

Ventura County Community College District

2012-2013 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
March 7, 2013 - 1:00 p.m. – Oxnard College President’s Conference Room
MEETING NOTES APPROVED AT 4.11.13 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), Letrishia Mai (MC), Gloria Arevalo (VC)
 Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

Absent: Clare Geisen

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of February 14, 2013 Meeting Minutes	Dr. Endrijonas welcomed everyone to DTRW-I and the meeting commenced at 1:04 pm. The meeting notes were approved as presented with abstention from Dr. Harmon.			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses Moorpark/Oxnard/Ventura Submissions	Curriculum Submissions: Due to the large volume of curriculum submission for this month, Dr. Endrijonas delegated review of the submissions to the DTRW-I members prior to the meeting. <u>MOORPARK COLLEGE</u> New Degrees Music, AA-T Philosophy, AA-T Recommendation: all new degrees will go forward to DCAA. New Courses	Add all recommended curriculum to DCAA agenda		Laurie Nusser

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	<p>BIOL M02AH, Honors: General Biology I NS M09, Basic Skills for the Health Care Professional, 0.5 Recommendation: these new courses will go forward to DCAA.</p> <p>Revised Courses ANAT M01, Human Anatomy COL M02, College Individual Tutoring Methods MUS M30A, Applied Music - Woodwind MUS M30B, Applied Music – Brass MUS M30C, Applied Music – Strings MUS M30D, Applied Music – Piano MUS M30E, Applied Music – C1 Guitar MUS M30F, Applied Music – Percussion MUS M30G, Applied Music Instrument – Voice PHSO M01, Human Physiology Recommendation: All revised courses will move forward to DCAA.</p> <p>Discussion: Dr. Endrijonas commented on the first part of validation of Pre-requisites. Regarding content review as a method for approving pre-requisites, Dr. Endrijonas said that even though AP 4260, which would allow for content review, hasn't been officially adopted by the Board yet, there is general agreement that if the administrative procedure isn't accepted, any college that has sent forward a course assuming content review for the purposes of meeting C-ID requirements will commence the required two-year statistical validation process.</p> <p><u>OXNARD COLLEGE</u> Revised Courses ANTH R106, Culture and Personality Psychological Anthropology, 3 People and Cultures of the World: The Cultures of Globalization and Change, 3 ANTH R113, Ancient Civilizations of the Americas, 3 BUS R111A, Business Law, 13 BUS R120, Introduction to Business, 3 BUS R140, Business Communications, 3 CD R113, Programs for Infants and Toddlers, 3 CD R116, Management and Administration of Programs for Young Children, 3</p>			

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	<p>CHEM R104, General, Organic, Biological Chemistry,5 ENGTCNIT R127, Cisco Wireless Fundamentals Networking 3 ENGTCNIT R143, Comp TIA Linux+ Fundamental, 3 CRM R102B, Food Preparation Management, 4 CRM R103A, Baking Techniques, 6 CRM R105, Gourmet Cooking & Garde Manger, 4 MATH R014, Intermediate Algebra, 5 POLS R104, Introduction to International Relations, 3 Recommendation: all revised courses will go forward to DCAA. It was recommended all catalogs be checked for the definition of Pass/No Pass.</p> <p>New Programs Associate in Arts in Spanish for Transfer Recommendation: This new program will go forward to DCAA.</p> <p>Revised Programs Associate in Science/Certificate of Achievement in Business Management Recommendation: this revised program will go forward to DCAA.</p> <p><u>VENTURA COLLEGE</u> Deleted Degrees/Programs Proficiency Awards in Fitness Specialist Proficiency Awards in Geographic Information Systems (GIS) – Agricultural Applications Recommendation: these deleted degree/programs will go forward to DCAA.</p> <p>New Degrees/Programs Associate in Arts Degree in Anthropology for Transfer Associate in Science Degree in Mathematics for Transfer Certificate of Achievement in State Smog Licensed Technician Preparation</p> <p>Discussion: There was discussion regarding boilerplate language for Anthropology AA-T and whether all three catalogs should be changed. There was also discussion regarding Anthropology on List A and the option of “or,” which will be</p>			

