

Ventura County Community College District

2012-2013 Academic Year

District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes

September 12, 2012 - 1:00 p.m. – DAC Lakin Board Room

MEETING NOTES PRIOR TO APPROVAL AT 10.11.12 DTRW-I MEETING

Members: Chancellor’s Designee: Erika Endrijonas, Chair, (OC)
Faculty Co-Chair: not designated at this meeting
Executive Vice Presidents: Erika Endrijonas (OC), Jane Harmon (MC), Ramiro Sanchez (VC)
Faculty Co-Chairs of Curriculum Committees: Teresa Bonham (OC), Mary Rees (MC), Mark Pauley (VC)
Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (VC)
Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

Absent: Clare Geisen (DAC)

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>Approval of April 12, 2012 Meeting Minutes</p>	<p>Dr. Endrijonas welcomed everyone to DTRW-I and the meeting commenced at 1:05 pm.</p> <p>Introductions were made by members of the committee. Dr. Endrijonas explained the DTRW-I committee membership has changed since the 2011-2012 academic year due to revisions to the District Participatory Governance Handbook.</p> <p>The meeting notes were approved with minor changes, with abstention from Dr. Jane Harmon.</p> <p>Letrisha Mai requested an update on math units from the last DTRW meeting and Dr. Endrijonas advised that CSUCI only requires 4 units and</p>			

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	Oxnard's math was reduced to 4 units. Add these notes into the minutes for 4.12.12.			
COLLEGE SUBMISSIONS				
New Degree/Course/Revised Courses Moorpark/Oxnard/Ventura Submissions	<p>Submissions (There were no submissions from Oxnard/Ventura for September 2012)</p> <p><u>Moorpark College</u> New Degrees/Programs</p> <ul style="list-style-type: none"> • Associate in Arts in Anthropology for Transfer (AA-T), Associate in Science in Business Administration for Transfer (AS-T) Minor changes were made. Ms. Rees will incorporate the changes and send forward. • Associate in Science in Geology for Transfer (AS-T) – MO2 and MO2GL will be changed to geology from geography. Ms. Rees will incorporate the changes and send forward. • Associate in Science in Mathematics for Transfer (AS-T) – no changes <p>Recommendation: All new degrees/programs will go to Cabinet. Anthropology was pulled at State level and will probably have minor changes. Anthropology will go to Chancellor's Cabinet and changes will be incorporated at a later date.</p> <p>New Course</p> <ul style="list-style-type: none"> • ENGR M01 Introduction to Engineering 2.0 <p>Recommendation: The new course will move forward to Chancellor's Cabinet.</p> <p>Revised Courses</p> <ul style="list-style-type: none"> • ACCT M02A110 Financial Accounting † 43.0 			EVP for each college to send items to their President's office for submission to Chancellor's Cabinet.

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	<ul style="list-style-type: none"> • ENGR M04 Engineering Design/CAD 3.0 • ENGR M12 Engineering Materials 3.0 <p>Recommendation: All revised courses will move forward to Chancellor's Cabinet.</p>			
OLD BUSINESS				
DTRW 2011-2012 Annual Member Survey Results	<p>Dr. Endrijonas reviewed the DTRW survey results with the DTRW-I group. Membership of this committee has changed since the last academic year. Dr. Endrijonas asked for feedback for improvement on the workgroup. DTRW-I discussed survey results and determined no changes were needed at this time.</p> <p>There were questions regarding the charge of the new DCAA Committee, which were fielded by Dr. Endrijonas and Dr Harmon. Dr. Harmon will be the Co-Chair for this committee. More details will follow after the first DCAA meeting.</p>			
NEW BUSINESS				
DTRW-I Membership	<p>Ms. Bonham addressed the fact that Academic Senates have been removed from DTRW-I membership in the Participatory Governance Handbook and indicated there will be a resolution from Oxnard College to add the Senates back to the workgroup for the next academic year. The Academic Senates were recently moved to the DCAA Committee in the reorganization of committees and workgroups. Dr. Endrijonas reminded the DTRW-I group is a technical review workgroup which provides feedback between colleges regarding curriculum.</p>			
DTRW-I Calendar	<p>Dr. Endrijonas reviewed the DTRW-I calendar for the academic year. There are conflicts for</p>			

