

Ventura County Community College District

2016-2017 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
Thursday, February 9, 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: Linda Kama’ila (Interim OC), 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: Diane Eberhardy (OC), Nenagh Brown (MC), Alex Kolesnik (VC)
 Policy and Administrative Procedures:

Guests: Karen Miles – Career Education Specialist, Moorpark College

Absent:

Recorder: Sarah Ayala

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>Approval of December 8, 2016 Meeting Minutes</p>	<p>K. Hoffmans welcomed everyone and the meeting commenced at 1:00pm</p> <p>Comments: Please send any agenda items or submissions to Sarah by the Friday before the DTRW-I meeting. For any urgent late additions – please bring copies of any attachments for the group to review.</p> <p>The 01/12/17 meeting notes were approved with minor corrections.</p>			
<p>CURRICULUM SUBMISSIONS</p>				

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>New Degrees/Courses/Revised Courses</p> <p>Moorpark/Oxnard/Ventura Submissions</p>	<p>Curriculum Submissions:</p> <p><u>MOORPARK COLLEGE</u> no submission</p> <p><u>OXNARD COLLEGE</u> no submission</p> <p><u>VENTURA COLLEGE</u></p> <p>New Courses</p> <p>ENGM V31B Intermediate Reading, Writing & Vocabulary II 2 units ENGM V32B High-Intermediate Reading, Writing and Vocabulary II 2 units ENGM V41B Intermediate Reading, Writing & Grammar II 2 units ENGM V42B High-Intermediate Reading, Writing & Grammar II 2 units ENGM V52A Reading, Writing and Critical Thinking I 2 units ENGM V52B Advanced Reading, Writing and Critical Thinking II 2 units ESL V31A* Intermediate Reading, Writing, and Vocabulary I 2 units ESL V31B* Intermediate Reading, Writing & Vocabulary II 2 units ESL V32A* High-Intermediate Reading, Writing and Vocabulary I 2 units ESL V32B* High-Intermediate Reading, Writing and Vocabulary II 2 units ESL V41A* Intermediate Reading, Writing & Grammar I 2 units ESL V41B* Intermediate Reading, Writing & Grammar II 2 units ESL V42A* High-Intermediate Reading, Writing & Grammar I 2 units ESL V42B* High-Intermediate Reading, Writing & Grammar II 2 units ESL V52A* Reading, Writing and Critical Thinking I 2 units ESL V52B* Advanced Reading, Writing and Critical Thinking II 2 units WS V20 Water System Mathematics 3 units WS V22 Stormwater Pollution Prevention 3 units *co-listed with corresponding ENGM course</p> <p>Revised Courses</p> <p>ENGM V31A Intermediate Reading, Writing and Vocabulary I 4-2 units ENGM V32A Advanced High-Intermediate Reading, Writing and Vocabulary I 4-2 units ENGM V41A Intermediate Reading, Writing and Grammar I 4 2 units ENGM V42A Advanced Writing and Grammar High-Intermediate Reading, Writing & Grammar I 4 2 units IDS V09 Interdisciplinary Studies 0.5-1 unit NS V10 Introduction to Professional Nursing Foundations of Nursing Practice 8.5 9 units NS V20 The Nursing Process Applied to the Client: Health Care Deviations I Patient-Centered Care I and Family-Centered Care of Children 9.5 9 units NS V84A Success Strategies for NS V10 2 units NS V84B Success Strategies for NS V20 2 units</p> <p>Reactivation</p> <p>FILM V01 The Knowing Eye: Visual Aspects of Film, Television and Media Arts Introduction to Media Aesthetics and Cinematic Arts 3 units</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Group Recommendations:</p> <p>New Courses: <i>ENGM/ESL: ENGM courses are 2 unit half semester courses. Introduced co-listing for ESL – finding a lot of students were looking for ENGM courses under ESL in the catalog, so co-listing would make it easier for them to find courses. This is the first step of the short-term goal – offering same type of courses as MC.</i></p> <p><i>Workgroup expressed concern with the courses being co-listed. Concern about the extensive number of courses involved, and confusion for students. Are A courses prerequisites for B courses?</i></p> <p>WS Courses: <i>WS: V20: stand alone course and not part of a degree. Instructor believes students are not prepared for the math within the program without these courses. Tutoring center is unable to help because the math is so specialized. Course will be transferrable.</i></p> <p><i>WS V22: - Course will be the first of its kind in the state.</i></p> <p>Recommendations: <i>V22: Spell out NPDES in body and remove from the title. Spell out CEU. Description: add a little more about the course – what will they be covering? Add commas in the last line of description. Not applicable for degree credit? WS courses do not need to come back to DTRW-I.</i></p> <p>Revised Courses: <i>IDS: Change to correct title. Description should mention certification. Transferrable</i></p> <p><i>NS: V10 – remove “v” from formerly section</i></p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p><i>NS V10 and NS V20: Add TOP code change notation from nursing to registered nursing. Recommended Prep re: criminal records. Should not be listed as RP – should be moved to underneath Description as a “note”.</i></p> <p><i>*Note to ask CurricUNET to give us “other catalog notes” section</i></p> <p><i>NS V84A and V84B – just brought to group due to top code change</i></p> <p>Reactivation: <i>FILM V01: Typo on agenda – shouldn’t be 2 lecture, 4 lab. Recommendation to align with C-ID which designates no lab, and a 3 unit lecture. Recommendation for this course to go back to Department for changes and not move forward to Board at this time.</i></p> <p>FINAL RECOMMENDATION: <i>These new and revised courses with the exception of FILM V01 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				
New AP/BPs – Sarah to send spreadsheet of all AP/BPs with committee names to review. Mark as reviewed				
	<p><i>There are more AP/BPs to be reviewed. Sarah to send spreadsheet with all and committee names. Committee to review and see what needs to come through for discussion.</i></p>	<p><i>Sarah to send spreadsheet with AP/BP and committee names</i></p>		
Review of BP/AP after joint meeting with DTRW-SS	AP/BP 4230 – Grading and Academic Records Symbols <i>VC reviewed</i>	<i>R. Post to send this AP/BP</i>		

