Ventura County Community College District

2012-2013 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
February 27, 2014 - 1:00 p.m. – 3:00 p.m.
MEETING NOTES APPROVED AT 3.27.14 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), Lori Bennett (MC), Patrick Jefferson (VC)
Faculty Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Peter Sezzi (VC)
Additional Faculty Member: Graciela Casillas-Tortorelli (OC)
Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (VC)
Academic Senate Presidents: Linda Kama'ila (OC), Mary Rees (MC), Art Sandford (VC)
Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor's Cabinet Liaison/guest)

Absent: Lori Bennett, Graciela Casillas-Tortorelli, Clare Geisen, Patrick Jefferson, Art Sandford

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of January 23, 2014 Meeting Minutes	Dr. Endrijonas welcomed everyone to DTRW-I and the meeting commenced at 1:04 pm. The meeting notes were approved with changes. Units will no longer be listed on the meeting notes or agenda.			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses **Moorpark/Oxnard/Ventura Submissions**	**Curriculum Submissions:** **MOORPARK COLLEGE** **New Degrees** Associate in Arts in Spanish for Transfer **Recommendation**: These new degrees will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.			

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	Note: All new degrees will be listed in all VCCCD college catalogs to be consistent with ADTs for courses with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis. Even though a "pass-no-pass" is allowed, it is recommended that students complete their major courses with a grade. **Revised Courses** MATH M01A, Elementary Algebra Part A **Recommendation**: This revised course was pulled for further review by the Moorpark Curriculum Committee regarding unit disparity between colleges. A revised submission for the March Board agenda will be sent forward to the Chancellor's office. **OXNARD COLLEGE** **Revised Programs** Proficiency Award in Emergency Medical Technology AS and Certificate of Achievement in Fire Technology **Recommendation:** These revised programs will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with a minor change to the verbiage of required units ("total" will be deleted from the description so it will read "required units"). **Deleted Programs** ~~AA in English~~ ~~AA in Spanish~~ ~~AA in TV, Filmmaking, and Media Arts~~ **Recommendation:** These deleted programs will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval. **VENTURA COLLEGE** There were no curriculum submissions from Ventura College.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
OLD BUSINESS				
BP/AP 4020 Programs and Curriculum Development **BP/AP 4022 Course Approval (no AP 4022 in BoardDocs)**	The AO's returned with suggested revisions for BP/AP 4020 and 4022 to the February 27, 2014 DTRW-I meeting. A change was made during the meeting to BP 4020 and the word "instructional" was added for clarification when referring to programs. There were also changes made to AP 4020, adding "and all courses" for reviewing courses and academic programs every 5 years. Under "following criteria" a change was made to include "i.e." for the "Other" category. There was a change to verbiage regarding providing appropriate recommendations (page 19 of this month's agenda packet – 3rd paragraph). The AO's will revise BP/AP 4020 and submit the new versions to the Academic Senate Presidents for review with an electronic copy to Ms. Nusser for version control. BP 4022 Course Approval was recommended to move forward to the Academic Senates with minor changes of "See AP 4022 Course Approval" and "stand alone." AP 4022 Course Approval was changed to reflect "Curriculum Committee of each college." "Stand Alone" will not be capitalized. The phrase "in consultation with the Academic Senates" will not be deleted. The AO's will revise BP/AP 4022 and submit the new versions to the Academic Senate Presidents for review with an electronic copy to Ms. Nusser for version control.	Revise BP/AP 4020 and 4022. Send to Academic Senate Presidents with a copy to Laurie Nusser	ASAP	Articulation Officers
AP 4050 Articulation	There were no changes to BP 4050 Articulation. Changes made to AP include designee for responsibility for VCCCD articulation agreements. The AO's will revise BP/AP 4050 and submit the new versions to the Academic Senate Presidents for review with an electronic copy to Ms. Nusser for version control. After Academic Senate review,	Revise BP/AP 4050. Send to Academic Senate	ASAP	Articulation Officers

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AP 4100 Graduation Requirements for Degrees and Certificates	this item will move forward to Cabinet, Consultation Council, and subsequently to the Board for full approval. AP 4100 Graduation Requirements for Degrees and Certificates are currently on hold awaiting State information.	Presidents with a copy to Laurie Nusser		
AP 4225 Course Repetition/AP 4227 Course Repetition Absent Substandard Academic Work (Articulation Officers)	Both BP/AP 4225 Course Repetition and BP/AP 4227 Course Repetition Absent Substandard Academic Work, recently renamed Repeatable Courses, was fully vetted and sent forward to Chancellor's Cabinet, the March 19th Policy Committee and subsequently to the full Board on April 8, 2014.	Add to Cabinet agenda	3.17.14	Laurie Nusser
New Business				
System Advisory Committee on Curriculum (SACC) – Gloria Arevalo	P/NP was reviewed in order to change the language according to Title 5. There was a recommendation from SACC to give colleges the flexibility to use the CSU GE Breadth and IGETC path for local associate degrees.			
Process of Curriculum Submissions for the Board Agenda – Mary Rees	There was discussion regarding the timing of submissions for the Board agenda in regard to C-ID approvals from the State and whether items can be submitted if the C-ID has not been approved by the State by the time of said Board meeting. There was a suggestion to have a study session for the Board's professional development in April for curriculum issues. The Academic Senate President's will approach the Chancellor regarding this item. Verbiage for Board agenda curriculum submission will be revised to add a statement for C-ID submissions.	Meet with Chancellor regarding a curriculum study session for the Board for April Draft verbiage	ASAP ASAP	Academic Senate Presidents EVPs
Next Meeting Date:	March 27, 2014 – 1 pm, DAC Lakin Boardroom			