

Ventura County Community College District

2017-2018 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
Thursday, April 19, 2018 - 1:00 p.m. – 3:00 p.m.

Members: Chancellor’s Designee: Kim Hoffmans, Chair (VC)
 Faculty Co-Chair: Nenagh Brown (MC)
 Vice Presidents: Rojelio Vasquez (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), Traci Allen (MC Counseling – for L. Mai)
 Academic Senate Presidents: Diane Eberhardy (OC), Nenagh Brown (MC), Lydia Morales (VC)
 Administrative Officer to the Chancellor & Board of Trustees: Patti Blair (DAC)

Guests: None

Absent: T. Allen, P. Blair, D. Eberhardy, L. Mai (sabbatical), J. Mansfield

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 Quick introductions for Rojelio Vasquez who was attending today for the first time. Welcome, Rojelio!</i>			
Approval of March 8, 2018 meeting notes	<i>March 8, 2108 meeting notes were approved as presented.</i>			
Announcements	<i>None</i>			
CURRICULUM SUBMISSIONS				

**New
Degrees/Courses/Revised
Courses**

**Moorpark/Oxnard/Ventura
Submissions**

MOORPARK COLLEGE

New Courses

FTVM M94A Documentary Film Portfolio 1, 2

FTVM M94B Documentary Film Portfolio 2, 2

Revised Courses

CNSE M83 Intro Computer Forensics, ~~1, 5~~ **3**

CNSE M86 Firewall Administration, ~~1, 5~~ **3**

MATH M01B Elementary Algebra Part B, ~~3~~ **2**

MATH M03B Intermediate Algebra Part B, ~~3~~ **2**

TOP/SAM Code Changes

THA M03A Voice and Diction I **Non- Possibly** Occupational

CNSE courses should have legislative format to show the hour changes that correspond to the unit changes.

MATH M03B will be pulled from DTRW-I/Board consideration at this time. There is still discussion at MC regarding units for the course.

FINAL RECOMMENDATION: *These new and revised courses 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

AT R100 Alternative Fuels and Advanced Transportation
Technology, 3

AT R140 Automotive Steering and Suspension, 6

AT R150 Automotive Braking Systems, 6

COMM R114 Introduction to Communication Research, 3

CRM R101 Culinary Foundations, 1

DMS R120B Adobe Photoshop II, 3

HM R101 Introduction to Hotel Management, 3

HM R104 Sanitation and Environmental Control, 3

HM R123 Hospitality and Cost Control, 3

POLS R120 Political Theory, 3

New Noncredit Courses

ACCT R810 QuickBooks 1, 0

ACCT R811 QuickBooks 2, 0

TOP Code Changes

CRM R100 ~~Introduction to~~ **Principles of** the Hospitality Industry
~~4306.00~~ **1306.30**
CRM R110 ~~Food and Beverage~~ **Hospitality** and Cost Control
~~4306.00~~ **1306.30**
CRM R112 Food and Beverage Management
~~4306.00~~ **1306.30**
HM R112 Food and Beverage Management
~~4306.00~~ **1306.30**

New Programs

Associate in Arts in Hospitality Management for Transfer, 18-24
Associate in Arts in Deaf Studies, 19
Certificate of Achievement in American Sign Language, 19
Proficiency Award in Baking and Patisserie, 12.5
Certificate of Achievement in Baking and Patisserie, 15
Certificate of Achievement in Fitness Trainer, 18-23

Course notes:

In AT R100: should add C-ID line "C-ID: Aligned with ALTF 100X"

DMS R120B: 6th line of description, change "device" to "devices"

*In HM R101: C-ID line should say "Aligned with HOSP 140"
Second line of description, change "focuses" to "focus".*

In discussion of OC's noncredit courses, there was a comment made for helpful/informational purposes to the group:

Comment re: Noncredit ESL courses together.

*A question arose at VC when putting together noncredit courses:
Are NC courses lecture or lab? Do we have to specify in the hours?*

Response from ACCJC – you don't have to classify hours as lecture or lab hours. Can do just total hours.

Program notes:

Question: Why does the Associate in Arts in Deaf Studies and the Certificate of Achievement in American Sign Language have the same title, when the courses are the same?

Shannon to bring it up with the department.

	<p><i>In Proficiency Award in Baking and Patisserie, CRM R103A needs "Introduction to..." before "Baking Techniques"</i></p> <p>FINAL RECOMMENDATION: <i>These new and revised 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>VENTURA COLLEGE</u> Revised Courses ART V19 Three Dimensional Design, 3 ART V25A Beginning Sculpture I, 3 ART V25B Beginning Sculpture II, 3 ART V26A Intermediate Sculpture I, 3 ART V26B Intermediate Sculpture II, 3 ART V50A Handbuilding Ceramics I, 3 ART V50B Handbuilding Ceramics II, 3</p> <p>Hour changes to courses - revised to fit in with Carnegie, but also had hour changes</p> <p><i>Missing "II" from the ART V26B Title</i></p> <p><i>ART V25A: Instead of ARTS 240 (aligned), should be written "Aligned with ARTS 240"</i></p> <p>FINAL RECOMMENDATION: <i>These revised courses 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				
<p>Follow up from last meeting: Field Trips – N. Brown</p>	<p><i>A couple of meetings ago, we were talking about whether it was possible to have field trips with 100% DE courses. Nenagh spoke to Terry Cobos, and if you do a field trip in ANY course, on campus or online (in any form) you must do the paperwork (field trip request).</i></p>			

