



District Technical Review Workgroup - Instructional (DTRW-I)

AGENDA

January 10, 2019

1p.m. – 3p.m.

DAC Lakin Board Room

Consent Agenda Items (10 minutes time certain)

- Approval of December 13, 2018 Meeting Notes
- Curriculum Submissions

MOORPARK COLLEGE

NEW COURSES

PHIL M22 Introduction to Professional Ethics 3 units

OXNARD COLLEGE

SAM CODE CHANGES

PLS R106 Civil Litigation

~~(B) Advanced Occupational~~ **(C) Clearly Occupational**

PLS R108 Evidence

~~(B) Advanced Occupational~~ **(C) Clearly Occupational**

VENTURA COLLEGE

No items

CURRENT BUSINESS:

- CourseLeaf Updates
- Non-CTE Proficiency Awards and Certificate of Achievements
- New Title 5 Regulation on Credit Hours
- Articulation with Adult Education
- AP/BP plan (*AP 7211 Disciplines Unique to a College* behind one year)



ITEMS IN RESERVE:

Agenda Items

- Standing Item: Update on CourseLeaf – Mike Rose
- CourseLeaf and Catalog (February 2019)
- Letter Grade/Pass No Pass notation in catalogs (continued from Spring 2018; AB/BP)
- C-ID/Common Course numbering on campus (continued from Spring 2018; February 2019))
- Articulation Officers
 - AP/BP 4235: Credit By Examination (January 2019 plan)
 - Military Credit Discussion
 - TAG Agreements/Current Articulation Agreements
- BP/AP 4222 – Remedial Coursework (January 2019 plan)
- BP/AP 4020 BP – Curriculum Development (January 2019 plan)
- AP 4020 and AP 4022 – email from Michael Bowen dated 12/19 (January 2019 plan)
- T5 GE Pattern – T. Brabander (April 2019; all Senate to review)
- Noncredit BP (January 2019 plan)
- Common Core Numbering (February 2019)
- Coordinating DE Offerings (off agenda; VPs to discuss only if help is needed to coordinate enrollment issue)
- Course Numbering (700 numbering) for Bridges – J. Mansfield

MOORPARK COLLEGE

NEW COURSE

| | | |
|----------|-------------------------------------|---------|
| PHIL M22 | Introduction to Professional Ethics | 3 units |
|----------|-------------------------------------|---------|

New Course

PHIL M22 Introduction to Professional Ethics 3 units
Prerequisite: None
Hours: 3 lecture, and 0 laboratory weekly
Analyzes major ethical traditions with a focus on the nature of obligation, right action, responsibility and altruism. Examines the application of ethics to issues in business and professional life.
Applies to Associate Degree. Transfer Credit: CSU

OXNARD COLLEGE

SAM Code Changes

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|----------|------------------|--------------------------------------|---------------------------------|
| PLS R106 | Civil Litigation | (B) Advanced Occupational | (C) Clearly Occupational |
| PLS R108 | Evidence | (B) Advanced Occupational | (C) Clearly Occupational |

SAM Code Changes

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|-----------|------------------|---------|
| PLS R106 | Civil Litigation | 3 units |
| Advisory: | PLS R101 | |
| Hours: | 3 lecture weekly | |

Students will learn, analyze, and examine the basic principles of civil procedures and court rules as applicable to jurisdiction, venue, and preparation of pleadings in a civil action by both parties in the California Court system. Field trips may be required.

Transfer credit: CSU

Note: SAM code changed from (B) ~~Advanced Occupational~~ to (C) Clearly Occupational

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| PLS R108 | Evidence | 3 units |
| Advisory: | PLS R101 | |
| Hours: | 3 lecture weekly | |

Students will learn the rules of civil and criminal evidence. Theory and principles of evidence as utilized and applied to the civil discovery process will be emphasized. Students will examine and analyze California Evidence Code and applicable court decisions. Field trips may be required.

Transfer credit: CSU

Note: SAM code changed from (B) ~~Advanced Occupational~~ to (C) Clearly Occupational

Ventura County Community College District

2018-2019 Academic Year

District Technical Review Workgroup – Instructional (DTRW-I)

Thursday, December 13, 2018 - 1:00 p.m. – 3:00 p.m.

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

Guests:

Absent: Thao Brabander

Recorder: Ana Barcenas

| Agenda Item | Summary of Discussion | Action (If Required) | Completion Timeline | Assigned to: |
|---|--|-------------------------|------------------------|--------------|
| Welcome and Announcements | <i>Julius Sokenu welcomed everyone and the meeting began at 1:05 pm.</i> | | | |
| Approval of November 8, 2018 meeting notes | <i>The group approved the meeting notes.</i> | | | |
| Announcements | <i>None due to time.</i> | | | |
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| Agenda Item | Summary of Discussion | Action (If Required) | Completion Timeline | Assigned to: |
|--|--|-------------------------|------------------------|--------------|
| CURRICULUM SUBMISSIONS | | | | |
| New Degrees/Courses/Revised Courses Moorpark/Oxnard/Ventura Submissions | MOORPARK COLLEGE REVISED COURSES CNSE M56 Advanced Linux and Scripting 2- 3 units CNSE M57 Scripting and Security Management 1.5- 2 units MATH M05 College Algebra 3- 4 units NEW COURSES CJ M15 Legal Aspects of Cyber Investigations 3 units CJ M40 Ethics in Criminal Justice 3 units CNSE M100 Cybersecurity Analysis 3 units CNSE M170 Cloud Security 3 units COMM M06 Small Group Communication 3 units COMM M13 Gender Communication 3 units COMM M17 Computer-Mediated Communication 3 units COMM M18 Introduction to Organizational Communication 3 units COMM M19 Communication and Leadership 3 units COMM M23 Introduction to Health Communication 3 units ENGL M01AL English Composition Lab 0.5 unit GAME M105 3D for Games 3 units MATH M12 Mathematical Reasoning for Liberal Arts 3 units NEW NONCREDIT COURSES MATH M905 Support for College Algebra 0 units WEXP M900 Personalized Career Planning 0 units WEXP M901 Strategic Job Search 0 units WEXP M902 LinkedIn for Business 0 units NEW PROGRAMS Advanced Penetration Administration 12 units Proficiency Award Cybersecurity Administration 22 – 24 units Certificate of Achievement Cybersecurity Penetration Tester 11 units Proficiency Award Organizational Communication 18 units Certificate of Achievement | | | |
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Moorpark College (continued)
NEW NONCREDIT PROGRAM

Career Strategist Certificate of Completion

12 – 24 hours

Course notes:

Remove WEXP M900.

