

Ventura County Community College District

2012-2013 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
October 11, 2012 - 1:00 p.m. – DAC Lakin Board Room
APPROVED AT 11.08.12 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: 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: |
|--|---|----------------------|---------------------|--|
| Approval of September 13, 2012 Meeting Minutes | Dr. Endrijonas welcomed everyone to DTRW-I and the meeting commenced at 1:04 pm. The meeting notes were approved with minor changes. | | | |
| Selection of Co-chair | Mary Rees was selected as Co-chair of DTRW-I. | | | |
| CURRICULUM SUBMISSIONS | | | | |
| New Degree/Course/Revised Courses Moorpark/Oxnard/Ventura Submissions | Curriculum Submissions <u>Moorpark College</u> Revised Course MATH M01, Elementary Algebra, 5 units The only change to the revised course is an additional prerequisite. Class will be revised | | | EVP for each college to send items to their President’s office for Board approval submission |

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| | <p>to take out prerequisite 9. Recommendation: The revised course will go forward to Board for approval.</p> <p><u>Oxnard College</u> <u>New Courses</u> CRM R113, Bar and Beverage Management, 3 units – this item will go forward. CRM R116, Accounting for the Hospitality Industry, 3 units – this item will go back for clarification, but will go forward if there are no changes. MATH R001, Transitional Mathematics I, 3 units – pulled for review by Curriculum Committees. MATH R002, Transitional Mathematics II, 3 units – pulled for review by Curriculum Committees. MATH R003, Transitional Mathematics III, 3 units – pulled for review by Curriculum Committees. TV R107, History of Film, 3 units – this item will go forward with no changes. TV R110, Introduction to Audio, 3 units – this item will go forward with no changes.</p> <p>Discussion ensued regarding math courses and meeting Board goals and objectives while simultaneously meeting the needs of the students and the District.</p> <p>Recommendation: The math courses were pulled and will go back to the Curriculum Committee for review for District alignment with Board goals and objectives. See individual items.</p> | | | |

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| | <p>Revised Courses ASL R103, American Sign Language, 3 4 3 units – this item will go forward with no changes from this workgroup. ASL R104, American Sign Language 4, 4 3 units – this item will go forward with no changes from this workgroup. CRM R100, Introduction to the Hospitality Industry, 3 2 units – this item will go forward with no changes from this workgroup. CRM R102A, Quantity Food Preparation, 7 units – this item will go forward with no changes from this workgroup. CRM R102E, CRM Foods Laboratory, 2 units – this item will go forward with no changes from this workgroup from this workgroup. CRM R106, Nutrition in Food Service, 3 2 units – this item will go forward with no changes from this workgroup. CRM R107, Dining Room Service, 3.5 units – this item will go forward with no changes from this workgroup. ENGL R102, Critical Thinking through Composition and Literature, 4 3 units – this item will go forward with no changes from this workgroup. SPAN R102, Elementary Spanish 2,5 units – this item will go forward with no changes from this workgroup. Recommendation: All items will go forward for Board approval.</p> <p>Revised Programs Associate in Arts in English for Transfer Associate in Science in Legal Assisting/Paralegal Studies</p> | | | |

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| | <p>Certificate of Achievement in Legal Assisting/Paralegal Studies</p> <p>Recommendation: All revised programs will go forward for Board approval with no changes from this workgroup.</p> <p><u>Ventura College</u> New Courses MATH V13A, Intermediate Algebra: First Half, 3 units MATH V13B, Intermediate Algebra: Second Half, 3 units Recommendation: The math courses will go to DCAA for recommendation regarding 5 units vs. 6 units to complete the same courses and consistency in class formatting.</p> <p>Revised Courses AES V40B, United States History: Focus on African Americans II, 3 units HIST V03B United States History: Focus on African Americans II, 3 units MATH V21B, Calculus with Analytic Geometry II, 5 units Recommendation: All revised courses will go forward for Board approval with no changes from this workgroup.</p> | | | |
| OLD BUSINESS | | | | |
| BP/AP 4025 and BP/AP 4260 | BP/AP 4025 and BP/AP 4260 require revision to incorporate the new Title 5 regulations regarding pre-requisites/co-requisites. DTRW-I will make recommended changes to DCAA. | | | |

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| | <p>There was a suggested recommendation to revise and add language on BP 4260 and to revise language on AP 4260 Prerequisites and Co-requisites to also incorporate the new Title 5 regulations regarding prerequisites and DTRW-I will make recommended changes to DCAA.</p> <p>Discussion ensued regarding general education patterns related to degrees and the Districtwide general education subcommittees' charge from DCAA. Ms. Rees would like to request a clear mission from DCAA before taking issues back to the newly formed Districtwide general education subcommittee and will address this issue at the next DCAA meeting on October 25, 2012.</p> | | | |
| New Business | | | | |
| Communication process to Chancellor's Cabinet from DTRW-I for curriculum submissions | <p>Ms. Geisen will add this issue to Cabinet's agenda for next Monday to ask if the Chancellor would like to see curriculum prior to adding to the Board agenda. A suggestion was made to add it to the Administrative Council agenda instead of Cabinet. Ms. Geisen will obtain clarification from the group and contact the Chair and Co-chair with the outcome.</p> <p>A suggestion was also made to align DTRW curriculum and Board agenda formatting submissions to be the same to improve efficiency. All were in agreement for DTRW-I submissions to be submitted in Board agenda format.</p> | Add to Cabinet agenda | October 15, 2012 | Clare Geisen |
| Course families between | Ms. Rees provided and reviewed with | | | |

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| colleges – from DCAA | <p>DTRW-I a handout of “Limitation on Transferability of Active Participatory Courses in Physical Education, Visual Arts or Performing Arts,” with examples from Moorpark College.</p> <p>There was discussion regarding whether the CCLC has a policy regarding course families or whether this is a local decision at college level and is also may be a repeatability issue within Banner.</p> <p>Dr. Endrijonas and Ms. Nusser will research the CCLC model policy of course families and bring this back to the next DTRW-I meeting. This item will eventually go forward to DCAA.</p> | Research CCLC model policies for course families | December 13 | Erika Endrijonas/Laurie Nusser |
| Common course designation for Art/Art History (ARTH) – from DCAA | <p>Curriculum Chairs are to bring back recommendations through DTRW-I in October or November.</p> <p>This item is currently under review with DCHR for operational purposes. Minimum qualifications are an issue. Members are to discuss amongst the colleges.</p> | | | |
| Other Business | Ms. Geisen provided the VCCCD Policy/Procedure Tracking sheet for review of DTRW-I. Gray shaded areas require review. Dr. Endrijonas and Ms. Rees will review it for designation to DTRW-I or DTRW-SS review. | | | |
| Next Meeting Date: | November 8, 2012 – 1 pm | | | |