



District Technical Review Workgroup - Instructional (DTRW-I)

Agenda September 26, 2013 - 1:00 p.m. DAC, Lakin Boardroom

- **Approval of April 11, 2013 Meeting Notes**
- **Curriculum Submissions**

MOORPARK COLLEGE

New Degree

Biomedical Device Technology, Certificate of Achievement

Revised Courses

CHEM M11	Foundations of General, Organic, and Biochemistry	5.0
FTVM M26	Broadcast News Production	3.0
JOUR M10B	Student News Media Staff Editing	4.0
MUS M02B	Music Theory II	3.0
MUS M02D	Music Theory IV	3.0
MUS M02DL	Musicianship IV	1.0
PHSC M01L	Principles of Physical Science Laboratory	1.0
RADT M09	Basic Skills for the Health Care Professional	0.5
THA M02B	Acting II	3.0

OXNARD COLLEGE

New Courses

GEOG R105	Introduction to Human Geography	3.0
-----------	---------------------------------	-----

VENTURA COLLEGE

New Courses

AUTO V32B	ASE Preparation for Transmissions and Drivelines	1.0
NS V84C	Success Strategies for NS V30	2.0
NS V84D	Success Strategies for NS V40	1.5

Revised Courses

HS V12 HS Home Care Provider	Health Aide	1.5 2
---	--------------------	-------------------------

OLD BUSINESS:

- BP 4022 Course Approval – review administrative procedure draft – sent to DCAA for 4.25.13 meeting and this item was pulled at DCAA for further review at fall DTRW-I.
- BP/AP 4102 Occupational/Vocational Technical Programs Development of Board Policy and Administrative Procedure on Repeatability, Title 5, Section 55000 (Gloria Arevalo)

NEW BUSINESS:

- Selection of DTRW-I Faculty Co-Chair
- 2013-2014 Meeting Schedule
- AP 4050 Articulation/AP 4100 Graduation Requirements for Degrees and Certificates/AP 4225 Course Repetition (Articulation Officers)

Next Meeting Date: October 24, 2013, 1:00 pm – DAC Lakin Boardroom
Submission deadline: October 18, 2013 – 5 pm

Ventura County Community College District

2012-2013 Academic Year

District Technical Review Workgroup – Instructional (DTRW-I)

Meeting Notes

April 11, 2013 - 1:00 p.m. – 3:00 p.m.

MEETING NOTES PRIOR TO APPROVAL AT 9.26.13 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), Lori Bennett (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: All present

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of March 7, 2013 Meeting Minutes	Dr. Endrijonas welcomed everyone to DTRW-I and the meeting commenced at 1:08 pm. The meeting notes were approved as presented.			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses Moorpark/Oxnard/Ventura Submissions	Curriculum Submissions: <u>MOORPARK COLLEGE</u> New Courses THA M27A, Costume Design I, 3.0 THA M27B, Costume Design II, 3.0 THA M28, Production Makeup, 3.0 Recommendation: All new courses will go forward to DCAA. <u>OXNARD COLLEGE</u> New Courses	Add all recommended curriculum to DCAA agenda		Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>BUS R124, Organizational Behavior, 3 Recommendation: This new course will go forward to DCAA.</p> <p>Revised Courses ACCT R101, Principles of Financial Accounting, 3 ACCT R102, Principles of Managerial Accounting, 3 MATH R014A, Intermediate Algebra I, 32.5 MATH R014B, Intermediate Algebra II, 32.5 PHIL R100, Critical Thinking, 3 PHIL R111, Thinking-Critically Thinking and Analytic Writing, 3 PSY R101, General Psychology, 3 PSY R104, Introduction to Experimental Psychology, 3 PSY R105, Introduction to Physiological Psychology, 3 Recommendation: All revised courses will go forward to DCAA with minor changes as follows: MATH R014A and MATH R014B: do not remove deleted sentence. PHIL R100: Ms. Davis will verify whether the course credit is not available for students who have already taken PHIL R111.</p> <p>New Programs Associate in Arts in Philosophy for Transfer Recommendation: Recommendation: This item will go forward to DCAA with minor change to "List B" to include "or course A".</p> <p><u>VENTURA COLLEGE</u> There were no submissions from Ventura College.</p>			
BP/AP 4022 Course Approval	Dr. Endrijonas indicated this item is still under review by DTRW-I. The Board policy was revised and the CCLC version of the administrative procedure will be distributed to the DTRW-I group via email. This item will be agendized on the DCAA 4.25.13 meeting agenda.	Send draft of AP 4022 to DTRW-I group Agendize on 4.25.13 DCAA	ASAP	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
		agenda		
BP/AP 4102 Occupational/Vocation Technical Programs	Dr. Endrijonas indicated this item is still under review by DTRW-I. A Board policy will be created with the same language as BP 4022. The administrative procedure, which was reviewed and revised by the CTE deans, will be distributed to the DTRW-I group via email. There was a revision to spell out the acronym of SCRC (South Coast Regional Consortium). Dr. Endrijonas will research the program review elements and share the results with the DTRW-I group. This item will be agendized on the DCAA 4.25.13 meeting agenda.	Agendize on 4.25.13 DCAA agenda	4.19.13	Laurie Nusser
DTRW-I Self-appraisal Survey Results	Dr. Endrijonas reviewed the DTRW-I Self-Appraisal Survey submissions and as a result from the comments regarding a lack of coordination between this workgroup and DCAA, the monthly meeting dates were changed from the second Thursday to the fourth Thursday to accommodate submission deadlines for Policy Committee and Board review.			
DTRW-I Meeting Schedule	The first meeting of the 2013-2014 academic year will be held on the fifth Thursday (August 29) to accommodate campus schedules and subsequent meetings will be held on the fourth Thursday of each month. Ms. Nusser will send out meeting invitations for these recurrences of the DTRW-I meetings for 2013-2014.			
Next Meeting Date:	August 29, 2013 – 1 pm, DAC Lakin Boardroom			

