District Council on Academic Affairs - DCAA

Agenda
March 28, 2013 - 2:00 p.m.
DAC Lakin Boardroom

- Approval of February 28, 2013 meeting notes

OLD BUSINESS
1. BP/AP 4240 – Academic Renewal (Academic Senates) – under review by Academic Senates (correct version sent to DCAA members via email 3.5.13)
2. AP 4260 Pre-requisites and Co-requisites – review draft developed from MiraCosta College model by Peter Sezzi and VC Academic Senate
3. BP/AP 4500 Student News Media – returned from 3.11.13 Chancellor’s Cabinet Needs to return to DCAA. (Note from Cabinet: All students involved in news media should be members of a class. Also, change “college” to “student” in last line of third paragraph on AP.)
4. BP/AP 5013 Students in the Military – corrected versions emailed 3.06.13 to DCAA members
5. BP/AP 5015 Residence Determination – corrected versions emailed 3.06.13 to DCAA members
6. BP/AP 5020 Nonresident Tuition – corrected versions emailed 3.06.13 to DCAA members
7. BP/AP 5055 – Priority Enrollment (Ramiro Sanchez/Jane Harmon) – status update on legal review and Administrative Council discussion on student athletes – review revised AP 5055 from 2.28.13 DCAA meeting
8. BOT Strategic Objective 1.A Discussion – Districtwide General Education Subcommittee – Status Update (Mary Rees)
9. Enrollment Management (Riley Dwyer) – no handouts
10. DTRW-I Report (Erika Endrijonas) – no handouts
11. DTRW-SS Report (Erika Endrijonas) – no handouts

NEW BUSINESS
1. 2013-2014 DCAA Meeting Schedule (Jane Harmon/PeterSezzi) – no handouts
2. DCAA Governance Self-Appraisal (Clare Geisen) – no handouts
3. BP/AP 5035 Withholding of Student Records for Non-repayment of Financial Obligations (from 3.07.13 DTRW-SS)
4. BP/AP 5040 Student Records and Directory Information (from 3.07.13 DTRW-SS)
5. BP/AP 5052 Open Enrollment (from 3.07.13 DTRW-SS)
6. BP/AP 5200 Student Health Services (from 3.07.13 DTRW-SS)
7. BP/AP 5205 Student Accident Insurance (from 3.07.13 DTRW-SS)
8. BP/AP 5210 Communicable Diseases (from 3.07.13 DTRW-SS)
9. BP/AP 5300 Student Equity (from 3.07.13 DTRW-SS)
10. BP/AP 5400 Associated Student Elections (from 3.07.13 DTRW-SS)
11. BP/AP 5500 Standards of Conduct (from 3.07.13 DTRW-SS)
12. BP/AP 5520 Discipline Procedure (from 3.07.13 DTRW-SS)
13. BP/AP 5530 Student Rights and Grievances (from 3.07.13 DTRW-SS)

CONSENT ITEMS
Moorpark/Oxnard/Ventura College Curriculum Submissions from March 7, 2013
DTRW-I meeting

Next Meeting Date: April 25, 2013 – DAC Lakin Boardroom
DCAA 3.28.13 AGENDA

Approval of February 28, 2013 meeting notes
### Members:
- Chancellor’s Designee: Jane Harmon (MC)
- Faculty Co-Chair: Peter Sezzi (VC)
- Executive Vice Presidents: Erika Endrijonas (OC), Jane Harmon (MC), Ramiro Sanchez (VC)
- Vice President, Business Services Designee: David Keebler (VC)
- Academic Senate Presidents: Linda Kamaila (OC), Riley Dwyer (MC), Peter Sezzi (VC)
- College Faculty Designees: Nenagh Brown (MC), Shannon Davis (OC), Angelica Gonzales (VC)
- Additional Faculty Designees: Jim Merrill (OC), Mary Rees (MC), Gloria Arevalo (VC)
- Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor’s Cabinet Liaison/guest)
- Student Government Representatives: Juan Smith (OC), Hamza Shah (MC), Daniel Chavez (VC)

### Absent:
- Daniel Chavez, Riley Dwyer, David Keebler, Hamza Shah, Juan Smith

### Recorder:
- Laurie Nelson-Nuss

### Agenda Item
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<tr>
<th>Summary of Discussion</th>
<th>Action (If Required)</th>
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<tr>
<td><strong>Welcome</strong></td>
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<td>Approval of January 31, 2013 Meeting Notes</td>
<td>Dr. Harmon called the meeting to order at 2:04 pm. The minutes were approved with a minor change and abstention from Clare Geisen.</td>
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### OLD BUSINESS

1. **BP/AP 4030 Academic Freedom** – currently under review by Moorpark College Academic Senate and will return to February DCAA meeting (Riley Dwyer)

   DCAA approved BP/AP 4030 with minor corrections to the Board policy. The administrative procedure had no changes. This policy and procedure will go forward to Cabinet for review, before heading to the March Policy Committee for recommendation to the full Board for approval.

   Agendize BP/AP 4030 on Chancellor’s Cabinet 3.11.13 meeting

   3.08.13

   Laurie Nusser
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<td>2. BP/AP 4100 – Graduation Requirements for Degrees and Certificates (Academic Senates) – under review by Academic Senates and DTRW-I – revised AP 4100 with edits from DTRW-I 2.14.13 attached</td>
<td>Ventura College Academic Senate made changes to the administrative procedure (AP) at their last meeting. Mr. Sezzi will send the Ventura College revisions to the colleges’ curriculum chairs (sent via DropBox while in the meeting). This policy and procedure are still under review by the Moorpark Curriculum Committee. This item will come back to the next DCAA meeting for final review and Mr. Sezzi will send the final revised version to Ms. Nusser. This item is to go to the Board in April.</td>
<td>Review Ventura College Academic Senate’s revisions</td>
<td>ASAP</td>
<td>Curriculum Chairs</td>
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<td>Send final revisions to Laurie Nusser</td>
<td>3.22.13</td>
<td>Peter Sezzi</td>
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<td>Agendize for 3.28.13 DCAA</td>
<td>3.22.13</td>
<td>Laurie Nusser</td>
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<td>3. BP/AP 4240 – Academic Renewal (Academic Senates) – under review by Academic Senates</td>
<td>The most current version of AP 4240 was reviewed at the 1.24.13 DTRW-SS meeting, however, the 11.14.12 version was included in the DCAA agenda packet. There was dialog regarding academic renewal options, the petition process at the colleges, and districtwide standardization of procedures. The latest version of the procedure will be sent to DCAA and will also be reviewed by the Moorpark Academic Senate prior to the March DCAA meeting. This issue will return to DCAA in March for discussion.</td>
<td>Send latest version of AP 4240 to DCAA and Academic Senate presidents</td>
<td>ASAP</td>
<td>Angelica Gonzales</td>
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<td>Agendize for 3.28.13 DCAA</td>
<td>3.22.13</td>
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<td>4. AP 4260 Pre-requisites and Co-requisites – under review by Articulation Officers listserv – to return to DCAA with comments (Shannon Davis)</td>
<td>Ms. Davis reported only one response was received from the articulation officer listserv and many responses were received requesting our version when approved. Ms. Davis provided the Miracosta College version of AP 4260. There was discussion regarding the timing of approval of the procedure to enable AA-T curriculum submission for approval. Ms. Rees, Ms. Kama’ila, and Mr. Sanchez will review the Miracosta Administrative Procedure and the current VCCCD Administrative Procedure to meld the versions together and develop a draft for review by the Academic Senates before the March DCAA meeting and will subsequently go to the April Policy Committee.</td>
<td>Develop VCCCD draft of AP 4260</td>
<td>3.22.13</td>
<td>Mary Rees, Linda Kama’ila, Ramiro Sanchez</td>
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<td>Send Miracosta College version of AP 4260 to Laurie Nusser</td>
<td>ASAP</td>
<td>Shannon Davis</td>
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<td>5. BP/AP 4300 Field Trips and Excursions (Academic Senates) – reviewed and revised by DTRW-I 1.24.13; reviewed by DCAA 1.31.13, currently under review by Academic Senates</td>
<td>All Academic Senates and DCAA have approved the policy and procedure as presented. This policy and procedure will go forward to Cabinet for review, before heading to the March Policy Committee for recommendation to the full Board for approval.</td>
<td>Agendize BP/AP 4300 on Chancellor’s Cabinet 3.11.13 meeting</td>
<td>3.08.13</td>
<td>Laurie Nusser</td>
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<td>6. BP/AP 5055 – Priority Enrollment (Jane Harmon/Clare Geisen) – status update on legal review and Cabinet discussion on student athletes</td>
<td>The 1.31.13 DCAA revised version of the administrative procedure was reviewed and further changes were made by DCAA. The student athlete priority issue will be brought to Cabinet to discuss their inclusion within the priority groups. Mr. Sezzi will send the final revised version to Ms. Nusser, who will send it to the Academic Senates for review prior to returning to DCAA for March.</td>
<td>Send final revised 2.28.13 version of AP 5055 Agendize student athlete priority for next Cabinet meeting Agendize for 3.28.13 DCAA</td>
<td>ASAP</td>
<td>Peter Sezzi</td>
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<td>7. BOT Strategic Objective 1.A Discussion – Districtwide General Education Subcommittee – Status Update (Mary Rees)</td>
<td>Ms. Rees provided a report on the Districtwide General Education Subcommittee and noted there have been very good and productive discussions within this group. Articulation officers created a Course Disparity List among the three colleges, which was reviewed by the Subcommittee at their last meeting. There was discussion at the Subcommittee regarding General Education F – Ethnic/Gender Studies. The draft for AP 4025 will go to Academic Senates from the Subcommittee. The Subcommittee will meet in April to review all issues. AP 4025 should be approved by the end of March to include in the DCAA agenda.</td>
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<td>Laurie Nusser</td>
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<td>8. Enrollment Management (Riley Dwyer) – no handouts</td>
<td>This discussion was tabled due to the absence of Ms. Dwyer.</td>
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<td>9. DTRW-I Report (Erika Endrijonas) – no handouts</td>
<td>All items were discussed at DCAA that were discussed in DTRW-I in February.</td>
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<td>10. DTRW-SS Report (Erika Endrijonas) – no handouts</td>
<td>All items were discussed at DCAA that were discussed in DTRW-SS in February.</td>
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<td><strong>NEW BUSINESS</strong></td>
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<tr>
<td>1. BP/AP 4500 News Media (proposed drafts) – Cabinet request for DCAA review</td>
<td>DCAA has approved the policy and procedure as presented. This policy and procedure will go forward to Cabinet for review, before heading to the March Policy Committee for recommendation to the full Board for approval.</td>
<td>Agendize BP/AP 4500 on Chancellor’s Cabinet 3.11.13 meeting</td>
<td>3.08.13</td>
<td>Laurie Nusser</td>
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<tr>
<td>2. BP/AP 5013 Students in the Military</td>
<td>The correct versions were handed out at the meeting, which still require review by the Academic Senates. Ms. Nusser will send them to the Academic Senate presidents and the corrected version will return to DCAA for March.</td>
<td>Distribute current version to Academic Senates Agendize for 3.28.13 DCAA</td>
<td>ASAP</td>
<td>Laurie Nusser</td>
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<tr>
<td>3. BP/AP 5015 Residence Determination</td>
<td>The correct versions were handed out at the meeting, which still require review by the Academic Senates. Ms. Nusser will send them to the Academic Senate presidents and will return to DCAA for March.</td>
<td>Distribute current version to Academic Senates Agendize for 3.28.13 DCAA</td>
<td>ASAP</td>
<td>Laurie Nusser</td>
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<tr>
<td>4. BP/AP 5020 Nonresident Tuition</td>
<td>The correct versions were handed out at the meeting, which still require review by the Academic Senates. Ms. Nusser will send them to the Academic Senate presidents and will return to DCAA for March.</td>
<td>Distribute current version to Academic Senates Agendize for 3.28.13 DCAA</td>
<td>ASAP</td>
<td>Laurie Nusser</td>
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<tr>
<td>Curriculum Submissions Moorpark, Oxnard, Ventura</td>
<td>All curriculum submissions were approved without objection. Ms. Davis moved, Ms. Rees seconded, all in favor.</td>
<td>Add curriculum to 3.12.13 Board agenda</td>
<td>ASAP</td>
<td>EA to college presidents</td>
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<td><strong>Next Meeting Date:</strong></td>
<td>March 28, 2013 – 2 pm – DAC Lakin Boardroom</td>
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DCAA 3.28.13 AGENDA

OLD BUSINESS
BP/AP 4240 – Academic Renewal (Academic Senates) – under review by Academic Senates (correct version sent to DCAA members via email 3.5.13)
Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Chancellor shall, in consultation with the Academic Senates, establish procedures that provide for academic renewal.

See Administrative Procedure 4240.

Last Modified by Laurie Nusser on October 14, 2011
Students may petition to have a portion of previous college work disregarded in meeting academic requirements in the colleges of the VCCCD when that work is not considered to be reflective of the student’s present demonstrated ability and level of performance. Academic Renewal is intended to facilitate the completion of requirements necessary for an academic degree or certificate, or transfer.

**Academic Renewal Options**

A student may petition to disregard a maximum of 24 semester units of any courses with less than a “C” or equivalent grade. Academic renewal may not be applied to any course that has been used to satisfy associate degree, certificate of achievement, IGETC or CSU-GE transfer general education breadth requirements. A student may disregard a maximum of 24 or fewer semester units of any courses with less than a “C” or equivalent grade taken during any five terms maximum (summer is considered one term), not necessarily consecutively.

- once only, to eliminate grade point calculations and credits from selected portions of previous college work which is not reflective of the student’s present demonstrated ability and level of performance. The student may petition for Academic Renewal to disregard previous substandard college work by selecting one of the following options:
- Disregard a maximum of 15 or fewer semester units of any courses with less than a “C” or equivalent grade taken during any one or two terms (maximum two terms), not necessarily consecutively; or
- Disregard all courses from two consecutive terms (one summer or intersession may be regarded as equivalent to one semester at the student’s discretion). Courses and units taken at any institution may be disregarded.

**Eligibility**

To qualify for academic renewal, students must do all of the following:

- Complete at least 12 units in residence in the colleges of the VCCCD
- Submit official transcripts of all college work
- Wait for twelve months years since after the course work to be disregarded was is completed (summer intersession may be counted as a term)
- The student has subsequently completed at least 30 semester units with a minimum 2.40 GPA. Students must demonstrate recent academic success based on the coursework they have completed at any regionally accredited college after the coursework that is being petitioned for exclusion through academic renewal. Recent academic success may be demonstrated by one of the following:
  - Completing at least 12 semester units with a minimum 3.0 cumulative GPA, or
  - Completing at least 15 semester units with a minimum 2.5 cumulative GPA, or
  - Completing at least 24 semester units with a minimum 2.0 cumulative GPA

- The colleges of the VCCCD will honor similar actions by other regionally accredited colleges and universities in determining grade point averages and credits.

**Petition Process**

The petition form for this purpose, is “Petition for Academic Renewal” is initiated by the student through a Counseling appointment.

**Recording of Academic Renewal:**

Once the Petition of for Academic Renewal is granted, the student’s permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history. Academic renewal actions are permanent and irreversible.

The student should be aware that other colleges or universities may have different policies concerning Academic Renewal and may not honor this policy.
DCAA 3.28.13 AGENDA

AP 4260 Pre-requisites and Co-requisites – review draft developed from MiraCosta College model by VC Academic Senate
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.
AP 4260 Prerequisites, Co-requisites and Advisories on Recommended Preparation

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 5 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 prerequisites 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 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

A prerequisite or co-requisite shall be exempt from scrutiny if it satisfies any of the following criteria (per Title 5 55003(e)): 1. It is required by statute or regulation; or 2. It is part of a closely related lecture-laboratory course pairing within a discipline; or 3. 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 mutually agreeable to the college administration and the college’s Academic Senate (per Title 5 55002(a0(1)). A college Curriculum Committee reviews and approves the

3.28.13 DCAA review – revisions from PSezzi VC Academic Senate to existing AP 4260
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 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 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 of Instruction 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 Committee 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.
---college will, in consultation with the Chancellor, develop and implement a plan setting for the 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 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\textit{(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 prerequisite and/or co-requisite. A prerequisite and/or co-requisite shall be waived when space in the prerequisite and/or co-requisite course is not available (per Title 5 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 Office. 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 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 were not 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.
DCAA 3.28.13 AGENDA

BP/AP 4500 Student News Media – returned from 3.11.13 Chancellor’s Cabinet
The Chancellor will establish student news media procedures that recognize the exercise of free expression by students upon the premises of each community college maintained by the District. Such procedures shall not prohibit the right of students to exercise free expression, except that expression which is obscene, libelous, or slanderous according to current legal standards, incites students as to create a clear and present danger of the commission of unlawful acts on community college premises, violates lawful community college regulations, or causes substantial disruption of community college operations.

See Administrative Procedure AP 4500.
**Philosophy**

Student news media are any news/feature publications issued under the Colleges, funded by the District, and produced by students as an integral part of instruction in journalism. They may include, but are not limited to, student news productions online, in print, and broadcast journalism when produced under the advisement of a campus-appointed student news media advisor, or under the advisement of a campus-appointed student news media advisor and the auspices of a student editorial board. The term "editorial" refers to all content other than advertising.

Student news media, as laboratory publications of the journalism curriculum, shall provide vehicles to train students for careers in the media and mass communications. Student news media shall also serve the Colleges in the Ventura County Community College District by reporting the news, including college events and activities, providing a forum for comment and criticism, and encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States.

Student news media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion on college campuses. Student news media shall exercise editorial freedom in order to maintain their integrity as vehicles for free inquiry and free expression in the VCCCD community. At the same time, the editorial freedom of the college-student news media shall entail corollary responsibilities.

Each student news medium is published as a learning experience. The editorial and advertising materials published in each news medium, including any opinions expressed, are the responsibility of the student staff. An editorial board will be formed, and written editorial policies developed to guide the student news media organization. Under appropriate state and federal court decisions, these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. These procedures are adopted so as to encourage a responsible exercise of such freedom.
DCAA 3.28.13 AGENDA

BP/AP 5013 Students in the Military – corrected versions emailed 3.06.13 to DCAA members
BP 5013 Students in the Military

Reference:
*Education Code Sections 68074, 68075, 68075.5; Title 5, Section 55758, 54041, 54042, 54050, 58620*

The colleges of the Ventura County Community College District shall provide services for students in the Military for the purpose of furthering equality of educational opportunity and academic success. The purpose is to bring the student and the district into agreement regarding the student’s educational goal through the district’s established programs, policies, procedures and requirements.

The VCCCD Board of Trustees Chancellor shall establish procedures defining enrollment priorities, limitations, and processes for students in the Military in compliance with federal and state law.
AP 5013 STUDENTS IN THE MILITARY

References:
Education Code Sections 68074, 68075, and 68075.5;
Title 5 Sections 55023, 55024, 54041, 54042, 54050, and 58620;
Military and Veterans Code Section 824

Tuition and Fees for Military Personnel and Dependents

Active duty military personnel and their dependents, military veterans and their dependents are subject to the same criteria and regulations regarding the establishment of California residency as other non-resident students. The information provided herein refers to the assignment of California residency based on active-duty or discharged veteran status solely for the purposes of determining the tuition and fees for eligible service members, former service members and their dependents.

A student who is a member of the Armed Forces of the United States stationed in this state on active duty is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

If that member of the Armed Forces of the United States who is in attendance at an institution is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, he or she shall not lose his or her resident classification so long as he or she remains continuously enrolled at that institution.

A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the Armed Forces of the United States stationed in this state on active duty is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

If that member of the Armed Forces of the United States, whose dependent natural or adopted child, stepchild, or spouse is in attendance at an institution, (1) is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, or (2) is thereafter retired as an active member of the Armed Forces of the United States, the student dependent shall not lose his or her resident classification so long as he or she remains continuously enrolled at that institution.

Military Veteran Exception:

A community college student who was a member of the Armed Forces of the United States stationed in this state on active duty for more than one year immediately prior to being discharged shall be exempt from paying nonresident tuition for up to one year if he or she files an affidavit with the community college stating that he or she intends to establish residency in California as soon as possible.
The one year exemption provided in paragraph (1) shall be used while the student lives in this
state and within two years of being discharged.

A former member of the Armed Forces of the United States who received a dishonorable or bad
conduct discharge shall not be eligible for an exemption pursuant to this section.

A student claiming the residence classifications provided for in this procedure must provide a
statement from the student’s commanding officer or personnel officer providing evidence of
active duty assignment to California and the date of the assignment to California, and that the
assignment to active duty in California is not for educational purposes. A student claiming the
residence classifications provided for here for the dependent of military personnel shall provide a
statement from the military person’s commanding officer or personnel officer that the military
person’s active duty station assignment is in California on active duty as of the residence
determination date, or has been transferred outside of California on active duty after the
residence determination date, or that the military person has retired from active duty after the
residence determination date. (Title 5 Sections 54041; 54042)

Note that the residency status conferred under this section does not entitle students to the full
benefits of classification as a California resident. Students will need to petition for
reclassification to California resident status as soon as they are eligible to do so.

Withdrawal Policies for Members of the Military: Military Withdrawal Based on Orders
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. Other types of
verifying documentation may be considered only if orders are unavailable providing they verify
the dates and location of military assignment that compelled or compels withdrawal from classes.
Military withdrawal may be requested at any time upon the student’s return to college.

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 (course
repetition), or in the calculation of a student’s academic progress for the determination of
academic standing.
The student will be eligible to receive a full refund for all fees paid in the term for which the military withdrawal was granted. The cost of books and supplies may be eligible for refund pursuant to the policies and procedures of the campus bookstore.

**Credit for Military Educational Training**

The colleges of the Ventura County Community College District will recognize and grant credit to service personnel for formal educational training completed in the United States armed forces provided such credit is not a duplication of work taken previously.

Service personnel may be allowed credit for formal service school courses offered by the United States military service recommended in the Guide to the Evaluation of Educational Experiences in the armed services of the American Council on Education. The credit allowed will be based upon the recommendations specified in the Guide.

Students must submit an official transcript of military education to the Registrar’s Office for evaluation of military credit. The maximum amount of credit which may be allowed toward satisfaction of college requirements shall be 12 units. All military credit will be posted to the student’s transcript as units earned.

**Priority Registration for Military Veterans**

Military veterans will be accorded level one priority registration in compliance with state and federal law.

**Veterans’ Administration Education Assistance Programs**

The colleges of the Ventura County Community College District are approved to process claims for students who are eligible to receive educational benefits under various Veterans’ Administration Education Assistance Programs.
DCAA 3.28.13 AGENDA

BP/AP 5015 Residence Determination – corrected versions emailed 3.06.13 to DCAA members
Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend.

Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

See Administrative Procedure 5015.

Revised 10/28/12 11/14/12
AP 5015 Residence Determination

References:
Education Code Sections 68000 et seq. and 68130.5;
Title 5 Sections 54000 et seq.

Note: This procedure is legally required except as noted. Districts may insert their local practices here. The following is provided as an illustrative example.

Residence Classification – Residence classification is the responsibility of the Registrar’s Office and shall be determined for each student at the time of each registration application for admission and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made pursuant to California Education Code and Title 5 Administrative Code, and in accordance with the following provisions:

- A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

Residence classification is the responsibility of the Registrar’s Office.

Students must be notified of residence determination within 14 calendar days of submission of application.

Rules Determining Residence

- A student who has resided in the state for more than one year immediately preceding the residence determination date is a resident.

- A student who has not resided in the state for more than one year immediately preceding the residence determination date is a nonresident.

The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:

- Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.

- A person may have only one residence.

- A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
A residence cannot be lost until another is gained.

The residence can be changed only by the union of act and intent.

A man or a woman may establish his or her residence. A woman's residence shall not be derivative from that of her husband.

The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.

The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

**Determination of Resident Status**

A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

- A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.

- A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he/she has resided in the state the minimum time necessary to become a resident.

- A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate premajority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.

- A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an
institution, shall be entitled to resident classification if each student meets any of the following requirements:

- He/she holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.

- He/she holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.

- He/she is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.

- A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student’s residency status will be determined under the other provisions of this procedure.

- A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time necessary to become a resident.

- A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. If the member of the armed forces of the United States later transferred on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his or her resident classification until he/she has resided in the state the minimum time necessary to become a resident.

- A student who is a member of the armed forces of the United States stationed in this state on active duty, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees.
A student who was a member of the armed forces of the United States stationed in this state on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he/she lives in this state after being discharged up to the minimum time necessary to become a resident.

A student who is a minor and resides with his or her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.

A student who is a native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.

A student who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.

A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if he/she has sufficient income to have personal income tax liability shall be entitled to resident classification.

Residency Determination for Military Personnel and Dependents

Consult BP/AP 5013 “Students in the Military” for information regarding residency determination as applied to active-duty military personnel and their dependents.

27 February 2013 revision_Registrars
DTRW-SS review 1.24.13
DCAA review 2.28.13 – sent for Academic Senate Review 3.06.13
DCAA review 3.28.13
Recallification – A student previously classified as a non-resident may be reclassified as of any residence determination date upon submission of a Request for Residency Reclassification and adequate documentation to support that California residency has been established. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

Petitions Requests for Residency Reclassification are to be submitted to the appropriate office as identified above. Written documentation may will be required of the student in support of the reclassification request.

Petitions Reclassification requests must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.

A questionnaire to determine financial independence must be submitted with the petition is included in the request for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college District (Education Code Section 68044). The determination that a student is not financially independent will weigh against a request for reclassification.

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent in the calendar year prior to the year the reclassification application is made;
- Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.

Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is

Comment [j1]: During my training, Elias said that there is no deadline for a student to submit their documentation to clear their residency. As long they have resided long enough and provide the documentation, we could change their residency at any time in the term.
dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

The Registrar's Office will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.

Students have the right to appeal according to the procedures above below.

Non-Citizens – The District will may admit any non-citizen who is 18 years of age or a high school graduate.

If non-citizens are present in the United States illegally without lawful immigration status or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

Non-citizens who are undocumented or are present in the U.S. in an immigration status that does not allow them to establish residency here may become eligible for California residency once they take steps to change their immigration status to one that does allow the establishment of U.S. and California residency, and are able to meet all other requirements for California residency.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.

A student who is without lawful immigration status may be exempted from payment of non-resident tuition pursuant to AB540 provided they submit verifiable documentation to certify that classified as a resident if he or she meets the following requirements:

- high school attendance in California for three or more years;
- graduation from a California high school or attainment of the equivalent thereof;
- registration for classes not earlier than the fall semester or quarter of 2001-2002;
- the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he or she is eligible to do so.
- Verifiable documentation shall include the self-certifying affidavit required by the California Community Colleges’ Chancellor’s Office, and may include high school transcripts or other acceptable documents verifying attendance and graduation.
The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Registrar's Office. Students may appeal the decision.

**Right To Appeal** – Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Registrar's Office may make written appeal to the Dean of Student Services or designee within 30 calendar days of notification of final decision by the college regarding classification.

