



**Thursday, October 14, 2021**  
**District Technical Review Workgroup – Instructional**  
**Meeting Notes - DRAFT**

**Attendees**

Co-Chairs: Cynthia Herrera; Michael Bowen

Patti Blair, Dan Clark, Shannon Davis, Amy Edwards, Jennifer Kalfsbeek-Goetz, Letrisha Mai, Erik Reese, Scarlet Relle, Art Sandford, Peter Sezzi, Catalina Yang

**Recorder**

Veronica Hardy

**1. Welcome and Announcements**

The meeting commenced at 1:08pm.

**2. Approval of the September 09, 2021 Meeting Notes**

E. Reese moved to approve the meeting notes and was seconded by P. Sezzi. The meeting notes were approved.

**3. Curriculum Submissions**

**Discussion: 3.01 Moorpark College Curriculum**

S. Relle presented the curriculum for two new courses in accounting. They have similarities including preparing students to take exams for different certifications, which will be part of a new certificate program. It was clarified that Math M01 is a prerequisite or equivalent for Taxation of Business Entities and a recommended prep for Volunteer Income Tax Assistance II. L. Mai explained that their practice is to add a statement regarding multiple measures in the Math courses but not the other courses which require Math or English.

The role of this workgroup is to review curriculum as opposed to approving it. The members were in agreement that Moorpark's curriculum was ready to move on.

**Discussion: 3.02 Oxnard College Curriculum**

S. Davis presented the new credit courses which are graphic design courses. They are intended to align with the C-ID descriptors which are expected to be finalized and with the TMC template (they are still waiting to hear back on this). These will be kept in the Art discipline.

The African-American Literature course is co-listed and they will be submitting it for approval for Area F. L. Mai pointed out that on CourseLeaf, the R is missing in front of the number and that is why this course wasn't showing up. The members discussed concern over Ethnic Studies faculty wanting to make sure the curriculum is taught by discipline experts. J. K-Goetz agreed that they would need to have both literature and ethnic studies background. The members will wait until the Title 5 regulations come out in order to determine the sameness between the three colleges regarding common course numbering.

The new language courses were created based on local demand from high schools who were interested in dual enrollment opportunities. They hired a professor who teaches Filipino language to write this curriculum and the members agreed that this will be a great expansion. It will be offered in a hybrid setting for students online and in person. The members discussed using an equivalency process for finding teachers for this subject as well as other colleges currently offering this course.

There was a unit change in the existing EMT course because they're incorporating the EMT National Registry Examination into the class in order to do the licensure. D. Clark recommended to take out the comma after "final exam." The members discussed how the fee field was not completed and as to whether the college will be absorbing this as costs. The unit/hour conversion formula suggests that this course should award 8.5 units rather than 9.0.

S. Davis explained the mirrored noncredit versions of their existing Auto Body courses. They will be putting the program through shortly and these will be offered as full term courses with lecture and lab (total of 210 hours of student learning). There is a new Tutoring Methods course as a noncredit course to train tutors. The members discussed deactivating certain co-listed courses and leaving an existing CRM course.

**Information: 3.03 Ventura College Curriculum**

P. Sezzi discussed a replacement of the existing ADT for Business which was named "Business Administration 2.0" by the state. There were no questions on this item and it was respectfully submitted.

**4. Old Business**

**Discussion: 4.01 2021-2022 BP/AP Review List**

The members discussed the BP/AP Review list and how it will keep the committee in alignment with all of their policies. P. Sezzi asked to call BP/AP 4102 Career Education and S. Davis said it had already been discussed to leave as CTE. The Curriculum Co-Chairs didn't have time to review BP/AP 4020. The ASPs will be assigned to AP 5012 International Students.

**Discussion: 4.02 Update: Credit for Prior Learning and CPL Petition**

L. Mai presented the Credit for Prior Learning Petition. The MC HS counselor (Trevor Hess), who consulted with his colleague at OC, had them add a statement to clarify the difference between AP versus HS Articulation. She sent a copy of this to the Counseling Department for feedback. This is the start of the process to put together a list of courses which are eligible for CPL and the transcript will need to be discussed District-wide. This process will depend on the pace of the department and campus. M. Bowen received feedback from VC Student Services to reword "Petition" as it

could be intimidating to students and that the form was too long and complicated. It was discussed if counselors need to be a part of the process and S. Relle said they do need to be involved. This is the first time implementing this process and there are opportunities for change. A. Sanford pointed out a typo and to change the line from "that college credit have not been earned" to "that college credit has not been earned." L. Mai will make the edits and then send to V. Hardy to send out to the committee. In summary, the HS Articulation line was added, the title was left as is and the grammatical error was corrected.

