

Ventura County Community College District

2017-2018 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
Thursday, January 11, 2018 - 1:00 p.m. – 3:00 p.m.

- Members:** Chancellor’s Designee: Kim Hoffmans, Chair (VC)
 Faculty Co-Chair: Nenagh Brown (MC)
 Vice Presidents: Roy Vasquez (OC – Feb 2018), 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), Traci Allen (MC Counseling – for L. Mai)
 Academic Senate Presidents: Diane Eberhardy (OC), Nenagh Brown (MC), Lydia Morales (VC)
 Administrative Officer to the Chancellor & Board of Trustees: Patti Blair (DAC)
- Guests:** Dave Fuhrmann
- Absent:** Letrisha Mai (on sabbatical Spring 2018)
- Recorder:** Sarah Ayala

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Announcements	<i>K. Hoffmans welcomed everyone and the meeting commenced at 1:06pm.</i> <i>Introductions around the room to welcome Traci who will be taking over DTRW-I duties for Letrisha while she is out this semester.</i>			
Approval of November 9, 2017 Meeting Minutes	<i>Corrections: Page 2 – CS M1P – change to CS M10P</i> <i>Page 2: CUCI – change to CSUCI</i>			
Approval of November 30, 2017 Meeting Minutes	<i>Minutes approved as presented.</i>	Bring AP/BP summary spreadsheet to next meeting		
Announcements	<i>None</i>			
CURRICULUM SUBMISSIONS				

<p>New Degrees/Courses/Revised Courses</p> <p>Moorpark/Oxnard/Ventura Submissions</p>	<p><u>MOORPARK COLLEGE</u> New Courses MUS M11 Songwriting, 3</p> <p><i>Question: Are we ok with implied subjects in the course description?</i> <i>Answer: Yes, that is intentional.</i></p> <p><i>A period should be added after the last word of the description.</i></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> New Courses FT R090 USLA Lifeguard Academy I, 3</p> <p><i>Curriculum comes from US Certified Lifeguard Association and will be taught by professionals. Closest course offerings to OC are in Santa Cruz and Huntington Beach.</i> <i>In "Limitations" section, should "BLS" be spelled out for those that don't know? Acronym stands for Basic Life Saving</i></p> <p><i>Description is written in present tense. 5th line does not follow same tense – "This course will include..." Suggestion to change to "This course includes..."</i></p> <p><i>No comments on the SAM changes</i></p> <p>SAM Code Changes ASL R103 American Sign Language, 3 (D) Possibly Occupational (E) Non-Occupational</p> <p>ASL R104 American Sign Language, 4 (D) Possibly Occupational (E) Non-Occupational</p> <p>BUS R122 Human Resource Management (B) Advanced Occupational (C) Clearly Occupational</p>			
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	<p>FINAL RECOMMENDATION: <i>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.</i></p> <p><u>VENTURA COLLEGE</u> <i>No submissions this month due to Curriculum Committee meeting being canceled in December (Thomas Fire)</i></p>			
CURRENT BUSINESS				
<p>Final CourseLeaf Discussion/Decision</p>	<p><i>1:10pm - Dave Fuhrmann joined the meeting to discuss. CurricUNET is available to us until the end of January 2019. CourseLeaf has a backup of orders, so conversion will take awhile. There is approximately a 4 month waiting list. Process will probably start in the Summer for 8 months. Catalog portion may be able to come in at the earliest in July 2019. CurricUNET asked if group would be willing to discuss issues with them. Group decided that a call could be set up for the beginning of the DTRW-I meeting in Feb. Cost to colleges – CBOs know the numbers. Dave has informed them.</i></p>	<p>Put item on 2/8 agenda for conference call with CurriQunet</p>		
<p>Report on Regional Curriculum Meeting 11/18/17 in Long Beach</p>	<p><i>CCCCO is still reviewing cooperative work experience and non credit courses. Spot checking automatic approval courses. UC system is trying to come up with something called "UC Transfer Pathways" – similar to ADTs. Starting with a study of physics and chemistry. Certificates – considering decreasing the threshold for approvals from a minimum of 18 units to a minimum of 16 units. CORs supposed to have hours information added to them according to Title 5 update. Course can be listed in the class schedule not just specifically the catalog to satisfy the Title V requirement. COCI workgroup meets twice a month to help with issues that are being experienced. AB705 breakout – a lot of stuff still up in the air. Many decisions have not yet been made. Title V requires the use of 2 distinct measures Chancellor's office is discouraging the use of assessment tests and may eventually forbid it.</i></p>			

