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## **District Technical Review Workgroup - Instructional (DTRW-I)**

### **AGENDA**

**April 11, 2019**

**1p.m. – 3p.m.**

**DAC Lakin Board Room**

#### **Consent Agenda Items (10 minutes time certain)**

- Approval of March 14, 2019 Meeting Notes

#### **MOORPARK COLLEGE**

**No submissions.**

#### **OXNARD COLLEGE**

**No submissions.**

#### **VENTURA COLLEGE**

**No submissions.**

#### **CURRENT BUSINESS:**

- CurricUNET extracts. What do we do now? (timeline, delivery, and scope of our contract with CourseLeaf)
- Transfer credit from nationally and professionally accredited institutions (Letrisha)
- Guidelines for Excused Withdrawal memo from CO
- AP 4230: DTRW-SS requesting DTRW-I to review and approve
- AP 4100: Non-CTE Proficiency Awards and Certificate of Achievements (Thao; revised draft)
- AP/BP 4020: New Title 5 Regulation on Credit Hours (Letrisha and Shannon; from March agenda not reviewed)
- AP 4022: Course Approval (Michael; from March agenda not reviewed)
- AP 7211 Disciplines Unique to a College: Faculty Co-Chairs to review (from March agenda not reviewed)
- BP/AP 4222: Remedial Coursework (was scheduled for January 2019 review)
- BP/AP 4260, and 5031 (after reviewing Patti's spreadsheet)
- Noncredit BP (was planned for January 2019)



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ITEMS IN RESERVE:

**Agenda Items**

- Standing Item: Update on CourseLeaf – Mike Rose
- T5 GE Pattern – T. Brabander (April 2019; all Senate to review)
- Governance Committee surveys (May 9<sup>th</sup> meeting – Julius and Patti's email 4/2/19)
- Articulation Officers
  - Military Credit Discussion
  - TAG Agreements/Current Articulation Agreements
- Letter Grade/Pass No Pass notation in catalogs (continued from Spring 2018; AB/BP)
- C-ID/Common Course numbering on campus (continued from Spring 2018; February 2019)



# California Community Colleges

## MEMORANDUM

March 15, 2019

ES 19-07 | Via Email

TO: Chief Executive Officers  
Chief Instructional Officers  
Chief Student Services Officers  
Academic Senate Presidents  
Academic Senate for California Community Colleges

FROM: Alice Perez  
Vice Chancellor, Educational Services  
Rhonda Mohr  
Vice Chancellor, Educational Services

RE: Guidelines for Excused Withdrawal

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This memorandum overwrites memorandum number 19-01.

In January 2018, the Board of Governors passed Title 5, section 55024 regulation changes to add the Excused Withdrawal (EW) symbol. The purpose of the EW non-evaluative symbol is to permit a student to withdraw from a course for reasons beyond their control. The purpose of this memorandum is to provide districts/colleges background and guidelines for the EW non-evaluative symbol.

### **BACKGROUND**

A community college student who withdraws from an academic course after the specified drop period consistent with district policy receives a notation of “W” on their academic record/transcript. In some instances, students must withdraw from a course under circumstances beyond their control, yet their transcripts would show a “W” for each withdrawal. The “W” notation is then used to calculate progress probation and dismissal; however, it is not included in the grade point average calculation. The Chancellor’s Office was asked to develop regulations allowing a non-evaluative symbol to reflect the fact that some students withdraw from a course compelled by circumstances beyond his or her control. The non-evaluative symbol permits the district/college to avoid penalizing students by excluding them from progress probation and dismissal calculations. The intent of the law is to allow students the ability to drop courses without penalty due to

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### **Chancellor’s Office, Educational Services**

1102 Q Street, Sacramento, California 95811 | Sixth Floor | 916.445.8752  
[www.CaliforniaCommunityColleges.cccco.edu](http://www.CaliforniaCommunityColleges.cccco.edu)

## **Guidelines for Excused Withdrawal**

March 15, 2019

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extenuating circumstances. For this reason, the Excused Withdrawal symbol “EW” has been adopted.

### **ACCEPTABLE REASONS FOR AN EXCUSED WITHDRAW**

In accordance with Title 5, section 55024(e), the governing board of a district shall adopt an EW procedure based upon verifiable documentation supporting the request. An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

- Job transfer outside the geographical region;
- Illness in the family where the student is the primary caregiver;
- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer);
- The student is the subject of an immigration action;
- Death of an immediate family member;
- Chronic or acute illness;
- Verifiable accidents; or
- Natural disasters directly affecting the student.

Verifiable documentation can include, but is not limited to a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student’s completion of a course is impractical. The Chancellor’s Office defines impractical as impossible due to reasons beyond the student’s control. The determination shall be made by the local college’s admissions and records office.

A student may request to use an EW for only one course or all courses in a term depending on the reason for the request. It is possible a student, based on an illness for example, is not able to participate in an in-person course but is able to continue with online courses. Colleges should use individual case facts to determine the continuity of some courses and not others.

### **REIMBURSEMENT FOR EW**

A community college district shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 10 percent point of the length of the course for a short-term course, unless the program change is a result of action by the district to cancel or reschedule a class or to

## **Guidelines for Excused Withdrawal**

March 15, 2019

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drop a student pursuant to subdivision (l) of section 55003 where the student fails to meet a prerequisite.

### **ADDITIONAL STIPULATIONS**

In accordance to Title 5, section 55024 (e), an EW symbol may be requested by the student at any time during the semester and no later than the date when the district/college policy allows a grade change. Excused Withdraw shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact. These guidelines are to be effective immediately. All districts shall communicate the option of an EW to all students in the same method other withdraw options are communicated. This can be via grading policy publications, website postings, course catalog, and/or petition forms.

cc: Chancellor's Office Raul Arambula, Dean of Intersegmental Support, Chancellor's Office Mia Keeley, Dean of Educational Services and Support, Virginia Guleff, Vice President of Instruction at Butte College and Co-chair of 5C, Ginni May, Treasure of ASCCC and Co-chair of 5C, Niruba Srinivasan, College Registrar at College of San Mateo and President of CACCRAO.



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4230 GRADING SYMBOLS
Code	BP 4230
Status	Active
Legal	<a href="#">Title 5, Section 55758</a>
Adopted	February 16, 2006
Last Reviewed	March 7, 2017

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog(s) and made available to students.

See [Administrative Procedure 4230](#).



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS
Code	AP 4230
Status	Active
Legal	Title 5, Section 59300 Title 5, Section 58509 Title 5, Section 55050 Title 5, Section 55023
Adopted	May 12, 2009
Last Revised	March 7, 2017

#### **Evaluative Symbols:**

The following evaluative symbols will be used to measure student work:

- A – Excellent (4 points per semester unit)
- B – Good (3 points per semester unit)
- C – Satisfactory (2 points per semester unit)
- D – Less than satisfactory (1 point per semester unit)
- F – Failing (0 point per semester unit)

P – Pass, C or better – At least satisfactory (Units awarded not counted in GPA. Replaced CR effective Fall 2009.)

NP – No Pass, less than satisfactory, or failing (Units not counted in GPA. Replaced NC effective Fall 2009.)

CRE – Credit by Exam (Units awarded not counted in GPA. Effective Summer 2015, students receive a letter grade. See [AP 4235 Credit by Examination](#).)

Grades from the letter grading scale shall be averaged on the basis of the numerical grade point equivalencies to determine a student's grade point average.

#### **Non-Evaluative Symbols:**

The District Governing Board has authorized the use of the non-evaluative symbols "I," "IP," "RD," "W," and "MW" defined as follows:

##### **I - Incomplete**

Students who are at the end of a term and have failed to complete the required academic work of a course because of unforeseeable, emergency, and justifiable reasons may receive a symbol "I" (Incomplete) on their records.

The conditions for receiving a letter grade and for the removal of the "I" must be stated by the instructor in a written record which must also state the grade to be assigned in lieu of the removal of the "I." This record must be given to the student and a copy is to be placed on file with the Registrar until the conditions are met (the "I" is made up) or the time limit is passed.

A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term for which it was assigned. The "I" symbol shall not be used in calculating units attempted or for grade point averages.

**IP – In Progress**

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of a term and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative grade symbol in accordance with the academic record symbols to be recorded on the student's permanent record for the course.

**RD - Report Delayed**

The "RD" symbol may be assigned by the Registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

**W - Withdrawal**

Students may withdraw from a class by the end of the third week of a full-semester length class or by 16% of the total meetings in a short-term class without any notation being recorded in the permanent academic record.

Withdrawals that occur after the third week of a full-semester length class or 16% of a short term class shall be recorded as a "W" on students' permanent academic records. "W" grades will be counted as one of the three enrollment attempts that students are allowed in order to achieve a standard (passing) grade of C/P or better in a course. They will also be counted in the calculation of a student's academic progress to determine academic standing (e.g. good standing, probation or dismissal).

