

**Ventura County Community College District**

**2018-2019 Academic Year  
District Technical Review Workgroup – Instructional (DTRW-I)  
Thursday, November 8, 2018 - 1p.m. – 3p.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:**

**Absent:** Rojelio Vasquez

**Recorder:** Ana Barcenas

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome and Announcements</b>	<i>Kimberly Hoffmans welcomed everyone and the meeting began at 1:06 pm. Julius Sokenu joined in via phone.</i>			
<b>Approval of October 17, 2018 meeting notes</b>	<i>The group approved the meeting notes.</i>			
<b>Announcements</b>	<i>None due to time.</i>			
<b>CURRICULUM SUBMISSIONS</b>				

<b>Revised</b>	<b><u>MOORPARK COLLEGE</u></b>			
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<b>Courses/Programs New Courses/Programs</b>	<b>Revised Course</b>			
	OPTI M01SL Optical Materials Skills Lab I	4	1.5 units	
	OPTI M03SL Optical Materials Skills Lab II	4	1.5 units	
<b>Moorpark/Oxnard/Ventura Submissions</b>	<b>New Courses</b>			
	ACCT M40 Accounting Ethics		3 units	
	ACCT M51 Volunteer Income Tax Assistance (VITA)		3 units	
	CJ M15 Legal Aspects of Cyber Investigations		3 units	
	CJ M40 Ethics in Criminal Justice		3 units	
	EATM M34 Practical Resumes for Animal Professionals		0.5 unit	
	EATM M36 Effective Interviews for Animal Professionals		0.5 unit	
	GIS M02 GPS (Global Positioning Systems) and Map Analysis		3 units	
	GIS M22 Raster GIS and Spatial Analysis		3 units	
	GIS M23 Remote Sensing		3 units	
	GIS M24 Intermediate GIS Applications		3 units	
	GR M10H Honors: Design and Society		3 units	
	GR M11H Honors: Design History		3 units	
	MUS M24 Introduction to Music Education		1.5 units	
	MUS M34 Contemporary Vocal Ensemble		2 units	
	TTHA M12A Technical Theatre Practicum I		1 unit	
	TTHA M12B Technical Theatre Practicum II		1 unit	
	TTHA M12C Technical Theatre Practicum III		1 unit	
	<b>TOP Code Changes</b>			
	GR M11 Design History	3 units	<b>Clearly Non-Occupational</b>	
	<b>New Programs</b>			
	Accounting A.S. Degree		24 units	
	Ballet - Certificate of Achievement		8 - 12 units	
	Creative Dance Artist – Certificate of Achievement		18 units	
	Creative Dance Essentials - Proficiency Award		8 units	
	Dance Somatics: Conditioning for Dance		9 units	
	Digital Fabrication - Certificate of Achievement		12 units	
	Modern and Contemporary Dance – Certificate of Achievement		10 - 14 units	
	Music: Piano Performance - Proficiency Award		10 units	
	Music: Vocal Performance - Proficiency Award		11 units	
	Musical Theater Dance – Certificate of Achievement		16 units	
	Taxation – Proficiency Award		9 units	
	<i>Course notes:</i>			

	<p><i>Removed CJ M15 and CJ M40 from the review list.</i></p> <p><i>GIS M23: prerequisite line should show the following course: "GIS M01."</i></p> <p><i>MUS M34: remove the last sentence in the course description, "Audition required and with instructor approval." This sentence should be placed in the Limitation of Enrollment section.</i></p> <p><i>TTHA M12A, M12B, and M12C should be submitted for C-ID approval.</i></p> <p><i>Program notes:</i>  <i>Modern and Contemporary Dance – Certificate of Achievement: correct the total units to show 14 units.</i></p> <p><i>Musical Theater Dance – Certificate of Achievement: sentence indicating number of units should show as follows: "Students are required to complete a minimum of 14 units from the following list of dance technique courses." Also, DANC M16A, correct 1 to Roman numeral 1; title should show as: "Hip Hop I – Fundamentals."</i></p> <p><i>The workgroup members had a discussion about the Music: Piano Performance and the Music: Vocal Performance Proficiency Awards. During the conversation the following questions came up: What is the benefit of these Proficiency Awards? What is the advantage for the student? Letrisha Mai read the Proficiency Award description from the 2018-2019 Moorpark College Catalog, page 49. Should labor market information (LMI) be required for Proficiency Awards? The group agreed the description in the catalog indicates courses should lead to credentials or employment. Providing LMI and demand would provide the support for these Proficiency Awards. Why are these not Certificate of Achievement certificates? Nenagh Brown said that faculty provided the following reason for these Proficiency Awards: some students are late starters in the music field and need these types of skill building courses. Not every student had the opportunity to take music lessons as a child. At the end of the conversation the workgroup recommends the campus consider holding non-CTE Proficiency Awards until there is a clear definition of Proficiency Awards from DTRW-I, because these programs do not meet the district's traditionally accepted meaning aligned with career education.</i></p>	<p style="text-align: center;">Add Proficiency Award curriculum to DTRW-I agenda for discussion in the Spring.</p>		
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**FINAL RECOMMENDATION:** *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.*