MATH M05: In the course description, in the last sentence include an “s” after the word section. It should read “conic sections.”

CNSE M100: In the course description, the last three letters in Comptia should be capitalized. It should show as “CompTIA.”

CNSE M170: The group asked if there is a reason for not including the group sponsor that writes/charges for the exam, similar to the description in CNSE M100. The response was that the proprietary organization requires it in the case of CNSE M100, and that is not the case with CNSE M170.

COMM M23: This might be similar to 400 level courses at many universities, but Julius Sokenu said that this is only an introduction to that field, very different than the 400 level courses.

GAME M105: Verify the title. The group suggested Game Design in 3D.

MATH M12: In the prerequisite line, add the word “assessment” after measures and before process.

MATH M905: In the course description, remove the last sentence.

Program notes:

Cybersecurity Administration Certificate of Achievement: in the electives section, change the number of units from 12-14, to show 11-14. Also, correct the total units to read 21-24, instead of 22-24.

Career Strategist Certificate of Completion: recommended to move forward with two courses, WEXP M901 and WEXP M902.

Moorpark College (continued)

Organization Communication Certificate of Achievement: The group had a discussion regarding certificates and CTE. Is this certificate for employment? Is this similar to the Music Proficiency Awards? DTRW-I wants to make Moorpark College aware that the Chancellor's Office has a task force that is looking at certificates from community colleges that are not leading to direct job placement that could be viewed to improve completion to heighten allocation purposes.

FINAL RECOMMENDATION: *These new and revised courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary.*

OXNARD COLLEGE
NEW CREDIT PROGRAMS

Certificate of Achievement in Early Childhood Education: Teacher 40 units

Certificate of Achievement in Early Childhood Education: Master Teacher 48 units

Program notes:

Certificate of Achievement in Early Childhood Education: Teacher. In the General Education section, at the end of the certificate, the group recommends Oxnard College to consider changing 16 units to show "General Education (minimum of 16 units)."

FINAL RECOMMENDATION: *These new and revised courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary.*

VENTURA COLLEGE**NEW COURSES (First Reading at DTRW-I)**

THA V17A Musical Theatre History: 3 units
Ancient Greece to the Golden Age of
Musicals

THA V17B Musical Theatre History: 3 units
1960s to Present Day

Ventura College (continued)**NEW COURSES (Second Reading at DTRW-I)**

*legislative format indicates changes made since last DTRW-I meeting:

| | | |
|-------------|-------------------------------------|---------|
| ENGM V02A | Fundamentals of English Composition | 5 units |
| ENGM V03A | Basic English Composition | 5 units |
| ENGM V03BGE | Grammar for Composition I | 2 units |
| ESL V04RW | Academic Reading and Writing III | 4 units |
| ESL V05RW | Academic Reading and Writing II | 4 units |
| ESL V06RW | Academic Reading and Writing I | 4 units |

NEW NONCREDIT COURSES

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|----------|---|---------|
| CDL N101 | Personal, Social, and Vocational Skills for the Cognitively Diverse Learner (Noncredit) | 0 units |
|----------|---|---------|

SAM and TOP CODE CHANGES

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|---------|--|--|
| THA V20 | Costume Design and History | |
| | <i>Possible Clearly Occupational</i> | |
| | <i>1007.00 Dramatic Arts 1006.00 Technical Theatre</i> | |

NEW CREDIT PROGRAM

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|--|-------------|
| Associate in Science for Transfer – Agriculture Business | 22-24 units |
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NEW NONCREDIT PROGRAM

| | |
|--------------------------------------|-----------|
| Certificate of Completion - ICAN-JOB | 192.5 hrs |
|--------------------------------------|-----------|

Course Notes:

Remove THA V17A, and V17B

ENGM V03GE: in the course number, consider changing “GE” to “G” to avoid possible confusion with General Education (GE).

Associate in Science for Transfer – Agriculture Business: correct title throughout the description; in the first title, the first sentence, and in the third paragraph, the first sentence, which title is correct? In item #3, use approved statement in catalog to replace last sentence with “P” (Pass) grade information. In section for LIST A, enter the word “courses” after the words “select three.”

| | <p>Ventura College (continued) <i>Certificate of Completion - ICAN-JOB: the group recommends Ventura College review the Program Student Learning Outcomes with their SLOs committee and consider revising.</i></p> <p>FINAL RECOMMENDATION: <i>These new and revised courses and programs will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary.</i></p> | | | |
|---|--|-------------------------|------------------------|--------------|
| Agenda Item | Summary of Discussion | Action (If Required) | Completion Timeline | Assigned to: |
| CURRENT BUSINESS | | | | |
| | | | | |
| CourseLeaf Updates | <p><i>The Functional Specification Document (FSD) has been submitted and approved. Content download was successful only for Oxnard and Moorpark. We are waiting to find out when the correct Ventura lab contents will be downloaded. Mike Rose is working on getting the full download completed. However, this is delaying the last steps for CourseLeaf to move forward with the project. The plan is to still be on target for the course and program migration.</i></p> | | | |
| Program Modifications to the Board | <p><i>Program modifications are not required to go the Board. Program modifications are only for chaptering and not approvals. Only new or deactivated programs must be brought to the Board.</i></p> | | | |
| Upper division course work | <p><i>This item was briefly discussed, and determined this is related to AP/BP and will be reviewed in the Spring.</i></p> | | | |
| Future Agenda items | <p><i>Create plan and set dates to review all AP/BP in the Spring.</i></p> | | | |
| Pop-Up Item | <p><i>1. When will DTRW-I review common course numbering? Group response: most likely the 2nd meeting in February. The AO's are looking at C-ID approved courses, we should begin with those courses.</i></p> | | | |

