

**Ventura County Community College District**

**2018-2019 Academic Year  
District Technical Review Workgroup – Instructional (DTRW-I)  
Thursday, December 13, 2018 - 1:00 p.m. – 3:00 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:**

**Absent:** Thao Brabander

**Recorder:** Ana Barcenas

| Agenda Item                                       | Summary of Discussion  | Action<br>(If Required) | Completion<br>Timeline | Assigned to: |
|---|--|-------------------------|------------------------|--------------|
| <b>Welcome and Announcements</b>                  | <i>Julius Sokenu welcomed everyone and the meeting began at 1:05 pm.</i> |                         |                        |              |
| <b>Approval of November 8, 2018 meeting notes</b> | <i>The group approved the meeting notes.</i>                             |                         |                        |              |
| <b>Announcements</b>                              | <i>None due to time.</i>   |                         |                        |              |
|   |  |                         |                        |              |

| Agenda Item | Summary of Discussion | Action<br>(If Required) | Completion<br>Timeline | Assigned to: |
|-------------|-----------------------|-------------------------|------------------------|--------------|
|-------------|-----------------------|-------------------------|------------------------|--------------|

**CURRICULUM SUBMISSIONS**

|   |   |  |  |  |
|---|---|--|--|--|
| <p><b>New Degrees/Courses/Revised Courses</b></p> <p><b>Moorpark/Oxnard/Ventura Submissions</b></p> | <p><b><u>MOORPARK COLLEGE</u></b></p> <p><b>REVISED COURSES</b></p> <p>CNSE M56 Advanced Linux and Scripting      <del>2-</del> <b>3</b> units</p> <p>CNSE M57 Scripting and Security Management      <del>4.5-</del> <b>2</b> units</p> <p>MATH M05 College Algebra      <del>3-</del> <b>4</b> units</p> <p><b>NEW COURSES</b></p> <p>CJ M15      Legal Aspects of Cyber Investigations      3 units</p> <p>CJ M40      Ethics in Criminal Justice      3 units</p> <p>CNSE M100      Cybersecurity Analysis      3 units</p> <p>CNSE M170      Cloud Security      3 units</p> <p>COMM M06      Small Group Communication      3 units</p> <p>COMM M13      Gender Communication      3 units</p> <p>COMM M17      Computer-Mediated Communication      3 units</p> <p>COMM M18      Introduction to Organizational Communication      3 units</p> <p>COMM M19      Communication and Leadership      3 units</p> <p>COMM M23      Introduction to Health Communication      3 units</p> <p>ENGL M01AL      English Composition Lab      0.5 unit</p> <p>GAME M105      3D for Games      3 units</p> <p>MATH M12      Mathematical Reasoning for Liberal Arts      3 units</p> <p><b>NEW NONCREDIT COURSES</b></p> <p>MATH M905      Support for College Algebra      0 units</p> <p>WEXP M900      Personalized Career Planning      0 units</p> <p>WEXP M901      Strategic Job Search      0 units</p> <p>WEXP M902      LinkedIn for Business      0 units</p> <p><b>NEW PROGRAMS</b></p> <p>Advanced Penetration Administration      12 units</p> <p>Proficiency Award</p> <p>Cybersecurity Administration      22 – 24 units</p> <p>Certificate of Achievement</p> <p>Cybersecurity Penetration Tester      11 units</p> <p>Proficiency Award</p> <p>Organizational Communication      18 units</p> <p>Certificate of Achievement</p> |  |  |  |
|---|---|--|--|--|

**Moorpark College (continued)**  
**NEW NONCREDIT PROGRAM**

Career Strategist Certificate of Completion 12 – 24 hours

*Course notes:*  
*Remove WEXP M900.*

*MATH M05: In the course description, in the last sentence include an “s” after the word section. It should read “conic sections.”*

*CNSE M100: In the course description, the last three letters in Comptia should be capitalized. It should show as “CompTIA.”*

*CNSE M170: The group asked if there is a reason for not including the group sponsor that writes/charges for the exam, similar to the description in CNSE M100. The response was that the proprietary organization requires it in the case of CNSE M100, and that is not the case with CNSE M170.*

*COMM M23: This might be similar to 400 level courses at many universities, but Julius Sokenu said that this is only an introduction to that field, very different than the 400 level courses.*

*GAME M105: Verify the title. The group suggested Game Design in 3D.*

*MATH M12: In the prerequisite line, add the word “assessment” after measures and before process.*

*MATH M905: In the course description, remove the last sentence.*

*Program notes:*  
*Cybersecurity Administration Certificate of Achievement: in the electives section, change the number of units from 12-14, to show 11-14. Also, correct the total units to read 21-24, instead of 22-24.*

*Career Strategist Certificate of Completion: recommended to move forward with two courses, WEXP M901 and WEXP M902.*

**Moorpark College (continued)**

*Organization Communication Certificate of Achievement: The group had a discussion regarding certificates and CTE. Is this certificate for employment? Is this similar to the Music Proficiency Awards? DTRW-I wants to make Moorpark College aware that the Chancellor's Office has a task force that is looking at certificates from community colleges that are not leading to direct job placement that could be viewed to improve completion to heighten allocation purposes.*

