

Ventura County Community College District

**2013-2014 Academic Year**  
**District Technical Review Workgroup – Instructional (DTRW-I)**  
**Meeting Notes - FINAL**  
**April 24, 2014 - 1:00 p.m. – 3:00 p.m.**  
**MEETING NOTES APPROVED AT 9.18.14 DTRW-I MEETING**

**Members:** Chancellor’s Designee: Erika Endrijonas, Chair, (OC)  
 Faculty Co-Chair: Mary Rees, Co-chair (MC)  
 Executive Vice Presidents: Erika Endrijonas (OC), Lori Bennett (MC), Patrick Jefferson (VC)  
 Faculty Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Peter Sezzi (VC)  
 Additional Faculty Member: Graciela Casillas-Tortorelli (OC)  
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (VC)  
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Art Sandford (VC)  
 Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

**Guests:** Dr. Jamillah Moore, Chancellor

**Absent:** Shannon Davis, Letrisha Mai, Gloria Arevalo (at CIAC Conference)

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Approval of March 27, 2014 Meeting Minutes</b>	Dr. Endrijonas welcomed everyone to DTRW-I and the meeting commenced at 1:08 pm.  The meeting notes were approved as presented.			
<b>CURRICULUM SUBMISSIONS</b>				
<b>New Degrees/Courses/Revised Courses</b>  <b>Moorpark/Oxnard/Ventura Submissions</b>	<b>Curriculum Submissions:</b>  <b><u>MOORPARK COLLEGE</u></b> <b>Deleted Degree</b> Associate in Science in Physics Degree <b>Recommendation:</b> This deleted degree will go forward to Chancellor’s Cabinet, Consultation Council, and			

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	<p>subsequently to the Board for full approval.</p> <p><b><u>OXNARD COLLEGE</u></b> There were no curriculum submissions from Oxnard College.</p> <p><b><u>VENTURA COLLEGE</u></b> There were no curriculum submissions from Oxnard College.</p>			
<b>OLD BUSINESS</b>				
<p><b>BP 4050 no change</b> <b>AP 4050 Articulation</b> – sent back from 4.14.14 Chancellor’s Cabinet for clarification.</p>	<p>There were concerns at the April 14, 2014 Chancellor’s Cabinet and this Administrative Procedure was returned to DTRW-I (4.24.14) for clarification.</p> <ul style="list-style-type: none"> <li>• Does it follow Ed Code as to total transferable credits?</li> <li>• In bullets under “New Articulation Agreements,” change “seeks unanimity” to “seek consensus.”</li> <li>• In bullets under “New Articulation Agreements,” change “College Dean and/or EVP” to “College Dean or EVP”</li> <li>• Statement following bullets, “In the event of a lack of district-wide consensus...EVP refers that proposal to the College President....” -- the presidents requested being brought into the process earlier.</li> </ul> <p>This item was discussed and changes were made during the meeting. This item will return to the fall meeting after returning the procedure to the Articulation Officers and the EVPs for discussion with the college presidents.</p>			
<p><b>AP 4100 Graduation Requirements for Degrees and Certificates</b></p>	<p>AP 4100 Graduation Requirements for Degrees and Certificates is currently on hold awaiting State information regarding P/NP. This item will return to the fall DTRW-I meeting.</p>			
<b>New Business</b>				
<p><b>DTRW-I Annual Self-Appraisal</b></p>	<p>The results of the DTRW-I Annual Self-Appraisal were reviewed. Due to the results, the meetings will now be held</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	on the 2 <sup>nd</sup> Thursday of each month to provide improved timing of submissions for Board agenda items. The next meeting will be held September 11, 2014 (this has since been rescheduled to September 18, 2014).			
<b>Comparable Course List (AO's will be at a conference for the April meeting; copy of list is to be forwarded to Chair/Co-Chair prior to meeting) – to be sent under separate cover by Gloria Arevalo.</b>	<p>The Articulation Officers provided a VCCCD C-ID Comparison spreadsheet and VCCCD Comparable Course List.</p> <p>There was discussion regarding how to present the information to the Board. It was decided to send the comparison list through the PACCS group prior to presentation to the Board. It was also agreed to send the list back to the Articulation Officer to add the C-ID number to the comparison list.</p> <p>The Comparable Course List is currently in draft form and is work in progress.</p>			
<b>Articulated CTE courses-Credit/Noncredit to letter grades – Patrick Jefferson</b>	This item was tabled to the fall meeting in September per request of Dr. Jefferson.			
<b>Adult Education Plan – Mary Rees</b>	Ms. Rees indicated the District is working on a plan for adult education and there is a Districtwide committee with local adult education organizations. The VCCCD head of the committee is Tim Harrison, Dean, Ventura College. Ms. Rees indicated VCCCD and adult education faculty should also be represented on this committee to provide adult education input, credit/non-credit issues, and discussion on minimum qualifications. All were in agreement regarding adding faculty members to this committee. Chancellor Moore indicated there is an AB 86 PowerPoint available on the State Chancellor's website.			
<b>Academic Senate Plenary – BS Degrees – Mary Rees</b>	Ms. Rees indicated Brice Harris, Chancellor, California Community Colleges, Chancellor's Office, provided a presentation at the Academic Senate Plenary and spoke in favor of AB 2558 Baccalaureate Degrees.			

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	<p>Ms. Rees also provided an update regarding the Student Scorecard and related goals, which was also presented at the meeting.</p> <p>Ms. Rees also reported on other various items coming up for review at State level.</p>			
<p><b>Next DTRW-I Chair for fall 2014</b></p>	<p>Dr. Moore, Chancellor, requested DTRW-I volunteers for Chair and Co-Chair for the 2014-15 academic year and indicated interested individuals should contact her via email.</p> <p>She also indicated there is a PACCS Policy Hearing on May 6 at Moorpark College and invited the workgroup to attend. Chancellor Moore requested a panel to present on AB 1456 Taskforce, which will include Ms. Rees, Dr. Duran, and Dr. Endrijonas. They will be on the first panel at the beginning of the meeting.</p>			
<p><b>Next Meeting Date:</b></p>	<p>September 18, 2014 – 1 pm, DAC Lakin Boardroom</p>			