Withdrawals shall not be permitted after the 14<sup>th</sup> week of a full-semester length class or 75% of total class meetings in a short-term class. Students who are actively enrolled after that point shall receive a grade other than "W" in the permanent academic record. Exception may be made if approved upon petition by the student and documentation of verifiable extenuating circumstances, and after consultation with appropriate faculty. Withdrawals approved by exception shall be recorded as a "W" on students' permanent academic record.

Appropriate faculty is notified of withdrawals on their summary class roster.

"W" grades shall not be assigned, or if assigned shall be removed, from the permanent academic record if determination is made pursuant to Title 5, Sections 59300 et. seq. that a student withdrew from a course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.

"W" grades shall not be assigned when withdrawal was necessary due to fire, flood, or other extraordinary conditions, pursuant to Title 5, Section 58509. Such withdrawal must be petitioned by the student and supported by documentation of circumstances.

**MW – Military Withdrawal**

Military withdrawal occurs when students who are members of an active or reserve United States military service receive orders compelling withdrawal from classes. Upon verification of orders, the appropriate withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made on the permanent academic record for withdrawals.

Students requesting military withdrawal must present a petition for withdrawal and a copy of the military orders, or other acceptable documentation, which verifies the dates and location of military assignment that compelled or compels withdrawal from classes.

A grade of "MW" shall be recorded on the permanent academic record upon approval of petition for military withdrawal that occurs after the third week of full-semester length classes or 16% of total meetings of short-term classes. "MW" grades shall not be counted as one of the three enrollment attempts allowed to achieve a standard (passing) grade of C/P or better, or in the calculation of a student's academic progress for the determination of academic standing.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4100 Graduation Requirements for Degrees and Certificates
Code	AP 4100
Status	Active
Legal	<a href="#">Title 5, Section 55000.5</a> <a href="#">Title 5, Section 55002</a> <a href="#">Title 5, Section 55021</a> <a href="#">Title 5, Section 55022</a> <a href="#">Title 5, Section 55023</a> <a href="#">Title 5, Section 55024</a> <a href="#">Title 5, Section 55060</a> <a href="#">Title 5, Section 55061</a> <a href="#">Title 5, Section 55062</a> <a href="#">Title 5, Section 55063</a> <a href="#">Title 5, Section 55064</a> <a href="#">Title 5, Section 55070</a> <a href="#">Title 5, Section 55072</a> <a href="#">Title 5, Section 55150</a> <a href="#">Title 5, Section 55151</a> <a href="#">Title 5, Section 55155</a> <a href="#">Title 3, Section 66055.8</a>
Adopted	June 16, 2010
Last Reviewed	March 20, 2018

As authorized by the California Code of Regulations, Title 5 (Education) section 55063 (**credit coursework**) and **Title 5 section 55150 (noncredit coursework)**, the Ventura County Community College District (VCCCD) Governing Board confers the Associate in Arts degree, the Associate in Science degree, Associate in Arts for Transfer (AA-T), the Associate in Science for Transfer (AS-T), ~~and~~ **Certificates of Achievement, Certificates of Completion and Certificate of Competency (Title 5 section (§) 55072), and Proficiency Awards (Title 5 section 55070) to students with a transcript to meet the following criteria:** ~~on students who provide the required transcripts,~~

(1) ~~meet~~ **satisfy** the respective **major** requirements listed in this administrative procedure and the college catalog, **and**

(2) **satisfy the GE requirements set forth by the Title 5 of Education Code to include local GE pattern, or the CSUGE Breadth, or the IGETC pattern, and**

(3) ~~who~~ ~~File~~ with the appropriate college office an application for a degree and/or certificate, and PAs. ~~In accordance with Title 5 section 55070, the VCCCD also confers locally approved Proficiency Awards.~~

Only those courses which have been designated as appropriate to the associate degree in accordance with Title 5, Section 55063~~2~~ and that meet the standards and criteria described in Title 5, ~~Section 55002~~, ~~Title 5 section 55002.5~~, and ~~Title 5 section 55064~~ and have been properly approved pursuant to this section, shall be applied to any degree or certificate awarded by the district. Courses completed at regionally accredited institutions other than a California community college, are expected to meet ~~or exceed~~ the same standards ~~of section 55002(a)~~. District policies and procedures regarding general education and program requirements must be published in the college catalog (~~Title 5 section 55060~~) and must be filed with the ~~California Community College Chancellor's Office (CCCCO)~~.

Graduation Requirements for Degrees, Certificates, and Proficiency Awards of the District Colleges must ~~include address~~ the following:

#### Associate Degrees and Associate Degrees for Transfer

For the Associate in Arts (AA) or Associate in Science (AS) degree, a student must:

- Demonstrate competency in reading, in written expression, and in mathematics as defined in Title 5 section 55063 for the appropriate catalog year.
- Satisfactorily complete at least 60-semester units of degree-applicable ~~college credit~~ ~~course work (as defined in section 55002(a))~~.
- Achieve a cumulative grade point average of no less than 2.0 in ~~degree-applicable college credit course~~ work.
- Complete ~~the major and/or area of emphasis coursework~~, a minimum of 18 ~~degree-applicable semester units in a single discipline or related disciplines, as listed in the Taxonomy of the Program, or in an area of emphasis involving lower division coursework which prepares students for a field of study or for a specific major at the UC or the CSU~~, prescribed in a State Chancellor's Office approved AA or AS degree with no less than a "C" or "P" (formerly "CR") in each course.
- Complete the required specified subjects and units in general education as defined in AP 4025.
- Complete a minimum of 12-semester units in residenc~~ye~~ at the college granting the degree. Exceptions to the residenc~~ye~~ requirement can be made by the Board when an injustice or undue hardship would ~~result be placed on the student~~.

#### Associate Degrees and Associate Degrees for Transfer

~~Pursuant to Senate Bill No.1440 f~~For the Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) degrees, a student must:

- ~~Complete 60 CSU transferable semester units.~~

- ~~○ Achieve a CSU transferable GPA of no less than 2.0.~~
- Complete a minimum of 60-semester units or 90 quarter units that are eligible for transfer to the California State University (CSU), including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-B) Requirements.
  - (B) A minimum of 18-semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district and prescribed in a State Chancellor's Office approved AA-T or AS-T with no less than a "C" or "P" (formerly "CR") in each course.
- ~~○ Complete the major coursework, a minimum of 18 semester units, prescribed in a State Chancellor's Office approved AA-T or AS-T with no less than a "C" or "P" (formerly "CR") in each course.~~
- Obtainment of a minimum of cumulative CSU transferable grade point average of 2.0.
- ~~○ Complete the CSU GE Breadth pattern or IGETC pattern for CSU.~~
- Complete a minimum of 12-semester units in residence at the college granting the degree.

#### Certificates of Achievement (COA) (Title 5 section 55070)

For a ~~Certificate of Achievement~~ COA, a student must successfully complete a series of courses of study that has been approved by the CCCCO and that consists of ~~186~~ or more semester units of degree-applicable credit coursework. The ~~Certificate of Achievement~~ COA shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education. Certificate programs may also be approved for fewer units (a minimum of ~~12~~ 8 and a maximum of ~~17~~ 15.5 semester units of degree-applicable credit coursework), in this case, the same scholarship and residence standards would apply.

For a ~~Certificate of Achievement~~ COA, a student must:

- Complete ~~the all~~ COA-applicable major coursework, a minimum of ~~18~~ 6 semester units (or between ~~12~~ 9 and 17.5 units in a ~~low-unit~~ certificate), prescribed in a State Chancellor's Office approved Certificate of Achievement, ~~with no less than a "C" or "P" (formerly "CR") in each course.~~
- ~~• Complete all applicable coursework in a state approved Certificate of Achievement with no less than a "C" or "P" (formerly "CR") in each course.~~
- Achieve a cumulative GPA of no less than 2.0 in all COA-applicable college course work.
- Complete a minimum of 12-semester units in residence at the college granting the degree.

#### Non-Credit: Certificates of Completion and Certificates of Competency for Career Development and College Preparation (Title 5 section 55151)

## 1. Certificate of Competency:

Pursuant to Title 5 section 55151 Colleges may offer a sequence of noncredit courses that culminate in a Certificate of Competency or a certificate in a recognized career field articulated with degree-applicable coursework, completion of an associate degree, or transfer to a baccalaureate institution. For students completing noncredit courses in a prescribed pathway, approved by the Chancellor's Office, that prepares students to take credit coursework including basic skills and ESL, a Certificate of Competency may be awarded. A noncredit Certificate of Competency means a document confirming that a student enrolled in a noncredit educational program of noncredit courses has demonstrated achievement in a set of competencies that prepares students to progress in a career path or to undertake degree-applicable or non-degree-applicable credit courses. The Certificate of Competency must include the name of the certificate and that date awarded, be identified by a TOP Code number and program discipline, and list the relevant competencies achieved by the student.

