Ventura County Community College District

2017-2018 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
Thursday, May 10, 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: Rojelio 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: Via phone for conference call: Sharon Oxford (Instructional Tech/Designer - VC), Olivia Long (Academic Data Specialist – VC), Nan Duangpun (Technical Data Specialist – VC)

Absent: Letrisha Mai (sabbatical), Patti Blair

Recorder: Sarah Ayala

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Announcements	*K. Hoffmans welcomed everyone and the meeting commenced at 1:08 p.m.* *Conference call with Leepfrog began immediately.*			
Approval of April 19, 2018 meeting notes	*Approved as a consent agenda item with minor corrections:* *Spacing corrections needed on page 2 between the end of course title and unit number in Oxnard College submissions AT R100 and HM R123.* *Page 3 under Course Notes: "ART R100" should be 'AT R100'* *Page 5: Remove Traci Cavillo from list for Courseleaf*			
Announcements	*None*			
CURRICULUM SUBMISSIONS				

New Degrees/Courses/Revised Courses Moorpark/Oxnard/Ventura Submissions	**MOORPARK COLLEGE** **New Courses** MATH M707 Bridge to College Algebra and Trigonometry, 0.5 MATH M725A Bridge to Calculus with Analytic Geometry I, 0.5 MATH M725B Bridge to Calculus with Analytic Geometry II, 0.5 THA M29 Production makeup SFX, 3 **TOP/TOP/SAM Code Changes** MATH M01 Elementary Algebra ~~170100 – General Mathematics~~ *1702.00 Math Skills* MATH M01A Elementary Algebra Part A ~~170100 – General Mathematics~~ *1702.00 Math Skills* THA M09A Acting for Film and Television I ~~060400 - Radio and Television~~ *1007.00 Dramatic Arts*; ~~Clearly Occupational~~ *Non-Occupational* THA M09B Acting for Film and Television II ~~Possibly Occupational~~ to *Non-Occupational*. THA M09C Acting for Film and Television III ~~Possibly Occupational~~ to *Non-Occupational*. THA M09D Acting for Film and Television IV ~~Possibly Occupational~~ to *Non-Occupational*. THA M14A Improvisational Comedy I ~~Possibly Occupational~~ to *Non-Occupational*. THA M18 Auditioning Techniques ~~Possibly Occupational~~ to *Non-Occupational*. *Course Notes: The math Bridge courses (MATH M7xx) have incompatible units/hours. Was it meant to have: 0 lecture, 1.5 hour lab weekly, rather than 1.5 hour, 0 lab weekly?* **FINAL RECOMMENDATION**: *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.

OXNARD COLLEGE
No Submission

VENTURA COLLEGE
Revised Courses
ART V50C Handbuilding Ceramics III, 3
EAC V32   Job-Seeking Strategies, 1.5
~~EMT V01~~ **EMS V10** Emergency Medical Technician, *8.5*
~~EMT V10~~ **EMS N119** Emergency Medical Technician ~~Recertification~~ **Refresher Course,** ~~*2*~~ *0*
KIN V85 Personal Fitness Training for Certification: **NASM CPT PREP,** *3*

SAM/TOP Code Changes
CJ V18 Drug Investigation and Enforcement
~~Possible~~ Occupational

CJ V30 Victimology - ~~Non~~ Occupational

CJ V90 Directed Studies in Criminal Justice
Advanced Occupational

GEOG V96 Geography Internship II ~~Non~~ **Possible** Occupational

KIN V84 Introduction to Athletic Training - ~~0837.00~~ **0835.20**

New Program
Certificate of Achievement: Associate Teacher 12 units

Deleted Programs
~~Proficiency Award: Bookkeeping 15 units~~
~~Proficiency Award: Mental Health Rehabilitation Practitioner 11 units~~

Course Notes: Remove UC notation from AG V43, KIN V13, and KIN V33.

