District Technical Review Workgroup - Instructional (DTRW-I)

Agenda
September 26, 2013 - 1:00 p.m.
DAC, Lakin Boardroom

- Approval of April 11, 2013 Meeting Notes
- Curriculum Submissions

**MOORPARK COLLEGE**
New Degree
Biomedical Device Technology, Certificate of Achievement

**Revised Courses**
- CHEM M11  Foundations of General, Organic, and Biochemistry  5.0
- FTVM M26  Broadcast News Production  3.0
- JOUR M10B  Student News Media Staff Editing  4.0
- MUS M02B  Music Theory II  3.0
- MUS M02D  Music Theory IV  3.0
- MUS M02DL  Musicianship IV  1.0
- PHSC M01L  Principles of Physical Science Laboratory  1.0
- RADT M09  Basic Skills for the Health Care Professional  0.5
- THA M02B  Acting II  3.0

**OXNARD COLLEGE**
New Courses
- GEOG R105  Introduction to Human Geography  3.0

**VENTURA COLLEGE**
New Courses
- AUTO V32B  ASE Preparation for Transmissions and Drivelines  1.0
- NS V84C  Success Strategies for NS V30  2.0
- NS V84D  Success Strategies for NS V40  1.5

Revised Courses
- HS V12  In Home Care Provider Health Aide  4.5-2

OLD BUSINESS:
- BP 4022 Course Approval – review administrative procedure draft – sent to DCAA for 4.25.13 meeting and this item was pulled at DCAA for further review at fall DTRW-I.
- BP/AP 4102 Occupational/Vocational Technical Programs Development of Board Policy and Administrative Procedure on Repeatability, Title 5, Section 55000 (Gloria Arevalo)

NEW BUSINESS:
- Selection of DTRW-I Faculty Co-Chair
- 2013-2014 Meeting Schedule
- AP 4050 Articulation/AP 4100 Graduation Requirements for Degrees and Certificates/AP 4225 Course Repetition (Articulation Officers)

Next Meeting Date:  October 24, 2013, 1:00 pm – DAC Lakin Boardroom
Submission deadline:  October 18, 2013 – 5 pm
Members: Chancellor’s Designee: Erika Endrijonas, Chair, (OC)
Faculty Co-Chair: Mary Rees, Co-chair (MC)
Executive Vice Presidents: Erika Endrijonas (OC), Jane Harmon (MC), Lori Bennett (MC), Ramiro Sanchez (VC)
Faculty Co-Chairs of Curriculum Committees: Jim Merrill (OC), Mary Rees (MC), Mark Pauley (VC)
Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (VC)
Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

Absent: All present

Recorder: Laurie Nelson-Nusser

Notes:

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Summary of Discussion</th>
<th>Action (If Required)</th>
<th>Completion Timeline</th>
<th>Assigned to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval of March 7, 2013 Meeting Minutes</td>
<td>Dr. Endrijonas welcomed everyone to DTRW-I and the meeting commenced at 1:08 pm.</td>
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<td>The meeting notes were approved as presented.</td>
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**CURRICULUM SUBMISSIONS**

**New Degrees/Courses/Revised Courses**

Moorpark/Oxnard/Ventura Submissions

Curriculum Submissions:

**MOORPARK COLLEGE**

New Courses

- THA M27A, Costume Design I, 3.0
- THA M27B, Costume Design II, 3.0
- THA M28, Production Makeup, 3.0

**Recommendation:**

All new courses will go forward to DCAA.