DTRW-I
September 26, 2013
MOORPARK COLLEGE
CURRICULUM SUBMISSION

MOORPARK COLLEGE

New Degree

Biomedical Device Technology, Certificate of Achievement

Revised Courses

CHEM M11	Foundations of General, Organic, and Biochemistry	5.0
FTVM M26	Broadcast News Production	3.0
JOUR M10B	Student News Media Staff Editing	4.0
MUS M02B	Music Theory II	3.0
MUS M02D	Music Theory IV	3.0
MUS M02DL	Musicianship IV	1.0
PHSC M01L	Principles of Physical Science Laboratory	1.0
RADT M09	Basic Skills for the Health Care Professional	0.5
THA M02B	Acting II	3.0

New Degree

Biomedical Device Technology, Certificate of Achievement

Biomedical Device Manufacturing Certificate provides skills for the manufacturing of medical devices. Includes will be basic quality control, government regulations as well as applied skills such as machining and working in ultra-clean environment. This certificate will prepare students to obtain employment in the medical device field.

Required Courses:

Moorpark College - complete 3 courses (6 units) from the following:

BIOT M02A/BIOL M12A	Environmental Control and Process Support.....	2.0
BIOT M02B/BIOL M12B	Manufacturing: Quality Control and Validation Quality	2.0
BIOT M02E/BIOL M12E	Business Practices and Governmental Regulation	2.0

Required Courses:

Ventura College – complete 3 courses (7 units) from the following:

MT V02	Applied Machining I	2.0
MT V05	CNC Machining I.....	2.0
MT V15	Manufacturing Processes.....	3.0

TOTAL UNITS **13.0**

Revised Courses

CHEM M11 Foundations of General, Organic, and Biochemistry 5.0
Prerequisites: MATH M01 or **one year of high school algebra** or equivalent **with a C grade or higher**
Hours: 4 lecture, 3 lab

Covers general, organic, and biological chemistry with an emphasis placed on medical applications; ~~designed for students who are allied health science majors.~~ Explores topics in general chemistry such as the modern view of the atom, molecules, chemical compounds, reactions, and calculations. Includes topics in organic and biochemistry such as hydrocarbons, alcohols, aldehydes and ketones, amines, carboxylic acids and their derivatives, carbohydrates, lipids, proteins, and nucleic acids. This course is ~~not intended~~ **designed** for students **who are Allied Health Science majors and for students not** planning to take Chemistry M01A. Applies to Associate Degree. Transfer credit: CSU; UC

FTVM M26 Broadcast News Production 3.0
Prerequisites: None
Hours: 4 2 lecture, 3 lab