## 2. Certificate of Completion:

Pursuant to Title 5 section 55151 Colleges may offer a sequence of noncredit course that culminate in a Certificate of Completion or a certificate leading to improved employability or job opportunities. For students completing noncredit courses in a prescribed pathway, approved by the Chancellor's Office, leading to improved employability or job opportunities, a Certificate of Completion may be awarded. A noncredit Certificate of Completion means a document confirming that a student has completed a noncredit educational program of noncredit courses that prepares students to progress in a career path or to take degree-applicable credit courses. The Certificate of Completion must include the name of the certificate and the date awarded, be identified by a TOP Code number and program discipline, identify the goal of the program, and list the courses completed by the student.

For a Certificate of Completion and Certificate of Competency, a student must:

- Complete all applicable noncredit major coursework, as prescribed in the District College catalog with a passing grade of attendance.
- Complete a minimum number of required hours, as prescribed at the District College granting the Certificate of Competency or Certificate of Completion.
- Certificate of Competency and Certificate of Completion will be memorialized on a student's noncredit transcript.
- Certificate of Competency includes the title of the program, the date the certificate awarded, the TOP Code number and program discipline, and the list of relevant competencies the student achieved.
- Certificate of Completion includes the title of the program, the date the certificate awarded, the TOP Code number and program discipline, the goal(s) of the program, and the list of noncredit courses the student completed.

Proficiency Awards for Career Technical Education and Non-Career Technical Education

Program with fewer than 8 to 15.5 units Shorter credit programs that lead to a Proficiency Award may be established by the District. Content and assessment standards for Proficiency Awards shall ensure that these programs are consistent with the District Colleges' mission, meet a demonstrated need that lead to employability, are feasible, and adhere to guidelines on academic achievement. Proficiency Awards cannot be memorialized on a student transcript. For a Proficiency Award, a student must:

- Complete all applicable coursework in a Ventura County Community College District (VCCCD) Board approved Proficiency Award with no less than a "C" or "P" (formerly "CR") in each course.

#### Graduation Application Procedure

1. Students must file a petition for a degree and/or, a certificate, or a PA, through the appropriate college office granting the degree and/or certificate ~~Counseling Office/Center~~. For proficiency awards, check with the issuing department for the application procedure.
2. District Colleges offer three graduation dates: fall semester, ~~and~~ spring semester, and summer term.
3. Graduation ceremonies are conducted at the end of the spring semester.
4. Graduation petition deadline dates are locally announced at each District College.

#### Course Substitution for Major and/or General Education Requirements

Occasionally, a student may have difficulty in completing exact major and/or general education requirements as specified in the college catalog due to circumstances of class schedule conflicts, class cancellation, related but nonequivalent coursework taken outside of this college district, any revisions of CSU GE Breadth and/ or IGETC GE pattern, any revisions of the CSU ADT course substitution or reciprocity guidelines, or circumstances beyond the control of the student. Under such circumstances, a student may file a Petition for Course Substitution/Petition for Variance for Major and/or General Education Requirements to seek approval from the appropriate college officials to substitute one or more courses in a designated major, an area of emphasis, and/or in general education. The petition forms are available in the Counseling Office/Center.

#### Reciprocity for Local General Education Requirements

Colleges shall apply courses taken at other regionally accredited colleges or universities toward general education requirements in the areas where the student would have received credit at the institution where they were originally taken, or in the area where the college granting the degree places, or meets the VCCCD District college GE criteria/description, or would place a comparable course, whichever best facilitates the student's degree completion. (ASCCC Resolution 09.02 spring 2010)

#### Reciprocity for CSU GE-Breadth or Intersegmental General Education Transfer Curriculum (IGETC) Requirements

Students who are required to complete CSU GE-Breadth or IGETC **GE pattern** for their particular degree, such as General Studies ~~P~~atterns II/ III, or Associate Degrees for Transfer, ~~or Certificates of Achievement in CSU GE-Breadth or IGETC~~, shall have their courses evaluated for reciprocity according to the rules set forth by either ~~CSU GE-Breadth in~~ Executive Order (EO) 1065, **EO 1100 Revised**, or ~~in~~ the most current version of the IGETC Standards.

### Course Substitution within approved Associate Degrees for Transfer (AA-T/AS-T)

While the C-ID system establishes course-to-course reciprocity, where C-ID descriptors are not in place or where the substitution does not involve deeming two courses comparable, substitution decisions must be informed by the **best** judgment of counseling **faculty** or discipline faculty. When an AA-T or AS-T degree is being conferred, any substitutions made must result in the awarding of a degree that is consistent with the parameters defined by the **latest official Transfer Model Curriculum (TMC)**. The colleges are encouraged to apply **for** courses successfully completed as part of a TMC-aligned degree at one college for requirements within their own degrees to the greatest extent deemed possible and reasonable, but substitutions should only be made in instances where the TMC allows flexibility, as the local AA-T or AS-T degree awarded must remain consistent with parameters of the TMC for the specific discipline. (ASCCC Resolution 15.01 Spring 2011 and ASCCC statements on Reciprocity, Course Substitution and Credit by Exam - in light of AA-T and AS-T degrees August 2012, and **ADT Substitution Guidelines by State Articulation Officers.**

### Double Counting **for credit course**

While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes within ~~sections~~ **the area of A- through D** of the ~~D~~istrict general education pattern(s). A course may not satisfy more than one requirement within a major and/or area of emphasis, even if it is an option in more than one section of either a major and/or area of emphasis. However, a course may be used to satisfy both a general education requirement and a major or **an** area of emphasis requirement. A **credit** course may also be used to satisfy requirements in two (2) or more different majors, whether for an Associate degree, Associate degree for Transfer, Certificate of Achievement, or Proficiency Award. The units, however, may never be counted more than once toward the units required for the specific degree, certificate, or proficiency award.

### Double Counting for a non-credit course

**If a noncredit course is prescribed in more than one Certificate of Completion program, it may also be double counted to satisfy requirements in two (2) or more different Certificate of Competency or Certificate of Completion programs.**

### Catalog Rights/Continuous Enrollment

A student remaining in continuous enrollment at one or more of the colleges of the Ventura County Community College District (VCCCD) or at any other regionally accredited college or university, may meet the VCCCD graduation requirements in effect at the time of his/her entering or at any time thereafter. This applies only to graduation requirements and not to policies, procedures, or other regulations. Catalog rights/continuous enrollment are defined as attendance in at least one term each calendar year. Any academic record symbol entered on a transcript (A-F, CRE, P, NP, I, IP, RD, W, MW and prior to fall 2009: CR and NC) shall constitute enrollment or attendance.

A student who has not maintained continuous enrollment is considered to be under new requirements when returning unless the student is granted a petition/waiver for extenuating circumstances. This petition must be initiated by the student through a college counselor and approved by the appropriate dean or designee.

Students should be made aware that other governing agencies may impose more restrictive limitations concerning the definitions of continuous enrollment or continuous attendance. Some agencies define continuous enrollment as remaining in attendance both fall and spring semesters. Some will not accept selected academic record symbols (such as Ws). Those who may be affected by more restrictive guidelines include students receiving financial aid, veterans and alien students.

### Academic Year

The fall semester is the first term of an academic year. A summer term, whether one or more sessions, constitutes the last term of an academic year.

### Guidelines for Additional Degrees, Certificates of Achievement, and Proficiency Awards

Any ~~District C~~college ~~in the Ventura County Community College District~~ will award additional associate degrees, certificates of achievement, and proficiency awards to students under certain criteria which follow below. Students seeking an associate degree(s) and who have a previous degree from ~~an~~ **regionally** accredited institution will only be required to complete minimum (1) residence~~ce~~y, (2) competency, (3) general education minimum Title 5 requirements, (4) major, and (5) scholarship requirements. There will be no additional local GE or health/PE requirements (see below).

U.S. Degrees: A student who has earned an associate degree or higher at any regionally accredited institution in the United States may earn additional associate degrees. Institutions must be regionally accredited by one of the following accrediting bodies:

- Middle States Association of Colleges and Schools, Commission on Higher Education
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education
- New England Association of Schools and Colleges, Commission on Technical and Career Institutions

- North Central Association of Colleges and Schools, The Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools, Commission on Colleges
- Western Association of Schools and Colleges, Accrediting Commission for Community and Junior College
- Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities

Foreign Degrees: A student who already holds an associate degree or higher degree from any foreign institution accredited by one of the above accepted regionally U.S. accrediting bodies, or evaluated as equivalent to a regionally accredited institution by one of the member agencies of the National Association of Credential Evaluation Services, or one approved by the California Commission on Teacher Credentialing may also earn additional degrees at one of the colleges of the VCCCD.

