multimedia: Multimedia Communication, 31.0-41.0 Associate in Science in Multimedia: WWW Design, 31.0-41.0 Associate in Science in Photojournalism, 25.0 Multimedia: Multimedia Animation Certificate of Achievement, 31.0-41.0 Multimedia: Multimedia Broadcast Certificate of Achievement, 31.0-41.0 Multimedia: Multimedia Business Certificate of Achievement, 31.0-41.0 Multimedia: Multimedia Communication Certificate of Achievement, 31.0-41.0 Multimedia: WWW Design Certificate of Achievement, 31.0-41.0 Music: Choral Conducting Certificate of Achievement, 31.0-32.0 Music: Instrumental Conducting Certificate of Achievement, 31.0-32.0 Music: Vocal Performance Certificate of Achievement, 31.0-32.0 Photojournalism Certificate of Achievement, 25.0 <b>Recommendation:</b> These deleted degrees will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><b>New Courses</b> PHOT M30B, Advanced Photography II, 3.0 PHTC M31B, Studio Lighting II, 2.0 <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 Course</b></p>			

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	<p>ACCT M110, Financial Accounting, 3.0  <b>Recommendation:</b> This revised course 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>  There was no submission from Oxnard College.</p> <p><b><u>VENTURA COLLEGE</u></b>  A revised curriculum submission will be submitted to the President’s Office prior to distribution of the Board Agenda due to additional changes required throughout the document which was reviewed during the DTRW-I meeting.</p> <p><b>Revised Degrees/Programs</b>  Associate of Science Degree/Certificate of Achievement:  Automotive Technology  Associate of Science Degree/Certificate of Achievement:  Business Management  Associate of Science Degree/Certificate of Achievement:  Child Development  <b>Recommendation:</b> This revised degrees and programs will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><b>New Courses</b>  ART V50B, Handbuilding Ceramics II, 3 units  ART V50C, Handbuilding Ceramics III, 3 units  ART V50D, Handbuilding Ceramics IV, 3 units  The above courses will be revised to indicate these are a family of courses, which will include ART V50A, and will return to the Ventura College Curriculum Committee.  BUS V50, Public Relations, 3 units - the catalog description will be revised with an improved definition of PR.  HED V22, Health and Social Justice, 3 units  HED V32, Principles of Food with Lab, 3 units  <b>Recommendation:</b> These new courses will go forward to Chancellor’s Cabinet, Consultation Council, and</p>			

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	<p>subsequently to the Board for full approval.</p> <p><b>Revised Courses</b>            ART V50A, <del>Beginning</del> Handbuilding <b>Ceramics I</b>, 3 units  <b>Recommendation:</b> This revised course will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval  <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 4050 no change AP 4050 Articulation AP 4051</b>	BP/AP 4050 and AP 4051 will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.	Add to Cabinet Agenda	ASAP	Laurie Nusser
<b>AP 4102 Occupational/Vocational Technical Programs</b>	AP 4102 will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval. There were no changes to BP 4102.	Add to Cabinet Agenda	ASAP	Laurie Nusser
<b>BP/AP 4105 Distance Education</b>	The Oxnard College Academic Senate requested more time for review. Title 5 language is required. This item will return to the March meeting.			
<b>New Business</b>				
<b>AP 4235 Credit by Examination</b>	AP 4235 Credit by Examination was approved by DTRW-I. DTRW-SS will review the requested revisions and processes at their subsequent meeting.			
<b>Decision making Handbook</b>	Moorpark College requested review of the charge of this workgroup in the Decision Making Handbook and indicated that it requires alignment with PCAH standards. This item will not return to the March meeting and has been tabled until DCAP reviews the Handbook.			
<b>Earlier Registration Dates for Summer and Fall</b>	Allowing earlier registration dates have been proposed Districtwide. There was discussion regarding the impact on the various aspects of this issue including catalog deadlines and timing of curriculum submissions to the State Chancellor’s Office, as well as Banner issues. Dr. Bennett requested the workgroup to indicate any other issues or			

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	processes that may be affected. Various items were mentioned and Dr. Bennett tracked the items. This will be discussed at Chancellor's Cabinet. Summer registration will be addressed as a separate issue as immediate action is necessary.			
<b>Adjournment</b>	Dr. Bennett adjourned the meeting at 3:10 pm.			
<b>Next Meeting Date:</b>	March 12, 2015 – 1 pm, DAC Lakin Boardroom Submission deadline: March 6, 2015			