













MUS V39 Introduction to Music Technology, 2 3  
 NS V20 Patient-Centered Care I and Family-Centered Care  
 of Children, 9

**SAM Code Changes**

BUS V02 Income Tax Fundamentals  
~~Advanced~~ **Occupational**  
 BUS V04 Computerized Payroll Accounting  
~~Advanced~~ **Occupational**  
 CD V10 Introduction to Children with Special Needs  
~~Possibly~~ **Occupational**

**TOP Code Changes**

BUS V17 Computer Applications ~~0514.00~~ **0506.00**  
 BUS V90 Directed Studies in Business ~~0501.00~~ **0506.00**  
 NS V31 ~~The Nursing Process Applied:~~ ~~1230.00~~ **1230.10**  
~~Health Care Deviations II~~  
**Patient-Centered Care II and Maternal  
 Newborn and Mental Health Nursing: 30-U**

**SAM & TOP Code Changes**

NS V30 ~~The Nursing Process Applied to the Client~~  
~~Health Care Deviations II~~  
**Patient-Centered Care II and Maternal  
 Newborn and Mental Health Nursing**  
**Advanced Occupational, 4230.00 1230.10**

NS V40 ~~The Nursing Process Applied: Health Care~~  
~~Deviations III~~  
**Patient-Centered Care III and Transition  
 to Professional Practice**  
**Advanced Occupational, 4230.00 1230.10**

NS V41 ~~The Nursing Proc Applied to the Client w/ Hlth Care~~  
~~Dev III~~  
**Patient-Centered Care III and Transition  
 to Professional Practice: 30-UO**  
**Advanced Occupational, 4230.00 1230.10**

	<p><i>BUS courses: VC will have them on the credit side, and these are the non-credit versions. Total hours? Need them listed and on the COR. Should the title be slightly different to avoid any confusion?</i></p> <p><i>For credit courses counterparts – why aren't there labs associated with the Microsoft PowerPoint and Computer Fundamentals and Productivity Tools courses?</i></p> <p><i>BIOL V31/BIOT V31 – remove “formerly” BIOT V31/BIOL V31 – remove “formerly” Correction on C-ID – add “X” Make sure not to include note about letter grade in catalog. It was only there to present the change to the group.</i></p> <p><i>NSV20 does not need to go to the Board. Revise “No” to not be capitalized.</i></p> <p><b>FINAL RECOMMENDATION:</b> <i>These new and revised courses and/or 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>CURRENT BUSINESS</b>				
<b>Faculty Co-Chair Election</b>	<i>1 nomination for Nenagh Brown. Group voted - all in favor of electing Nenagh Brown as faculty co-chair.</i>			
<b>Non-Credit Training: 1/18/18 or 1/25/18</b>	<i>Noncredit training will be 1/18/17. Time TBA.</i>			
<b>Regional Curriculum Meeting 1/18/17 in Long Beach</b>	<i>Presented by Academic Senate and will be in Long Beach.</i>	Add to Dec Agenda. Update from anyone who attended		
<b>Replacement for Current Curriculum Management System/COR Meeting Follow Up</b>	<i>Dave Fuhrmann: CurricUNET rep can present to group. Next week – a few times via webinar. E-Lumen representative would like to present. Impressive list of colleges using it. But we'd have to use their SLO management system if we were to switch. Includes online catalog.</i>			