**Oxnard College**

New Courses

Add all recommended curriculum to DCAA agenda

Laurie Nusser
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>BUS R124, Organizational Behavior, 3</td>
<td><strong>Recommendation:</strong> This new course will go forward to DCAA.</td>
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<tr>
<td><strong>Revised Courses</strong></td>
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<tr>
<td>ACCT R101, Principles of Financial Accounting, 3</td>
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<td>ACCT R102, Principles of Managerial Accounting, 3</td>
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<tr>
<td>MATH R014A, Intermediate Algebra I, <strong>32.5</strong></td>
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<tr>
<td>MATH R014B, Intermediate Algebra II, <strong>32.5</strong></td>
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<tr>
<td>PHIL R100, Critical Thinking, 3</td>
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<tr>
<td>PHIL R111, Thinking Critically and Analytic Writing, 3</td>
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<tr>
<td>PSY R101, General Psychology, 3</td>
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<tr>
<td>PSY R104, Introduction to Experimental Psychology, 3</td>
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<tr>
<td>PSY R105, Introduction to Physiological Psychology, 3</td>
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<tr>
<td><strong>Recommendation:</strong> All revised courses will go forward to DCAA with minor changes as follows:</td>
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<tr>
<td>MATH R014A and MATH R014B: do not remove deleted sentence.</td>
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<td>PHIL R100: Ms. Davis will verify whether the course credit is not available for students who have already taken PHIL R111.</td>
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<td><strong>New Programs</strong></td>
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<td>Associate in Arts in Philosophy for Transfer</td>
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<td><strong>Recommendation:</strong> This item will go forward to DCAA with minor change to “List B” to include “or course A.”</td>
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<td><strong>VENTURA COLLEGE</strong></td>
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<td>There were no submissions from Ventura College.</td>
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<td>BP/AP 4022 Course Approval</td>
<td>Dr. Endrijonas indicated this item is still under review by DTRW-I. The Board policy was revised and the CCLC version of the administrative procedure will be distributed to the DTRW-I group via email. This item will be agendized on the DCAA 4.25.13 meeting agenda.</td>
<td>Send draft of AP 4022 to DTRW-I group</td>
<td>ASAP</td>
<td>Laurie Nusser</td>
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<td>BP/AP 4102 Occupational/Vocation Technical Programs</td>
<td>Dr. Endrijonas indicated this item is still under review by DTRW-I. A Board policy will be created with the same language as BP 4022. The administrative procedure, which was reviewed and revised by the CTE deans, will be distributed to the DTRW-I group via email. There was a revision to spell out the acronym of SCRC (South Coast Regional Consortium). Dr. Endrijonas will research the program review elements and share the results with the DTRW-I group. This item will be agendized on the DCAA 4.25.13 meeting agenda.</td>
<td>Agendize on 4.25.13 DCAA agenda</td>
<td>4.19.13</td>
<td>Laurie Nusser</td>
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<tr>
<td>DTRW-I Self-appraisal Survey Results</td>
<td>Dr. Endrijonas reviewed the DTRW-I Self-Appraisal Survey submissions and as a result from the comments regarding a lack of coordination between this workgroup and DCAA, the monthly meeting dates were changed from the second Thursday to the fourth Thursday to accommodate submission deadlines for Policy Committee and Board review.</td>
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<td>DTRW-I Meeting Schedule</td>
<td>The first meeting of the 2013-2014 academic year will be held on the fifth Thursday (August 29) to accommodate campus schedules and subsequent meetings will be held on the fourth Thursday of each month. Ms. Nusser will send out meeting invitations for these recurrences of the DTRW-I meetings for 2013-2014.</td>
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<tr>
<td>Next Meeting Date:</td>
<td>August 29, 2013 – 1 pm, DAC Lakin Boardroom</td>
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DTRW-I

