General Library Item

Name	District Technical Review Workgroup - Instruction (DTRW-I) Charge and Meeting Schedule
Release Date	April 8, 2020
Expire date	
Access	Public

Public Content

Committee Charge

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

- To put into practice the collaboration of faculty and administration in ensuring the technical and legal accuracy of new and substantially revised courses and programs approved by each College's Curriculum Committee;
- To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs;
- To review and develop Board policies, administrative procedures, and standard operating practices in the instructional area prior to submission through Cabinet and the District Consultation Council to the Chancellor and Board of Trustees; and
- To serve as a body providing operational and procedural advice to Cabinet and the District Consultation Council for issues that impact instruction District-wide.

DTRW-I is an advisory group to the Chancellor through Cabinet and the District Consultation Council. It reviews curriculum submitted by the three VCCCD College Curriculum Committees. The DTRW-I is responsible for reviewing new and substantially revised courses and programs prior to submission through Cabinet and Consultation Council 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 substantially 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 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 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 substantially revised courses, degrees, certificates and proficiency awards to the DTRW-I for review no later than 5:00 p.m. on the Friday prior to each meeting during the regular academic year. Each College will submit one packet via the DTRW-I email address or notification that there is no curriculum submission for the agenda. Submissions or revisions made after the deadline will be deferred to the following DTRW-I meeting.
- Substantially revised courses and programs 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 or program that is not yet published in the College catalog, a designee from that College will bring the current course outline.
- When the DTRW-I determines that element(s) of a new or substantially 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.
- 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 Cabinet.
- New and substantially 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.

  Substantial Change - an action to change an active program or course that will initiate a new control number. This will require College Curriculum Committee, Board, and California Community College Chancellor's Office (CCCCO) approvals: Substantial Change of a Program:
  - TOP code change to a different TOP code discipline.
  - Addition/creation of a new program (degree, certificate) or major/area of emphasis.
  - Proficiency Awards (require Board review and approval but not CCCCO submission).

- Deletion of any program
  Substantial Change to a Course: Course TOP Code (CB03)
- Course Credit Status (CB04)
- Units of Credit – Maximum (CB06)
- Units of Credit – Minimum (CB07)
- Course Basic Skills Status (CB08)
- Course SAM Priority Code (CB09)
- Course Prior to Transfer Level (CB21)
- Noncredit Eligibility Category (CB22) – Total Hours of Instruction (min)/variable Hours (max)
  <u>Nonsubstantial Change</u> - an action to change an active program or course that will not initiate a new control number and requires College Curriculum Committee and CCCCO approval only (no DTRW-I and/or Board):

  Nonsubstantial Change of a Program:
- Title change
- TOP Code change within the same TOP code discipline
- Certificate or degree unit change
- Certificate or diploma hour change
- Addition/removal courses from an existing approval program Nonsubstantial Change of a Course:
- Deleted courses
- Experimental courses
- Reintroduced courses (inactivated/suspended at the college level within past two years) with no substantial revisions
- Course Department and Number (CB01) (discipline name or abbreviation plus alphanumeric designation)
- Course Title (CB02)
- Course Transfer Status (CB05)
- Course Cooperative Work Experience Education Status (CB10)
- Course Classification Status (CB11)
- Course Special Class Status (CB13)
- Funding Agency Category (CB23)
- Course Program Status (CB24)

Other Action which will not issue a new control number:
- Correction – an action to correct a value previously reported in error.
- Active to Inactive – an action to make an active program or course inactive.
- Inactive to Active – an action to reactive an active program or course which was previously made inactive.

The Board Agenda template for new and substantially revised courses and programs will include the notation "Reviewed by–Chancellor's Cabinet." 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 and the latest edition of the Program and Course Approval Handbook (PCAH).

<u>Committee Members</u>
Committee Chair: Vice Chancellor, Institutional Effectiveness
Committee Co-Chair: Faculty rotated among three Colleges
From Each College: Chief Instructional Officer, Faculty Co-Chair of the College Curriculum Committee, Articulation Officer, Academic Senate President or designee
Recorder: Gina Paduano

<u>Calendar of Meetings</u>
The committee meets at 3:00 p.m. (unless otherwise noted) at the District Administrative Center, 761 East Daily Drive, Camarillo, CA in the Thomas Lakin Boardroom. Typically, the committee meets monthly, or as needed.

September 12, 2019
October 10, 2019
November 14, 2019
December 12, 2019
January 9, 2020
February 13, 2020
March 12, 2020
April 16, 2020
May 7, 2020

For committee records prior to 2018, please submit a request **here**.

Last Modified by Patti Blair on April 11, 2020