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|--|---|--|--|--|
| | <p>2. <i>Catalog appendices: Which college will update this section for the district? Group response: revisit in January.</i></p> <p>3. <i>Catalog and CourseLeaf: Should we begin catalog discussion with CourseLeaf, maybe February? Kim Hoffmans will follow-up.</i></p> | | | |
| Adjournment | <i>Julius Sokenu adjourned the meeting at 3:04pm</i> | | | |
| Next Regular DTRW-I Meeting Date: | <i>January 10, 2019 – DAC Boardroom, 1pm</i> | | | |



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|---------------|--|
| Book | VCCCD Administrative Procedure Manual |
| Section | Chapter 4 Academic Affairs |
| Title | AP 4100 Graduation Requirements for Degrees and Certificates |
| Code | AP 4100 |
| Status | Active |
| Legal | Title 5, Section 55000.5 Title 5, Section 55002 Title 5, Section 55022 Title 5, Section 55023 Title 5, Section 55024 Title 5, Section 55060 Title 5, Section 55061 Title 5, Section 55062 Title 5, Section 55063 Title 5, Section 55064 Title 5, Section 55070 Title 5, Section 55072 |
| Adopted | June 16, 2010 |
| Last Reviewed | March 20, 2018 |

As authorized by the California Code of Regulations, Title 5 (Education) section 55063, the Ventura County Community College District (VCCCD) Governing Board confers the Associate in Arts degree, the Associate in Science degree, Associate in Arts for Transfer (AA-T), the Associate in Science for Transfer (AS-T) and Certificates of Achievement on students who provide the required transcripts, meet the respective requirements listed in this administrative procedure and the college catalog, and who file with the appropriate college office an application for a degree and/or certificates. In accordance with Title 5 section 55070, the VCCCD also confers locally approved Proficiency Awards.

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

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

Associate Degrees and Associate Degrees for Transfer

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

- Demonstrate competency in reading, in written expression, and in mathematics as defined in Title 5 section 55063 for the appropriate catalog year.
- Satisfactorily complete at least 60 semester units of degree-applicable college work.
- Achieve a cumulative grade point average of no less than 2.0 in applicable college coursework.
- Complete the major and/or area of emphasis coursework, a minimum of 18 semester units, prescribed in a State Chancellor's Office approved AA or AS degree with no less than a "C" or "P" (formerly "CR") in each course.
- Complete the required specified subjects and units in general education as defined in AP 4025.
- Complete a minimum of 12 semester units in residency at the college granting the degree. Exceptions to the residency requirement can be made by the Board when an injustice or undue hardship would result.

For the Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) degrees a student must:

- Complete 60 CSU transferable semester units.
- Achieve a CSU transferable GPA of no less than 2.0.
- Complete the major coursework, a minimum of 18 semester units, prescribed in a State Chancellor's Office approved AA-T or AS-T with no less than a "C" or "P" (formerly "CR") in each course.
- Complete the CSU GE-Breadth pattern or IGETC pattern for CSU.
- Complete 12 semester units in residence at the college granting the degree.

Certificates of Achievement

For a Certificate of Achievement, a student must successfully complete a course of study that has been approved by the CCCC and that consists of 18 or more semester units of degree applicable credit coursework. The Certificate of Achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education. Certificate programs may also be approved for fewer units (a minimum of 12 and a maximum of 17.5 semester units of degree-applicable credit coursework), in this case, the same scholarship and residency standards would apply.

For a Certificate of Achievement, a student must:

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

Proficiency Awards

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

For a Proficiency Award, a student must:

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

Graduation Application Procedure

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

Course Substitution for Major and/or General Education Requirements

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

Reciprocity for Local General Education Requirements

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

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

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

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

Double Counting

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

Catalog Rights/Continuous Enrollment

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

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

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

Academic Year

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

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

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

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

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

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

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

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

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

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

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

Exceptions to Graduation Requirements

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

Transfer Limitations

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

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



TO: Chief Executive Officers
Chief Instructional Officers
Academic Senate Presidents
Curriculum Chairs
Academic Senate for California Community Colleges
Curriculum Specialists

FROM: Alice Perez
Vice Chancellor, Academic Affairs

RE: Annual Credit Course and Program Certification

This memorandum provides information regarding the Annual Credit Course and Program Certification, which supports the curriculum streamlining process of all credit course proposals, modified credit programs, and local credit programs, with the exception of Associate Degrees for Transfer (ADTs) and new Career Technical Education credit programs. Periodic reviews of the locally approved and certified curriculum will be conducted by the Chancellor's Office to monitor compliance and data integrity.

Moving forward, the Chancellor's Office will require each college to submit one certification form signed by the Chief Executive Officer, Chief Instructional Officer, Academic Senate President, and Curriculum Chair and to provide the local governing board policy that defines the standards for credit hour calculations. These documents will be due October of each year to the Chancellor's Office. A reminder of these requirements will be provided to the colleges September of each year.

The certification form and local governing board policy must be submitted to the Chancellor's Office no later than 5 pm on **October 16, 2018**, to the Chancellor's Office. If these documents are not received by the due date, a manual review of credit course and program proposal submissions will be conducted by the Chancellor's Office until both documents are received.

Throughout the academic year, colleges may request for a technical assistance team--comprised of an Academic Senate member, Chief Instructional Officer, and Chancellor's Office staff--to assist on any curriculum related matter. Please submit these requests to your point of contact at the Chancellor's Office.

Please contact Jackie Escajeda, Dean in Academic Affairs, at jescajeda@cccco.edu or (916) 327-2066, should you have any questions or concerns.

