

Ventura County Community College District

**2014-2015 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes**

April 9, 2015 - 1:00 p.m. – 3:00 p.m.

MEETING NOTES PRIOR TO APPROVAL AT September DTRW-I MEETING

Members: Chancellor’s Designee: Lori Bennett, Chair (MC)
 Faculty Co-Chair: Linda Kama’ila (OC)
 Executive Vice Presidents: Lori Bennett (MC), Rick Post (Interim) (OC), Patrick Jefferson (VC)
 Faculty Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Angelica Gonzales (VC)
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (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: Michael Bowen (future Faculty Chair/Curriculum Committee-sub for Alex Kolsenik) (VC)

Absent: Mary Rees, Alex Kolesnik, Letrisha Mai

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of March 12, 2015 Meeting Minutes	Dr. Bennett welcomed everyone to DTRW-I, introductions were made for new members, and the meeting commenced at 1:08 pm. The March 12, 2015 meeting notes were approved as presented with abstention from Rick Jones and Michael Bowen.			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses Moorpark/Oxnard/Ventura	Curriculum Submissions: <u>MOORPARK COLLEGE</u> New Degrees Associate in Science in Biology for Transfer (AS-T), 38-39			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Submissions	<p>– typo to be corrected “Elementary Teach Education” to be replaced.</p> <p>Associate in Arts in Elementary Teacher Education for Transfer (AA-T), 60</p> <p>Associate in Science in Nutrition and Dietetics for Transfer (AS-T), 28-30 – different units than Ventura College as the course composition is different.</p> <p>Recommendation: These new degrees will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>Revised Degree</p> <p>Associate in Science in Engineering, 45 46-50</p> <p>Recommendation: This revised degree will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>New Course</p> <p>GEOL M121, Earth Science with Lab, 4</p> <p>Recommendation: This new course will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><u>OXNARD COLLEGE</u></p> <p>There was no submission.</p> <p><u>VENTURA COLLEGE</u></p> <p>New Degrees/Programs</p> <p>Associate in Science for Transfer Degree Nutrition and Dietetics, 27-28 units</p> <p>Recommendation: These new degrees/programs will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>New Courses</p> <p>ATEB N106, Workplace and Business Essentials, Noncredit</p> <p>A TEC N101, Career Exploration and Discovery, Noncredit</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>ATEC N105, Skills for Employability, Noncredit ATEM N102, Math for Employment, Noncredit ATET N104, Principals of Technology, Noncredit ATET N107A, Technical Reference interpretation and Blueprint Reading, Noncredit ATET N108, Occupational Safety in the Workplace, Noncredit ATET N109, Principals of Technology - Tool and Machines, Noncredit ATEW N103, Writing for Employment, Noncredit ICA V25, Intercollegiate Sand Volleyball: Women, 4 units</p> <p>Non-credit classes were discussed and parameters surrounding this issue including minimum qualifications and pay structures for faculty, allocation models, It was decided these issues are a campus decision and this Workgroup's charge is to discuss and recommend curriculum. The EVPs will address this issue through the proper channels.</p> <p>Recommendation: These new courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p>			
OLD BUSINESS				
Fall Registration Date 2016	<p>The EVPs have met regarding an earlier fall 2016 registration date and are working with each campus' constituent group to address the impact of this issue. No date has been set as of yet. There was a suggestion to have all members review the curriculum prior to September and there was consensus to hold the first meeting in fall on August 27 at a campus location due to availability of the DAC Boardroom.</p> <p>There was discussion regarding policy/procedure review and whether the Workgroup can focus on curriculum in fall and policy and procedure in spring. In addition, there are overlapping policies and procedures between DTRW-I and</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>DTRW-SS and there was a suggestion of adding ad hoc committees with DTRW-I and SS to include specific members on separate ad hoc committees. Issues that cannot be resolved between the two groups must go to Cabinet for final decisions.</p> <p>The membership and charge of the Workgroup will be reviewed and will go to Consultation Council for review or changes. Dr. Kama'ila will email Ms. Geisen with a list of requested revisions.</p>			
New Business				
Annual Committee Self-Appraisal – Review Results	Dr. Bennett reviewed the Annual Committee Self-Appraisal Survey results with the Workgroup. Suggestions regarding changes to the charge of the Workgroup were discussed and will be brought back in fall.	Add to first fall meeting	Laurie Nusser	August 21
Adjournment	Dr. Bennett adjourned the meeting at 3:00 pm.			
Next Meeting Date:	April 9, 2015 – 1 pm, DAC Lakin Boardroom Submission deadline: April 3, 2015			