

**Ventura County Community College District**

**2017-2018 Academic Year  
District Technical Review Workgroup – Instructional (DTRW-I)  
Meeting Notes  
Thursday, March 8, 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 ), 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:** D. Fuhrmann, M. Rose
- Absent:** T. Allen, P. Blair, L. Mai (sabbatical) L. Morales, J. Sokenu, R. Vasquez
- Recorder:** Sarah Ayala

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
<b>Welcome and Announcements</b>	<i>K. Hoffmans welcomed everyone and the meeting commenced at 1:07pm</i>			
<b>Approval of February 8, 2018 meeting notes</b>	<i>Follow up: Pre-Allied Health degree discussed last meeting – Department does not want it to be CTE. Item to be on Board Agenda in March</i>  <i>No further comments or corrections. Minutes approved as presented.</i>			
<b>Announcements</b>	<i>None</i>			
<b>CURRICULUM SUBMISSIONS</b>				

<p><b>New Degrees/Courses/Revised Courses</b></p> <p><b>Moorpark/Oxnard/Ventura Submissions</b></p>	<p><b><u>MOORPARK COLLEGE</u></b></p> <p><b>New Courses</b>  ART M79C Figure Sculpture III, 3  ARTH M80 Internship in Art History, 1-4  ARTH M122 Independent Study – Art History, 0.5-3  CD M21 Infant and Toddler Development, 3  EDU M08 Children’s Art within a Multicultural Perspective, 3  ITAL M102 Elementary Italian II, 4</p> <p><b>Revised Courses</b>  MUS M03 Introduction to Music Technology, 3  MUS M05 Electronic Music, 3</p> <p><b>TOP/SAM Code Changes</b>  ART M74 Glaze Design I <del>Non Occupational</del>  ART M75 Glaze Design II <del>Non Occupational</del>  ART M79B Figure Sculpture II <del>Fine Arts, General Art</del></p> <p><b>New Program</b>  Certificate of Achievement in Songwriting, 23</p> <p><i>ART M79C – Description mentioned “M79D”. Is this course actually coming? Jerry to check further into that.</i></p> <p><i>ARTH M80 and ARTH M122 - Class hours listed as Lab hours. MC to check notation of hour totals.</i></p> <p><i>ARTH M122 – remove “UC” – this course (all independent studies) will not be accepted.</i></p> <p><i>ITAL M102 – already approved by DTRW-I. When it was getting to State submission, it was noted that it was deactivated from Banner, and the same number could not be used. Exact same course, just a different number.</i></p> <p><i>Revised courses: also have TOP code changes</i></p> <p><i>MUS M03 does have a C-ID: CMUS 100X (commercial music)</i>  <i>MUS M05 does have a C-ID: CMUS 110X (commercial music)</i></p>			
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*TOP/SAMs changes on the Art Courses  
1009 is a CTE TOP Code – matches the SAM code change to  
“Occupational”*

*COA Songwriting:*

*Independent Study could be an issue b/c there is no way to  
guarantee completion. Can't force a faculty member to teach it.  
Could be problematic for the degree.*

*MC faculty has discussed this issue, and they do want the  
Independent Study. Jerry to take back DTRW-I  
recommendation to avoid that back to the Department.*

*Suggestions to rectify: Use M11 or to make another class to  
satisfy that Capstone requirement.*

**FINAL RECOMMENDATION:** *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.*

**OXNARD COLLEGE**

**New Courses**

- ADS R125 Treatment of Eating Disorders, 3
- ADS R131 Abnormal Psychology, 3
- BUS R199A Directed Studies in Business , .5-4
- BUS R199B Directed Studies in Business Lab, .5-4
- CAOT R801 Keyboarding (Alpha and Numeric), 0
- CAOT R802 Keyboarding for Speed and Accuracy, 0
- CHEM R199 Directed Studies in Chemistry, 1-3
- ENGR R130 Engineering Statics, 3
- ESL R048 Academic Listening and Speaking, 4
- ESL R801A ESL Communication Skills, 0
- ESL R801B ESL Reading Skills, 0
- ESL R801C ESL Grammar and Writing, 0
- MATH R005 Intermediate Algebra for Statistics and Liberal Arts, 5
- MATH R015 Intermediate Algebra for STEM, 6
- MATH R098F Algebra Support for MATH R115, 2
- MATH R098G Algebra Support for MATH R105, 2
- MUS R109 Music of Latin America 3