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	<p>changed to “3 or 4.” The unit range should be 4-8 and will also be changed.</p> <p>Mathematics AS-T will be revised under “To earn Mathematics AS-T degree students must complete” list. The CSU GE or IGETC units will change from “39-37” to “37-39.” These numbers will be clarified by Gloria Arevalo.</p> <p>Recommendation: The Associate in Arts Degree in Anthropology for Transfer and Associate in Science Degree in Mathematics for Transfer will go forward to DCAA with revisions and with no revisions to State Smog Licensed Technician Preparation.</p> <p>Revised Degrees/Programs Associate in Arts Degree in Communication Studies for Transfer – <i>correction to typo of extra colon on List A.</i> Associate in Arts Degree in Studio Arts for Transfer Associate in Arts Degree in Theatre Arts for Transfer Associate in Arts Degree in General Studies with Holistic Studies Emphasis Proficiency Awards in Holistic Health Recommendation: all revised degrees/programs will go forward to DCAA.</p> <p>New Courses CJ V11B, Aikido II, 1 COMM V12, Intercultural Communication, 3 ICA V30A, Off-season Conditioning for Athletes I, .5 ICA V30B, Off-season Conditioning for Athletes II, 1 ICA V31A, Pre-season Conditioning for Athletes I, .5 ICA V31B, Pre-season Conditioning for Athletes II, 1 KIN V19, Indoor Cross Fitness Training, 1 – this will be changed to “Off-season” for consistency. KIN V21, Fitness Walking/Jogging, 1 KIN V23, Advanced Running/Interval Training, 1 KIN V40B, Basketball II, 1 KIN V42B, Golf II, 1 KIN V48B, Soccer II, 1 KIN V50B, Aikido II, 1 KIN V70B, Yoga II, 1 KIN V72, Stress Relaxation Exercises, 1</p>			

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	<p>KIN V74B, Advanced Core Applications for Kinesiology, 1 KIN V76B, Tai Chi II, 1 MATH V23, Introduction to Differential Equations, 4 THA V05B, Stagecraft II, 3 THA V06B, Stage Make-up II, 3 THA V22B, Fundamentals of Stage Costuming II, 3 THA V31B, Acting for Film and Television II, 3 Recommendation: all new courses will go forward to DCAA. Discussion: There will be clarification regarding the difference between “off-season” and “pre-season” conditioning for athletes to provide clarification to the Board.</p> <p>Dr. Endrijonas provided a handout from Barbara Beno, titled “<i>Evaluation Responsibilities for Compliance with U.S. Department of Education (USDE) Regulations to HEOA 2008 including 2010 and 2011 regulations interpreted through August 2012</i>” which was distributed by Ms. Beno’s office on January 31, 2013 as a tool for accreditation teams. Dr. Endrijonas noted the members should review the information on page two “as pertains to credit hours.”</p> <p>Revised Courses ACT V01, <i>Assistive Computer Technology: Evaluation</i>, 1.5 ACT V02, <i>Assistive Computer Technology: Keyboarding Skills</i>, 1.5 ACT V03, <i>Assistive Computer Technology: Access to Computers</i>, 1.5 ACT V05, <i>Assistive Computer Technology: Skills for the Internet</i>, 1.5 ACT V08, <i>Assistive Computer Technology: Spelling Skills</i>, 1.5 ACT V25, <i>Assistive Computer Technology: Writing Skills</i>, 1.5 ART V20A, <i>Intermediate Oil Painting I</i>, 3 ART V29A, <i>Commercial Illustration & Layout I</i>, 3 ART V29B, <i>Commercial Illustration & Layout II</i>, 3 ART V34A, <i>Two-Dimensional Mixed Media I</i>, 3 ART V37A, <i>Watercolor Painting I</i>, 3 ART V46A, <i>Beginning Acrylic Painting I</i>, 3 ART V71, <i>Computer Graphics and Graphic Design</i>, 3 ART V72, <i>Computer Graphics and Graphic Design II</i>, 3 AUTO V10, <i>Introduction to Automotive Technology</i>, 1.5 AUTO V32A, <i>Automotive Service Excellence (ASE) Certification</i></p>			

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	<p>Preparation for Engines and Engine Performance, 1 BUS V07B, <i>Business Calculations Using Excel</i>, 2.5 BUS V28A, Medical Office Procedures: Front Office,3 BUS V45, Business Communications, 3 CD V64A, Practicum in Early Childhood Education: Observation and Assessment, 3 Discussion: check Title 22 regarding hours for credit. CD V64B, Practicum in Early Childhood Education: Field Experience, 3 CT V30, <i>Shop Woodworking</i>, 3 CT V84, <i>Construction Skills Training</i>, 3 DANC V13A, Tap Dance I, 1.5 2 DANC V14/THA V14, Movement for the Theatre, 1.5 DANC V15A, Ballet I, 1.5 2 Units DANC V23, Ballroom Dance, 1.5 DANC V27, Street Dance, 1.5 DANC V29A, Jazz Dance I, 1.5 2 EAC V21, <i>Weight Training and Conditioning: Adaptive</i>, 1.5 EAC V25, <i>Introduction to Dance: Adaptive</i>, 1.5 EAC V26, <i>Individual and Team Sports: Adaptive</i>, 1.5 EAC V27, <i>Introduction to Swimming and Aquatic Fitness: Adaptive</i>, 1.5 EAC V28, <i>Exploring Multicultural Dance Forms: Adaptive</i>, 1.5 GEOG V24/GIS V24 <i>Introduction to Global Positioning Systems (GPS)</i>, 0.5 HED V70, <i>Spiritual Health</i>, 3 HED V95, <i>Health and Wellness: Designed for Women</i>, 3 KIN ICA V36, Spring Intercollegiate Basketball: Advanced Theory & Strategies, 3 3.5 KIN V22, Running for Fitness, 1.5 1 KIN V26, Weight Training and Conditioning: Free Weights, 1.5 1 KIN V32, <i>Power Body Building for Athletes and Sculpting</i>, 1.5 1 KIN V74A, Core Applications of Functional Kinesiology, 1.5 1 KIN V76A, <i>Tai Chi for Balance and Holistic Health I</i>, 1.5 1 MUS V10, <i>College Chorus</i>, 1.5 MUS V11, <i>College Singers</i>, 1.5 MUS V12, <i>Community Choir</i>, 1.5 MUS V13, <i>Voice</i>, 1.5 MUS V14A, <i>Beginning Orchestra: Strings</i>, 1.5 MUS V14B, <i>Beginning Orchestra: Winds</i>, 1.5</p>			

