

Ventura County Community College District

2018-2019 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Thursday, April 11, 2019 - 1:00 p.m. – 3:00 p.m.

Members: Chancellor's Designee: Julius Sokenu, Chair (MC)
 Faculty Co-Chair: Lydia Morales (VC)
 Vice Presidents: 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: Michael Rose

Absent: Nenagh Brown, Diane Eberhardy, Kimberly Hoffmans, Lydia Morales

Recorder: Ana Barcenas

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Announcements	<i>Julius Sokenu welcomed the members, and the meeting began at 1:05pm.</i>			
Approval of March 14, 2019 meeting notes	<i>The group approved the notes as presented.</i>			
Announcements	<i>None.</i>			

CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses	<u>MOORPARK COLLEGE</u> No Submission.			
Moorpark/Oxnard/Ventura Submissions	<u>OXNARD COLLEGE</u> No Submission.			
	<u>VENTURA COLLEGE</u> No Submission.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
CURRENT BUSINESS				
CurricUNET extracts	<ul style="list-style-type: none"> • <i>Change in textbook and Articulation sections would create about a 4-week delay, but worth the delay. Place priority on courses and push programs further out, if needed.</i> • <i>Possible phone call with CourseLeaf to review feedback in detail with Leah Moore from CourseLeaf. A question for Leah: Is there a way to test actual workflow?</i> 			
Transfer credit from Other Accredited Institutions	<ul style="list-style-type: none"> • <i>This section is updated by Registrars. Do we keep this section or remove it from the catalogs?</i> <ul style="list-style-type: none"> <input type="checkbox"/> <i>2018-2019 Oxnard College Catalog does not have information regarding other accredited institutions.</i> <input type="checkbox"/> <i>2018 – 2019 Moorpark College Catalog (page 19), and 2018-2019 Ventura College Catalog (page 18), both have information regarding other accredited institutions.</i> • <i>Do we have any students that may be impacted by not having this?</i> • <i>Letrisha Mai to follow-up with Registrars.</i> 			
Guidelines for Excused Withdrawal memo	<ul style="list-style-type: none"> • <i>AP 4230 was approved during the joint DTRW-I and DTRW-SS meeting on March 14, 2019. This item is up scheduled for review at the Board of Trustees May 14, 2019 meeting.</i> 			
AP 4100: Non-CTE Proficiency Awards and Certificate of Achievements	<ul style="list-style-type: none"> • <i>The group reviewed draft and provided feedback. Revise AP draft and email to group. Once approved forward to Patti Blair for Chancellor's Cabinet Review (May 10, 2019) and Board of Trustees meeting (June 11, 2019)</i> 	Revise AP 4100 draft	Before submission deadline for Chancellor's Cabinet Review	Ana Barcenas

BP/AP 4020: New Title 5 Regulation on Credit Hours	<ul style="list-style-type: none"> The group reviewed draft and provided feedback. Revise AP draft and email to group. Once approved forward to Patti Blair for Chancellor's Cabinet Review (May 10, 2019) and Board of Trustees meeting (June 11, 2019) 	Revise BP and AP 4100 drafts	Before submission deadline for Chancellor's Cabinet Review	Ana Barcenas
AP 4022: Course Approval	Not discussed due to time.			
AP 7211: Disciplines Unique to a College	Agenda item moved to May 2019 agenda.			
AP 4222: Remedial Coursework	Not discussed due to time.			
AP 4260: Prerequisites, Corequisites, and Advisories on Recommended Preparation	Not discussed due to time.			
AP 5031: Instructional Material Fees	Not discussed due to time.			
Noncredit BP	Not discussed due to time.			
Adjournment	Meeting ended at 2:58pm			
Next CourseLeaf Meetings	<ul style="list-style-type: none"> Train the trainer target dates (all day): <ul style="list-style-type: none"> ☞ Thursday, June 20, 2019 ☞ Friday, June 21, 2019 			
Next Regular DTRW-I Meeting Date:	May 9, 2019– DAC Boardroom, 1pm			