

Ventura County Community College District

2012-2013 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
November 8, 2012 - 1:00 p.m. – DAC Lakin Board Room
APPROVED AT 12.13.12 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: Erika Endrijonas, Chair (OC), Clare Geisen (DAC)

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of October 11, 2012 Meeting Minutes	Mr. Sanchez welcomed everyone to DTRW-I and the meeting commenced at 1:14 pm. Dr. Endrijonas was absent as she was attending the CSSO Conference and Mr. Sanchez chaired the meeting in her stead. The meeting notes were approved as presented.			
CURRICULUM SUBMISSIONS				
New Degree/Course/Revised Courses Moorpark/Oxnard/Ventura Submissions	Curriculum Submissions <u>MOORPARK COLLEGE</u> Deleted Degrees/Programs Editing (FTVM) – Certificate of Achievement Film Television Media – AA On-Air Performance (FTVM) – Certificate of Achievement	Add all recommended curriculum to DCAA agenda	December 13	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Film Production (FTVM) – Certificate of Achievement Geography – AA Journalism – AS Recommendation: All items will go forward to DCAA.</p> <p><u>OXNARD COLLEGE</u> New Courses ART R175, Digital Concepts and Techniques in Art, 3 ASL R110, Introduction to Deaf Studies, 3 CAOT R004, Microsoft Outlook, 1.5 DA R009, Office Procedures, 3 DA R101, Dental Assisting, 9 DA R101L, Dental Assisting Laboratory, 5 DA R105, First Aid/Personal Safety, 3 ENGL R189C, Argumentation and Critical Thinking Module, 1 GEOL R130, Environmental Geology, 3 MATH R001, Transitional Mathematics I, 4 MATH R002, Transitional Mathematics II, 4 MATH R134, Linear Algebra, 3 MATH R143, Differential Equations, 3 PG R100B, Student Success: Strategies for Academic Success, 1 TV R112, Introduction to Storyboarding, 3 TV R160, Introduction to Digital Photography, 3 TV R175, Digital Concepts and Techniques in Art, 3 Recommendation: All new courses will go forward to DCAA with minor changes to CAOT R004, DA R101, and DA R101L.</p> <p>Revised Courses ANTH R101, Introduction to Biological</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Anthropology, 3 ANTH R102, Introduction to Cultural Anthropology, 3 ANTH R103, Introduction to Archaeology, 3 ART R160, Introduction to Digital Photography, 3 CAOT R009, Office Procedures, 3 HED R105, First Aid/Personal Safety, 3 Recommendation: All revised courses will go forward to DCAA.</p> <p>New Programs Associate in Science in Child Development/Early Childhood Education for Transfer – minor change Associate in Science in Dental Assisting Certificate of Achievement in Dental Assisting Associate in Arts in History for Transfer Associate in Arts in Kinesiology for Transfer Associate in Science in Math for Transfer Associate in Science in Physics for Transfer Certificate of Achievement in TV, Filmmaking, and Media Arts Recommendation: All new programs will go forward to DCAA.</p> <p>Revised Programs Associate in Science in Administrative Assistant Certificate of Achievement in Administrative Assistant Associate in Science in Computer Networking/IT Certificate of Achievement in Computer Networking/IT Associate in Science in Culinary Arts</p>			

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	<p>Certificate of Achievement in Culinary Arts Associate in Science in Environmental Control Technology Air Conditioning/Refrigeration Certificate of Achievement in Environmental Control Technology Air Conditioning/Refrigeration Associate in Science in Fire Technology Certificate of Achievement in Fire Technology Office Technologies Occupations Preparation Proficiency Award Associate in Science in Restaurant Management Certificate of Achievement in Restaurant Management Associate in Arts in TV, Filmmaking, and Media Arts Communications—Radio, Motion Picture and Television Recommendation: All revised programs will go forward to DCAA.</p> <p><u>VENTURA COLLEGE</u> New Degrees/Programs Associate in Science Degree/Certificate of Achievement in Medical Assistant – Multi-skilled Recommendation: The new degree/program will go forward to DCAA with a minor revision.</p> <p>Revised Degrees/Programs Associate in Science Degree/Certificate of Achievement in Medical Assistant – Administrative Associate in Science Degree/Certificate of Achievement in Supervision</p>			

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	<p>Recommendation: This revised degree/program will go forward to DCAA with a minor revision.</p> <p>Deleted Degrees/Programs Associate in Science Degree/Certificate of Achievement in Business General Recommendation: This deleted degree will go forward to DCAA.</p> <p>New Courses ANTH V05, Linguistic Anthropology: Culture and Communication, 3 units Recommendation: This item had a minor change and will go forward to DCAA.</p> <p>Revised Courses AES V02B, United States History: Focus on Native Americans I, 3 units HIST V05B, United States History: Focus on Native Americans I, 3 units Recommendation: The revised courses had a minor change and will go forward to DCAA.</p>			
Other Items				
Course families between colleges – from DCAA	This item was tabled due to the absence of Dr. Endrijonas. We will revisit this item at the December 13, 2012 meeting.	Research CCLC model policies for course families	December 13	Erika Endrijonas/Laurie Nusser
Common course designation for Art/Art History (ARTH) – from DCAA	Ms. Rees stated Moorpark is in agreement with using the ARTH designator. Ventura and Oxnard are still in discussions. This item will return for discussion in December.	Agendize for December 13 meeting	December 13	Laurie Nusser
Other Business Communication process to DCAA	All of the colleges' curriculum for the November 13, 2012 Board meeting was			

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from DTRW-I for curriculum submissions	<p>pulled at the November 2, 2012 Consultation Council meeting as it was not reviewed by DCAA prior to adding to the November Board.</p> <p>The communication process from DTRW-I to DCAA for curriculum submissions was discussed, as well as the timing for submitting curriculum for Board approval.</p> <p>The DTRW-I group requested the EVPs to approach Chancellor's Cabinet regarding the extra layer of review by DCAA, which delays submission to the Board for approval. It was decided the EVPs will meet and discuss the options of trying to get the October curriculum on the Board agenda before January.</p>	EVPs to meet to discuss curriculum submission prior to the Board agenda deadlines for January 2013.	As soon as possible.	Ramiro Sanchez/Erika Endrijonas/Jane Harmon
Next Meeting Date:	December 13, 2012 – 1 pm			