District Technical Review Workgroup - Instructional (DTRW-I)

Agenda
March 27, 2014 - 1:00 p.m.
DAC, Lakin Boardroom

- **Approval of February 27, 2014 Meeting Notes**

- **Curriculum Submissions**

MOORPARK COLLEGE
New Degree
Associate in Science in Economics for Transfer

New Course

DANC M55C	Dance Rehearsal and Performance III
DANC M55D	Dance Rehearsal and Performance IV
TTHA M11A	Theatre Production: Technical I
TTHA M11B	Theatre Production: Technical II
TTHA M11C	Theatre Production: Technical III
TTHA M11D	Theatre Production: Technical IV
TTHA M20	Stagecrafts
TTHA M23A	Lighting Design I
TTHA M23B	Lighting Design II
TTHA M25A	Scene Design I
TTHA M25B	Scene Design II

Revised Courses

DANC M55A	Dance Rehearsal and Performance I
DANC M55B	Dance Rehearsal and Performance II
RADT M01AL	Radiographic Clinical Lab I

OXNARD COLLEGE
New Courses

ICA R165	Conditioning for Athletes

New Programs
Proficiency Award in Entry Level Alignment Specialist
Proficiency Award in Entry Level Brake Specialist

Deleted Programs
~~AS in Child Development/Early Childhood Education~~

VENTURA COLLEGE
New Degrees/Programs
Associate in Science Degree/Certificate of Achievement in Administrative Assistant

Revised Course

PSY V04	Introductory Statistics for the Social and Behavioral Sciences

OLD BUSINESS:
- BP/AP 4020 Program and Curriculum Development – AO's will return with suggested revisions for 4020 after review by Academic Senates
- BP/AP 4022 Course Approval – AO's will return with suggested revisions for 4022 after review by Academic Senates
- AP 4050 Articulation – AO's will return with suggested revisions for 4022 after review by Academic Senates
- AP 4100 Graduation Requirements for Degrees and Certificates – still on hold awaiting information from the State

NEW BUSINESS:
- Follow Up Discussion on P/NP and PCAH – Gloria Arevalo
- Local G/E Pattern – Gloria Arevalo
- CTE revision schedule – Mary Rees

Next Meeting Date: April 24, 2014, 1:00 pm – DAC Lakin Boardroom
                       Submission deadline: April 18, 2014 – 5 pm

Ventura County Community College District

2012-2013 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
February 27, 2014 - 1:00 p.m. – 3:00 p.m.
MEETING NOTES PRIOR TO APPROVAL AT 3.27.14 DTRW-I MEETING

Members: Chancellor's Designee: Erika Endrijonas, Chair, (OC)
Faculty Co-Chair: Mary Rees, Co-chair (MC)
Executive Vice Presidents: Erika Endrijonas (OC), Lori Bennett (MC), Patrick Jefferson (VC)
Faculty Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Peter Sezzi (VC)
Additional Faculty Member: Graciela Casillas-Tortorelli (OC)
Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (VC)
Academic Senate Presidents: Linda Kama'ila (OC), Mary Rees (MC), Art Sandford (VC)
Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor's Cabinet Liaison/guest)

Absent: Lori Bennett, Graciela Casillas-Tortorelli, Clare Geisen, Patrick Jefferson, Art Sandford

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of January 23, 2014 Meeting Minutes	Dr. Endrijonas welcomed everyone to DTRW-I and the meeting commenced at 1:04 pm. The meeting notes were approved with changes. Units will no longer be listed on the meeting notes or agenda.			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses **Moorpark/Oxnard/Ventura Submissions**	**Curriculum Submissions:** **MOORPARK COLLEGE** **New Degrees** Associate in Arts in Spanish for Transfer **Recommendation**: These new degrees will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	Note: All new degrees will be listed in all VCCCD college catalogs to be consistent with ADTs for courses with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis. Even though a "pass-no-pass" is allowed, it is recommended that students complete their major courses with a grade. **Revised Courses** MATH M01A, Elementary Algebra Part A **Recommendation**: This revised course was pulled for further review by the Moorpark Curriculum Committee regarding unit disparity between colleges. A revised submission for the March Board agenda will be sent forward to the Chancellor's office. **OXNARD COLLEGE** **Revised Programs** Proficiency Award in Emergency Medical Technology AS and Certificate of Achievement in Fire Technology **Recommendation:** These revised programs will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with a minor change to the verbiage of required units ("total" will be deleted from the description so it will read "required units"). **Deleted Programs** AA in English AA in Spanish AA in TV, Filmmaking, and Media Arts **Recommendation:** These deleted programs will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval. **VENTURA COLLEGE** There were no curriculum submissions from Ventura College.			