**Appeal Procedure** – The appeal is to be submitted to the appropriate dean, which must forward it to the [designate, such as Chief Student Services Officer] within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal. The appeal must include a cover letter indicating the student’s rationale, and the documented, verifiable evidence as to why his or her residency classification is incorrect.

The appropriate dean shall review all the applicable records including the application for admission (may be a copy of the student’s online admission application), the residency reclassification request form and supporting documentation, and has the right to may request additional information from either the student or the Admissions Registrar's Office.

Within 30 calendar days of receipt, the appropriate dean shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.
DCAA 3.28.13 AGENDA

BP/AP 5020 Nonresident Tuition – corrected versions emailed 3.06.13 to DCAA members)
Nonresident students shall be charged nonresident tuition for all units enrolled.

No later than February 1 of each year, the Chancellor shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Chancellor shall establish procedures regarding the charging, collection, waiver, and refunds of nonresident tuition.

The Chancellor is authorized to implement a fee to be charged only to persons who are both citizens and residents of foreign countries pursuant to existing law to students who are not residents of California, including persons who are classified as international students. The Board finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.

Students’ self-certification may serve as proof of high school attendance and graduation (or its equivalent). Students’ self-certification may serve as proof of high school attendance and graduation (or its equivalent). No later than February 1 of each year, the Chancellor shall bring to the Board for approval an action to establish international student tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the county of which they are a citizen and resident, or if they demonstrate economic hardship. Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence
that they are citizens and residents of a foreign country and that they are receiving Aid to Families with Dependent Children, Supplemental Income/State Supplementary benefits, or general assistance.

See Administrative Procedures 5020.

Revised 10/28/12 11/14/12
1. Nonresident Tuition
The nonresident and capital outlay surcharge fees will be set by the VCCCD Board of Trustees no later than February 1 of each year. The calculation will reflect the expense of education in the preceding fiscal year according to the Budget and Accounting Manual.

Students who are not residents of California, including persons who are classified as international students, for one year prior to the first day of the term will be charged nonresident tuition and a capital outlay surcharge at the Board-approved rate per semester unit unless they are exempted by statute. All N nonresident students must pay nonresident tuition in addition to the California Community College enrollment mandatory fees.

2. Reclassification to California Resident
A student who believes that he or she should be reclassified as a resident student has the responsibility to request a change of classification in the Admissions Office prior to registration and in accordance with AP 5015.

A student who believes that he or she should be reclassified as a resident student has the responsibility to request a change of classification in Residency Reclassification Request to the Admissions Office prior to registration and Students may be considered for reclassification to California resident status if they have resided in California for no less than one year and one day immediately preceding the term for which residency is requested; and are able to present verifiable documentation to support the actions that express their intent to establish California residency.

A student previously classified as a non-resident may be reclassified as of any residence determination date upon submission of a Request for Residency Reclassification and adequate documentation to support that California residency has been established in accordance with AP 5015.

3. Exceptions to Payment of Nonresident Tuition

Military Resident Exception: Non-resident U.S.:

A student who is a member of the Armed Forces of the United States stationed in this state on active duty is entitled to resident classification only for the purpose of determining the amount of tuition and fees.
If that member of the Armed Forces of the United States who is in attendance at an institution is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, he or she shall not lose his or her resident classification so long as he or she remains continuously enrolled at that institution.

A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the Armed Forces of the United States stationed in this state on active duty is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

If that member of the Armed Forces of the United States, whose dependent natural or adopted child, stepchild, or spouse is in attendance at an institution, (1) is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, or (2) is thereafter retired as an active member of the Armed Forces of the United States, the student dependent shall not lose his or her resident classification so long as he or she remains continuously enrolled at that institution.

Military Veteran Exception:

A community college student who was a member of the Armed Forces of the United States stationed in this state on active duty for more than one year immediately prior to being discharged shall be exempt from paying nonresident tuition for up to one year if he or she files an affidavit with the community college stating that he or she intends to establish residency in California as soon as possible.

The one year exemption provided in paragraph (1) shall be used while the student lives in this state and within two years of being discharged.

A former member of the Armed Forces of the United States who received a dishonorable or bad conduct discharge shall not be eligible for an exemption pursuant to this section.

Civil Service Employee Exception:

A student who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification only for the purpose of determining tuition and fees if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

AB540 California High School Graduate Attendance and Graduation Exception:

Students without lawful immigration status and U.S. citizens who are not residents of California may be entitled to exemption from nonresident tuition if they meet all of the following criteria:

- who attended high school in California for three or more years
- graduated from a California high school or attained the equivalent
- filed an affidavit stating that they have filed or will file an application to legalize their immigration status as soon as possible
are exempt from nonresident tuition. Students without lawful immigration status must file an affidavit stating that the student has filed an application to legalize their immigration status, or will do so as soon as possible. Students’ self-certification may serve as proof of high school attendance and graduation (or its equivalent). Verifiable documentation shall include the self-certifying affidavit required by the California Community Colleges’ Chancellor’s Office, and may include high school transcripts or other acceptable documents verifying attendance and graduation.

Nonimmigrant alien students (students who are present in the U.S. on a nonimmigrant visa) are not eligible for this exemption.

Eligibility for an AB540 exemption does not result in the student being classified as a California resident.

September 11, 2001 Exception:

If an individual who was killed in the terrorist attacks on the World Trade Center in New York City, the Pentagon in Washington, D.C., or the crash of United Airlines Flight 93 was a resident of California on September 11, 2001, or if their dependent was a resident on that date and if they meet the financial need requirement for the Cal Grant A Program, the dependents of this individual may be exempt from nonresident tuition. If the dependent is a spouse, the exemption applies until January 1, 2013. If the dependent is a child, the exemption applies until the person reaches the age of 30.

A student who remains in this state after his or her parent, who was theretofore domiciled in California for at least one year immediately prior to leaving and has, during the student's minority and within one year immediately prior to the residency determination date, established residence elsewhere, shall be entitled to resident classification until he or she has attained the age of majority and has resided in the state the minimum time necessary to become a resident, so long as, once enrolled, he or she maintains continuous attendance at an institution.

Care and control exception for minors:

A student shall be entitled to resident classification if, immediately prior to enrolling at an institution, he or she has lived with and been under the continuous direct care and control of any adult or adults, other than a parent, for a period of not less than two years, provided that the adult or adults having control have been domiciled in California during the year immediately prior to the residence determination date. This exception shall continue until the student has attained the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.

Exception for minor dependents of California resident parent:

Notwithstanding Section 68062, a student who (a) has not been an adult resident of California for more than one year and (b) is either the dependent child of a California resident who has had residence in California for more than one year prior to the residence determination date, or has a parent who has both contributed court-ordered support for the student on a continuous basis and
has been a California resident for a minimum of one year, shall be entitled to resident classification. This exception shall continue until the student has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.

Bureau of Indian Affairs exception:

A student who is a graduate of any school located in California that is operated by the United States Bureau of Indian Affairs, including, but not limited to, the Sherman Indian High School, shall be entitled to resident classification. This exception shall continue so long as continuous attendance is maintained by the student at an institution.

A student who is a native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district. As used in this section, "native American" means an American Indian.

Public School Credentials exception:

A student holding a valid credential authorizing service in the public schools of this state who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution is entitled to resident classification if that student meets any of the following requirements:

1. He or she holds a provisional credential and is enrolled at an institution in courses necessary to obtain another type of credential authorizing service in the public schools.

2. He or she holds a credential issued pursuant to Section 44250 and is enrolled at an institution in courses necessary to fulfill credential requirements.

3. He or she is enrolled at an institution in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Section 44259.

(b) Notwithstanding any other provision of law, a student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student shall be subject to Article 5 (commencing with Section 68060).

Exception for employee of state agency or institution assigned to work out of state:

A student who is a full-time employee of an institution or of any state agency who is assigned to work outside of the state, or a student who is a child or spouse of a full-time employee of an institution or of any state agency who is assigned to work outside of the state, may be entitled to resident classification, as determined by the governing boards, until he or she has resided in the state the minimum time necessary to become a resident.

Amateur Student Athlete exception:
Any amateur student athlete in training at the United States Olympic Training Center in Chula Vista is entitled to resident classification for tuition purposes until he or she has resided in the state the minimum time necessary to become a resident. "Amateur student athlete," for purposes of this section, means any student athlete who meets the eligibility standards established by the national governing body for the sport in which the athlete competes.

Federal civil service employee exception:

A student who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification at a California community college if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident pursuant to Section 68017, so long as the student continuously attends an institution of public higher education. It shall be the responsibility of the California Community Colleges, the California State University, and the University of California to certify qualifying military mission realignment actions under this section.

Exception for minors who emancipate from or age out of California child welfare system:

A student who currently resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he or she has resided in the state the minimum time necessary to become a resident.

Other Exemptions

Other limited exemptions from non-resident tuition may be authorized. Eligibility for exemption shall be approved by the campus Vice President of Business Services or his or her designee.

4. Payment

Fees must be paid in full at the time of registration, or payment arrangements must be made using the district-approved payment plan option.

5. Refunds

The same refund guidelines apply as those for other registration fees. Courses must be dropped by the refund deadlines for each semester/session to generate a fee credit or refund. Nonresident Tuition is refunded at a rate of 100% for classes that are dropped by the 10% withdrawal deadline, and at a rate of 50% for classes that are dropped by the 20% withdrawal deadline. No fee credits or refunds are issued for withdrawals that occur after the 20% withdrawal deadline.
DCAA 3.28.13 AGENDA

BP/AP 5055 – Priority Enrollment
(Ramiro Sanchez/Jane Harmon) – status update on legal review and Administrative Council discussion on student athletes – review revised AP 5055 from 2.28.13 DCAA meeting
The Chancellor, in consultation with the Academic Senates, shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

See Administrative Procedure 5055.
Pursuant to Title 5 Section 58106; Education Code Section 66025.8 et. seq. within the Ventura County Community College District, registration appointments are given to matriculated students in good standing in the following order:

1. As defined by statute, Active military, military veterans, DSPS students, EOPS students, foster youth, former foster youth as defined by statute, EOPS students, DSPS students, CalWORKS students,
2. CalWORKS students, verified student athletes in their second semester who have met with a designated athletics counselor
3. Continuing students with 45-75 units* (waivers for majors exceeding 75 units may be requested through the Counseling Department)
4. Continuing students with 30-44 units*
5. Continuing students with 15-29 units*
6. Continuing students with 1-14 units*
7. Newly matriculated students and returning students with less than 76 units
8. New students who have not gone through matriculation
9. Open registration for all students (except “9.” below), including students with 76+ units (unless granted a waiver under item 2 above)
10. Special admission high school students

*Completed and in progress VCCCD units. Basic skills and non-degree applicable units shall not be counted.

**Continuing Student**: a student who has been enrolled in one or more of the two previous primary semesters.

**Returning Student**: a student who has been previously enrolled, but not enrolled for either of the previous two primary semesters.

**Primary Semesters**: fall and spring
DCAA 3.28.13 AGENDA

BOT Strategic Objective 1.A Discussion –
Districtwide General Education Subcommittee –
Status Update (Mary Rees)
No handouts
DCAA 3.28.13 AGENDA

Enrollment Management (Riley Dwyer)
No handouts
DCAA 3.28.13 AGENDA

DTRW-I Report (Erika Endrijonas)
No handouts

DTRW-SS Report (Erika Endrijonas)
No handouts
DCAA 3.28.13 AGENDA

2013-2014 DCAA Meeting Schedule
(Jane Harmon/Peter Sezzi)
DCAA 3.28.13 AGENDA

DCAA Governance Self-Appraisal
(Clare Geisen)
No handouts
DCAA 3.28.13 AGENDA

BP/AP 5035 Withholding of Student Records for Non-repayment of Financial Obligations (from 3.07.13 DTRW-SS)
Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.

The Governing Board shall establish administrative procedures in accordance with state law which allow that grades, transcripts, diplomas and registration privileges, or any combination thereof, shall be withheld from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due the district or a college within the district.
The colleges of the District shall withhold grades, transcripts, diplomas, and registration privileges, or any combination thereof, from any student or former student who fails to pay a proper financial obligation due the District or a college, provided that the student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student tuition and fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

The Registrar’s Office, upon proper notification and justification by administrators in charge of student discipline, may withhold grades, transcripts, diplomas and registration privileges, or any combination thereof, for students who are under suspension, academic or progress probation, or are in violation of any disciplinary contract.

Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.
DCAA 3.28.13 AGENDA

BP/AP 5040 Student Records and Directory Information (from 3.07.13 DTRW-SS)
The Chancellor shall establish administrative procedures and safeguards in compliance with applicable federal and state laws relating to the privacy and release of student records which assure that:

- Student records are maintained and released in compliance with applicable state and federal laws regardless of students’ age.

- Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.

- No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

- Students shall be notified annually in the colleges’ catalogs and/or through other means of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

- Directory information may include: student’s name; address; telephone number; date of birth; major field of study; participation in officially recognized activities and sports; dates of attendance; degrees and awards received; the most recent educational institution attended by the student; and weight and height of members of athletic teams.

- Student records cannot be accessed or modified by any person not authorized to do so.

See Administrative Procedure 5040.
DCAA 3.28.13 AGENDA

BP/AP 5052 Open Enrollment (from 3.07.13 DTRW-SS)
The policy of the Ventura County Community College District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to section 55003 regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations. The Chancellor shall assure that this policy statement is published in the catalog(s) and schedule(s) of classes and addenda to the schedule of classes.

Enrollment in specific courses or programs may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning, or legal requirements imposed by statute, regulations or contracts. The District may use procedures that are consistent with any of the approaches described in Title 5 Section 58106 for determining enrollment into affected courses when any of the factors for enrollment limitations are present. Enrollment may also be subject to any the enrollment priority system pursuant to language contained in, established by, AP 5055 titled Enrollment Priorities.

The Chancellor shall establish administrative procedure that includes the right of a student to challenge an enrollment limitation established pursuant to section 58106 of Division 6 of Title 5 of the California Code of Regulations.

See Administrative Procedure 5052.
DCAA 3.28.13 AGENDA

BP/AP 5200 Student Health Services
(from 3.07.13 DTRW-SS)
Student health services shall be provided in order to contribute to the education aims of students by promoting physical and emotional well being through health oriented programs and services.
The Student Health Center on each campus is funded by the Student Health Fee (per Education Code Section 76355), and shall be available upon request to students who are currently registered in the current semester at the time of service and have paid the health fee. Incoming students, accepted to academic programs with health requirements as entry prerequisites, may have their health requirements met through the student health centers.

Written practices and protocols for Student Health Center staff and procedures specific to registered nursing and licensed clinical social work activity in student health services are maintained in the offices of the Student Health Services Coordinator.

Student health services are not comprehensive and are not structured to address all the health care needs of District students.

Services may include:

- Clinical Care Services
- Health Education
- Mental Health Services

Special Services
The primary focus of Clinical Care services is assessment, treatment and referral. Services may include: first aid and basic emergency care, immunizations, TB screenings, lab work, and medication associated with acute illness, communicable disease control, and fee-based health appraisals for academic programs requiring medical clearance.

As a secondary function, and to maintain the health of the campus community, the Student Health Centers may offer lab work or immunization for a fee.

Clinical Care Services are not a substitute for a student’s primary medical care. Ongoing treatment will be referred to a student’s own physician. Medical management should be supplemental to the primary treatment plan established by the student’s own physician. If the student does not have a primary care provider, effort is made to connect them with community resources and transfer care.

Health education occurs during both Clinical Care and as outreach activities, and supports the goal of prevention.
The primary focus of Mental Services is crisis management and short term psychological counseling, and the safety of the general college population from potential disruption of the learning environment by the student in crisis. Mental Health services center on prevention, stabilization, initiation of case management and referral, prevention, crisis intervention, and initiation of case management for referral.

No health fee supported services are conducted expressly for student athletes or athletic teams beyond the scope of services provided to the general student population.

No health fee supported services may be used for providing care/services to employees. Services rendered to VCCCD employees for first aid, TB clearance, and required immunizations will be financially supported by the employee or VCCCD.

Special Services include Student Insurance Program, and participation on Campus Behavior Intervention, and Emergency Preparedness.
DCAA 3.28.13 AGENDA

BP/AP 5205 Student Accident Insurance
(from 3.07.13 DTRW-SS)
The District shall assure that students are covered by accident insurance in those instances required by law or contract.
Student and Athlete accident insurance is funded by the Student Health Fee (Title 5, Education & California Education Code Section 76355). The Student Health Fee may not fund the athletic accident insurance portion of the policy (California Education Code Section 76355). The athletic accident insurance is funded by the athletic division.

Student and Athlete insurance is available to:
- Enrolled and registered students injured while attending regularly scheduled classes at college or while attending college-sponsored activities, including club activities, or traveling under college supervision to and from college sponsored events.
- Enrolled and registered student athletes injured while participating in or attending any regularly scheduled practice or competition supervised by an authorized representative of the college or while traveling directly to and from practice or competition with other members as a group, provided such travel is supervised by an authorized representative of the college.
- Child(ren) of enrolled and registered students while in or about the child care facility provided by the college, provided that the facility is on the college campus.
- Official Visitors who have been formally invited to the campus or who are on campus to conduct research or to address the faculty and/or students. Vendors and non-student spectators, regardless of activity, are not Official Visitors.

The District or their representative(s) is not authorized to guarantee payment of Student and Athlete Accident Insurance claims. Questions regarding payment of claims are directed to the current student and athletic accident insurance vendor.
DCAA 3.28.13 AGENDA

BP/AP 5210 Communicable Diseases
(from 3.07.13 DTRW-SS)
The Chancellor shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.

See Administrative Procedure 5210.
The District shall:

Cooperate with local health officers in measures necessary for the prevention and control of communicable diseases in students

Ensure compliance with any immunization program required by the State Department of Health Services regulations.
DCAA 3.28.13 AGENDA

BP/AP 5300 Student Equity
(from 3.07.13 DTRW-SS)
The Board is committed to assuring student equity in educational programs and college services. The Chancellor shall establish and implement a student equity plan that meets the Title 5 standards for such a plan. The Colleges of the District shall establish and implement a student equity plan that meets Title 5 standards for such practice.

See Administrative Procedure 5300.
Each college in the District has a student equity plan. The plan is filed as required to the Chancellor’s Office of California Community Colleges following approval by the Board.

The Student Equity Plan shall address:

- Involvement by appropriate people from the community who can articulate the perspective and concerns of historically underrepresented groups.
- The active involvement of the groups on campus.
- Campus-based research as to the extent of student equity.
- Institutional barriers to equity.
- Goals for access, retention, degree and certificate completion, English as a Second Language (ESL) and basic skills completion, and transfer for each historically underrepresented group.
- Activities most likely to be effective to attain goals, including coordination of existing student equity related programs.
- Sources of funds for the activities in the plan.
- A schedule and process for evaluation of progress toward the goals.
- An executive summary that describes the groups for whom goals have been set, the goals, the initiatives that the District/each College will undertake to achieve the goals, the resources budgeted for that purpose, and the District officer or employee who can be contacted for further information.

The Student Equity Plan shall be developed, reviewed, maintained, and updated under the supervision of the EVP for Student Learning, or designee, on each campus.
DCAA 3.28.13 AGENDA

BP/AP 5400 Associated Student Elections
(from 3.07.13 DTRW-SS)
The students of the District are authorized to organize student body associations. The Board hereby recognizes that these associations as the Associated Students of the District at Moorpark, Oxnard, and Ventura Colleges.

The Associated Students organization is recognized as the official voice for the students in District decision-making processes. It may conduct other activities as approved by the Chancellor. The Associated Students activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students organizations shall conduct itself in accordance with state laws and regulations and administrative procedures established by the Chancellor. Advisement Guidance will be provided to the Associated Students for proper direction and assistance with all student activities.

The Associated Students organizations shall be granted the use of the District premises subject to such administrative procedures as may be established by the Chancellor. Such use shall not be construed as transferring ownership or control of the premises.

See Administrative Procedure 5400.
Each College of the Ventura County Community College District shall have one Associated Students Organization.

Membership in student organizations is open to all students. Both day and evening student representatives shall be encouraged.

Policies and practices of the Associated Students shall be outlined in the Constitution and By-laws as established and reviewed regularly by student leadership.

The Associated Students Organizations may conduct such activities as are consistent with the purposes of the organization, the educational and social goals of the College, and approved policies and procedures of the College and the District.

A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations, and policies established. Meetings will be held in compliance with the Brown Act.

A simple majority of the elected voting members of the Associated Students Organization governing body shall constitute a quorum.
DCAA 3.28.13 AGENDA

BP/AP 5500 Standards of Conduct
(from 3.07.13 DTRW-SS)
The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.

The Board shall consider any recommendation from the Chancellor for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means. Students who violate any of the following standards for student conduct while on the college campus or at on or off-campus college-sponsored activities are subject to the procedures outlined in Administrative Procedures 5520: Student Discipline Procedures:

1. Causing, attempting to cause, or threatening to cause physical injury to another person or to one’s self.

2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a district employee, with concurrence of the College President.

3. Use, possession (except as expressly permitted by law), distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college-sponsored event.

4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law. This includes the use or possession of medically authorized marijuana while on school property.

5. Committing or attempting to commit robbery or extortion.

6. Causing or attempting to cause damage to District property or to private property on campus.

7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.

8. Willful or persistent smoking use of other tobacco products, or “electronic cigarettes” in any area where smoking has been prohibited by law or by regulation of the college or the District.

9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
The District’s response to instances of sexual harassment will follow the processes identified in Board Policy and Administrative Procedures 3430.

10. Engaging in stalking, intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation and cyberbullying.

110. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized college activities.

124. Disruptive behavior, willful disobedience, profanity, vulgarity or other offensive conduct, or the open and persistent defiance of the authority of District/college personnel in performance of their duties.

132. Academic dishonesty, cheating, or plagiarism.

143. Forgery; alteration or misuse of District/college documents, records or identification; or knowingly furnishing false information to the District/college or any related off-site agency or organization.

154. Unauthorized entry to or use of District/college facilities.

165. Violation of district/college rules and regulations including those concerning student organizations, the use of District/college facilities, or the time, place, and manner of public expression or distribution of materials.

17. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.

186. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

197. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to written class materials, except as permitted by District policy, or administrative procedure.

2048. Violation of professional ethical code of conduct in classroom or clinical settings as identified by state licensing agencies (Board of Registered Nursing, Emergency Medical Services Authority, Title 22, Peace Officers Standards & Training, California Department of Public Health). Students who engage in any of the above are subject to the procedures outlined in AP 5520.

See Administrative Procedure 5500.
The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student:

1. Causing, attempting to cause, or threatening to cause physical injury to another person or to one’s self.
2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a district employee, with concurrence of the College President.
3. Use, possession (except as expressly permitted by law), distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college-sponsored event.
4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law. This includes the use or possession of medically authorized marijuana while on school property.
5. Committing or attempting to commit robbery or extortion.
6. Causing or attempting to cause damage to District property or to private property on campus.
7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
8. Willful or persistent use of other tobacco products, or “electronic cigarettes” in any area where smoking has been prohibited by law or by regulation of the college or the District.

9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law. The District’s response to instances of sexual harassment will follow the processes identified in Board Policy and Administrative Procedures 3430.

10. Engaging in stalking, intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation and cyberbullying.

11. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized college activities.

12. Disruptive behavior, willful disobedience, profanity, vulgarity or other offensive conduct, or the open and persistent defiance of the authority or persistent abuse of District/college personnel in performance of their duties.

13. Academic dishonesty, cheating, or plagiarism.

14. Forgery; alteration or misuse of District/college documents, records or identification; or knowingly furnishing false information to the District/college or any related off-site agency or organization.

15. Unauthorized entry to or use of District/college facilities.

16. Violation of district/college rules and regulations including those concerning student organizations, the use of District/college facilities, or the time, place, and manner of public expression or distribution of materials.

17. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.

18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

19. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to written class materials, except as permitted by District policy, or administrative procedure.

20. Violation of professional ethical code of conduct in classroom or clinical settings as identified by state licensing agencies (Board of Registered Nursing, Emergency Medical Services Authority, Title 22, Peace Officers Standards & Training, California Department of Public Health). Students who engage in any of the above are subject to the procedures outlined in AP 5520.

See Administrative Procedure Board Policy 5500.
DCAA 3.28.13 AGENDA

BP/AP 5520 Discipline Procedure
(from 3.07.13 DTRW-SS)
The Chancellor shall assure that a clear and effective Administrative Procedure is in place for the purpose of this procedure is to provide a prompt and equitable means to address violations of the Student Code of Conduct (See BP 5500), which provides to the student or students involved appropriate due process rights. This procedure will be applied in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Board Policies and Administrative Procedures are not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Sections 66301 and 76120, and will not be used to punish expression that is protected.

See Administrative Procedure 5520: Student conduct must conform to the Student Code of Conduct established by the Governing Board of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to disciplinary actions which are to be administered by appropriate college authorities. The Ventura County Community College District has established procedures for the administration of the penalties enumerated here. College authorities will determine the appropriate penalty(ies).

Definitions of key terms:

Chief Student Services Officer (CSSO). A college’s Executive Vice President or Vice President of Student Services, or designee.

Day. A calendar day, unless otherwise specified in this procedure. If the final day to take any action required by this procedure falls on a Saturday, Sunday, or other day that the administrative office of the District are closed, the date for such action shall be extended to the next business day. Similarly, if the final day to take any action required by this policy occurs during summer session, or during an intersession, but the basis for discipline arose during an academic term prior to that summer or intersession, the final day to take any required action shall be extended to the first business day of the next academic term.

District. The Ventura County Community College District.

Good cause for disciplinary action. As used in this procedure, “good cause” for disciplinary action includes any violation of the VCCCD Student Code of Conduct as set forth in Board Policy 5500 and Education Code section 76033, when the conduct is related to college activity or college attendance, including but not limited to:

1. Causing, attempting to cause, or threatening to cause physical injury to another person or to one’s self.
2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a District employee, with concurrence of the College President.

3. Use, possession (except as expressly permitted by law), distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college-sponsored event.

4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law.

5. Committing or attempting to commit robbery or extortion.

6. Causing or attempting to cause damage to District property or to private property on campus.

7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.

8. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.

9. Engaging in harassing or discriminatory behavior. The District’s response to instances of sexual harassment will follow the processes identified in Board Policy and Administrative Procedures 3430.

10. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized college activities.

11. Disruptive behavior, willful disobedience, profanity, vulgarity or other offensive conduct, or the open and persistent defiance of the authority of, or persistent abuse of, District/college personnel in performance of their duties.

12. Academic dishonesty, cheating, or plagiarism.

13. Forgery, alteration or misuse of District/college documents, records or identification; or knowingly furnishing false information to the District/college or any related off-site agency or organization.

14. Unauthorized entry to or use of District/college facilities.

15. Violation of District/college rules and regulations including those concerning student organizations, the use of District/college facilities, or the time, place, and manner of public expression or distribution of materials.