Attachment: Annual Credit Course and Program Certification

California Community Colleges Chancellor's Office



Annual Credit Course and Program Certification

By signing this form, the Chief Executive Officer, Chief Instruction Officer, Academic Senate President, and Curriculum Chair acknowledge and certify that:

- course hours and units are correct in accordance with CCCCCO Course Calculations;
- the college/district course outline of record has been approved by the District Governing Board;
- the college has developed local policy, regulations, or procedures specifying the accepted relationship between contact hours, outside-of-class hours, and credit for calculating credit hours to ensure consistency in awarding units of credit;
- cooperative work experience courses that have local board approval;
- credit courses and programs that are submitted to the Chancellor's Office Curriculum Inventory (COCI) system are accurate and compliant with California Education Code, California Code of Regulations, title 5, and the current CCCCCO Program and Course Approval Handbook (PCAH);
- credit programs have the required attachments in accordance to the current CCCCCO PCAH; and
- Mandatory training for curriculum committees and responsible administrators regarding curriculum rules and regulations to ensure compliance ((CCR, §55002(a)(1)).

This certification applies to the following:

1. All credit courses
2. Modified credit programs with the exception of ADTs
3. New credit programs with a goal of local program with the exception of new CTE credit programs and Apprenticeship

Please note: the Chancellor's Office will conduct periodic reviews of these proposals to monitor compliance data integrity.

Email a PDF of this form to: curriculum@cccco.edu

OR

Mail the original form to: California Community Colleges Chancellor's Office

Attn: Academic Affairs Division
1102 Q Street, Suite 4550
Sacramento, CA 95811

California Community Colleges Chancellor's Office



Annual Credit Course and Program Certification

By signing this document, I certify as the Chief Instructional Officer that
_____ has completed this process.
(College name)

Chief Executive Officer *(Signature)* Date

Chief Executive Officer *((Print Name))*

Chief Instructional Officer *(Signature)* Date

Chief Instructional Officer *(Print Name)*

Academic Senate President *(Signature)* Date

Academic Senate President *(Print Name)*

Curriculum Chair *((Signature))* Date

Curriculum Chair *Print Name)*



| | |
|--------------|--|
| Book | VCCCD Administrative Procedure Manual |
| Section | Chapter 4 Academic Affairs |
| Title | AP 4020 CURRICULUM DEVELOPMENT |
| Number | AP 4020 |
| Status | Active |
| Legal | Title 5, Sections 55000 et seq. ACCJC Accreditation Standard II.A California Education Code, Section 78016 California Education Code, Sections 70901, 70902(b) Title 5, Section 51021, 51022 Title 5, Section 55100 et seq. Title 5, Section 58023 U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended |
| Adopted | May 12, 2009 |
| Last Revised | May 9, 2017 |

College Curriculum Committees

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

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

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

Courses and instructional programs are reviewed and updated by faculty in the discipline area regularly. This review occurs, at a minimum, every five years for all courses and instructional programs and every two years for career technical education (CTE) courses and instructional programs. Courses and instructional

programs are reviewed for their relevance, appropriateness to mission, achievement of learning objectives, currency and potential for future needs.

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

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

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

Relationship of Hours to Units

In determining the number of units to be awarded for courses, colleges must consider total lecture, outside study, and/or laboratory hours. The combination of these hours is referred to as “student learning hours.” A course for which three units is awarded may meet four hours a week over a semester and still be in compliance with Title 5 Regulations (55002.5) if it is assumed that the increased classroom time serves to decrease outside study time. Thus, a course that seemingly meets for more hours per week than the units awarded may be in compliance, as opposed to a course that simply requires an excess of total classroom hours for the units awarded.

- One credit hour of community college work (one unit of credit) requires a minimum of 48 hours of lecture, study, or laboratory work at colleges operating on the semester system.
- A course requiring 96 hours or more of lecture, study, or laboratory work at colleges operating on the semester system shall provide at least 2 units of credit.
- The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study, or laboratory work in half unit increments.
- Colleges of the District may elect to adjust the amount of credit awarded in proportion to the number of hours of lecture, study, or laboratory work in increments of less than one half unit.

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

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

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

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

District Technical Review Workgroup – Instructional (DTRW-I)

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

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

Board of Trustees Approval

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

Maintenance of Records

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



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

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

Furthermore, these procedures shall include:

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

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

All new courses and programs with substantial revisions, shall be submitted to the California Community Colleges Chancellor's Office (CCCCO) for approval as required.

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

Credit Hour

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

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

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

See [Administrative Procedure 4020](#).

ATTACHMENT 1

BOARD OF GOVERNORS OF THE CALIFORNIA COMMUNITY COLLEGES
PROPOSED REVISIONS TO TITLE 5 REGULATIONS:
of
STANDARDS AND CRITERIA FOR COURSES - § 55002
CREDIT HOUR - § 55002.5
CREDIT COURSE APPROVAL - § 55100
APPROVAL OF CREDIT PROGRAMS - § 55130
CONDITIONS FOR CLAIMING ATTENDANCE - § 58050

1. Section 55002 of article 1 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is amended as follows:

§ 55002. Standards and Criteria for Courses.

(a) Degree-Applicable Credit Course. A degree-applicable credit course is a course which has been designated as appropriate to the associate degree in accordance with the requirements of section 55062, and which has been recommended by the college and/or district curriculum committee and approved by the district governing board as a collegiate course meeting the needs of the students.

(1) Curriculum Committee. The college and/or district curriculum committee recommending the course shall be established by the mutual agreement of the college and/or district administration and the academic senate. The committee shall be either a committee of the academic senate or a committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate.

(2) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course for associate degree credit if it meets the following standards:

(A) Grading Policy. The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55023. The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.