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Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
OLD BUSINESS				
BP/AP 4020 Programs and Curriculum Development **BP/AP 4022 Course Approval (no AP 4022 in BoardDocs)**	The AO's returned with suggested revisions for BP/AP 4020 and 4022 to the February 27, 2014 DTRW-I meeting. A change was made during the meeting to BP 4020 and the word "instructional" was added for clarification when referring to programs. There were also changes made to AP 4020, adding "and all courses" for reviewing courses and academic programs every 5 years. Under "following criteria" a change was made to include "i.e." for the "Other" category. There was a change to verbiage regarding providing appropriate recommendations (page 19 of this month's agenda packet – 3rd paragraph). The AO's will revise BP/AP 4020 and submit the new versions to the Academic Senate Presidents for review with an electronic copy to Ms. Nusser for version control. BP 4022 Course Approval was recommended to move forward to the Academic Senates with minor changes of "See AP 4022 Course Approval" and "stand alone." AP 4022 Course Approval was changed to reflect "Curriculum Committee of each college." "Stand Alone" will not be capitalized. The phrase "in consultation with the Academic Senates" will not be deleted. The AO's will revise BP/AP 4022 and submit the new versions to the Academic Senate Presidents for review with an electronic copy to Ms. Nusser for version control.	Revise BP/AP 4020 and 4022. Send to Academic Senate Presidents with a copy to Laurie Nusser	ASAP	Articulation Officers
AP 4050 Articulation	There were no changes to BP 4050 Articulation. Changes made to AP include designee for responsibility for VCCCD articulation agreements. The AO's will revise BP/AP 4050 and submit the new versions to the Academic Senate Presidents for review with an electronic copy to Ms. Nusser for version control.	Revise BP/AP 4050. Send to Academic Senate	ASAP	Articulation Officers

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Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
AP 4100 Graduation Requirements for Degrees and Certificates	AP 4100 Graduation Requirements for Degrees and Certificates are currently on hold awaiting State information.	Presidents with a copy to Laurie Nusser		
AP 4225 Course Repetition/AP 4227 Course Repetition Absent Substandard Academic Work (Articulation Officers)	Both BP/AP 4225 Course Repetition and BP/AP 4227 Course Repetition Absent Substandard Academic Work, recently renamed Repeatable Courses, was fully vetted and sent forward to Chancellor's Cabinet, the March 19th Policy Committee and subsequently to the full Board on April 8, 2014.	Add to Cabinet agenda	3.17.14	Laurie Nusser
New Business				
System Advisory Committee on Curriculum (SACC) – Gloria Arevalo	==**Wait for Gloria's summary** – I was at the end of the table and couldn't hear.==			
Process of Curriculum Submissions for the Board Agenda – Mary Rees	There was discussion regarding the timing of submissions for the Board agenda in regard to C-ID approvals from the State and whether items can be submitted if the C-ID has not been approved by the State by the time of said Board meeting. There was a suggestion to have a study session for the Board's professional development in April for curriculum issues. The Academic Senate President's will approach the Chancellor regarding this item.	Meet with Chancellor regarding a curriculum study session for the Board for April	ASAP	Academic Senate Presidents
	Verbiage for Board agenda curriculum submission will be revised to add a statement for C-ID submissions.	Draft verbiage	ASAP	EVPs
Next Meeting Date:	March 27, 2014 – 1 pm, DAC Lakin Boardroom			

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MOORPARK COLLEGE

New Degree

Associate in Science in Economics for Transfer   19-25

New Course

DANC M55C	Dance Rehearsal and Performance III	2.0
DANC M55D	Dance Rehearsal and Performance IV	2.0
TTHA M11A	Theatre Production: Technical I	3.0
TTHA M11B	Theatre Production: Technical II	3.0
TTHA M11C	Theatre Production: Technical III	3.0
TTHA M11D	Theatre Production: Technical IV	3.0
TTHA M20	Stagecrafts	3.0
TTHA M23A	Lighting Design I	3.0
TTHA M23B	Lighting Design II	3.0
TTHA M25A	Scene Design I	3.0
TTHA M25B	Scene Design II	3.0