**TOP Code Changes**

- MUS R140 Recording I: The Fundamentals of Audio Technology  
~~0614.00~~ **1005.00**

**New Programs**

Associate in Science in Environmental Science for Transfer  
(Environmental Science AS-T), 42-44  
Associate in Science in Pre-Health Professions, 58-63  
Certificate of Achievement in Eating Disorders, 18  
Certificate of Achievement in Co-occurring Disorders, 18

*ADS R125's title is Treatment of Eating Disorders, but program "COA in Eating Disorders" – why? Shannon to take back from clarification.*

*BUS R199A/ BUS R199B – back again at DTRW-I. Had issue submitting to COCI – wants fixed units or a range. The "work around" is this new version.*

*CAOT = Computer Applications and Office Technologies – noncredit*

*ESL R048 – typo "loose" period in 3<sup>rd</sup> line.  
Prerequisite will not be transcribed. No evidence student completed the course. Only knowledge of the instructor.*

*Recommendation for Board submission, break credit courses and noncredit courses to make information very clear.*

*MATH R005 and MATH R015 – for Fall 2019  
Recommendation to notate the course compressions for the Board.*

*MATH R015 – minor typo – under prerequisites: "MATH R001or" – need a space between.*

*MUS R109 – first line of the description does not follow template.*

*MUS R140 – consider adding zero after the 3 in lab hours to be consistent.*

*Look at ADT in Environmental Science for consistency*

*Associate in Science in Pre-Health Professions contains all GEs.*

	<p><b>FINAL RECOMMENDATION:</b> <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><b><u>VENTURA COLLEGE</u></b></p> <p><b>Revised Courses</b>  BUS V21 Administrative Assistant, 16  BUS V94 <del>Business Office Skills</del> <b>for Employment</b>, 4</p> <p><b>TOP/SAM Code Changes</b>  BUS V08 Computerized Accounting <del>Advanced</del> Occupational  BUS V47 Sales Techniques <del>Non</del> Occupational</p> <p>BUS V94 – add hours to Board submission – “4 lecture weekly”</p> <p><b>FINAL RECOMMENDATION:</b> <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>			
<b>CURRENT BUSINESS</b>				
<b>Follow up from last meeting: Field Trips – N. Brown</b>	<i>Item postponed until next meeting due to time.</i>			
<b>Standing Item: Update on CourseLeaf – M. Rose/D. Fuhrmann</b>	<p><i>Discussion was first item at DTRW-I meeting:</i></p> <p><i>Contract was signed, but there was more discussion needed regarding funding. Agreements reached, and process is moving forward. On the waiting list to get started.</i></p> <p><i>No response from CurricUNET on the data migration question yet. They can opt to help us or not. Worst case would be to go into CurricUNET and screen snap shot every item and key it all in.</i></p>	Meeting invite for everyone listed for April 26th 9am Program Template		

	<p><i>If our 3 colleges can come up with a common work flow and common items, it would help the flow of productivity in the conversion.</i></p> <p><i>Dave to pass along contacts to DTRW-I group. If we could know the options/possibilities of CORs, it would be good to look at before Summer break.</i></p> <p><i>Groups from each college: (OC) Shannon/Roy (MC) Jerry/Ana/Julius (VC) Sarah/Michael B/ Kim plus Data Techs</i></p> <p><i>Laura Anderson, Kelly Denton, Olivia Long, Kim Watters</i></p>			
<b>General Update: BP/AP 4102 – Career Technical Education Programs</b>	<i>Item postponed until next meeting due to time</i>			
<b>Letter Grade and Pass/No Pass Notation – M. Bowen</b>	<i>Item postponed until next meeting due to time</i>			
<b>Pop Up Item</b>	<i>None</i>			
<b>Future Agenda Items</b>	<i>None</i>			
<b>Adjournment</b>	K. Hoffmans adjourned the meeting at 3:05 p.m.			
<b>Next Meeting Date:</b>	April 12, 2018– DAC Boardroom, 1pm			