

Ventura County Community College District

2016-2017 Academic Year

District Technical Review Workgroup – Instructional (DTRW-I)

Meeting Notes

Thursday, November 10, 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: 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: n/a

Recorder: Sarah Ayala

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of October 13, 2016 Meeting Minutes	K. Hoffmans welcomed everyone and the meeting commenced at 1:07 The 10/16/16 meeting notes were approved with minor corrections.			
	AP 4020 agenda item was discussed first due to R. Post’s conflicting meetings schedule.			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses Moorpark/Oxnard/Ventura Submissions	Curriculum Submissions: <u>MOORPARK COLLEGE</u> New Courses ACCT M60 Spreadsheet Accounting 1, 3			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>ACCT M62 Computerized Accounting Applications, 3 ACCT M70 Payroll Accounting, 3 BIOL M16L Human Biology Lab, 1 MATH M08 Pathway to Statistics, 6</p> <p>Revised Courses EATM M01A Animal Care and Handling I, 1 EATM M02A Zoo Work Skills First Year-Fall, 1 EATM M02C Zoo Work Skills First Year-Spring, 1.5 EATM M02D Zoo Work Skills Second Year-Summer, 2 EATM M02E Zoo Work Skills Second Year-Fall, 3 EATM M14B Projects II, 1.5 EATM M21A Animal Training I, 1 EATM M21AL Animal Training I Lab, 2 EATM M21B Animal Training II, 1 EATM M21BL Animal Training II Lab, 2</p> <p>New Programs/Degrees Accounting – CoA 18 units Child and Adolescent Development – AAT 19-21 units</p> <p><i>Committee discussion/recommendations:</i> ACCT M60 – Prerequisite is missing BIOL M16L – remove UC transfer reference MATH M08 – Pre-req missing (Math M09) Content of EATM courses haven't changed. Changes of TOP codes and SAM codes. Suggestion: make notation on EATM courses of what has changed for Board Meeting</p> <p><i>Accounting Certificate of Achievement</i> List B – remove "select and" Child/Adolescent AD-T: List A – add BIOL M02AH to the list</p> <p>FINAL RECOMMENDATION: <i>These new and revised courses and new programs will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the</i></p>			

