

Ventura County Community College District

2012-2013 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
February 14, 2013 - 1:00 p.m. – DAC Lakin Board Room
MEETING NOTES APPROVED AT 3.07.13 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)

Absent: Clare Geisen, Jane Harmon

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of January 24, 2013 Meeting Minutes	Dr. Endrijonas welcomed everyone to DTRW-I and the meeting commenced at 1:05 pm. The meeting notes were approved with amendments. No abstentions.			
CURRICULUM SUBMISSIONS				
New Degree/Course/Revised Courses Moorpark/Oxnard/Ventura Submissions	Curriculum Submissions: <u>OXNARD COLLEGE</u> There were no submissions for February. <u>MOORPARK COLLEGE</u> New Degree Business, Certificate of Achievement Recommendation: this new degree will go	Add all recommended curriculum to DCAA agenda	February 22	Laurie Nusser

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	<p>forward to DCAA.</p> <p>New Courses DANC M55B, Dance Rehearsal and Performance II, 2.0 EATM M15EL, Wildlife Education Spring Spectacular Lab, 1.5 PHTC M53, Laboratory Practice in Photography IV, 1.5 Recommendation: all new courses will go forward to DCAA.</p> <p>Revised Courses BUS M33, Business Law, 3.0 BUS M39, Business Communications, 3.0 DANC M18, Dance Somatics/Conditioning for Dance, 2.0 NS M01, Beginning Nursing Science, 4.0 NS M01L, Beginning Clinical Nursing Lab I, 4.5 NS M04L, Advanced Nursing Science Clinical Nursing Laboratory, 5.0 PSY M06, Introduction to Behavioral Research Methods, 3.0 Recommendation: all revised courses will go forward to DCAA.</p> <p><u>VENTURA COLLEGE</u> New Courses ART V13D Life Drawing IV, 3 units ART V50A Beginning Handbuilding, 3 units AUTO V49 California BAR Smog License Update Course, 1 unit – 0.75 hours will be revised to reflect actual time of lecture and lab. DANC V10C Modern III, 2 units DANC V10D Modern IV, 2 units</p>			

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	<p>DANC V13C Tap III, 2 units DANC V13D Tap IV, 2 units DANC V15C Ballet III, 2 units DANC V15D Ballet IV, 2 units DANC V29C Jazz III, 2 units DANC V29D Jazz IV, 2 units DANC V30B Dance Performance II, 3 units DANC V30C Dance Performance III, 3 units DANC V30D Dance Performance IV, 3 units DANC V50C Composition III, 2 units DANC V50D Composition IV, 2 units THA V10D Production and Performance IV, 3 units</p> <p>Recommendation: all new courses will go forward to DCAA with revision to AUTO V49.</p> <p>Revised Courses ART V53A Ceramic Glaze Theory I, 2 3 units ART V53B Ceramic Glaze Theory II ,2 3 units ART V73A Digital Imaging, 3 units BUS V07A Business Calculations, 2.5 units BUS V29 Medical Insurance, 3 units DANC V10A Modern Dance I,1.5 2 units PHOT V73A Digital Imaging, 3 units</p> <p>Recommendation: all revised courses will go forward to DCAA with a possible change to the first sentence in the description of BUS V07A.</p>			
Policy/Procedure Two Year Review Cycle – status update (Clare Geisen)	AP 4100 Graduation Requirements for Degrees and Certificates This administrative procedure was			

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	<p>reviewed at DCAA 1.31.13 and sent back to DTRW-I. The title change will now include “and Proficiency Award.” There was discussion regarding reciprocity and second degrees and the exceptions to those rules. There will be a revision to the 2nd page of administrative procedure to reflect “Counseling Office” to be consistent throughout the document. Ms. Nusser will make the edits and agendize for the February 28 DCAA meeting. Only the clean copy will be presented. This item will go to the Curriculum Committees as an information item.</p> <p>BP4022 Course Approval Research will be conducted regarding non-degree and degree applicable credit courses and whether they should be included in the administrative procedure. Mr. Sanchez and Dr. Endrijonas will bring back comments after comparison with other community college policies and procedures. An administrative procedure shall be developed as there is no current AP in BoardDocs.</p> <p>Discussion: Development of AP/BP on Repeatability, Title 5, Section 55000 Policy/Procedure Review (Gloria Arevalo) Ms. Arevalo provided Title 5 section 55041. Ms. Nusser will pull the CCLC model and agendize for March 7 DTRW-I meeting.</p> <p>BP/AP 4102 Occupational/Vocational Technical Programs – agendize for March</p>	<p>Make edits to AP 4100 and agendize for 2.28.13 DCAA meeting</p> <p>Research other community college policy/procedure models for course approval</p> <p>Develop draft of AP 4022</p> <p>Pull CCLC version for Repeatability and agendize for 3.07.13 DTRW-I meeting</p> <p>BP/AP 4102 – agendize for</p>	<p>2.22.13</p> <p>3.01.13</p> <p>3.01.13</p> <p>2.28.13</p> <p>2.28.13</p>	<p>Laurie Nusser</p> <p>Erika Endrijonas/Ramiro Sanchez/Jane Harmon</p> <p>Erika Endrijonas/Ramiro Sanchez/Jane Harmon</p> <p>Laurie Nusser</p> <p>Laurie Nusser</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	7 meeting	3.07.13 DTRW-I meeting		
Next Meeting Date:	March 7, 2013 – 1 pm, Oxnard College, President’s Conference Room			