

Ventura County Community College District

2016-2017 Academic Year

District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes

Thursday, January 12, 2017 - 1:00 p.m. – 2:30 p.m.
2:30pm – 4:00pm – Joint meeting with DTRW-SS Workgroup

Members: Chancellor’s Designee: Kim Hoffmans, Chair (VC)
Faculty Co-Chair: Nenagh Brown (MC)
Executive Vice President and Vice Presidents: 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: Linda Kama’ila (OC), Nenagh Brown (MC), Alex Kolesnik (VC)
Policy and Administrative Procedures:

Guests: n/a

Absent:

Recorder: Sarah Ayala

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of December 8, 2016 Meeting Minutes	K. Hoffmans welcomed everyone and the meeting commenced at 1:08 pm The 12/08/16 meeting notes were approved with minor corrections.			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses Moorpark/Oxnard/Ventura Submissions	Curriculum Submissions: <u>MOORPARK COLLEGE</u> no submission <u>OXNARD COLLEGE</u>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	no submission <u>VENTURA COLLEGE</u> no submission			
CURRENT BUSINESS				
DTRW-I Charge Document (N. Brown)	<i>Suggestions:</i> <i>Item 2: delete second "in"</i> <i>Item 3: delete "state"</i>			
Review of BP/AP for joint meeting with DTRW-SS	AP/BP 4230 – Grading and Academic Records Symbols AP/BP 4235 – Credit by Examination AP/BP 4231 – Grade Changes AP/BP 4232 – Pass/ No Pass			
Joint Meeting with DTRW-SS Notes:	<ul style="list-style-type: none"> • AP/BP 4230 Grading & Academic Records Symbols <ul style="list-style-type: none"> • Add SP to the list & add a description of what it means • No longer using CRE but still want to keep it as a symbol. • The instructor decides how much progress needs to be made in order to meet the requirements to get the Certificate of Competency. • Decided to hold off on the SP designation & leave it the same except for Joel's slight editorial edits. • Can't mix Pass/No Pass w/ a grade...it's one or the other • AP/BP 4231 Grade Changes <ul style="list-style-type: none"> • Suggested changes were reviewed and some discussion followed. • Up to the instructor to accept work for the course after the fact in order to correct the grade. • The grade-change form will be used, after final exam was retaken after the end of the semester @ discretion of the instructor (For F grades, not incompletes), under extenuating circumstances and with petition. • Include the deadline (3 years) • AP/BP 4232 Pass/No Pass 			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<ul style="list-style-type: none"> • Upon review group was unclear about some of the language in 2 separate areas. • There is no exception to the deadline...wants clarification to remove it. • Mention of 30% is for Full-term courses & 16% is for Short-term Courses • Doesn't encompass ADT's for transfer • Recommended to include the dash in Pass/No-Pass • AP/BP 4235 Credit by Examination <ul style="list-style-type: none"> • On the BP it complies exactly on the CCLC draft, so no change per Rick • Changes to be made to AP • MC w/b responsible for BP 4200 Probation to alter APs & bring back to the board or move changes forward. • Alex Kolsenik of VC will be responsible for AP/BP 3200 Accreditation 			
BP/AP 4020 (R. Post)	<i>Did not get to this item due to joint meeting</i>			
Updated to AP 7211 (A. Kolesnik)	<i>Did not get to this item due to joint meeting</i>			
BP 4235 – Advanced Placement (T. Brabander)	<i>Did not get to this item due to joint meeting</i>			
Comparable/Parallel Courses (Articulation Officers)	<i>Did not get to this item due to joint meeting</i>			
New Unit Calculation (M. Bowen)	<i>Did not get to this item due to joint meeting</i>			
Discipline Minimum Qualifications Process	<i>Did not get to this item due to joint meeting</i>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
(A, Kolesnik)				
AP 4022 Course Approvals	<i>Did not get to this item due to joint meeting</i>			
Future Agenda Items	•			
Adjournment	<i>Joint meeting adjourned at 4:30 pm</i>			
Next Meeting Date:	<i>February 9, 2017 – 1 pm, DAC Lakin Boardroom Submission deadline: February 3, 2017</i>			