

District Council on Curriculum and Instruction (DCCI)
Thursday, May 12, 2022
Minutes - DRAFT

1. Welcome and Announcements

The meeting commenced at 1:05pm and Co-Chair Cynthia Herrera welcomed the committee. The members thanked Michael Bowen and Mary Rees for their service on this committee.

1.02 Attendance

Attendance was taken.

2. Approval of the April 21, 2022 Meeting Notes

On motion by Erik Reese and seconded by Michael Bowen, the minutes were approved as amended. Cynthia Herrera and Scarlet Relle abstained.

3. Curriculum Submissions

3.01 Moorpark College Curriculum

The following curriculum was presented by Letrisha Mai/Scarlet Relle:

New Courses

- PM M10 Paramedic Studies: 18.5 units. The members discussed changing intermediate algebra designations to a generic phrase, and they will wait for the statewide resolution for guidance on this matter.
- PM M20 Paramedic Clinical Rotation and Field Preceptorship: 18 units.

Revision

- DANC M51 Elements of Dance Production: 2 units.

SAM Code Change

- EATM M17 Animal Diversity: D - Possibly Occupational.

New Noncredit Course

- ENSC M974 Landscape Ecology and Management: 20 hours.

Deleted Program

- Medical Coding, Certificate of Achievement: 32-34 units.

New Programs

- Dance Arts, Certificate of Achievement: 18-19 units.
- Paramedic Studies, Certificate of Achievement: 36.5 units.

Action: Agendize MC curriculum to the Board of Trustees meeting for full approval with changes discussed.

Completion Time: Next DCCI Meeting

Responsible: Ana Barcenas, Linda Resendiz

3.02 Oxnard College Curriculum

No submission.

3.03 Ventura College Curriculum

The following curriculum was presented by Peter Sezzi/Michael Bowen:

New Course

- ACE V43 Automotive Hybrid Systems Repair and Diagnosis: 3 units.

Reactivated and Revised Course

- CS V47 Linux Fundamentals: 4 units. The members discussed if this should be submitted as a new course. It was clarified that it will be used as a Certificate of Achievement and not a transfer degree.

TOP Code Change

- AES V67 Introduction to Non-Western Art 1001.00 Fine Arts, General: 3 units. Upon approval, this will be submitted for UC transfer approval and C-ID approval.

New Credit Programs

- Health Sciences, Associate in Science: 25-27 units.
- Community Health and Health Education, Certificate of Achievement: 19 units.

- Holistic Health, Certificate of Achievement: 19 units.

Program Inactivation

- Business Office Skills, Proficiency Award: 4 units.

Some discussion followed on the plan of study as entered into KIM and coordinating with Guided Pathways.

Action: Agendize the VC curriculum at the Board of Trustees meeting for full approval with changes discussed.

Completion Time: Next DCCI Meeting

Responsible: Sarah Ayala, Andrea Rambo

4. Old Business

4.01 Credit for Prior Learning: Ad Hoc Workgroup Report

Scarlett Relle shared that AP 4235 Credit for Prior Learning was modified to remove the language surrounding fees being charged. The Petition for Prior Learning Credit will be modified to reflect this change. It was recommended to modify "for" to "in" on the last line of the second bullet point. The Articulation Officers and Registrars were thanked for their work.

Action: Remove from Old Business.

Completion Time: Next DCCI Meeting

Responsible: V. Hardy

5. Policies and Procedures

5.01 Spring 2022 BP/AP Review List

The list was reviewed.

5.02 Board Policy 4020 Curriculum Development

BP 4020 was not approved during the March 8, 2022 Board of Trustees meeting. The members reviewed the recommended change to add "students in all processes" to the first bullet point. On motion by Erik Reese and seconded by Amy Edwards, BP 4020 was approved to move forward as is. Some discussion followed on the process of approving policies and procedures.

Action: Agendize BP 4020 Curriculum Development at Chancellor's Cabinet. *Moving to PASS, Consultation Council and the Board of Trustees for approval.*

Completion Time: ASAP

Responsible: V. Hardy

5.03 Board Policy 4050 Articulation and Administrative Procedure 4050 Articulation with Baccalaureate Institutions

BP 4050 was reviewed by the DDEIW workgroup on April 8, 2022 and there were no recommended changes. On motion by Michael Bowen and seconded by Letrisha Mai, BP 4050 was approved to move forward.