Capitalization and sentence corrections in EMS V10L

	CJ V90 total hours should be 52.5 to 315, not 54 to 324. This is a holdover from when semesters were 18 weeks. Also needs to be fixed in our local Curricunet, and possibly approved as a technical correction at curriculum committee. *Course pulled from DTRW-I agenda until Fall meeting.* *Program Notes: For COA Associate Teacher: Clarify courses.* *List A: Choose one (3) three unit course:* *List B: Choose a minimum of three (3 units)* **FINAL RECOMMENDATION**: ***With the exception of CJ V90,*** *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.*			

CURRENT BUSINESS

CourseLeaf Demo:	*Requested sample outline used from Citrus College - will be sent* *Can we have access to the "dummy" program (Lilypad University)? Yes – "sandbox" will be made for us to experiment with.*	Sarah to send list of attendees to Leepfrog team		
Welcome/Project Call with CouseLeaf Representatives	*Conference call with Bryan Blackwell, Leah Moore and Persephonae Rivas from Leepfrog/CourseLeaf* *Limited Notes:* *This is scheduled to be an 8 month project. Leepfrog is not comfortable quoting less. A lot of that depends on client/Leepfrog communication, and getting information from CurricUNET/Governet.* *Business Requirements phase will be next: getting Banner/CurricUNET data as well as forms used/needed Leepfrog team will review curriculum information and catalog information from all 3 colleges. Leepfrog team is aware of our current catalog deadlines.*			

	Taking 3 different college materials – how does that translate? Leepfrog understands current forms are somewhat different, but we will also send the new forms we have been working on to streamline and make the processes similar. *Next step on forms: Take current forms we've been working on – compare with Banner and see what is missing. Also take example from Citrus College to figure out what information is needed from CurricUNET.* *Timeline for gathering Business Requirements? Typically a 4 week timeframe to receive requirements. This is more of a guideline than a set standard – depends on how things go in getting information from CurricUNET.* *Ok to send items in pieces. Does not have to all be sent as a whole project.* *How to send large files? Is there a sharedrive?* *Dropbox site has been created.* *Dropbox has folders now with listed files that are needed to get the project going. Leepfrog team to send link via email.* *Our goal is to get all business requirements back in 4 weeks if not earlier to continue.* *Project takes 8 months to implement. Time starts after all of the business requirements have been sent to Leepfrog. We are looking at an end of project date in February if there are no additional delays.* *Banner data can be continuously uploaded by Leepfrog with changes entered. CurricUNET information would not work that way.* *Can Leepfrog initiate some sort of project calendar?* *Yes - They can put together a general timeframe indicating the time needed by Leepfrog staff to complete each step. Some steps are completely driven by the DAC team.* *Pilot meeting – onsite meeting for 1 to 1.5 days.* *Follow up emails to be sent from Leepfrog Team: mock timeline, access to drop box, citrus college example, sandbox of Lilypad University.*			

Set Date for Pilot Meeting with CourseLeaf/LeepFrog	*Cannot complete this step until Business Requirements have been received by the Leepfrog Team.*			
Pop Up Item	*Set up new meeting for **June 5, 2018** 1pm – 3pm* *Invite DTRW-I, and Academic Data Specialists from the 3 colleges.* *To discuss: Business Requirements Submission* *Common Course Outline and Program Outline* *Each college to submit Noncredit and credit COR – Curriculum Techs to send* *Examples of Lab and Lectures, Programs - 4-5 examples total. Send to Sarah to drop into dropbox by Thursday May 18.* *Workflow for process curriculum goes though. Curriculum Techs to send. Send to Sarah by Thursday May 18* *Mike Rose to contact CurricUNET to see what options are available for information extraction.* *Kim to ask Leepfrog about what exactly is needed from the catalog. Deadlines for catalog is May 22nd.*	*Sarah to send invite*		
Future Agenda Items	*None*			
Adjournment	K. Hoffmans adjourned the meeting at 3:25pm			
Next CourseLeaf Meeting	June 5, 2018 – DAC Boardroom, 1pm			
Next Regular DTRW-I Meeting Date:	September 13, 2018– DAC Boardroom, 1pm			