Revised Courses

DANC M55A	Dance Rehearsal and Performance I	2.0
DANC M55B	Dance Rehearsal and Performance II	2.0
RADT M01AL	Radiographic Clinical Lab I	4.5

DTRW 3-27-2014

New Degree

Associate in Arts in Economics for Transfer

The Associate in Arts in Economics for Transfer (AA-T in Economics) is intended for students who plan to transfer and complete a bachelor's degree in Economics, or similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Economics may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an AA-T in Economics, students must complete the following:
1. Minimum of 60 semester or 90 quarter CSU transferable units.

2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.

3. Completion of 19-25 specified major units. All courses in the major must be completed with a grade of C or better.

4. Certified completion of the California State University General Education-Breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

REQUIRED CORE: Complete courses in Group 1 and Group 2 (13-15 units)

GROUP 1 - Select and complete 3 courses (10 units)		Units
ECON M01	Principles of Microeconomics	3.0
ECON M02	Principles of Macroeconomics	3.0
OR		
ECON M02H	Honors: Principles of Macroeconomics	3.0
MATH M15	Introductory Statistics	4.0
OR		
MATH M15H	Honors: Introductory Statistics	4.0

GROUP 2 - Select and complete one courses (3-5 units)		Units
MATH M16A	Applied Calculus I	3.0
MATH M25A	Calculus with Analytic Geometry I	5.0
MATH M25AH	Honors: Calculus with Analytic Geometry I	5.0

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LIST A: Select and complete one course (3-5 units)   **Units**

ACCT M110	Financial Accounting	4.0
ACCT M120	Managerial Accounting	3.0
BUS M39	Business Communication	3.0
CIS M16	Introduction to Information Systems	4.0
COMM M07	Argumentation and Debate	3.0
MATH M25B	Calculus with Analytic Geometry II	5.0
MATH M35	Applied Differential Equations	3.0
SOC M01	Introduction to Sociology	3.0
SOC M01H	Honors: Introduction to Sociology	3.0
SPAN M01	Elementary Spanish I	5.0
SPAN M02	Elementary Spanish II	5.0
SPAN M03	Elementary Spanish III	5.0
SPAN M04	Elementary Spanish IV	5.0

LIST B: Select and complete one course (3-5 units)   **Units**

Any course not used in LIST A

MATH M25C	Calculus with Analytic Geometry III	5.0
MATH M31	Introduction to Linear Algebra	3.0

TOTAL UNITS **19.0-25.0**

New Courses

DANC M55C   Dance Rehearsal and Performance III   2.0
Prerequisites: DANC M55B
Hours: 0 lecture, 6 lab

Covers the specific demands of performing in a small dance ensemble, duet or solo. Emphasizes increased technical demands including nuances in style as identified and explored through dance theory. Emphasizes performance style, increased physical demands, and more demanding rehearsal technique. Focuses on learning repertory choreographed by students, faculty, and guest artists through rehearsal and performance. Explores various styles and genres of artistic dance. Culminates in a performance of the works learned in a formal concert environment. Recommended concurrent enrollment in a dance technique class. Moorpark College Faculty has defined Dance Rehearsal as a family of courses which includes DANC M55A, M55B, M55C and M55D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU

DANC M55D   Dance Rehearsal and Performance IV   2.0
Prerequisites: DANC M55C
Hours: 0 lecture, 6 lab

Covers the specific demands of performing a leadership role within a dance performance and ensemble. Focuses on leadership responsibilities including leading warm up, acting as a choreographer or assistant choreographer, directing small practices sessions and assisting in the coaching of newer performers. Focuses on learning repertory choreographed by students, faculty, and guest artists through rehearsal and performance. Explores various styles and genres of artistic dance. Culminates in a performance of the works learned in a formal concert environment. Recommended concurrent enrollment in a dance technique class. Moorpark College Faculty has defined Dance Rehearsal as a family of courses which includes DANC M55A, M55B, M55C and M55D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU

TTHA M11A	Theatre Production: Technical I	3.0
Recommended Prep:	THA M20 or TTHA M20 or demonstration of technical theatre training and experience	
Hours:	0 lecture, 9 lab	