Provides ~~specialized training in producing news for television and multimedia applications~~ **a comprehensive overview of all aspects of news and documentary digital production from concept to finished project.** Emphasizes the use of digital ~~newsgathering equipment, producing newscasts and on-air presentation of completed stories.~~ Provides operational skills and techniques through practical hands-on experiences in: ~~studio directing, location shooting, and editing.~~ Students will crew and create news productions that will air on the Moorpark College ~~website.~~ (Formerly RT M13) **equipment for location reality-based productions.** Applies to Associate Degree. Transfer credit: CSU

JOUR M10B Student News Media Staff Editing 4.0
 Prerequisites: **JOUR M10A**
 Recommended Prep: ~~Completion of or concurrent enrollment in~~ JOUR M02, ~~completion of~~
~~JOUR M10A,~~ and ENGL M01A or **ENGL M01AH**
 Hours: 2 lecture, 6 lab

Develops the ability to conceive, plan, report, edit, design and produce student news media online, in print and, when available, for broadcast. Provides opportunities for student staff editors to plan sections including text, photos, graphics and multimedia packages for publication in student news media. Allows students to assign, write, shoot, and coordinate stories, photos, video and other graphic elements; as well as critically evaluate and edit all content, and work directly with student writers and adviser. Applies to Associate Degree. Transfer credit: CSU

MUS M02B ~~Music Theory II -Chromatic Harmony~~ 3.0
 Prerequisites: **MUS M01 or MUS M02A and MUS M02AL**
 Corequisites: MUS M02BL
 Hours: 3 lecture

~~Emphasizes pivot chord modulation. Studies chromatic harmonic vocabulary, foreign key modulation, keyboard and instrumental styles, and composition. Incorporates the concepts from Music Theory I. Teaches, through guided composition and analysis, an introduction to two-part counterpoint, voice leading involving four-part chorale writing, and diatonic harmony. Provides an introduction to secondary/applied chords and modulation.~~ Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02D ~~Music Theory IV Counterpoint~~ 3.0
 Prerequisites: ~~MUS M02C M02B and MUS M02CL M02BL~~
 Corequisites: MUS M02DL
 Hours: 3 lecture

~~Introduces composition of 18th century contrapuntal forms in the style of J.S. Bach through the modified 16th century species approach. Requires composition of a two-part invention and a three-part fugue. Utilizes, through writing and analysis, borrowed chords and modal mixture, chromatic mediants, Neapolitan, and augmented-sixth chords. Introduces 9th, 11th and 13th chords, altered chords and dominants; and 20th century techniques such as: Impressionism, tone rows, set theory, pandiatonicism and polytonalism, meter and rhythm.~~ Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02DL Musicianship IV 1.0 ~~2.0~~
Prerequisites: MUS ~~M02C M02B~~ and MUS ~~M02CL M02BL~~
Corequisites: MUS M02D
Hours: ~~1~~ 0 lecture 3 lab

~~Emphasizes individual work in the Music Learning Center to strengthen weaker areas of aural skills. Focuses on two-voice melodic dictation, speed drill of intervals, dictation of the soprano and bass factors of a harmonic progression, and keyboard harmony. Applies rhythmic, melodic, and harmonic materials developed in Music Theory IV. Utilizes ear training, sight-singing, analysis, and dictation.~~ Applies to Associate Degree. Transfer credit: CSU; UC

PHSC M01L Principles of Physical Science Laboratory 1.0
Prerequisites: **MATH M03 or MATH M03B and PHSC M01 or concurrent enrollment**
Hours: 3 lab

Examines some of the basic phenomena in physics, chemistry, and astronomy. Applies common, modern laboratory instruments, in hands-on experiments. Teaches the principles of data taking, reduction, synthesis, and analysis, in addition to the writing of scientific reports. Applies to Associate Degree. Transfer credit: CSU; UC

~~HS M16R~~ **RADT M09** Basic Skills for the Radiologic Technologist **Health Care Professional** 0.5
Prerequisites: None
Hours: 1.5 lab

Provides basic knowledge of client care skills to those preparing for a career **in the health care field such** as a Radiographer. The focus is on the essential principles and practices of safe effective care in this constantly changing medical field. Safety, communications, documentation and cultural diversity are integrated throughout the course. ~~It is recommended that this course be taken the semester before acceptance into the radiologic technology or similar program.~~ (Same course as NS M09.) (Formerly HS M16R.) Applies to Associate Degree.