September 26, 2013

MOORPARK COLLEGE

CURRICULUM SUBMISSION
MOORPARK COLLEGE

New Degree
Biomedical Device Technology, Certificate of Achievement

Revised Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CHEM M11</td>
<td>Foundations of General, Organic, and Biochemistry</td>
<td>5.0</td>
</tr>
<tr>
<td>FTVM M26</td>
<td>Broadcast News Production</td>
<td>3.0</td>
</tr>
<tr>
<td>JOUR M10B</td>
<td>Student News Media Staff Editing</td>
<td>4.0</td>
</tr>
<tr>
<td>MUS M02B</td>
<td>Music Theory II</td>
<td>3.0</td>
</tr>
<tr>
<td>MUS M02D</td>
<td>Music Theory IV</td>
<td>3.0</td>
</tr>
<tr>
<td>MUS M02DL</td>
<td>Musicianship IV</td>
<td>1.0</td>
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<tr>
<td>PHSC M01L</td>
<td>Principles of Physical Science Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>RADT M09</td>
<td>Basic Skills for the Health Care Professional</td>
<td>0.5</td>
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<tr>
<td>THA M02B</td>
<td>Acting II</td>
<td>3.0</td>
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</tbody>
</table>
New Degree

Biomedical Device Technology, Certificate of Achievement

Biomedical Device Manufacturing Certificate provides skills for the manufacturing of medical devices. Includes will be basic quality control, government regulations as well as applied skills such as machining and working in ultra-clean environment. This certificate will prepare students to obtain employment in the medical device field.

Required Courses:

Moorpark College - complete 3 courses (6 units) from the following:
- BIOT M02A/BIOL M12A     Environmental Control and Process Support ..............................2.0
- BIOT M02B/BIOL M12B     Manufacturing: Quality Control and Validation Quality .............2.0
- BIOT M02E/BIOL M12E     Business Practices and Governmental Regulation ......................2.0

Required Courses:

Ventura College – complete 3 courses (7 units) from the following:
- MT V02     Applied Machining I .................................................................................2.0
- MT V05     CNC Machining I .......................................................................................2.0
- MT V15     Manufacturing Processes ..............................................................................3.0

TOTAL UNITS ........................................................................................................... 13.0
Revised Courses

CHEM M11  Foundations of General, Organic, and Biochemistry  5.0
Prerequisites: MATH M01 or one year of high school algebra or equivalent with a C grade or higher
Hours: 4 lecture, 3 lab

Covers general, organic, and biological chemistry with an emphasis placed on medical applications; designed for students who are allied health science majors. Explores topics in general chemistry such as the modern view of the atom, molecules, chemical compounds, reactions, and calculations. Includes topics in organic and biochemistry such as hydrocarbons, alcohols, aldehydes and ketones, amines, carboxylic acids and their derivatives, carbohydrates, lipids, proteins, and nucleic acids. This course is not intended designed for students who are Allied Health Science majors and for students not planning to take Chemistry M01A. Applies to Associate Degree. Transfer credit: CSU; UC

FTVM M26  Broadcast News Production  3.0
Prerequisites: None
Hours: 1 lecture, 3 lab

Provides specialized training in producing news for television and multimedia applications a comprehensive overview of all aspects of news and documentary digital production from concept to finished project. Emphasizes the use of digital newsgathering equipment, producing newscasts and on-air presentation of completed stories. Provides operational skills and techniques through practical hands-on experiences in: studio directing, location shooting, and editing. Students will crew and create news productions that will air on the Moorpark College website. (Formerly RT M13) equipment for location reality-based productions. Applies to Associate Degree. Transfer credit: CSU
JOUR M10B  Student News Media Staff Editing  4.0
Prerequisites:  JOUR M10A
Recommended Prep:  Completion of or concurrent enrollment in  JOUR M02 ,  completion of  JOUR M10A ,  and  ENGL M01A or  ENGL M01AH
Hours:  2 lecture, 6 lab

Develops the ability to conceive, plan, report, edit, design and produce student news media online, in print and, when available, for broadcast. Provides opportunities for student staff editors to plan sections including text, photos, graphics and multimedia packages for publication in student news media. Allows students to assign, write, shoot, and coordinate stories, photos, video and other graphic elements; as well as critically evaluate and edit all content, and work directly with student writers and adviser. Applies to Associate Degree. Transfer credit: CSU

