

Ventura County Community College District

2016-2017 Academic Year

District Technical Review Workgroup – Instructional (DTRW-I)

Meeting Notes

September 8, 2016 - 1:00 p.m. – 3:00 p.m.

MEETING NOTES PRIOR TO APPROVAL AT FALL 16 DTRW-I MEETING

Members: Chancellor’s Designee: Kim Hoffmans, Chair (VC)
 Faculty Co-Chair: Linda Kama’ila (OC)
 Executive Vice President and Vice Presidents: Julius Sokenu (Interim MC), Kimberly Hoffmans (VC), Ken Sherwood (OC)
 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: Linda Kama’ila (OC), Nenagh Brown (MC), Alex Kolesnik (VC)
 Interim Vice Chancellor of Academic Affairs & Educational Services: Rick Post (DAC)

Recorder: Sarah Ayala, Curriculum Technician (VC)

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of April 14, 2016 Meeting Minutes	After brief introductions, K. Hoffmans welcomed everyone and the meeting commenced at 1:05pm The April 14, 2016 meeting notes were approved with corrections.			
	<i>Discussed old minutes: Committee did not remember holding the curriculum item (AA Economics), but the Recorder checked, and the item was not forwarded to the Board. Group clarified Future Agenda Items and corrections will be made accordingly.</i>			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses	Curriculum Submissions: <i>Group reviewed and agreed to the calendar.</i> <u>MOORPARK COLLEGE</u>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>Moorpark/Oxnard/Ventura Submissions</p>	<p><u>New Courses</u> DANC M09A, Introduction to Dance: Ballet , 2 ICA M38B, Intercollegiate Wrestling/Off Season, 1</p> <p>RECOMMENDATION: <i>These new courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</i></p> <p>Revised Courses COL M06, College Skills for Success, 0.5-1.5-0 units, 26.25—78.75 hours</p> <p>RECOMMENDATION: <i>Consideration of Interdisciplinary - Basic Skills non-credit MQs. These courses will move forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</i></p> <p>New Programs Certificate of Achievement in Commercial Dance, 19-21 units Proficiency Award in Commercial Dance, 9-11 units</p> <p>RECOMMENDATION: <i>These new programs will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</i></p> <p><u>OXNARD COLLEGE</u> No submission</p> <p><u>VENTURA COLLEGE</u> New Courses ART V58A, Figure Sculpture I, 3 ART V58B, Figure Sculpture II, 3 THA V02C, Acting III – Advanced Characterization, 3 THA V02D , Acting IV – Advanced Acting, 3 THA V03A, Voice and Articulation I, 3</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>THA V07A, Introduction to Stage Lighting, 3 THA V08, Script Analysis, 3 THA V11C, Technical Theatre and Production III, 2 THA V11D, Technical Theatre and Production IV, 2 THA V13C, Rehearsal and Performance III, 2 THA V13D, Rehearsal and Performance IV, 2 THA V28, Introduction to Cinematic Arts: Film Appreciation, 3 DM V30, Truck and Trailer Brake Systems, 2 DM V30L, Truck and Trailer Brake Systems Laboratory, 1.5 DM V34, Truck Suspension and Steering Systems, 2 DM V34L, Truck Suspension and Steering Systems Lab, 1.5 DM V40, Heating, Ventilation, and Air Conditioning (HVAC), 2 DM V40L, Heating and Air Conditioning Laboratory, 1.5 DM V42, Hydraulic Systems, 2 DM V42L, Hydraulic Systems Laboratory, 1 DM V44, Drive Train – Medium and Heavy Duty Vehicles, 2 DM V44L, Drive Train Lab – Medium and Heavy Duty Vehicles, 1.5 EMS V01, Emergency Medical Responder, 3</p> <p>Revised Courses BIOL V30/BIOT V30, Introduction to Biotechnology and Molecular Biology <i>Introductory Biotechnology with Laboratory, 3 4</i> BIOT V30/BIOL V30, Introduction to Biotechnology and Molecular Biology <i>Introductory Biotechnology with Laboratory, 3 4</i> THA V11A, <i>Technical Theatre in Production I, 3 1</i> THA V11B, <i>Technical Theatre in Production II, 3 1</i> THA V10A <i>THA V13A, Rehearsal and Performance I, 3 1</i> THA V10B <i>THA V13B, Rehearsal and Performance II, 3 1</i> units</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>RECOMMENDATION: <i>for ART classes above - to consider being consistent within District (MC/OC) and use Carnegie hour. Minor corrections put in for other courses discussed. It was recommended that these courses move forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</i></p> <p>New Programs Associate in Science in Public Health Science for Transfer degree, 33 Associate in Science in Biology for Transfer degree, 35 Associate in Science in Bookkeeping, 17.5 Certification of Achievement in Bookkeeping, 17.5</p> <p>RECOMMENDATION: <i>These programs will move forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</i></p>			
OLD BUSINESS				
Review Policy/Procedure List - Develop a Prioritized List of Review for Chapter 4	<i>K Hoffmans handed out spreadsheet filtered for items last reviewed in 2011. Highlighted AP/BPs that she felt were most applicable to this Work Group. Asked group to email S. Ayala with additions to the list to be considered.</i>			
BP/AP 4025 Philosophy & Criteria for Associate Degree and General Education (revisions) – Michael Bowen	<i>Due to time constraints, other Old Business was skipped.</i>			
Review 15-16 DTRW-I Workgroup Goals / Accomplishments and	<i>K. Hoffmans asked Curriculum Chairs to email number of courses and programs that were reviewed last year for summary numbers.</i>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Curriculum – Mary Rees(?) and Articulation Officers				
Comparable/Parallel Courses – Articulation Officers				
NEW BUSINESS				
Elect New Co-Chair	<p><i>L. Kamaila nominated Nenagh Brown and A. Kolesnik seconded the nomination. N. Brown accepted, and was voted in as the new Co-Chair by acclimation.</i></p>			
MOUs – process, vetting, access				
Articulation with Adult Education – Articulation Officers				
Review attachment to AP 7211 (Disciplines Unique to a College)	<p><i>A. Kolesnik – specifically requesting to look at disciplines unique to a college</i></p>			
New Workgroup Goals				
New Unit Calculation	<p><i>Pam Walker memo</i></p>			
Draft a policy and procedure for credit/non-credit classes – see 04.14.16 minutes, page 2	<p><i>R. Post will bring sample from CCLC (Community College League of California)</i></p>			
Future Agenda Items	<ul style="list-style-type: none"> <i>AP/BP 7211 – minimum qualifications</i> 			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Items in Reserve	<ul style="list-style-type: none"> • Draft a policy/procedure for credit/non credit • February – Military Credit discussion 			
Adjournment	<i>K. Hoffmans adjourned the meeting at 2:58pm</i>			
Next Meeting Date:	October 13 – 1 pm, DAC Lakin Boardroom Submission deadline: October 7, 2016			