

Ventura County Community College District

2014-2015 Academic Year

District Technical Review Workgroup – Instructional (DTRW-I)

Meeting Notes

October 8, 2015 - 1:00 p.m. – 3:00 p.m.

MEETING NOTES APPROVED AT NOVEMBER 12 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: N/A

Absent: Kim Hoffmans, Linda Kama’ila

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of September 10, 2015 Meeting Minutes	Lori Bennett chaired the meeting in absence of Kim Hoffmans. The meeting commenced at 1:05 pm. The September 10, 2015 meeting notes were approved as presented with minor changes to attendance and with abstention from K. Hoffmans and L. Kama’ila.			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses Moorpark/Oxnard/Ventura Submissions	Curriculum Submissions: <u>MOORPARK COLLEGE</u> There was no submission.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p><u>OXNARD COLLEGE</u> New Courses HIST R130H, Honors: History of the United States I, 3 HIST R140H, Honors: History of the United States II, 3 HIST R160H, Honors: World History II, 3 Recommendation: These new courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>New Programs AA-T in Global Studies Recommendation: This new program will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><u>VENTURA COLLEGE</u> 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				
Articulation Agreement between VCCCD/The Chicago School of Professional Psychology – revised agreement	This item is on hold until further notice.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Definitions of substantial and non-substantial changes to curriculum – Decision Making Document – Mary Rees	<p>A revised version of the DTRW-I Decision Making Document was presented by Letrisha Mai and Shannon Davis, Articulation Officers. Revisions made at this meeting include:</p> <ul style="list-style-type: none"> • The bullets will be removed and added to the first paragraph under membership. • The statement “There is sufficient time for summer training on curriculum; and” will be removed. • The Co-Chair portion of length of term had minor grammatical changes. <p>The Moorpark College Curriculum Committee has reviewed the document. Oxnard and Ventura Colleges will review at their Curriculum Committees. The Academic Senates will review; the revised document will go forward to the District Council on Accreditation and Planning (DCAP) for final review. Final approval through Curriculum Committees and Academic Senates will come back through DTRW-I to provide final approval before moving forward to DCAP. The DTRW-I procedures will go into effect in January 2016.</p>			
DTRW-I Goals – Mary Rees	<p>Discussed and tabled to the November meeting.</p>			
New Business				
BP/AP 5070 Attendance	<p>Tabled to the November meeting.</p>			
BP/AP 5075 Course Adds and Drops	<p>Tabled to the November meeting.</p>			
Future Agenda Items	<ul style="list-style-type: none"> • High unit ADTs – Jerry Mansfield • Units and hours calculations will be brought to the November 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 • A social media policy and procedure was discussed as to which governance group will be assigned to this issue. It will be added to the DTRW-SS agenda. 			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Adjournment	Dr. Bennett adjourned the meeting at 2:10 pm.			
Next Meeting Date:	November 12, 2015 – 1 pm, DAC Lakin Boardroom Submission deadline: November 6, 2015			