

Ventura County Community College District

2016-2017 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
Thursday, May 11, 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: Linda Kama’ila (Interim OC), Julius Sokenu (Interim 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), Alex Kolesnik (VC)
 Policy and Administrative Procedures: Vice Chancellor, Educational Services: Rick Post (DAC)

Guests: None

Absent: Thao Brabander, Rick Post, Julius Sokenu

Recorder: Sarah Ayala

Notes:

| Agenda Item | Summary of Discussion | Action (If Required) | Completion Timeline | Assigned to: |
|------------------------------------|---|-------------------------|------------------------|--------------|
| Welcome and Announcements | N. Brown welcomed everyone and the meeting commenced at 1:08 pm. | | | |
| Approval of Meeting Minutes | The April 13, 2017 meeting notes were approved with minor corrections: Add Linda’s last name on first page Remove “per Letrisha” on top of page 2. The April 27, 2017 meeting notes were approved with corrections: <i>Page 2 – changes to notes on 4021. Notes to be resent via email for final check before posting to website.</i> | | | |

| Agenda Item | Summary of Discussion | Action (If Required) | Completion Timeline | Assigned to: |
|---------------|-----------------------|-------------------------|------------------------|--------------|
| Announcements | None | | | |

CURRICULUM SUBMISSIONS

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| <p>New Degrees/Courses/Revised Courses</p> <p>Moorpark/Oxnard/Ventura Submissions</p> | <p><u>MOORPARK COLLEGE</u></p> <p>New Courses CJ M07 - Principles of Civil Law, 3 COUN M23 - PASS Academy I, 0.5 HUM M11 - Conflict and the Human Condition, 3 HUM M14 - Humanities in the United States, 3</p> <p><i>Correction: change “lecture” to have uppercase L in HUM M11 for consistency.</i></p> <p><i>In course descriptions, MC leaves off “weekly” after lecture/lab hours – should it be added for consistency with the other 2 colleges? MC to take it back for discussion, but hasn’t been the practice in the past.</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> | | | |
|---|--|--|--|--|

OXNARD COLLEGE

New courses

FTVE R115 - Introduction to Podcasting and Digital
Storytelling, 3

Similar to the course at MC

*Under C-ID – “not applicable” is this something new that
the college is starting to add? Placeholder? Shannon to
ask Curriculum Tech at OC.*

FINAL RECOMMENDATION: *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.*

VENTURA COLLEGE

Reactivated Courses

FILM V07 - Audio Production, 3

Revised Courses

BUSV46 - Marketing, 3

BUS V95 - Business Internship I, 1-4

Reactivated Courses

FILM V02 - Film Production, 3

FILM V04 – Documentary Filmmaking, 3

*FILM V07: lecture/lab weekly hours are not in line with
Carnegie hours, but legal by Title 5.*

*Members of the workgroup are concerned with the
course not being in line with the Carnegie hours for
student equality among all 3 colleges*

Correction: Description to be a complete sentence.

*BUS V46/BUS V95 – Top code or SAM code changing
– must go through the Board due to new policies*

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| | <p><i>FILM V04: Corrections: Italicize field trips line. Delete line "course may be repeated..."</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><i>** if reactivation courses V02/V04 match what's in the state, it does not have to go back to the Board.</i></p> | | | |
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| CURRENT BUSINESS | | | | |
| <p>Discipline Minimum Qualifications Process</p> | <p><i>VC created a framework to determine MQ process so there is a clear policy in place. It was discussed at Senate and Curriculum Committee. Document includes processes for new courses and updated courses as well.</i></p> <p><i>At VC, MQs added to curriculum committee spreadsheet of courses for review at meetings.</i></p> <p><i>Also, a new line item in Curriculum Committee agenda for MQ discussion was added – similar to requisites and distance education additions.</i></p> | | | |
| <p>DTRW-I Annual Self-Appraisal Results</p> | <p><i>Main "issue", seems to be meeting length. Some are concerned the meeting is too long, and some feel that there isn't enough time for meetings.</i></p> <p><i>Recommendation for next year? Add May meeting to calendar – due to new enrollment process we may have more curriculum to get through at this time of year. Can always be canceled if needed.</i></p> <p><i>Good comment – "Collegiality on display with this group"</i></p> <p><i>Congratulations on a great year!</i></p> | | | |
| | <p><i>A discussion ensued regarding Combined Registration - currently set for April 2018.</i></p> <p><i>MC CC committee expressed concerned that they were not a part of the planning discussion</i></p> <p><i>It would be a good idea to be ready for this to move forward. Banner rolling will be in December.</i></p> | | | |

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| | <i>Curriculum Committees need to take a look at their deadlines.</i> | | | |
| | <p><i>Kim – everyone did a lot of great work this year – it is much appreciated.</i></p> <p>Linda's last DTRW-I meeting Alex leaving on sabbatical</p> | Sarah to make summary of 2016-17 new/revised courses of DTRW-I for review at Fall meeting | | |
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| Future Agenda Items | <p>2018 Goals 2016/2017 course summary sheet Discussion of AP/BP 4101</p> | | | |
| Adjournment | K. Hoffmans adjourned the meeting at 2:35 pm. | | | |
| Next Meeting Date: | Thursday, September 14, 2017 at 1:00pm – DAC Boardroom | | | |