

Ventura County Community College District

2017-2018 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
Thursday, September 14, 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: Lisa Putnam (Interim 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)
 Academic Senate Presidents: Diane Eberhardy (OC), Nenagh Brown (MC), Lydia Morales (VC)
 Policy and Administrative Procedures: Vice Chancellor, Educational Services: Rick Post (DAC)

Guests: N/A

Absent: Diane Eberhardy

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 1:40 pm. (due to late finish to presentation before the meeting)</i> <i>Brief introductions around the room. Welcome Lydia and Lisa!</i>			
Approval of May 11, 2017 Meeting Minutes	<i>Minutes review was postponed until the next meeting due to time constraints. If you see any glaring errors, email Sarah</i>			
Announcements	<i>None</i>			
CURRICULUM SUBMISSIONS				

New Degrees/Courses/Revised Courses	<u>MOORPARK COLLEGE</u> New Courses CD M03H Honors: Child, Family and Community,3 CD M18 Reflective Practice Seminar, 2 CD M70 CA Preschool Foundations and Frameworks: Social and Emotional Development, 1 CD M71 CA Preschool Foundations and Frameworks:			
Moorpark/Oxnard/Ventura Submissions				

	<p>Language/Literacy,1 CD M72 CA Preschool Foundations and Frameworks: English Language,1 CD M73 CA Preschool Foundations and Frameworks: Mathematics,1 CD M74 CA Preschool Foundations and Frameworks: Visual Arts, 1 CD M75 CA Preschool Foundations and Frameworks: Performing Arts 1 CD M76 CA Preschool Foundations and Frameworks: Physical Development ,1 CD M77 CA Preschool Foundations and Frameworks: Health,1 CD M78 CA Preschool Foundations and Frameworks: History/Social Science,1 CD M79 Preschool Foundations and Frameworks: Science,1 CIS M100 Keyboarding Speed and Accuracy,1.5 CIS M102 Microsoft Outlook,1.5 CIS M104 Microsoft Windows, 3 CIS M120 Microsoft Word, 3 CIS M124 Microsoft Excel,3 CJ M12 Introduction to Conflict Resolution, 3 KIN M21 Strength and Conditioning for Performance, 3 RBT M01 Registered Behavior Technician: Knowledge Skills, 2.5 RBT M01L Registered Behavior Technician: Clinical Applications, 0.25</p> <p>Revised Courses CIS M46140 Introduction to Information Systems 43</p> <p>New Programs/Degrees Business Information Application – Certificate of Achievement,21 Fundamentals of Law – Certificate of Achievement,18 Transitional Kindergarten – Certificate of Achievement, 24 Registered Behavior Technician- Proficiency Award, 2.75</p> <p><i>Business Information Application – COA CIS M28 needs a new number. Needs to be treated as a new course.</i></p> <p><i>Fundamentals of Law – COA CJ M12 is the only new course in this one. All others are current courses. Transitional Kindergarten COA On list courses from CD M18 – CD M79 are new</i></p>			
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*CIS courses are revivals of past courses.
Would they want to provide a non-credit partner to be taught at
the same time in the classroom?*

CJ M12 course will go on the Fundamentals of Law COA

*KIN M21 – will be on the Exercise/Fitness program that is being
developed.*

CIS M140 (Revised) is revised to 3 units.

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.*

OXNARD COLLEGE

New Courses

PE R115 Group Fitness Teaching Pass/No Pass

*This course should be a 3 unit course – typo
It’s “Pass/No Pass” at the student’s option*

*Developing a COA in Fitness Teaching – this course will be
included.*

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

New Courses

	<p>MATH V31 Algebra for STEM-Pathway, 8</p> <p>Revised Programs Associate in Science in Child Development, 26-27 units Certificate of Achievement in Child Development, 26-27 units</p> <p><i>MATH V31: Part of VC's STEM pathway effort to get students through in 1 semester. Satisfies competency for the AA/AS</i></p> <p><i>Pre-req wording: change to "...or placement as determined by the college's multiple measures assessment process."</i></p> <p><i>"Math V03" in the list at the bottom of the description should be "MATH V03". Note needed regarding the units. Kim and Sarah to work on wording.</i></p> <p><i>COA – existing program – one course got split into a couple of courses. Correcting degree to match the current course structure. Note - This doesn't need to go to the Board – not a substantial change.</i></p> <p>FINAL RECOMMENDATION: <i>These new course will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary. *The revised programs presented do not include a substantial change and do not need to go to the Board.</i></p>			
CURRENT BUSINESS				
Replacement for Current Curriculum Management System	<i>Discussion ensued regarding the curriculum management system presentation that preceded the meeting.</i>			
DTRW-I Meeting Calendar	<i>New dates for 2017-2018. Last year, group voted to have a May meeting and it is reflected on the calendar.</i>			
2017/2018 AP/BP Review List	<p><i>All BP/APs on this list are due for review this year. AP/BP 5030 (Fees)– DTRW-I does not need to review</i></p> <p><i>DTRW-I Group voted to hold an extra meeting to review these AP/BPs on November 30th from 1-4pm at DAC.</i></p>			

Accelerated Deadlines & Catalog Production	<i>Students will be registering in April, and it would be a good idea to have the catalog available for them. Discussion to be continued next month.</i>	<i>Put on Oct Agenda</i>		
2016/2017 Course Summary Sheet	<i>Due to time constraints, this item was postponed until the next DTRW-I meeting.</i>	<i>Put on Oct Agenda</i>		
2017/2018 DTRW-I Goals and Accomplishments	<i>Due to time constraints, this item was postponed until the next DTRW-I meeting.</i>	<i>Put on Oct Agenda</i>		
Previously Reviewed AP/BPs Follow Up	<i>Due to time constraints, this item was postponed until the next DTRW-I meeting.</i>	<i>Put on Oct Agenda</i>		
Military Credit Discussion	<i>Due to time constraints, this item was postponed until the next DTRW-I meeting.</i>	<i>Put on Oct Agenda</i>		
BP/AP 4020 – Update for the coming college approval change	<i>Due to time constraints, this item was postponed until the next DTRW-I meeting.</i>	<i>Put on Oct Agenda</i>		
Future Agenda Items	<i>None discussed</i>			
Adjournment	K. Hoffmans adjourned the meeting at 3:00pm			
Next Meeting Date:	Thursday, October 12, 2017 at 1:00pm – DAC Boardroom			