(B) Units. The course grants units of credit ~~based upon a relationship specified by the governing board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline~~ in a manner consistent with the provisions of section 55002.5. The course outline of record shall record the total number of hours in each instructional category specified in governing board policy, the total number of expected outside-of-class hours, and the total student learning hours used to calculate the award of credit. ~~The course also requires a minimum of three hours of student work per week, including class time~~

~~for each unit of credit, prorated for short-term, extended-term, laboratory and/or activity courses.~~

(C) Intensity. The course treats subject matter with a scope and intensity that requires students to study independently outside-of-class time.

(D) Prerequisites and Corequisites. When the college and/or district curriculum committee determines, based on a review of the course outline of record, that a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course, then the course shall require prerequisites or corequisites that are established, reviewed, and applied in accordance with the requirements of this article.

(E) Basic Skills Requirements. If success in the course is dependent upon communication or computation skills, then the course shall require, consistent with the provisions of this article, as prerequisites or corequisites eligibility for enrollment in associate degree credit courses in English and/or mathematics, respectively.

(F) Difficulty. The course work calls for critical thinking and the understanding and application of concepts determined by the curriculum committee to be at college level.

(G) Level. The course requires learning skills and a vocabulary that the curriculum committee deems appropriate for a college course.

(3) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the unit value, the expected number of contact hours, outside-of-class hours, and total student learning hours for the course as a whole; the prerequisites, corequisites, or advisories on recommended preparation (if any) for the course; the catalog description, objectives, and content in terms of a specific body of knowledge. The course outline of record shall also specify types or provide examples of required reading and writing assignments, other outside-of-class assignments, instructional methodology, and methods of evaluation ~~for determining whether the stated objectives have been met by students.~~

(4) Conduct of Course. Each section of the course is to be taught by a qualified instructor in accordance with a set of objectives and with other specifications defined in the course outline of record.

(5) Repetition. Repeated enrollment is allowed only in accordance with the provisions of ~~section 51002, article 4 (commencing with section 55040)~~ of subchapter 1 of chapter 6, (commencing with section 54040), and section 58161.

(b) Nondegree-Applicable Credit Course. A credit course designated by the governing board as not applicable to the associate degree is a course which, at a minimum, is recommended by the college and/or district curriculum committee (the committee described and established under subdivision (a)(1) of this section) and is approved by the district governing board.

(1) Types of Courses. Nondegree-applicable credit courses are:

(A) nondegree-applicable basic skills courses as defined in subdivision (ju) of section 55000;

(B) courses designed to enable students to succeed in degree-applicable credit courses (including, but not limited to, college orientation and guidance courses, and discipline-

specific preparatory courses such as biology, history, or electronics) that integrate basic skills instruction throughout and assign grades partly upon the demonstrated mastery of those skills;

(C) precollegiate career technical preparation courses designed to provide foundation skills for students preparing for entry into degree-applicable credit career technical courses or programs;

(D) essential career technical instruction for which meeting the standards of subdivision (a) is neither necessary nor required.

(2) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course on the basis of the standards which follow.

(A) Grading Policy. The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55023. The grade is based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency, at least in part, by means of written expression that may include essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.

(B) Units. The course grants units of credit ~~based upon a relationship specified by the governing board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline in a manner consistent with the provisions of section 55002.5. The course outline of record shall record the total number of hours in each instructional category specified in governing board policy, the total number of expected outside-of-class hours, and the total student learning hours used to calculate the award of credit. The course requires a minimum of three hours of student work per week, per unit, including class time and/or demonstrated competency, for each unit of credit, prorated for short term, extended term, laboratory, and/or activity courses.~~

(C) Intensity. The course provides instruction in critical thinking and generally treats subject matter with a scope and intensity that prepares students to study independently outside-of-class time and includes reading and writing assignments and homework. In particular, the assignments will be sufficiently rigorous that students successfully completing each such course, or sequence of required courses, will have acquired the skills necessary to successfully complete degree-applicable work.

(D) Prerequisites and corequisites. When the college and/or district curriculum committee deems appropriate, the course may require prerequisites or corequisites for the course that are established, reviewed, and applied in accordance with this article.

(3) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the unit value, the expected number of contact hours, outside-of-class hours, and total student learning hours for the course as a whole; the prerequisites, corequisites, or advisories on recommended preparation (if any) for the course; the catalog description, objectives, and content in terms of a specific body of knowledge. The course outline of record shall also specify types or provide examples of required reading and writing assignments, other outside-of-class

assignments, instructional methodology, and methods of evaluation ~~for determining whether the stated objectives have been met by students. Taken together, these course specifications shall be such as to typically enable any student who successfully completes all of the assigned work prescribed in the outline of record to successfully meet the course objectives.~~

(4) Conduct of Course. All sections of the course are to be taught by a qualified instructor in accordance with a set of objectives and with other specifications defined in the course outline of record.

(5) Repetition. Repeated enrollment is allowed only in accordance with the provisions of ~~section 51002, article 4 (commencing with section 55040)~~ of subchapter 1 of chapter 6, (commencing with section 54040), and section 58161.

(c) Noncredit Course. A noncredit course is a course which, at a minimum, is recommended by the college and/or district curriculum committee (the committee described and established under subdivision (a)(1) of this section) and approved by the district governing board as a course meeting the needs of enrolled students.

(1) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course if the course treats subject matter and uses resource materials, teaching methods, and standards of attendance and achievement that the committee deems appropriate for the enrolled students. In order to be eligible for state apportionment, such courses must be approved by the Chancellor pursuant to article 2 (commencing with section 55150) of subchapter 2 of this chapter and satisfy the requirements of section 58160 and other applicable provisions of chapter 9 (commencing with section 58000) of this division.

(2) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the number of contact hours normally required for a student to complete the course, the catalog description, the objectives, contents in terms of a specific body of knowledge, instructional methodology, examples of assignments and/or activities, and methods of evaluation ~~for determining whether the stated objectives have been met.~~

(3) Conduct of Course. All sections of the course are to be taught by a qualified instructor in accordance with the set of objectives and other specifications defined in the course outline of record.