**OXNARD COLLEGE**

**New Credit Programs**

Associate in Arts in Chicana/o Studies	18-20 units
Associate in Arts in Social Justice Studies – Chicana/o Studies for Transfer	18-21 units
Associate in Arts in Law, Public Policy, and Society for Transfer	31-32 units
Associate in Science in Engineering	41-47 units
Certificate of Achievement in Pre-Health Professions	23 units
Proficiency Award in Wildland Fire Academy	7.5 units

**New Non-Credit Programs**

Certificate of Competency in English as a Second Language – Level 2	157.5 hours
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**Deactivated Programs**

Associate in Arts in Coastal Environmental Studies	31-32 units
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*Program notes:*

*The group asked why there was an A.A. and an AA-T for Chicana/o Studies. Shannon Davis said the ADTs limit courses unlike the local degree, and they serve different paths a student may want to take.*

*Associate in Arts in Social Justice Studies – Chicana/o Studies for Transfer: correct total required units range to show 18- 23.*

*Associate in Arts in Law, Public Policy, and Society for Transfer: correct total required units range to show 31-33.*

**FINAL RECOMMENDATION:** *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.*

**VENTURA COLLEGE**

**New Credit Courses**

ART V60	Responsive Web Design	3 units
ART V81	Introduction to Motion Graphics	3 units
BIOT V95	Biotechnology Internship I	1-4 units
BIOT V96	Biotechnology Internship II	1-4 units
COMM V02	Introduction to Communication Studies	3 units
CJ V36	Forensic Anthropology	3 units
ENGL V14	Introduction to Creative Nonfiction	3 units
ENGM V02A	Fundamentals of English Composition	5 units
ENGM V03A	Basic English Composition	5 units
ENGM V03B	Grammar for Composition I	2 units
ESL V04GE	Applied Grammar and Editing III	4 units
ESL V04LS	Academic Listening and Speaking III	4 units
ESL V04RW	Academic Reading and Writing III	4 units
ESL V05GE	Applied Grammar and Editing II	4 units
ESL V05LS	Academic Listening and Speaking II	4 units
ESL V05RW	Academic Reading and Writing II	4 units
ESL V06GE	Applied Grammar and Editing I	4 units
ESL V06LS	Academic Listening and Speaking I	4 units
ESL V06RW	Academic Reading and Writing I	4 units
FILM V10	Contemporary American Cinema	3 units
HED V04	Health and Wellness: Designed for Men	3 units
PSY V32	Psychology of Women	3 units
SWHS V01	Introduction to Social Work and Human Services	3 units
SWHS V10	Fieldwork: Social Work and Human Services	3 units
THA V03B	Voice and Articulation II	3 units
THA V17A	History of Musical Theatre I	3 units
THA V17B	History of Musical Theatre II	3 units

**New Noncredit Courses**

ACT N102	Assistive Computer Technology: Keyboarding Skills (Noncredit)	0 units
ACT N103	Assistive Computer Technology: Access to Computers (Noncredit)	0 units

**Ventura College**

**New Noncredit Courses (continued)**

ACT N125	<b>Assistive Computer Technology:</b> Writing Skills (Noncredit)	<b>0 units</b>
CDL N103	Personal and Vocational Finance for Cognitively Diverse Learners (Noncredit)	0 units
EAC N132	Job-Seeking Strategies (Noncredit)	0 units
ENGL N102	Reading for Academic Purposes	0 units

**Revised Credit Courses**

NS V84D	Success Strategies for NS V40	4-5 <b>2 units</b>
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**SAM Code changes**

ART V08	Introduction to Asian Art	<del>Possible</del> <i>Non-Occupational</i>
ART V16B	Beginning Oil Painting II	<del>Possible</del> <b>Non-Occupational</b>
ENGR V02	Engineering Graphics and Design	<del>Advanced</del> <b>Non-Occupational</b>
GEOG V28A	Geographic Information Systems (GIS): Project Development	<del>Clearly</del> <b>Non-Occupational</b>
GEOG V28B	Geographic Information Systems (GIS): Advanced Project Development	<del>Advanced</del> <b>Non-Occupational</b>
WS V17	Water and Wastewater Hydraulics	<del>Clearly</del> <b>Advanced Occupational</b>
WS V95	Water Science Internship I	<del>Possible</del> <b>Clearly Occupational</b>

