

Ventura County Community College District

2014-2015 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes

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

MEETING NOTES APPROVED AT OCTOBER 8th DTRW-I MEETING

Members: Chancellor’s Designee: Kim Hoffmans, Chair (MC)
 Faculty Co-Chair: Linda Kama’ila (OC)
 Executive Vice President and Vice Presidents: Lori Bennett (MC), Patrick Jefferson (VC), Ken Sherwood (OC)
 Faculty 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: Ryan Petitfils, Ventura College; Rick Post, Director, Economic Development, Oscar Cobian, Oxnard College Vice President, Student Services

Absent:

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of August 27, 2015 Meeting Minutes	Kim Hoffmans, DTRW-I Chair, welcomed everyone, introductions were made for new members, and the meeting commenced at 3:10 pm. The August 27, 2015 meeting notes were approved as presented.			
Additional Agenda Items: Attendance and Adds and Drops Policy 5070 and 5075	Add to next DTRW-I agenda.	Add to October DTRW-I agenda	October 2	Laurie Nusser
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised	Curriculum Submissions:			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>Courses</p> <p>Moorpark/Oxnard/Ventura Submissions</p>	<p><u>MOORPARK COLLEGE</u> New Programs/Degrees Certificate of Achievement in Game Design, 21 Associate in Science in Game Design, 34-37 Recommendation: These new programs/degrees will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>New Courses CS M145, Computer Architecture and Organization, 3 CS M155, Discrete Structures, 3 GAME M110, Game Theory and Mechanics, 3 GAME M115, Game Level Design, 3 GAME M205, Mobile Game Development, 3 GAME M210, Game Design Studio, 3 Recommendation: There was discussion regarding prerequisites and C-IDs for CS M145 and CS M155. “Game Design Theory” was recommended as a name change for GAME M110, Game Theory and Mechanics to clarify this course is not a math course. This will be discussed at the campus Curriculum Committee before sending forward. These new courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>Revised Courses MATH M15, Introductory Statistics, 4 MATH M15H, Honors: Introductory Statistics, 4 Recommendation: Prerequisite “MATH M03 or MATH M03” will be corrected to reflect “MATH M03B” on both MATH M15 and MATH M15H. These revised courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><u>OXNARD COLLEGE</u> New Courses GLOS R102, Global Issues and Problems, 3 HIST R100AH, World History I, Honors, 3 Recommendation: HIST R100AH: The course description</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>will be amended to include the statement that students cannot complete both History and History Honors because credit will only be awarded to the first course completed. These new courses 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 GEOL V09, Earth Science with Lab, 4 Recommendation: These new courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p>			
OLD BUSINESS				
There were no items.				
New Business				
Definitions of substantial and non-substantial changes to curriculum – Decision Making Document – Mary Rees	<p>Ms. Rees indicated PCAH guidelines have changed and provided a revised version of the DTRW-I portion of the <i>Decision Making Handbook</i> to reflect these changes. There was discussion regarding what substantiates significant change to curriculum.</p> <p>The revisions will be reviewed at campus level at all colleges and will return to the October DTRW-I meeting. After review at campuses and DTRW-I the document will be reviewed at District Council on Accreditation and Planning (DCAP). Research will be completed by the Articulation Officers to ensure the Decision Making Document is in alignment with Board policies and procedures. Language from the DCAP <i>Decision Making Document</i> regarding workgroup membership will be integrated into the working document under review by campuses.</p>			
DTRW-I Goals	Tabled to next meeting.			
Future Agenda Items	BP/AP 5070 Attendance and BP/AP 5075 Course Adds and Drops are under review at DTRW-SS and will be brought to this workgroup for review before moving forward to Board			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Policy and Legislative Committee.</p> <p>The DTRW-SS versions of these policies and procedures will be distributed to the DTRW-I workgroup.</p>	<p>Send BP/AP 5070 and 5075 to DTRW-I group</p>	<p>ASAP</p>	<p>Laurie Nusser</p>
Adjournment	<p>Ms. Hoffmans adjourned the meeting at 1:54 pm.</p>			
Next Meeting Date:	<p>October 8, 2015 – 1 pm, DAC Lakin Boardroom Submission deadline: October 2, 2015</p>			