

**Ventura County Community College District**

**2018-2019 Academic Year  
District Technical Review Workgroup – Instructional (DTRW-I)  
Thursday, March 14, 2019 - 1:00 p.m. – 3:30 p.m.**

**Members:** Chancellor's Designee:  Julius Sokenu, Chair (MC)  
 Faculty Co-Chair:  Lydia Morales (VC)  
 Vice Presidents:  Rojelio Vasquez (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)  
 Administrative Officer to the Chancellor and Board of Trustees:  Patti Blair (DAC)

**Guests:** Conni Grizzard

**Absent:** Kimberly Hoffmans, Lydia Morales

**Recorder:** Ana Barcenas

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome and Announcements</b>	<i>Julius Sokenu welcomed everyone and the meeting began at 1:05pm.</i>			
<b>Approval of January 10, 2019 and February 14, 2019 meeting notes</b>	<i>The group approved the meeting notes for January 10, 2019, and February 14, 2019.</i>			
<b>Announcements</b>	<i>DTRW-SS will join our meeting at around 2:30pm</i>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>CURRICULUM SUBMISSIONS</b>				

<p><b>New Degrees/Courses/Revised Courses</b></p> <p><b>Moorpark/Oxnard/Ventura Submissions</b></p>	<p><b><u>MOORPARK COLLEGE</u></b> No Submission.</p> <p><b><u>OXNARD COLLEGE</u></b> No Submission.</p> <p><b><u>VENTURA COLLEGE</u></b> No Submission.</p>			
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Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>CURRENT BUSINESS</b>				

<p><b>Policy Updates</b></p>	<ul style="list-style-type: none"> <li>• <i>Patti Blair shared with group copies of the policy updates, reports and AP/BP tracking sheets listed below.</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>VCCCD Board Policy Review tracking sheet</i></li> <li><input type="checkbox"/> <i>VCCCD Decision-Making Committees</i></li> <li><input type="checkbox"/> <i>VCCCD Policy, Planning, Student Success Committee Agenda Preparation Calendar 2019</i></li> <li><input type="checkbox"/> <i>Copy of the Governance Committees flow chart attached with an overview of revisions to the Board Policy Templates.</i></li> <li><input type="checkbox"/> <i>Detailed report of revisions to the Board Policy Templates.</i></li> </ul> </li> <li>• <i>Reviewed the VCCCD Agenda Preparation Calendar, and how it would benefit DTRW-I. This calendar could help track items up for review and their projected Board Meeting dates.</i></li> <li>• <i>The group reviewed the VCCCD Board Policy Review tracking sheet and determined which AP/BP were in need of immediate review. Those AP/BP items have been listed in the "Future Agenda Items" section of these meeting notes. They</i></li> </ul>			
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	<i>have also been noted in the "Items in Reserve" section of the DTRW-I Agenda template.</i>			
<b>Noncredit course records and transcripts</b>	<ul style="list-style-type: none"> <li>• <i>Discussion: grade indicators for noncredit and noncredit transcripts. The group recommends discussing noncredit transcripts with DTRW-SS.</i></li> <li>• <i>The group recommends grade indicators as permissible by Title 5.</i></li> </ul>			
<b>Non-CTE Proficiency Awards and Certificate of Achievements (AP 4100)</b>	<ul style="list-style-type: none"> <li>• <i>Members reviewed and provided feedback on AP 4100 draft. Thao made changes to the draft and will forward the revised draft to Conni.</i></li> <li>• <i>Proficiency Awards (PA) paragraph in AP 4100: Thao will send the paragraph to the group to discuss CTE and non-CTE awards.</i></li> <li>• <i>General Education (GE) sections in AP 4100: Thao will send the paragraph to the Articulation Officers (AO) for further discussion. Will bring back revised draft for member to review.</i></li> <li>• <i>District awards created by the district: Michael Bowen requested to include district awards in AP 4100. The group needs to discuss how district awards fit in this area or a different AP.</i></li> </ul>	<p>Send Conni Grizzard revised AP4100 draft</p> <p>Send PA paragraph to members</p> <p>Send GE paragraph to AOs</p>		<p>Thao Brabander</p> <p>Thao Brabander</p> <p>Thao Brabander</p>
<b>New Title 5 Regulation on Credit Hours (AP/BP 4020 and AP 4022)</b>	<i>Not reviewed due to time.</i>			
<b>Disciplines Unique to College (AP 7211)</b>	<i>Not reviewed due to time.</i>			
<b>Transfer credit from national and professionally accredited institutions</b>	<i>Not reviewed due to time.</i>			
<b>Catalog layout</b>	<i>Not reviewed due to time.</i>			

<p><b>DTRW-I &amp; DTRW-SS session</b></p>	<ul style="list-style-type: none"> <li>• <i>Both work groups reviewed shared AP/BPs that need immediate review.</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>AP/BP 4010 Academic Calendar: DTRW-I and DTRW-SS determined this item should be reviewed by DCHR.</i></li> <li><input type="checkbox"/> <i>AP 4026 Philosophy and Criteria for International Education: to be reviewed by DTRW-I, then forward, with possible draft, to DTRW-SS for review and feedback.</i></li> <li><input type="checkbox"/> <i>AP/BP 4100 Graduation Requirements for Degrees and Certificates: to be reviewed by DTRW-I, then forward draft to DTRW-SS for review and feedback.</i></li> <li><input type="checkbox"/> <i>AP/BP 4222 Remedial Coursework: to be reviewed by DTRW-I, then forward, with possible draft, to DTRW-SS for review and feedback.</i></li> <li><input type="checkbox"/> <i>AP 5031 Instructional Material Fees: to be reviewed by DTRW-I, then forward, with possible draft, to DTRW-SS for review and feedback.</i></li> </ul> </li> <li>• <i>AP/BP 5030 Fees: The DTRW-SS work group requested DTRW-I review, and provide feedback and approval. This item is currently due for follow-up with David El-Fattal.</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>DTRW-I members approved the draft as it was presented.</i></li> <li><input type="checkbox"/> <i>Patti Blair will place this item on the agenda for Board review and approval.</i></li> </ul> </li> </ul>			
<p><b>Future Agenda items</b></p>	<p><i>Review AP 4230; AP 4260; and AP 5031</i></p>			
<p><b>Adjournment</b></p>	<p><i>Meeting ended at 4:21pm</i></p>			
<p><b>Next CourseLeaf Meetings</b></p>	<p><i>Continue test site feedback to Kim Hoffmans and Sarah Ayala</i></p>			
<p><b>Next Regular DTRW-I Meeting Date:</b></p>	<p><i>April 11, 2019 – DAC Boardroom, 1pm</i></p>			