	<p>Conference call to be set after last demo to make a decision. Goal is to get this to the Board in December. Dave to prepare Board presentation</p> <p>Articulation Officer Meeting wrap-up: final consensus was that creating a common COR template between all 3 colleges is possible.</p>			
<b>Continued Discussion: Accelerated Deadlines, Catalog Production &amp; Catalog Disclaimer</b>	<p>Regarding catalog disclaimer: Thao has been working on this and is bringing it to DTRW-I as it will affect all of our catalogs. Would like the blurb to become a District-wide thing in our catalogs. VC Curriculum Committee has seen the verbiage and approved implementation.</p> <p>Reps from OC and MC don't think Curriculum Committees at their campuses need to see this. Can move forward.</p> <p>With including this verbiage, we must still try to work with students as much as we can first before enforcing this language. We should be open and flexible.</p> <p>Group agreed to move forward with this verbiage in the catalogs.</p>			
<b>2016/2017 Course Summary Sheet</b>	Due to time constraints, this item was postponed until the next DTRW-I Meeting	Put on Dec Agenda		
<b>2016/2017 DTRW-I Goals and Accomplishments</b>	Due to time constraints, this item was postponed until the next DTRW-I Meeting	Put on Dec Agenda		
<b>2017/2018 DTRW-I Goals</b>	Due to time constraints, this item was postponed until the next DTRW-I Meeting	Put on Dec Agenda		
<b>Previously Reviewed AP/BPs Follow Up Final Recommendation Spreadsheet 4021: Program Discontinuance</b>	Due to time constraints, this item was postponed until the next DTRW-I Meeting	Put on Dec Agenda		
<b>BP/AP 4020: Curriculum Development</b>	Due to time constraints, this item was postponed until the next DTRW-I Meeting	Put on Dec Agenda		
<b>Future Agenda Items</b>	No items were requested for the agenda at this time.			
<b>Adjournment</b>	K. Hoffmans adjourned the meeting at 2:58 pm.			
<b>Next Meeting Date:</b>	November 30, 2017 (AP/BP Review) – DAC Boardroom December 14, 2017 (DTRW-I) – DAC Boardroom			

Ventura County Community College District

**2017-2018 Academic Year**  
**District Technical Review Workgroup – Instructional (DTRW-I)**  
**AP/BP Review Meeting Notes---DRAFT**  
**Thursday, November 30, 2017 - 1:00 p.m. – 4:00 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)  
 Administrative Officer to the Chancellor & Board of Trustees: Patti Blair (DAC)
- Guests:** Vice Chancellor Rick Post
- Absent:** Patti Blair
- Recorder:** Sebastian Szczebiot

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome and Announcements</b>	<i>K. Hoffmans welcomed everyone and the meeting commenced at 1:05 pm</i>			
<b>Announcements</b>	<i>January 18 – Non-Credit Training at 1 pm until 4 pm</i>  <i>Location: DAC – we will ask for room information</i>			
<b>Discussion regarding the pros and cons of CurricUNET Meta vs. CourseLeaf</b>	Training to transfer curriculum to Meta took two years at Alan Hancock College.  SBCC did not require as long but they have dedicated team.  Regarding our capacity in making a digital catalog:	Group moved forward with courseleaf		

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>CurricUNET Meta has the catalog included. It is interesting to note that it looks similar to the new CourseLeaf product, rather than the old curricunet.</p> <p>How about the cost of migration, in addition to the cost of the program.. for example, for faculty training.</p> <p>CourseLeaf migration of courses, specifically, seems to be manageable. Programs are not the worry. Up to two years ago we didn't even have programs in curricUNET. Plus there are more classes than programs.</p> <p>For faculty there is concern that CourseLeaf is clunky and that there is a learning curve. But this might be the case with either of the choices</p> <p>CourseLeaf says they are compatible with default version of banner. What version do we have?</p> <p>Neither is compatible with TrackDat (?)</p>	<p>Invite Dave Fuhrmann back for next meeting</p>		
<p><b>AP/BP Review:</b></p> <p>AP/BP 4070: Auditing and Auditing Fees</p>	<p><b>Changes to policy are now to go DTRW-S; agenda due tomorrow!</b></p> <p><b>FINAL RECOMMENDATION:</b> <i>Move to DTRW-S</i></p>			
<p>AP/BP 4102: Career Technical Education Programs</p>	<p><b>Change to legal references.</b></p> <p><b>Changes added during meeting will need to go to DTRW-S</b></p> <p><b>FINAL RECOMMENDATION:</b> <i>Move to DTRW-S</i></p>			

