

Ventura County Community College District

2012-2013 Academic Year

District Technical Review Workgroup – Instructional (DTRW-I)

Meeting Notes

September 26, 2013 - 1:00 p.m. – 3:00 p.m.

**MEETING NOTES PRIOR TO APPROVAL AT 10.24.13 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), Lori Bennett (MC), Gwendolyn Huddleston-Lewis (representing Daniel Seymour (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:** Clare Geisen

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p><b>Approval of April 11, 2013 Meeting Minutes</b></p>	<p>Dr. Endrijonas welcomed everyone to DTRW-I and the meeting commenced at 1:04 pm. Introductions were made for all new members.</p> <p>The meeting notes were approved as presented. All in favor with abstention from Gwendolyn Huddleston-Lewis, Peter Sezzi, Graciela Casillas-Tortorelli, and Jerry Mansfield.</p>			
<p><b>CURRICULUM SUBMISSIONS</b></p>				
<p><b>New Degrees/Courses/Revised Courses</b></p> <p><b>Moorpark/Oxnard/Ventura</b></p>	<p><b>Curriculum Submissions:</b></p> <p><b><u>MOORPARK COLLEGE</u></b></p> <p><b>New Degree</b></p> <p>Biomedical Device Technology, Certificate of Achievement</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Submissions</b>	<p><b>Recommendation:</b> This new degree will wait until Ventura's version of the Certificate comes to DRTW-I so the Moorpark and Ventura Certificate can go to the Board jointly before going forward.</p> <p><b>Revised Courses</b>            CHEM M11, Foundations of General, Organic, and Biochemistry, 5.0            FTVM M26, Broadcast News Production, 3.0 – pulled - not considered substantial changes            JOUR M10B, Student News Media Staff Editing            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            Clarification on the pre-req.            RADT M09, Basic Skills for the Health Care Professional 0.5 – pulled – not substantial change.            THA M02B, Acting II, 3.0 – pulled – not considered substantial changes.</p> <p><b>Recommendation:</b>            FTVM M26, RADT M09, and THA M02B were pulled. All other revised courses will go forward to Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><b><u>OXNARD COLLEGE</u></b>  <b>New Course</b>            GEOG R105, Introduction to Human Geography, 3.0  <b>Recommendation:</b> This new course will go forward to Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><b><u>VENTURA COLLEGE</u></b>  <b>New Courses</b>            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  <b>Recommendation:</b> All new courses will go forward to Cabinet, Consultation Council, and subsequently to the Board for full</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>approval.</p> <p><b>Revised Courses</b>  <del>HS V12 in Home Care Provider</del> <b>Health Aide</b>  <b>Recommendation:</b> This revised course will go forward to Cabinet, Consultation Council and subsequently to the Board for full approval.</p>			
<p><b>BP/AP 4022 Course Approval (no AP 4022 in BoardDocs)</b>  <b>BP/AP 4020</b></p>	<p>Review of AP 4022 was tabled to the next meeting. Distance Ed should be considered when drafting the new Administrative Procedure. The Board policy was revised in prior meetings. Mr. Sezzi will send information regarding Title 5 changes to Articulation Officers (AO's) and Executive Vice Presidents (EVPs). BP/AP 4020 must be checked to ensure CTE programs are included. The AO's and EVP's will return with suggested revisions for 4020 and 4022 to the next DTRW-I meeting. Ms. Nusser will send AP 4020/4022 in Word format to Dr. Endrijonas.</p>	<p>Send info regarding Title 5 changes to AO's and EVPs</p> <p>Send 4020/4022 in Word format</p>	<p>ASAP</p> <p>ASAP</p>	<p>Peter Sezzi</p> <p>Laurie Nusser</p>
<p><b>BP/AP 4102 Occupational/Vocational Technical Programs</b></p>	<p>BP/AP 4102 Occupational/Vocational Technical Programs was reviewed and Dr. Endrijonas will make suggested revisions to AP 4102 prior to forwarding to Chancellor's Cabinet. Cabinet does not meet October 1 and 7. The next Cabinet meeting is scheduled for October 14.</p>	<p>Add to Cabinet Agenda</p>	<p>October 14</p>	<p>Laurie Nusser</p>
<p><b>NEW BUSINESS</b></p>				
<p><b>DCAA/DTRW-I Transition</b></p>	<p>There was discussion regarding process of review and approval for policies/procedures. Following Consultation Council review of DCAA role, it was determine DCAA would dissolve and Academic Senate Presidents would rejoin DTRW-I and DTRW-SS. The Participatory Governance Handbook (PGH) will be updated to reflect changes.</p>			
<p><b>Selection of DTRW-I Faculty Co-Chair</b></p>	<p>Mary Rees was selected as the Faculty Co-chair. This is Ms. Rees' second year as Co-chair.</p>			
<p><b>2013-2014 DTRW-I Meeting Schedule</b></p>	<p>The 2013-14 DTRW-I Meeting Schedule is to be decided after confirmation of date for the October 24 Policy Hearing/Chancellor's Office event at Moorpark College.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>AP 4050 Articulation/AP 4100 Graduation Requirements for Degrees and Certificates/AP 4225 Course Repetition/AP 4227 Course Repetition Absent Substandard Academic Work (Articulation Officers)</b>	<p>Pass/no pass grades are in conflict with the Program and Course Approval Handbook (PCH) requirements and repeat rules for AA degrees. This will affect the policies and procedures listed here. Guidance from the State Chancellor's office is needed.</p> <p>The Articulation Officers will update the procedures and return with suggested revisions to an upcoming meeting.</p>	<p>Send Word versions to AO's (sent during meeting)</p> <p>Update all listed APs</p>	<p>ASAP</p> <p>November 21</p>	<p>Laurie Nusser</p> <p>Articulation Officers</p>
<b>Articulation Officer Update on Comparable Courses Project</b>	<p>The Articulation Officers provided an update on the "Comparable Course List" which will go out for faculty review within the next few weeks. This information will be used in DegreeWorks and affects repeatability rules.</p>			
<b>Next Meeting Date:</b>	<p>October 24, 2013 – 1 pm, DAC Lakin Boardroom – to be confirmed.</p>			