16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

17. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to written class materials, except as permitted by District policy, or administrative procedure.

18. Violation of professional ethical code of conduct in classroom or clinical settings as identified by state licensing agencies (Board of Registered Nursing, Emergency Medical Services Authority, Title 22, Peace Officers Standards & Training, California Department of Public Health).

For purposes of student discipline under this procedure, conduct is related to college activity or college attendance if it occurs during or in conjunction with any program, activity, or event connected with District coursework, sponsored or sanctioned by the District or a college of the District, or funded in whole or in part by the District or college, whether the activity or event occurs on or off campus or during or outside of instructional hours.

Instructor. Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student’s educational program.

Student. Any person currently enrolled as a student at any college or in any program offered by the District.
Definitions of types of discipline listed in order of severity

The following sanctions may be imposed upon any student found to have violated the standards of student conduct. The selection of the degree of severity of sanction to be imposed shall be commensurate with the severity of offense. The availability of a less severe sanction does not preclude imposition of a more severe sanction in any circumstance where the more severe sanction is deemed appropriate.

Warning. Documented written notice by the CSSO to the student that continuation or repetition of specific conduct may be cause for other disciplinary action. A warning is retained in the college discipline files for two complete academic years.

Reprimand. Written notice to the student by the CSSO that the student has violated the Standards of Student Conduct. A reprimand serves as documentation that a student's conduct in a specific instance does not meet the standards expected at the college and as a warning to the student that further violations may result in further disciplinary sanctions. A reprimand is permanently retained in the college discipline files.

Temporary Removal from Class. Exclusion of the student by an instructor for good cause for the day of the removal and the next class meeting. [Education Code Section 76032.]

Short-term Suspension. Exclusion of the student by the CSSO, or designee, for good cause from one or more classes or activities for a period of up to ten (10) consecutive school days. [Education Code Sections 76030 and 76031.]

Disciplinary Probation and/or Temporary Ineligibility to Participate in Extracurricular Activities and/or Temporary Denial of Other Privileges. Placement of the student on probation by the College President or designee, for good cause, for a specified period of time not to exceed one academic year during which a student's fitness to continue to attend school, in light of the student's disciplinary offenses, is tested; and/or temporary exclusion of the student by the College President or designee, for good cause, from extracurricular activities for a specified period of time; and/or temporary denial of other specified privileges, by the College President or designee for good cause.

Immediate Interim Suspension. The College President or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days. A suspended student shall be prohibited from being enrolled in any community college within the District for the period of the suspension. [Education Code Sections 66017 and 76031; cf. Penal Code Section 626.2.]

Long-term Suspension. Exclusion of the student by the College President for good cause from one or more classes and/or activities, or from all classes and/or activities of the college for up to the remainder of the semester and the following semester. A student suspended from all classes and/or activities shall be prohibited from being enrolled in any community college within the District for the period of the suspension. [Education Code Sections 76030 and 76031.]

Expulsion. Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. [Education Code Section 76030.]

In addition to the above sanctions, the sanction of restitution may be imposed upon a student, where appropriate, to compensate for loss, damage, or injury. Furthermore, the sanction of administrative hold, to prevent a student from enrolling, may be placed on a student's records by the District if a long-term suspension from all classes and/or activities, or expulsion has been imposed following the formal hearing described below, or the student has failed to meet with the CSSO, or designee, regarding a pending disciplinary matter.

Procedures for Disciplinary Actions (listed in order of severity)

Any times specified in these procedures may be shortened or lengthened if there is mutual written concurrence by all parties.
**Warning**

The CSSO or designee, upon recommendation from an instructor or other District or college employee, shall review the report of alleged misconduct. If it is determined that there has been a violation of the Student Code of Conduct or the Education Code, the CSSO or designee will notify the student that the continuation and/or repetition of misconduct may result in more serious disciplinary action. This notification may be delivered orally or in writing. Documentation of the misconduct and/or the notice given to the student shall be retained in the District discipline files for two complete academic years. Warnings may be appealed directly to the College President. Students may not request a student conduct hearing to appeal a warning. [Cf. Education Code Section 76232 – challenging content of student records.]

**Reprimand**

The CSSO or designee, upon recommendation from an instructor or other District or college employee, shall review the report of alleged misconduct. If it is determined that there has been a serious violation of the Student Code of Conduct or the Education Code, the CSSO or designee will notify the student that the continuation and/or repetition of misconduct may result in even more serious disciplinary action. This notification will be delivered in writing. Documentation of the misconduct and the written notice given to the student shall be permanently retained in the District discipline files. Reprimands may be appealed directly to the College President. Students may not request a hearing to appeal a reprimand.

**Temporary Removal from Class**

Any instructor may remove a student from his or her class for good cause for the day of the removal and the next class meeting. The instructor shall immediately report the removal to his/her supervising administrator and the CSSO or designee. A meeting shall be arranged between the student and the instructor regarding the removal prior to the day that the student is eligible to return to class. If the instructor or the student makes the request, the CSSO or designee shall attend the meeting. The student is not allowed to return to the class for the day of removal and the next class meeting without the concurrence of the instructor. Nothing herein will prevent the CSSO or designee from recommending further disciplinary action in accordance with these procedures based on the facts that led to the removal. [Education Code Section 76032.]

**Suspensions and Expulsions**

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

**Notice.** The CSSO or designee will provide the student with written notice of the conduct warranting the discipline, stating the facts on which the proposed discipline is based, and providing any evidence on which the college may rely in the imposition of discipline. Evidence which may identify other students or which would result in the revelation of test questions or answers need not be provided in advance, and if feasible may be presented under circumstances which maintain the anonymity of other students, or assures the security of test questions or answers. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student’s most recent address on file with the college. The notice will include the following:

- the specific section of the Standards of Student Conduct or Education Code that the student is accused of violating;
- a specific statement of the facts supporting the proposed discipline;
- any evidence on which the college may rely in the imposition of discipline. Evidence that may identify other students or which would result in the revelation of test questions or answers need not be provided in advance. Testimony relating to students not subject to discipline may be presented in a manner that protects the anonymity or safety of the third-party student. If such testimony is needed, it may be presented under circumstances that protect the safety of such students or maintains the anonymity of other students, as the hearing officer may determine to be in the interests of justice. Similarly, evidence relating to test questions or answers may be presented, if possible, only in a manner that maintains the security of test questions or answers;
the right of the student to meet with the CSSO or designee to discuss the accusation, or to respond in writing, or both; and

the level of the discipline that is being proposed.

Time limits. The notice described above must be provided to the student as soon as possible and no later than 14 days from the date on which the conduct took place or became known to the CSSO or designee;

Meeting. If the student chooses to meet with the CSSO or designee, the meeting must be requested within 7 days and must occur within 14 days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond orally or in writing to the accusation, or both, in order to state why the proposed disciplinary action should not be taken.

Short-term Suspension. Within 10 days after the delivery of the notice, or within 10 days of a meeting if the student requests a meeting, or within 10 days of receiving the students statement as to why the proposed disciplinary action should not be implemented, the CSSO shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the CSSO's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action, as well as any conditions or limitations placed on the student during the short-term suspension. The notice will include the right of the student to request a meeting with the College President or designee within 7 days of notification of the recommended disciplinary action. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. Such meeting shall be held within 14 days after receipt of the student's written request for a meeting. Failure of the student to appear at the meeting will constitute a waiver of the student's right to a meeting. The meeting shall be conducted in any manner deemed appropriate by the College President, provided that the student is offered the opportunity to provide his or her version of events, and any evidence that supports his or her version of the events. The CSSO, or designee, may also provide evidence contradicting the student's version of the facts. If either the student or the CSSO, or designee, is offered the opportunity to present evidence or the testimony of witnesses, the other party must be given the opportunity to cross-examine such witnesses. The meeting shall be closed and confidential, and all witnesses shall be excluded from the meeting except when testifying. Neither the student nor the CSSO, or designee, shall be entitled to representation by an attorney in this proceeding; however if the student is a minor, the student may be accompanied by his/her parent or guardian. After the conclusion of the meeting, the College President or designee shall determine whether a preponderance of evidence supports the charges against the student, and shall provide the student with written notice of his/her decision, and the factual basis therefor, within 7 days of the conclusion of the hearing. The College President's decision on a short-term suspension shall be final and shall be reported to the District's Chancellor.

Long-term Suspension. Within 7 days after the delivery of the notice, or within 7 days of a meeting with the CSSO, or designee, if the student requested a meeting, the College President shall, based on the recommendation from the CSSO, or designee, decide whether to impose a long-term suspension. Written notice of the College President's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the length of time of the proposed suspension, as well as a statement that the student will be prohibited from being enrolled in any college within the District for the period of the suspension. The notice will include the factual allegations on which the proposed suspension is based, any evidence in the possession of the District on which it will rely in support of the recommended suspension, the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of the procedures for the hearing.

Expulsion. Within 7 days after the delivery of the notice, or within 7 days of a meeting if the student requests a meeting, the College President shall, pursuant to a recommendation from the CSSO, decide whether to recommend expulsion to the Chancellor and Board of Trustees. Written notice of the College President's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the right of the student to request a formal hearing before expulsion is imposed, the factual allegations on which the proposed
expulsion is based, any evidence in the possession of the District on which it will rely in support of the recommended suspension, and a copy of the procedures for the hearing.

Hearing Procedures for Long-term Suspension and Expulsion

Request for Hearing. Within 7 days after receipt of the College President's decision regarding a long-term suspension or expulsion, the student may request a formal hearing before a hearing panel. The request must be made in writing to the College President and must include a date and the signature of the student or, if the student is a minor, the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student’s parent or guardian if the student is a minor, or deposited in U.S. mail to the student’s most recent address on file with the college. If the request for hearing is not received within 7 days after the student’s receipt of the College President’s decision or recommendation in the case of expulsion, the student’s right to a hearing shall be deemed waived.

Schedule of Hearing. The formal hearing shall be held within 21 days after a formal request for hearing is received. The parties involved will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place at least 10 days prior to the hearing date. Notice of the date of the hearing shall be deemed delivered if it is personally served on the student, or the student’s parent or guardian if the student is a minor, or deposited in U.S. mail to the student’s most recent address on file with the college.

Hearing Panel. The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student. At the beginning of the academic year, and no later than October 1st, the College President, the president of the Academic Senate, and the Associated Students president shall each provide the names of at least two persons willing to serve on Student Disciplinary Hearing Panels. The College President shall appoint the Hearing Panel from the names in this pool; however, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, who is a relative of any party or witness, or who could not otherwise act in a neutral manner shall serve on a Hearing Panel. Upon notification of the Hearing Panel's composition, the student and the District shall each be allowed one peremptory challenge. The College President shall substitute the challenged member or members and replace them with another member of the panel pool to achieve the appropriate Hearing Panel composition. In the event the pool names are exhausted in any one category, further designees shall be submitted by the College President (for administrators), the President of the Academic Senate (for faculty), or the Associated Student President (for students). The chairperson may, by giving written notice to both parties, reschedule the hearing as necessary pending the submission of alternate designees.

A quorum shall consist of all three members of the committee.

Hearing Panel Chair. The College President shall appoint one member of the Hearing Panel to serve as the chair. The decision of the Hearing Panel Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the Hearing Panel to the contrary.

Hearing Process. Prior to commencement of the hearing, the members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student, and all applicable student due process policies and administrative procedures. The facts supporting the accusation shall be presented by a college representative who shall be the CSSO or designee.

After consultations with the parties, in the interests of justice, a time limit on the amount of time provided for each party to present its case, or any rebuttal, may be set by the hearing panel. Formal rules of evidence shall not apply. All members of the campus community shall be bound by the student code of conduct or code of professional ethics to provide only true testimony. Witnesses who are not members of the campus community will testify under oath subject to the penalty of perjury. Any relevant evidence may be admitted at the discretion of the Hearing Panel Chair, in consultation with the Hearing Panel. Hearsay evidence will be admissible, but will be insufficient, alone, to establish a charge against the student. The Hearing Panel Chair, in consultation with the Hearing Panel, shall be responsible for determining the relevancy of presented evidence and testimony, the number of witnesses permitted to testify, and the time allocated for testimony and questioning. The Hearing Panel Chair, in consultation with the Hearing Panel, shall further be responsible for instructing and questioning witnesses on behalf of the Hearing Panel, and for dismissing any persons who are disruptive or who fail to follow instructions. The Hearing Panel Chair shall have the final decision on all procedural questions concerning the hearing.
Unless the Hearing Panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to establish by a preponderance of the evidence that the facts alleged are true. The Hearing Panel may request legal assistance for the Panel itself through the College President. Any legal advisor provided to the Hearing Panel may be present during the hearing and in any deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney. The student shall, in consultation with the Hearing Panel, have the right to be served by a translator or qualified interpreter to ensure the student’s full participation in the proceedings.

Hearings shall be closed and confidential. No other persons except the student and, the college representative and their non-attorney representatives and/or translators/interpreters, if any, a court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel’s legal counsel, if any, shall be present. Witnesses shall not be present at the hearing when not testifying, unless all parties and the Hearing Panel agree to the contrary. The rule of confidentiality shall prevail at all stages of the hearing. Moreover, the Hearing Panel members shall ensure that all hearings, deliberations, and records remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), California Education Code Section 76200 et seq., and District Board Policies and Administrative Procedures related to the privacy of student and employee records.

The hearing shall be recorded by the District by electronic means such as audiotape, videotape, or by court reporting service and shall be the only recording made. No other recording devices shall be permitted to be used at the hearing. Any witness who refuses to be recorded shall not be permitted to give testimony. A witness who refuses to be recorded shall not be considered to be unavailable within the meaning of the rules of evidence, and therefore no exception to the hearsay rule for unavailability shall apply to such witness. The Hearing Panel Chair shall, on the record, at the beginning of the hearing, ask all persons present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain the property of the District and shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the recording; however, any transcript of the recording requested by the student shall be provided at the student's own expense.

Following the close of the hearing, the Hearing Panel shall deliberate in closed session. These deliberations shall not be electronically recorded and the proceedings shall be confidential. Within 7 days following the close of the hearing, the hearing panel shall prepare and send to the College President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Student Code of Conduct was violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on any matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing. The District shall maintain records of all Disciplinary Hearings in a secure location on District premises for a period of 7 years.

**College President's Decision**

- **Long-term suspension.** Within 14 days following receipt of the hearing panel’s recommended decision, the College President shall render a final written decision. The College President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President modifies or rejects the hearing panel’s decision, the College President shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The decision of the College President shall be final, and shall be reported to the District Chancellor.

- **Expulsion.** Within 14 days following receipt of the hearing panel's recommended decision, the College President shall render a written recommended decision to the Chancellor. The College President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President modifies or rejects the hearing panel's decision, he or she shall review the record of the
hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The College President’s decision shall be forwarded to the Chancellor as a recommendation to the Board of Trustees.

Board of Trustees Decision

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. [Education Code Section 72122.]

The student (and the parent or guardian if the student is a minor) shall be notified in writing, by certified mail, by personal service, or by such method of delivery as will establish receipt, at least 72 hours prior to the meeting, of the date, time, and place of the Board’s meeting.

The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold in closed session any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting.

The Board may accept, modify or reject the findings, decisions and recommendations of the Chancellor. If the Board modifies or rejects the Chancellor’s recommendation, the Board shall review the record of the hearing, and shall, within 30 days or by the next regular meeting of the Board, whichever is later, prepare a new written decision which contains its specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.
The purpose of this procedure is to provide a prompt and equitable means to address violations of the Student Code of Conduct, which provides to the student or students involved appropriate due process rights. This procedure will be applied in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Sections 66301 and 76120, and will not be used to punish expression that is protected.

Student conduct must conform to the Student Code of Conduct established by the Governing Board of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to disciplinary actions which are to be administered by appropriate college authorities. The Ventura County Community College District has established procedures for the administration of the penalties enumerated here. College authorities will determine the appropriate penalty(ies).

Definitions of key terms:

Chief Student Services Officer (CSSO): A college’s Executive Vice President or Vice President of Student Services, or designee.

Day. A calendar day, unless otherwise specified in this procedure. If the final day to take any action required by this procedure falls on a Saturday, Sunday, or other day that the administrative office of the District are closed, the date for such action shall be extended to the next business day. Similarly, if the final day to take any action required by this policy occurs on a day that the faculty or staff member involved is “off contract” or otherwise unavailable, the timeline will commence when the faculty member returns to active contract status during summer session, or during an intersession, but the basis for discipline arose during an academic term prior to that summer or intersession, the final day to take any required action shall be extended to the first business day of the next academic term.

District. The Ventura County Community College District.

Good cause for disciplinary action. As used in this procedure, “good cause” for disciplinary action includes any violation of the VCCCD Student Code of Conduct as set forth in Board Policy 5500 and Education Code section 78033, when the conduct is related to college activity or college attendance, including but not limited to:

1. Causing, attempting to cause, or threatening to cause physical injury to another person or to one’s self.
2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a District employee, with concurrence of the College President.

3. Use, possession (except as expressly permitted by law), distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college-sponsored event.

4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law.

5. Committing or attempting to commit robbery or extortion.

6. Causing or attempting to cause damage to District property or to private property on campus.

7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.

8. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.

9. Engaging in harassing or discriminatory behavior. The District’s response to instances of sexual harassment will follow the processes identified in Board Policy and Administrative Procedures 3430.

10. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized college activities.

11. Disruptive behavior, willful disobedience, profanity, vulgarity or other offensive conduct, or the open and persistent defiance of the authority of, or persistent abuse of, District/college personnel in performance of their duties.

12. Academic dishonesty, cheating, or plagiarism.

13. Forging, alteration or misuse of District/college documents, records or identification; or knowingly furnishing false information to the District/college or any related off-site agency or organization.

14. Unauthorized entry to or use of District/college facilities.

15. Violation of District/college rules and regulations including those concerning student organizations, the use of District/college facilities, or the time, place, and manner of public expression or distribution of materials.

16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

17. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to written class materials, except as permitted by District policy, or administrative procedure.

18. Violation of professional ethical code of conduct in classroom or clinical settings as identified by state licensing agencies (Board of Registered Nursing, Emergency Medical Services Authority, Title 22, Peace Officers Standards & Training, California Department of Public Health).

For purposes of student discipline under this procedure, conduct is related to college activity or college attendance if it occurs during or in conjunction with any program, activity, or event connected with District coursework, sponsored or sanctioned by the District or a college of the District, or funded in whole or in part by the District or college, whether the activity or event occurs on or off campus or during or outside of instructional hours.

Instructor/Faculty. Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

Student. Any person currently enrolled as a student at any college or in any program offered by the District.
**Definitions of types of discipline listed in order of severity**

The following sanctions may be imposed upon any student found to have violated the standards of student conduct. The selection of the degree of severity of sanction to be imposed shall be commensurate with the severity of offense. The availability of a less severe sanction does not preclude imposition of a more severe sanction in any circumstance where the more severe sanction is deemed appropriate.

**Warning.** Documented written notice by the CSSO or designee to the student that continuation or repetition of specific conduct may be cause for other disciplinary action. A warning is retained in the college discipline files for two complete academic years.

**Reprimand.** Written notice to the student by the CSSO or designee that the student has violated the Standards of Student Conduct. A reprimand serves as documentation that a student’s conduct in a specific instance does not meet the standards expected at the college and as a warning to the student that further violations may result in further disciplinary sanctions. A reprimand is permanently retained in the college discipline files.

**Temporary Removal from Class.** Exclusion of the student by an instructor for good cause for the day of the removal and the next class meeting. [Education Code Section 76032.]

**Short-term Suspension.** Exclusion of the student by the CSSO, or designee, for good cause from one or more classes or activities for a period of up to ten (10) consecutive school days. [Education Code Sections 76030 and 76031.]

**Disciplinary Probation and/or Temporary Ineligibility to Participate in Extracurricular Activities and/or Temporary Denial of Other Privileges.** Placement of the student on probation by the College President or designee, for good cause, for a specified period of time, not to exceed one academic year, during which a student’s fitness to continue to attend school, in light of the student’s disciplinary offenses, is evaluated; and/or temporary exclusion of the student by the College President or designee, for good cause, from extracurricular activities for a specified period of time; and/or temporary denial of other specified privileges, by the College President or designee for good cause.

**Immediate Interim Suspension.** The College President or designee may order immediate interim suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days. A suspended student shall be prohibited from being enrolled in any community college within the District for the period of the suspension. [Education Code Sections 66017 and 76031; cf. Penal Code Section 626.2.]

**Long-term Suspension.** Exclusion of the student by the College President for good cause from one or more classes and/or activities, or from all classes and/or activities of the college for up to the remainder of the semester and the following semester. A student suspended from all classes and/or activities shall be prohibited from being enrolled in any community college within the District for the period of the suspension. [Education Code Sections 76030 and 76031.]

**Expulsion.** Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. [Education Code Section 76030.]

In addition to the above sanctions, the sanction of restitution may be imposed upon a student, where appropriate, to compensate for loss, damage, or injury. Furthermore, the sanction of administrative hold, to prevent a student from enrolling, may be placed on a student’s records by the District if a long-term suspension from all classes and/or activities, or expulsion has been imposed following the formal hearing described below, or the student has failed to meet with the CSSO, or designee, regarding a pending disciplinary matter.

**Procedures for Disciplinary Actions (listed in order of severity)**

Original draft from P. Ewins received 3.05.13
DTRW-SS 3.07.13 first reading
DCAA review 3.28.13
Any times specified in these procedures may be shortened or lengthened if there is mutual written concurrence by all parties.

**Warning**

The CSSO or designee, upon recommendation from an instructor or other District or college employee, shall review the report of alleged misconduct. If it is determined that there has been a violation of the Student Code of Conduct or the Education Code, the CSSO or designee will notify the student that the continuation and/or repetition of misconduct may result in more serious disciplinary action. This notification may be delivered orally or in writing. Documentation of the misconduct and/or the notice given to the student shall be retained in the District discipline files for two complete academic years. Warnings may be appealed directly to the College President. Students may not request a student conduct hearing to appeal a warning. [Cf. Education Code Section 76232 - challenging content of student records.]

**Reprimand**

The CSSO or designee, upon recommendation from an instructor or other District or college employee, shall review the report of alleged misconduct. If it is determined that there has been a serious violation of the Student Code of Conduct or the Education Code, the CSSO or designee will notify the student that the continuation and/or repetition of misconduct may result in even more serious disciplinary action. This notification will be delivered in writing. Documentation of the misconduct and the written notice given to the student shall be permanently retained in the District discipline files. Reprimands may be appealed directly to the College President. Students may not request a hearing to appeal a reprimand.

**Temporary Removal from Class**

Any instructor may remove a student from his or her class for good cause for the day of the removal and the next class meeting. The instructor shall immediately report the removal to his/her supervising administrator and the CSSO or designee. A meeting shall be arranged between the student and the instructor regarding the removal prior to the day that the student is eligible to return to class. If the instructor or the student makes the request, the CSSO or designee shall attend the meeting. The student is not allowed to return to the class for the day of removal and the next class meeting without the concurrence of the instructor. Nothing herein will prevent the CSSO or designee from recommending further disciplinary action in accordance with these procedures based on the facts that led to the removal. [Education Code Section 76032.]

**Suspensions and Expulsions**

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

**Notice.** The CSSO or designee will provide the student with written notice of the conduct warranting the discipline, stating the facts on which the proposed discipline is based, and providing any evidence on which the college may rely in the imposition of discipline. Evidence which may identify other students or which would result in the revelation of test questions or answers need not be provided in advance, and if feasible may be presented under circumstances which maintain the anonymity of other students, or assures the security of test questions or answers. The notice shall be deemed delivered if it is personally served on the student, or the student’s parent or guardian if the student is a minor, or deposited in U.S. mail to the student’s most recent address on file with the college. The notice will include the following:

- the specific section of the Standards of Student Conduct or Education Code that the student is accused of violating;
- a specific statement of the facts supporting the proposed discipline;
- any evidence on which the college may rely in the imposition of discipline. Evidence that may identify other students or which would result in the revelation of test questions or answers need not be provided in advance. Testimony relating to students not subject to discipline may be presented in a manner that
protects the anonymity or safety of the third party student. If such testimony is needed, it may be presented under circumstances that protect the safety of such students or maintains the anonymity of other students, as the hearing officer may determine to be in the interests of justice. Similarly, evidence relating to test questions or answers may be presented, if possible, only in a manner that maintains the security of test questions or answers;

- the right of the student to meet with the CSSO or designee to discuss the accusation, or to respond in writing, or both; and
- the level of the discipline that is being proposed.

**Time limits.** The notice described above must be provided to the student as soon as possible and no later than 14 days from the date on which the conduct took place or became known to the CSSO or designee;

**Meeting.** If the student chooses to meet with the CSSO or designee, the meeting must be requested within 7 days and must occur within 14 days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond orally or in writing to the accusation, or both, in order to state why the proposed disciplinary action should not be taken.

**Short-term Suspension.** Within 10 days after the delivery of the notice, or within 10 days of a meeting if the student requests a meeting, or within 10 days of receiving the students statement as to why the proposed disciplinary action should not be implemented, the CSSO, or designee, shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the CSSO’s or designee’s decision shall be provided to the student and, if the student is a minor, to the student’s parent or guardian. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action, as well as any conditions or limitations placed on the student during the short-term suspension. The notice will include the right of the student to request a meeting with the College President or designee within 7 days of notification of the recommended disciplinary action. The notice shall be deemed delivered if it is personally served on the student, or the student’s parent or guardian if the student is a minor, or deposited in U.S. mail to the student’s most recent address on file with the college. Such meeting with the College President or designee shall be held within 14 days after receipt of the student’s written request for a meeting. Failure of the student to appear at the meeting will constitute a waiver of the student’s right to a meeting. The meeting shall be conducted in any manner deemed appropriate by the College President, provided that the student is offered the opportunity to provide his or her version of events, and any evidence that supports his or her version of the events. The CSSO, or designee, may also provide evidence contradicting the student’s version of the facts. If either the student or the CSSO, or designee, is offered the opportunity to present evidence or the testimony of witnesses, the other party must be given the opportunity to cross-examine such witnesses. The meeting shall be closed and confidential, and all witnesses shall be excluded from the meeting except when testifying. Neither the student nor the CSSO, or designee, shall be entitled to representation by an attorney in this proceeding; however if the student is a minor, the student may be accompanied by his/her parent or guardian. After the conclusion of the meeting, the College President or designee shall determine whether a preponderance of evidence supports the charges against the student, and shall provide the student with written notice of his/her decision, and the factual basis for this decision, within 7 days of the conclusion of the hearing. The College President’s decision on a short-term suspension shall be final and shall be reported to the District’s Chancellor.

