

Ventura County Community College District

**2018-2019 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
Thursday, January 10, 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: 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:** Lisa Putnam, Michael Rose, Conni Bittinger
- Absent:** Julius Sokenu (on Family Leave), Jerry Mansfield
- Recorder:** Ana Barcenas

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Announcements	<i>Kim Hoffmans welcomed everyone, and the meeting began at 1:07pm. Introductions were made to Conni Bittinger.</i>			
Approval of December 13, 2018 meeting notes	<i>The group approved the meeting notes as presented.</i>			
Announcements	<i>None.</i>			

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CURRICULUM SUBMISSIONS

<p>New Degrees/Courses/Revised Courses</p> <p>Moorpark/Oxnard/Ventura Submissions</p>	<p><u>MOORPARK COLLEGE</u> PHIL M22 Introduction to Professional Ethics 3 units</p> <p>FINAL RECOMMENDATION: <i>This new course 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> <u>SAM CODE CHANGES</u> PLS R106 Civil Litigation (B) Advanced Occupational (C) Clearly Occupational PLS R108 Evidence (B) Advanced Occupational (C) Clearly Occupational</p> <p>FINAL RECOMMENDATION: <i>These revised courses 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> No Submission.</p>			
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CURRENT BUSINESS

<p>CourseLeaf Updates</p>	<p><i>Kim Hoffmans to ask Leah Moore, CourseLeaf representative, test training questions and set date for training. Train the trainer target date is Friday, June 21, 2019. CourseLeaf training for faculty will need to take place during Professional Development week. The goal is to have CurricUNET data as clean as possible by March. The mid-March target date to "freeze" all activities in CurricUNET is March 15th, and the final download will begin. Moorpark College has requested to go last. CourseLeaf production: live system available for courses (May 20, 2019), and programs (June 10, 2019). The group recommends to include SLO members for February testing and having individual login to test login and workflow system. Do we have any volunteers willing to train others?</i></p>			
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Non-CTE Proficiency Awards and Certificate of Achievements	<i>During a group discussion, the following was suggested: change the number of minimum certificate units, and include Certificate of Completion for noncredit. The following questions were introduced and briefly discussed: Since Certificates of Achievement are now a minimum of 8 units and noted on a transcript, then do we need Proficiency Awards? Why do we have Proficiency Awards? Should Proficiency Awards lead to other awards? If Proficiency Awards are CTE, then it should be included in the policy. Thao Brabander volunteers to review AP 4100, and bring back with notes for the group to review.</i>			
New Title 5 Regulation on Credit Hours	<i>AP/BP 4020: Letrisha Mai and Shannon Davis will review, draft and bring back for the group to review.</i> <i>AP 4022: Michael Bowen will review, draft and bring back for the group to review.</i>			
Articulation with Adult Education	<i>Do we have something that would help create a pathway for students that complete/take courses at local adult schools and take those outside courses and put them on our transcript? The members discussed credit for prior learning, but current policy does not allow us to transcript courses taken at a different institution. Letrisha Mai will meet with Mary Rees, Moorpark Dean, for clarification on question or request and bring back to discuss with this group.</i>			
AP/BP plan (AP 7211 Disciplines Unique to a College behind one year)	<i>Shannon Davis volunteered to review the list, then send to Michael Bowen and Jerry Mansfield to review.</i>			
Adjournment	<i>Kim Hoffmans adjourned the meeting at 2:45pm</i>			
Next Regular DTRW-I Meeting Date:	<i>February 14, 2019 – DAC Boardroom, 1pm</i>			