



District Technical Review Workgroup - Instructional (DTRW-I)

AGENDA

September 13, 2018 - 1:00 – 3:00 p.m.

DAC Lakin Board Room

Consent Agenda Items (10 minutes time certain)

- Approval of May 10, 2018 Meeting Notes
- Curriculum Submissions

MOORPARK COLLEGE

TOP/SAM CODE CHANGES

ARTH M100 Understanding Art	Art-Fine Arts, General
ARTH M110 History of Western Art: Prehistoric through Gothic	Art-Fine Arts, General
ARTH M120 History of Western Art: Renaissance through Modern	Art-Fine Arts, General
ARTH M130 History of Art: Asian	Art-Fine Arts, General
ARTH M150 History of Western Art: Modern through Contemporary	Art-Fine Arts, General
PHIL M80 Internship in Philosophy	Non-Advanced-Occupational

OXNARD COLLEGE

REVISED COURSE

FT R170 Firefighter I Academy	48 19 units
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VENTURA COLLEGE

REVISED COURSES

ART V13B Life Drawing II	3 units
ART V50D Handbuilding Ceramics IV	3 units
ART V51A Beginning Ceramics I	3 units
ART V51B Beginning Ceramics II	3 units
ART V52A Ceramic Design I	3 units

SAM CODE CHANGES

ART V26A Intermediate Sculpture I	Possibly Non Occupational
ART V26B Intermediate Sculpture II	Possibly Non Occupational
MUS V22A Advanced Chamber Music: Woodwinds	Possibly Non Occupational
MUS V22B Advanced Chamber Music: Brass	Possibly Non Occupational
MUS V22C Advanced Chamber Music: Strings and Keyboards	Possibly Non Occupational

CURRENT BUSINESS:

- Co-chair Election
- CourseLeaf Update – Mike Rose and Kim Hoffmans
- Revisiting AP 4103 due to Title 5 change
- New unit count
- Compressed calendar
- VCCCD common course numbering
- October meeting location
- Examining our current BP on curriculum to ensure it satisfies the CCCCCO requirements



ITEMS IN RESERVE:

Fall Agenda Items

- Standing Item: Update on CourseLeaf – Mike Rose
- Course Numbering (700 numbering) for Bridges – J. Mansfield
- Letter Grade/Pass No Pass notation in catalogs (continued from Spring 2018)
- New Title 5 Regulation on Credit Hours (continued from Spring 2018)
- C-ID/Common Course numbering on campus (continued from Spring 2018)
- Articulation Officers
 - AP/BP 4235: Credit By Examination
 - Military Credit Discussion
 - Articulation with Adult Education
 - TAG Agreements/Current Articulation Agreements
- BP/AP 4222 – Remedial Coursework

(Items in Reserve (continued))

- BP/AP 4020 – Curriculum Development
- T5 GE Pattern – T. Brabander
- Noncredit BP
- Common Core Numbering
- Coordinating DE Offerings

Ventura County Community College District

2017-2018 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes---DRAFT
Thursday, May 10, 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: Via phone for conference call: Sharon Oxford (Instructional Tech/Designer - VC), Olivia Long (Academic Data Specialist – VC), Nan Duangpun (Technical Data Specialist – VC)

Absent: Letrisha Mai (sabaatical), Patti Blair

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 1:08 p.m. Conference call with Leepfrog began immediately.</i>			
Approval of April 19, 2018 meeting notes	Approved as a consent agenda item with minor corrections: Spacing corrections needed on page 2 between the end of course title and unit number in Oxnard College submissions AT R100 and HM R123. Page 3 under Course Notes: “ART R100” should be ‘AT R100’ Page 5: Remove Traci Cavillo from list for Courseleaf			
Announcements	<i>None</i>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
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CURRICULUM SUBMISSIONS

<p>New Degrees/Courses/Revised Courses</p> <p>Moorpark/Oxnard/Ventura Submissions</p>	<p><u>MOORPARK COLLEGE</u> New Courses MATH M707 Bridge to College Algebra and Trigonometry, 0.5 MATH M725A Bridge to Calculus with Analytic Geometry I, 0.5 MATH M725B Bridge to Calculus with Analytic Geometry II, 0.5 THA M29 Production makeup SFX, 3</p> <p>TOP/TOP/SAM Code Changes MATH M01 Elementary Algebra 170100 – General Mathematics 1702.00 Math Skills</p> <p>MATH M01A Elementary Algebra Part A 170100 – General Mathematics 1702.00 Math Skills</p> <p>THA M09A Acting for Film and Television I 060400 – Radio and Television 1007.00 Dramatic Arts; Clearly Occupational Non-Occupational</p> <p>THA M09B Acting for Film and Television II Possibly Occupational to Non-Occupational.</p> <p>THA M09C Acting for Film and Television III Possibly Occupational to Non-Occupational.</p> <p>THA M09D Acting for Film and Television IV Possibly Occupational to Non-Occupational.</p> <p>THA M14A Improvisational Comedy I Possibly Occupational to Non-Occupational.</p> <p>THA M18 Auditioning Techniques Possibly Occupational to Non-Occupational.</p>			
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Course Notes: The math Bridge courses (MATH M7xx) have incompatible units/hours. Was it meant to have: 0 lecture, 1.5 hour lab weekly, rather than 1.5 hour, 0 lab weekly?

