



District Technical Review Workgroup - Instructional (DTRW-I)

Agenda
April 24, 2014 - 1:00 p.m.
DAC, Lakin Boardroom

- **Approval of March 27, 2014 Meeting Notes**
- **Curriculum Submissions**

MOORPARK COLLEGE

Deleted Degree

~~Associate in Science in Physics Degree~~

OXNARD COLLEGE

There is no curriculum submission from Oxnard College.

VENTURA COLLEGE

There is no curriculum submission from Ventura College.

OLD BUSINESS:

- AP 4050 Articulation – sent back from Chancellor’s Cabinet for clarification:
 - Does it follow Ed Code as to total transferable credits?
 - In bullets under “New Articulation Agreements,” change “seeks unanimity” to “seek consensus.”
 - In bullets under “New Articulation Agreements,” change “College Dean and/or EVP” to “College Dean or EVP”
 - Statement following bullets, “In the event of a lack of district-wide consensus....EVP refers that proposal to the College President....,” -- the presidents requested being brought into the process earlier.
- AP 4100 Graduation Requirements for Degrees and Certificates – still on hold awaiting information from the State

NEW BUSINESS:

- DTRW-I Annual Self-Appraisal
- Comparable Course List (AO’s will be at a conference for the April meeting; copy of list is to be forwarded to Chair/Co-Chair prior to meeting) – to be sent under separate cover by Gloria Arevalo.
- Articulated CTE courses- Credit/Noncredit to letter grades – Patrick Jefferson
- Adult Education Plan – Mary Rees
- Academic Senate Plenary – BS Degrees – Mary Rees

Next Meeting Date: TBD: August __, 2014, 1:00 pm – DAC Lakin Boardroom
TBD: Submission deadline: August __, 2014 – 5 pm

Ventura County Community College District

**2012-2013 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
March 27, 2014 - 1:00 p.m. – 3:00 p.m.
MEETING NOTES PRIOR TO APPROVAL AT 4.24.14 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: Graciela Casillas-Tortorelli, Peter Sezzi

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of February 27, 2014 Meeting Minutes	Dr. Endrijonas welcomed everyone to DTRW-I and the meeting commenced at 1:06 pm. The meeting notes were approved with minor changes.			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses Moorpark/Oxnard/Ventura Submissions	Curriculum Submissions: <u>MOORPARK COLLEGE</u> New Degree Associate in Arts in Economics for Transfer Recommendation: This new degree will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval. There was clarification this is an Associate in Arts degree, not			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Associate in Science as indicated on the submission and DTRW-I agenda.</p> <p>New Courses DANC M55C, Dance Rehearsal and Performance III DANC M55D, Dance Rehearsal and Performance IV TTHA M11A, Theatre Production: Technical I TTHA M11B, Theatre Production: Technical II TTHA M11C, Theatre Production: Technical III TTHA M11D, Theatre Production: Technical IV TTHA M20, Stagecrafts TTHA M23A, Lighting Design I TTHA M23B, Lighting Design II TTHA M25A, Scene Design I TTHA M25B, Scene Design II</p> <p>Recommendation: These new courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with minor corrections to M11B.</p> <p>Revised Courses DANC M55A, Dance Rehearsal and Performance I DANC M55B, Dance Rehearsal and Performance II RADT M01AL, Radiographic Clinical Lab I</p> <p>Recommendation: These revised courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with a minor change to RADT M01AL.</p> <p><u>OXNARD COLLEGE</u> New Course ICA R165, Conditioning for Athletes</p> <p>Recommendation: This new course will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>New Programs</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Proficiency Award in Entry Level Alignment Specialist Proficiency Award in Entry Level Brake Specialist Recommendation: There was discussion regarding the impact of Financial Aid rules on Proficiency Awards, which was raised by Ventura, and it was agreed that a clarification would be brought back to a subsequent meeting. This will not delay the submission of Proficiency Awards for Board approval.</p> <p>Deleted Programs AS in Child Development/Early Childhood Education Recommendation: This deleted program will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><u>VENTURA COLLEGE</u> New Degrees/Programs <i>Associate in Science Degree</i>/Certificate of Achievement in Administrative Assistant Recommendation: This new degree will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>Revised Course PSY V04, Introductory Statistics for the Social and Behavioral Sciences Recommendation: This revised program will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with the removal of the sentence "No prior computer experience is necessary."</p>			
OLD BUSINESS				
BP/AP 4020 Programs and Curriculum Development BP/AP 4022 Course Approval (no AP 4022 in	BP 4020 was approved. AP 4020 was approved with minor changes to be made by Ms. Nusser and will move forward to Chancellor's Cabinet, Policy, Consultation Council, and subsequently to the Board for full approval.	Add to Cabinet Agenda	4.14.14	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
BoardDocs)	BP 4022 and AP 4022 were approved will be added to the Cabinet agenda for the next round of approval before moving to Policy Committee, Consultation Council, and subsequently to the Board for full approval.	Add to Cabinet Agenda	4.14.14	Laurie Nusser
AP 4050 Articulation	AP 4050 Articulation was approved at the last meeting and will move forward to Chancellor's Cabinet, Policy, Consultation Council, and subsequently to the Board for full approval.	Add to Cabinet Agenda	4.14.14	Laurie Nusser
AP 4100 Graduation Requirements for Degrees and Certificates	AP 4100 Graduation Requirements for Degrees and Certificates is currently on hold awaiting State information regarding P/NP.			
New Business				
Follow Up Discussion on P/NP and PCAH – Gloria Arevalo	Ms. Arevalo provided an update regarding Pass/No Pass (P/NP) and Title 5 language.			
Local GE Patterns	Ms. Arevalo provided drafts of BP/AP 4100 Graduation Requirements for Degrees and Certificates from Santa Barbara City College (SBCC). This issue will be revisited next academic year.			
CTE revision schedule – Mary Rees	<p>There was discussion regarding the review cycle for CTE programs/degrees, prerequisite classes, and courses. The CTE Advisory Committee reviews programs and courses. This will be an Informational item to Curriculum Committees regarding Program Review. This review happens at the departmental level.</p> <p>There was discussion regarding CTE baccalaureate degrees, Senate Bill 850 (Marty Block), and the lack of inclusion in the process of support of this Senate Bill by VCCCD.</p>			
For next agenda: Comparable Courses (AO's will be at a conference for the April	There was a request to include this item on the April 24 th DTRW-I agenda. A comparable course list will be forwarded from the Articulation Officers to Dr. Endrijonas, Ms. Rees, and Ms. Nusser, which will be sent to the			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
meeting)	workgroup prior to the next meeting.			
Next Meeting Date:	April 24, 2014 – 1 pm, DAC Lakin Boardroom			

