

Ventura County Community College District

2015-2016 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes

January 14, 2016 - 1:00 p.m. – 3:00 p.m.

MEETING NOTES PRIOR TO APPROVAL AT JANUARY 14 DTRW-I MEETING

- Members:** Chancellor’s Designee: Kim Hoffmans, Chair (VC)
 Faculty Co-Chair: Linda Kama’ila (OC)
 Executive Vice President and Vice Presidents: Lori Bennett (MC), Kimberly Hoffmans (VC), Ken Sherwood (OC)
 Faculty Chair/Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Michael Bowen (VC)
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Michael Bowen, Acting AO (VC)
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Alex Kolesnik (VC)
 Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor’s Cabinet Liaison/guest)
- Guests:** Nenagh Brown (for Mary Rees), Rick Post, Vice Chancellor, Educational Services
- Absent:** Mary Rees, Clare Geisen, Lori Bennett
- Recorder:** Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of December 10, 2015 Meeting Minutes	K. Hoffmans welcomed everyone and the meeting commenced at 1:05 pm. The December 10, 2015 meeting notes were approved as presented.			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses Moorpark/Oxnard/Ventura Submissions	Curriculum Submissions: <u>MOORPARK COLLEGE</u> New Programs/Degrees Music Technology Certificate of Achievement, 19 Recommendation: This new program will go forward to Chancellor’s Cabinet, Consultation Council, and			

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	<p>subsequently to the Board for full approval.</p> <p>New Courses MUS M05, Beginning Electronic Music, 3 MUS M07, Introduction to Music Business, 3 NS M05L, Nursing Science Clinical Review, 4.5 NS M18, Nursing Skills Summer Lab, 1 Recommendation: These new courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><u>OXNARD COLLEGE</u> There were no submissions.</p> <p><u>VENTURA COLLEGE</u> There were no submissions.</p>			
OLD BUSINESS				
BP/AP 5070 Attendance	Oxnard College Academic Senate recommended revisions under section D regarding the census deadline. DTRW-I recommended this issue go forward to ATAC to clarify verbiage of census deadline vs. census date for implementation in Banner. L. Nusser will send the request forward to ATAC. DTRW-SS will review this information also in today's subsequent meeting with Registrars in attendance. This is time sensitive for catalog deadlines.	Send item to ATAC	Before next ATAC meeting	Laurie Nusser
BP/AP 5075 Course Adds and Drops	Oxnard College Academic Senate has approved BP/AP 5075 Course Adds and Drops and this item will move forward to Chancellor's Cabinet, the Policy Committee, and subsequently to the Board for full approval.	Send item to Chancellor's Cabinet	ASAP	Laurie Nusser
New Business				
December 9, 2015 State Chancellor's memo on correction to the policy change related to submission of credit courses/non-substantial change	The new State Chancellor's correction memo was reviewed and a signature was required by all colleges to acknowledge and certify that the credit course nonsubstantial change proposals submitted to the California Community Colleges Chancellor's Office (CCCCO) are accurate in accordance with current CCCCCO Program and Course Approval Handbook (PCAH) by December 18, 2015.			

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Future Agenda Items	<ul style="list-style-type: none"> • There was discussion regarding high Unit ADTs and will be brought to the February meeting for a district wide discussion regarding barriers for transfer to UC/CS. The Articulation Officers will conduct research regarding the barriers and bring these issues to the February meeting. • Parallel courses are under review by the Articulation Officers and they will notify DTRW-I when the issue is ready to be agendized – Articulation Officers 	Add to next agenda	February	Laurie Nusser
Adjournment	K. Hoffmans adjourned the meeting at 2:10 pm.			
Next Meeting Date:	February 11, 2016 – 1 pm, DAC Lakin Boardroom Submission deadline: February 5, 2016			