**Long-term Suspension.** Within Z-10 days after the delivery of the notice, or within Z-10 days of a meeting with the CSSO, or designee, if the student requested a meeting, the College President shall, based on the recommendation from the CSSO, or designee, decide whether to impose a long-term suspension. Written notice of the College President’s decision shall be provided to the student and, if the student is a minor, to the student’s parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student’s parent or guardian if the student is a minor, or deposited in U.S. mail to the student’s most recent address on file with the college. The notice will include the length of time of the proposed suspension, as well as a statement that the student will be prohibited from being enrolled in any college within the District for the period of the suspension. The notice will include the factual allegations on which the proposed suspension is based, any evidence in the possession of the
District on which it will rely in support of the recommended suspension, the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of the procedures for the hearing. The College President or designee may invoke immediate, and if necessary, consecutive interim suspension(s) of a student awaiting a formal hearing where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order.

**Expulsion**: Within 7-10 days after the delivery of the notice, or within 7-10 days of a meeting if the student requests a meeting, the College President shall, pursuant to a recommendation from the CSSO, or designee, decide whether to recommend expulsion to the Chancellor and Board of Trustees. Written notice of the College President’s decision shall be provided to the student and, if the student is a minor, to the student’s parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student’s parent or guardian if the student is a minor, or deposited in U.S. mail to the student’s most recent address on file with the college. The notice will include the right of the student to request a formal hearing before expulsion is imposed, the factual allegations on which the proposed expulsion is based, any evidence in the possession of the District on which it will rely in support of the recommended suspension, and a copy of the procedures for the hearing. The College President or designee may invoke immediate and if necessary, consecutive, interim suspension(s) of a student awaiting a formal hearing where he or she concludes that immediate, suspension is required to protect lives or property and to ensure the maintenance of order.

**Hearing Procedures for Long-term Suspension and Expulsion**

**Request for Hearing**: Within 7-10 days after receipt of the College President’s decision regarding a long-term suspension or expulsion, the student may request a formal hearing before a hearing panel. The request must be made in writing to the College President and must include a date and the signature of the student or, if the student is a minor, the student’s parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student’s parent or guardian if the student is a minor, or deposited in U.S. mail to the student’s most recent address on file with the college. If the request for hearing is not received within 7-10 days after the student’s receipt of the College President’s decision or recommendation in the case of expulsion, the student’s right to a hearing shall be deemed waived.

**Schedule of Hearing**: The formal hearing shall be held within 21 days after a formal request for hearing is received. The parties involved will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place at least 10 days prior to the hearing date. Notice of the date of the hearing shall be deemed delivered if it is personally served on the student, or the student’s parent or guardian if the student is a minor, or deposited in U.S. mail to the student’s most recent address on file with the college.

**Hearing Panel**: The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student. At the beginning of the academic year, and no later than October 1st, the College President, the president of the Academic Senate, and the Associated Students president shall each provide the names of at least two persons willing to serve on Student Disciplinary Hearing Panels. The College President shall appoint the Hearing Panel from the names in this pool; however, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, who is a relative of any party or witness, or who could not otherwise act in a neutral manner shall serve on a Hearing Panel. Upon notification of the Hearing Panel’s composition, the student and the District shall each be allowed one peremptory challenge. The College President shall substitute the challenged member or members and replace them with another member of the panel pool to achieve the appropriate Hearing Panel composition. In the event the pool names are exhausted in any one category, further designees shall be submitted by the College President (for administrators), the President of the Academic Senate (for faculty), or the Associated Student President (for students). The chairperson may, by giving written notice to both parties, reschedule the hearing as necessary pending the submission of alternate designees.

A quorum shall consist of all three members of the committee.

**Hearing Panel Chair**: The College President shall appoint one member of the Hearing Panel to serve as the chair. The decision of the Hearing Panel Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the Hearing Panel to the contrary.

Comment [p2]: This is problematic because it allows the student to return to class while awaiting the decision.

**Comment [p3]**: Student grievance hearing stipulates it cannot be the chair. Should they be the same? I have no strong feelings which way it should be ...but same would be nice.
**Hearing Process.** Prior to commencement of the hearing, the members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student, and all applicable student due process policies and administrative procedures. The facts supporting the accusation shall be presented by a college representative who shall be the CSSO or designee. A college representative who shall be the CSSO or designee shall present the facts supporting the accusation.

After consultations with the parties, in the interests of justice, a time limit on the amount of time provided for each party to present its case, or any rebuttal, may be set by the hearing panel. Formal rules of evidence shall not apply. All members of the campus community shall be bound by the student code of conduct or code of professional ethics to provide only true testimony. Witnesses who are not members of the campus community will testify under oath subject to the penalty of perjury. Any relevant evidence may be admitted at the discretion of the Hearing Panel Chair, in consultation with the Hearing Panel. Hearsay evidence and written statements will be admissible, but will be insufficient, alone, to establish a charge against the student. The Hearing Panel Chair, in consultation with the Hearing Panel, shall be responsible for determining the relevancy of presented evidence and testimony, the number of witnesses permitted to testify, and the time allocated for testimony and questioning. The Hearing Panel Chair, in consultation with the Hearing Panel, shall further be responsible for instructing and questioning witnesses on behalf of the Hearing Panel, and for dismissing any persons who are disruptive or who fail to follow instructions. The Hearing Panel Chair shall have the final decision on all procedural questions concerning the hearing.

Unless the Hearing Panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to establish by a preponderance of the evidence that the facts alleged are true. The Hearing Panel may request legal assistance for the Panel itself through the College President. Any legal advisor provided to the Hearing Panel may be present during the hearing and in any deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney. The student shall, in consultation with the Hearing Panel, have the right to be served by a translator or qualified interpreter to ensure the student’s full participation in the proceedings.

Hearings shall be closed and confidential. No other persons except the student and, the college representative and their non-attorney representatives and/or translators/interpreters, if any, a college appointed court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel’s legal counsel, if any, shall be present. Witnesses shall not be present at the hearing when not testifying, unless all parties and the Hearing Panel agree to the contrary. The rule of confidentiality shall prevail at all stages of the hearing. Moreover, the Hearing Panel members shall ensure that all hearings, deliberations, and records remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), California Education Code Section 76200 et seq., and District Board Policies and Administrative Procedures related to the privacy of student and employee records.

The hearing shall be recorded by the District by electronic means such as audiotape, videotape, or by court reporting service and shall be the only recording made. No other recording devices shall be permitted to be used at the hearing. Any witness who refuses to be recorded shall not be permitted to give testimony. A witness who refuses to be recorded shall not be considered to be unavailable within the meaning of the rules of evidence, and therefore no exception to the hearsay rule for unavailability shall apply to such witness. The Hearing Panel Chair shall, on the record, at the beginning of the hearing, ask all persons present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain the property of the District and shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the recording; however, any transcript of the recording requested by the student shall be provided at the student's own expense.

Following the close of the hearing, the Hearing Panel shall deliberate in closed session. These deliberations shall not be electronically recorded and the proceedings shall be confidential. Within 7 days following the close of the hearing, the hearing panel shall prepare and send to the College President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Student Code of Conduct was violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on any matters outside of that record. The record consists of the original accusation.
the written response, if any, of the student, and the oral and written evidence produced at the hearing. The District shall maintain records of all Disciplinary Hearings in a secure location on District premises for a period of 7 years.

College President's Decision

- Long-term suspension. Within 14 days following receipt of the hearing panel’s recommended decision, the College President shall render a final written decision. The College President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President modifies or rejects the hearing panel’s decision, the College President shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The decision of the College President shall be final, and shall be reported to the District Chancellor.

- Expulsion. Within 14 days following receipt of the hearing panel’s recommended decision, the College President shall render a written recommended decision to the Chancellor. The College President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President modifies or rejects the hearing panel’s decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The College President’s decision shall be forwarded to the Chancellor as a recommendation to the Board of Trustees.

Board of Trustees Decision

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. [Education Code Section 72122.]

The student (and the parent or guardian if the student is a minor) shall be notified in writing, by certified mail, by personal service, or by such method of delivery as will establish receipt, at least 72 hours prior to the meeting, of the date, time, and place of the Board’s meeting.

The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold in closed session any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting.

The Board may accept, modify or reject the findings, decisions and recommendations of the Chancellor. If the Board modifies or rejects the Chancellor’s recommendation, the Board shall review the record of the hearing, and shall, within 30 days or by the next regular meeting of the Board, whichever is later, prepare a new written decision which contains its specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.
DCAA 3.28.13 AGENDA

BP/AP 5530 Student Rights and Grievances (from 3.07.13 DTRW-SS)
BP 5530 STUDENT RIGHTS AND GRIEVANCES

The Chancellor shall insure the placement of a clear and efficient procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes the college decision or action has adversely affected his or her status, rights, or privileges as a student.

See AP 5530
The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes the college decision or action has adversely affected his or her status, rights, or privileges as a student.

A grievance is an allegation of a violation of any of the following:

2. Financial aid determinations made at the college or District level.
3. Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors.
4. The exercise of rights of free expression protected by the state and federal constitutions, Education Code Sections 66301 and 76120, and District Board Policy and Administrative Procedures concerning the right of free expression.
5. Violation of published District rules, Board Policies, and Administrative Procedures, except as set forth below.

This procedure does not apply to:
1. Challenges to the process for determining satisfaction of prerequisites, corequisites, advisories, and limitations on enrollment. Information on challenges to prerequisites is available from the Office of Academic Affairs.

2. Allegations of harassment or discrimination on the basis of any protected characteristic as set forth in Board Policies 3410 and 3430 and 5 California Code of Regulations Section 53900 et seq. Such complaints may be initiated under the procedures described in the college catalogs.

3. Appeals for residency determination. Residency appeals should be filed with the Admissions and Records Office.

4. Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.

5. Police citations (i.e. "tickets"); complaints about citations must be directed to the Campus Police.

6. Evaluation of the professional competence, qualifications, or job performance of a District employee.

7. Claims for money or damages against the District.

Information about other procedures is listed in the college catalogs or may be obtained from the Office of Student Learning.

The alleged wrong must involve an unjust action or denial of a student's rights as defined above. A grievance exists only when such an error or offense has resulted in an injury or harm that may be corrected through this grievance procedure. As noted above there may be other procedures applicable to various other alleged injuries or harms, and this grievance procedure may not be the sole or exclusive remedy, and it may not be necessary to exhaust this process before presenting allegations to other government agencies or the courts. The outcome of a grievance must be susceptible to producing a tangible remedy to the student complaining or an actual redress of the wrong rather than a punishment for the person or persons found in error. For example, a grievance seeking only the dismissal of a District employee is not viable.

Definitions

**College President.** The institution's Chief Executive Officer.

**Chief Student Services Officer (CSSO).** A college's Executive Vice President or Vice President of Student Services, or designee.

**College Grievance Officer.** The administrator in charge of student discipline and/or grievances who shall assist students in seeking resolution by informal means; if informal
means are not successful, the College Grievance Officer shall assist students by
guiding them through the formal grievance process.

**Day.** A calendar day unless otherwise specified in this procedure. If the final day to take
any action required by this procedure falls on a Saturday, Sunday, or other day that the
administrative offices of the District are closed, the date for such action
shall be extended to the next business day. Similarly, if any action is required while the
faculty or staff member involved is "off contract" or otherwise unavailable, the timeline
will commence when the faculty member returns to active contract status, the final day
to take any action required by this procedure occurs during summer session or during
an intersession, but the basis for the grievance arose prior to that summer or
intersession, the final day to take any required action shall be extended to the first
business day of the next academic term.

**Grievant.** Any student currently enrolled in the college, a person who has filed an
application for admission to the college, or a former student. A grievance by an
applicant shall be limited to a complaint regarding denial of admission. Former students
shall be limited to grievances relating to course grades to the extent permitted by
Education Code Section 76224(a).

**Respondent.** Any person claimed by a Grievant to be responsible for the alleged
grievance.

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**Informal Resolution**

Informal meetings and discussion between persons directly involved in a grievance are
essential at the outset of a dispute. A student who has a grievance shall make a
reasonable effort to resolve the matter on an informal basis prior to filing a formal
grievance, and shall attempt to solve the problem with the person with whom the
student has the grievance or dispute. If a student cannot resolve a grievance informally
with the Respondent, then the student will request a meeting with the Respondent’s
administrator, manager, or division chairperson, who shall meet with the student in an
attempt to resolve the issue and may meet with the student and Respondent either
jointly or separately. An equitable solution should be sought before persons directly
involved in the case have stated official or public positions that might tend to polarize
the dispute and render a solution more difficult.

At any time, the student may request the assistance of the College Grievance Officer in
understanding or arranging the informal resolution process.

At no time shall any of the persons directly or indirectly involved in the case use the fact
of such informal discussion, the fact that a grievance has been filed, or the character of
the informal discussion for the purpose of strengthening the case for or against persons
directly involved in the dispute or for any purpose other than the settlement of the
grievance.

Formal Resolution

In the event an informal resolution is not reached, the grievant shall submit a preliminary
written statement of the grievance to the College Grievance Officer within 90 days of the
incident on which the grievance is based, or 90 days after the student knew or with
reasonable diligence should have known of the basis for the grievance, whichever is
later.

Within 10 days following receipt of the preliminary written statement of the grievance,
the College Grievance Officer shall advise the student of his or her rights and
responsibilities under these procedures, and assist the student, if necessary, in the final
preparation of the formal written statement of the grievance.

The submission of this formal signed and dated written description of the complaint
signals the beginning of the formal resolution, serves as the request for a hearing, and
shall serve as the dated start of the hearing timeline.

The College Grievance Officer will submit a copy of the formal written grievance to the
Respondent. The Respondent will be given an opportunity to submit a written response
to the allegations to the College Grievance Officer. This response must be received
within 10 days. A and a copy of the response . will be sent to the Grievant.

Hearing Procedures

Grievance Hearing Committee. The hearing panel for any grievance shall be composed
d of one administrator, one faculty member and one student. At the beginning of the
academic year, and no later than October 1st, the College President, the President of
the Academic Senate, and the Associated Students President shall each establish a list
of at least two persons who will serve on student Grievance Hearing Committees. The
College President will identify two administrators; the President of the Academic Senate
will identify two faculty; and the Associated Students President will identify two students.
The College President, or designee, shall appoint the Grievance Hearing Committee
from the names in this pool; however, no administrator, faculty member or student who
has any personal involvement in the matter to be decided, who is a necessary witness,
who is a relative of any party or witness, or who could not otherwise act in a neutral
manner shall serve on the Grievance Hearing Committee.

DTRW-SS review 3.07.13 (original submission P. Ewins 3.12.13)
DCAA review 3.28.13
Upon notification of the Grievance Hearing Committee composition, the Respondent and Grievant shall each be allowed one peremptory challenge, excluding the chairperson. The College President, or designee, shall substitute the challenged member or members from the panel pool to achieve the appropriate Grievance Hearing Committee composition. In the event that the pool names are exhausted in any one category, further designees shall be submitted by the College President (for administrators), the President of the Academic Senate (for faculty), or the Associated Student President (for students).

The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member or vote. The Grievance Officer shall coordinate all scheduling of hearings, and shall serve to assist all parties and the Grievance Hearing Committee to facilitate a full, fair and efficient resolution of the grievance.

A quorum shall consist of all three members of the Committee.

Grievance Hearing Committee Chair. The College President, or designee, shall appoint one member of the Grievance Hearing Committee to serve as the chair. The decision of the Grievance Hearing Committee Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the Grievance Hearing Committee to the contrary.

Time Limits: Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties in writing.

Hearing Process. Within 14 days following receipt of the formal written statement of the grievance and request for hearing, the College President or designee shall appoint a specific Grievance Hearing Committee as described above and submit the names to both the Grievant and the Respondent. The Grievant and the Respondent shall have 7 days to approve or request changes to the hearing committee within the parameters stated above. Within 14 days of the confirmation of the hearing committee, the Grievance Hearing Committee and the Grievance Officer shall meet in private and without the parties present to determine whether the written statement of the grievance presents sufficient grounds for a hearing.

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following considerations:

- The statement satisfies the definition of a grievance as set forth above;
- The statement contains facts which, if true, would constitute a grievance under these procedures;
• The grievant is a student, which under certain circumstances includes applicants and former students, and meets the definition of “grievant” as set forth in these procedures;
• The grievant is personally and directly affected by the alleged grievance;
• The grievance seeks a remedy which is within the authority of the hearing panel to recommend or the college president to grant:
• The grievance was filed in a timely manner;
• The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet all of the above requirements, the Grievance Hearing Committee Chair shall notify the student in writing of the rejection of the request for a grievance hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within 7 days of the date the decision is made by the Grievance Hearing Committee.

The student may appeal the Grievance Hearing Committee’s determination that the statement of grievance does not present a grievance as defined in these procedures by presenting his/her appeal in writing to the College President within 7 days of the date the student received that decision. The College President shall review the statement of grievance in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters, including any facts alleged in the appeal that were not alleged in the original grievance. The College President’s decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

If the statement of the grievance satisfies each of the requirements The College Grievance Officer shall schedule a grievance hearing to begin within 30 days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given at least 10 days’ notice of the date, time and place of the hearing.

Before the hearing commences, the members of the Grievance Hearing Committee shall be provided with a copy of the grievance, the written response provided by the Respondent, and all applicable policies and administrative procedures. The Grievance Hearing Committee may request other documents as needed.

A time limit on the amount of time provided for each party to present its case, or any rebuttal, may be set by the Grievance Hearing Committee. Formal rules of evidence shall not apply. All witnesses shall be bound by the student code of conduct and professional codes of ethics to present truthful evidence. Any witnesses not so bound will testify under oath, subject to the penalty of perjury. Any relevant evidence may be
admitted at the discretion of the Grievance Hearing Committee Chair, in consultation with the College Grievance Officer and Grievance Hearing Committee. Hearsay evidence will be admissible, but will be insufficient, alone, to establish the allegations. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify.

The Grievance Hearing Committee Chair, in consultation with the Grievance Hearing Officer and Grievance Hearing Committee, shall be responsible for determining the relevancy of presented evidence and testimony, the number of witnesses permitted to testify, and the time allocated for testimony and questioning. The Grievance Hearing Committee Chair, in consultation with the Grievance Hearing Committee, shall further be responsible for instructing and questioning witnesses on behalf of the Grievance Hearing Committee, and for dismissing any persons who are disruptive or who fail to follow instructions. The Grievance Hearing Committee Chair, in consultation with the College Grievance Officer, shall have the final decision on all procedural questions concerning the hearing.

The Grievance Hearing Committee shall conduct the hearing in accordance with established standards of administrative procedure. Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant shall make the first presentation, followed by the respondent. The grievant may present rebuttal evidence after the respondent completes presentation of his or her evidence. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and that a grievance has been established as presented in the written statement of the complaint.

Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party to the grievance may represent him or herself, and may be represented by a person of his or her choice, except that neither party shall be represented by an attorney. The Grievance Hearing Committee may request legal assistance for the Committee itself through the College President. Any legal advisor provided to the Grievance Hearing Committee may be present during all testimony and deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

The grievant shall, in consultation with the College Grievance Officer, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.

Hearings shall be closed and confidential. No other persons except the Grievant and his/her representative and/or translator/interpreter, the Respondent and his/her representative, scheduled single witnesses, the College Grievance Officer, the
Grievance Hearing Committee members, and the Committee’s legal advisor, if any, shall be present. Witnesses shall not be present at the hearing when not testifying, unless all parties and the Grievance Hearing Committee agree to the contrary. The rule of confidentiality shall prevail at all stages of the hearing. Moreover, the Grievance Hearing Committee members shall ensure that all hearings, deliberation, and records remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), California Education Code Section 76200 et seq., and District Board Policies and Administrative Procedures related to the privacy of student and employee records.

The hearing shall be recorded by the District by electronic means such as audiotape, videotape, or by court reporting service and shall be the only recording made. No other recording devices shall be permitted to be used at the hearing. Any witness who refuses to be recorded shall not be permitted to give testimony. A witness who refuses to be recorded shall not be considered to be unavailable within the meaning of the rules of evidence, and therefore an exception to the hearsay rule for unavailability shall not apply to such witness.

At the beginning of the hearing, on the record, the Grievance Hearing Committee Chair shall ask all persons present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain the property of the District and shall remain in the custody of the District at all times, unless released to a professional transcribing service. Any party to the grievance may request a copy of the recording. Any transcript of the hearing requested by a party shall be produced at the requesting party’s expense.

Following the close of the hearing, the Grievance Hearing Committee shall deliberate in closed session. These deliberations shall not be electronically recorded and the proceedings shall be confidential for all purposes. Within 30 days following the close of the hearing, the Grievance Hearing Committee shall prepare and send a written decision to the College Grievance Officer to be forwarded to College President. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined in these procedures. The decision shall also include a specific recommendation regarding the relief to be afforded the Grievant, if any. The decision shall be based only on the record of the hearing, and not on any matters outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing, and additional information or documentation related to the hearing that is requested by the Grievance Hearing Committee. The District shall maintain records of all Grievance Hearings in a secure location on District premises for a period of 7 years.

College President’s Decision

DTRW-SS review 3.07.13 (original submission P. Ewins 3.12.13)
DCAA review 3.28.13
The College President, at his/her discretion, may accept, reject, or modify the findings, decision, and recommendations of the Grievance Hearing Committee. The factual findings of the Grievance Hearing Committee shall be accorded great weight. The College President may additionally remand the matter back to the Grievance Hearing Committee for further consideration of issues specified by the College President. Within 21 days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the College President shall send to all parties his or her written decision, together with the Grievance Hearing Committee's decision and recommendations. If the College President elects to reject or modify the Grievance Hearing Committee's decision or a finding or recommendation contained therein, the College President shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The decision of the College President shall be final, subject only to appeal as described below.

Any party to the grievance may appeal the decision of the College President after a hearing before a Grievance Hearing Committee by filing an appeal with the Chancellor. The Chancellor may designate a District administrator to review the appeal and make a recommendation.

Any such appeal shall be submitted in writing within 5 days following receipt of the College President's decision and shall state specifically the grounds for appeal.

The written appeal shall be sent to all concerned parties by the Chancellor or designee. All parties may submit written statements, within 5 days of receipt, in response to the appeal.

The Chancellor or designee may review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record and the appeal.

If the Chancellor chooses a designee to review the record and appeal statements, that designee shall make a written recommendation to the Chancellor regarding the outcome of the appeal. The Chancellor may decide to sustain, reverse or modify the decision of his/her designee.

The decision on appeal shall be reached within 21 days after receipt of the appeal documents. The Chancellor's decision shall be in writing and shall include a statement of reasons for the decision. Copies of the Chancellor's appeal decision shall be sent to all parties.

The Chancellor's decision shall be final.
DCAA 3.28.13 AGENDA

Moorpark College Curriculum Submissions from March 7, 2013 DTRW-I meeting
MOORPARK COLLEGE

New Degrees

Music, AA-T
Philosophy, AA-T

New Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>BIOL M02AH</td>
<td>Honors: General Biology I</td>
<td>5.0</td>
</tr>
<tr>
<td>NS M09</td>
<td>Basic Skills for the Health Care Professional</td>
<td>0.5</td>
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</table>

Revised Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANAT M01</td>
<td>Human Anatomy</td>
<td>4.0</td>
</tr>
<tr>
<td>COL M02</td>
<td>College Individual Tutoring Methods</td>
<td>1.0</td>
</tr>
<tr>
<td>MUS M30A</td>
<td>Applied Music - Woodwind</td>
<td>1.0</td>
</tr>
<tr>
<td>MUS M30B</td>
<td>Applied Music – Brass</td>
<td>1.0</td>
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<tr>
<td>MUS M30C</td>
<td>Applied Music – Strings</td>
<td>1.0</td>
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<tr>
<td>MUS M30D</td>
<td>Applied Music – Piano</td>
<td>1.0</td>
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<tr>
<td>MUS M30E</td>
<td>Applied Music – C1 Guitar</td>
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<tr>
<td>MUS M30F</td>
<td>Applied Music – Percussion</td>
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<tr>
<td>MUS M30G</td>
<td>Applied Music Instrument – Voice</td>
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</tr>
<tr>
<td>PHSO M01</td>
<td>Human Physiology</td>
<td>4.0</td>
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</table>
New Degrees

Associate in Arts in Music for Transfer AA-T

The Associate in Arts in Music for transfer (AA-T) program is designed to prepare students for CSU transfer to complete a bachelor’s degree in music. Students completing this degree, AA-T in Music are guaranteed admission to the CSU system, but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Music degree 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 Associate in Arts in Music for Transfer, students must complete the following:

1. 60 CSU transferable semester 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 24 specified major units. All courses in the major must be completed with a grade of C or better (title 5 § 55063).


Required Courses:

MUS M01 Music Fundamentals ................................................................. 3.0
OR
MUS M02A Music Theory I ................................................................. 3.0
MUS M02AL Musicianship I ................................................................. 1.0
MUS M02B Music Theory II ............................................................... 3.0
MUS M02BL Musicianship II ............................................................... 1.0
MUS M02C Music Theory III ............................................................... 3.0
MUS M02CL Musicianship III ............................................................... 1.0
MUS M02D Music Theory IV ............................................................... 3.0
MUS M02DL Musicianship IV ............................................................... 1.0

Ensemble (4 Units): A course may be taken four times

MUS M10 Concert Choir ................................................................. 1.0
MUS M18 Jazz Ensemble ................................................................. 1.0
MUS M21 Wind Ensemble ............................................................... 1.0
MUS M23 Moorpark Symphony Orchestra ....................................... 1.0

Applied Music (4 Units): A course may be taken four times

MUS M30A Applied Music – Woodwind ......................................... 1.0
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MUS M30B</td>
<td>Applied Music – Brass</td>
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<tr>
<td>MUS M30C</td>
<td>Applied Music – Strings</td>
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</tr>
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<td>MUS M30D</td>
<td>Applied Music – Piano</td>
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<tr>
<td>MUS M30E</td>
<td>Applied Music – CI Guitar</td>
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<tr>
<td>MUS M30F</td>
<td>Applied Music – Percussion</td>
<td>1.0</td>
</tr>
<tr>
<td>MUS M30G</td>
<td>Applied Music Instrument – Voice</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**NOTE:** In lieu of Music Theory I (M02A) and Musicianship I (MUS M02AL), students may substitute with MUS M01.

**TOTAL UNITS** ...........................................................................................................................................24.0
**Associate in Arts Degree in Philosophy for Transfer AA-T**

The Associate in Arts in Philosophy for Transfer (AA-T in Philosophy) is intended for students who plan to transfer and complete a bachelor’s degree in Philosophy, Religious Studies, or a similar major at a CSU campus. Students completing this degree (AA-T) are guaranteed admission to the CSU system but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Philosophy degree 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 Associate in Arts Degree with a major in Philosophy, students must complete the following:

1. 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 18 specified major units. All courses in the major must be completed with a grade of C or better (Title 5 § 55063).