Allows students to perform a range of introductory supervised technical theatre assignments in support of a college production staged for public performance. Includes such supervised duties as scenic and prop construction, maintaining and hanging lighting equipment, assisting in costume and make-up labs, assisting audio operations and/or supporting box office and house management staff. Moorpark College faculty has defined Theatre Production - Technical as a family of courses which includes THA M11A, THA M11B, THA M11C, THA M11D, TTHA M11A, TTHA M11B, TTHA M11C and TTHA M11D. A student may take a maximum of four (4) courses in a family. (Same course as THA M11A.) Applies to Associate Degree. Transfer credit: CSU

TTHA M11B	Theatre Production: Technical II	3.0
Prerequisites:	THA M11A or TTHA M11A	
Hours:	0 lecture, 9 lab	

Allows students to perform a range of introductory to intermediate level supervised and/or assist to crew lead for technical theatre assignments in support of a college production staged for public performance. Includes such supervised duties as scenic and prop construction, maintaining and hanging lighting equipment, assisting in costume and make-up labs, assisting audio operations, supporting box office and house management staff, assistant director, assistant stage manager and/or assistant crew head. Moorpark College faculty has defined Theatre Production - Technical as a family of courses which includes THA M11A, THA M11B, THA M11C, THA M11D, TTHA M11A, TTHA M11B, TTHA M11C and TTHA M11D. A student may take a maximum of four (4) courses in a family. (Same course as THA M11B.) Applies to Associate Degree. Transfer credit: CSU

TTHA M11C	Theatre Production: Technical III	3.0
Prerequisites:	THA M11B or TTHA M11B	
Hours:	0 lecture, 9 lab	

Allows students to perform a range of intermediate to advanced level supervised technical theatre assignments in support of a college production staged for public performance. Includes such supervised duties as assist in the design of scenic elements, props, costumes, make-up and/or publicity materials, advanced scenic and prop construction, maintaining and hanging lighting equipment, assisting in costume and make-up labs, assisting audio operations, supporting box office and house management staff, assistant director, assistant stage manager and/or lead a crew head. Moorpark College faculty has defined Theatre Production - Technical as a family of courses which includes THA M11A, THA M11B, THA M11C, THA M11D, TTHA M11A, TTHA M11B, TTHA M11C and TTHA M11D. A student may take a maximum of four (4) courses in a family. (Same course as THA M11C.) Applies to Associate Degree. Transfer credit: CSU

TTHA M11D	Theatre Production: Technical IV	3.0
Prerequisites:	THA M11C or TTHA M11C	
Hours:	0 lecture, 9 lab	

Allows students to perform a range of advanced level supervised technical theatre assignments in support of a college production staged for public performance. Includes performing duties as designer of scenic elements, props, costumes, make-up and/or publicity materials, advanced scenic and prop construction, designing, operating and supervision of hanging lighting equipment, supervising in costume and make-up labs, audio operations, box office operation and house management, assistant director, stage manager and/or lead a crew head. Moorpark College faculty has defined Theatre Production - Technical as a family of courses which includes THA M11A, THA M11B, THA M11C, THA M11D, TTHA M11A, TTHA M11B, TTHA M11C and TTHA M11D. A student may take a maximum of four (4) courses in a family. (Same course as THA M11D.) Applies to Associate Degree. Transfer credit: CSU

TTHA M20	Stagecrafts	3.0
Hours:	2 lecture, 3 lab	

Introduces the theory and practice of basic set construction, lighting and audio operations, painting, costuming, makeup, prop construction, backstage organization, and career possibilities. Provides entry-level practical experience in all areas of performing arts production. (Same course as THA M20.) Applies to Associate Degree. Transfer credit: CSU

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TTHA M23A   Lighting Design I   3.0
Recommended Prep: THA M20 or TTHA M20
Hours: 2 lecture, 3 lab

Introduces the study and execution of stage lighting practices with an emphasis on equipment, control, composition and color. Includes practical experience in the hanging, focusing, circuiting and operation of lighting equipment. Moorpark College faculty has defined Concepts and Design as a family of courses which includes THA M23A, THA M23B, THA M25A, THA M25B, TTHA M23A, TTHA M23B, TTHA M25A and TTHA M25B. A student may take a maximum of four (4) courses in a family. (Same course as THA M23A.) Applies to Associate Degree. Transfer credit: CSU

TTHA M23B   Lighting Design II   3.0
Prerequisites: THA M23A or TTHA M23A
Hours: 2 lecture, 3 lab