THA M02B	Acting II	3.0
Prerequisites:	THA M02A	
Hours:	2 lecture, 3 lab	

Emphasizes intermediate level **theories, techniques and** skills in character analysis, monologue and scene presentation. Includes an introduction to classical material, ~~performance of scenes~~ in various styles and genres, and **continues** work ~~with in~~ vocal projection and stage movement. Applies to Associate Degree. Transfer credit: CSU; UC

DTRW-I
SEPTEMBER 26, 2013
OXNARD COLLEGE
CURRICULUM SUBMISSION

OXNARD COLLEGE

New Courses

GEOG R105	Introduction to Human Geography	3
-----------	---------------------------------	---

OXNARD COLLEGE

New Courses

Page 2

GEOG R105	Introduction to Human Geography	3 Units
Hours:	3.0 lecture	
Prerequisite:	None	

This course introduces the topical approach to the study of human geography, the characteristics of culture groups, and the distribution and migration of human populations on Earth's surface. Special attention will be given to sustainability and its role in the social construction of spaces and places through the diffusion of religions, languages, food production, geopolitical conflicts and human-environmental interactions. Field trips may be required. *Transfer credit: CSU.*

DTRW-I
SEPTEMBER 26, 2013
VENTURA COLLEGE
CURRICULUM SUBMISSION

VENTURA COLLEGE

New Courses

AUTO	V32B	ASE Preparation for Transmissions and Drivelines	1	unit
NS	V84C	Success Strategies for NS V30	2	units
NS	V84D	Success Strategies for NS V40	1.5	units

Revised Courses

HS	V12	In Home Care Provider <i>Health Aide</i>	1.5 2	units
----	-----	---	------------------	-------

New Courses

AUTO V32B	ASE Preparation for Transmissions and Drivelines	1 Units
Corequisite:		
Hours:	3 lab weekly	

This course is designed to help the student prepare for and review the theory and skills necessary to pass the Automotive Service Excellence (ASE) certification examinations in automatic transmissions (A2) and manual transmissions and drive axles (A3).

Field trips may be required.

NS V84C	Success Strategies for NS V30	2 Units
Corequisite:	NS V30	
Hours:	2 lecture weekly	

This course introduces strategies that promote success in NS V30. Methods for improving critical thinking are identified and practiced. Study and test-taking skills are explored and developed. Integration of knowledge from theory and clinical practice is emphasized to prepare for theory exams and clinical performance. Emphasis is on the care of the patient with health deviations related to solitude and social interaction, normalcy, activity/rest, and hazards, along with care of the psychiatric patient across the lifespan.

Offered on a pass/no pass basis only.

NS V84D	Success Strategies for NS V40	1.5 Units
Corequisite:	NS V40	
Hours:	1.5 lecture weekly	

This course introduces strategies that promote success in NS V40. Methods for improving critical thinking are identified and practiced. Study and test-taking skills are explored and developed. Integration of knowledge from theory and clinical practice is emphasized to prepare for theory exams and clinical performance. Emphasis is on the care of the patient with health deviations related to air, activity, and rest along with care of the critically ill patient from birth to end of life.

Offered on a pass/no pass basis only.

Revised Courses

HS V12	In Home Care Provider Health Aide	1.5 2 Units
Corequisite:		
Hours:	0 1.5 lecture weekly and 4 1.5 lab weekly	

This course is designed to prepare ~~students to provide in home care to individuals with physical impairment or other impairment that renders them~~ **the student to apply for employment and practice as a nurse assistant/home health aide, providing care to clients in the home or hospice setting who are** unable to care for themselves.

Field trips will be required. Formerly HS 12. Offered on a pass/no pass basis only.

DTRW-I

SEPTEMBER 26, 2013

BP/AP 4022 COURSE APPROVAL

Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4022 COURSE APPROVAL
Number	BP 4022
Status	Active
Legal	Title 5, Section 55100
Adopted	June 23, 2009
Last Reviewed	May 14, 2009

The Chancellor, in consultation with Academic Senates, will develop an administrative procedure that establishes processes for developing credit and non-credit courses.

See Administrative Procedure 4022.



Book	Administrative Procedures
Section	Chap 4 Academic Affairs
Title	Course Approval
Number	AP 4022
Status	Active
Legal	Title 5 Section 55100
Adopted	August 1, 2007

AP 4022 Course Approval

Reference:

Title 5 Section 55100

Note: *This procedure applies to the processes for approving individual credit and non-credit courses. Local practice may be inserted, but **must address** the following requirements of Title 5 Section 55100.*

Procedures for submitting for Board approval individual degree-applicable credit courses offered as part of an educational program approved by the California Community Colleges Chancellor's Office.