DRAFT

MOORPARK COLLEGE

Deleted Degree

~~Associate in Science in Physics Degree~~ ~~43-45~~

Deleted Degree

~~Associate in Science in Physics Degree~~

To earn an Associate in Science Degree with a major in Physics, students complete ~~43-45~~ specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper division course work for advanced degrees in Physics offered by four-year institutions. Also, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

In addition to General Education Degree Requirements, complete the following:

Required Courses	Units
CHEM M01A — General Chemistry I	5
MATH M25A — Calculus with Analytic Geometry I	5
MATH M25B — Calculus with Analytic Geometry II	5
MATH M25C — Calculus with Analytic Geometry III	5
PHYS M20A — Mechanics of Solids and Fluids	4
PHYS M20AL — Mechanics of Solids and Fluids Lab	1
PHYS M20B — Thermodynamics, Electricity and Magnetism	4
PHYS M20BL — Thermodynamics, Electricity and Magnetism Laboratory	1
PHYS M20C — Wave Motion, Optics, and Modern Physics	4
PHYS M20CL — Wave Motion, Optics, and Modern Physics Laboratory	1

Choose either the Physics or Applied Physics Option below:

Physics Option (Complete 8 specified units)	Units
CHEM M01B — General Chemistry II	5
MATH M35 — Applied Differential Equations	3

Applied Physics Option:(Complete 10 specified units)	Units
CS M10A — Introduction to Computer Programming Using Structured C++	4
ENGR M12 — Engineering Materials	3
MATH M35 — Applied Differential Equations	3

Total Units ~~43~~ **45**

Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4050 ARTICULATION
Number	BP 4050
Status	Active
Legal	Title 5, Section 51022(b)
Adopted	February 16, 2006
Last Reviewed	October 11, 2011

The Chancellor, in consultation with the Academic Senates, shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions. The procedures also may support articulation with institutions, including other community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

See [Administrative Procedure 4050](#).

Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4050 ARTICULATION
Number	AP 4050
Status	Active
Legal	Education Code, Section 66730-66744 Education Code, Section 66725 California Education Code, Section 66720 Accreditation Standard II.A.6.a Title 5, Section 51022(b)
Adopted	May 12, 2009
Last Reviewed	October 11, 2011

Articulation between VCCCD and Baccalaureate Institutions

The responsibility for the development, maintenance, and distribution of articulation agreements between VCCCD and baccalaureate institutions is assigned to the individual Articulation Officers at each college in the District.

The Articulation review processes are defined for a:

1. the Colleges of VCCCD
2. maintenance of existing articulation agreements of in-state community college **and/or** four-year institution; ~~and~~
3. private, independent, proprietary or out-of-state institutions.

The Colleges of VCCCD

The Articulation Officer:

Annually reviews the ~~type(s) of articulation agreement sought~~ and updates the following articulation:

- ~~Transfer~~
- ~~General education/breadth requirements~~
- ~~Major preparation~~
- ~~Courses by department~~
- ~~Course to course~~
- ~~Other, such as admission or graduation by subject matter~~

~~Coordinates with the other institution to exchange needed documentation, such as catalog or course outlines.~~

~~Coordinates with on-campus department(s) to ensure accuracy of the proposed courses to be included in an agreement.~~

~~Completes agreement.~~

~~Once approved by both institutions, the Articulation Officer ensures that information is appropriately publicized and updated through publications such as Articulation System Stimulating Inter-Institutional Student Transfer (ASSIST), the college catalog, and the schedule of classes. The new~~

articulation agreement will be publicized to faculty and students, in particular, the disciplines most directly affected by the agreement.