AP/BP 4222: Remedial Coursework	<p><b>Definition of “remedial” needs to be updated/expanded.</b></p> <p><b>Seb will email to AO’s.</b></p> <p><b>FINAL RECOMMENDATION:</b> <i>Define remedial coursework and incorporate AB705.</i></p>			
AP/BP 4225: Course Repetition	<p><b>Goes to BoardDocs.</b></p> <p><b>FINAL RECOMMENDATION:</b> <i>send to policy committee</i></p>			
AP/BP 4227: Repeatable Courses	<p><b>Goes to BoardDocs.</b></p> <p><b>FINAL RECOMMENDATION:</b> <i>send to policy committee</i></p>			
AP/BP 4250: Probation	<p><b>FINAL RECOMMENDATION:</b> <i>Move to DTRW-S</i></p>			
AP 4225: Disqualification and Dismissal	<p><b>The following items have been tabled until the December meeting.</b></p> <p><b>FINAL RECOMMENDATION:</b> <i>Review tabled until next meeting</i></p>			
AP/BP 5010: Admissions and Concurrent Enrollment	<p><b>FINAL RECOMMENDATION:</b> <i>Review tabled until next meeting</i></p>			
AP/BP 5030: Fees	<p><b>FINAL RECOMMENDATION:</b> <i>Review tabled until next meeting</i></p>			
AP/BP 5055: Enrollment Priorities	<p><b>FINAL RECOMMENDATION:</b> <i>Review tabled until next meeting</i></p>			
<b>Adjournment</b>	K. Hoffmans adjourned the meeting at 4:01 pm			
<b>Next Meeting Date:</b>	<i>December 14, 2017 (Regular DTRW-I Meeting)-DAC Boardroom</i>			

DRAFT

# MOORPARK COLLEGE

## New Courses

MUS M11      Songwriting

## Units

3

## New Courses

MUS M11	Songwriting	3 Units
Prerequisite:	MUS M02B and MUS M02BL	
Class Hours:	3 lecture weekly	
C-ID:	Aligned with CMUS 150X	

Explores the process, skills, and techniques of songwriting. Analyzes the chord structure, form, rhythm, melody, harmony, and lyrics of various songs. Requires demonstration of understanding through composition and performance of original song  
Applies to Associate Degree. Transfer credit: CSU.

OXNARD COLLEGE

New Courses

FT R090 USLA Lifeguard Academy I 3 units

SAM Code Changes

ASL R103 American Sign Language 3 ~~(D) Possibly Occupational~~ **(E) Non-Occupational**  
ASL R104 American Sign Language 4 ~~(D) Possibly Occupational~~ **(E) Non-Occupational**  
BUS R122 Human Resource Management ~~(B) Advanced Occupational~~ **(C) Clearly Occupational**



New Courses

FT R090	USLA Lifeguard Academy I	3 units
Hours:	2 lecture weekly, 3 lab weekly	
Limitations:	Valid CPR (BLS) Healthcare Provider card; Swim Test Completion 500 yards within 12 minutes; Advanced First Aid card	

The Oxnard College Lifeguard Academy is a 90 hour introductory level course for aspiring emergency responders interested in career opportunities as Aquatic Rescuers either within lifeguard agencies or the fire service. This rigorous academy includes lecture and hands on training in the ocean environment and follows the United States Lifesaving Association required course curriculum for Aquatic Rescue Response Teams and Open Water Lifeguard Certification. The course will include training in marine weather, aquatic hazards, communications, lifesaving rescue techniques, specialized equipment use, night rescues, medical aid, lifesaving history and aquatic agency career paths. To successfully complete the academy, students must be athletically fit with strong swimming skills. *Field trips will be required.*

**SAM Code Changes**

ASL R103                    American Sign Language 3                    4 units  
 Prerequisite:            ASL R102  
 Hours:                    4 lecture weekly

This course will continue the study of conversational American Sign Language with expanded information on ASL grammar, syntax, spatial referencing, and vocabulary development. Dialogues, short stories, and narratives will incorporate discussion of Deaf culture and detailed descriptions of people and surroundings. Field trips may be required.