AP 4050 was reviewed by the DDEIW workgroup on April 8, 2022 and the members reviewed the recommended changes. It was clarified that it is not recommended to send syllabi, and the language was modified. On motion by Michael Bowen and seconded by Letrisha Mai, AP 4050 was approved to move forward.

Action:

- Agendize BP 4050 Articulation at Chancellor's Cabinet. *Moving to PASS, Consultation Council and the Board of Trustees for approval.*
- Agendize AP 4050 Articulation with Baccalaureate Institutions at Chancellor's Cabinet. Notify members of its approval status for inclusion in the college catalog. *Moving to Consultation Council for approval and the Board of Trustees for information.*

Completion Time: ASAP

Responsible: V. Hardy

5.04 Administrative Procedure 4105 Distance Education

The members reviewed the recommended revisions from the CCLC template and made minor modifications to the language. On motion by Michael Bowen and seconded by Shannon Davis, AP 4105 was approved to move forward.

Action: Agendize AP 4105 Distance Education at Chancellor's Cabinet. Notify members of its approval status for inclusion in the college catalog. *Moving to Consultation Council for approval and the Board of Trustees for information.*

Completion Time: ASAP

Responsible: V. Hardy

5.04 Administrative Procedure 4235 Credit for Prior Learning

The members reviewed the recommended revisions and made minor modification to the language. Basic Military Training language was added. Some discussion followed on listing courses eligible for CPL and including the new version of AP 4235 on the college catalogs. On motion by Erik Reese and seconded by Michael Bowen, AP 4235 was approved to move forward.

Action: Agendize AP 4235 Credit for Prior Learning at Chancellor's Cabinet. Notify members of its approval status for inclusion in the college catalogs. *Moving to Consultation Council for approval and the Board of Trustees for information.*

Completion Time: ASAP

Responsible: V. Hardy

5.05 Administrative Procedure 4236 Advanced Placement Credit

AP 4236 is legally required by the CCLC and will include a link to AP 4235 Credit for Prior Learning. On motion by Michael Bowen and seconded by Letrisha Mai, AP 4236 was approved to move forward.

Action: Agendize AP 4236 Advanced Placement Credit at Chancellor's Cabinet. Notify members of its approval status for inclusion in the college catalog. *Moving to Consultation Council for approval and the Board of Trustees for information.*

Completion Time: ASAP

Responsible: V. Hardy

6. New Business

6.01 2022 Annual Governance Survey

The members reviewed the results of the Annual Governance Survey and provided feedback. It was recommended that new members have a walk-through of Board Docs to easily access agendas and that the group evaluate its effectiveness.

7. Pending

7.01 Board Policy 4105 Distance Education

Currently under review by Bea Herrera (AFT).

8. Future Business/Next Meetings

8.01 Goals and Outcomes

This item will remain as Future Business and be added to as needed.

8.02 Compressed Calendar

During the May 11, 2022 Board of Trustees meeting, the Statement of Work (SOW) Agreement with Strata Information Group (SIG) for Technology Consulting, Project Management, and Business Process Analysis in Preparation for Establishment of a Compressed Calendar and Winter Intersession was approved. Compressed Calendar is on track and the BPA on Course Scheduling will support its process. Major Initiatives will be included in the Enrollment Management Plan.

8.03 Future Business and Next Meetings

The next meeting is scheduled for September 8, 2022.

9. Adjournment

The meeting adjourned at 2:47pm.

Attendance:

DCCI			
Constituency/Membership	District/College	Representative	Present
Vice Chancellor, Institutional Effectiveness	District	Cynthia Herrera (Co-Chair)	x
Chief Instructional Officer	Moorpark	Mary Rees	x
	Oxnard	Art Sandford	x
	Ventura	Jennifer Kalfsbeek-Goetz	x
Faculty Co-Chair(s) of the College Curriculum Committee	Moorpark	Scarlet Relle	x
		Letrisha Mai ¹	x
	Oxnard	Shannon Davis ¹	x
		Catalina Yang	x
	Ventura	Peter Sezzi (Co-Chair)	x
Articulation Officer	Moorpark	Letrisha Mai ²	x
	Oxnard	Shannon Davis ²	x
	Ventura	Michael Bowen	x
Academic Senate President or designee	Moorpark	Erik Reese	x
	Oxnard	Amy Edwards	x
	Ventura	Dan Clark	x

Recorder: Veronica Hardy

Guests: None