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: Select and complete 2 courses (6 units) minimum from the following:**

- PHIL M01 Introduction to Philosophy .................................................................3.0
- OR
  - PHIL M01H Honors: Introduction to Philosophy ........................................3.0
- PHIL M02 Introduction to Ethics ........................................................................3.0
- OR
  - PHIL M02H Honors: Introduction to Ethics ....................................................3.0
- PHIL M07 Introduction to Logic ..........................................................................3.0
- PHIL M09 Introduction to Symbolic Logic ..........................................................3.0

**List A: Select and complete 1 course (3 units) minimum from the following:**

- PHIL M05 Critical Thinking and Analytic Writing ............................................3.0
- PHIL M11 World Religions: West .................................................................3.0
- PHIL M12 World Religions: East .................................................................3.0
- PHIL M13 The Classical Mind ........................................................................3.0
- PHIL M14 The Modern Mind .................................................................3.0

Any course not selected from the Core.

**List B: Select and complete 2 courses (6 units) from the following:**

- HIST M01A Western Civilization I .................................................................3.0
HIST M01B    Western Civilization II ............................................................................. 3.0
PHIL M03    Social and Political Philosophy ............................................................... 3.0
PHIL M08    Philosophy of Religion ............................................................................ 3.0
Any course(s) not selected from List A.

List C: Select and complete 1 course (3 units) from the following:
Any course not selected from List A or List B or any CSU transferable course that has been articulated to fulfill preparation for the Philosophy major or any CSU transferable course that has been articulated to fulfill area C2 of CSU GE.

TOTAL UNITS .................................................................................................................. 18.0
New Courses

BIOL M02AH  Honors: General Biology I  5.0
Prerequisites:  MATH M03 or MATH M03B or MATH M04B and CHEM M12 or equivalent
Recommended Prep:
Hours:       4 lecture, 3 lab

Introduces students to major biological themes and principles that are fundamental to an understanding of life processes in any field of biology today. Includes the scientific process, biological chemistry, cellular biology, metabolism, life cycles, genetics, molecular biology, DNA technology, developmental genetics, and evolutionary processes. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications, and enrichment opportunities. Student cannot complete both BIOL M02A and BIOL M02AH courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU.

NS M09  Basic Skills for the Health Care Professional  0.5
Prerequisites:  None
Hours:       1.5 lab

Provides basic knowledge of client care skills to those preparing for a career in the Health Care field such as a Radiographer. Focuses on the essential principles and practices of safe effective care in this constantly changing medical field. Integrates safety, communications, documentation and cultural diversity throughout the course. It is recommended that this course be taken the semester before acceptance into the radiologic technology program or similar program. (Same course as RADT M09.) (Formerly HS M16R.) Applies to Associate Degree.
Revised Courses

ANAT M01 Human Anatomy 4.0
Prerequisites: BIOL M01 (or concurrent enrollment) or BIOL M02A (or concurrent enrollment) ENGL M01A, ENGL M01AH, and MATH M03 or equivalent

Recommended Prep:
Hours: 2 lecture, 6 lab

Examines the anatomy of human organs and organ systems from a functional perspective that focuses on an understanding of the design of the human body. Teaches, in the laboratory setting, students how to distinguish tissue types through histological specimens, and studies the three-dimensional relationship of body structures through required non-human mammalian dissection. Presents demonstrations, using on-human cadavers, to afford students a working knowledge of the gross anatomy of the human body. Applies to Associate Degree. Transfer credit: CSU; UC

COL M02 College Individual Tutoring Methods 1.0
Prerequisites: None
Hours: 1 lecture

An introduction to the methods of tutoring individuals, tutoring with emphasis on learning and groups. Examines learning theories and tutoring methodology, instructional pedagogies, and provides opportunities for application of skills to tutoring sessions. Applies to Associate Degree. Transfer credit: CSU

MUS M30A Applied Music - Woodwind 1.0
Prerequisites: AUDITION REQUIRED (audition based on repertoire standards published by Music Dept., performance at college level, with audition based on repertoire standards established by the Music Department to be accepted into MUS M30 Applied Music Program)
Corequisites: Repertoire Class: MUS M29
Music Theory: MUS M02A/M02ALB, MUS M02B/M02BL, MUS M02C/M02CLB, MUS M02D/M02DL
Performance Ensemble: MUS M10, MUS M12, MUS M15, MUS M18, MUS M19, MUS M20, MUS M21, MUS M23, MUS M60D, MUS M60G, MUS M60P or MUS M60V
Hours: 4.0.5 lecture, 1.5 lab

Provides a one-hour weekly lesson in performance of literature for the individualized study of the appropriate techniques and repertoire for woodwind instrument. Emphasizes the progressive development of skills needed for solo performance. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MUS M30B</td>
<td>Applied Music – Brass</td>
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<tr>
<td>Prerequisites:</td>
<td>AUDITION REQUIRED (audition based on repertoire standards published by Music Dept.); Performance at college level, with audition based on repertoire standards established by the Music Department to be accepted into MUS M30 Applied Music Program</td>
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<tr>
<td>Corequisites:</td>
<td>Repertoire Class: MUS M29</td>
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<tr>
<td></td>
<td>Music Theory: MUS M02A/M02ALB, MUS M02B/M02BL, MUS M02C/M02CLB, MUS M02D/M02DL</td>
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<td></td>
<td>Performance Ensemble: MUS M10, MUS M12, MUS M15, MUS M18, MUS M19, MUS M20, MUS M21, MUS M23, MUS M60D, MUS M60G, MUS M60P or MUS M60V</td>
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<tr>
<td>Hours:</td>
<td>1.0 lecture, 1.5 lab</td>
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</tbody>
</table>

Provides a one-hour private weekly lesson in performance of literature for the individualized study of the appropriate techniques and repertoire for the specific brass instrument. **Emphasizes the progressive development of skills needed for solo performance.** May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

<table>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>MUS M30C</td>
<td>Applied Music – Strings</td>
<td>1.0</td>
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<tr>
<td>Prerequisites:</td>
<td>AUDITION REQUIRED (audition based on repertoire standards published by Music Dept.); Performance at college level, with audition based on repertoire standards established by the Music Department to be accepted into MUS M30 Applied Music Program</td>
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<td>Corequisites:</td>
<td>Repertoire Class: MUS M29</td>
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<td></td>
<td>Music Theory: MUS M02A/M02ALB, MUS M02B/M02BL, MUS M02C/M02CLB, MUS M02D/M02DL</td>
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<td></td>
<td>Performance Ensemble: MUS M10, MUS M12, MUS M15, MUS M18, MUS M19, MUS M20, MUS M21, MUS M23, MUS M60D, MUS M60G, MUS M60P or MUS M60V</td>
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<tr>
<td>Hours:</td>
<td>1.0 lecture, 1.5 lab</td>
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</tbody>
</table>

Provides a one-hour private weekly lesson in performance of literature for the individualized study of the appropriate techniques and repertoire for string instruments. **Emphasizes the progressive development of skills needed for solo performance.** May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC
MUS M30D  Applied Music – Piano  1.0  
Prerequisites:  
AUDITION REQUIRED (audition based on repertoire standards published by Music Dept.);  
Performance at college level, with audition based on repertoire standards established by the Music Department to be accepted into MUS M30 Applied Music Program  
Corequisites:  
Repertoire Class: MUS M29  
Music Theory: MUS M02A/M02ALB, MUS M02B/M02BL, MUS M02C/M02CLB, MUS M02D/M02DL  
Performance Ensemble: MUS M10, MUS M12, MUS M15, MUS M18, MUS M19, MUS M20, MUS M21, MUS M23, MUS M60D, MUS M60G, MUS M60P or MUS M60V  
Hours:  
4.0 lecture, 1.5 lab  
Provides a one-hour private weekly lesson in performance of literature for the individualized study of the appropriate techniques and repertoire for piano. Emphasizes the progressive development of skills needed for solo performance. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC  

MUS M30E  Applied Music – C1 Guitar  1.0  
Prerequisites:  
AUDITION REQUIRED (audition based on repertoire standards published by Music Dept.);  
Performance at college level, with audition based on repertoire standards established by the Music Department to be accepted into MUS M30 Applied Music Program  
Corequisites:  
Repertoire Class: MUS M29  
Music Theory: MUS M02A/M02ALB, MUS M02B/M02BL, MUS M02C/M02CLB, MUS M02D/M02DL  
Performance Ensemble: MUS M10, MUS M12, MUS M15, MUS M18, MUS M19, MUS M20, MUS M21, MUS M23, MUS M60D, MUS M60G, MUS M60P or MUS M60V  
Hours:  
4.0 lecture, 1.5 lab  
Provides a one-hour private weekly lesson in performance of literature for the individualized study of the appropriate techniques and repertoire for guitar. Emphasizes the progressive development of skills needed for solo performance. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC
<table>
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<tr>
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<th>Units</th>
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<tbody>
<tr>
<td>MUS M30F</td>
<td>Applied Music – Percussion</td>
<td>1.0</td>
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<tr>
<td>Prerequisites:</td>
<td>Audition required (audition based on repertoire standards published by Music Dept.); Performance at college level, with audition based on repertoire standards established by the Music Department to be accepted into MUS M30 Applied Music Program</td>
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<tr>
<td>Corequisites:</td>
<td>Repertoire Class: MUS M29</td>
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<td>Music Theory:</td>
<td>MUS M02A/M02ALB, MUS M02B/M02BL, MUS M02C/M02CLB, MUS M02D/M02DL</td>
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<td>Performance Ensemble:</td>
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<td></td>
</tr>
<tr>
<td>Hours:</td>
<td>10.5 lecture, 1.5 lab</td>
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<tr>
<td>Provides a one-hour private weekly lesson in performance of literature for the individualized study of the appropriate techniques and repertoire for the specific percussion instrument. Emphasizes the progressive development of skills needed for solo performance. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC</td>
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<tr>
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<tbody>
<tr>
<td>MUS M30G</td>
<td>Applied Music Instrument – Voice</td>
<td>1.0</td>
</tr>
<tr>
<td>Prerequisites:</td>
<td>Audition required (audition based on repertoire standards published by Music Dept.); Performance at college level, with audition based on repertoire standards established by the Music Department to be accepted into MUS M30 Applied Music Program</td>
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<tr>
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<td>Performance Ensemble:</td>
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<td></td>
</tr>
<tr>
<td>Hours:</td>
<td>10.5 lecture, 1.5 lab</td>
<td></td>
</tr>
<tr>
<td>Provides a one-hour private weekly lesson in performance of literature for the individualized study of the appropriate techniques and repertoire for vocal development. Emphasizes the progressive development of skills needed for solo performance. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC</td>
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</tbody>
</table>
PHSO M01  Human Physiology  4.0  
Prerequisites:  CHEM M01A or CHEM M11 or CHEM M12 or CHEM M12H 1 year of high school Chemistry (or higher) and ANAT M01 or concurrent enrollment and ENGL M01A or ENGL M01AH and MATH M03 or equivalent  
Hours:  3 lecture, 3 lab  

Covers the basic studies the physiological principles, functioning, of integration and homeostasis of the human anatomical body at the cellular, tissue, organ, organ systems and organism level: integumentary. Surveys basic biochemical and biophysical principles inherent to the functioning of the various organ systems, sensory organs, cardiovascular system, lymphatic and immune systems, respiratory system, urinary system, digestive system, endocrine system, and reproductive system. Integrates this knowledge into an understanding of the functioning of the organism as a whole. Utilizes laboratory computer simulations and experiments to demonstrate basic principles and introduce physiological techniques and instruments. This course is primarily intended for Nursing, Allied Health, Kinesiology, and other health-related majors. Applies to Associate Degree. Transfer credit: CSU; UC (PHSO M01 combined with ANAT M01: maximum credit, one course)
DCAA 3.28.13 AGENDA

Oxnard College Curriculum Submissions from March 7, 2013 DTRW-I meeting
## Revised Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANTH R106</td>
<td>Culture and Personality Psychological Anthropology</td>
<td>3</td>
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<tr>
<td>ANTH R110</td>
<td>People and Cultures of the World: The Cultures of Globalization and Change</td>
<td>3</td>
</tr>
<tr>
<td>ANTH R113</td>
<td>Ancient Civilizations of the Americas</td>
<td>3</td>
</tr>
<tr>
<td>BUS R111A</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS R120</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS R140</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>CD R113</td>
<td>Programs for Infants and Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>CD R116</td>
<td>Management and Administration of Programs for Young Children</td>
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</tr>
<tr>
<td>CHEM R104</td>
<td>General, Organic, and Biological Chemistry</td>
<td>5</td>
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<tr>
<td>ENGT CNIT R127</td>
<td>Cisco Wireless Fundamentals Networking</td>
<td>3</td>
</tr>
<tr>
<td>ENGT/CNIT R143</td>
<td>CompTIA Linux+ Fundamentals</td>
<td>3</td>
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<tr>
<td>CRM R102B</td>
<td>Food Preparation Management</td>
<td>4</td>
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<tr>
<td>CRM R103A</td>
<td>Baking Techniques</td>
<td>6</td>
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<tr>
<td>CRM R105</td>
<td>Gourmet Cooking &amp; Garde Manger</td>
<td>4</td>
</tr>
<tr>
<td>MATH R014</td>
<td>Intermediate Algebra</td>
<td>5</td>
</tr>
<tr>
<td>POLS R104</td>
<td><strong>Introduction to</strong> International Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

## New Programs

Associate in Arts in Spanish for Transfer

## Revised Programs

Associate in Science/Certificate of Achievement in Business Management
ANTH R106  Culture and Personality Psychological Anthropology 3 Units
Hours: 3.0 lecture
Prerequisites: None

Comparative study of the relationship between culture and individual psychologic process. Child training and psycho-dynamics in non-Western cultures. Psychology of culture change. Personality disorders and psychotherapy studied cross-culturally. Psychological anthropology examines the relationship between culture and psychology. It draws from both anthropology and psychology to explore the complex relationships between the social and the individual. Through the use of ethnographic sources, anthropological and psychological theory, films and other readings, we employ a cross-cultural perspective to consider how culture impacts behavior, understandings of mental health, identity, cognition, personality, perception, and self. Course is offered Pass/No Pass (P/NP) at student’s option. Transfer credit: UC, CSU

ANTH R110  People and Cultures of the World: The Cultures of Globalization and Change 3 Units
Hours: 3.0 lecture
Prerequisites: None

Comparative study of human culture and elements of culture. Selected cultures studied and compared from anthropological perspectives. Emphasis on traditional societies and phenomena of culture change resulting from contact with modern societies. Culture is a central part of all human life. It shapes our identity, our worldview, and how we make sense of the world. Yet in an increasingly globalized world, cultures are rapidly changing as they come into contact with global economies, media, and transnational social forces. Through the use of ethnographic sources, films, and anthropological theory, this course emphasizes intensive study of select ethnographic regions around the globe, paying particular attention to processes of cultural change and the impact of globalization. We conduct in-depth analyses of the practices and beliefs of these cultures and consider how cultural change is impacting their lives. Topics covered will include ethnic and religious conflict, economic inequality, borders and migration, development, globalization, colonialism, environmental damage, and transnational social movements. Course is offered Pass/No Pass (P/NP) at student’s option. Transfer credit: UC, CSU

ANTH R113  Ancient Civilizations of the Americas 3 Units
Hours: 3.0 lecture
Prerequisites: None

Presentation and discussion of evidence and theories related to the origins and development of civilizations of the New World from the perspective of archaeology, prehistory, and anthropology. Data interpretations and theoretical models will be considered dealing with the early civilizations and proto-civilizations in Mesoamerica, South America, and North America. This course introduces students to the early civilizations of North America, South America, and Mesoamerica. Through the use of archaeological analysis, human remains and historical documents we will explore the origins, development and culture of these societies including the Maya, Aztecs, Inca, Olmecs and Paleo-Indians. Course is offered Pass/No Pass (P/NP) at student’s option. Transfer credit: UC, CSU
BUS R111A  Business Law 1  3 Units
Hours: 3.0 lecture
Prerequisites: None
This course is a general review of law as it relates to businesses, individuals and society-and an introduction to the legal process. The course includes the law of contracts, personal property, real property, the rights and obligations of businesses as they relate to other businesses, individuals and society. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes. A general review of law as it relates to businesses, individuals and society will be covered. Fundamental legal principles pertaining to business transactions will be covered. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student’s option. Transfer credit: UC, CSU

BUS R120  Introduction to Business  3 Units
Hours: 3.0 lecture
Prerequisites: None
This course is a survey and study of business and its relationship to government, the international marketplace and the Internet and provides students with a foundation in important concepts of business including forms of business ownership, organization, marketing, laws and regulations. This course is a required course in four Oxnard College business majors: Accounting, Business Management, Marketing and Computer Information Systems, providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization’s policy and practices within the U.S. and a global society. The course will demonstrates how these influences impact the primary areas of business including: organizational structure and design; leadership, human resource management, organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities market; and therefore affect a business’ ability to achieve its organizational goals. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student’s option. Transfer credit: UC, CSU

BUS R140  Business Communications  3 Units
Hours: 3.0 lecture
Prerequisites: BUS R104: Business English  ENGL R101 College Composition
Advisory: ENGL R101, and word processing skills
Business communications develops effective business and professional communication in written, oral, and non-verbal modes. This course includes business correspondence, report writing, listening, collaborative communication, and oral reports. Business communications is required in the Accounting, Business Management, Marketing, Retail Management, Supervision, Computer Information Systems, Office Microcomputers, and Administrative Assistant A.S. and certificate curricula. This course applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. This course is designed for students who already have college-level writing skills. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student’s option. Transfer credit: UC, CSU
CD R113  Programs for Infants and Toddlers  3 Units
Hours:  3.0 lecture
Prerequisites:  CD R102
Limitation:  Negative TB Test or chest x-ray

This course will cover the normal development of children from birth to age 3 and the environment and activities which meet their developmental needs. The emphasis will be on the importance of play as a medium for development and the selection of appropriate play materials. Parent education, community resources and cultural and ethnic differences will be covered. Transfer credit: CSU

CD R116  Management and Administration of Programs for Young Children  3 Units
Hours:  3.0 lecture
Prerequisites:  CD R115 or equivalent
Limitation:  Negative TB Test or chest x-ray

This course covers the principles and practices of the administration of early childhood programs with an emphasis on small business management, strategic planning, financing, personnel and operating policy formation, leadership skills, budgeting, legal concerns, and regulatory issues. The course offers the student the opportunity for in depth study of areas covered in survey format in CD R115. The course will cover material for programs from infant through school age. Field trips may be required. Course is offered Pass/No Pass (p/NP) at student’s option. The Child Development Permit of Title 5 ECE/CD programs requires this course for Site Supervisors (Option 1) and Program Directors California. Transfer credit: CSU

CHEM R104  General, Organic, and Biological Chemistry  5 Units
Hours:  4.0 lecture, 3.0 lab
Prerequisites:  MATH R002 or MATH R011
Advisory:  MATH R009

This course is required for nursing majors. This course provides an introduction to the concepts of chemistry in the health sciences. Topics in general chemistry will include the modern view of the atom, molecule structure, chemical formulas, and chemical reaction. Topics in organic chemistry will include hydrocarbons, alcohols, aldehydes, ketones, carboxylic acids, and amides. Topics in biochemistry will include carbohydrates, proteins, lipids, nucleic acids, and metabolism. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student’s option. Transfer credit: UC, CSU
ENGT CNIT R127  Cisco Wireless Fundamentals Networking  3 Units
Hours:   2.50 lecture, 1.50 lab
Prerequisites:  None

This course is offered by the Oxnard College Cisco Networking Academy. This is an introductory course in covers the fundamentals of wireless networking technology. At the completion of this course students will have the ability to design, implement, administer, secure, and troubleshoot a Wireless Local Area Network (WLAN), by configuring client adapters, access points, and wireless bridges. This is a core course in the Computer Networking A.S. Degree track in the Engineering Technology Department. Field trips may be required.  Transfer credit:  CSU

ENGT CNIT R143  CompTIA Linux+ Fundamentals  3 Units
Hours:   2.50 lecture
Prerequisites:  None

This course provides instruction and hands-on training on the Linux operating system, which has surged in popularity. Students will gain an understanding of an open-source operating system, perform a Linux installation, administer user accounts and file settings, and customize settings of the operating system. The course will also cover networking with Linux, security issues, and interoperability with other operating systems. In addition, this course prepares students for the to earn a CompTIA Linux+ certification at the Oxnard College PearsonVUE Testing Center. Certification voucher discounts are available to Oxnard College students. Field trips may be required.  Transfer credit:  CSU.

CRM R102B  Food Preparation Management  4 Units
Hours:   2.0 lecture, 6.0 lab
Prerequisites:  CRM R102A and negative TB test.
Limitation:  Negative TB Test or chest x-ray, and ServSafe Certification

The course provides advance study and laboratory experience of food preparation management for the continuing student. Students will apply advanced knowledge in; kitchen organization and supervision of food service workers emphasizing high production standards. Students will also learn recipe standardization, portion control, and food service sanitation. Students will receive experience in food service operations management. Field trips may be required.  Course is offered Pass/No Pass (P/NP) at student’s option.  Transfer credit:  CSU

CRM R103A  Baking Techniques  6 Units
Hours:   3.0 lecture, 9.0 lab
Prerequisites:  CRM R102A and Negative TB test.
Limitation:  Negative TB Test or chest x-ray, and ServSafe Certification

This course provides instruction in the preparation and/or use of pastries, pies, fillings, milk, starches, and leavening agents. Rations and chemical reactions of ingredients are also stressed, as well as the effects of heat and refrigeration on products. Breads, rolls, Danish pastries, and puff pastries are demonstrated and practiced. After instruction, students calculate food cost and mark-up for retail sales of products.  Course is offered Pass/No Pass (P/NP) at student’s option.  Transfer credit:  CSU
**Oxnard College**

Revised Courses

Page 6

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRM R105</td>
<td>Gourmet Cooking &amp; Garde Manager</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Hours: 2.0 lecture, 6.0 lab</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisites: CRM R102A, CRM R102B negative TB test:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Limitation: Negative TB Test or chest x-ray, and ServSafe Certification</td>
<td></td>
</tr>
</tbody>
</table>

This course will teach students special techniques and skills in quality sauté and flambé cooking. The course will also cover entrée cooking and specialty food items, cooking with wine and herbs, and preparation of exotic salads. Additional techniques will be taught on modern trends of “garde manger” (the art of decorating food for eye appeal) presentations showing the changing environment, updated concepts, and new ideas. Field trips may be required. **Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student’s option.** Transfer credit: CSU

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH R014</td>
<td>Intermediate Algebra</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Hours: 5.0 lecture</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisites: Math R011 or MATH R002</td>
<td></td>
</tr>
</tbody>
</table>

This is a second course in algebra emphasizing applications of mathematics to scientific and logical problems. Students learn to analyze and interpret problems while developing inductive and deductive logic skills to apply to verbal and quantitative problems. The Topics include operations with functions, inequalities and absolute value, rational exponents, radical expressions and equations, complex numbers, quadratic functions, exponential and logarithmic functions, conic sections, and sequences and series. variation, rational exponents, radical variation, rational expressions and equations, compound and absolute value inequalities, systems of linear equations, an introduction to matrices and determinants, graphing linear and nonlinear functions, radical expressions and equations, complex numbers, solving equations of higher degree, exponential and logarithmic functions, conic sections, sequences and series, and the Binomial Theorem. **Course is offered Pass/No Pass (P/NP) at student’s option.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS R104</td>
<td>Introduction to International Relations</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Hours: 3.0 lecture</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisites: None</td>
<td></td>
</tr>
</tbody>
</table>

This course explores the international relations between governments and the foreign policies that influence those relations. **An introduction to international relations theory with an examination of national, international, transnational, and sub-national actors and their institutions, interactions and processes as they relate to global issues.** The role of international institutions such as the United Nations and the World Bank, the activities of non-governmental organizations and the goals and methods of protest movements are described. Topics to be discussed include the impact of globalization, international trade, transnational corporations, mass communication technology, global migration, massive arms distributions and the sources of armed conflict. Field trips may be required. **Course is offered Pass/No Pass (P/NP) at student’s option.** Transfer credit: UC, CSU
**Associate in Arts in Spanish for Transfer**

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN R101 Elementary Spanish 1</td>
<td>5</td>
</tr>
<tr>
<td>SPAN R102 Elementary Spanish 2</td>
<td>5</td>
</tr>
<tr>
<td>SPAN R103 Intermediate Spanish 1</td>
<td>5</td>
</tr>
<tr>
<td>or SPAN R140 Spanish for Native Speakers 1</td>
<td>5</td>
</tr>
<tr>
<td>SPAN R104 Intermediate Spanish 2</td>
<td>5</td>
</tr>
<tr>
<td>or SPAN R141 Spanish for Native Speakers 2</td>
<td>5</td>
</tr>
</tbody>
</table>

Students beginning the major at SPAN R102, SPAN R103, or SPAN R140 will need to select a course or courses from the substitution list below to total a minimum of 16 units in the core.