- VCCCD Comparable Course List
- VCCCD General Education (GE) Placement List
- VCCCD Approved Course Identification Number System (C-ID) Course List

Maintenance of existing articulation agreements of in-state community college and/or four-year institution

The Articulation Officer:

Reviews and updates the following:

- University of California Transfer Course Agreement (UC TCA)
- California State University (CSU) Baccalaureate Level Course List
- Intersegmental Segmental General Education Transfer Curriculum (IGETC)
- CSU General Education/Breadth (CSU GE-Breadth) requirements
- CSU United States History, Constitution, and American Ideals Courses
- Course Identification Numbering System (C-ID)
- Articulation Agreements by Major (major prep)
- Articulation Agreements by Courses by Department (course-to-course)
- Other agreement, such as admission or graduation requirement by subject matter

The Process includes:

- Coordinating with the other institution to exchange needed documentation, such as catalog or course outlines and/or syllabi.
- Coordinating with on-campus department(s) to ensure accuracy of the proposed courses to be included in an agreement.
- Completing the agreement.
- Once completed, the Articulation Officer ensures that information is appropriately publicized and updated through publications such as Articulation System Stimulating Inter-Institutional Student Transfer (ASSIST), the college catalog, and the schedule of classes, and College website. The new articulation agreement will be publicized to faculty and students, in particular, the disciplines most directly affected by the agreement.

Private, independent, proprietary or out-of-state institution

Articulation agreement requests by other popular transfer destination campuses will be considered on case-by-case basis. Articulation priority will be given to VCCCD, CCC, CSU and UC campuses and to state-mandated programs and projects (i.e., C-ID).

Articulation Officer reviews the type(s) of articulation agreement sought (see list in previous section).

The Articulation Officer:

- ~~Researches the institution's background, including the type and status of its accreditation, its educational philosophy, and the pros and cons of an articulation agreement.~~
- ~~Meets with his or her counterparts at the District Colleges to review the research and seek unanimity for or against creating articulation with the subject institution.~~
- ~~Reviews this research with the appropriate College Dean and EVP prior to the development of a potential agreement.~~

~~In the event of a lack of district-wide consensus on a proposal, the EVP refers that proposal to the College President, who will collaborate to make the final determination.~~

~~If the elements of a potential agreement do not align with the college mission, or appear not to serve the interest of students, the process is halted without further work.~~

~~If consensus is reached district-wide with the Articulation Officers, and if the College Dean and EVP have reviewed and approved the proposed agreement, the proposed agreement is forwarded to DCSL (District Council for Student Learning) for review.~~

~~Upon review and recommendation by DCSL, the proposed agreement is reviewed at Chancellor's Cabinet prior to final signing by the Articulation Officer.~~

New Articulation Agreements

The Articulation Officer:

- Researches the institution's background, including the type and status of its accreditation (**VCCCD will only accept proposals from Regionally Accredited Institutions**), its educational philosophy, and the pros and cons of an articulation agreement.
- Meets with his or her counterparts at the District Colleges to review the research and seek unanimity for or against creating articulation with the subject institution.
- Reviews this research with the appropriate College Dean and/or EVP prior to the development of a potential agreement.

In the event of a lack of district-wide consensus on a proposal, the EVP refers that proposal to the College President, who will collaborate to make the final determination.

If the elements of a potential agreement do not align with the college mission, or appear not to serve the interest of students, the process is halted without further work.

If consensus is reached district-wide with the Articulation Officers, and if the College Dean and EVP have reviewed and approved the proposed agreement, the proposed agreement is forwarded to ~~DCSL~~ DTRW-I (District Technical Review Workgroup-Instructional Council for Student Learning) for review.

Upon review and recommendation by ~~DCSL~~ DTRW-I, the proposed agreement is reviewed at Chancellor's Cabinet prior to final signing by the Articulation Officer.

Maintenance of Existing Articulation Agreements

The Articulation Officer:

2.27.14 DTRW-I review – version from AOs received 2.24.14
Cabinet review 4.14.14

Reviews and updates articulation agreements as requested and provided by the Outside Institutions and follows the same process as the In-State Community College or Four-year Institutions as outlined above.

Articulation between VCCCD and High School Institutions

The responsibility for the development of new, maintenance and distribution of articulation agreements between VCCCD and the high schools is assigned to the individual Career Educational Specialist, to the appropriate individual, at each college in the District.

New Articulation Agreements

The Career Education Specialist:

- Coordinates the process of course reviews between the participating high school and the college.
- The high school and college discipline faculty are responsible for the curriculum review for comparability of courses, and
- The College faculty will determine how courses and unit credits will be awarded for college credit.

Maintenance of Existing Articulation Agreements

The Career Education Specialist:

Reviews and updates of the high school articulation agreements are conducted when there are changes to the curriculum and on as-needed-basis.