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	<p>November due to attendance for a conference, however, there are others that can attend and facilitate the meeting in Dr. Endrijonas' stead (Mr. Sanchez and Dr. Harmon).</p> <p>The CSSO Conference is in March 2013, and the meeting also falls during spring break. Many DTRW-I members will be attending this event, therefore, it was agreed to move the meeting to March 7, 2013, which was changed from March 14 and will be held at Oxnard College. Room venues will be discussed at a later date per Dr. Endrijonas.</p> <p>Ms. Nusser will send out revised Meeting Dates/Submission Deadlines Calendar.</p>	Send out revised calendar.	September 14, 2012	Laurie Nusser
<p>New Title 5 Regulations to Establish Prerequisite – AP 4025 and AP 4260</p>	<p>The policy draft shall be reviewed by the colleges' Academic Senates and Curriculum Committees. (See PowerPoint provided by Dr. Endrijonas in the September 13 agenda packet.) Ms. Nusser will send out the current policy/procedure to the DTRW-I group. The policy/procedure will also be added to the DCAA Agenda. The Board policy and administrative procedure requires revision to incorporate the new Title 5 regulations regarding prerequisites and will make recommended changes to DCAA. (AP 4025 and AP 4260)</p>	<p>Send out current AP 4025 and AP 4260</p> <p>Add AP 4025/AP 4260 to DCAA Agenda</p>	<p>September 20, 2012</p> <p>By next DCAA meeting</p>	<p>Laurie Nusser</p> <p>Laurie Nusser</p>
<p>Repeatability – Changes to Title 5 (Mary Rees)</p>	<p>Ms. Rees reviewed repeatability issues left pending from the 2011-2012 academic year and requested to set up policies regarding these issues. The repeatability policy must be approved for the 2014 fall catalog.</p> <p>Dr. Endrijonas will look for the appropriate Board policy and administrative procedure and</p>	Find appropriate policy/procedure for repeatability issues.	October 11	Erika Endrijonas

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	bring it back to the group for review of Title 5 prospective changes.			
General Education Patterns – AP 4025	BP and AP 4025 Philosophy and Criteria for Associate Degree and General Education were approved June 19, 2012 by the Board; however, the Board requested DTRW-I to bring it back to review implementation of the general education requirements. The revised policy/procedure must be on the books by fall 2014. UC/CSU is only accepting general education degrees. VCCCD local degree requirements are greater than the UC/CSU GE-Breadth. Currently, there is an AA-T and a local degree in several disciplines at some of the colleges. This issue should be reviewed prior to inquiries and will be reviewed at DCAA level.	Add to DCAA Agenda	By next DCAA meeting	Laurie Nusser
AA-T Progress/Discussion	Dr. Endrijonas reviewed the AA-T progress since last academic year. All colleges provided their updates to AA-T degrees and which are still pending. By the end of this academic year we have to be at 80% of TMCs available of the degrees that exist. The other 20% of AA-T are due by fall 2014.			
Other Business	Policies and Procedures: The DTRW-I group was notified the Board policies and administrative procedures require a two-year review for accreditation purposes. Chapters 4 and 5 will require full review by the DTRW-I and DTRW-SS committees prior to March 2013. Ms. Nusser will distribute the 2012 Policy Committee and Board Agenda Preparation Calendars. Chapters 4 & 5 policy/procedure review will be agendized for the next meeting.	Send out the Policy Committee and Board Agenda Preparation Calendars. Agendize policy and procedure review for the next meeting.	September 14, 2012 October 11, 2012	Laurie Nusser Laurie Nusser
Next Meeting Date:	October 11, 2012 – 1 pm			