**List A (One Course, 3 Units Minimum)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN R117 Latin American Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

**Substitution courses for students who do not have a minimum of 16 units in Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN R118 Latin America and Spanish Film</td>
<td>3</td>
</tr>
<tr>
<td>or COMM R113 Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>or HIST R109 History of Mexico</td>
<td>3</td>
</tr>
<tr>
<td>or HIST R107 History of Mexicans in the United States</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units** 19-23
## Business Management

### Associate in Science Degree

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT R101</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT R102</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS R111A</td>
<td>Business Law 1</td>
<td>3</td>
</tr>
<tr>
<td>BUS R120</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS R121</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS R122</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>BUS R130</strong></td>
<td><strong>Sales Management</strong></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td>BUS R125</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS R140</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>PSY R102A</td>
<td>Interpersonal Relations 1</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete one of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS R130-103</td>
<td>Concepts in Business Mathematics</td>
</tr>
<tr>
<td>BUS R125</td>
<td>Personal Finance</td>
</tr>
<tr>
<td>CIS R100</td>
<td>Introduction to Computer Information Systems</td>
</tr>
<tr>
<td>COMM R101</td>
<td>Introduction to Oral Communication</td>
</tr>
<tr>
<td>ECON R101</td>
<td>Introduction to the Principles of Macroeconomics</td>
</tr>
<tr>
<td>ECON R102</td>
<td>Introduction to the Principles of Microeconomics</td>
</tr>
</tbody>
</table>

**Total Required Units:** 30 33
DCAA 3.28.13 AGENDA

Ventura College Curriculum Submissions from March 7, 2013 DTRW-I meeting
VENTURA COLLEGE

Deleted Degrees/Programs

Proficiency Awards in Fitness Specialist
Proficiency Awards in Geographic Information Systems (GIS) – Agricultural Applications

New Degrees/Programs

Associate in Arts Degree in Anthropology for Transfer
Associate in Science Degree in Mathematics for Transfer
Certificate of Achievement in State Smog Licensed Technician Preparation

Revised Degrees/Programs

Associate in Arts Degree in Communication Studies for Transfer
Associate in Arts Degree in Studio Arts for Transfer
Associate in Arts Degree in Theatre Arts for Transfer
Associate in Arts Degree in General Studies with Holistic Studies Emphasis
Proficiency Awards in Holistic Health

New Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ V11B</td>
<td>Aikido II</td>
<td>1</td>
</tr>
<tr>
<td>COMM V12</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>ICA V30A</td>
<td>Off-season Conditioning for Athletes I</td>
<td>.5</td>
</tr>
<tr>
<td>ICA V30B</td>
<td>Off-season Conditioning for Athletes II</td>
<td>1</td>
</tr>
<tr>
<td>ICA V31A</td>
<td>Pre-season Conditioning for Athletes I</td>
<td>.5</td>
</tr>
<tr>
<td>ICA V31B</td>
<td>Pre-season Conditioning for Athletes II</td>
<td>1</td>
</tr>
<tr>
<td>KIN V19</td>
<td>Indoor Cross Fitness Training</td>
<td>1</td>
</tr>
<tr>
<td>KIN V21</td>
<td>Fitness Walking/Jogging</td>
<td>1</td>
</tr>
<tr>
<td>KIN V23</td>
<td>Advanced Running/Interval Training</td>
<td>1</td>
</tr>
<tr>
<td>KIN V40B</td>
<td>Basketball II</td>
<td>1</td>
</tr>
<tr>
<td>KIN V42B</td>
<td>Golf II</td>
<td>1</td>
</tr>
<tr>
<td>KIN V48B</td>
<td>Soccer II</td>
<td>1</td>
</tr>
<tr>
<td>KIN V50B</td>
<td>Aikido II</td>
<td>1</td>
</tr>
<tr>
<td>KIN V70B</td>
<td>Yoga II</td>
<td>1</td>
</tr>
<tr>
<td>KIN V72</td>
<td>Stress Relaxation Exercises</td>
<td>1</td>
</tr>
<tr>
<td>KIN V74B</td>
<td>Advanced Core Applications for Kinesiology</td>
<td>1</td>
</tr>
<tr>
<td>KIN V76B</td>
<td>Tai Chi II</td>
<td>1</td>
</tr>
<tr>
<td>MATH V23</td>
<td>Introduction to Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>THA V05B</td>
<td>Stagecraft II</td>
<td>3</td>
</tr>
<tr>
<td>THA V06B</td>
<td>Stage Make-up II</td>
<td>3</td>
</tr>
<tr>
<td>THA V22B</td>
<td>Fundamentals of Stage Costuming II</td>
<td>3</td>
</tr>
<tr>
<td>THA V31B</td>
<td>Acting for Film and Television II</td>
<td>3</td>
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</table>
### Revised Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ACT V01</td>
<td>Assistive Computer Technology: Evaluation</td>
<td>1.5</td>
</tr>
<tr>
<td>ACT V02</td>
<td>Assistive Computer Technology: Keyboarding Skills</td>
<td>1.5</td>
</tr>
<tr>
<td>ACT V03</td>
<td>Assistive Computer Technology: Access to Computers</td>
<td>1.5</td>
</tr>
<tr>
<td>ACT V05</td>
<td>Assistive Computer Technology: Skills for the Internet</td>
<td>1.5</td>
</tr>
<tr>
<td>ACT V08</td>
<td>Assistive Computer Technology: Spelling Skills</td>
<td>1.5</td>
</tr>
<tr>
<td>ACT V25</td>
<td>Assistive Computer Technology: Writing Skills</td>
<td>1.5</td>
</tr>
<tr>
<td>ART V20A</td>
<td>Intermediate Oil Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART V29A</td>
<td>Commercial Illustration &amp; Layout I</td>
<td>3</td>
</tr>
<tr>
<td>ART V29B</td>
<td>Commercial Illustration &amp; Layout II</td>
<td>3</td>
</tr>
<tr>
<td>ART V34A</td>
<td>Two-Dimensional Mixed Media I</td>
<td>3</td>
</tr>
<tr>
<td>ART V37A</td>
<td>Watercolor Painting I</td>
<td>3</td>
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<tr>
<td>ART V46A</td>
<td>Beginning Acrylic Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART V71</td>
<td>Computer Graphics and Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART V72</td>
<td>Computer Graphics and Graphic Design II</td>
<td>3</td>
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<tr>
<td>AUTO V10</td>
<td>Introduction to Automotive Technology</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTO V32A</td>
<td>Automotive Service Excellence (ASE) Certification</td>
<td>1</td>
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<tr>
<td>BUS V07B</td>
<td>Business Calculations Using Excel</td>
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<tr>
<td>BUS V28A</td>
<td>Medical Office Procedures: Front Office</td>
<td>3</td>
</tr>
<tr>
<td>BUS V45</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>CD V64A</td>
<td>Practicum in Early Childhood Education: Observation</td>
<td>3</td>
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<tr>
<td>CD V64B</td>
<td>Practicum in Early Childhood Education: Field Experience</td>
<td>3</td>
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<tr>
<td>CT V30</td>
<td>Shop Woodworking</td>
<td>3</td>
</tr>
<tr>
<td>CT V84</td>
<td>Construction Skills Training</td>
<td>3</td>
</tr>
<tr>
<td>DANC V13A</td>
<td>Tap Dance I</td>
<td>1.5</td>
</tr>
<tr>
<td>DANC V14/THA V14</td>
<td>Movement for the Theatre</td>
<td>1.5</td>
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<tr>
<td>DANC V15A</td>
<td>Ballet I</td>
<td>1.5</td>
</tr>
<tr>
<td>DANC V23</td>
<td>Ballroom Dance</td>
<td>1.5</td>
</tr>
<tr>
<td>DANC V27</td>
<td>Street Dance</td>
<td>1.5</td>
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<td>DANC V29A</td>
<td>Jazz Dance I</td>
<td>1.5</td>
</tr>
<tr>
<td>EAC V21</td>
<td>Weight Training and Conditioning: Adaptive</td>
<td>1.5</td>
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<tr>
<td>EAC V25</td>
<td>Introduction to Dance: Adaptive</td>
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</tr>
<tr>
<td>EAC V26</td>
<td>Individual and Team Sports: Adaptive</td>
<td>1.5</td>
</tr>
<tr>
<td>EAC V27</td>
<td>Introduction to Swimming and Aquatic Fitness: Adaptive</td>
<td>1.5</td>
</tr>
<tr>
<td>EAC V28</td>
<td>Exploring Multicultural Dance Forms: Adaptive</td>
<td>1.5</td>
</tr>
<tr>
<td>GEOG V24/GIS V24</td>
<td>Introduction to Global Positioning Systems (GPS)</td>
<td>.5</td>
</tr>
<tr>
<td>HED V70</td>
<td>Spiritual Health</td>
<td>3</td>
</tr>
<tr>
<td>HED V95</td>
<td>Health and Wellness: Designed for Women</td>
<td>3</td>
</tr>
<tr>
<td>KIN ICA V36</td>
<td>Spring Intercollegiate Basketball: Advanced Theory &amp; Strategies</td>
<td>3.5</td>
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<tr>
<td>KIN V22</td>
<td>Running for Fitness</td>
<td>1</td>
</tr>
<tr>
<td>KIN V26</td>
<td>Weight Training and Conditioning: Free Weights</td>
<td>1</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------------------------</td>
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</tr>
<tr>
<td>KIN V32</td>
<td>Power Body Building for Athletes and Sculpting</td>
<td>1.5</td>
</tr>
<tr>
<td>KIN V74A</td>
<td>Core Applications of Functional Kinesiology</td>
<td>1.5</td>
</tr>
<tr>
<td>KIN V76A</td>
<td>Tai Chi for Balance and Holistic Health</td>
<td>1.5</td>
</tr>
<tr>
<td>MUS V55A</td>
<td>Beginning Recorder</td>
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<td>MUS V55B</td>
<td>Intermediate Recorder</td>
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<tr>
<td>MUS V55C</td>
<td>Advanced Recorder</td>
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<tr>
<td>POLS V01</td>
<td>American Government</td>
<td>3</td>
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<tr>
<td>POLS V02</td>
<td>Comparative Government</td>
<td>3</td>
</tr>
<tr>
<td>POLS V03</td>
<td>Introduction to Political Science</td>
<td>3</td>
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<tr>
<td>POLS V04</td>
<td>Introduction to Political Theory</td>
<td>3</td>
</tr>
<tr>
<td>PSY V03</td>
<td>Introduction to Biological Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY V31/SOC V31</td>
<td>Introduction to Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>WEL V03</td>
<td>ARC and MIG Welding</td>
<td>8</td>
</tr>
<tr>
<td>WEL V13A</td>
<td>ARC and MIG Welding I</td>
<td>4</td>
</tr>
<tr>
<td>WEL V13B</td>
<td>ARC and MIG Welding II</td>
<td>4</td>
</tr>
<tr>
<td>WEL V14A</td>
<td>TIG and Flux Core Welding I</td>
<td>4</td>
</tr>
<tr>
<td>WEL V14B</td>
<td>TIG and Flux Core Welding II</td>
<td>4</td>
</tr>
<tr>
<td>WEL V20</td>
<td>Advanced Welding Applications</td>
<td>4</td>
</tr>
<tr>
<td>WEL V30</td>
<td>Applied Metal Fabrication</td>
<td>2</td>
</tr>
</tbody>
</table>
New Degrees/Programs

Associate in Arts Degree
ANTHROPOLGY FOR TRANSFER

The Associate in Arts in Anthropology for Transfer Degree (Anthropology AA-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with an Associate in Arts in Anthropology for Transfer Degree may transfer to a CSU Campus to complete a Bachelor’s Degree in Anthropology or similar programs.

To earn an Anthropology AA-T degree, students must complete:

1. Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
   a. The Intersegmental General Education Transfer Curriculum (IGETC-CSU) or the California State University General Education-Breadth 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.

2. Obtainment of a minimum grade point average of 2.0.

3. Obtainment of a “C or P” grade or better in all courses required for the major or area of emphasis.

4. Complete a minimum of 12 units in residency at the college granting the degree.

REQUIRED CORE (9 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH V01</td>
<td>Biological Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH V02</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH V03</td>
<td>Archaeology and World Prehistory</td>
<td>3</td>
</tr>
</tbody>
</table>

LIST A:

Complete 3-4 units in the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH V01L</td>
<td>Biological Anthropology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ANTH V05</td>
<td>Linguistic Anthropology: Culture and Communication</td>
<td>3</td>
</tr>
<tr>
<td>PSY V04</td>
<td>Introductory Statistics for the Social and Behavioral Science</td>
<td>4</td>
</tr>
</tbody>
</table>

Or

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH V44</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>
LIST B:
Select one or two (1-2) of the following courses (3-8 units):
Any Course not used in LIST A:
    ANTH V01L, ANTH V05, PSY V04 or MATH V44 3-4

PSY V07    Introduction to Research Methods in the Social and Behavioral Sciences  3
GEOL V01    Physical Geology  3
And
GEOL V01L   Physical Geology Laboratory  1

LIST C:
Select one (1) of the following courses (3 units):
ANTH V04/AES V01 Native Peoples of North America 3
ANTH V07    Cultural Anthropology 3
COMM V12    Intercultural Communication 3
GEOG V02    Introduction to Human Geography 3
PSY V30     Multicultural Psychology 3
SOC V01     Introduction to Sociology 3
SOC V03/AES V11 Racial and Ethnic Group Relations 3

Major Units 18-21
CSU General Education or IGETC Pattern 39-42
Electives (CSU transferrable units to reach 60)
Double-Counted Units (14-17)
DEGREE TOTAL 60
New Degrees/Programs - Continued

Associate in Science Degree
MATHEMATICS FOR TRANSFER

The Associate in Science in Mathematics or Transfer Degree (Mathematics AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with an Associate of Science in Mathematics for Transfer Degree may transfer to a four-year institution to complete a Bachelor’s Degree in mathematics and applied mathematics or similar programs.

To earn a Mathematics AA-T degree, students must complete:

1. Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
   a. The Intersegmental General Education Transfer Curriculum (IGETC-CSU) or the California State University General Education-Breadth 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.

2. Obtainment of a minimum grade point average of 2.0 on transfer courses.

3. Obtainment of a “C” grade or better in all courses required for the major or area of emphasis.

4. Complete a minimum of 12 units in residency at the college granting the degree.

REQUIRED CORE (15 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH V21A</td>
<td>Calculus/Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>MATH V21B</td>
<td>Calculus/Analytic Geometry II</td>
<td>5</td>
</tr>
<tr>
<td>MATH V21C</td>
<td>Multivariable Calculus</td>
<td>5</td>
</tr>
</tbody>
</table>

Choose a minimum of 6 units from LIST A and B below with at least 3 units from LIST A:

LIST A
Select one to two (1-2) of the following courses (3-6 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH V22</td>
<td>Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH V23</td>
<td>Differential Equations</td>
<td>3</td>
</tr>
</tbody>
</table>

LIST B:
Select one (1) of the following courses (3-4 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS V11</td>
<td>Programming Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CS V13</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>CS V17/MATH V52</td>
<td>Discrete Structures</td>
<td>3</td>
</tr>
<tr>
<td>CS V30</td>
<td>Beginning C++</td>
<td>3</td>
</tr>
<tr>
<td>CS V40</td>
<td>Beginning Java</td>
<td>3</td>
</tr>
<tr>
<td>PHYS V01</td>
<td>Elementary Physics</td>
<td>5</td>
</tr>
<tr>
<td>MATH V44</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>Category</td>
<td>Units</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>Major Units</td>
<td>21-23</td>
<td></td>
</tr>
<tr>
<td>CSU General Education or IGETC Pattern</td>
<td>44-45</td>
<td></td>
</tr>
<tr>
<td>Electives (CSU transferrable units to reach 60)</td>
<td>0-4</td>
<td></td>
</tr>
<tr>
<td>Double-Counted Units</td>
<td>(5-10)</td>
<td></td>
</tr>
<tr>
<td><strong>DEGREE TOTAL</strong></td>
<td><strong>60</strong></td>
<td></td>
</tr>
</tbody>
</table>
New Degrees/Programs - Continued

Certificate of Achievement
STATE SMOG LICENSED TECHNICIAN PREPARATION

The State Smog Licensed Technician Preparation will prepare the student in all required areas for Smog License Certification with the State of California, Bureau of Automotive Repair (BAR). The courses will prepare the students for the state exam required to gain a Smog License in California.

The basic **Smog Inspector License** requirement is a level 1 course plus the level 2 course. The AUTO V17, V17LA-LB, or AUTO V46 will meet the level 1 course requirement. The level 2 course requirement is met with AUTO V48.

The unlimited **Smog Technician License** that allows the technician to do vehicle smog-related repairs requires all the courses listed.

**REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO V14</td>
<td>Automotive Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO V14LA</td>
<td>Automotive Chassis Electrical Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>AUTO V14LB</td>
<td>Automotive Engine Electrical Systems Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>AUTO V15</td>
<td>Automotive Fuel Systems</td>
<td>2</td>
</tr>
<tr>
<td>AUTO V15LA-V15LB</td>
<td>Automotive Fuel Systems Laboratories A &amp; B</td>
<td>1-1</td>
</tr>
<tr>
<td>AUTO V16</td>
<td>Automotive Emission Control System</td>
<td>2</td>
</tr>
<tr>
<td>AUTO V16LA-V16LB</td>
<td>Automotive Emission Control System Laboratories A &amp; B</td>
<td>1-1</td>
</tr>
<tr>
<td>AUTO V17</td>
<td>Automotive Drivability Diagnostics and Repair</td>
<td>2</td>
</tr>
<tr>
<td>AUTO V17LA-V17LB</td>
<td>Automotive Drivability Diagnostics and Repair Laboratories A &amp; B</td>
<td>1-1</td>
</tr>
<tr>
<td>AUTO V32A</td>
<td>ASE Preparation for Engines and Engine Performance</td>
<td>1</td>
</tr>
<tr>
<td>AUTO V46</td>
<td>Engine Performance</td>
<td>3</td>
</tr>
<tr>
<td>AUTO V48</td>
<td>Smog Check Inspection Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AUTO V49</td>
<td>Calif. BAR Smog License Update Course</td>
<td>1</td>
</tr>
</tbody>
</table>

26
Revised Degrees/Programs

Associate in Arts Degree
COMMUNICATION STUDIES FOR TRANSFER

The Associate in Arts in Communication Studies for Transfer Degree (Communication Studies AA-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with an Associate in Arts in Communication Studies for Transfer Degree may transfer to a CSU Campus to complete a Bachelor’s Degree in Communication Studies or similar programs.

To earn a Communication Studies AA-T degree, students must complete:

1. Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
   a. The Intersegmental General Education Transfer Curriculum (IGETC-CSU) or the California State University General Education-Breadth 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.

2. Obtainment of a minimum grade point average of 2.0.

3. Obtainment of a “C or P” grade or better in all courses required for the major or area of emphasis.

4. Complete a minimum of 12 units in residency at the college granting the degree.

**REQUIRED CORE (3 units):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM V01</td>
<td>Introduction to Speech Communication</td>
</tr>
</tbody>
</table>

**LIST A:**
Select two (2) of the following courses (6 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM V03</td>
<td>Group Communication</td>
</tr>
<tr>
<td>COMM V10</td>
<td>Critical Thinking in Oral Communication: Argumentation and Debate</td>
</tr>
<tr>
<td>COMM V15</td>
<td>Interpersonal Communication</td>
</tr>
</tbody>
</table>

**LIST B:**
Select two (2) of the following courses (6 units):

*Any Course not used in LIST A: COMM V03, V10, V15*

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM V05</td>
<td>Oral Interpretation and Communication of Literature</td>
</tr>
<tr>
<td>COMM V16</td>
<td>Mass Communication</td>
</tr>
<tr>
<td><strong>COMM V12</strong></td>
<td><strong>Intercultural Communication</strong></td>
</tr>
</tbody>
</table>
**LIST C:**

Select one (1) of the following courses (3 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH V02</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>PSY V01</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC V01</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL V01B</td>
<td>Critical Thinking and Composition Through Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

Major Units                      18  
CSU General Education or IGETC Pattern          42  
Electives (CSU transferrable units to reach 60)        (12)  
Double-Counted Units                         60  

DEGREE TOTAL
Revised Degrees/Programs – Continued

Associate in Arts Degree
STUDIO ARTS FOR TRANSFER

The Associate in Arts in Studio Arts for Transfer Degree (Studio Arts AA-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with an Associate in Art in Studio Arts for Transfer Degree may transfer to a CSU Campus to complete a Bachelor’s Degree in Art, Ceramics, Commercial Art, Digital Media, Fine Arts, Painting, Photography and Sculpture.

To earn a Studio Arts AA-T degree, students must complete:

1. Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
   a. The Intersegmental General Education Transfer Curriculum (IGETC-CSU) or the California State University General Education-Breadth 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.
2. Obtainment of a minimum grade point average of 2.0.
3. Obtainment of a “C or P” grade or better in all courses required for the major or area of emphasis.
4. Complete a minimum of 12 units in residency at the college granting the degree.

REQUIRED CORE (12 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART V02B</td>
<td>Introduction to the History of Western Art II</td>
<td>3</td>
</tr>
<tr>
<td>ART V11A</td>
<td>Color and Design: Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART V19</td>
<td>Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART V12A</td>
<td>Drawing and Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

LIST A
Select one (1) of the following courses (3 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART V02A</td>
<td>Introduction to the History of Western Art I</td>
<td>3</td>
</tr>
<tr>
<td>ART V08/AESV65</td>
<td>Introduction to Asian Art</td>
<td>3</td>
</tr>
<tr>
<td>ART V03/AES V10</td>
<td>Introduction to African and Pre-Columbian Art</td>
<td>3</td>
</tr>
<tr>
<td>ART V02C/AES V67</td>
<td>Introduction to Non-Western Art</td>
<td>3</td>
</tr>
<tr>
<td>ART V04</td>
<td>Introduction to Renaissance and Baroque Art</td>
<td>3</td>
</tr>
<tr>
<td>ART V05</td>
<td>Introduction to American Art</td>
<td>3</td>
</tr>
<tr>
<td>ART V06</td>
<td>Introduction to Modern Art</td>
<td>3</td>
</tr>
</tbody>
</table>
LIST B

Select three (3) of the following courses (9 units): Curricular Areas

**Drawing:**
- ART V13A or Life Drawing I 3
- ART V12B Drawing and Composition II 3

**Painting:**
- ART V16A Beginning Oil Painting I 3
- ART V46A Beginning Acrylic Painting I 3

**Printmaking:**
- ART V48 Introduction to Printmaking 3

**Ceramics:**
- ART V51A Beginning Ceramics I 3

**Sculpture:**
- ART V25A Beginning Sculpture I 3

**Digital Art:**
- ART V73A Digital Imaging 3

**Photography:**
- PHOT V01 Beginning Photography 3
- PHOT V02 Beginning Photography with Digital Techniques 3
- PHOT V06A Introduction to Color Photography I 3

**Color:**
- ART V11B Color and Design: Color Theory 3

**Other Media:**
- ART V28A Visual Technologies for Graphic Communications I 3
- ART V29A Commercial Illustration & Layout I 3
- ART V71 Computer Graphics and Design I 3

**Second Semester Courses:**
- ART V16B Beginning Oil Painting II 3
- ART V51B Beginning Ceramics II 3
- ART V25B Beginning Sculpture II 3
- ART V72 Computer Graphics and Design II 3

<table>
<thead>
<tr>
<th>Major Units</th>
<th>24</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU General Education or IGETC Pattern</td>
<td>36</td>
</tr>
<tr>
<td>Electives (CSU transferrable units to reach 60)</td>
<td>(6)</td>
</tr>
<tr>
<td>Double-Counted Units</td>
<td></td>
</tr>
<tr>
<td><strong>DEGREE TOTAL</strong></td>
<td>60</td>
</tr>
</tbody>
</table>
The Associate in Arts in Theatre Arts for Transfer Degree (Theatre Arts AA-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with an Associate in Art in Theatre Arts for Transfer Degree may transfer to a CSU Campus to complete a Bachelor’s Degree in Theatre Arts or related fields.

To earn a Theatre Arts AA-T degree, students must complete:

1. Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
   a. The Intersegmental General Education Transfer Curriculum (IGETC-CSU) or the California State University General Education-Breadth 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.
2. Obtainment of a minimum grade point average of 2.0.
3. Obtainment of a “C or P” grade or better in all courses required for the major or area of emphasis.
4. Complete a minimum of 12 units in residency at the college granting the degree.

**REQUIRED CORE (9 units):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THA V01</td>
<td>Theatre Arts Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>THA V02A</td>
<td>Fundamentals of Acting</td>
<td>3</td>
</tr>
<tr>
<td>Any combination of THA V10A, V10B, V10C or V10D for up to 3 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THA V10A</td>
<td>Production and Performance I</td>
<td>1</td>
</tr>
<tr>
<td>OR</td>
<td>Production and Performance II</td>
<td>2</td>
</tr>
<tr>
<td>OR</td>
<td>Production and Performance III</td>
<td>3</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td><strong>THA V10D</strong> Production and Performance IV</td>
<td>3</td>
</tr>
</tbody>
</table>

**LIST A**

Select three (3) of the following courses (9 units):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THA V05A</td>
<td>Stagecraft I</td>
<td>3</td>
</tr>
<tr>
<td>THA V06A</td>
<td>Stage Make-up I</td>
<td>3</td>
</tr>
<tr>
<td>THA V20</td>
<td>Costume Design and History</td>
<td>3</td>
</tr>
<tr>
<td>THA V22A</td>
<td>Fundamentals of Stage Costuming I</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Description</td>
<td>Units</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>THA V02B</td>
<td>Advanced Acting</td>
<td>3</td>
</tr>
<tr>
<td>OR THA V31A</td>
<td>Acting for Film and Television I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Major Units**

- 18 units

**CSU General Education or IGETC Pattern**

- 42 units

**Electives (CSU transferrable units to reach 60)**

- (6) units

**Double-Counted Units**

- (6) units

**DEGREE TOTAL**

- 60 units
ASSOCIATES IN ARTS DEGREE IN GENERAL STUDIES: HOLISTIC STUDIES EMPHASIS

REQUIRED CORE COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HED V94.71</td>
<td>Survey of Alternative and Integrative Medicine</td>
<td>3</td>
</tr>
<tr>
<td>HED V73</td>
<td>Introduction to Holistic Health and Healing</td>
<td>3</td>
</tr>
</tbody>
</table>

REQUIRED ADDITIONAL COURSES:

Select one (1) of the following Spiritual courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HED V70</td>
<td>Spiritual Health</td>
<td>3</td>
</tr>
<tr>
<td>PHIL V09</td>
<td>Introduction to Zen Buddhism</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one (1) of the following Culture, Philosophy, and Religion courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH V07</td>
<td>The Anthropology of Magic, Witchcraft, and Religion</td>
<td>3</td>
</tr>
<tr>
<td>PHIL V03A</td>
<td>Survey of World Religions: East</td>
<td>3</td>
</tr>
<tr>
<td>PHIL V03B</td>
<td>Survey of World Religions: West</td>
<td>3</td>
</tr>
<tr>
<td>SOC V02</td>
<td>Social Problems</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one (1) of the following Health and Human Development courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAC V13</td>
<td>Holistic Health and Disabilities</td>
<td>1.5</td>
</tr>
<tr>
<td>HED V76</td>
<td>Understanding and Managing Stress</td>
<td>3</td>
</tr>
<tr>
<td>HED V82</td>
<td>Health and Fitness</td>
<td>3</td>
</tr>
<tr>
<td>HED V87</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HED V93</td>
<td>Health and Wellness</td>
<td>3</td>
</tr>
<tr>
<td>HED V95</td>
<td>Health and Wellness: Designed for Women</td>
<td>3</td>
</tr>
<tr>
<td>HED V97</td>
<td>Fundamentals of Nutrition and Fitness</td>
<td>3</td>
</tr>
<tr>
<td>PSY V02</td>
<td>Personal Growth and Social Awareness</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one (1) of the following Mind, Body, and Spirit Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>KIN V50A</td>
<td>Aikido I</td>
<td>1</td>
</tr>
<tr>
<td>KIN V50B</td>
<td>Aikido II</td>
<td>1</td>
</tr>
<tr>
<td>KIN V70A</td>
<td>Yoga I</td>
<td>1.5</td>
</tr>
<tr>
<td>KIN V70B</td>
<td>Yoga II</td>
<td>1</td>
</tr>
<tr>
<td>KIN V72</td>
<td>Stress Management Relaxation Exercises</td>
<td>1</td>
</tr>
<tr>
<td>KIN V73</td>
<td>Holistic Movement, Flexibility and Balance</td>
<td>1.5</td>
</tr>
<tr>
<td>KIN V74A</td>
<td>Core Applications of functional Kinesiology</td>
<td>1.5</td>
</tr>
<tr>
<td>KIN V74B</td>
<td>Advanced Core Applications of Kinesiology</td>
<td>1</td>
</tr>
<tr>
<td>KIN V76A</td>
<td>Tai Chi I</td>
<td>1.5</td>
</tr>
<tr>
<td>KIN V76B</td>
<td>Tai Chi II</td>
<td>1</td>
</tr>
</tbody>
</table>

Select one (1) of the following Aerobic and Resistance Training courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>KIN V10</td>
<td>Aerobic and Strength Training</td>
<td>1</td>
</tr>
<tr>
<td>KIN V12</td>
<td>Bicycle Conditioning</td>
<td>1</td>
</tr>
<tr>
<td>KIN V14</td>
<td>Step Aerobics</td>
<td>1</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
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<tr>
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</tr>
<tr>
<td>KIN V16</td>
<td>Functional Fitness and Self Defense</td>
<td>1</td>
</tr>
<tr>
<td>KIN V18</td>
<td>Cardiovascular Fitness: Machine Training</td>
<td>1</td>
</tr>
<tr>
<td>KIN V19</td>
<td>Indoor Cross Fitness Training</td>
<td>1</td>
</tr>
<tr>
<td>KIN V20</td>
<td>Restorative Cardiovascular Fitness: Walking</td>
<td>1</td>
</tr>
<tr>
<td>KIN V21</td>
<td>Fitness Walking/Jogging for Cardiovascular Health</td>
<td>1</td>
</tr>
<tr>
<td>KIN V22</td>
<td>Running for Fitness</td>
<td>1</td>
</tr>
<tr>
<td>KIN V23</td>
<td>Advanced Running/Interval Training</td>
<td>1</td>
</tr>
<tr>
<td>KIN V26</td>
<td>Weight Training and Conditioning</td>
<td>1</td>
</tr>
<tr>
<td>KIN V28</td>
<td>Conditioning: Designed for Women</td>
<td>1</td>
</tr>
<tr>
<td>KIN V32</td>
<td>Power Body Building and Sculpting</td>
<td>1</td>
</tr>
<tr>
<td>KIN V34</td>
<td>Circuit Training</td>
<td>1</td>
</tr>
</tbody>
</table>

Select one (1) of the following Science and the Environment courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT V01</td>
<td>General Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>ANPH V01</td>
<td>Introduction to Human Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL V01</td>
<td>Principles of Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL V10/ENVM V01</td>
<td>Introduction to Environmental Issues</td>
<td>3</td>
</tr>
<tr>
<td>BIOL V12</td>
<td>Principles of Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>GEOG V01</td>
<td>Elements of Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG V02</td>
<td>Introduction to Human Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG V06</td>
<td>Geography of California</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS: 18 – 21.5 18.5 - 20
### Revised Degrees/Programs – Continued

**Proficiency Award**

**HOLISTIC STUDIES**

Holistic Health

(Awarded by the Health Education Department)

**REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HED V92</td>
<td>First Aid, Safety and CPR current – American Red Cross</td>
<td>2</td>
</tr>
<tr>
<td>HED V70</td>
<td>Spiritual Health</td>
<td>3</td>
</tr>
<tr>
<td>HED V9471</td>
<td>Survey of Alternative and Integrative Medicine</td>
<td>3</td>
</tr>
<tr>
<td>HED V73</td>
<td>Introduction to Holistic Health and Healing</td>
<td>3</td>
</tr>
</tbody>
</table>

**REQUIRED ADDITIONAL COURSES:**

Select one (1) of the following courses:

- KIN V70A  Physiology and Fundamentals of Yoga I  1.5
- KIN V70B  Yoga II                                              1
- KIN V72   Stress Management Relaxation Exercises                   1
- KIN V73   Holistic Movement, Flexibility and Balance                  1.5
- KIN V74   Balance and Beyond                                        1.5
- KIN V76A  Tai Chi for Balance and Holistic Health I                 1.5
- KIN V76B  Tai Chi II                                               1

Select four (4) of the following courses:

- EAC V13 Holistic Health and Disabilities                          1.5
- HED V70 Spiritual Health                                          3
- HED V73 Introduction to Holistic Health and Healing               3
- HED V76 Understanding and Managing Stress                          3
- HED V91 Survey of Alternative and Integrative Medicine            3

Select one (1) of the following courses:

- HED V76 Understanding and Managing Stress                          3
- HED V82 Health and Fitness                                         3
- HED V87 Nutrition                                                 3
- HED V93 Health and Wellness                                        3
- HED V95 Health and Wellness: Designed for Women                    3

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*Course deleted as of Fall 2012. See a counselor for more information.