	<p><i>If you say you want students to go anywhere at any time in the semester – even student choice – you/they must do the paperwork. Even if the field trip is optional, you must do the paperwork. This would cover the student if anything should happen while they are on the field trip for insurance purposes. Suggestion: an email should go out to all faculty explaining these rules. Nenagh to ask Terry to compose an email to each campus so that everyone has the exact same information. Forms can be attached to email.</i></p>			
<p>General Update: BP/AP 4102 – Career Technical Education Programs</p>	<p><i>This BP/AP was taken to CTE workgroup and there were several concerns. Version presented at this DTRW-I meeting is the end version. It has been through MC senate council and the MC CTE committee. Additions/corrections are trying to make the BP/AP more clear.</i></p> <p><i>Do we need to take this back to the other two campuses to have the CTE workgroups and senate councils there look at it? Group decided yes. Bring back if there are any changes here – Seb to make legislative changes based on meetings.</i></p> <p><i>On this version, it says “Add Perkins” under legal. Needs link to Perkins information here.</i></p>			
<p>Update/Complete CourseLeaf paperwork</p>	<p><i>Client Project Managers: Kim Hoffmans, Julius Sokenu, Roy Vasquez</i> <i>Client Sponsor Stakeholder: Same as above (VPs)</i> <i>Client Main IT contact: Mike Rose</i> <i>Client Registrar Representative: Arlene Reed, Joel Diaz, David Anter</i> <i>Client Communication and Marketing Contact: Sarah Ayala, Ana Barcnas</i> <i>Client Content Expert: Michael Bowen, Jerry Mansfield, Shannon Davis (Curriculum Co-Chairs)</i></p> <p><i>Sarah to type up Shannon’s answers and the above contacts into a final document. Send to group then to Mike Rose. CourseLeaf CIM Delivery Date – CHANGE TO DEC 2018 from Shannon’s original answer.</i></p>	<p>Send to DTRW-I group to look over one more time and to Mike Rose</p>		
<p>Standing Item: Update on CourseLeaf – M. Rose</p>	<p><i>Item skipped</i></p>			

<p>April 26th Program Template Meeting – DAC Anacapa Room</p>	<p><i>Reminder for those interested in coordinating the program forms.</i></p>			
<p>May 3rd Conference Call with LeapFrog – Conference room?</p>	<p><i>Planning meeting before the DTRW-I meeting on May 10th Room at DAC <u>NOT</u> needed. All participants will call in from various locations.</i></p>			
<p>2018-2019 DTRW-I Meeting Dates</p>	<p><i>Meeting dates for next year for calendars</i></p>			
<p>New Title 5 Regulation on Credit Hours</p>	<p><i>Noncredit hours do not have to be split between lecture and lab hours. Can just be listed as “total hours”</i> Suggestion to revise AP on credit hours – AP 4020 – Curriculum Development Update. Needs to include unit to hours, and noncredit <i>Example – use 4620 from Merced on credit hour in their numbering system.</i> <i>Registrars from the campuses should be on the “taskforce” for noncredit items</i></p>	<p>For a Fall Agenda</p>		
<p>Letter Grade and Pass/No Pass Notation – M. Bowen</p>	<p><i>All campuses are under the impression that there are 3 kinds of grading: P&P only (pass/no pass), letter grade only, and student option. This isn’t what the catalog says, and we should make all 3 options clear in catalogs.</i> <i>Report on which grading option apply to which courses could probably be generated in Banner.</i> <i>Too late for this year’s catalog. Bring back on Fall agenda for group to further discuss and come up with appropriate language. (AP 4230, and AP 4232)</i></p>	<p>Re-agendize this item for a Fall agenda</p>		
<p>Pop Up Item</p>	<p><i>Nenagh – in earlier meeting with the Chancellor the topic of common course numbering was brought up again.</i> <i>First step would be to align numbers with the C-IDs</i> <i>Suggestion was everyone with a C-ID should bring those courses to DTRW-I with course ID changes</i> <i>Discussion around the table:</i> <i>Think about the ramifications, see where the problem areas would be with it all out on paper, to see if it’s worth doing with all the issues that may arise.</i> <i>Sometime in the Fall, we should look at a list of possible complications.</i> <i>We could also look at other places that have done this successfully. Did they start out that way? Or did they make the changes to have common course numbers along the way?</i> <i>Possibly create a spreadsheet for all 3 colleges with:</i> <i>College numbering, C-ID, possible change, notes</i></p>			

Future Agenda Items	<i>None other than those mentioned above</i>			
Adjournment	K. Hoffmans adjourned the meeting at 2:55pm			
Next Regular DTRW-I Meeting Date:	May 10, 2018– DAC Boardroom, 1pm			