Ventura County Community College District

<u>2018-2019 Academic Year</u>
District Technical Review Workgroup – Instructional (DTRW-I)
Thursday, February 14, 2019 - 1:00 p.m. – 3:00 p.m.

Members: Chancellor's Designee: ☒ Julius Sokenu, Chair (MC) via phone
Faculty Co-Chair: ☒ Lydia Morales (VC)
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)
Academic Senate Presidents: ☒ Diane Eberhardy (OC), ☒ Nenagh Brown (MC), ☒ Lydia Morales (VC)
Administrative Officer to the Chancellor and Board of Trustees: ☐ Patti Blair (DAC)

Guests: Laura Anderson, Sarah Ayala (via phone), Blanca Barrios, Michael Callahan (via phone), Olivia Long (via phone), Eric McDonald (via phone), Lisa Putnam, Scarlet Relle, and Michael Rose

Absent: Michael Bowen, and Rojelio Vasquez

Recorder: Ana Barcenas

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Announcements	*The meeting began at 1:03pm.*			
Approval of January 10, 2019 meeting notes	*The group approved the meeting notes as presented.*			
Announcements	*None due to time.*			
CURRICULUM SUBMISSIONS				

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
New Degrees/Courses/Revised Courses **Moorpark/Oxnard/Ventura Submissions**	<u>**MOORPARK COLLEGE**</u> No submissions. <u>**OXNARD COLLEGE**</u> No submissions. <u>**VENTURA COLLEGE**</u> No submissions.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
CURRENT BUSINESS				
CourseLeaf Updates	*Amanda Stapler from CourseLeaf began the CourseLeaf training, and talked about the test site and features the group should review or test. She provided login information for each college. Moorpark College: user and password is the same, mc-admin or mc-user. Oxnard College: user and password is the same, oc-admin or oc-user. Ventura College: user and password is the same, vc-admin or vc-user. The training sites will not carry over any information to the live system. Some follow-up questions for Nate Lawless regarding reports: 1) Course not recently updated. 2) Programs not updated since 2016. 3) Report on how a course impacts programs. The testing period begins 2/14/19 and ends 4/24/19.* *DTRW-I workgroup members discussed follow-up items regarding these test sites. There will be one person designated as the point of contact for each college. Moorpark College: Letrisha Mai. Oxnard College: Shannon Davis. Ventura College: Michael Bowen. The point of contacts will check-in with each other to provide feedback on 3/1, 3/15, 3/29 (Spring Break), 4/12, and 4/24. All feedback will be forwarded to Kim Hoffmans and Sarah Ayala at Ventura College.*			
Discussion of MC curriculum submission	*A request was made for the workgroup to consider review of Moorpark College's curriculum submission. After discussion, and feedback from all members, curriculum was not submitted for review at this time.*			
Future Agenda items				
Adjournment	*The meeting ended at 3:06pm*			
CourseLeaf	*Provide test site feedback to Kim Hoffmans and Sarah Ayala by Mar. 1st*			
Next Regular DTRW-I Meeting Date:	*March 14, 2019– DAC Boardroom, 1pm*			