Focuses in greater depth on the design aspect of stage lighting with the primary emphasis being the development of a complete light plot and working schedule for a play in production. Places special emphasis on projections and special effects including the use of a computer for lighting design and light plots in practical application. Moorpark College faculty has defined Concepts and Design as a family of courses which includes THA M23A, THA M23B, THA M25A, THA M25B, TTHA M23A, TTHA M23B, TTHA M25A and TTHA M25B. A student may take a maximum of four (4) courses in a family. (Same course as THA M23B.) Applies to Associate Degree. Transfer credit: CSU

TTHA M25A   Scene Design I   3.0
Recommended Prep: THA M20 or TTHA M20
Hours: 2 lecture, 3 lab

Explores stage scenery as an interpretive and collaborative art. Develops skills in designing floor plans, exercise drawing techniques, building a model, and learning traditional and computer-aided drafting conventions. Requires the construction and painting of scenery, as well as the development of painter's elevations and renderings. Moorpark College faculty has defined Concepts and Design as a family of courses which includes THA M23A, THA M23B, THA M25A, THA M25B, TTHA M23A, TTHA M23B, TTHA M25A and TTHA M25B. A student may take a maximum of four (4) courses in a family. (Same course as THA M25A.) Applies to Associate Degree. Transfer credit: CSU

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TTHA M25B	Scene Design II	3.0
Prerequisites:	THA M25A or TTHA M25A	
Hours:	2 lecture, 3 lab	

Focuses on scenic design and construction in the dramatic arts at an advanced level. Explores concepts in the use of computer-aided design. Requires a full set of drawings, painter's elevations, floor plan, advanced painting techniques, and the creation of a full scale model. Moorpark College faculty has defined Concepts and Design as a family of courses which includes THA M23A, THA M23B, THA M25A, THA M25B, TTHA M23A, TTHA M23B, TTHA M25A and TTHA M25B. A student may take a maximum of four (4) courses in a family. (Same course as THA M25B.) Applies to Associate Degree. Transfer credit: CSU

Revised Courses

DANC M55A	Dance Rehearsal and Performance I	**2.0** 0.5-2.0
Prerequisites:	DANC M51 or concurrent enrollment	
Hours:	0 lecture, 6 lab	

Covers the specific demands of being a member of a large dance ensemble. Focuses on learning repertory choreographed by students, faculty, and guest artists through rehearsal and performance. ~~May explore~~ **Explores** various styles and genres of artistic dance**.** ~~Including ballet, modern, tap, hip-hop, jazz, and ethnic dance traditions.~~ Culminates in a performance of the works learned in a formal concert environment. **Recommended concurrent enrollment in a dance technique class. May be taken for a total of two (2) times for credit.** Moorpark College Faculty has defined Dance Rehearsal as a family of courses which includes DANC M55A, M55B, **M55C and M55D**. A student may take a maximum of four (4) courses from a family. (Formerly DANC M55.) Applies to Associate Degree. Transfer credit: CSU; UC

DANC M55B   Dance Rehearsal and Performance II   2.0
Prerequisites: DANC M55A
Hours: 0 lecture, 6 lab

Covers the specific demands of performing in a small or medium sized dance ensemble with greater performance responsibilities **and attention to consistency of dance technique in performance.** Focuses on learning repertory choreographed by students, faculty, and guest artists ~~through rehearsal and performance~~. ~~May explore~~ **Explores** various styles and genres of artistic dance**.** ~~including ballet, modern, tap, hip hop, jazz, and ethnic dance traditions.~~ Culminates in a performance of the works learned in a formal concert environment. **Recommended concurrent enrollment in a dance technique class. May be taken for a total of two (2) times for credit.** Moorpark College Faculty has defined Dance Rehearsal as a family of courses which includes DANC M55A, M55B, **M55C and M55D**. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU

RADT M01AL   Radiographic Clinical Lab I   **4.5** ~~2.5~~
Prerequisites: RADT M10A and RADT M10AL and RADT M10B
Corequisites: RADT M01A and RADT M11
Hours: 0 lecture, **13.5** ~~7.5~~ lab

