

Ventura County Community College District

2017-2018 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
Thursday, October 12, 2017 - 1:00 p.m. – 3:00 p.m.

Members: Chancellor’s Designee: Kim Hoffmans, Chair (VC)
 Faculty Co-Chair: Nenagh Brown (MC)
 Vice Presidents: Lisa Putnam (Interim 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)
 Policy and Administrative Procedures: Vice Chancellor, Educational Services: Rick Post (DAC)
 Administrative Officer to the Chancellor & Board of Trustees: Patti Blair (DAC)

Guests: Dave Fuhrmann

Absent: Kim Hoffmans, Julius Sokenu

Recorder: Sarah Ayala

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Announcements	<i>N. Brown welcomed everyone and the meeting commenced at 1:03 p.m.</i>			
Approval of May 11, 2017 & September 14, 2017 Meeting Minutes	<i>May 11th notes: MC New Courses: remove extra 1 in “HUM M111” VC Courses: Change “Title V” to “Title 5” Sept 14th notes: Approved as presented May 11th notes approved with minor corrections</i>			
Announcements	<i>Welcome Patti Blair – brief introductions around the room</i>			
CURRICULUM SUBMISSIONS				

<p>New Degrees/Courses/Revised Courses</p> <p>Moorpark/Oxnard/Ventura Submissions</p>	<p><u>MOORPARK COLLEGE</u></p> <p>Credit Curriculum</p> <p>Revised Courses CNSE M55 Linux Networking and System Administration, 2 3 CSNE M82 Introduction to Network Security, 2 3</p> <p>Noncredit Curriculum</p> <p>New Courses MATH M901 Bridge to Elementary Algebra (MATH M01), 8 MATH M903 Bridge to Intermediate Algebra (MATH M03), 8</p> <p>New Program Developmental Math Bridge – Certificate of Completion, 16</p> <p><i>Revised courses – unit increase reflects the C-ID descriptor they are supposed to match.</i></p> <p><i>Title page correction – typo with “CNSE” CNSE M55: aligned with ITIS (needs to be together) In both CNSE M55 and CNSE M82, change “prepare” to “prepares”</i></p> <p><i>New MATH courses will be offered right before Summer and Spring semesters. Non-transferrable.</i></p> <p><i>For Developmental Math Program, put “total” on hours listing on the cover page to clarify. In program description, add “to”... “complete the non-transfer math courses and to reach...”</i></p> <p>FINAL RECOMMENDATION: <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> <p><u>OXNARD COLLEGE</u></p> <p>New Courses ACCT R101H Honors: Financial Accounting, 3</p>			
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ANTH R119 Introduction to Border Studies, 3
 ART R140 Multicultural Children's Art, 3
 BRS R101 Introduction to Border Studies, 3
 CNIT R198B IT Projects, 2
 CRM R103B Advanced Pastry, 3.5
 CRM R103C Cake Decorating and Assembly, 2.5
 CRM R198F Catering Techniques, 3
 CRM R198G Dining Room Service, 2.5
 CRM R198H Advanced Pastry, 3.5
 CRM R198I Cake Decorating and Assembly, 2.5
 EDU R124 Teaching Literacy in Diverse Classrooms, 3
 ENGL R125 Children's Literature, 3
 ENGL R128 Advanced Composition and Critical Thinking
 Through Non-Fiction, 4
 ESL R075 Reading Fundamentals, 3
 ESL R077 Writing Fundamentals, 3
 ESL R085 Academic Reading, 3
 ESL R087 Basic Composition, 3
 GEOG R198A Geographical Field Interpretation, 1
 MUS R130 Understanding Music and Dance for Elementary
 Education, 3
 MUS R140 Recording I: The Fundamentals of Audio
 Technology, 2
 PE R118 Personal Training: Principles and Applications, 3
Revised Courses
 ADS R110A Alcohol and Drug Studies Field Experience I, ~~3~~ **1**
 ADS R110B Alcohol and Drug Studies Field Experience II, ~~3-1~~
 CRM R102C Catering Techniques ~~4~~ **3**
 CRM R107 Dining Room Service ~~3-5~~, **2.5**
TOP Code Changes
 CHEM R104 General, Organic, and Biological Chemistry
 ~~4930.00~~ **1905.00**
 CRM R102A ~~Quantity Food Preparation~~ **Institutional Food**
 Production ~~306.00~~ **1306.30**
 CRM R102B ~~Food Preparation~~ **Institutional Food Production**
 Management ~~4306.00~~ **1306.30**
 CRM R103A **Introduction to** Baking Techniques
 ~~4306.00~~ **1306.30**
 CRM R105 ~~Gourmet Cooking and Garde Manger~~
 Restaurant Service ~~4306.00~~ **1306.30**
 CRM R115 Marketing of Hospitality Services
 ~~4306.00~~ **1370.00**
New Programs
 Certificate of Achievement in Fitness Trainer

