

Ventura County Community College District

2012-2013 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
January 24, 2013 - 1:00 p.m. – DAC Lakin Board Room
MEETING NOTES APPROVED AT 2.14.13 DTRW-I MEETING

Members: Chancellor’s Designee: Erika Endrijonas, Chair, (OC)
 Faculty Co-Chair: Mary Rees, Co-chair (MC)
 Executive Vice Presidents: Erika Endrijonas (OC), Jane Harmon (MC), Ramiro Sanchez (VC)
 Faculty Co-Chairs of Curriculum Committees: Jim Merrill (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)
 Guest: Terry Cobos, DAC, Director of Administrative Relations

Absent: All members were in attendance

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>Approval of December 13, 2012 Meeting Minutes</p>	<p>Dr. Endrijonas welcomed everyone to DTRW-I and the meeting commenced at 1:05 pm.</p> <p>The meeting notes were approved as presented with a minor change to Moorpark’s curriculum submission under new courses and with abstention from Jim Merrill. Mr. Merrill has replaced Teresa Bonham as the additional faculty representative for Oxnard College.</p>			
CURRICULUM SUBMISSIONS				
<p>New Degree/Course/Revised Courses Moorpark/Oxnard/Ventura Submissions</p>	<p>Curriculum Submissions:</p> <p>VENTURA COLLEGE</p> <p>New Degrees/Programs</p>	<p>Add all recommended curriculum to DCAA agenda</p>	<p>January 28</p>	<p>Laurie Nusser</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Certificate of Achievement in Administrative Assistant Recommendation: this new certificate program will go forward to DCAA.</p> <p>New Courses MATH V22, Introduction to Linear Algebra, 3 units Recommendation: this new course will go forward to DCAA.</p> <p>Revised Courses MM V40 ART V68, Introduction to Multimedia and Multimedia Digital Art Applications, 3 units MM V20 ART V69, Visual Design for Multimedia Digital Art, 3 units MM V74A ART V70A, Adobe Photoshop I for Digital and Fine Art, 3 units MM V74B ART V70B, Adobe Photoshop II for Digital and Fine Art, 3 units MM V80 ART V77, Dreamweaver for Website Development Design, 3 units CS V13, Object-Oriented Programming, 3 units CS V30, Beginning C++, 3 units CS V40, Beginning Java, 3 units POLS V05, Introduction to International Relations, 3 units POLS V15, Revolution in the Third World and Mass Movement, 3 units Recommendation: there were changes to the Art course submissions. CS courses also had changes to the prerequisites for math VO3 E. A revised submission is required for review by DCAA and subsequently the Board.</p>	Send revised	January 25	Mark

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p><u>OXNARD COLLEGE</u> There were no submissions for January.</p> <p><u>MOORPARK COLLEGE</u> There were no submissions for January.</p>	curriculum submission to Ms. Nusser		Pauley/Ventura College Curriculum Tech
<p>Policy/Procedure Two Year Review Cycle – status update (Clare Geisen)</p>	<p>AP 4100 (version by Shannon Davis dated 12.12.12) will be agendized for the February 14 DTRW-I meeting for discussion. This procedure will then go through the Curriculum Committees after review by DTRW-I to narrow down the focus for discussion. AP 4100 is also under review by DCAA.</p> <p>Terry Cobos, Director of Administrative Services, attended the meeting to speak to BP/AP 4300 Field Trips and Excursions. Ms. Cobos presented a revised version of BP 4300 and a proposed version of AP 4300 for review by DTRW-I as this policy and procedure is linked to instruction. Ms. Cobos indicated the CCLC version was utilized to model the revised policy and proposed procedure. Suggestions for minor changes were made to the proposed administrative policy. The revised versions will be emailed to Ms. Nusser by Ms. Cobos for review by DCAA and Academic Senates.</p> <p>Ms. Geisen provided an updated policy/procedure tracking sheet for review by the DTRW-I group and noted we are coming to the end of the two-year review cycle for accreditation requirements.</p> <p>Review of Chapter 4 is almost complete and</p>	<p>Agendize AP 4100 for next DTRW-I meeting</p> <p>Send revised versions of BP/AP 4300 for DCAA agenda to Laurie Nusser</p> <p>Agendize for DCAA</p>	<p>February 13</p> <p>As soon as possible</p> <p>January 28</p>	<p>Laurie Nusser</p> <p>Terry Cobos</p> <p>Laurie Nusser</p>

