

Ventura County Community College District

2015-2016 Academic Year

District Technical Review Workgroup – Instructional (DTRW-I)

Meeting Notes

November 12, 2015 - 1:00 p.m. – 3:00 p.m.

MEETING NOTES APPROVED AT DECEMBER 10 DTRW-I MEETING

Members: Chancellor’s Designee: Kim Hoffmans, Chair (VC)
 Faculty Co-Chair: Linda Kama’ila (OC)
 Executive Vice President and Vice Presidents: Lori Bennett (MC), vacant (VC), Ken Sherwood (OC)
 Faculty Chair/Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Michael Bowen (VC)
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Michael Bowen, Acting AO (VC)
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Alex Kolesnik (VC)
 Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

Guests: Katie Owashi, Ventura College Curriculum Tech

Absent: Lori Bennett, Clare Geisen

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of October 8, 2015 Meeting Minutes	Dr. Hoffmans welcomed everyone and the meeting commenced at 1:05 pm. Introductions were made for Katie Owashi, new Curriculum Tech, attending as a guest. The October 8, 2015 meeting notes were approved as presented with abstention from Linda Kama’ila and Kimberly Hoffmans.			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses Moorpark/Oxnard/Ventura	Curriculum Submissions: <u>MOORPARK COLLEGE</u> New Courses ANTH M14, Monkeys, Apes, and Humans, 3 – to be			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Submissions	<p>submitted to both UC and CSU. CNSE M68, VMware Optimize and Scale, 3 PHIL M21, Ethics of Living and Dying, 3 – grammatical correction Recommendation: These new courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>Revised Courses ANTH M09, Anthropology of Women Sex, Gender, and Culture, 3: consistency of course title and content of classes regarding sex vs. sexuality was discussed and will be clarified. Recommendation: This revised course will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><u>OXNARD COLLEGE</u> New Courses ANTH R101H, Honors: Introduction to Biological Anthropology, 3 ANTH R102H, Honors: Introduction to Cultural Anthropology, 3 ANTH R111H, Honors: Magic, Witchcraft and Religion: Anthropology of Belief, 3 EMT R079, Emergency Medical Responder, 3 ENGL R124, Introduction to LGBTIQ Literature, 3 ENGR/MATH R138, Programming and Problem-Solving in MATLAB, 3: C-ID issues were discussed regarding listing math and engineering together. Articulation issues were also discussed. GEOL R121, Earth Science with Lab, 4 GIS R106, Introduction to Geographic Information Systems & Techniques, 3 HIST R124, Sports in American History, 3 MATH R032, Intermediate Algebra for Non-STEM Majors, 3: measure of units between different math tracks and class descriptors regarding competencies were discussed. MATH R033, Pathway to STEM, 2</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>PHIL R101H, Honors: Introduction to Philosophy, 3 PHIL R102H, Honors: Introduction to Ethics, 3 PHIL R115H, Honors: Comparative World Religions, 3 PHIL R116, Contemporary Moral Issues, 3 SJS R110, Introduction to Social Justice Studies, 3 SJS R120, Introduction to Women's Studies, 3 SJS R130, Introduction to LGBTQ Studies, 3 Recommendation: These new courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>Revised Courses ASL R110, Introduction to Deaf Studies, 3 MATH R101, Mathematics for the Liberal Arts Major, 3 MATH R102, Mathematics for Elementary School Teachers, 4 MATH R105, Introductory Statistics, 4: C-ID information will be added. MATH R115, College Algebra, 4: C-ID information will be added MATH R116, College Trigonometry, 3: C-ID information will be added PSY R103, Beginning Statistics for Behavioral Science, 3 SOC R125, Statistics for the Behavioral and Social Sciences, 3 Recommendation: These revised courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>New Programs AS-T in Biology AA-T in Social Justice Studies Recommendation: These new programs will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><u>VENTURA COLLEGE</u> New Courses</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>EDU V03, Introduction to Elementary Teaching, 3 POLV V17, Street Law, 3: C-ID information will be added. POLV V18, Introduction to Global Issues, 3 Recommendation: These new courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>Revised Courses AUTO V28LA, Automotive Suspension Systems Lab, 1.5 ECON V01A, Principles of Macroeconomics, 3 ECON V01B, Principles of Microeconomics, 3 HED V94 KIN V84, Introduction to Athletic Training, 3 MUS V02D, Music Theory IV: Sixteenth-Century Counterpoint, 3 Post Romantic MUS V02DL, Ear Training IV, 1 THA V22A, Fundamentals of Stage Costuming I, 3 Introduction to Costume Technology I THA V22B, Fundamentals of Stage Costuming II, 3 Introduction to Costume Technology II Recommendation: These revised courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p>			
OLD BUSINESS				
DTRW-I Decision Making Document – Mary Rees	<p>The following revisions were made during the meeting:</p> <ul style="list-style-type: none"> • Page 3, third bullet point to change “campus” to “college” • Correct legislative format • The first bullet point was also revised to delete “District.” • Added “the fifth edition of PCAH” to the last paragraph on page 3. <p>The revised document will move forward to District Council on Accreditation and Planning (DCAP). Ms. Nusser will send it to Ms. Rambo for submission to DCAP. The procedures will go into effect in January 2016.</p>	Revise document and submit to DCAP	ASAP	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
DTRW-I Goals – Mary Rees	Tabled to December meeting.			
New Business				
BP/AP 5070 Attendance	DTRW-I AP 5070 comments: <ul style="list-style-type: none"> • “C” sections – correction of two “C” sections • “Section C2 FTE reporting” was discussed regarding in-service training courses in the areas of police, fire, corrections, and other criminal justice occupations. These areas are specific to state law pertaining to people providing emergency services according to Ed Code. The vice presidents and registrars will research areas of the Ed Code regarding this issue. • Section D Faculty shall maintain accurate attendance records: will be reviewed as well and will return to DTRW-I for further discussion. . 	Research areas of concern for Section C2 and Section D	Before December 10 meeting	VPs and Registrars
BP/AP 5075 Course Adds and Drops	Tabled to the November meeting due to time constraints.	Add to next agenda	Dec 4	Laurie Nusser
Future Agenda Items	<ul style="list-style-type: none"> • High unit ADTs – Jerry Mansfield • Units and hours calculations will be brought to the December meeting by the Curriculum Chairs – Articulation Officers • Parallel courses are under review by the Articulation Officers and they will notify DTRW-I when the issue is ready to be agendized – Articulation Officers 			
Adjournment	Dr. Hoffmans adjourned the meeting at 2:58 pm.			
Next Meeting Date:	December 10, 2015 – 1 pm, DAC Lakin Boardroom Submission deadline: December 4, 2015			