

Governance Recommending Bodies

District Council on Academic Affairs

The District Council on Academic Affairs (DCAA) advises the Chancellor through Cabinet and the District Consultation Council regarding instructional program development and related Board policies, administrative procedures, and standard operating practices; DCAA facilitates the coordination of District college programs and reviews institutional offerings for redundancy, growth and development, and discontinuance; and prepares the initial draft of the educational master plan as it relates to instruction and student services. The District Council on Academic Affairs is advised by two District workgroups on academic and professional matters (DTRW-I and DTRW-SS). The workgroups focus on instruction and student services in program development.

Members understand that they attend meetings to represent constituent groups at a College or the District Administrative Center. In this role, members formulate recommendations to the Chancellor through consultation and are responsible to serve as a conduit for information and the catalyst for discussion on topics raised at the District group and within the constituent group. These topics include, but are not limited to, the specific areas outlined in state law and regulation.

Co-Chair: Appointed by the Chancellor (currently one College Executive Vice President).
Faculty member selected by the DCAA Council (1)

From Each College:

Executive Vice President (1)
Academic Senate President or designee
Vice President, Business Services (1)
Faculty co-chair of campus planning committees or a college faculty designee
Associated Student Government Representative
Additional college faculty member

Typically, this committee meets monthly.

District Technical Review Workgroup - Instructional

The purpose of the District Technical Review Workgroup - Instructional (DTRW-I) is:

- To put into practice the collaboration of faculty and District administration in ensuring the technical and legal accuracy of new and substantively revised

courses and programs approved by each College's Curriculum Committee; and

- To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs.

The DTRW-I is an advisory group to DCAA. It reviews curriculum submitted by the three VCCCD College Curriculum Committees. The DTRW-I is responsible for reviewing new and substantively revised courses and programs prior to submission through DCAA to the Chancellor and the Board of Trustees. DTRW-I is responsible for ensuring the technical and legal accuracy of all components of new and substantively revised courses and programs. In addition, the DTRW-I may choose to review and provide advice on questions regarding the interpretation of curricular regulations. To fulfill these charges, members of this workgroup are assigned responsibility for remaining current on all regulations and laws related to curriculum.

In addition to the general operating agreements for District groups included previously in this Handbook, DTRW-I follows these additional operating agreements:

- Membership in DTRW-I for the following academic year will be chosen in the spring to ensure:
 - The members are prepared to meet as early as needed in the fall;
 - There is sufficient time for summer training on curriculum; and
 - There is sufficient time for members' schedules to be adjusted, if needed, to accommodate the DTRW-I meeting schedule.
- The Colleges' Curriculum Committees forward new and substantively revised courses, degrees, and certificates to the DTRW-I for review no later than 5:00 p.m. on the third Friday of each month. Each College will submit one packet via the DTRW-I email address. Revisions to this packet made after the submission date will be deferred to the following DTRW-I meeting.
- Substantively revised courses are presented to the DTRW-I in conventional legislative format, with each College's current catalog as the foundational document. If there is a proposed revision to a course that is not yet published in the College catalog, the Executive Vice President from that College will bring the current course outline.
- When the DTRW-I determines that element(s) of a new or substantively revised course or program do not comply with regulation or law, the DTRW-I, via the Colleges' representatives, shall advise the College Curriculum Committee of the variance, citing specific authority. The College Curriculum Committee shall duly consider the advice of the DTRW-I.

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- Should the College Curriculum Committee's determination vary from the advice of the DTRW-I, documentation articulating the varying interpretations of technical/legal point(s) in dispute are forwarded to DCAA.
 - New and substantively revised courses and programs will be placed on the Board Agenda only after approval by the originating College Curriculum Committee and review by DTRW-I and DCAA.
 - Course and program activity requiring DTRW-I and DCAA review and Board approval are:
 - Curricular matters involving international travel
 - All new degrees, certificates, and awards
 - Deleted degrees, certificates, and awards
 - Substantial revisions of degrees, certificates, and awards
 - All new courses
 - Substantial revisions of courses, including changes to:
 1. Title (if substantial)
 2. Units and/or Hours (if increased)
 3. Description (if substantial)
 4. Prerequisite(s) and/or Corequisite(s) (if substantial)
 5. Fees required
 6. Course repetition (added or increased)

Course and program activity requiring College Curriculum Committee review only are:

- Non-substantive revisions to degrees, certificates, and awards
- Deleted courses
- Experimental courses (offered for only one year)
- Reintroduced courses (deleted within past two years) with no substantial revisions
- Non-substantive revisions of courses including changes to:
 1. Course ID (discipline name or abbreviation plus alphanumeric designation)
 2. Title (if modest – *e.g.*, Black Literature to African American Literature)
 3. Units and/or Hours (if no increase)
 4. Prerequisite(s) and/or corequisite(s) (correction, reduction, elimination)
 5. Recommended preparation
 6. Description (if non-substantive)

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7. Fees (removed)
 8. Course repetition (reduced or removed)
 9. Field trips (required or may be required or removed)
 10. Former course ID (pro forma with revision of course ID)
 11. Co-designation (same as)
 12. Pass/No Pass only (no letter grade)
 13. Not applicable for degree credit
 14. Transfer credit
 15. Distance education

- The Board Agenda template for new and substantively revised courses and programs will include the notation “Reviewed by –District Council on Academic Affairs (DCAA).”

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Chair: The Chancellor appoints a member to serve as the administrative chair on this workgroup. This member co-chairs the workgroup with a faculty member. The home College for the faculty co-chair is rotated among the three Colleges, and the maximum term for a faculty co-chair is one year.

From Each College:
Executive Vice President
Faculty co-chair of the College Curriculum Committee
Articulation Officer

Typically, this workgroup meets monthly during the academic year.

District Technical Review Workgroup – Student Services

The District Technical Review Workgroup (DTRW-SS) is an advisory group to DCAA. It is responsible for the review and development of Board policies, administrative procedures and standard operating practices in the student support area prior to submission through DCAA to the Chancellor and Board of Trustees. It may also serve as a body providing operational and procedural advice to DCAA for issues that impact students district-wide.

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Chair: The Chancellor appoints an Executive Vice President as chair. This member co-chairs the workgroup with another member selected by the entire group; this co-chair position is rotated annually among the three Colleges. The maximum term for a co-chair selected by the group is one year.

From Each College:

Dean, (Student Services)
Associated Student Government Representative
Registrar
Articulation Officer or non-instructional designee

Typically, this workgroup meets monthly during the academic year.

District Council on Administrative Services

The District Council of Administrative Services (DCAS) recommends to the Chancellor through the Cabinet and the District Consultation Council on budget policy, development, and implementation, including, but not limited to, the District allocation model, business policies, and procedures.

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District budget office staff provides support to DCAS.

Chair: Vice Chancellor, Business and Administrative Services
Faculty Co-Chair

Members: AFT Representative (1)
Executive Vice President (1), (appointed by the Chancellor)