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

No Submission

VENTURA COLLEGE

Revised Courses

ART V50C Handbuilding Ceramics III, 3

EAC V32 Job-Seeking Strategies, 1.5

~~EMT V04~~ **EMS V10** Emergency Medical Technician, **8.5**

~~EMT V40~~ **EMS N119** Emergency Medical Technician

Recertification **Refresher Course, 2 0**

KIN V85 Personal Fitness Training for Certification: **NASM CPT PREP, 3**

SAM/TOP Code Changes

CJ V18 Drug Investigation and Enforcement

~~Possible~~ Occupational

CJ V30 Victimology - ~~Non~~ Occupational

CJ V90 Directed Studies in Criminal Justice

Advanced Occupational

GEOG V96 Geography Internship II ~~Non~~ **Possible** Occupational

KIN V84 Introduction to Athletic Training - ~~0837.00~~ **0835.20**

New Program

Certificate of Achievement: Associate Teacher 12 units

Deleted Programs

~~Proficiency Award: Bookkeeping 15 units~~

~~Proficiency Award: Mental Health Rehabilitation Practitioner 11 units~~

	<p><i>Course Notes: Remove UC notation from AG V43, KIN V13, and KIN V33.</i></p> <p><i>Capitalization and sentence corrections in EMS V10L</i></p> <p><i>CJ V90 total hours should be 52.5 to 315, not 54 to 324. This is a holdover from when semesters were 18 weeks. Also needs to be fixed in our local Curricunet, and possibly approved as a technical correction at curriculum committee.</i> <i>Course pulled from DTRW-I agenda until Fall meeting.</i></p> <p><i>Program Notes: For COA Associate Teacher: Clarify courses.</i> <i>List A: Choose one (3) three unit course:</i> <i>List B: Choose a minimum of three (3 units)</i></p> <p>FINAL RECOMMENDATION: With the exception of CJ V90, <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>			
CURRENT BUSINESS				
CourseLeaf Demo:	<p><i>Requested sample outline used from Citrus College - will be sent</i> <i>Can we have access to the "dummy" program (Lilypad University)? Yes – "sandbox" will be made for us to experiment with.</i></p>	<p>Sarah to send list of attendees to Leepfrog team</p>		
Welcome/Project Call with CouseLeaf Representatives	<p><i>Conference call with Bryan Blackwell, Leah Moore and Persephonae Rivas from Leepfrog/CourseLeaf</i></p> <p><i>Limited Notes:</i> <i>This is scheduled to be an 8 month project. Leepfrog is not comfortable quoting less. A lot of that depends on client/Leepfrog communication, and getting information from CurricUNET/Governet.</i></p>			

*Business Requirements phase will be next: getting Banner/CurricUNET data as well as forms used/needed
Leepfrog team will review curriculum information and catalog information from all 3 colleges. Leepfrog team is aware of our current catalog deadlines.*

Taking 3 different college materials – how does that translate? Leepfrog understands current forms are somewhat different, but we will also send the new forms we have been working on to streamline and make the processes similar.

Next step on forms: Take current forms we've been working on – compare with Banner and see what is missing. Also take example from Citrus College to figure out what information is needed from CurricUNET.

*Timeline for gathering Business Requirements? Typically a 4 week timeframe to receive requirements. This is more of a guideline than a set standard – depends on how things go in getting information from CurricUNET.
Ok to send items in pieces. Does not have to all be sent as a whole project.*

*How to send large files? Is there a sharedrive?
Dropbox site has been created.
Dropbox has folders now with listed files that are needed to get the project going. Leepfrog team to send link via email.*

Our goal is to get all business requirements back in 4 weeks if not earlier to continue.

Project takes 8 months to implement. Time starts after all of the business requirements have been sent to Leepfrog. We are looking at an end of project date in February if there are no additional delays.