**TOP Code changes**

BIOL V96	Biology Internship II	<del>0401.00 Biology</del> <b>4932.00 General Work Experience*</b>
NS V84C	Success Strategies for NS V30	<del>1230.00 Nursing</del> <b>1230.10 Registered Nursing*</b>

**Ventura College (continued)  
TOP and SAM Code changes**

	<p>GEOG V26 Introduction to Geographic Information Systems Software  <del>Non</del> <b>Clearly</b> Occupational / <del>2206-10 Geographic Information Systems</del> <b>2206.00 Geography</b></p> <p>PHOT V01 Beginning Photography  <del>Non</del> <b>Possible</b> Occupational / <del>4011.00 Photography</del> <b>1012.00 Commercial Photography*</b></p> <p>PHOT V04A Intermediate Photography I  <del>Non</del> <b>Possible</b> Occupational / <del>4011.00 Photography</del> <b>1012.00 Commercial Photography*</b></p> <p>PHOT V04 Intermediate Photography II  <del>Non</del> <b>Possible</b> Occupational / <del>4011.00 Photography</del> <b>1012.00 Commercial Photography*</b></p> <p>PHOT V06A Introduction to Color Photography I  <del>Non</del> <b>Possible</b> Occupational / <del>4011.00 Photography</del> <b>1012.00 Commercial Photography*</b></p> <p>PHOT V08 Principles of Portrait Photography  <del>Non</del> <b>Clearly</b> Occupational / <del>4011.00 Photography</del> <b>1012.00 Commercial Photography*</b></p> <p>PHOT V09A Applied Photography I  <del>Non</del> <b>Clearly</b> Occupational / <del>4011.00 Photography</del> <b>1012.00 Commercial Photography*</b></p> <p>PHOT V09B Applied Photography II  <del>Non</del> <b>Clearly</b> Occupational / <del>4011.00 Photography</del> <b>1012.00 Commercial Photography*</b></p> <p><i>Course notes:</i>  BIOT V95 and BIOT V96: in the recommended preparation line, add “or” so it reads as follows: Completion of or concurrent enrollment in one course in the discipline.</p> <p><i>ENGM V03A: add multilingual to the course description; similar to V03B.</i></p> <p><i>ESL V04W: the “V” is missing in the course number. The group suggested Ventura College consider including “academic ESL” in both ESL and ENGM. Consider what is the justification and distinction between ESL and ENGM since ESL also indicates academic and multilingual in course description.</i></p> <p><i>SWHS V10: in the prerequisite line, remove HMSV V51; add the corequisite line to show “HMSV V95 or SWHS V95”; the C-ID line, should be “Aligned with SWHS 120.”</i></p>			
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	<p><i>BIOL V96: consider providing explanation on how many hours per work in course description.</i></p> <p><i>GEOG V26: correct typo or correct SAM and TOP Codes.</i></p> <p><b>FINAL RECOMMENDATION:</b> <i>These new and revised courses and 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>			
<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
<b>CURRENT BUSINESS</b>				
<b>CourseLeaf update</b>	<i>Item not discussed due to time.</i>			
<b>17-18 goals and accomplishments</b>	<i>Item not discussed due to time.</i>			
<b>18-19 goals and accomplishments</b>	<i>Item not discussed due to time.</i>			
<b>AP 4020</b>	<i>Item not discussed due to time.</i>			
<b>Pop Up Item</b>	<p><i>Kimberly Hoffmans made a quick announcement regarding a workgroup that is reviewing awards, noncredit and dual enrollment, and duplicate of awards and certificates. Too many awards/certificates are similar due to funding. She said this is different than stackable awards. However, we don't want to make certificates just to get the funding. There are no details on the workgroup as of now, but she said they will begin meeting in January. Currently the state is providing funding on raw numbers and will need to be able to sustain future funding.</i></p>			
<b>Future Agenda items</b>	<ul style="list-style-type: none"> <li><i>Bring back the topic of Program Modification to the Board.</i></li> <li><i>Upper division course work (what is the definition of upper division from other schools?)</i></li> </ul>			
<b>Adjournment</b>	<i>Julius Sokenu adjourned the meeting at 3:01pm</i>			
<b>Next CourseLeaf Meetings</b>	<i>None at this time.</i>			



**Next Regular DTRW-I  
Meeting Date:**

*December 13, 2018– DAC Boardroom, 1pm*