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p><i>Line added per discussion at joint meeting. No other change. Ok to move forward in approval process and remove from DTRW-I agenda.</i></p> <p>AP/BP 4235 – Credit by Examination <i>VC reviewed. AP 3rd page at the top: can we move ahead with deleting text (strikethrough on handout). Procedural change. AP ready to go to Board Thao has made other changes that need some more time. BP is ok to go forward, but group decided it was best to bring them to the Board together. Thao to add Karen Miles correction and send to Kim, Nenagh, Rick, Andrea and Sarah to go on next meeting agenda.</i></p> <p>AP/BP 4231 – Grade Changes <i>OC Reviewed: Linda will bring back modifications at the next meeting</i></p> <p>AP/BP 4232 – Pass/ No Pass <i>Nenagh: Question about the 30%. Should be “NP”. Delete “credit no credit” from second bullet under Petition Process. Nenagh to type up changes from last (joint) meeting and send to Rick and Andrea. This one does not need to come back to the DTRW-I group for further review, and can be removed off of agenda.</i></p>	<p><i>forward to next steps</i></p> <p><i>Thao to add Karen Miles’ correction and send to K. Hoffmans, N. Brown and R. Post.</i></p> <p><i>L Kama’ila to bring back next meeting</i></p> <p><i>N. Brown to type up changes and sent to R. Post to move to next steps</i></p>		
<p>BP/AP 4020 AP 4022 AP 4025 AP/BP 4230 BP 4231 AP 5055 (R. Post)</p>	<p>4020: <i>Previous recommendations: Number of recommendations were made, and R. Post revised legal references. 2nd page – added text, last page, ACCJC was spelled out. New Recommendations: remove “reading” from item P (page 2). Page 3: don’t need to spell out DTRW-I in the text due to it being spelled out in title heading (under DTRW-I) section. This AP is ready to be submitted after editorial changes and does not have to come back to the committee. Rick to make changes and submit.</i></p>	<p><i>R. Post to make changes and move forward documents to next steps</i></p>		

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>4022: Previous recommendations/corrections made: Just the AP, changes recommended at the bottom. New Recommendations: In first 2 bulleted sections, "Submitted...needs to move to bottom bullet point. Rick to make change and submit. It does not need to come back to the committee.</p> <p>4025: Previous recommendations/corrections made: Information item. Wanted to change verbiage on bullet points. New Recommendations: 3rd page – "gender studies" needs to be changed to Ethnic/Gender studies Page 4, Item 4: blurb to be sent to Andrea by Shannon Rick to make change and submit. Does not need to come back to committee.</p> <p>4230:discussed earlier in meeting 4231: discussed earlier in meeting</p> <p>5055: Editorial changes made per last (joint) meeting. New Recommendation: These look good and do not have to come back to committee to review.</p>	<p>R. Post to make changes and move forward documents to next steps</p> <p>R. Post to make changes and move forward documents to next steps</p> <p>R. Post to move forward documents to next steps</p> <p>R. Post to move forward documents to next steps</p>		
<p>Substantial changes to courses at CCCO and relationship to Board of Trustee Agendas (S. Davis/M. Bowen)</p>	<p>(MIS Course Data Elements: CB03, CB04, CB06, CB07, CB08, CB09, CB21, and/or CB22)</p> <p>Item postponed until next DTRW-I meeting due to time constraints.</p>			
<p>BP 4235 – Advanced Placement (T. Brabander)</p>	<p>This can be removed – already listed earlier on the agenda</p>			
<p>Comparable/Parallel Courses (Articulation Officers)</p>	<p>This item will be ready for next meeting. Letrisha and Shannon will send document to Sarah to go on next DTRW-I agenda</p>	<p>L. Mai and S. Davis to send Sarah attachment for next meeting</p>		

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Summary of Policy Change for Hours and Units Calculations for Credit Courses (M. Bowen/S. Davis)	<i>Item postponed until next DTRW-I meeting due to time constraints.</i>			
Discipline Minimum Qualifications Process (A, Kolesnik)	<i>Item postponed until next DTRW-I meeting due to time constraints.</i>	A Kolesnik to send Sarah attachment.		
AP 4022 Course Approvals	<i>Discussed/completed earlier in the meeting.</i>			
Future Agenda Items	•			
Adjournment	<i>Meeting adjourned at 3:00pm</i>			
Next Meeting Date:	<i>March 9, 2017 – 1 pm, DAC Lakin Boardroom Submission deadline: March 3, 2017</i>			