Provides an opportunity for practical application of theory ~~learned in prerequisite courses~~ **on patients in a clinical setting. Includes proper positioning and exposure of the upper and lower extremities, shoulder girdle, bony thorax, pelvic girdle and spinal column.** Takes place in the radiology department of a pre-assigned clinical affiliate. Applies to Associate Degree. Transfer credit: CSU

OXNARD COLLEGE

New Courses

ICA R165   Conditioning for Athletes   0.5 - 2

New Programs

Proficiency Award in Entry Level Alignment Specialist
Proficiency Award in Entry Level Brake Specialist

Deleted Programs

~~AS in Child Development/Early Childhood Education~~

ICA R165   Conditioning for Athletes   0.5 - 2 Units
Hours: 1.5 - 6.0 lab
Prerequisite: None

This course is designed for student-athletes to improve their physical conditioning and skill level for a specific sport. Athletes who participate in intercollegiate athletics need additional preparation to ensure optimal opportunity to perform to the best of their ability. Field trips may be required. Course may be taken four times. *Transfer credit: CSU.*

Proficiency Award in Entry Level Alignment Specialist

Required Courses:		Units
AT R010	Fundamentals of Auto Technology	3
AT R015	Automotive Electrical Systems	4
AT R015L	Automotive Electrical Systems Lab	2
AT R050	Automotive Steering and Suspension	6

Total Required Units	15

Proficiency Award in Entry Level Brake Specialist

Required Courses:		Units
AT R010	Fundamentals of Auto Technology	3
AT R015	Automotive Electrical Systems	4
AT R015L	Automotive Electrical Systems Lab	2
AT R018	Automotive Brake Systems	4
AT R018L	Automotive Brake Systems Lab	2

Total Required Units	15

Associate in Science in Child Development/Early Childhood Education

Required Courses:		Units
CD R100	Introduction to Curriculum for the Young Child	3
CD R102	Human Development	3
CD R103	Program for Young Children	3
CD R106	Child, Family and Community	3
CD R107	Teaching in a Diverse Society	3
CD R111	Observation and Assessment	3
CD R112	Practicum in Early Childhood Education	3
CD R129	Child Nutrition, Health and Safety	3

Total Required Units	24

DTRW-I 3-27-2014

VENTURA COLLEGE

New Degrees/Programs

Associate in Science Degree/Certificate of Achievement in Administrative Assistant

Revised Course

PSY V04   Introductory Statistics for the Social
                       and Behavioral Sciences   4 units

New Degrees/Programs

Associate in Science Degree
Certificate of Achievement
ADMINISTRATIVE ASSISTANT

The Administrative Assistant ~~Certificate~~ *Program* assists students in developing the skills needed for a career as an Administrative Assistant ~~in an accelerated format~~ *or any other of a wide variety of office positions in a very broad arena of businesses of all types*. This comprehensive program *is offered in an accelerated format and* provides the opportunity for students to develop effective ~~business~~ communication skills, ~~essential~~ computer skills, ~~business record management, resume preparation, and Internet skills, with an emphasis on integrating word processing, electronic spreadsheets and presentations~~ *and specialized skills that lead to success working in a variety of office settings.* ~~It is suggested that BUS V07A be taken first, so that commonly used simple business calculations, aided by Excel in BUS V21 may greatly expand these capabilities. Students completing this Certificate of Achievement will have the skills that lead to success in a wide variety of office settings.~~ *Jobs in this field include administrative assistant, front office assistant, receptionist, front office specialists in a number of categories (sales, production, inventory, production control, purchasing, manufacturing, etc.) and may lead to advancement to various office supervisorial positions.*

REQUIRED COURSES		Units
BUS V07A	**Business Calculations**	**2.5**
BUS V21	**Administrative Assistant**	**16.0**
		18.5

Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: *BUS V03, BUS V30, BUS V31, BUS V40,* BUS V44, V45. Although these supplemental courses may be of value to the student, please note that they do **NOT** satisfy the requirements for this degree.