(4) Repetition. Repeated enrollment is allowed only in accordance with provisions of article 4 of subchapter 1 of chapter 6 (commencing with section 54040), and section 58161.

(d) Community Services Offering. A community services offering must meet the following minimum requirements:

- (1) is approved by the district governing board;
- (2) is designed for the physical, mental, moral, economic, or civic development of persons enrolled therein;
- (3) provides subject matter content, resource materials, and teaching methods which the district governing board deems appropriate for the enrolled students;
- (4) is conducted in accordance with a predetermined strategy or plan;

(5) is open to all members of the community willing to pay fees to cover the cost of the offering; and

(6) may not be claimed for apportionment purposes.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

2. Section 55002.5 of article 1 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is amended as follows:

§ 55002.5. Credit Hour Definition.

(a) One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of lecture, study, or laboratory total student work at colleges operating on the semester system or 33 quarter hours of lecture, study or laboratory total student work, at colleges operating on the quarter system which may include inside and/or outside-of-class hours.

~~(b) A course requiring 96 hours or more of lecture, study or laboratory work at colleges operating on the semester system or 66 hours or more of lecture, study, or laboratory work at colleges operating on the quarter system shall provide at least 2 units of credit.~~

(b) A course requiring 96 hours or more of total student work at colleges operating on the semester system or 66 hours or more of total student work at colleges operating on the quarter system shall provide at least 2 units of credit.

(c) Cooperative work experience courses defined in section 55252 shall adhere to the formula for credit hour calculations identified in section 55256.5.

~~(ed) The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study or laboratory work in half unit increments. For programs designated by the governing board as clock hour programs, units of credit shall be awarded in a manner consistent with the provisions of 34 Code of Federal Regulations part 600.2.~~

~~(de) A district may elect to adjust the amount of credit awarded in proportion to the number of hours of lecture, study or laboratory work in increments of less than one half unit. Credit hours for all courses may be awarded in increments of one unit or less.~~

(ef) The governing board of each community college district shall establish policy, consistent with the provisions of this section, defining the standards for credit hour calculations. District policy shall specify the credit hour calculation method for all academic activities, expected ratios of in-class to outside-of-class hours for each type of academic activity, standards for incremental award of credit, standard term length, calculation methods for short term and extended term courses, and provisions for monitoring compliance with state and federal regulations related to credit hour calculations.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code; 34 Code of Federal Regulations part 600.2.

3. Section 55100 of article 1 of subchapter 2 of chapter 6 of division 6 of title 5 of the California Code of Regulations is amended as follows:

§ 55100. Credit Course Approval.

(a) The governing board of each community college district shall establish policies for, and may approve ~~individual degree-applicable~~ credit courses pursuant to section 55002, section 55002.5, and the Chancellor's Office Program and Course Approval Handbook prepared, distributed, and maintained by the Chancellor consistent with section 55000.5(a)~~which are offered as part of an educational program approved by the Chancellor pursuant to section 55130. Such courses need not be separately approved by the Chancellor.~~

~~(b) A community college district may approve and offer nondegree-applicable credit courses and degree-applicable credit courses which are not part of an approved educational program without separate approval by the Chancellor. The Chancellor will conduct a periodic review to ensure that districts are in compliance with the following requirements: The chief executive officer, chief instructional officer, college academic senate president, and college curriculum committee chair of each college and/or district shall annually certify to the Chancellor, before the conclusion of each academic year, compliance with the following requirements related to the approval of credit courses:~~

~~(1) the college-curriculum committee and district governing board have approved each such credit course pursuant to section 55002, section 55002.5, and the Chancellor's Office Program and Course Approval Handbook prepared, distributed, and maintained by the Chancellor consistent with section 55000.5(a);~~

~~(2) no course which has previously been denied separate approval by the Chancellor or is part of a program that has been disapproved by the Chancellor may be offered pursuant to this subdivision unless the proposed course has been modified to adequately address the reasons for denial and has been subsequently reapproved by the college curriculum committee and district governing board;~~

~~(3) the college and/or district promptly reported~~ all credit courses approved by the district governing board pursuant to this section subdivision to the Chancellor through the Chancellor's Office Curriculum Inventory and Management Information Systems;

~~(3) college and/or district personnel involved in the credit course approval process, including members of the curriculum committee, were provided with training regarding the rules, regulations, and local policies applicable to the approval of credit courses, including, but not limited to, the provisions of section 55002, section 55002.5, and the Chancellor's Office Program and Course Approval Handbook prepared, distributed, and maintained by the Chancellor consistent with section 55000.5(a);~~

~~(4) the district governing board has established local policy or procedures specifying the relationship between contact hours, outside-of-class hours, and the calculation of credit hours consistent with section 55002.5.~~

(c) ~~Districts shall separately submit to the Chancellor all courses which are not part of any approved educational program for certification of compliance with all requirements pursuant to sections 55000 et seq., and the Program and Course Approval Handbook~~

~~pursuant to section 55000.5.~~ The Chancellor may conduct reviews to ensure that colleges and/or districts are in compliance with the certification requirements identified in this section.

(d) The Chancellor may, at any time, limit or terminate the ability of a district to approve or offer credit courses pursuant to subdivisions (b) and (c) if he or she it is determined ~~ed~~ that a college and/or district has failed to comply with all any of the conditions set forth in those subdivisions this section until such time a college and/or district demonstrates compliance with all requirements for the certification requirements identified in this section.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

4. Section 55130 of article 1 of subchapter 2 of chapter 6 of division 6 of title 5 of the California Code of Regulations is amended as follows:

§ 55130. Approval of Credit Programs.