Students with transcripts in either of the above categories must complete the following minimum Title 5 requirements for the catalog year covering the additional degree(s). These include:

- Residence requirements: Students must complete a minimum of 12-semester units at the community college granting the degree.
- Competency requirements in reading, written expression, and mathematics as defined by Title 5 section 55063. Students pursuing an AA-T or AS-T will have met these competency requirements by completion of either CSU GE-Breadth or IGETC.
- General Education - Title 5 minimums include 18 units of General Education with:
  - 3-semester units of Natural Sciences
  - 3-semester units of Social and Behavioral Sciences
  - 3-semester units of Arts and Humanities
  - 3-semester units in English Composition
  - 3-semester units in Communication and Analytical Thinking
  - 3 additional semester units in one of the five areas above.
- Major Requirements: Students must complete all required courses listed in the college catalog for the appropriate year for the specific major, Associate Degree for Transfer, area of emphasis or area of option for the additional degree(s).
- Scholarship: Students must meet the standards of scholarship in effect for the catalog year covering the additional degree(s) including the following:
  - Courses for Associate degree majors must have a grade of “C” or “P” or better, beginning fall 2009. (separate bullet)
  - Courses for Certificates of Achievement must have a grade of “C” or “P” or better, beginning fall 2012.
  - Courses for Proficiency Awards must have a grade of “C” or “P” or better, beginning fall 2012.

An additional degree can be in a specific major, General Studies with an area of emphasis, an Associate Degree for Transfer, or an additional option or emphasis within the major of the original degree.

Coursework taken for previously earned degrees may be used to fulfill the above requirements if deemed comparable by a counseling faculty and/or discipline faculty.

No additional general education or local graduation requirements may be required.

The exception to Nursing Program as pursuant to the Implementation of SB 1393 for Students with Existing Baccalaureate or Higher Degrees seeking a Nursing Degree from a California community college

Section 66055.8 of the Education Code: notwithstanding any other provision of law, a campus of the CSU or the CCC that operates a registered nursing program shall not require a student who has been admitted to that registered nursing program and who has already earned a baccalaureate or higher degree from a domestic regionally accredited institution of higher education to undertake any coursework other than the coursework that is unique and exclusively required to earn a nursing degree from that institution. Nursing students who are admitted into the Nursing Program at a District College are not required to take additional general education or local graduation requirements to earn an associate degree in Nursing.

#### Guidelines for Certificates of Completion or Certificate of Competency

Any District College will award additional certificates of completion to students under certain criteria which follow below. Students who have completed prior noncredit courses from other regionally accredited institutions will only be required to complete the remaining noncredit coursework and the attendance hours as prescribed within the program. A counseling faculty or a discipline faculty will use the best judgment to determine the comparability of the previously completed coursework if they deem comparable with the coursework within the program.

Institutions must be regionally accredited by one of the following accrediting bodies:

- Middle States Association of Colleges and Schools, Commission on Higher Education
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education
- New England Association of Schools and Colleges, Commission on Technical and Career Institutions
- North Central Association of Colleges and Schools, The Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools, Commission on Colleges
- Western Association of Schools and Colleges, Accrediting Commission for Community and Junior College
- Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities

#### Exceptions to Graduation Requirements

Appeals to the above policy may be submitted to the Executive Vice President, or a designee. Exceptions may be granted under extenuating circumstances or when there has not been sufficient opportunity to enroll in required courses.

#### Transfer Limitations

Students should be aware that the conferring of additional degrees by any college within the VCCCD does not always guarantee admission or the accomplishment of general education or major requirements at ~~transfer~~ receiving institutions.

#### [Board Policy 4100 Graduation Requirements for Degrees and Certificates](#)



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4020 CURRICULUM DEVELOPMENT
Number	BP 4020
Status	Active
Legal	<p>ACCJC Accreditation Standards II.A and II.A.9</p> <p>34 Code of Federal Regulations 600.2, 602.24, 603.24, 668.8</p> <p>California Education Code, Section 70901(b), 70902(b)</p> <p>California Education Code, Section 78016</p> <p>Title 5, Section 51000</p> <p>Title 5, Section 51022</p> <p>Title 5, Section 55100</p> <p>Title 5, Section 55130</p> <p>Title 5, Section 55150</p> <p>U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs Under Title IV of the Higher Education Act of 1965, as amended</p>
Adopted	February 16, 2006
Last Revised	<del>May 9, 2017</del> Jan 2019

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The programs and courses of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor, in consultation with the Academic Senates, shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Furthermore, these procedures shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Regular review and justification of programs and **review of** course descriptions;
- Opportunities for training for persons involved in ~~aspects of~~ curriculum development; and
- Consideration of job market and other related information for ~~vocational and occupational~~ **career and technical education** programs.

All new ~~courses and programs, courses and programs with substantial revisions, and program deletions~~ **deactivations** shall be approved ~~must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.~~

All new, **deactivation, and modification of courses and credit programs with substantial revisions**, shall be submitted to the California Community Colleges Chancellor's Office (CCCCO) for **chaptering approval** as required **and prescribed in the latest PCAH**.

Board approved Proficiency Awards, which are non-transcripted, do not require submission to and approval by the CCCCCO.

**Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree applicable credit and degree-applicable courses that are not part of an existing program (stand alone) must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.**

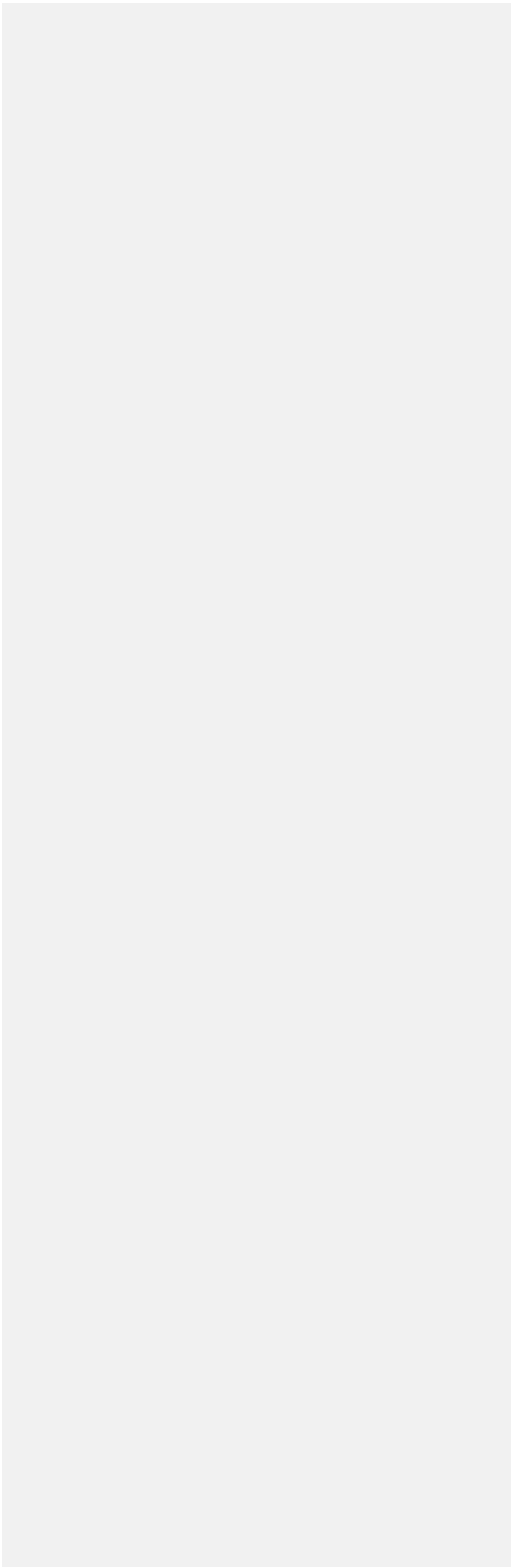
**All new and revised Associate Degrees for Transfer (ADTs) and noncredit courses and programs shall be approved by the Board and submitted to the CCCCCO for approval as required.**

#### **Credit Hour**

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The Chancellor will establish procedures which prescribe the definition of "credit hour" consistent with applicable **Title 5 and** federal regulations, as they apply to community college districts.

The Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The Chancellor shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims. See [Administrative Procedure 4020](#).





Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4020 CURRICULUM DEVELOPMENT
Number	AP 4020
Status	Active
Legal	<p>Title 5, Sections 55000 et seq.</p> <p>ACCJC Accreditation Standard II.A</p> <p>California Education Code, Section 78016</p> <p>California Education Code, Sections 70901, 70902(b)</p> <p>Title 5, Section 51021, 51022</p> <p>Title 5, Section 55100 et seq.</p> <p>Title 5, Section 58023</p> <p>Title 5, Section 55150, 55151, 55154</p> <p>Title 5, Section 54040 et seq,</p> <p>Title 5, Section 58161</p> <p>Title 5 55256.5</p> <p>U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended</p> <p>34 Code of Federal Regulations (CFR) Part 600.2</p>
Adopted	May 12, 2009
Last Revised	<del>May 9, 2017</del> February 14, 2019

### **College Curriculum Committees**

All curriculum (including credit and noncredit) shall be initiated by the faculty at each college. The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality, compliance, and currency. The faculty, acting through discipline areas within the academic divisions and through each college's Curriculum Committee, a sub-committee of their Academic Senate, shall be responsible for instructional program and curriculum development.