MUS M02B  Music Theory II  Chromatic Harmony  3.0
Prerequisites:  MUS M01 or  MUS M02A  and  MUS M02AL
Corequisites:  MUS M02BL
Hours:  3 lecture

Emphasizes pivot chord modulation. Studies chromatic harmonic vocabulary, foreign key modulation, keyboard and instrumental styles, and composition. Incorporates the concepts from Music Theory I. Teaches, through guided composition and analysis, an introduction to two-part counterpoint, voice leading involving four-part chorale writing, and diatonic harmony. Provides an introduction to secondary/applied chords and modulation. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02D  Music Theory IV Counterpoint  3.0
Prerequisites:  MUS M02C  M02B and  MUS M02CL  M02BL
Corequisites:  MUS M02DL
Hours:  3 lecture

Introduces composition of 18th century contrapuntal forms in the style of J.S. Bach through the modified 16th century species approach. Requires composition of a two-part invention and a three-part fugue. Utilizes, through writing and analysis, borrowed chords and modal mixture, chromatic mediants, Neapolitan, and augmented-sixth chords. Introduces 9th, 11th and 13th chords, altered chords and dominants; and 20th century techniques such as: Impressionism, tone rows, set theory, pandiatonicism and polytonalism, meter and rhythm. Applies to Associate Degree. Transfer credit: CSU; UC
MUS M02DL Musicianship IV 1.0 2.0
Prerequisites: MUS M02C M02B and MUS M02CL M02BL
Corequisites: MUS M02D
Hours: 1.0 lecture 3 lab

**Emphasizes individual work in the Music Learning Center to strengthen weaker areas of aural skills.** Focuses on two-voice melodic dictation, speed drill of intervals, dictation of the soprano and bass factors of a harmonic progression, and keyboard harmony. **Applies rhythmic, melodic, and harmonic materials developed in Music Theory IV. Utilizes ear training, sight-singing, analysis, and dictation.** Applies to Associate Degree. Transfer credit: CSU; UC

PHSC M01L Principles of Physical Science Laboratory 1.0
Prerequisites: MATH M03 or MATH M03B and PHSC M01 or concurrent enrollment
Hours: 3 lab

Examines some of the basic phenomena in physics, chemistry, and astronomy. Applies common, modern laboratory instruments, in hands-on experiments. Teaches the principles of data taking, reduction, synthesis, and analysis, in addition to the writing of scientific reports. Applies to Associate Degree. Transfer credit: CSU; UC

HS M16R RADT M09 Basic Skills for the Radiologic Technologist 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. The focus is on the essential principles and practices of safe effective care in this constantly changing medical field. Safety, communications, documentation and cultural diversity are integrated throughout the course. **It is recommended that this course be taken the semester before acceptance into the radiologic technology or similar program.** (Same course as NS M09.) (Formerly HS M16R.) Applies to Associate Degree.
THA M02B  Acting II  3.0
Prerequisites:  THA M02A
Hours:  2 lecture, 3 lab

Emphasizes intermediate level theories, techniques and skills in character analysis, monologue and scene presentation. Includes an introduction to classical material, performance of scenes in various styles and genres, and continues work with in vocal projection and stage movement. Applies to Associate Degree. Transfer credit: CSU; UC
DTRW-I
SEPTMBER 26, 2013
OXNARD COLLEGE
CURRICULUM SUBMISSION
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>GEOG R105</td>
<td>Introduction to Human Geography</td>
<td>3</td>
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</table>
GEOG R105  Introduction to Human Geography     3 Units
Hours:  3.0 lecture
Prerequisite:  None

This course introduces the topical approach to the study of human geography, the characteristics of culture groups, and the distribution and migration of human populations on Earth's surface. Special attention will be given to sustainability and its role in the social construction of spaces and places through the diffusion of religions, languages, food production, geopolitical conflicts and human-environmental interactions. Field trips may be required. Transfer credit: CSU.
## VENTURA COLLEGE