Associate in Science in Geology for Transfer (Geology AS-T)

***Note: With the new format of listing the TOP code changes separately, when TOP code changes go to the Board, please include a blurb about what a TOP code is, why they are changing. ***

ANTH R119 co-listed with BRS R101. Hoping to create a Border Studies program in the coming months.

Cake Decorating and Assembly courses – “quinceanera” not consistent in both course descriptions.

In some courses in the group – check prerequisites. Need “and” instead of a semicolon.

English R125 – underneath hours add “aligned with C-ID ENGL 105”

*ENGL R128 – add “units” after 4 (moved to next line)
Add C-ID. Units do not match MC and VC’s similar course. Discussion to recommend that this course change to 3 units to align with C-ID and other District colleges.*

The new ESL courses are existing English Courses. The descriptions should say “Same as...” English courses already in the catalog. English courses not submitted to DTRW-I as they already exist and did not have any substantial changes.

GEOG R198A: add “R” in “course does not replace GEOG 101L”

MUS R140: should have a C-ID alignment - CMUS 130?

PE R118 is for the new COA Fitness Trainer

Revised courses – all coming to DTRW-I and Board due to unit changes.

ADS R110A: change “units” to “unit” in description

	<p><i>AST in Geology: be consistent in wording of AST requirements.</i></p> <p>FINAL RECOMMENDATION: <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> <p><u>VENTURA COLLEGE</u> <i>No submission this month</i></p>			
CURRENT BUSINESS				
Replacement for Current Curriculum Management System – 2pm	<p><i>Handout from Dave regarding company comparisons. Group to see CurriQunet Meta demo in the near future for last company to consider. Reference checking to start with other clients of the favored company. November DTRW-I meeting = decision on system so that the decision can go to the Board in December Email Dave with any specific questions for the companies.</i></p>			
Continued Discussion: Accelerated Deadlines & Catalog Production	<i>Due to time constraints, this item was postponed until the next DTRW-I Meeting</i>	<i>Put on Nov Agenda</i>		
2016/2017 Course Summary Sheet	<i>Due to time constraints, this item was postponed until the next DTRW-I Meeting</i>	<i>Put on Nov Agenda</i>		
2016/2017 DTRW-I Goals and Accomplishments	<i>Due to time constraints, this item was postponed until the next DTRW-I Meeting</i>	<i>Put on Nov Agenda</i>		
2017/2018 DTRW-I Goals	<i>Due to time constraints, this item was postponed until the next DTRW-I Meeting</i>	<i>Put on Nov Agenda</i>		
Previously Reviewed AP/BPs Follow Up Final Recommendation Spreadsheet 4021: Program Discontinuance	<p><i>Due to time constraints, this item was postponed until the next DTRW-I Meeting</i></p> <p><i>Due to time constraints, this item was postponed until the next DTRW-I Meeting</i></p>	<p><i>Put on Nov Agenda</i></p> <p><i>Put on Nov Agenda</i></p>		

BP/AP 4020: Curriculum Development	<i>Due to time constraints, this item was postponed until the next DTRW-I Meeting</i>	<i>Put on Nov Agenda</i>		
Future Agenda Items	<i>Not discussed</i>			
Adjournment	N. Brown adjourned the meeting at 2:55pm			
Next Meeting Date:	Thursday, November 9, 2017 at 1:00pm – DAC Boardroom			