For course descriptions, see

Educational Assistance Center,
Health Education and Kinesiology
New Courses

CJ V11B  |  Aikido II  |  1 Unit
Hours:  | .5 lecture weekly

This course is designed for students who want to develop advanced skills in aikido. Class consists of advanced flexibility exercises and practical combative and defensive techniques, combined with an advanced understanding and appreciation of etiquette. Field trips may be required. Same as KIN V50B. Transfer credit: CSU.

COMM V12  |  Intercultural Communication  |  3 Units
Hours:  | 3 lecture weekly

This course provides an introduction to intercultural communication principles and processes. It leads to a greater appreciation of other cultures through increased awareness of, and sensitivity to, different cultural viewpoints. Topics include cultural characteristics such as language, verbal and nonverbal communication, perception, and technology across many different cultures. This course allows students to examine and improve their intercultural communication competence not just across racial lines, but also such topics such as ethnicity, age, religion, sexual orientation, and physical abilities. Field trips may be required. Transfer credit: CSU.

ICA V30A  |  Off-season Conditioning for Athletes I  |  .5 Unit
Hours:  | 1.5 laboratory weekly

This course is designed for student-athletes to improve their physical conditioning at the conclusion of their intercollegiate season of sport. Athletes who participate will receive off-season training to ensure optimal recovery, flexibility, and hyperkinetic exercises. May be taken for a maximum of 4 times. Transfer credit: CSU.

ICA V30B  |  Off-season Conditioning for Athletes II  |  1 Unit
Hours:  | 3 laboratory weekly

This course is designed for student-athletes to improve their physical conditioning at the conclusion of the intercollegiate season of sport. Athletes who participate will receive off-season training to ensure optimal recovery, flexibility, core strength, off-season nutrition, muscle memory, and implementation of competitive drills. May be taken for a maximum of 4 times. Transfer credit: CSU.
New Courses - continued

ICA V31A  
Pre-season Conditioning for Athletes I  
.5 Unit  
1.5 laboratory weekly

This course is designed to prepare intercollegiate student athletes for the forthcoming season of sport. Enrollment is limited to athletic team candidates. The course includes sport-specific aerobic conditioning drills, techniques, strength training utilizing the overload principle, and game play. Topics will also include sports nutrition and weight maintenance. May be taken for a maximum of 4 times. Transfer credit: CSU.

ICA V31B  
Pre-season Conditioning for Athletes II  
1 Unit  
3 laboratory weekly

This course is designed to prepare intercollegiate student athletes for the forthcoming season of sport. Enrollment is limited to athletic team candidates. The course includes sport-specific aerobic conditioning drills, anaerobic conditioning progressions, techniques, strength training utilizing the overload principle, speed development, and game play. Topics will also include body composition, weight maintenance, sports nutrition, supplements, and dietary analysis. May be taken for a maximum of 4 times. Transfer credit: CSU.

KIN V19  
Indoor Cross Fitness Training  
1 Unit  
.5 lecture, 2.5 laboratory weekly

This course is designed to improve cardiovascular efficiency, muscle strength and overall conditioning for beginning level to advanced students. This is a cross training program combining functional training with cardiovascular training in a fun circuit framework. Ventura College faculty has defined Indoor Cardiovascular Training as a family of courses which includes KIN V12, KIN V14, KIN V16, KIN V18, KIN V19, and KIN V28. A student may take a maximum of four (4) courses from a family. Transfer credit: CSU.

KIN V21  
Fitness Walking/Jogging  
1 Unit  
.5 lecture, 2.5 laboratory weekly

This class is designed to provide exercise and fitness training for the advanced walker and beginning level runner. The emphasis is on cardiovascular conditioning, muscle strength and muscle endurance, while increasing flexibility, running form and technique. Ventura College faculty has defined Outdoor Aerobic Fitness as a family of courses which includes KIN V20, KIN V21, KIN V22, KIN V23, and KIN V24. A student may take a maximum of four (4) courses from a family. Transfer credit: CSU.
New Courses - continued

KIN V23  Advanced Running/Interval Training  1 Unit
Hours: .5 lecture, 2.5 laboratory weekly

This class is an exercise program consisting of varied workouts to improve the cardiovascular level of fitness for the advanced runner. Class will consist of varied workouts involving timed interval training on the track, trails and hills.
Ventura College faculty has defined Outdoor Aerobic Fitness as a family of courses which includes KIN V20, KIN V21, KIN V22, KIN V23, and KIN V24. A student may take a maximum of four (4) courses from a family. Transfer credit: CSU.

KIN V40B  Basketball II  1 Unit
Hours: .5 lecture, 2.5 laboratory weekly

Students will be introduced to intermediate/advanced basketball techniques including dribbling, shooting, offensive and defensive skills and game strategies.
Ventura College faculty has defined Team Sports as a family of courses which includes KIN V40A, KIN V40B, KIN V46A, KIN V46B, KIN V48A, and KIN V48B. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

KIN V42B  Golf II  1 Unit
Hours: .5 lecture, 2.5 laboratory weekly

This course is designed to teach the advanced skills of the game of Golf. Topics will include the advanced mental side of play, the advanced short games skills, and the rules of tournament golf.
Ventura College faculty has defined Individual Sports as a family of courses which includes KIN V42A, KIN V42B, KIN V44A, and KIN V44B. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

KIN V48B  Soccer II  1 Unit
Hours: .5 lecture, 2.5 laboratory weekly

This course is designed to help students develop advanced soccer skills. Topics include the rules of soccer, safety, advanced techniques, and advanced strategy.
Ventura College faculty has defined Team Sports as a family of courses which includes KIN V40A, KIN V40B, KIN V46A, KIN V46B, KIN V48A, and KIN V48B. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.
New Courses - continued

KIN V50B  Aikido II  1 Unit
Hours: .5 lecture, 2.5 laboratory weekly

Students will be introduced to intermediate/advanced basketball techniques including dribbling, shooting, offensive and defensive skills and game strategies. Ventura College faculty has defined Combatives as a family of courses which includes KIN V50A, KIN V50B, KIN V52, KIN V76A and KIN V76B. A student may take a maximum of four (4) courses from a family. Field trips may be required. Same as CJ V11B. Transfer credit: CSU.

KIN V70B  Yoga II  1 Unit
Hours: .5 lecture, 2.5 laboratory weekly

Students will build on their knowledge and skills learned in Yoga I. Level II poses, asanas, flow combinations will be performed. Physiological and psychological benefits of Yoga will be discussed as well as integrating mind, body and spirit. Ventura College faculty has defined Wellness as a family of courses which includes KIN V70A, KIN V70B, KIN V72, KIN V73, KIN V74A and KIN V74B. A student may take a maximum of four (4) courses from a family. Transfer credit: CSU.

KIN V72  Stress Relaxation Exercises  1 Unit
Hours: .5 lecture, 2.5 laboratory weekly

This course introduces practical stress management tools through a variety of modes including: breathing techniques, stretching, visualization, somatic scanning, Yoga, meditation, walking meditation, Tai Chi and other modalities. Students will learn to apply these techniques into their daily lifestyle to reduce the deleterious effects of stress. Ventura College faculty has defined Wellness as a family of courses which includes KIN V70A, KIN V70B, KIN V72, KIN V73, KIN V74A and KIN V74B. A student may take a maximum of four (4) courses from a family. Transfer credit: CSU.

KIN V74B  Advanced Core Applications for Kinesiology  1 Unit
Recommended preparation: KIN V74A
Hours: .5 lecture, 2.5 laboratory weekly

This course expands upon the basic biomechanics of functional fitness and introduces intermediate and advanced techniques. Students will focus on developing the application of kinesiology principles. Plyometrics, eccentric and concentric contractions, body planes, corrective techniques, and fitness assessment techniques will be introduced. Ventura College faculty has defined Wellness as a family of courses which includes KIN V70A, KIN V70B, KIN V72, KIN V73, KIN V74A and KIN V74B. A student may take a maximum of four (4) courses from a family. Transfer credit: CSU.
New Courses - continued

KIN V76B  
Tai Chi II  
1 Unit

Recommended preparation:  
KIN V76A

Hours:  
.5 lecture, 2.5 laboratory weekly

Students will examine the philosophical, physiological, and psychological aspects of Tai Chi and will improve their form, balance, and technique of the basic moves within the first and second set sequences. The third set will be introduced and students will be able to perform the entire long form of Yang style Tai Chi. Integration of the mind and body as well as the application of Tai Chi principles for stress reduction in daily living will be emphasized.

Ventura College faculty has defined Combatives as a family of courses which includes KIN V50A, KIN V50B, KIN V52, KIN V76A and KIN V76B. A student may take a maximum of four (4) courses from a family. Transfer credit: CSU.

MATH V23  
Introduction to Differential Equations  
3 Units

Prerequisite:  
MATH V 21C or concurrent enrollment

Recommended Preparation:  
MATH V 22

Hours:  
4 lecture weekly

This is an introductory course in ordinary differential equations, including both quantitative and qualitative methods, as well as applications from a variety of disciplines. Topics include theoretical aspects of differential equations (including existence of solutions), equations with constant coefficients, variation of parameters, systems of linear equations (including matrix methods), Laplace transforms, singular points, Fourier and power series, and numerical methods.

Transfer credit: CSU.

THA V05B  
Stagecraft II  
3 Units

Prerequisite:  
THA V05A

Hours:  
1.5 lecture, 4.5 laboratory weekly

This course introduces advanced theory and practice of design and construction of stage scenery; and familiarization with the tools and materials employed by the stage designer, stage carpenter, prop master, sound engineer, lighting technician, and stage manager. Students will have the opportunity to apply design and construction principles in performing arts department productions.

Field trips may be required. Transfer credit: CSU.
New Courses - continued

THA V06B  
Stage Make-up II  3 Units  
Prerequisite:  THA V06A  
Hours:  1.5 lecture, 4.5 laboratory weekly  

This course includes advanced theory, demonstration, and practice in applying make-up for theatre, film, and television. It incorporates familiarization with make-up supplies, materials and techniques, and includes the practice in design and application of character make-up for theatre productions.  
Field trips may be required. Transfer credit: CSU.

THA V22B  
Fundamentals of Stage Costuming II  3 Units  
Prerequisite:  THA V22A  
Hours:  1.5 lecture, 4.5 laboratory weekly  

This course teaches advanced skills in the construction, organization, and care of stage costumes and accessories. It includes an exploration of a variety of costume crafts and methods of construction including fabric dying and modification, mask-making, corset-making, and hat-making.  
Field trips may be required. Transfer credit: CSU.

THA V31B  
Acting for Film and Television II  3 Units  
Recommended preparation:  THA V31A  
Hours:  2 lecture, 3 laboratory weekly  

This course will analyze the filmmaking and television production processes and the consequences that the technical and creative processes of the film media and television media have on the craft and business of film and television acting at a more advanced level. The course will evolve through a series of practical scene study exercises that duplicate the actual experience of acting for film and television.  
Ventura College faculty has defined Acting as a family of courses which includes THA V02A, THA V02B, THA V31A, and THA V31B. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.
Revised Courses

ACT V01  Assistive Computer Technology: Evaluation  1.5 Units
Hours:  3 lecture-laboratory 0.5 lecture, 3 laboratory weekly

This course provides assessment of students' computer skills and techniques with assistive computer technology to enable them to be successful in mainstream classes. Specifically, students will evaluate needs and get an overview of software to accommodate for their specific disabilities (e.g. Voice recognition, graphic organizing, low vision, writing and reading tools, MS Windows accessibility features that accommodate computer users with disabilities). Students will utilize and practice skills in individualized assessment-oriented assignments.

May be taken for a maximum of 4 times. Formerly ACT 1. Offered on a pass/no pass basis only. Not applicable for degree credit.

ACT V02  Assistive Computer Technology: Keyboarding  1.5 Units
Skills
Hours:  3 lecture-laboratory 0.5 lecture, 3 laboratory weekly

This course provides assessment of students' computer skills and techniques with assistive computer technology to enable them to be successful in mainstream classes. Specifically, students will evaluate needs and get an overview of software to accommodate for their specific disabilities (e.g. Voice recognition, graphic organizing, low vision, writing and reading tools, MS Windows accessibility features that accommodate computer users with disabilities). Students will utilize and practice skills in individualized assessment-oriented assignments.

May be taken for a maximum of 4 times. Formerly ACT 2. Offered on a pass/no pass basis only. Not applicable for degree credit.

ACT V03  Assistive Computer Technology: Access to Computers  1.5 Units
Hours:  3 lecture-laboratory 0.5 lecture, 3 laboratory weekly

This course is designed to teach students basic computer skills, techniques and assistive computer technology that will enable them to be successful in accessing the Microsoft Office applications and basics of overall computer use. Specifically, the course will review software that will accommodate students with learning disabilities (such as Kurzweil, TextHelp, and Read Please) to aid in reading and writing). Students will also gain awareness of other ACT tools and practice skills in individualized weekly computer oriented assignments that will focus on developing better awareness of assistive computer technology skills.

May be taken for a maximum of 4 times. Formerly ACT V03A. Offered on a pass/no pass basis only. Not applicable for degree credit.
Revised Courses – Continued

ACT V05  Assistive Computer Technology: Skills for the Internet 1.5 Units
Hours:  3 lecture-laboratory 0.5 lecture, 3 laboratory weekly

This course is designed to teach students basic internet computer skills, techniques and assistive computer technology that will enable them to be successful in accessing the World Wide Web and e-mail. Specifically, the course will review software that will accommodate students with disabilities (e.g. JAWS, Kurzweil, TextHelp Read and Write, and ReadPlease) to aid in using the internet. Students will utilize and practice skills in individualized weekly research, presentations and website review assignments that will focus on developing better overall research skills, as well as computing skills.

*May be taken for a maximum of 4 times. Offered on a pass/no pass basis only. Not applicable for degree credit.*

ACT V08  Assistive Computer Technology: Spelling Skills 1.5 Units
Hours:  3 lecture-laboratory 0.5 lecture, 3 laboratory weekly

This course is designed to teach students basic computer skills, techniques, and assistive computer technology that will enable them to be successful in spelling and writing. Specifically, the course will review software that will accommodate students with learning disabilities as well as other barriers to accessing the computer. Students will utilize and practice skills in individualized weekly spelling tests and various writing assignments that will focus on developing better language arts.

*May be taken for a maximum of 2 times. Formerly ACT 12. Offered on a pass/no pass basis only. Not applicable for degree credit.*

ACT V25  Assistive Computer Technology: Writing Skills 1.5 Units
Hours:  3 lecture-laboratory 0.5 lecture, 3 laboratory weekly

This course is designed to teach students computer skills, techniques, and assistive computer technology that will enable them to be successful in mainstream English. Specifically, the course will review software that will accommodate students with learning disabilities (such as Kurzweil 3000, Read and Write, Inspiration, and MS Word). Students will utilize and practice skills in individualized writing assignments that will focus on writing skills.

*May be taken for a maximum of 2 times. Formerly ACT 10. Offered on a pass/no pass basis only. Not applicable for degree credit.*
Revised Courses - Continued

ART V20A  Intermediate Oil Painting I  3 Units
Prerequisite: ART V16B or ART V46B
Hours: 6 lecture-laboratory 2 lecture, 4 laboratory weekly

This intermediate course provides a more personal exploration of the scope of contemporary painting. Emphasis will be placed on additional practice in constructing and composing individual pictorial statements; the uses of light and color to define a unique communication; and symbolism, aesthetics, and technical achievements. Fees will be required. Field trips may be required. Formerly Art 20A. Transfer credit: CSU; UC.

ART V29A  Commercial Illustration and Layout I  3 Units
Prerequisite: ART V11A and or ART V12A or ART V69
Hours: 6 lecture-laboratory 2 lecture, 4 laboratory weekly

This course is an introduction to basic layout, design illustration materials and rendering techniques applicable to graphics, Web design, fashion, animation, gaming, and cartooning animation. Experiments in a variety of media and styles using traditional media and computer illustration software. Focus will be on how to put ideas to paper for real world presentation, with emphasis on perspective theory and research technique, light and shadow and proportion. Students will work on a variety of projects to develop a graphic communication portfolio. Media will include pencil, pen, felt marker, pastels and computer. Fees will be required. Field trips may be required. Formerly Art 29A. Transfer credit: CSU; UC.

ART V29B  Commercial Illustration and Layout II  3 Units
Prerequisite: ART V29A
Hours: 6 lecture-laboratory 2 lecture, 4 laboratory weekly

This course introduces intermediate layout, design. An introduction to intermediate illustration materials and rendering techniques, applicable to graphics, Web design, fashion, animation, gaming, and cartooning animation. Experiments in a variety of media and styles using traditional media and computer illustration software. Focus will be on how to put ideas to paper for real world presentation, with emphasis on achromatic/monochromatic marker indication and traditional illustration for use in print and digital media perspective theory, light and shadow and proportion. Students will work on a variety of projects to develop a graphic communication portfolio. Media will include pencil, pen, felt marker, pastels and computer. Students will work independently from real world examples and exercises. Fees will be required. Field trips may be required. Formerly Art 29B. Transfer credit: CSU; UC.
Revised Courses – Continued

ART V34A  Two-Dimensional Mixed Media I  3 Units
Prerequisite:  \textit{ART V11A or ART V12A}
Hours:  6 lecture-laboratory  2 lecture, 4 laboratory weekly

This course provides basic instruction in mixed media in two-dimensional image making. Students will engage in analysis and studio practice with emphasis on exploration and development of various drawing media and mixed media, such as ink, gouache, acrylics, and collage, on a two-dimensional surface. Student skill development and material handling will be emphasized.
Field trips may be required. Formerly Art 34A. Transfer credit: CSU; UC.

ART V37A  Watercolor Painting I  3 Units
Prerequisite:  \textit{ART V11A or ART V12A}
Hours:  6 lecture-laboratory  2 lecture, 4 laboratory weekly

This is an introductory course in watercolor medium emphasizing the structural and expressive values in contemporary painting. Emphasis will be on the building of form, control of pictorial order and the uses of color and light.
Field trips may be required. Formerly Art 37A. Transfer credit: CSU; UC.

ART V46A  Beginning Acrylic Painting I  3 Units
Prerequisite:  \textit{ART V11A or ART V12A}
Hours:  6 lecture-laboratory  2 lecture, 4 laboratory weekly

This is a beginning course examining the properties of acrylic as a painting medium. Emphasis will be on color theory, color mixing and color harmonies.
Fees will be required. Field trips may be required. Formerly Art 46A. Transfer credit: CSU; UC.

ART V71  Computer Graphics and Graphic Design I  3 Units
Prerequisite:  \textit{ART V11A or ART V12A or ART V69}
Hours:  6 lecture-laboratory  2 lecture, 4 laboratory weekly

This course is an \textit{An} introduction to the process of creating advertising or other communication media in digital format for use in Web design or printed media such as newsletters, brochures, flyers, posters and other design projects. \textit{Conceps of graphic design for print and electronic media with an emphasis on typography and layout.} Students will gain a working knowledge of state-of-the-art layout and vector illustration software and an introduction to image editing software for scanning and basic image manipulation. Students will conduct research and complete exercises that will help develop an understanding of the technical side of creating graphics for advertising presentations develop fundamental skills leading to the ability to communicate ideas through the use of text and visual imagery.
Fees will be required. Field trips may be required. Formerly Art 71. Transfer credit: CSU; UC; credit limitations – see counselor.
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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ART V72</td>
<td>Computer Graphics and Graphic Design II</td>
<td>3</td>
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<td><strong>Prerequisite:</strong> ART V71 or equivalent skills</td>
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<td><strong>Hours:</strong> 6 lecture-laboratory 2 lecture, 4 laboratory weekly</td>
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This course explores *intermediate* visual graphic design problems using layout, image editing, and illustration computer software applications to produce digital imagery, illustration, and text for print, Internet, and **Internet interactive** applications. Students will be using Adobe software. Fees will be required. Field trips may be required. Formerly Art 72. Transfer credit: CSU; UC; credit limitations – see counselor.

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<tr>
<th>Course Code</th>
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<tr>
<td>AUTO V10</td>
<td>Introduction to Automotive Technology</td>
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<td><strong>Hours:</strong> 3 lecture-laboratory 0.5 lecture, 3 laboratory weekly</td>
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This is an overview course to familiarize the student with the history, nomenclature, operation and construction of the modern automobile. An appreciation of the skills and abilities necessary to maintain the automobile will be discussed. Field trips may be required. Formerly Auto 10.

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<th>Course Code</th>
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<tr>
<td>AUTO V32A</td>
<td>Automotive Service Excellence (ASE) Certification Preparation for Engines and Engine Performance</td>
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<td><strong>Recommended preparation:</strong> Working in the automotive industry</td>
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<td><strong>Hours:</strong> 2 lecture-laboratory 3 laboratory weekly</td>
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This course is designed to help the student prepare for and review the theory and skills necessary to pass the Automotive Service Excellence (ASE) certification examinations. All areas of automotive certification will be reviewed, including compressed natural gas and parts certification in engines (A1) and engine performance (A8). Field trips may be required. May be taken for a maximum of 4 times. Formerly AUTO V32. *Offered on a pass/no pass basis only.*
Revised Courses - Continued

BUS V07B Business Calculations Using Excel 2.5 Units
Recommended preparation: BUS V07A or equivalent skills
Hours: 5 lecture-laboratory 1 lecture, 4.5 laboratory weekly

This course is designed to introduce the use of Excel to simplify business calculations, such as mortgages, interest, insurance costs, and "what-if" scenarios. Topics included will be: Excel templates to compute payroll; formulas; functions; analysis of commercial papers; use of scenarios for business solutions; projection of business trends; and, publishing a workbook as a Web page. Students will complete a business project using Excel.
Formerly Bus 7B. Transfer credit: CSU.

BUS V28A Medical Office Procedures: Front Office 3 Units
Hours: 3 lecture, 3 laboratory weekly

This is a course offering instruction in front office procedures for a medical office or clinic. Front office procedures will include communications, telephone techniques, medical ethics and liability, confidentiality, appointment scheduling, reading and writing of prescriptions, patient data management, and insurance basics.
Formerly Bus 28A.

BUS V45 Business Communications 3 Units
Prerequisite: ENGL V01A
Recommended Preparation: ENGL V01A
Hours: 3 lecture weekly

This course focuses on written communication skills with emphasis on clear, concise writing. It presents techniques for gathering, organizing, analyzing and preparing information for decision making. It develops analytical thinking skills by providing practical training in writing assignments including business letters, memos, and reports. It also explores the impact of cultural differences on business communication in the modern business organization. Students develop further skills in listening and speaking through oral presentations.
Formerly Bus 45. Transfer Credit: CSU.
CD V64A  Practicum in Early Childhood Education: Observation and Assessment  3 Units

Recommended Preparation:  CD V02

Limitations:  Current negative TB test or Chest x-ray

Hours:  2.5 lecture, 1.5 laboratory weekly

This course focuses on the appropriate use of assessment strategies to document children’s development, play, and learning to join with families in promoting children's success and maintaining quality programs. Emphasis is on recording strategies, rating systems, and portfolios. Multiple assessment methods are explored to document and analyze children’s behaviors. Observations of children are completed at the Ventura College Child Development Center or in a designated child development center through direct observation or equivalent multimedia. **A total of 24 hours of child observations are required.**

Field trips may be required. Transfer Credit: CSU.