(a) ~~Before offering any credit course as part of an educational program at a college, the governing board of a district shall obtain approval of the educational program from the Chancellor in accordance with the provisions of this article. Approval shall be requested on forms provided by the Chancellor. The governing board of each community college district shall establish policies for, and may approve, an educational program pursuant to articles 6 and 7 of subchapter 1 of chapter 6 of division 6, and the Chancellor's Office Program and Course Approval Handbook, prepared, distributed, and maintained by the Chancellor consistent with subdivision 55000.5(a).~~

(b) ~~The application educational program submitted to the local governing board for approval shall contain at least the following components:~~

- (1) ~~The name of the proposed program.~~
- (2) ~~The description of the proposed program.~~
- (3) ~~a list of required all courses to be included in the program.~~
- (4) ~~course outlines of records for all courses in the program.~~
- (5) ~~The purposes and specific objectives of the proposed program.~~
- (6) ~~The place of the proposed program in the district master plan.~~
- (67) ~~An explanation of how the program is appropriate to the objectives and conditions of higher education and community college education in California and how it conforms to statewide master planning.~~
- (87) ~~The need for the proposed~~ For career technical education programs, ascertained with regard to at least the following additional information must be provided to the district governing board factors:
 - (A) ~~a list of o~~ Other community colleges in the area currently offering the program;
 - (B) ~~Other programs closely related to the proposed program offered by the college;~~
 - (BC) ~~R~~ Relation of the proposed program to regional labor job market analysis, demand where applicable; and
 - (D) ~~Enrollment projection for the proposed program;~~

~~(C) Recommendations of career technical education regional consortia, when applicable; and~~

~~(F) The classification of the courses in the program in accordance with section 55001.~~

(89) The need for and present adequacy of the following resources shall be determined in relation to the proposed program:

(A) ~~L~~ibrary and media center resources;

(B) ~~F~~acilities and equipment required to initiate and sustain the program. If a new facility is to be used, reference should be made to the five-year master plan.

(C) ~~A~~vailability of adequate or proposed financial support; and

(D) ~~A~~vailability of faculty.

~~(c) The development, establishment and evaluation of an education program shall include representative faculty involvement. The chief executive officer, chief instructional officer, college academic senate president, and college curriculum committee chair of each college and/or district shall annually certify to the Chancellor, before the conclusion of each academic year, compliance with the following requirements related to the approval of credit programs:~~

(1) the curriculum committee and district governing board have approved each credit program pursuant to articles 6 and 7 of subchapter 1 of chapter 6 of division 6, and the Chancellor's Office Program and Course Approval Handbook, prepared, distributed, and maintained by the Chancellor consistent with subdivision 55000.5(a);

(2) the college and/or district promptly reported all credit programs approved by the district governing board pursuant to this section to the Chancellor's Office Curriculum Inventory and Management Information Systems;

(3) college and/or district personnel involved in the credit program approval process, including members of the curriculum committee, were provided with training regarding the rules, regulations, and local policies applicable to the approval of credit programs, including, but not limited to, the provisions of articles 6 and 7 of subchapter 1 of chapter 6 of division 6, and the Chancellor's Office Program and Course Approval Handbook, prepared, distributed, and maintained by the Chancellor consistent with subdivision 55000.5(a);

(4) the development, establishment, and evaluation of approved educational programs included representative faculty involvement.

~~(d) An approval is effective until the program or implementation of the program is discontinued or modified in any substantial way. The Chancellor may evaluate an educational program, after its approval, on the basis of factors listed in this section. If on the basis of such an evaluation the Chancellor determines that an educational program should no longer be offered, the Chancellor may terminate the approval and determine the effective date of termination. The Chancellor may conduct reviews to ensure that colleges and/or districts are in compliance with the certification requirements identified in this section.~~

(e) In multicollge districts, program approval is granted for a specific college. The Chancellor may, at any time, limit or terminate the ability of a district to approve or offer educational programs if he or she it is determined that a college and/or district has failed to comply with any of the conditions set forth in this section until such time a college and/or

district demonstrates compliance with the certification requirements identified in this section.

(f) In multi-college districts, the local governing board shall grant a program approval for a specific college.

(g) Before offering an Associate Degree for Transfer as identified in the Student Transfer Achievement Reform Act (Education Code section 66745 et seq.), the governing board of a community college district shall obtain approval of the Associate Degree for Transfer from the Chancellor in accordance with the Chancellor's Office Program and Course Approval Handbook, prepared, distributed, and maintained by the Chancellor consistent with subdivision 55000.5(a).

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 66745, 70901 and 70902, Education Code.

5. Section 58050 of article 5 of subchapter 1 of chapter 9 of division 6 of title 5 of the California Code of Regulations is amended as follows:

§ 58050. Conditions for Claiming Attendance.

(a) All of the following conditions must be met in order for the attendance of students enrolled in a course to qualify for state apportionment:

(1) The course, or the program of which it is a part, must be approved by the ~~Board of Governors~~ governing board of each community college district in accordance with the provisions of subchapter 2 (commencing with section 55100) of chapter 6.

(2) The course must meet the criteria and standards for courses prescribed by section 55002.

(3) Unless expressly exempted by statute, the course must be open to enrollment by the general public, in accordance with section 58051.5 and article 1 (commencing with section 58100) of subchapter 2 of this chapter.

(4) The district may not receive full compensation for the direct education costs for the course from any public or private agency, individual or group of individuals in accordance with section 58051.5.

(5) The students enrolled in the course must be engaged in educational activities required of such students as described in the course outline of record. The number of contact hours for which apportionment is claimed shall not exceed the number specified in the course outline of record, subject to computation adjustments authorized pursuant to other provisions of this subchapter including, but not limited to, sections 58003.1, 58023 and 58164. If the course involves student use of district computers, other equipment, or facilities, the district shall monitor usage of such equipment or facilities as part of the course to ensure that they are used solely for the specified educational activities.

(6) The students must be under the immediate supervision of an employee of the district, unless provided otherwise by law.

(7) The employee of the district must hold valid and unrevoked credentials or be employed pursuant to minimum qualifications adopted by the Board of Governors or

equivalencies pursuant to section 53430 authorizing the employee to render service in the capacity and during the period in which the employee served.

(b) The regulations in this article are intended to clarify and interpret attendance accounting terminology used in subdivision ~~subsection~~ (a), and in sections 58051 and 58055.