Revised Course

PSY V04	Introductory Statistics for the Social and Behavioral Sciences	4 Units
Prerequisite:	MATH V03 or MATH ~~V03A~~ V03E *or MATH V12 or MATH V13B or MATH V35* or 1 year of high school intermediate algebra (Algebra II) with grade of C or better	
Recommended preparation:	ENGL V01A	
Hours:	4 lecture weekly	

An introduction to the basic concepts of descriptive and inferential statistics which provides conceptual understanding of the appropriate applications of statistics in research, as well as in the social sciences and the related fields of business, education, and health care. Areas of study include descriptive procedures; probability and binomial distributions; correlation and regression; normal distribution; sampling distribution; central limit theorem; sample size calculations; hypothesis testing using interval estimation, z-test, significance testing of correlations, one and two-sample t-test, ANOVA, chi-square, and other nonparametric techniques; and critical analyses of related research designs. This course also provides supervised computer practice designed to assist students in data preparation, including tables and graphical representations, statistical computations, and data analysis. No prior computer experience is necessary. Students will interpret computerized results and apply them in generating conclusions, to be submitted in the form of written reports.
Formerly Psych 4. Transfer credit: CSU; UC; credit limitations - see counselor.

Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4020 **INSTRUCTIONAL** PROGRAM**S** AND CURRICULUM DEVELOPMENT
Number	BP 4020
Status	Active
Legal	──────────Education Code Section **70901,** 70902(b)**,.;** 78016**;.;** Title 5, Section **55001,** 51022, **55100**, 55130**, 55150, 55150.5, 66700; 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.**
Adopted	February 16, 2006

The programs and ~~curricula~~ 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 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 programs.

All new courses and programs, ~~and~~ courses and programs with substantial revisions, and program deletions shall be approved by the Board.

All ~~N~~new courses and programs and those courses and programs with substantial revisions, ~~that are not part of an existing approved program and all new programs~~ shall be submitted to the ~~Office of the Chancellor for the~~ California Community Colleges Chancellor's Office (CCCCO) for approval as required.

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

See Administrative Procedure 4020.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4020 **INTRUCTIONAL** PROGRAMS ~~-~~ AND CURRICULUM~~, AND COURSE~~ DEVELOPMENT
Number	AP 4020
Status	Active
Legal	~~**Education Code Section 70901, 70902(b), 78016**: Title 5 Sections 51021, 55000-55005, 55100-55155; **55001,** 51022, 55130, **55150, 55150.5, 66700**; Accreditation Standard II.A.~~ Education Code Section **70901,** 70902(b), 78016: Title 5, Section **55001,** 51022, **55002.5**, **55100**, 55130, **55150, 55150.5, 58023, 66700; 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.** Accreditation Standard II.A
Adopted	May 12, 2009
Last Reviewed	June 21, 2011

~~To ensure the quality and relevance of its curriculum, VCCCD adheres to procedures established for the development and review of programs, curricula, and courses. Procedures address new development, additions, provisional or experimental designations, reinstatements, and deletions. Further, VCCCD adheres to established procedures for changes in course number, title, units, hours, or other essential elements in an official VCCCD Course Outline of Record. VCCCD procedures are based on best practices recommended by the Academic Senate of the California Community Colleges, and guidance provided by the California Community College Chancellor's Office.~~

College Curriculum Committees

The programs and curriculum~~ma~~ of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality 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 curriculum shall be initiated by the faculty at each college.

> **Comment [sd1]:** Oxnard's Academic Senate wanted it to be clear that faculty initiate curriculum as was in the policy previously.

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 modifications to existing programs rests first with ~~the~~ each college's Curriculum

> **Comment [sd2]:** To be consistent with first paragraph and make it clear it is not a district curriculum committee

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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 ~~regarding~~for their relevance, appropriateness to mission, achievement of learning objectives, currency and potential for future needs.

Nothing in this AP shall preclude Curriculum Committees from reviewing courses on a more frequent basis ~~for reasons such as~~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.

The following criteria will be reviewed in regards to course offerings:~~;~~

    A. Title and course number
    B. Hours
    C. Units
    D. Prerequisites/co-requisites/advisories on recommended preparation
    E. Limitations on enrollment
    F. Repeatability
    G. Credit basis
    H. Degree and/or transfer applicability
    I.   Catalog description
    J.   Field trips
    K. Course content
    L. Course objectives
    M. Distance education
    N. Minimum qualifications
    O. Methods of instruction
    P. Methods of evaluation
    Q. Textbooks

Relationship of Hours to Units

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 are 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.

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- 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.

Credit Hour

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.**

The curricula development is initiated by faculty, and reviewed in the Curriculum Committees of the District Colleges. The resulting curricula are reviewed for technical elements at the District level to ensure legal compliance. Final curricula from Curriculum Committees are recommended to the Board of Trustees for approval.