Information, Discussion: 4.03 Update: Low Textbook Costs

J. K-Goetz presented that the Academic Senate worked with faculty and came up with the amount of \$40. She described the new logo and being able to search low textbook costs by selecting it. The members discussed the wording of "zero textbook cost" and J. K-Goetz said she wasn't at one of the last meetings and the language was left as it was. A. Sanford recommended taking out the word "symbol" after the actual symbol and J. K-Goetz will ask IT for this change. This tool is ready to go and able to be utilized. J. K-Goetz and P. Sezzi will talk privately about labeling certain textbooks as ZTC. This item no longer needs to be on the agenda. It was clarified that \$40 or less is the cost of a new book in the bookstore and that Low Textbook Costs currently has no link but it certainly could.

#### **Discussion: 4.04 Goals and Outcomes**

The members reviewed the summary of goals and outcomes of DTRW-I from the last year. They also reviewed the new 2021-2022 Summary Narrative and the following changes were made:

- On #1, remove the numbers and add "xx" so these numbers can be added later
- Change #3 to "Work with faculty on the implementation of CPL procedures"
- Add "Remain responsive to changes in legislation that impact curriculum and instruction" regarding "Ethnic studies requirements, AB928 and AB1111"
- Add "Facilitate to the extent needed implementation of the online catalogs"

This item will remain on the agenda for one more month.

### **5. New Business**

#### **Information, Discussion: 5.01 Review the DTRW-I Charge and Membership**

The members didn't have time to review the DTRW-I Charge and Membership yet. They mentioned there were a few changes they were going to add such as how the Chancellor's Office uses the term modifications now and there are different things required to have their approval. M. Bowen and the Curriculum Co-Chairs will review the charge and bring it back to the next meeting.

Discussion: 5.02 Five-Year Policy/Procedure Review Cycle

The members briefly looked at the spreadsheet for information purposes. C. Herrera and V. Hardy will update the committee of any CCLC changes.

Information: 5.03 2021 Policy, Planning, Student Success Meeting Agenda Preparation Calendar

The members reviewed the 2021 Calendar for timing purposes. C. Herrera and V. Hardy will update the committee when the 2022 Calendar is ready.

### **6. Policies and Procedures**

6.01 Board Policy 4102 Career Technical Education Programs and Administrative Procedure 4102 Career Technical Education Programs

S. Davis said they didn't have enough time to work on this item. E. Reese asked if it's ok to upload CCLC to a public site and P. Blair confirmed that it's fine and that any updated policies will be posted to the SharePoint Drive. This item will be rescheduled for the December or January meeting to be reviewed.

#### **Discussion: 6.02 Board Policy 4220 Standards of Scholarship and Administrative Procedure 4220 Standards of Scholarship**

A. Edwards and E. Reese discussed the changes they made to BP 4220. Under Legal, they added the Title 5 sections and also changed the words "by examination" since now they are using "Credit for Prior Learning." V. Hardy will make the corrections to the links. On AP 4220, they changed the language from "pass/no Pass" to "credit/noncredit." At the bottom "Academic Officer" was added. They also changed AP 4235 "Credit by examination" to "Credit for Prior Learning." E. Reese moved to approve as amended and was seconded by A. Edwards.

#### **Discussion: 6.03 Board Policy 4020 Program, Curriculum and Course Development and Administrative Procedure 4020 Program, Curriculum and Course Development**

S. Davis said they didn't have enough time to work on this item. It will be rescheduled for the December meeting to be reviewed by the Curriculum Co-Chairs.

### **7. Future Business/Next Meetings**

#### **Discussion: 7.01 Future Business and Next Meetings**

L. Mai brought up a transcript for CPL and M. Bowen will report on DTRW-SS regarding a CPL Transcript for the October 28th Agenda. The members discussed needing to consult with IT regarding this due to limitations in Banner.

#### **Discussion: 7.02 AP 5012 International Students**

The ASPs will have this draft ready for the next committee meeting.

### **8. Adjournment**

The meeting adjourned at 3:02pm.