

Ventura County Community College District

**2014-2015 Academic Year**  
**District Technical Review Workgroup – Instructional (DTRW-I)**  
**Meeting Notes**  
**December 11, 2014 - 1:00 p.m. – 3:00 p.m.**  
**MEETING NOTES APPROVED AT 1.15.15 DTRW-I MEETING**

**Members:** Chancellor’s Designee: Lori Bennett, Chair (MC)  
 Faculty Co-Chair: Linda Kama’ila (OC)  
 Executive Vice Presidents: Lori Bennett (MC), Raul Cardoza (OC), Patrick Jefferson (VC)  
 Faculty Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Angelica Gonzales (VC)  
 Additional Faculty Member: Graciela Casillas-Tortorelli (OC)  
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (VC)  
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Alex Kolesnik/Peter Sezzi (VC)  
 Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

**Absent:** Clare Geisen, Patrick Jefferson

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Approval of November 13, 2014 Meeting Minutes</b>	Dr. Bennett welcomed everyone to DTRW-I and the meeting commenced at 1:12 pm.  The November 13, 2014 meeting notes were approved with minor changes.			
<b>CURRICULUM SUBMISSIONS</b>				
<b>New Degrees/Courses/Revised Courses</b>  <b>Moorpark/Oxnard/Ventura Submissions</b>	<b>Curriculum Submissions:</b>  <u><b>MOORPARK COLLEGE</b></u> <b>New Degree</b> Emergency Medical Technician Proficiency Award, 7.0 <b>Recommendation:</b> This new degree will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p><b>Deleted Degrees</b>  Accounting Principles Proficiency Award, 12.0-13.0  Associate in Science in Business Accounting, 28.0-32.0  Associate in Science in Business Management, 28.0-32.0  Associate in Science in Business Sales &amp; Marketing, 28.0-32.0  Business Communication Proficiency Award, 2.0-13.0  Management Proficiency Award, 12.0  Marketing Proficiency Award, 12.0  Sales and Marketing Certificate of Achievement, 27.0-28.0  Small Business Proficiency Award, 12.0  <b>Recommendation:</b> These deleted degrees will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><b>New Course</b>  PHSO M01H, Honors: Human Physiology, 4.0  <b>Recommendation:</b> This new course will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><b><u>OXNARD COLLEGE</u></b>  <b>New Courses</b>  ACS R100, Automation and Control Systems, 4  ACS R110, Programmable Logic Controllers (PLCs), 4  ACT R016, Computer Aided Learning Math, 1  ACT R017, Skills for the Internet, 1  ANTH R118, Introduction to Forensic Science, 3  AT R011, Foundations of Automotive Technology, 3  AT R060, Automotive Business Management, 6  CNIT R150, Virtualization, 4  CNIT R151, Cloud Computing and Services, 4 (Ms. Ordonez will verify correct units with CurricuNet.)  HIST R122, Asian History, 3 – this item will undergo revisions prior to submission to the Board for title/description and will not return to this workgroup.  LS R098, Short Courses in Learning Skills, 0.5-3  PHIL R115, Comparative World Religions, 3  PLS R124, Bankruptcy Law, 3</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>PLS R125, Business Organizations, 3            PLS R126, Probate Law, 3 – grammatical revisions            PLS R127, Trusts and Estates, 3 – grammatical revisions            THTR R198, Short Courses in Theatre, 0.5-3 – description revisions            URBS R101, Introduction to Urban Studies, 3 – description revisions  <b>Recommendation:</b> These new courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval with revisions as indicated above.</p> <p><b>Revised Courses</b>            ANTH R114, African American <b>Culture and Experience</b> Ethnology, 3            ART R115A, Abstract Concepts I, 3 – grammatical change            ASL R101, American Sign Language 1, <b>4</b> ∅            ASL R102, American Sign Language 2, <b>4</b> ∅            BIOL R120, Principles of Biology I, 4 – correction of typo, and removal of English prerequisite, this item will go forward            RFT R170, Firefighter I Academy, <b>18</b> 46            MICR R100, Principles of Microbiology, 3 – changes to prerequisite description  <b>Recommendation:</b> These revised courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval with revisions as indicated above.