Banner data can be continuously uploaded by Leepfrog with changes entered. CurricUNET information would not work that way.

Can Leepfrog initiate some sort of project calendar?

	<p><i>Yes - They can put together a general timeframe indicating the time needed by Leepfrog staff to complete each step. Some steps are completely driven by the DAC team.</i></p> <p><i>Pilot meeting – onsite meeting for 1 to 1.5 days.</i></p> <p><i>Follow up emails to be sent from Leepfrog Team: mock timeline, access to drop box, citrus college example, sandbox of Lilypad University.</i></p>			
Set Date for Pilot Meeting with CourseLeaf/LeepFrog	<i>Cannot complete this step until Business Requirements have been received by the Leepfrog Team.</i>			
Pop Up Item	<p><i>Set up new meeting for June 5, 2018 1pm – 3pm</i> <i>Invite DTRW-I, and Academic Data Specialists from the 3 colleges.</i> <i>To discuss: Business Requirements Submission</i> <i>Common Course Outline and Program Outline</i></p> <p><i>Each college to submit Noncredit and credit COR – Curriculum Techs to send</i> <i>Examples of Lab and Lectures, Programs - 4-5 examples total.</i> <i>Send to Sarah to drop into dropbox by Thursday May 18.</i></p> <p><i>Workflow for process curriculum goes though. Curriculum Techs to send. Send to Sarah by Thursday May 18</i></p> <p><i>Mike Rose to contact CurricUNET to see what options are available for information extraction.</i></p> <p><i>Kim to ask Leepfrog about what exactly is needed from the catalog. Deadlines for catalog is May 22nd.</i></p>	<i>Sarah to send invite</i>		
Future Agenda Items	<i>None</i>			
Adjournment	<i>K. Hoffmans adjourned the meeting at 3:25pm</i>			
Next CourseLeaf Meeting	<i>June 5, 2018 – DAC Boardroom, 1pm</i>			
Next Regular DTRW-I Meeting Date:	<i>September 13, 2018– DAC Boardroom, 1pm</i>			

MOORPARK COLLEGE

SAM Code Changes

ARTH M100	Understanding Art	Art <i>Fine Arts, General</i>
ARTH M110	History of Western Art: Prehistoric through Gothic	Art <i>Fine Arts, General</i>
ARTH M120	History of Western Art: Renaissance through Modern	Art <i>Fine Arts, General</i>
ARTH M130	History of Art: Asian	Art <i>Fine Arts, General</i>
ARTH M150	History of Western Art: Modern through Contemporary	Art <i>Fine Arts, General</i>
PHIL M80	Internship in Philosophy	Advanced <i>Non Occupational</i>

TOP/SAM Code Changes (continued)

ARTH M150 History of Western Art: Modern through Contemporary 3 units
C-ID: ARTH 150 (aligned)
Hours: 3 lecture, 0 laboratory weekly
Investigates the theory and practice of visual arts and architecture from about 1850 to the present. Examines the various movements and explores how they reflect social and technological changes in the modern western era, including globalization in art.
Formerly ART M01C, ART M13, ARTH M13. Transfer Credit: CSU; UC.
*Note: TOP Code change: ~~1002.00 Art~~ **1001.00 Fine Arts, General***

PHIL M80 Internship in Philosophy 1 – 4 units
Prerequisite: Completion of or concurrent enrollment in one course in the discipline and instructor approval.
Hours: 0 lecture, 3 - 12 laboratory weekly
Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience.
Transfer Credit: CSU.
*Note: SAM Code Change: ~~Advanced~~ **Non Occupational***

OXNARD COLLEGE

Revised Course

FT R170

Firefighter I Academy

~~48~~ **19** units

OXNARD COLLEGE

Revised Course

Page 2

FT R170	Firefighter I Academy	18- 19 units
Prerequisites:	EMT R169 and FT R151	
Advisories:	FT R154, FT R161, and R167	
Limitations:	Admission to the fire academy, medical clearance, and lung function (spirometry) test.	
Hours:	10 lecture, 24 27 lab hours weekly	
C-ID:	Not applicable	

The Oxnard College Regional Fire Academy (OCRFA) provides the skills and knowledge needed for the entry level firefighter, career or volunteer, to perform duties safely, effectively, and competently. The seven overarching themes of the California State Fire Fighter I curriculum are: General knowledge germane to the profession, fire department communications, fireground operations, rescue operations, preparedness and maintenance, wildland suppression activities, and hazardous materials/WMD. All exams require an 80% passing grade for all academic and manipulative tests per State Fire Marshal requirements. Students are expected to obtain all required uniforms and safety equipment. State certification costs are the responsibility of the student. Field trips will be required.