	<i>Shannon – went to COCI breakout. System still has many issues that are being worked on.</i>			
Continued Discussion: Accelerated deadlines, Catalog production	<i>VC’s plan: online version to be posted online before printed version. Deadline is March 26th for the online version to be called “preliminary version as of March 26th”. VC will handle the appendices update this year. DAC will do photos and layout – same as last year.</i>			
2016/2017 Course Summary Sheet	<i>228 courses and programs reviewed. Great job everyone</i>			
2016/2017 DTRW-I Goals and Accomplishments	<p><i>Add: Reviewed 228 courses and programs overall. 203 courses, 25 programs</i></p> <p><i>Correction to first box:</i></p> <p><i>Ongoing discussion of course and program curriculum (credit and noncredit), Board Policies, Administrative Procedures and standard operating practices. Workgroup reviewed 228 courses and programs overall, with 203 courses and 25 programs.</i></p> <p><i>Second box:</i></p> <p><i>Members attended Curriculum Institute and other related training to stay current on State policies</i></p> <p><i>Ex: COCI (add full title) 6th Edition PCAH (add full title) and local approval of expanded categories of curriculum</i></p> <p><i>Third box:</i></p> <p><i>Articulation Officers Trustee presentation to the Pass Committee. Attended Assist Next/Gen training and provided professional development training to counselors after attending.</i></p> <p><i>Goals approved with corrections. Final version to be included at the next meeting as an information item.</i></p>			
2017/2018 DTRW-I Goals	<p><i>Add item 5: Select and begin implementation of Course Management System</i></p> <p><i>Add new item 1: Ensure the technical and legal accuracy of new and substantially revised courses and programs approved by each College’s Curriculum Committee</i></p> <p><i>Move “Share Best Practices” to be Item 6</i></p>			
Remaining AP/BPs for review:				

Add as an informational item on next agenda with final copy

AP/BP 4225: Disqualification and Dismissal	<i>This is mis-numbered. Disqualification and Dismissal is AP 4255. Needs correction on the spreadsheet from last meeting. Will be on next meeting's agenda for review</i>	Put corrected item on next agenda		
AP/BP 5010: Admissions and Concurrent Enrollment	<i>DTRW-I workgroup concurs with DTRW-SS workgroup in their decision regarding moving this AP/BP forward to Policy Committee.</i>	Add to summary spreadsheet		
AP/BP 5030: Fees	<i>DTRW-I workgroup defers to DTRW-SS in their decision to move this AP/BP forward to Policy Committee</i>	Add to summary spreadsheet		
AP/BP 5055: Enrollment Priorities	<i>DTRW-I workgroup defers to DTRW-SS in their decision to move this AP/BP forward to Policy Committee</i>	Add to summary spreadsheet		
T5 GE Pattern: T. Brabander	<i>Brief update VC - Having discussions with committees and trying to get the information out. Data examples are needed. OC – Counseling in favor, moving it forward with some people being reluctant. Mostly positive at Curriculum Committee. Overall, more data is needed for discussions. Maybe look at other colleges scorecards that are using this pathway.</i>			
Pop up item:	<i>Nenagh brought up non-credit training next week. Will include: General refresher, best practices, CORs, examples. Non-credit in relation to Guided Pathways and AB 705 (Multiple Measures) Send any further suggestions to Nenagh. Meeting will be from 1pm-3pm. RSVPs are needed – collect them from your campus, THEN send them to Nenagh. No RSVP limitations.</i>			
Future Agenda Items	<i>No items were requested for the agenda at this time.</i>			
Adjournment	<i>K. Hoffmans adjourned the meeting at 3:03 pm.</i>			
Next Meeting Date:	<i>January 18, 2018 (Noncredit Training) – DAC Boardroom, 1pm February 8, 2018 (DTRW-I) – DAC Boardroom, 1pm</i>			