</p> <p><b>New Programs</b>            Proficiency Award in Airside Systems            Proficiency Award in Auto Body/Collision Repair            Proficiency Award in Auto Body Painting and Refinishing            Proficiency Award in Automotive Graphics            Proficiency Award in Electrical Systems for HVAC/R            Proficiency Award in Energy Auditing            Proficiency Award in Estimating Auto Body Damage &amp; Advanced Repair            Proficiency Award in Heating and Hydronics</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Proficiency Award in Lead Cook  Proficiency Award in Mechanical Systems for HVAC/R  Proficiency Award in Wireless Networking  <b>Recommendation:</b> This new degree will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><b><u>VENTURA COLLEGE</u></b>  <b>New Courses</b>  AUTO V11, Vehicle Maintenance for the Technician, 2  AUTO V12, Introduction to the Automotive Industry, 1  AUTO V30, Automatic Transmission Diagnosis and Repair, 2  AUTO V30L, Automatic Transmission Diagnosis and Repair Laboratory, 2  AUTO V33, Manual Transmissions and Driveline, 2  AUTO V33L, Manual Transmissions and Driveline Laboratory, 1  AUTO V34, Engine Repair, 2  AUTO V34L, Engine Repair Laboratory, 2  AUTO V38, Heating and Air Conditioning, 2  AUTO V38L, Heating and Air Conditioning Laboratory, 1  AUTO V42, Automotive Engine Management, 4  AUTO V43, Automotive Electronics, 2  AUTO V43L, Automotive Electronics Laboratory, 1.5  CD V10, Introduction to Children with Special Needs, 3  CD V20, Curriculum and Strategies for Children with Special Needs, 3  CD V23, Creative Experiences, Materials, and Environments in ECE, 3  CD V27, Infant and Toddler Development, 3  COUN V01, College Success, 3 – deletion for transferability to UC in description.  COUN V02, Career Exploration and Life Planning, 3 – deletion for transferability to UC in description.  <b>Recommendation:</b> These new courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval with revisions indicated above.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p><b>Revised Courses</b>  BUS V95, Business Internship I, 1-4 – change to enrollment limitations section  PHYS V02A, General Physics I: <b><i>Algebra/Trigonometry-Based, 4</i></b>  PHYS V02AL, General Physics I Laboratory: <b><i>Algebra/Trigonometry-Based, 1</i></b>  PHYS V02B, General Physics II: <b><i>Algebra/Trigonometry-Based, 4</i></b>  PHYS V02BL, General Physics II Laboratory: <b><i>Algebra/Trigonometry-Based, 1</i></b>  PHYS V04, Mechanics <b><i>for Scientists and Engineers, 4</i></b>  PHYS V04L, Mechanics Laboratory <b><i>for Scientists and Engineers, 1</i></b>  PHYS V05, Electricity and Magnetism <b><i>for Scientists and Engineers, 4</i></b>  PHYS V05L, Electricity and Magnetism Laboratory <b><i>for Scientists and Engineers, 1</i></b>  PHYS V06, Optics, Heat, and Modern Physics <b><i>for Scientists and Engineers, 4</i></b>  PHYS V06LOptics, Heat, and Modern Physics Laboratory <b><i>for Scientists and Engineers, 1</i></b>  <b>Recommendation:</b> These revised courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p>			
<b>OLD BUSINESS</b>				
<b>BP 4050 no change  AP 4050 Articulation</b>	This item is under review at the Academic Senates and will return to the January meeting.	Add to the January agenda	1.06.15	Laurie Nusser
<b>AP 4102  Occupational/Vocational  Technical Programs (no  BP 4102 exists in  BoardDocs and requires  development)</b>	AP 4102 item is under review at the Academic Senates and will return to the January meeting.	Add to the January agenda	1.06.15	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>BP/AP 4105 Distance Education</b>	Ms. Rees has new a version of the AP from the Moorpark Academic Senate and will send it to Ms. Nusser to distribute to the workgroup. The Senates will review this item in January.	Add to January agenda	1.16.15	Laurie Nusser
<b>BP/AP Status</b>	The following items from DTRW-SS were approved by Chancellor's Cabinet on September 22, 2014, to move forward to Policy Committee on October 15, 2014: <ul style="list-style-type: none"> <li>• BP/AP 5020 Non Resident Tuition: from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14; 1.21.15, and pulled from Board agenda in November by request of Business Services. This item will go to the Board in February.</li> </ul>			
<b>Adjournment</b>	Dr. Bennett adjourned the meeting at 3:02 pm.			
<b>Next Meeting Date:</b>	January 15, 2015 – 1 pm, DAC Lakin Boardroom Submission deadline: January 6, 2015			