

**Ventura County Community College District**

**2014-2015 Academic Year**

**District Technical Review Workgroup – Instructional (DTRW-I)**

**Meeting Notes**

**August 27, 2015 - 1:00 p.m. – 3:00 p.m.**

**MEETING NOTES APPROVED AT SEPTEMBER 10 DTRW-I MEETING**

**Members:** Chancellor's Designee: Kim Hoffmans, Chair (MC)  
Faculty Co-Chair: Linda Kama'ila (OC)  
Executive Vice President and Vice Presidents: Lori Bennett (MC), Oscar Cobian (OC), Patrick Jefferson (VC), Ken Sherwood (OC)  
Faculty Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Michael Bowen (VC)  
Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Michael Bowen, Acting AO (VC)  
Academic Senate Presidents: Linda Kama'ila (OC), Mary Rees (MC), Alex Kolesnik (VC)  
Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor's Cabinet Liaison/guest)

**Guests:** Ryan Petitfils, Ventura College; Rick Post, Director, Economic Development

**Absent:** Clare Geisen

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Approval of April 9, 2015 Meeting Minutes</b>	Kim Hoffmans, DTRW-I Chair, welcomed everyone, introductions were made for new members, and the meeting commenced at 3:10 pm.  The April 9, 2015 meeting notes were approved with a minor change and with abstention from Kim Hoffmans, Ken Sherwood, Letrisha Mai, and Oscar Cobian.			
<b>CURRICULUM SUBMISSIONS</b>				
<b>New Degrees/Courses/Revised Courses</b>	<b>Curriculum Submissions:</b>  <b><u>MOORPARK COLLEGE</u></b> <b>Deleted Degrees/Programs</b> A.A. Degree in Communication Studies, 18			
<b>Moorpark/Oxnard/Ventura</b>				

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Submissions</b>	<p>A.A. Degree in Spanish, 18-19  <b>Recommendation:</b> These deleted degrees/programs will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><b><u>OXNARD COLLEGE</u></b>  There was no submission.</p> <p><b><u>VENTURA COLLEGE</u></b>  <b>New Courses</b>  CD V22, Behavior Management in Early Childhood Education 3 units  MATH V19, Precalculus &amp; Trigonometry 7 units – there was discussion regarding transferrable units; CID limit is 6 units. This is a combined course. The Workgroup discussed this item and suggested further discussions occur on campus at the Curriculum Committees for discussion regarding reduction of units. MATH V19 will move forward.  <b>Recommendation:</b> These new degrees/programs will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p>			
<b>OLD BUSINESS</b>				
<b>Fall Registration Date 2016</b>	Dr. Bennett indicated this issue has moved to the District Council on Accreditation and Planning (DCAP) through an ad hoc committee. The earlier fall registration date is now tentatively scheduled for 2017.			
<b>New Business</b>				
<b>Articulation Agreement between VCCCD and The Chicago School of Professional Psychology – Rick Post, Director of Economic Development</b>	<p>Rick Post, Director of Economic Development, introduced himself and provided an overview of the Articulation Agreement between VCCCD and the Chicago School of Professional Psychology (TCSP).</p> <p>Director Post provided information regarding the Chicago School of Professional Psychology institution, which is a four-year school. <i>AP 4050 Articulation</i> states that</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>independent schools are to be handled as a District. Transferability of units was discussed (Section A on agreement). Classes on campus will go through the Civic Center standard booking process with a separate contract.</p> <p>The members provided input on suggested changes to the agreement. Changes included taking out the word “transfer” and use “degree applicable” units; add the abbreviation ADT to the column that says AA/AS. The document will be vetted with the Articulation Officers prior to moving forward. Director Post indicated he would advise TCSPP of the modifications, and if they concur with the language, would forward the articulation agreement to Linda Kama’ila and Kim Hoffmans.</p>			
<b>Co-Chair Selection</b>	Linda Kama’ila was selected by the Workgroup as Co-Chair.			
<b>DTRW-I Calendar</b>	The DTRW-I Meeting and Submission Calendar was approved as presented.			
<b>Policy and Procedure</b>	A request was made for an updated policy review cycle and which policies and procedures still require review within this cycle.			
<b>Future Agenda Items</b>	<ul style="list-style-type: none"> <li>• Definitions of substantial and non-substantial changes to curriculum. This is in the Decision Making Document and Ms. Rees indicated it should be discussed at this meeting.</li> <li>• DTRW-I Goals will be added to the September agenda.</li> </ul>			
<b>Adjournment</b>	Ms. Hoffmans adjourned the meeting at 2:25 pm.			
<b>Next Meeting Date:</b>	September 10, 2015 – 1 pm, DAC Lakin Boardroom Submission deadline: September 4, 2015			