All new instructional program proposals shall be evaluated for appropriateness to the mission of the college, adherence to all Title 5 Regulations, and will be designed so that successful completion of the program requirements will enable students to fulfill the program goal and objectives.

Approval of new courses, modifications to existing courses, new programs, ~~and~~ or modifications to existing programs, **and program discontinuance** rests first with each college's Curriculum Committee that includes representation from appropriate segments of faculty, administrators, and students.

Courses and instructional programs are reviewed and updated by faculty in the discipline area regularly. This review occurs, at a minimum, every five years for all courses and instructional programs and every two years for career technical education (CTE) courses and instructional programs. Courses and instructional programs are reviewed for their relevance, appropriateness to mission, ~~achievement of learning objectives~~, currency and potential for future needs. **In addition, courses are reviewed to ensure the learning objectives may be achieved through the content and assignments within the course outline. Program applicable courses will also be reviewed for alignment with program learning objectives.**

Nothing in this AP shall preclude Curriculum Committees from reviewing courses **and programs** on a more frequent basis in order to meet legally mandated changes or to reflect the input of advisory committees or for other reasons related to the maintenance of high quality curriculum.

### **Course Outline of Record**

#### **Credit Courses**

All credit and noncredit courses are required to have an official Course Outline of Record (COR) that meets the standards in title 5, section 55002(a)(3). Current CORs must be maintained in the official college files (paper or electronic database) and made available to each instructor. It is recommended that CORs include, at a minimum, the following elements:

The following **minimum** criteria will be reviewed in regards to course offerings, as required:

- A. Title and course number
- B. **Total student learning H hours (include inside and/or outside-of-class hours).**
- C. Units
- D. Prerequisites/co-requisites/advisories on recommended preparation
- E. Limitations on enrollment
- F. Repeatability
- G. Credit basis **(letter grade or pass/no pass)**
- H. **Associate d** Degree and/or transfer applicability
- I. **General Education applicability (local, ~~CSU GE and/or IGETC)~~**
- J. Catalog description
- K. Field trips
- L. Course content
- M. Course **O**bjectives
- N. Distance education, **if applicable**
- O. Minimum qualifications
- P. Methods of instruction
- Q. **Types or examples of required reading and** writing assignments
- R. Outside-of-Class Assignments
- S. Methods of evaluation
- T. Textbooks

#### **~~Relationship of Hours to Units~~ Credit Hour for Credit Courses**

~~In determining the number of units to be awarded for courses, colleges must consider total lecture, outside study, and/or laboratory hours. The combination of these hours is referred to as "student learning hours." A course for which three units is awarded may meet four hours a week over a semester and still be in compliance with Title 5~~

~~Regulations (55002.5) if it is assumed that the increased classroom time serves to decrease outside study time. Thus, a course that seemingly meets for more hours per week than the units awarded may be in compliance, as opposed to a course that simply requires an excess of total classroom hours for the units awarded.~~

- ~~• One credit hour of community college work (one unit of credit) requires a minimum of 48 hours of lecture, study, or laboratory work at colleges operating on the semester system.~~
  - ~~• A course requiring 96 hours or more of lecture, study, or laboratory work at colleges operating on the semester system shall provide at least 2 units of credit.~~
  - ~~• The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study, or laboratory work in half unit increments.~~
  - ~~• Colleges of the District may elect to adjust the amount of credit awarded in proportion to the number of hours of lecture, study, or laboratory work in increments of less than one half unit.~~
1. One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work, which may include inside and/or outside-of-class hours.
    - a.) A course requiring 96 hours or more of total student learning shall provide at least 2 units of credit.
    - b.) Courses requiring lecture hours shall require two hours of outside-of-class student work for every one hour of in-class lecture.
    - c.) Courses requiring lab hours are not required to assign outside-of-class hours but it is permitted.
    - d.) A course for which three units is awarded may meet four hours a week over a semester and still be in compliance with Title 5 Regulations (55002.5) if it is assumed that the increased classroom time serves to decrease outside-of-class time. Thus, a course that seemingly meets for more hours per week than the units awarded may be in compliance, as opposed to a course that simply requires an excess of total classroom hours for the units awarded.
    - e.) The standard term length for the purpose of units/hours calculations is 17.5 weeks. Courses offered in a shorter term (summer courses, late start courses) will require the same total number of in-class and outside of class hours but in a condensed format.
    - f.) Credit hours for all courses may be awarded in increments of .5, unless required by industry standards and/or regulations.
  2. Cooperative work experience courses defined in section 55252 and addressed in AP 4103 shall adhere to the formula for credit hour calculations identified in section 55256.5 as follows:
    - (a) One student contact hour is counted for each unit of work experience credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education. The maximum contact hours counted for a student shall not exceed the maximum number of Cooperative Work Experience Education units for which the student may be granted credit as described in section 55253.
    - (b) The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.
    - (c) The following formula will be used to determine the number of units to be awarded:
      - (1) Each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit.

- (2) Each 60 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit.
- (3) Units may be awarded in 0.5 unit increments.

Consistent with federal regulations applicable to federal financial aid and eligibility the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

For purposes of federal financial aid eligibility, a “credit hour” shall be not less than:

One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately [15 weeks for one semester or trimester hour of credit], [or 10 to 12 weeks for one quarter hour of credit], or the equivalent amount of work over a different amount of time; or

At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

### Noncredit Courses

The following minimum criteria will be reviewed in regards to noncredit course offerings, as required:

- A. Title and course number
- B. Total contact hours (hours normally required for a student to complete the course objectives)
- C. Catalog description
- D. Course objectives
- E. Course content
- F. Prerequisites/co-requisites/advisories on recommended preparation
- G. Repeatability
- H. Methods of instruction
- I. Examples of required assignments and/or activities
- J. Methods of evaluation
- K. Grading
- L. Minimum qualifications

**note:** a noncredit course may serve as a prerequisite or corequisite for a credit course as established, reviewed, and applied in accordance with article 4 of subchapter 1 of chapter 6 (commencing with section 54040), and section 58161

### Experimental and Special Topics Courses

In general, an experimental course is one for which full information on some approval criterion, such as feasibility or need, cannot be determined until the course is actually offered on a pilot basis. After an experimental course has been offered twice, it must be submitted to the college curriculum committee for approval as a regular course, or the college must discontinue offering the course as experimental. As noted above, experimental courses must be submitted through the regular California Community College Chancellor's Office (CCCCO) review process and receive a control number in order for the college to claim apportionment.

A “special topics” course is one which employs a consistent disciplinary framework, but for which the specific focus may change from term to term. For example, a college may develop a Special Topics in

Political Science or Current Events in Political Science course in which the content will be different in each term, but the basic disciplinary framework is consistent. If a particular topic is addressed regularly, it should be approved as a regular course. At some colleges, special topics may not be defined as narrowly as this. Some colleges may use the terminology “special topics” in lieu of “experimental.” These terms are not defined in title 5, and may be establish a local district policy; however, the CORs for these courses must meet all requirements and standards.

**Community Services Offering** - a community services offering must meet the following minimum requirements:

1. is approved by the Board
2. is designated for the physical, mental, moral, economic, or civic development of persons enrolled therein;
3. provides subject matter content, resource materials, and teaching methods which the district governing board deems appropriate for the enrolled students;
4. is conducted in accordance with a predetermined strategy or plan;
5. is open to all members of the community willing to pay fees to cover the cost of the offering; and
6. may not be claimed for apportionment purposes.

### **Course Quality Standards**

The same standards of course quality shall be applied to any portion of a course conducted through distance education as are applied to traditional classroom courses, in regard to the course quality judgment made pursuant to the requirements of section 55002, and in regard to any local course quality determination or review process. Determinations and judgments about the quality of distance education under the course quality standards shall be made with the full involvement of faculty in accordance with the provisions of subchapter 2 (commencing with section 53200) of chapter 2.

### **Compliance will be monitored by**

The review and approval of new and modified course outlines by the Curriculum Committee to ensure the formula for calculating the total student learning hours is followed when assigning units as well as adequate outside of classroom assignments to justify the outside of classroom time required by the indicated lecture units.

The scheduling of courses as approved by the designated Dean and Vice President of Academic Affairs or designee in adherence to the lecture and lab hours required by the course outline of record.

### **Credit Programs**

An educational program is defined in title 5, section 55000(m) as "an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education."

All associate degrees and certificates of achievement that appear by name on a student transcript or diploma require CCCC approval, whether they are intended primarily for employment preparation (CTE), transfer (ADT), transfer preparation, as a record of academic achievement, or to fulfill other community needs.

The types of credit educational programs that must be submitted to the CCCC for approval include:

- Associate Degrees – local AA or AS and AA-T/AS-T, and
- Certificates of Achievement that require 16 or more semester units and low-unit Certificates of Achievement that require 8 or more semester units.