Procedures for course approval of non-degree applicable credit courses and degree-applicable credit courses that are not part of a permitted educational program must address at least the following:

These courses must be approved by the curriculum committee.

The individuals on the curriculum committee must have received the training provided for in Title 5 Section 55100

Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community Colleges Chancellor's Office.

Students may only count a limited amount of semester or quarter units approved toward satisfying the requirements for a certificate or completion of an associate degree.

Regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites.

All courses approved must be reported to the California Community Colleges Chancellor's Office.

New 8/07

 [AP 4022 Course Approval.doc \(29 KB\)](#)

Last Modified by Jane Wright on March 13, 2012

DTRW-I

SEPTEMBER 26, 2013

**BP/AP 4102
OCCUPATIONAL/VOCATIONAL
TECHNICAL PROGRAMS**

PROPOSED BP 4102

Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4102 Occupational/Vocational Technical Programs
Number	BP 4102

The Chancellor, in consultation with Academic Senates, will develop an administrative procedure that establishes processes for developing credit and non-credit courses.

See Administrative Procedure 4102.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4102 OCCUPATIONAL/VOCATIONAL TECHNICAL PROGRAMS
Number	AP 4102
Status	Active
Legal	Title 5, Sections 55600 et seq.
Adopted	July 14, 2009
Last Reviewed	June 25, 2009

Career Technical Education (CTE) Program Development and Approval

CTE program development process follows the steps outlined in AP 4020 Program, Curriculum and Course Development. In addition, CTE program development must include the following:

South Coast Regional Consortium Submission SCRC:

After local Board of Trustees approval, the proposed CTE program must be submitted to the South Coast Regional Consortium (SCRC) for review and approval. ~~SCRC review is required prior to CCCCCO submission. While SCRC approval is not required for CCCCCO submission, it is recommended; it is highly unlikely that CCCCCO approval will be given without SCRC consent.~~

[Per the Program and Course Approval Handbook, 5th Edition, Regional Consortium approval is required.](#)

[Narrative Criteria A-E Items and Additional Supporting Documentation \(per Program and Course Approval Handbook, 5th Edition\)](#)

~~Form CCC-501: Completion of CTE elements in Form CCC-501 Application of Approval -- New Credit Program~~, including, but not limited to:

- Labor market information and analysis
- Employer survey
- ~~Justification of the new for new career technical education program through job market study~~
- [Explanation of Employer Relationship](#)
- Membership roster and minutes [from most recent](#) advisory committee [meeting](#)

Advisory Committee

Members of the advisory committee shall be employees selected from business or industry related to the program, high school/university representatives, students or alumni of the program, or other interested individuals with expertise in the area, or agency representatives. [A balance should exist of faculty and staff representatives of the college discipline to the business/industry representatives. College representatives should be no more than 20% of the committee membership.](#)

CTE Program Review

CTE program review is required every two years [\(Ed Code §78016\)](#), in accordance to established program review practices at each District College. [In addition to the established program review elements,](#) the review process must include [at a minimum,](#) ~~but is not limited, to the following:~~

- Current viability of the CTE program

- Continuing market relevance of CTE
- Demonstration of student completion
- Demonstration of student success in state or regional licensure, or comparable examinations
- Continuing review by Advisory Committee identifying skills and competencies needed in the local workforce.
- Demonstration of student success in obtaining employment

DTRW-I

SEPTEMBER 26, 2013

Selection of Faculty Co-chair

No handout

DTRW-I

SEPTEMBER 26, 2013

2013-2014 Deadline Submission

and Meeting Dates - draft



DTRW-I SUBMISSION DEADLINES AND MEETING DATES 2013-2014

All meetings are on the fourth Thursday of each month
and start at 1:00 pm and end at 3:00 pm
Location: DAC Lakin Boardroom

SUBMISSION DEADLINE	MEETING DATE
September 20, 2013	September 26, 2013
October 18, 2013	October 24, 2013
	November – combined with December 5 meeting*
November 27, 2013	December 5, 2013*
January 17, 2014	January 23, 2014
February 21, 2014	February 27, 2014
March 21, 2014	March 27, 2014
April 18, 2014	April 24, 2014

*November/December meetings combined due to holidays and catalog deadlines for 2014-2015.