**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**

|   |          |
|---|----------|
| Certificate of Achievement in             | 40 units |
| Early Childhood Education: Teacher        |          |
| Certificate of Achievement in             | 48 units |
| Early Childhood Education: Master Teacher |          |

*Program notes:*

*Certificate of Achievement in Early Childhood Education: Teacher. In the General Education section, at the end of the certificate, the group recommends Oxnard College to consider changing 16 units to show "General Education (minimum of 16 units)."*

**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 COURSES (First Reading at DTRW-I)**

|          |   |         |
|----------|---|---------|
| THA V17A | Musical Theatre History:<br>Ancient Greece to the Golden Age of<br>Musicals | 3 units |
| THA V17B | Musical Theatre History:<br>1960s to Present Day                            | 3 units |

**Ventura College (continued)**  
**NEW COURSES (Second Reading at DTRW-I)**

\*legislative format indicates changes made since last DTRW-I meeting:

|             |                                     |         |
|-------------|-------------------------------------|---------|
| ENGM V02A   | Fundamentals of English Composition | 5 units |
| ENGM V03A   | Basic English Composition           | 5 units |
| ENGM V03BGE | Grammar for Composition I           | 2 units |
| ESL V04RW   | Academic Reading and Writing III    | 4 units |
| ESL V05RW   | Academic Reading and Writing II     | 4 units |
| ESL V06RW   | Academic Reading and Writing I      | 4 units |

**NEW NONCREDIT COURSES**

|          |   |         |
|----------|---|---------|
| CDL N101 | Personal, Social, and Vocational Skills for the Cognitively Diverse Learner (Noncredit) | 0 units |
|----------|---|---------|

**SAM and TOP CODE CHANGES**

|         |   |  |
|---------|---|--|
| THA V20 | Costume Design and History  |  |
|         | <i>Possible Clearly Occupational</i>                              |  |
|         | <del>1007.00 Dramatic Arts</del> <b>1006.00 Technical Theatre</b> |  |

**NEW CREDIT PROGRAM**

|  |             |
|--|-------------|
| Associate in Science for Transfer – Agriculture Business | 22-24 units |
|--|-------------|

**NEW NONCREDIT PROGRAM**

|                                      |           |
|--------------------------------------|-----------|
| Certificate of Completion - ICAN-JOB | 192.5 hrs |
|--------------------------------------|-----------|

*Course Notes:  
Remove THA V17A, and V17B*

*ENGM V03GE: in the course number, consider changing “GE” to “G” to avoid possible confusion with General Education (GE).*

*Associate in Science for Transfer – Agriculture Business: correct title throughout the description; in the first title, the first sentence, and in the third paragraph, the first sentence, which title is correct? In item #3, use approved statement in catalog to replace last sentence with “P” (Pass) grade information. In section for LIST A, enter the word “courses” after the words “select three.”*

**Ventura College (continued)**

|   | <p><i>Certificate of Completion - ICAN-JOB: the group recommends Ventura College review the Program Student Learning Outcomes with their SLOs committee and consider revising.</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 Updates</b>                 | <p><i>The Functional Specification Document (FSD) has been submitted and approved. Content download was successful only for Oxnard and Moorpark. We are waiting to find out when the correct Ventura lab contents will be downloaded. Mike Rose is working on getting the full download completed. However, this is delaying the last steps for CourseLeaf to move forward with the project. The plan is to still be on target for the course and program migration.</i></p> |                             |                            |                     |
| <b>Program Modifications to the Board</b> | <p><i>Program modifications are not required to go the Board. Program modifications are only for chaptering and not approvals. Only new or deactivated programs must be brought to the Board.</i></p>  |                             |                            |                     |
| <b>Upper division course work</b>         | <p><i>This item was briefly discussed, and determined this is related to AP/BP and will be reviewed in the Spring.</i></p>   |                             |                            |                     |
| <b>Future Agenda items</b>                | <p><i>Create plan and set dates to review all AP/BP in the Spring.</i></p>   |                             |                            |                     |
| <b>Pop-Up Item</b>                        | <p><i>1. When will DTRW-I review common course numbering? Group response: most likely the 2<sup>nd</sup> meeting in February. The AO's are looking at C-ID approved courses, we should begin with those courses.</i></p>   |                             |                            |                     |

|  |   |  |  |  |
|--|---|--|--|--|
|  | <p>2. <i>Catalog appendices: Which college will update this section for the district? Group response: revisit in January.</i></p> <p>3. <i>Catalog and CourseLeaf: Should we begin catalog discussion with CourseLeaf, maybe February? Kim Hoffmans will follow-up.</i></p> |  |  |  |
| <b>Adjournment</b>                       | <i>Julius Sokenu adjourned the meeting at 3:04pm</i>  |  |  |  |
| <b>Next Regular DTRW-I Meeting Date:</b> | <i>January 10, 2019 – DAC Boardroom, 1pm</i>  |  |  |  |