College Level Development and Review

College Curriculum Committee

The Curriculum Committee, formed under the auspices of the Academic Senate, is co-chaired by the Executive Vice President, and a faculty co-chair.

The membership of the Curriculum Committee is widely representative of the academic disciplines of the College, and includes appropriate representation of academic managers.

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Representation ensures that discipline expertise and administrative input are present for deliberation and approvals.

The membership of the Curriculum Committee, as specified by Regulation, must include expertise in library resources and articulation. In the case of Distance Education review, expertise in accessibility is required.

The Curriculum Committee is delegated the responsibility to set forth the initiation, review, approval, evaluation processes, and related criteria for program and curricula.

The Curriculum Committee conducts review of all credit and non-credit programs and curricula in accordance to the code of regulations set forth in California Code of Regulations, Title 5; and as guided by the *Program and Course Approval Handbook* published by the California Community College Chancellor's Office.

The Curriculum Committee conducts curricular reviews in a timely and regular basis to ensure that the all courses are updated on a periodic cycle to ensure currency and viability for 4-year articulation.

The Curriculum Committee conducts annual training for persons involved in curriculum development and review, in compliance with the California Community College Chancellor's Office requirement for local curriculum approval certification.

Maintenance of Records

Course catalog and inventory are maintained in the District's Banner Information System, which serves as the conduit to the California Community College MIS, and the State Inventory of Programs and Courses

The College Catalog, in both print and electronic formats, is the official publication of college curriculum. The Schedule of Classes, in both print and electronic formats, serves as the semester record of open courses offered.

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.

comprises the Curriculum Co-chairs, Senate Presidents, and Articulation Officers from each College. The co-chairs of DTRW are the Chancellor's Designee and a faculty member selected by the group.

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

The DTRW membership comprises the Curriculum Co-chairs, Senate Presidents, and Articulation Officers from each College. The co-chairs of DTRW are the Chancellor's Designee and a faculty member selected by the group.

DTRW also reviews all new and substantially revised programs and curricula for technical compliance, and provides appropriate advisories and recommendations to the College Curriculum Committees and the Chancellor.

The Standard Operating Procedures of DTRW may be found in the *VCCCD Governance Handbook.*

Board of Trustees Program and Curriculuma Approval

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 California Community College Chancellor's Office for final approval.

The Board of Trustees conducts one (1) reading on new and revised curriculum.

With the exception of non-credit courses, new career programs, and new transfer programs, curriculum approval is delegated locally to the VCCCD Board of Trustees.

After securing the approval of the VCCCD Board of Trustees, the following courses and programs must be presented to the California Community College Chancellor's Office for final approval:

- All not-for-credit courses
- New transfer programs
- New career programs must be presented to: 1) the South Coast Regional Consortium (SCRC) for regional review and approval; and thereafter, 2) the California Community College Chancellor's Office for approval.

  Maintenance of Records

- A cCourse 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' CurricUuNET 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.

DTRW-I review 3.27.14

Book   VCCCD Board Policy Manual
Section   Chapter 4 Academic Affairs
Title   BP 4022 COURSE APPROVAL
Number   BP 4022
Status   Active
Legal   Title 5, Section 55100
Adopted   June 23, 2009
Last Reviewed   May 14, 2009

The Chancellor, ~~in consultation with the Academic Senates~~, will develop an administrative procedure that establishes processes for developing ~~credit and non-credit courses.~~ **degree applicable and non-degree applicable courses, including those that are part of an approved educational program and those that are not part of an approved educational program (stand alone.)**

Book   VCCCD Board Policy Manual
Section   Chapter 4 Academic Affairs
Title   AP 4022 COURSE APPROVAL
Number   AP 4022
Status   PROPOSED
Legal   Title 5, Section 55100
Adopted
Last Reviewed

This procedure applies to the processes for approving individual credit and non-credit courses in accordance to Title 5 Section 55100.

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 cCollege 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 approval of non-degree applicable credit courses and degree-applicable credit courses that are not part of an approved educational program (Sstand Aalone courses) shall be:
- Approved by the Curriculum Committees of each cCollege 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.

The following limitations apply to Sstand Aalone courses:
- No sStudents may be permitted to count no more than 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.

Comment [sd1]: T5 language needs to stay. 18 units of stand alone is not allowed. Disregard edits.

DTRW-I Review 2.27.14
DTRW-I review 3.27.14