*Transfer credit: CSU, UC*

**Note: SAM code changed from ~~(D) Possibly Occupational~~ to (E) Non-Occupational**

ASL R104                    American Sign Language 4                    4 units  
 Prerequisite:            ASL R103  
 Hours:                    4 lecture weekly

This course will build on skills acquired in ASL R103, and includes more complex ASL grammatical features, vocabulary building in context, in-depth study of classifiers, comprehension and development of narratives and dialogue, and understanding and recitation of ASL stories. Class discussions will center on the analysis of current and historical issues of cultural significance to the Deaf community. Field trips may be required.

*Transfer credit: CSU, UC*

**Note: SAM code changed from ~~(D) Possibly Occupational~~ to (E) Non-Occupational**

BUS R122                    Human Resource Management                    3 units  
 Hours:                    3 lecture weekly

This course examines the concepts of human resource organization and management including finance, operation, and compliance with federal government regulations, internal organization and the personnel practices including collective bargaining of the organization as an employer and its role with employees. Field trips may be required.

*Transfer credit: CSU, UC*

**Note: SAM code changed from ~~(B) Advanced Occupational~~ to (C) Clearly Occupational**

<b>DTRW-I Recommendations</b>				
<b>AY 2016-2017</b>	<b>Moorpark</b>	<b>Oxnard</b>	<b>Ventura</b>	<b>Totals</b>
<b>New Courses</b>	46	48	52	<b>146</b>
<b>Revised Courses</b>	26	3	23	<b>52</b>
<b>Reactivated Courses</b>			5	<b>5</b>
<b>Deleted Courses</b>				
<b>New Programs</b>	12	1	8	<b>21</b>
<b>Revised Programs</b>				
<b>Deleted Programs</b>		4		<b>4</b>



## *District Technical Review Workgroup- Instruction*

The purpose of the District Technical Review Workgroup - Instructional (DTRW-I) is:

- To put into practice the collaboration of faculty and administration in ensuring the technical and legal accuracy of new and substantially revised courses and programs approved by each College's Curriculum Committee;
- To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs.
- To review and develop Board policies, administrative procedures and standard operating practices in the instructional area prior to submission through Cabinet and the District Consultation Council to the Chancellor and Board of Trustees;
- To serve as a body providing operational and procedural advice to Cabinet and the District Consultation Council for issues that impact instruction District-wide.

The DTRW-I is an advisory group to the Chancellor through Cabinet and the District Consultation Council. It reviews curriculum submitted by the three VCCCD College Curriculum Committees. The DTRW-I is responsible for reviewing new and substantially revised courses and programs prior to submission through Cabinet and Consultation Council to the Chancellor and the Board of Trustees. DTRW-I is responsible for ensuring the technical and legal accuracy of all components of new and substantially revised courses and programs. In addition, the DTRW-I may choose to review and provide advice on questions regarding the interpretation of curricular regulations. To fulfill these charges, members of this workgroup are assigned responsibility for remaining current on all regulations and laws related to curriculum.

### GOALS 2016-2017

#	GOALS	ACCOMPLISHMENTS
1	Share best practices	Ongoing related course and program curriculum (credit and noncredit) and Board policies, administrative procedures and standard operating practices.
2	Comply with current State curriculum policies and standards	Members attended Curriculum Institute and other related training to stay current on State policies and standards.
3	Advise on transfer compliance	Articulation Officers Trustee presentation
4	Review and make recommendations on relevant District BPs and APs	Reviewed 19 BP/AP's and made recommendation.



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### GOALS 2017-2018

#	GOALS	ACCOMPLISHMENTS
1	Share best practices	
2	Comply with current State curriculum policies and standards	
3	Advise on transfer compliance	
4	Review and make recommendations on relevant District BPs and APs	

















































