**District Technical Review Workgroup (Participatory Governance Group)**

The charter of the District Technical Review Workgroup (DTRW) is:
- To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs, and

- 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.

The District Technical Review Workgroup is a Chancellor’s advisory group that reviews curriculum submitted by the three VCCCD College Curriculum Committees. The DTRW is responsible for reviewing new and substantively revised courses and programs prior to submission to the Chancellor and the Board of Trustees. The Chancellor holds the DTRW responsible for ensuring the technical and legal accuracy of all components of new and substantively revised courses and programs. In addition, the DTRW 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. This group meets monthly during the academic year on the fourth Thursday.

The Chancellor appoints a staff member to serve as his/her representative on this workgroup. This staff 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.

In addition to the Chancellor’s designee, the suggested membership from each College is:

- Executive Vice President
- Faculty co-chair of the College Curriculum Committees
- Articulation Officer
- One Faculty Member selected by each Academic Senate
- One Student Representative from each Associated Student Government organization to function in an advisory role

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

- Membership in DTRW 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 meeting schedule.

- The Colleges’ Curriculum Committees forward new and substantively revised courses, degrees, and certificates to the DTRW 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
email address. Revisions to this packet made after the submission date will be deferred to the following DTRW meeting.

- Substantively revised courses are presented to the DTRW 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.

- At least two members of the DTRW will be chosen by the DTRW (at least one faculty member and one administrator) to research technical and legal questions and provide documentation for distribution to the DTRW and to the College Curriculum Committees.

- When the DTRW determines that element(s) of a new or substantively revised course or program do not comply with regulation or law, the DTRW, 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.

- Should the College Curriculum Committee’s determination vary from the advice of the DTRW, documentation articulating the varying interpretations of technical/legal point(s) in dispute are forwarded to the Chancellor.

- New and substantively revised courses and programs will be placed on the Board Agenda only after (a) approval by the originating College Curriculum Committee and (b) review by the DTRW.

- All new courses and programs reviewed by DTRW will be forwarded to the Board of Trustees by the College Curriculum Committees. Course and program activity requiring DTRW 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:
- Nonsubstantial 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
- Nonsubstantial 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 nonsubstantial)
  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 Technical Review Workgroup.”

From: 
http://www.vcccd.edu/assets/pdf/about_the_district/ParticipatoryGovernanceHandbo ok-Aug_2010.pdf