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	<p>MUS V14C, <i>Beginning Orchestra: Percussion</i>, 1.5 MUS V15, <i>Community Orchestra</i>, 1.5 MUS V17, <i>Jazz Band</i>, 1.5 MUS V18, <i>Band</i>, 1.5 MUS V21A, <i>Chamber Music: Woodwinds</i>, 1 1.5 MUS V21B, <i>Chamber Music: Brass</i>,1 1.5 MUS V21C, <i>Chamber Music: Strings and Keyboard</i>, 1 1.5 MUS V22A, <i>Advanced Chamber Music: Woodwinds</i>, 1 1.5 MUS V22B, <i>Advanced Chamber Music: Brass</i>, 1 1.5 MUS V22C, <i>Advanced Chamber Music: Strings and Keyboards</i>, 1 1.5 MUS V34, <i>Symphony Orchestra</i>, 1.5 MUS V35, <i>Chamber Orchestra</i>, 1.5 MUS V36, <i>Beginning Guitar</i>, 1.5 MUS V37, <i>Intermediate Guitar</i>, 1.5 MUS V45, <i>Beginning Opera/Musical Theatre Workshop</i>, 1.5 MUS V46, <i>Intermediate Opera/Musical Theatre Workshop</i>, 1.5 MUS V47, <i>Advanced Opera/Musical Theatre Workshop</i>, 1.5 MUS V55A, <i>Beginning Recorder</i>, 1.5 Units MUS V55B, <i>Intermediate Recorder</i>, 1.5 MUS V55C, <i>Advanced Recorder</i>, 1.5 MUS V57A, <i>Early Music Ensemble</i>, 1.5 MUS V57B, <i>Advanced Early Music Ensemble</i>, 1.5 MUS V61A, <i>Recorder Choir</i>, 1.5 MUS V61B, <i>Advanced Recorder Choir</i>, 1.5 POLS V01, <i>American Government</i>, 3 POLS V02, <i>Comparative Government</i>, 3 POLS V03, <i>Introduction to Political Science</i>, 3 POLS V04, <i>Introduction to Political Theory</i>, 3 PSY V03, <i>Introduction to Biological Psychology</i>, 3 PSY V31/SOC V31, <i>Introduction to Social Psychology</i>, 3 WEL V03, <i>ARC and MIG Welding</i>, 8 WEL V13A, <i>ARC and MIG Welding I</i>, 4 WEL V13B, <i>ARC and MIG Welding II</i>, 4 WEL V14A, <i>TIG and Flux Core Welding I</i>, 4 WEL V14B, <i>TIG and Flux Core Welding II</i>, 4 WEL V20, <i>Advanced Welding Applications</i>,4 WEL V30, <i>Applied Metal Fabrication</i>, 2 Recommendation: all items will go forward to DCAA with minor edits.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Other Business	<p>BP 4022 Course Approval will be tabled until the April DTRW-I meeting to allow Dr. Endrijonas to get further input before writing an administrative procedure. Dr. Endrijonas provided a handout of Program and Course Approval Handbook (PCAH), this will be sent to the CTE Deans by Dr. Endrijonas, which she noted is a “living document” and, therefore, recommended not printing the document. It was noted at the February meeting, that 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>Development of AP/BP on Repeatability, Title 5, Section 55000 This item was tabled due to the volume of curriculum submissions and length of this meeting.</p> <p>BP/AP 4102 Occupational/Vocation Technical Programs This item was tabled due to the volume of curriculum submissions and length of this meeting.</p>	<p>Develop draft of AP 4022</p> <p>Research other community college policy and procedure models for course approval</p>		<p>Erika Endrijonas Ramiro Sanchez Jane Harmon</p> <p>Ramiro Sanchez Erika Endrijonas</p>
Next Meeting Date:	April 11, 2013 – 1 pm, DAC Lakin Boardroom			