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	<p><i>Board for full approval with changes discussed if necessary.</i></p> <p><u>OXNARD COLLEGE</u></p> <p>.</p> <p>New Courses</p> <p>ACCT R110 QuickBooks 1, 1½</p> <p>ACCT R111 QuickBooks 2, 1½</p> <p>BIOL R101H Honors: General Biology, 3</p> <p>DANC R110B Mexican Folklórico Dance II, 2</p> <p>ENGL R085 Academic Reading, 3</p> <p>ENGL R101H Honors: College Composition, 4</p> <p>ENGL R102H Honors: Critical Thinking through Composition and Literature, 4</p> <p>ENGR R101 Introduction to Engineering, 2</p> <p>GEOG R198 Short Courses in Geography, 1-4</p> <p>GEOG R199 Directed Studies in Geographic Topics, 1-3</p> <p>GEOL R110 Historical Geology, 3</p> <p>HED R113 Introduction to Public Health, 3</p> <p>HED R114 Introduction to Nutrition Science, 3</p> <p>HIST R125 U.S. Foreign Policy & Covert Action, 3</p> <p>HIST R125H Honors: U.S. Foreign Policy & Covert Action 3</p> <p>HIST R126 History of Latin America, 3</p> <p>LS R017B Basic Reading Skills for Learning Disabled B, 3</p> <p>LS R021 Introduction to Oral Communication, 3</p> <p>MATH R001P Math Success Skills I, 2</p> <p>MATH R002P Math Success Skills II, 2</p> <p>MATH R105H Honors: Introductory Statistics, 4</p> <p>MUS R118A Introduction to Guitar, 2</p> <p>MUS R118B Guitar II, 2</p> <p>MUS R118C Guitar III, 2</p> <p>MUS R118D Guitar IV, 2</p> <p>MUS R120 Mariachi Ensemble, 1</p> <p>PE R103A Yoga I, 1</p> <p>PE R103B Yoga II, 1</p> <p>PE R104A Body Conditioning I, 1</p> <p>PE R104B Body Conditioning II, 1</p> <p>PE R106 Core Stability and Stretch, 1</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>PE R107 Power Lifting/Free Weights, 1 PE R108 Pilates Mat, 1 PE R148B Women's Conditioning II, 2 PE R150B Weight Training/Conditioning II, 1 POLS R125 U.S. Foreign Policy & Covert Action, 3 POLS R125H Honors: U.S. Foreign Policy & Covert Action 3 PSY R101H Honors: General Psychology, 3 SOC R101H Honors: Introduction to Sociology, 3</p> <p>Revised Courses ENVT AC R098 Short Courses in Environmental Control Technology ½ 1-4 units Air Conditioning/Refrigeration MATH R098 Short Courses in Mathematics ½-3 5 units</p> <p><i>Committee discussion/recommendations:</i> LS R017B – suggestion to change “B” to Roman numeral “II” LS R021 – rephrase description PE courses as part of a Family?</p> <p>FINAL RECOMMENDATION: <i>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.</i></p> <p><u>VENTURA COLLEGE</u></p> <p>New Courses AG V06 Introduction to Plant Science (with Laboratory) 3 AG V10 Introduction to Agriculture Business, 3 AG V11 Agricultural Sales and Communication, 3 AG V12 Agriculture Economics, 3 AG V13 Agricultural Computer Applications, 3</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>AG V14 Agricultural Accounting, 3</p> <p>CJ V49 Ethics for the Criminal Justice System Professional, 3</p> <p>New Program Associate in Arts in Economics for Transfer 20-25 units</p> <p><i>Committee discussion/recommendations:</i> Add “aligned with” instead of “proposed” in C-ID Line Add “14-15 units” next to Required Courses on Economics AD-T. Add “and” between Math V44 and Math V46 in ADT Correct – 1 R in transferable at bottom</p> <p>FINAL RECOMMENDATION: <i>These new courses and new 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> <p>General Discussion: <i>Study session recommended on transferability of courses and units to CSU and UC systems by Articulation Officers going to future Board meeting</i></p>	<p>N. Brown emailed P. Blair to request item be put on Feb Board Agenda</p>		
OLD BUSINESS				
<p>New DTRW-I Workgroup Goals/Objectives for 2016-2017</p>	<p><i>Add/review responsibilities and language so that public understand we represent constituent groups</i></p> <p><i>Goal Recommendations:</i> <i>Technically Compliant</i> <i>Members of committee up to date on state curriculum policies and practices</i> <i>Sharing best practices on articulation</i> <i>Make recommendations for standardization of catalog language.</i></p>	<p><i>Kim and Nenagh to work on this for review at next DTRW-I meeting</i></p>		

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	<i>Develop a process to prioritize and review AP and BPs</i>			
Comparable/Parallel Courses – Articulation Officers (AOs)	<i>AOs to report back next meeting</i>	AOs		
Articulation with Adult Education	<i>Need to review current policy for possible updates 4052 – New AP. Item to be put in reserve on agenda and discussed in Spring</i>	AOs		
Review attachment to AP 7211 (Disciplines Unique to a College)	<i>List needs to be updated for equivalency committees VC – add AG Remove Paramedic Studies (VC) – all campuses have that discipline MC - add Optical Technology, remove Nutrition Science (not unique)</i>	<i>Committee to send Sarah any disciplines that you have that need to go on this list.</i>		
New Unit Calculation	<i>Postponed to next meeting due to time constraints.</i>			
Draft a policy and procedure for credit/non-credit classes	<i>R. Post to get this out for next meeting</i>			
Corrected AP 4025: Discussion of 5th exception for programs that are both CTE and Transfer to the District General Education pattern	<i>Postponed to next meeting due to time constraints.</i>			

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BP/AP 4020 – R. Post	<i>After discussion/correction suggestions, documents will sent out again with additional language. Goal is to be able to approve BP on next meeting and see new language on AP.</i>			
NEW BUSINESS				
Discipline Minimum Qualifications	<i>Postponed to next meeting due to time constraints.</i>			
BP 4235 – Advanced Placement	<i>Postponed to next meeting due to time constraints.</i>			
AP 4022 Course Approvals	<i>Postponed to next meeting due to time constraints.</i>			
Future Agenda Items	<ul style="list-style-type: none"> • <i>Items postponed</i> 			
Adjournment	<i>K. Hoffmans adjourned the meeting at 3:01 pm</i>			
Next Meeting Date:	<i>December 8, 2016 – 1 pm, DAC Lakin Boardroom Submission deadline: October 7, 2016</i>			