### **Program Types**

All associate degrees in the California Community College system are classified in four general categories:

- Associate of Science (AS) are strongly recommended for any Science, Technology, Engineering, or Mathematics (STEM) field and CTE programs
- Associate of Arts (AA) are strongly recommended for all other disciplines
- Associate in Science for Transfer (AS-T) must be used for any Science, Technology, Engineering, or Mathematics (STEM) field and CTE programs
- Associate in Arts for Transfer (AA-T) must be used for all other disciplines

**Certificates of Achievement**, defined in title 5, section 55070 are the only credit certificates that may appear by name on a student transcript, diploma, or completion award. Colleges *must* submit programs of 16 or more semester units of degree-applicable coursework for CCCC approval. Colleges *may* submit programs of 8 or more semester units of degree-applicable coursework for CCCC approval in order that the program may be included in the student transcript.

Additionally, all programs submitted for CCCC review are required to state the primary goal of the program. This program goal is used to determine the standards and documentation for approval. The three program goals are:

- Transfer: All ADTs and Certificates of Achievement for CSU GE-Breadth or IGETC.
- Career Technical Education (CTE): Limited to programs in a CTE TOP Code. May include both CTE and transfer goals (not including ADTs).
- Local: All other AA and AS degrees and certificates, not in a CTE TOP Code, that are developed to meet locally defined needs consistent with the system mission, including transfer preparation. These degrees must align with a TOP Code.

Degrees submitted with a program goal of “CTE” or “Local” may include transfer preparation as a component or as the primary intent of the program. Refer to the latest version of PCAH for standards and further explanations of these categories and associated approval criteria.

Refer to the latest version of PCAH for CCCC approval criteria and standards, support documentations, and further explanations of these categories

**Proficiency Awards** are programs that contain a sequence of courses designed to lead students to specific types of employment skills or to enhance their employment opportunities. These proficiency awards (PA) are BoT approved but not CCCC approved and are not recorded on student transcripts. Approval criteria should include, but not limited to, the program narrative and LMI information (LMI can be the same of that for certificate of achievement). The narrative should include a catalog description, valid workforce preparation skills, how it fits in the college mission and existing curriculum, and justification of need for program in the region.

### Noncredit Programs

The following noncredit educational programs must be submitted to the CCCC for approval are:

- Career Development and College Preparation (CDCP) Programs
  - Certificate of Competency—a certificate in a recognized career field articulated with degree-applicable coursework, completion of an associate degree, or transfer to a baccalaureate institution
  - Certificate of Completion—a certificate leading to improved employability or job opportunities
- Adult High School Diploma
- Noncredit Apprenticeship Program
- Locally Approved Programs

All noncredit programs that receive state funding require CCCC approval and the program narrative must address: the appropriateness to the college’s missions and needs, curriculum standards, adequate resources, and be in compliance. Refer to the latest version of PCAH for CCCC approval criteria and standards, support documentations, and further explanations of these categories.

**District Technical Review Workgroup – Instructional (DTRW-I)**

The VCCCD Decision Making Handbook prescribes the membership and responsibility of District Technical Review Workgroup - Instructional (DTRW-I). DTRW-I serves in an advisory capacity and makes appropriate recommendations on curricular and other related matters.

All new and substantially revised courses (credit and noncredit) and all new, deactivated, and modified (substantial) instructional programs and deleted instructional programs approved by the College Curriculum Committees are forwarded to the District Technical Review Workgroup (DTRW-I) for legal compliance review.

**Board of Trustees Approval**

In accordance with the 6<sup>th</sup> ed. of PCAH, the following submission and approval must be adhered to

Requires Board Approval	Requires CCCCC Chaptering	Requires CCCCC Approval
New Credit Courses	New Credit Courses	
Substantially Revised Credit Courses	Substantially Revised Credit Courses	
New or Deactivated Credit Programs	New, Modified (substantial and nonsubstantial), or Deactivated Credit Programs	
New and Substantially Revised Noncredit Courses		New and Substantially Revised Noncredit Courses
New and Substantially Modified Noncredit Programs		New and Substantially Modified Noncredit Programs
New and Substantially Modified ADTs		New and Modified (substantial and nonsubstantial) ADTs

**NOTE:** new instructional programs must also be submitted to the Accrediting Commission for Community and Junior Colleges for approval using a substantive change form.

~~The Board of Trustees must approve all new and substantially revised courses and instructional programs, and deleted programs. Once approved by the Board of Trustees, new and substantially revised courses and instructional programs, and deleted instructional programs must be sent to the for final approval and to the California Community College Chancellor's Office for final approval and to the Accrediting Commission for Community and Junior Colleges, as necessary.~~

**Maintenance of Records**

- A Course catalog and inventory is maintained in the District's Banner Information System which serves as the reporting mechanism to the California Community College Management Information System (MIS). The Course Outline of Record (COR) and program requirements are maintained in the District Colleges' curriculum management system. All approved courses and programs are also maintained in the California Community College Curriculum Inventory. The College Catalog, in both print and electronic formats, is the official publication of college curriculum. The Schedule of Classes serves as the semester record of courses offered.



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4022 COURSE APPROVAL
Code	AP 4022
Status	Active
Legal	<a href="#">Title 5, Section 55002.5</a> <a href="#">Title 5, Section 55100</a> <a href="#">Title 5, Section 55150</a>
Adopted	May 12, 2009
Last Revised	May 9, 2017

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This procedure applies to the processes for approving individual credit and non-credit courses in accordance to Title 5, Sections [55100 and 55150](#).

Individual degree-applicable credit courses offered as part of an educational program approved by the California Community Colleges Chancellor's Office shall be:

- Approved by the Curriculum Committees of ~~each one of the District colleges of the District~~;
- Approved by the Ventura County Community College District (VCCCD) Board of Trustees;
- Submitted to the California Community Colleges Chancellor's Office for ~~approval~~[chaptering](#).

Course approval of non-degree applicable credit courses and degree-applicable credit courses that are not part of an approved educational program (~~stand-alone~~ courses) shall be:

- Approved by the Curriculum Committees of ~~each one of District college of the Districts~~;
- Approved by the Ventura County Community College District (VCCCD) Board of Trustees;
- Submitted to the California Community Colleges Chancellor's Office for ~~approval~~[chaptering](#).

The following limitations apply to ~~stand-alone~~ courses: [THESE WERE IN PCAH 5 BUT REMOVED FROM PCAH 6; RETAIN?](#)

- No students may be permitted to count 18 or more semester or 27 or more quarter units of coursework toward satisfying the requirements for a certificate of achievement or towards a major or area of emphasis for completion of an associate degree.
- No group of courses approved which total 18 or more semester or 27 or more quarter units in a single four-digit Taxonomy of Programs Code may be linked to one another by prerequisites or co-requisites.

All ~~college and/or district personnel involved in the credit course approval process, including members of the individuals serving on a college-curriculum committee,~~ shall have received the training provided for in Title 5 Section 55100.

[The relationship between contact hours, outside-of-class hours, and the calculation of unit credit for each credit course shall be consistent with Title 5 Section 55002.5.](#)

[Course approval of noncredit courses shall be:](#)

- [Approved by the Curriculum Committee of one of the District colleges;](#)
- [Approved by the Ventura County Community College District \(VCCCD\) Board of Trustees;](#)
- [Submitted to the California Community Colleges Chancellor's Office for approval.](#)

[Course outlines of record for all noncredit courses](#)

No courses shall be offered that were previously denied separate approval by the California Community Colleges Chancellor's Office, unless modified to properly address the reasons for denial.

Ventura County Community College District  
 Disciplines Unique to a College  
~~Spring 2017~~ Spring 2019

Course Abbreviation (College)	Program Title (College)	Discipline/MQ <del>(other areas included in the discipline)</del> (State)
Moorpark College		
EATM	Exotic Animal Training and Management	Animal Training and Management (Exotic animal training)
FILM	Film Studies	Film Studies
GAME	Game Design	<del>Any bachelor's degree and two years of professional experience, or any associate degree and six years of experience in Game Design.</del>
GR	Graphic Design	Graphic Arts (Desktop publishing)
HIM	Health Information Management	<del>Any bachelor's degree and two years of professional experience, or any associate degree and six years of experience.</del>
HUM	Humanities	Humanities
JOUR	Journalism	Journalism
OPTI	Optical Technology	<del>Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.</del>
RADT	Radiologic Technology	Radiological Technology
Oxnard College		
AB	Automotive Body and Fender Repair	Auto Body Technology (Antique and classic auto restoration)
AC (formerly ENVT)	Air Conditioning	Air Conditioning, Refrigeration, Heating (Solar energy technician)
ADS	Addictive Disorders Studies	Addiction Paraprofessional Training
CRM	Culinary Arts & Restaurant Management	Culinary Arts/Food Technology (Food service, meat cutting, baking, waiter/waitressing, bartending) Restaurant Management (two separate MQs)
DA and DH	Dental Technology* (*Dental Assisting and Dental Hygiene)	Dental Technology (Dental assisting, dental hygiene)
FT	Fire Technology	Fire Technology
HM	Hospitality Management	Hotel and Motel Services
MST	Marine Studies	Biological Sciences, or Ecology, or Earth Science (depending on the course)
PLS	Paralegal Studies	Legal Assisting (Paralegal)
SJS	Social Justice Studies	Anthropology, or Communication Studies, or Economics, or Ethnic Studies, or Geography, or History, or Political Science, or Sociology, or Women's Studies (depending on the course; interdisciplinary discipline)
URBS	Urban Studies	Anthropology, or Geography, or History, or Political Science, or Sociology (interdisciplinary discipline)