### New Courses

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<tr>
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<th>Units</th>
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<tbody>
<tr>
<td>AUTO V32B</td>
<td>ASE Preparation for Transmissions and Drivelines</td>
<td>1 unit</td>
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<tr>
<td>NS V84C</td>
<td>Success Strategies for NS V30</td>
<td>2 units</td>
</tr>
<tr>
<td>NS V84D</td>
<td>Success Strategies for NS V40</td>
<td>1.5 units</td>
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### Revised Courses

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<tbody>
<tr>
<td>HS V12</td>
<td>In Home Care Provider <em>Health Aide</em></td>
<td>4.5-2 units</td>
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## New Courses

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<tbody>
<tr>
<td>AUTO V32B</td>
<td>ASE Preparation for Transmissions and Drivelines</td>
<td>1</td>
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<td></td>
<td>Corequisite:</td>
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<td>Hours:</td>
<td>3 lab 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 in automatic transmissions (A2) and manual transmissions and drive axles (A3). *Field trips may be required.*

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<tr>
<td>NS V84C</td>
<td>Success Strategies for NS V30</td>
<td>2</td>
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<td></td>
<td>Corequisite:</td>
<td>NS V30</td>
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<td></td>
<td>Hours:</td>
<td>2 lecture weekly</td>
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This course introduces strategies that promote success in NS V30. Methods for improving critical thinking are identified and practiced. Study and test-taking skills are explored and developed. Integration of knowledge from theory and clinical practice is emphasized to prepare for theory exams and clinical performance. Emphasis is on the care of the patient with health deviations related to solitude and social interaction, normalcy, activity/rest, and hazards, along with care of the psychiatric patient across the lifespan. *Offered on a pass/no pass basis only.*

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<tr>
<td>NS V84D</td>
<td>Success Strategies for NS V40</td>
<td>1.5</td>
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<td></td>
<td>Corequisite:</td>
<td>NS V40</td>
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<td></td>
<td>Hours:</td>
<td>1.5 lecture weekly</td>
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This course introduces strategies that promote success in NS V40. Methods for improving critical thinking are identified and practiced. Study and test-taking skills are explored and developed. Integration of knowledge from theory and clinical practice is emphasized to prepare for theory exams and clinical performance. Emphasis is on the care of the patient with health deviations related to air, activity, and rest along with care of the critically ill patient from birth to end of life. *Offered on a pass/no pass basis only.*

## Revised Courses

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<tr>
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<tbody>
<tr>
<td>HS V12</td>
<td>In Home Care Provider Health Aide</td>
<td>4.5</td>
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<td>Corequisite:</td>
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<td></td>
<td>Hours:</td>
<td>0 1.5 lecture weekly and 4 1.5 lab weekly</td>
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This course is designed to prepare students to provide in-home care to individuals with physical impairment or other impairment that renders them unable to care for themselves. It teaches the student to apply for employment and practice as a nurse assistant/home health aide, providing care to clients in the home or hospice setting who are unable to care for themselves. *Field trips will be required. Formerly HS 12. Offered on a pass/no pass basis only.*
The Chancellor, in consultation with Academic Senates, will develop an administrative procedure that establishes processes for developing credit and non-credit courses.

See Administrative Procedure 4022.
AP 4022  Course Approval

Reference:
Title 5 Section 55100

Note: This procedure applies to the processes for approving individual credit and non-credit courses. Local practice may be inserted, but must address the following requirements of Title 5 Section 55100.

Procedures for submitting for Board approval individual degree-applicable credit courses offered as part of an educational program approved by the California Community Colleges Chancellor’s Office.

Procedures for course approval of non-degree applicable credit courses and degree-applicable credit courses that are not part of a permitted educational program must address at least the following:
These courses must be approved by the curriculum committee.

The individuals on the curriculum committee must have received the training provided for in Title 5 Section 55100

Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community Colleges Chancellor’s Office.