Transfer credit: CSU

VENTURA COLLEGE

Revised Courses

ART V13B	Life Drawing II	3 units
ART V50D	Handbuilding Ceramics IV	3 units
ART V51A	Beginning Ceramics I	3 units
ART V51B	Beginning Ceramics II	3 units
ART V52A	Ceramic Design I	3 units

SAM Code Changes

ART V26A	Intermediate Sculpture I	Possibly Non Occupational
ART V26B	Intermediate Sculpture II	Possibly Non Occupational
MUS V22A	Advanced Chamber Music: Woodwinds	Possibly Non Occupational
MUS V22B	Advanced Chamber Music: Brass	Possibly Non Occupational
MUS V22C	Advanced Chamber Music: Strings and Keyboards	Possibly Non Occupational

Revised Courses (continued)

ART V52A Ceramic Design I 3 units
Prerequisite: ART V51B
Hours: 2 1 lecture, -4-6 laboratory weekly
This course is an introduction to applied design and the use of glazes on ceramic work.
Students will explore design techniques such as texture, incising, carving, scraffito, wax resist,
and slip/engobe.
Field Trips may be required. Formerly Art 52A. Transfer Credit: CSU; UC.
*Note: SAM code change: ~~Possible~~ **Non-Occupational***

SAM Code Changes

ART V26A Intermediate Sculpture I 3 units

Prerequisite: ART V25B

Hours: 1 lecture, 6 laboratory weekly

This is an intermediate level studio course in the fundamentals of sculpture techniques. Special emphasis will be on wood carving, clay construction, and stone conceptual construction. Live models will be used.

Field Trips may be required. Formerly Art 26A. Transfer Credit: CSU; UC.

*Note: SAM code change: ~~Possible~~ **Non-Occupational***

ART V26B Intermediate Sculpture II 3 units

Prerequisite: ART V26A

Hours: 1 lecture, 6 laboratory weekly

This is an intermediate level studio course in the fundamentals of sculpture techniques. Special emphasis will be on stone carving, wood construction, and direct wax methods with human form as subject matter. Live models will be used.

Field Trips may be required. Formerly Art 26B. Transfer Credit: CSU; UC.

*Note: SAM code change: ~~Possible~~ **Non-Occupational***

MUS V22A Advanced Chamber Music: Woodwinds 1 unit

Prerequisite: MUS V21A or equivalent skills

Enrollment Limitations: **Audition Required**

C-ID: MUS 180 (aligned)

Hours: 3 laboratory weekly

This course will provide students an opportunity to rehearse and perform in advanced small woodwind or mixed ensembles. Emphasis will be on ensemble balance, musical phrasing, dynamics, and interpretation. Repertoire will be taken from standard classical literature for woodwind or mixed ensembles, including 20th century and contemporary repertoire.

Field Trips may be required. May be taken for a maximum of 4 times. Formerly Mus 22A.

Transfer Credit: CSU; UC.

*Note: SAM Code Change: ~~Possibly~~ **Non-Occupational***

MUS V22B Advanced Chamber Music: Brass 1 unit

Prerequisite: MUS V21B or equivalent skills

Enrollment Limitations: **Audition Required**

C-ID: MUS 180 (aligned)

Hours: 3 laboratory weekly

This course will provide students an opportunity to rehearse and perform in advanced small brass or mixed ensembles. Emphasis will be on ensemble balance, musical phrasing, dynamics, and interpretation. Repertoire will be taken from standard classical literature for brass or mixed ensembles, including 20th century and contemporary repertoire.

Field Trips may be required. May be taken for a maximum of 4 times. Formerly Mus 22B.

Transfer Credit: CSU; UC.

*Note: SAM Code Change: ~~Possibly~~ **Non-Occupational***

SAM Code Changes (continued)

MUS V22C Advanced Chamber Music: Strings and Keyboards 1 unit
Prerequisite: MUS V21C ~~or equivalent skills~~
Enrollment Limitations: **Audition Required**
C-ID: MUS 180 (aligned)
Hours: 3 laboratory weekly

This course will provide students an opportunity to rehearse and perform in advanced small string, keyboard or mixed ensembles. Emphasis will be on ensemble balance, musical phrasing, dynamics, and interpretation. Repertoire will be taken from standard classical literature for string, keyboard or mixed ensembles, including 20th century and contemporary repertoire.

Field Trips may be required. May be taken for a maximum of 4 times. Formerly Mus 22C.

Transfer Credit: CSU; UC.

*Note: SAM Code Change: ~~Possibly~~ **Non-Occupational***