**Commented [MA1]:** Which of these disciplines, if any, are unique to OC?

**Commented [MA2]:** Which of these disciplines, if any, are unique to OC?

**Commented [MA3]:** Which of these disciplines, if any, are unique to OC?

Ventura County Community College District  
 Disciplines Unique to a College  
~~Spring 2017~~ Spring 2019

Course Abbreviation (College)	Title (College)	Discipline/MQ (other areas included in the discipline) (State)
Ventura College		
AG	Agriculture	<del>Agriculture, Agriculture Science, Education with a specialization in agriculture or other agricultural area (including: agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agriculture science), Agriculture</del>
ARCH	Architecture	Architecture
CT	Construction Technology	Construction Technology
DM	Diesel Mechanics	<del>Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.</del>
DRFT	Drafting	Drafting CADD (Computer Aided Drafting/Design), CAD (Computer Aided Design), CAD (Computer Aided Drafting)
MT	Manufacturing Technology	Manufacturing Technology (Quality control, process control)
WEL	Welding	Welding
WS	Water Science	Environmental Technologies (Environmental hazardous material technology, hazardous material abatement, environmentally conscious manufacturing, waste water pretreatment, air pollution control technology, integrated waste management, water treatment, sewage treatment)



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4222 REMEDIAL COURSEWORK
Code	BP 4222
Status	Active
Legal	<a href="#">Title 5, Section 55035</a>
Adopted	October 11, 2011
Last Reviewed	October 11, 2011

The Chancellor will establish procedures that provide for remedial coursework.

See [Administrative Procedure AP 4222](#).



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4222 REMEDIAL COURSEWORK
Code	AP 4222
Status	Active
Legal	<a href="#">Title 5, Section 55035</a>
Adopted	December 14, 2010
Last Reviewed	October 11, 2011

Remedial coursework consists of pre-collegiate basic skills courses.

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

No student shall receive more than 30 semester units for remedial coursework, per Title 5, Section 55035. This limitation of 30 units applies to all remedial coursework completed at any of the campuses of the college district (Moorpark, Oxnard and Ventura Colleges). It does not apply to remedial coursework completed at colleges outside the District. Students transferring from other educational institutions outside VCCCD shall be permitted to begin with a "clean slate" with regard to the remedial limitation.

The 30-unit limit applies to all remedial coursework attempted; however, in the event that some of these 30 units are substandard and a student successfully repeats one or more courses in which substandard grades were earned, then the 30-unit limit would be modified by the application of the Course Repetition Policy.

Students who exhaust the unit limitation shall be referred to appropriate adult non-credit educational services provided by adult schools or other appropriate local providers with which the colleges have an established referral agreement.

Students enrolled in one or more courses of English as a Second Language and students identified as requiring additional remedial units as part of a verified learning disability related accommodation are exempt from the limitations of this procedure.

Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a waiver for the limitations of this procedure. Petitions for waiver can only be given for specified periods of time or for a specified number of units. The petition for this purpose, the *Student Educational Plan*, is available through the Counseling Office. Petitions should be made to the Executive Vice President or designee.

College catalogs shall include a clear statement of the limited applicability of remedial coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4260 PRE-REQUISITES AND CO-REQUISITES AND ADVISORIES ON RECOMMENDED PREPARATION
Code	BP 4260
Status	Active
Legal	<a href="#">Title 5, Section 55200</a>
Adopted	February 16, 2006
Last Reviewed	June 18, 2013

The Board establishes prerequisites, co-requisites and advisories on recommended preparation for courses in the curriculum upon recommendation of the Chancellor in consultation with the Academic Senates. All such prerequisites, co-requisites and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisites, co-requisites or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites and advisories shall be identified in District publications available to students.

See [Administrative Procedure 4260](#).



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4260 PREREQUISITES AND CO-REQUISITES
Code	AP 4260
Status	Active
Legal	Title 5, Sections 55000 et seq.
Adopted	June 16, 2010
Last Reviewed	June 18, 2013

The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department are responsible for approving courses and establishing their associated prerequisites/co-requisites as separate actions. The approval of a prerequisite or co-requisites must be based on the determination that it is an appropriate and rational measure of a student's readiness to enter a degree-applicable credit course or program.

Determinations about prerequisites and co-requisites shall be made only on a course-by-course or program-by-program basis, including those establishing communication and computational skill requirements (*per Title 55003(a) and (j) respectively*).

Courses for which prerequisites or co-requisites are established will be taught by a qualified instructor and in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisites or co-requisites (*per Title 5 55003(b)(2) and (3)*).

### **A. Establishing Prerequisites and Co-requisites**

In order to establish a prerequisite or co-requisite, the prerequisite or co-requisite must be determined to be necessary and appropriate for achieving the purpose for which it is being established (*per Title 5 55003(b)(1)*). Necessary and appropriate shall be understood to mean reasonably needed to achieve the purpose that it purports to serve: absolute necessity is not required (*per Title 5 55000(h)*). Prerequisites and co-requisites may be established only for any of the following purposes (*per Title 5 55003(d)*).

1. The prerequisite or co-requisite is expressly required or expressly authorized by statute or regulation; or
2. The prerequisite will assure that a student has the skills, concepts, and/or information that is presupposed in terms of the course or program for which it is being established, such that a student who has not met the prerequisite is highly unlikely to receive a satisfactory grade in the course (or at least one course within the program) for which the prerequisite is being established; or
3. The co-requisite course will assure that a student acquires the necessary skills, concepts, and/or

information, such that a student who has not enrolled in the co-requisite is highly unlikely to receive a satisfactory grade in the course or program for which the co-requisite is being established; or

4. The prerequisite or co-requisite is necessary to protect the health or safety of a student or the health and safety of others.

### **B. Level of Scrutiny**

The level of scrutiny required for establishing prerequisites, co-requisites, and advisories on recommended preparation are content review or content review with statistical validation (per Title 5 55003(a)).

1. Content review is a rigorous, systemic systematic process conducted by discipline faculty that identifies the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a co-requisite course (per Title 5 55000 (c)). At a minimum, content review shall include the following;

a. Careful review of the course including components such as course outline of record (COR) syllabi, sample exams, assignments, instructional materials, and/ or grading criteria

b. Using the CORs of both the target and proposed prerequisite course, identification of required skills/knowledge student must have prior to enrolling in the target course and matching those skills/knowledge to the proposed prerequisites course

c. Documentation that verifies the above steps were taken.

2. Statistical validation is a compilation of data according to sound research practices that shows a student is highly unlikely to succeed in the course unless the student has met the proposed prerequisite or co-requisite (per Title 5 55003(f)). When this level of scrutiny is used, the college shall follow the guidelines specified in Title 5, 55003(g).

### **C. Exemption from Scrutiny**

1. A prerequisite or co-requisite shall be exempt from scrutiny if it satisfies any of the following criteria (per Title 5 55003(e)):

2. It is required by statute or regulation; or

3. It is part of a closely related lecture-laboratory course pairing within a discipline; or It is required by a four-year institution; or

4. Baccalaureate institutions will not grant credit for a course unless it has a particular communication or computational skill prerequisite.

### **D. Curriculum Review Process**

Each college's Curriculum Committee is responsible for the curriculum review process, and its membership is determined in a manner that is determined by the college's Academic Senate (per Title 5 section 55002(a)(1)). A college Curriculum Committee reviews and approves the establishment of prerequisites, co-requisites, and advisories on recommended preparation only upon the recommendation of the Academic Senate except that the Academic Senate may delegate this task to the Curriculum Committee without forfeiting its right or responsibility under Title 5 sections 53200-53204.

When content review is used to establish prerequisites or co-requisites in reading, written expression, or mathematics for degree applicable courses not in a sequence, the college Curriculum Committee will do all the following:

- Provide training to Curriculum Committee members on the establishment of co-requisites/prerequisites

- Inform faculty about regulations regarding the establishment of co-requisites/prerequisites using content review
- Direct faculty to the college's Office of Institutional Research to help with do the following: a) identify courses that may increase the likelihood of student success with the establishment of a prerequisite or co-requisite; b) prioritize which courses should be considered for the establishment of new co-requisites or prerequisites; c) monitor any disproportionate impact that may occur based on the establishment of a prerequisite or co-requisite
- Assure through communication with the college's Executive Vice-President's Office that prerequisite course, co-requisites courses, and courses that do not require prerequisites or co-requisites, whether basic skills or degree-applicable courses, are reasonably available.