CD V64B  Practicum in Early Childhood Education: Field Experience  3 Units

Prerequisite:  CD V64A; and CD V63 or concurrent enrollment; and current negative TB test report

Limitations:  Current negative TB test or Chest x-ray

Hours:  2 lecture, 3 laboratory weekly

This course provides supervised experience in developing, practicing and demonstrating developmentally appropriate early childhood teaching competencies at the Ventura College Child Development Center or a designated child care center. Students will utilize classroom experiences to make connections between theory and practice, develop professional behaviors, and build comprehensive understanding of children and families. Child-centered, play-oriented approaches to teaching, learning, assessment, and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. **This course requires a total of 48 hours of experience.**

Field trips may be required. Formerly CD V64. Transfer Credit: CSU
Revised Courses - Continued

CT V30        Shop Woodworking  3 Units
Hours: 6 lecture, laboratory 1 lecture, 6 laboratory weekly
This course is offered in a woodworking shop facility. It is a study of operations commonly performed in furniture and cabinet shops. Topics will include safety procedures, material selection, project design, wood fabrication, assembly methods and finishing procedures. Students will work on individual woodworking projects as they learn both shop safety and craftsmanship. Fees will be required. May be taken for a maximum of 4 times. Transfer Credit: CSU.

CT V84        Construction Skills Training  3 Units
Hours: 6 lecture, laboratory 1 lecture, 6 laboratory weekly
This is a hands-on construction skills training course. Students will design and construct various building projects that include concrete, carpentry, electrical, plumbing and other trades. Students will learn the proper selection of materials and the safe and proper use of tools and power equipment. Course content will focus on developing occupational, entry-level knowledge and abilities required for employment in the construction industry. May be taken for a maximum of 4 times.

DANC V13A  Tap Dance I  1.5 2 Units
Hours: 3 lecture, laboratory 1 lecture, 3 laboratory weekly
This course teaches the basic skills of traditional tap dance steps and sequences. The emphasis is on the mastery of basic steps and rhythmic styles. It includes a brief history of tap dance in American culture and its relation to other dance and art genres. Ventura College faculty has defined Tap as a family of courses which includes DANC V13A, DANC V13B, DANC V13C, and DANC V13D. A student may take a maximum of four (4) courses from a family. Field trips may be required. May be taken for a maximum of 2 times. Formerly DANC V13. Transfer Credit: CSU; UC.

DANC V14  Movement for the Theatre  1.5 Units
Hours: 3 lecture, laboratory 0.5 lecture, 3 laboratory weekly
This course teaches the fundamentals of multiple movement techniques for students in the theatre and related arts. The course focuses on the development of the student’s individual movement expression. Through practice of organizing and reorganizing the body in multiple ways the student becomes aware of how to respond to the emotional and physical needs of a character. Flexibility, relaxation, control, and creative expression will be developed. Field trips may be required. DANC V14/THA V14 may be taken in any combination for a maximum of 4 times. Formerly Dance 14. Same as THA V14. Transfer Credit: CSU; UC.
Revised Courses - Continued

**DANC V15A**  
**Ballet I**  
**4.5 Units**
**2Units**

This course teaches the fundamental theory and practice of ballet technique and ballet as an art form. The emphasis is on placement, correct body alignment, muscular control, and the development of basic ballet positions, steps, and combinations. Ventura College faculty has defined Ballet as a family of courses which includes DANC V15A, DANC V15B, DANC V15C, and DANC V15D. A student may take a maximum of four (4) courses from a family. Field trips may be required. May be taken for a maximum of 2 times. Formerly DANC V15. Transfer Credit: CSU; UC.

**DANC V23**  
**Ballroom Dance**  
**1.5 Units**
**Weekly**

This course introduces the history, music and fundamental practices of ballroom dancing. Students will learn the basic steps, variations and styling techniques of classical ballroom dances such as salsa, fox trot, swing, rumba, waltz, and tango. Students will develop flexibility, strength, control, coordination, endurance, style, and an understanding and appreciation of ballroom dance and its cultural significance. Field trips may be required. May be taken for a maximum of 4 times. Transfer Credit: CSU; UC.

**DANC V27**  
**Street Dance**  
**1.5 Units**
**Weekly**

This course introduces the fundamentals of street dance, including dances such as hip-hop, pop and lock, hip-hop funk, freestyling, and break dancing, as well as an examination of the music, syncopations and rhythms utilized in commercial street dance venues. Students will develop flexibility, strength, control, coordination, endurance, style, and an understanding and appreciation of street dance and its cultural significance and history. Field trips may be required. May be taken for a maximum of 4 times. Transfer Credit: CSU; UC.

**DANC V29A**  
**Jazz Dance I**  
**4.5 Units**
**Weekly**

This course introduces basic jazz dance techniques from various styles. It includes a brief history and appreciation of jazz dance as a performing art form. Ventura College faculty has defined Jazz as a family of courses which includes DANC V29A, DANC V29B, DANC V29C, and DANC V29D. A student may take a maximum of four (4) courses from a family. Field trips may be required. May be taken for a maximum of 2 times. Formerly DANC 29. Transfer Credit: CSU; UC.
Revised Courses - Continued

EAC V21 Weight Training and Conditioning: Adaptive 1.5 Units
Hours: 3 lecture-laboratory 0.5 lecture, 3 laboratory weekly

This is an individualized weight training course designed to provide a physical education program for students who have limited physical capacity and require adaptive physical education. Students will improve their muscular strength and endurance, cardiovascular endurance, flexibility, posture, static and dynamic balance, locomotion, and perceptual-motor skills. Adaptive equipment is available in the Fitness Center for students requiring this accommodation.

May be taken for a maximum of 4 times. Formerly EAC 21. Transfer Credit: CSU; UC; credit limitations – see counselor.

EAC V25 Introduction to Dance: Adaptive 1.5 Units
Hours: 3 lecture-laboratory 0.5 lecture, 3 laboratory weekly

This course is an introduction to dance for students with disabilities. Students will learn and participate in the performance of a variety of social, folk, modern, creative and other forms of dance with adaptations appropriate to their disability. Topics will also include: body image and awareness; the development of flexibility, coordination, muscular strength, and cardiovascular endurance; social skills in dance; rhythm and music; and cultural differences as expressed through music and dance.

May be taken for a maximum of 4 times. Formerly EAC 25. Transfer Credit: CSU; UC; credit limitations – see counselor.

EAC V26 Individual and Team Sports: Adaptive 1.5 Units
Hours: 3 lecture-laboratory 0.5 lecture, 3 laboratory weekly

This course provides instruction and practice in individual and team sports for students with disabilities, including wheelchair users, who have limited physical capacity and require adaptive physical education. Students will be introduced to the basic fundamentals, rules, equipment, and strategies of individual and team sports, such as basketball, tennis, frisbee golf, softball, baseball, track, volleyball, and soccer. Safety, teamwork and sportsmanship will be emphasised.

May be taken for a maximum of 4 times. Formerly EAC 26. Transfer Credit: CSU; UC; credit limitations – see counselor.
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<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Hours</th>
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<tr>
<td>EAC V27</td>
<td>Introduction to Swimming and Aquatic Fitness:</td>
<td>1.5</td>
<td>3 lecture-laboratory 0.5 lecture, 3 laboratory weekly</td>
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<td>Adaptive</td>
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<td>This course is designed to introduce the</td>
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<td>fundamentals of swimming skills, safety</td>
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<td>practices, and non-swimming aquatic</td>
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<td>fitness activities. It will include</td>
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<td>instruction, conditioning and</td>
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<td>practice, and is designed for students of all</td>
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<td>disabilities and challenges. May be taken for a</td>
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<td>maximum of 4 times. Transfer Credit: CSU; UC;</td>
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<td>credit limitations – see counselor.</td>
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<tr>
<td>EAC V28</td>
<td>Exploring Multicultural Dance Forms:</td>
<td>1.5</td>
<td>3 lecture-laboratory 0.5 lecture, 3 laboratory weekly</td>
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<td>Adaptive</td>
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<td>multicultural dance for students with</td>
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<td>participate in the performance of a</td>
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<td>variety of dances from America and other</td>
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<td>cultures with adaptations appropriate to their</td>
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<td>disability. Topics will include: history and</td>
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<td>significance of dances from other cultures;</td>
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<td>culture and American dances; performance</td>
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<td>techniques; basic dance steps; dance forms,</td>
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<td>formations, and partner formations; dances of</td>
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<td>other cultures; social dances; dances related</td>
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<td>to social events and holidays; music and rhythm;</td>
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<td>and, creating dances. Students will participate</td>
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<td>in a culminating dance performance</td>
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<td>presentation. May be taken for a maximum of 4</td>
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<td>times. Transfer Credit: CSU; UC; credit</td>
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<td>limitations – see counselor.</td>
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<tr>
<td>GEOG V24</td>
<td>Introduction to Global Positioning Systems (GPS)</td>
<td>.5</td>
<td>1 lecture-laboratory 1.5 laboratory weekly</td>
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<td>This course is designed to introduce Global</td>
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<td>Positioning Systems (GPS) to those who are</td>
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<td>considering using a hand-held GPS receiver for</td>
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<td>navigating in recreational activities, work, or</td>
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<td>research. The course will be a combination of</td>
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<td>classroom instruction and practical hands-on</td>
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<td>exercises. Field trips may be required. May be</td>
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<td>taken for a maximum of 2 times. Same as GIS V24.</td>
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<td>Offered on a pass/no pass basis only.</td>
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Revised Courses - Continued

GIS V24  Introduction to Global Positioning Systems (GPS)  .5 Units
Hours:  1 lecture - laboratory 1.5 laboratory weekly

This course is designed to introduce Global Positioning Systems (GPS) to those who are considering using a hand-held GPS receiver for navigating in recreational activities, work, or research. The course will be a combination of classroom instruction and practical hands-on exercises. Field trips may be required. May be taken for a maximum of 2 times. Same as GEOG V24. Offered on a pass/no pass basis only.

HED V70  Spiritual Health  3 Units
Hours:  3 lecture weekly

This course will allow students to explore, in depth, the impact of the spiritual dimension of health on their own individual state of wellness and to explore different ways to build a spiritual life and thereby improve their own health. Topics include: the difference between spiritual health and religion, history of spiritual practices throughout the world, components of spiritual health, review of current mind-body medical research, connectedness, building and strengthening one's spiritual life, opening one's heart, meditation, contemplation, mindfulness, imagery, stress reduction and pain management through spiritual health practices, how spiritual health can improve the quality of life, integrating spiritual wellness into the treatment of illness and disease, dying and grief. Students will practice techniques in mindfulness, visual imagery, and meditation. Field trips may be required. Formerly HED V60B. Transfer credit: CSU; UC.

HED V95  Health and Wellness: Designed for Women  3 Units
Hours:  3 lecture weekly

This course introduces basic concepts of wellness, including ways of achieving optimum health. Topics will include: history of women's healthcare; concepts of health and wellness; stress management; psychosocial health; physical fitness; nutrition; weight management; relationships and sexual health; reproduction; cancer, diabetes and heart disease; substance abuse and addictive behavior; infectious diseases, including sexually transmitted infections; preventing violence against women; occupational health, consumerism; spirituality and, environmental health. Formerly HEd 95. Transfer credit: CSU; UC; credit limitations – see counselor.
Revised Courses - Continued

**KIN ICA V36**  
*Spring Intercollegiate Basketball: Advanced Theory & Strategies*  
3.5 Units

**Recommended Preparation:** ICA V03 or ICA V04

Hours: 1 lecture, 6 laboratory  
2 lecture, 4.5 laboratory weekly

This course introduces the advanced theories, strategies, rules, and skills of basketball. Focus will be on the analysis of basketball theories and strategies through observation and video review. Students will learn to develop effective team strategies for a variety of competitive situations. 

Field trips will be required. May be taken for a maximum of 4 times. *Formerly KIN V36.* 

Transfer credit: CSU.

**KIN V22**  
Running for Fitness  
1 Unit

Hours: 3 lecture-laboratory  
0.5 lecture, 2.5 laboratory weekly

This course is an exercise program of relaxed running that is designed consisting of varied workouts to improve the cardiovascular level of fitness of nearly everyone at any age or skill level for the recreational runner. Topics will include the physiology of running, guidelines for proper nutrition, stretching and warm-up, and the development of an individualized running program.

*Ventura College faculty has defined Outdoor Aerobic Fitness as a family of courses which includes KIN V20, KIN V21, KIN V22, KIN V23, and KIN V24. A student may take a maximum of four (4) courses from a family.* 

KIN V20 & V22 may be taken in any combination for a maximum of 4 times. Formerly PE V37. Transfer credit: CSU; UC; credit limitations – see counselor.

**KIN V26**  
Weight Training and Conditioning: *Free Weights*  
1.5 Units

Hours: 3 lecture-laboratory  
0.5 lecture, 2.5 laboratory weekly

This course is designed to increase understanding of the principles of muscular fitness and to develop and maintain an increased level of muscular fitness, muscle strength and endurance and flexibility through the use of free weights. Participation in this course will improve body form and function through conditioning exercises and increase muscle strength, endurance and flexibility using principles of resistive hyperkinetic exercise. Emphasis will be placed on the utilization of the overload principle and its relationship to muscle fitness.

*Ventura College faculty has defined Resistance Training as a family of courses which includes KIN V10, KIN V26, KIN V32, and KIN V34. A student may take a maximum of four (4) courses from a family.* 

May be taken for a maximum of 4 times. Formerly PE V41. Transfer credit: CSU; UC; credit limitations – see counselor.
Revised Courses - Continued

KIN V32  Power Body Building for Athletes and Sculpting  1.5 1 Unit

Recommended Preparation: participation in the Ventura College Intercollegiate athletic program

Hours:
3 lecture laboratory 0.5 lecture, 2.5 laboratory weekly

This is a power body building and conditioning course designed to build strength, speed, power and flexibility necessary for athletic competition. Exercise will center on the development of upper body strength, rehabilitation and strengthening of knee joints, and training of the lower body. Emphasis will be placed on power lifting. The conditioning phase will focus on the development of agility, quickness, coordination, balance and speed through the implementation of competitive drills and routines, fitness routines.

*Ventura College faculty has defined Resistance Training as a family of courses which includes KIN V10, KIN V26, KIN V32, and KIN V34. A student may take a maximum of four (4) courses from a family.*

May be taken for a maximum of 4 times. Formerly PE V74. Transfer credit: CSU; UC; credit limitations – see counselor.

KIN V74A  Core Applications of Functional Kinesiology  1 Unit

Hours:
3 lecture laboratory 0.5 lecture, 2.5 laboratory weekly

This course introduces the biomechanics of functional fitness within a mind/body approach. Fitness concepts introduced are: core strength, flexibility, muscular strength and endurance, and balance training with hand weights. A variety of fitness modalities will be introduced and discussed such as: Pilates resistance training techniques, ball techniques, hand weight and band resistance mat training, corrective training, Hatha Yoga, and breathing techniques, Pilates inspired exercises, and core exercise combinations.

*Ventura College faculty has defined Wellness as a family of courses which includes KIN V70A, KIN V70B, KIN V72, KIN V73, KIN V74A and KIN V74B. A student may take a maximum of four (4) courses from a family.*

May be taken for a maximum of 4 times. Formerly PE V54 KIN V74. Transfer credit: CSU; UC; credit limitations – see counselor.
Revised Courses - Continued

KIN V76A

Tai Chi for Balance and Holistic Health I

1.5 Units

3 lecture, 0.5 lecture, 2.5 laboratory weekly

This course introduces Tai Chi movement for the beginning as well as more advanced student. Emphasis will be placed on the integration and harmonization of the mind, body and spirit through chi. Students will be introduced to a traditional Tai Chi style and will learn basic Tai Chi skills including breathing techniques, mindfulness, focus, postures, forms and sequences. Students will increase circulation and improve flexibility, postural alignment, balance and concentration while conserving energy, preventing injury and reducing stress.

Ventura College faculty has defined Combatives as a family of courses which includes KIN V50A (same as CJ V11A), KIN V50B, KIN V52, KIN V76A, KIN V76B and KIN V74B. A student may take a maximum of four (4) courses from a family. Field trips may be required. May be taken for a maximum of 4 times. Formerly PE V66 KIN V76. Transfer credit: CSU; UC; credit limitations – see counselor.

MUS V55A

Beginning Recorder

1.5 Units

3 lecture, 0.5 lecture, 3 laboratory weekly

This course will provide a beginning-level instruction on how to perform on soprano or alto recorders. Students will learn how to compare and differentiate rhythmic notation and pitch in the treble clef. They will practice in class and at home rhythmic groupings such as half-, quarter- and eighth-note patterns. Attention will be given to ensemble participation, so they can assess and demonstrate an understanding of intonation, tempo rhythm, and working together to produce a balanced sonority. Students will learn how to prepare and organize a pedagogical technique to teach other beginners, including children. Field trips may be required. Transfer credit: CSU; UC.

MUS V55B

Intermediate Recorder

1.5 Units

3 lecture, 0.5 lecture, 3 laboratory weekly

This course will provide intermediate-level instruction in how to perform on soprano or alto recorders. Students will learn how to compare and differentiate chromatic notation within a tonality. They will practice in class and at home rhythmic groupings such as sixteenth note patterns, grace notes and a variety of trills. Attention will be given to ensemble participation so they can assess and demonstrate an understanding of intonation, tone quality, style, articulation, tempo, rhythm and working together to produce a balanced sonority. Field trips will be required. Transfer credit: CSU; UC.
Revised Courses - Continued

MUS V55C  Advanced Recorder  1.5 Units
Hours:  

This course will provide advanced-level instruction in how to perform on all recorders: soprano, alto, tenor and bass. Students will analyze a variety of musical literature in regards to the technical aspects of the instrument. Attention will be given to ensemble participation so they can assess and demonstrate an understanding of intonation, style, tempo, rhythm, and working together, (cooperative skills), to produce a balanced sonority. Students will learn how to prepare and organize a pedagogical technique to teach other beginners, including children. Field trips will be required. Transfer credit: CSU; UC.

POL V01  American Government  3 Units
Hours:  

This course surveys the main characteristics, principles, structures, processes and procedures United States and California government and politics including political institutions and processes, political actors, political behavior, public policy, and the historical background of the American system of government at the national, California state, and local levels. Formerly PolSci 1. Transfer Credit: CSU; UC.

POL V02  Comparative Government  3 Units
Hours:  

This course compares comparatively analyzes the origins and development of selected governments political systems of the world, including their history, constitutional principles, political ideologies, institutions, parties and social policies, policies, as well as the environments in which political decisions are made and their consequences. Formerly PolSci 2. Transfer Credit: CSU; UC.

POL V03  Introduction to Political Science  3 Units
Hours:  

This course introduces students to the field of subfields within political science, focusing and familiarizes students with basic political concepts, political ideologies, and political systems. Special attention is placed on the interaction between political ideologies, international relations and American history and institutions. Constitutional principles--especially the evolution of relations between national, state, and local governments--will be analyzed as they have developed historically and with reference to America's changing role in world affairs. Concepts of law, justice, democracy, liberty, social welfare, and national security will be discussed as they relate to American history and institutions. well. The course includes a study of the California constitution and California institutions in a changing global environment. Transfer Credit: CSU; UC.
Revised Courses – Continued

POLS V04  
Introduction to Political Theory  
3 Units

Hours:
3 lecture weekly

This course traces the development of key concepts in political theory—and various theoretical approaches to politics. Analysis includes examination of key concepts such as justice, democracy, liberty, equality, and order over the course of Western history. Beginning with Plato and Aristotle, the course traces the evolution of key political concepts through a series of thinkers, including Machiavelli, Hobbes, Locke, Rousseau, and Madison. The course also introduces students to some contemporary authors, including feminist and environmental thinkers. Lastly, the course examines the relevance of political philosophy to contemporary society.

Formerly PolSci 6. Transfer Credit: CSU; UC.

PSY V03  
Introduction to Biological Psychology  
3 Units

Prerequisite:  
PSY V01

Hours:
3 lecture weekly

This course introduces the scientific study of the biological bases of behavior and its fundamental role in the neurosciences. The course emphasizes the anatomy and physiology of the central nervous system, and their relationship to states of consciousness, drug use, biological drives and rhythms, emotions, sexuality, learning and memory, cognitive behavior including speech and language, brain pathology and mental disorders.

Formerly Psych 3. Transfer Credit: CSU; UC.

PSY V31  
Introduction to Social Psychology  
3 Units

Hours:
3 lecture weekly

This course is concerned with the scientific study of social psychology and related theories. The course focuses on how considers individual human behavior in relation to the social environment. How the individual affects and is affected by other people in society, and how society influences human behavior as well as including the individual's psychological processes. Emphasized topics include: aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group phenomena, gender roles, cultural norms, person perception, and social cognition.

Field trips may be required. Formerly Psych 31. Same as SOC V31. Transfer Credit: CSU; UC.
Revised Courses – Continued

SOC V31  Introduction to Social Psychology  3 Units
Hours:  3 lecture weekly

This course is concerned with the scientific study of social psychology and related theories. The course focuses on how the individual human behavior in relation to the social environment. How the individual affects and is affected by other people in society, and how society influences human behavior as well as the individual’s psychological processes. Emphasized topics include: aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group phenomena, gender roles, cultural norms, person perception, and social cognition.

Field trips may be required. Formerly Soc 31. Same as PSY V31. Transfer Credit: CSU; UC.

THA V14  Movement for the Theatre  1.5 Units
Hours:  3 lecture-laboratory 0.5 lecture, 3 laboratory weekly

This course teaches the fundamentals of multiple movement techniques for students in the theatre and related arts. The course focuses on the development of the student’s individual movement expression. Through practice of organizing and reorganizing the body in multiple ways the student becomes aware of how to respond to the emotional and physical needs of a character. Flexibility, relaxation, control, and creative expression will be developed.

Field trips may be required. THA V14/DANC V14 may be taken in any combination for a maximum of 4 times. Formerly ThA 14. Same as DANC V14. Transfer Credit: CSU; UC.

WEL V03  ARC and MIG Welding  8 Units
Prerequisite:  WEL V01
Recommended Preparation:  WEL V01 or equivalent
Hours:  16 lecture-laboratory 4 lecture, 12 laboratory weekly

This course offers theory and intermediate vocational skill in Arc/Shielded Metal Arc Welding (SMA W) and Metal Inert Gas/Gas Metal Arc Welding (MIG/GMA W) process. Students will develop technical ability in welding methodology, project layout, metallurgy, industrial safety and related technical mathematics. Students can prepare for industry certification testing. Students receiving credit in WEL V03 will not receive credit in WEL V13A-V13B.

Fees will be required. Formerly WEL V03A.
Revised Courses – Continued

WEL V13A  ARC and MIG Welding I  4 Units
Prerequisite:  WEL V01
Recommended Preparation:  WEL V01 or equivalent
Hours:  8 lecture-laboratory  2 lecture, 6 laboratory weekly

This is part I of a course in Arc and MIG welding. This course offers theory and introductory intermediate vocational skills in Arc/Shielded Metal Arc Welding (SMAW) and Metal Inert Gas/Gas Metal Arc Welding (MIG/GMAW) processes. Students will develop technical ability in welding methodology, project layout, metallurgy, industrial safety and related technical mathematics. Students can prepare for industry certification testing. Students receiving credit in WEL V13A will not receive credit in WEL V03.

Fees will be required. Formerly Wel 13A.

WEL V13B  ARC and MIG Welding II  4 Units
Prerequisite:  WEL V13A
Recommended Preparation:  WEL V13A or equivalent
Hours:  8 lecture-laboratory  2 lecture, 6 laboratory weekly

This is part II of a course in Arc and MIG welding. This course offers theory and intermediate vocational skills in Arc/Shielded Metal Arc Welding (SMAW) and Metal Inert Gas/Gas Metal Arc Welding (MIG/GMAW) processes. Students will develop build on techniques and skills learned in WEL V13A. Students may advance in technical ability in welding methodology, project layout, metallurgy, industrial safety and related technical mathematics. Students can prepare for industry certification testing. Students receiving credit in WEL V13B will not receive credit in WEL V03.

Fees will be required. Formerly Wel 13B.

WEL V14A  TIG and FLUX Core Welding I  4 Units
Prerequisite:  WEL V01
Recommended Preparation:  WEL V03 or WEL V13B or equivalent
Hours:  8 lecture-laboratory  2 lecture, 6 laboratory weekly

This is part I of a course in TIG and Flux Core welding. This course offers theory and intermediate introductory vocational skills in Tungsten Inert Gas/Gas Tungsten Arc Welding (TIG/GTAW) and Flux Core Arc Welding (FCAW) processes. Students will develop skill in welding methodology, project layout, industrial safety and related technical mathematics. Students can prepare for industry certification testing. Students receiving credit in WEL V14A will not receive credit in WEL V04.

Fees will be required. Formerly Wel 14A.
Revised Courses – Continued

WEL V14B  TIG and FLUX Core Welding II  4 Units

Prerequisite:  WEL V14A
Recommended Preparation:  WEL V14A or equivalent
Hours:  8 lecture, laboratory  2 lecture, 6 laboratory weekly

This is part II of a course in TIG and Flux Core welding. This course offers theory and intermediate vocational skills in Tungsten Inert Gas/Gas Tungsten Arc Welding (TIG/GTAW) and Flux Core Arc Welding (FCAW) processes. Students will develop skill in welding build upon techniques and skills learned in WEL V14A. Students may advance in methodology, project layout, industrial safety and related technical mathematics. Students can prepare for industry certification testing. Students receiving credit in WEL V14B will not receive credit in WEL V04.
Fees will be required. Formerly Wel 14B.

WEL V20  Advanced Welding Applications  4 Units

Prerequisite:  WEL V01
Recommended Preparation:  WEL V04 or WEL V14B or equivalent
Hours:  8 lecture, laboratory  2 lecture, 6 laboratory weekly

This course offers theory and advanced vocational skill in industrial welding applications. Students will learn advanced metallurgy as it relates to aluminum, sheet-steel, plate and pipe welding. Students will also learn about aircraft and ship-building welding fabrication processes and manufacturing safety hazards. This course allows additional practice and preparation for industrial certifications exams and employment preparation.
Fees will be required.

WEL V30  Applied Metal Fabrication  2 Units

Prerequisite:  WEL V01
Recommended Preparation:  WEL V01 or equivalent skills
Hours:  4 lecture, laboratory  1 lecture, 3 laboratory weekly

This course is designed to introduce the student to applied metal fabrication techniques, including measuring, cutting, forming, shaping, fitting, shrinking, stretching, and finishing. A variety of metal forming equipment will be introduced. Fabricated projects will include custom metal forming for automotive, manufacturing, and/or industrial applications. MIG, TIG and Arc welding techniques will be applied. The students will have the opportunity to work on group as well as individual projects.
Fees will be required. Field trips may be required. May be taken a maximum of 2 times.