Students may only count a limited amount of semester or quarter units approved toward satisfying the requirements for a certificate or completion of an associate degree.
Regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites.

All courses approved must be reported to the California Community Colleges Chancellor’s Office.

New 8/07

Last Modified by Jane Wright on March 13, 2012
PROPOSED BP 4102

Book                VCCCD Board Policy Manual
Section             Chapter 4 Academic Affairs
Title               BP 4102 Occupational/Vocational Technical Programs
Number              BP 4102

The Chancellor, in consultation with Academic Senates, will develop an administrative procedure that establishes processes for developing credit and non-credit courses.

See Administrative Procedure 4102.
Career Technical Education (CTE) Program Development and Approval
CTE program development process follows the steps outlined in AP 4020 Program, Curriculum and Course Development. In addition, CTE program development must include the following:

South Coast Regional Consortium Submission SCRC:
After local Board of Trustees approval, the proposed CTE program must be submitted to the South Coast Regional Consortium (SCRC) for review and approval. SCRC review is required prior to CCCCO submission. While SCRC approval is not required for CCCCO submission, it is recommended; it is highly unlikely that CCCCO approval will be given without SCRC consent. **Per the Program and Course Approval Handbook, 5th Edition, Regional Consortium approval is required.**

**Narrative Criteria A-E Items and Additional Supporting Documentation (per Program and Course Approval Handbook, 5th Edition)** Form CCC-501: Completion of CTE elements in Form CCC-501 Application of Approval -- New Credit Program, including, but not limited to:

- Labor market information and analysis
- Employer survey
- Justification of the new for new career technical education program through job market study
- [Explanation of Employer Relationship](#)
- Membership roster and minutes from most recent advisory committee meeting

Advisory Committee
Members of the advisory committee shall be employees selected from business or industry related to the program, high school/university representatives, students or alumni of the program, or other interested individuals with expertise in the area, or agency representatives. **A balance should exist of faculty and staff representatives of the college discipline to the business/industry representatives. College representatives should be no more than 20% of the committee membership.**

CTE Program Review
CTE program review is required every two years (Ed Code §78016), in accordance to established program review practices at each District College. In addition to the established program review elements, the review process must include at a minimum, but is not limited, to the following:

- Current viability of the CTE program
• Continuing market relevance of CTE
• Demonstration of student completion
• Demonstration of student success in state or regional licensure, or comparable examinations
• Continuing review by Advisory Committee identifying skills and competencies needed in the local workforce.
• Demonstration of student success in obtaining employment
DTRW-I

SEPTEMBER 26, 2013

Selection of Faculty Co-chair

No handout
DTRW-I

SEPTEMBER 26, 2013

2013-2014 Deadline Submission

and Meeting Dates - draft
DTRW-I

SUBMISSION DEADLINES AND MEETING DATES
2013-2014

All meetings are on the fourth Thursday of each month
and start at 1:00 pm and end at 3:00 pm
Location: DAC Lakin Boardroom

<table>
<thead>
<tr>
<th>SUBMISSION DEADLINE</th>
<th>MEETING DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 20, 2013</td>
<td>September 26, 2013</td>
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<tr>
<td>October 18, 2013</td>
<td>October 24, 2013</td>
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<tr>
<td></td>
<td>November – combined with December 5 meeting*</td>
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<tr>
<td>November 27, 2013</td>
<td>December 5, 2013*</td>
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<tr>
<td>January 17, 2014</td>
<td>January 23, 2014</td>
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<tr>
<td>February 21, 2014</td>
<td>February 27, 2014</td>
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<tr>
<td>March 21, 2014</td>
<td>March 27, 2014</td>
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<tr>
<td>April 18, 2014</td>
<td>April 24, 2014</td>
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</tbody>
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*November/December meetings combined due to holidays and catalog deadlines for 2014-2015.