#### 1. Standards for Approval of Prerequisites and Co-requisites.

A college's Curriculum Committees will review the course outlines to determine if a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course. The course outline will be reviewed to determine if success in the course is dependent upon communication or computation skills, in which case the course shall require as prerequisites or co-requisites eligibility for enrollment in associate degree credit courses in English and/or mathematics, respectively (per Title 5 55002(a)(2)(D) and (E)). If a course requires pre-collegiate skills in reading, written expression, or mathematics, the college will do the following (per Title 5 55003(l)).

- a. Ensure these courses and sections are offered with reasonable frequency
- b. Monitor progress on student equity in accordance with title 54220 as follows:

- The college will conduct an evaluation to determine if the prerequisite has a disproportionate impact on student success.
- Where there is disproportionate impact on any group of students, the college will, in consultation with the Chancellor President or designee, develop and implement a plan setting forth steps the district will take to correct the disproportionate impact.

#### 2. Periodic review of Prerequisites and Co-requisites

Using an appropriate level of scrutiny, the college will review all established Career and Technical Education (CTE) courses and program prerequisites, co-requisites, and advisories every two years to ensure they remain necessary and appropriate; all other established course and program prerequisites, co-requisites, and advisories will be reviewed every six years (*per title 5 55003(b)(4)*).

### **E. Challenging Co-requisites and Prerequisites**

Whenever a prerequisite and/or co-requisites courses are established, sufficient sections shall be offered to reasonably accommodate all students who are required to take the pre- or co-requisite. A prerequisite and/or co-requisite shall be waived when space in the pre- and/or co-requisite course is not available (per Title 5 section 55003(m)). A student may challenge any prerequisite or co-requisite by submitting a challenge form at the time of registration to the Admission and Records/Records and Registration Office or other designee. The student will be enrolled in the requested class if space is available. The challenge will be reviewed and the student notified of the decision within five (5) working days per AP 5052. If the challenge is denied, the student will be dropped from the class and refunded all applicable fees (*per Title 5 55003(o)*).

Grounds for challenge are as follows (per Title 5 55003(p)):

1. The prerequisite or co-requisites not been established in accordance with the district's process for establishing prerequisites and co-requisites
2. The prerequisites or co-requisites is in violation of Title 5 55003
3. The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or co-requisite

5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or co-requisite course has not been made reasonably available.

Ventura County Community College District

2018-2019 Academic Year

**District Technical Review Workgroup – Instructional (DTRW-I)**

**Thursday, March 14, 2019 - 1:00 p.m. – 3:30 p.m.**

**Members:** Chancellor's Designee: ☒ Julius Sokenu, Chair (MC)  
Faculty Co-Chair: ☐ Lydia Morales (VC)  
Vice Presidents: ☒ Rojelio Vasquez (OC), ☒ Julius Sokenu (MC), ☐ Kimberly Hoffmans (VC)  
Faculty Chair/Co-Chairs of Curriculum Committees: ☒ Shannon Davis (OC), ☒ Jerry Mansfield (MC), ☒ Michael Bowen (VC)  
Articulation Officers: ☒ Shannon Davis (OC), ☒ Letrisha Mai (MC), ☒ Thao Brabander (VC)  
Academic Senate Presidents: ☒ Diane Eberhardy (OC), ☒ Nenagh Brown (MC), ☐ Lydia Morales (VC)  
Administrative Officer to the Chancellor and Board of Trustees: ☒ Patti Blair (DAC)

**Guests:** Conni Grizzard

**Absent:** Kimberly Hoffmans, Lydia Morales

**Recorder:** Ana Barcenas

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Announcements	<i>Julius Sokenu welcomed everyone and the meeting began at 1:05pm.</i>			
Approval of January 10, 2019 and February 14, 2019 meeting notes	<i>The group approved the meeting notes for January 10, 2019, and February 14, 2019.</i>			
Announcements	<i>DTRW-SS will join our meeting at around 2:30pm</i>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>CURRICULUM SUBMISSIONS</b>				

<b>New Degrees/Courses/Revised Courses</b>  <b>Moorpark/Oxnard/Ventura Submissions</b>	<u><b>MOORPARK COLLEGE</b></u> No Submission.  <u><b>OXNARD COLLEGE</b></u> No Submission.  <u><b>VENTURA COLLEGE</b></u> No Submission.			
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Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
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<b>CURRENT BUSINESS</b>				
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<b>Policy Updates</b>	<ul style="list-style-type: none"> <li>• <i>Patti Blair shared with group copies of the policy updates, reports and AP/BP tracking sheets listed below.</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>VCCCD Board Policy Review tracking sheet</i></li> <li><input type="checkbox"/> <i>VCCCD Decision-Making Committees</i></li> <li><input type="checkbox"/> <i>VCCCD Policy, Planning, Student Success Committee Agenda Preparation Calendar 2019</i></li> <li><input type="checkbox"/> <i>Copy of the Governance Committees flow chart attached with an overview of revisions to the Board Policy Templates.</i></li> <li><input type="checkbox"/> <i>Detailed report of revisions to the Board Policy Templates.</i></li> </ul> </li> <li>• <i>Reviewed the VCCCD Agenda Preparation Calendar, and how it would benefit DTRW-I. This calendar could help track items up for review and their projected Board Meeting dates.</i></li> <li>• <i>The group reviewed the VCCCD Board Policy Review tracking sheet and determined which AP/BP were in need of immediate review. Those AP/BP items have been listed in the "Future Agenda Items" section of these meeting notes. They</i></li> </ul>			
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	<i>have also been noted in the “Items in Reserve” section of the DTRW-I Agenda template.</i>			
<b>Noncredit course records and transcripts</b>	<ul style="list-style-type: none"> <li>• <i>Discussion: grade indicators for noncredit and noncredit transcripts. The group recommends discussing noncredit transcripts with DTRW-SS.</i></li> <li>• <i>The group recommends grade indicators as permissible by Title 5.</i></li> </ul>			
<b>Non-CTE Proficiency Awards and Certificate of Achievements (AP 4100)</b>	<ul style="list-style-type: none"> <li>• <i>Members reviewed and provided feedback on AP 4100 draft. Thao made changes to the draft and will forward the revised draft to Conni.</i></li> <li>• <i>Proficiency Awards (PA) paragraph in AP 4100: Thao will send the paragraph to the group to discuss CTE and non-CTE awards.</i></li> <li>• <i>General Education (GE) sections in AP 4100: Thao will send the paragraph to the Articulation Officers (AO) for further discussion. Will bring back revised draft for member to review.</i></li> <li>• <i>District awards created by the district: Michael Bowen requested to include district awards in AP 4100. The group needs to discuss how district awards fit in this area or a different AP.</i></li> </ul>	<p>Send Conni Grizzard revised AP4100 draft</p> <p>Send PA paragraph to members</p> <p>Send GE paragraph to AOs</p>		<p>Thao Brabander</p> <p>Thao Brabander</p> <p>Thao Brabander</p>
<b>New Title 5 Regulation on Credit Hours (AP/BP 4020 and AP 4022)</b>	<i>Not reviewed due to time.</i>			
<b>Disciplines Unique to College (AP 7211)</b>	<i>Not reviewed due to time.</i>			
<b>Transfer credit from national and professionally accredited institutions</b>	<i>Not reviewed due to time.</i>			
<b>Catalog layout</b>	<i>Not reviewed due to time.</i>			

DTRW-I & DTRW-SS session	<ul style="list-style-type: none"> <li>• Both work groups reviewed shared AP/BPs that need immediate review. <ul style="list-style-type: none"> <li>□ AP/BP 4010 Academic Calendar: DTRW-I and DTRW-SS determined this item should be reviewed by DCHR.</li> <li>□ AP 4026 Philosophy and Criteria for International Education: to be reviewed by DTRW-I, then forward, with possible draft, to DTRW-SS for review and feedback.</li> <li>□ AP/BP 4100 Graduation Requirements for Degrees and Certificates: to be reviewed by DTRW-I, then forward draft to DTRW-SS for review and feedback.</li> <li>□ AP/BP 4222 Remedial Coursework: to be reviewed by DTRW-I, then forward, with possible draft, to DTRW-SS for review and feedback.</li> <li>□ AP 5031 Instructional Material Fees: to be reviewed by DTRW-I, then forward, with possible draft, to DTRW-SS for review and feedback.</li> </ul> </li> <li>• AP/BP 5030 Fees: The DTRW-SS work group requested DTRW-I review, and provide feedback and approval. This item is currently due for follow-up with David El-Fattal. <ul style="list-style-type: none"> <li>□ DTRW-I members approved the draft as it was presented.</li> <li>□ Patti Blair will place this item on the agenda for Board review and approval.</li> </ul> </li> </ul>			
Future Agenda items	Review AP 4230; AP 4260; and AP 5031			
Adjournment	Meeting ended at 4:21pm			
Next CourseLeaf Meetings	Continue test site feedback to Kim Hoffmans and Sarah Ayala			
Next Regular DTRW-I Meeting Date:	April 11, 2019 – DAC Boardroom, 1pm			