Note: Authority cited: Sections 66700, 70901 and 84500, Education Code. Reference: Sections 70901, 78401 and 84500, Education Code.

Attachment 2

SUMMARY AND ANALYSIS OF PROPOSED CHANGES TO: STANDARDS AND CRITERIA FOR COURSES - §§ 55002 - 55002.5 CREDIT COURSE APPROVAL - § 55100 APPROVAL OF CREDIT PROGRAMS - § 55130 CONDITIONS FOR CLAIMING ATTENDANCE - § 58050

General

Non-substantive, substantive, and technical changes are proposed throughout for clarity and consistency.

§ 55002. Standards and Criteria for Courses

§ 55002(a)(2)(B)

Proposed changes to provide stronger guidance to the colleges regarding units of credit that are to be granted. Deleted, revised, and provided clarifying language to better align with section 55002.5.

§ 55002(a)(3)

Proposed adding outside-of-class hours and total student learning hours to the Course Outline of Record because these hours need to be part of the equation in addition to contact hours to determine the unit value of the course.

Proposed adding “of record” after course outline for consistency and deleted last sentence, as it was no longer needed.

§ 55002(a)(5)

Proposed eliminating references to section 51002, article 4, as that section should be section 55040 of article 4.

§ 55002(b)(1)(A)

Proposed eliminating references to (j), for it should be (u).

§ 55002(b)(2)(B)

Proposed deleting and clarifying language to this section to provide stronger guidance to the colleges regarding units of credit that are to be granted. Deleted, revised, and provided clarifying language for this subdivision. Additionally, referenced section 55002.5 for consistency.

§ 55002(b)(3)

Proposed adding outside-of-class hours and total student learning hours to the Course Outline of Record because these hours need to be part of the equation in addition to contact hours to determine the unit value of the course.

Proposed adding “of record” after course outline for consistency and deleted last sentence, since the language is not necessary when detailing the make-up of the Course Outline of Record.

STANDARDS AND CRITERIA FOR COURSES - §§ 55002 - 55002.5
CREDIT COURSE APPROVAL - § 55100
APPROVAL OF CREDIT PROGRAMS - § 55130
CONDITIONS FOR CLAIMING ATTENDANCE - § 58050

ATTACHMENT 3

**Summary and Response to Comments Received During the Notice Period of
May 3, 2017 through July 3, 2017, Inclusive.**

Official Notice of proposed changes to the California Code of Regulations, title 5, regarding the streamlining of curriculum approval was published on May 3, 2017. The original proposed text was made available for public comment for at least 45 days from May 3, 2017 through June 21, 2017. A 15-day Notice of sufficiently related changes was published June 23, 2017, with the public comment period open through July 3, 2017. The Notices specified the process to comment on the proposed changes. One written comment was received during the comment period. A public hearing was held during the Board of Governors Meeting on May 15, 2017, at the Chancellor's Office. Comments from one Board member is noted below. Pursuant to *Standing Order* 206, subdivision (b)(3), the Chancellor's Office has summarized the oral comments and proposed responses below for adoption by the Board.

Comments Received During the Public Hearing

Cecilia V. Estolano, President of the Board of Governors, California Community Colleges.

In section 55100 (d), President Estolano requested that "it" be changed back to "he or she."

Proposed response:

President Estolano's request to change "it" to "he or she" was implemented in the revision of the regulations.

Written Comments

Mr. Jim Mahler, President, Community College Council of the California Federation of Teachers:

Mr. Mahler was concerned that the proposed regulation changes did not go through Consultation Council before going to the Board of Governors.

Proposed response:

The proposed regulatory changes were presented to the Consultation Council for consideration and input at the July 20, 2017 Consultation Council meeting. The proposed regulatory changes have been developed over the last several months with significant input from constituent groups within the community college system, including the California Community College Curriculum Committee, the Chancellor's Office Curriculum Workgroup, and the Chief Instructional Officers' Executive Board.

§ 55002(b)(5)

Proposed eliminating references to section 51002 as that section should be section 55040.

§ 55002(c)(2)

Deleted reference to meeting stated objectives because the stated objectives were not defined.

§ 55002(c)(4)

Added section 55040 as a reference.

§ 55002.5. Credit Hour

§ 55002.5

Proposed changing the title to “Credit Hour Definition” in order to clarify to the colleges that the purpose of this section is to define “Credit Hour.”

§ 55002.5(a)

Deleted “at colleges operating on the semester system” and “at colleges operating on the quarter system” because it is captured by adding “quarters” and “semesters” above.

§ 55002.5(b)

Proposed changes to provide a better explanation of 96 semester hours and 33 quarter hours for at least 2 units.

§ 55002.5(c)

Added language regarding cooperative work experience and referenced title 5, section 55256.5 for information.

§ 55002.5(d)

Deleted current language and replaced it with updated language requiring credit hours for clock hour programs, and provided a reference to federal regulations.

§ 55002.5(e)

Deleted current language and replaced it with a more clear and concise version.

§ 55002.5(f)

Proposed an additional subdivision to ensure that the governing board of each community college district establishes policy consistent with the provisions of § 55002.5.

§55100. Credit Course Approval

§ 55100

To support the streamlining of curriculum approval and to ensure clear communications from the Chancellor’s Office to the local districts and colleges, a certification form and process was created. Adding the Chancellor’s Office certification requirement is important to ensure compliance. Therefore, added language was provided for clear instructions on who should be required to certify that all requirements are met for credit courses and when the certification should occur. Additional deletions were made for better guidance and clarity to the colleges.

§55130. Approval of Credit Programs

§ 55130(a)

Deleted current language and replaced it with proposed language to support and clarify the curriculum approval streamlining efforts. Also referenced articles 6 and 7 of subchapter 1 of Chapter 6, and the current Chancellor's Office Program and Course Approval Handbook for additional guidance.

§ 55130(b)

Revised language to provide better guidance on the required components of a program and to support the curriculum streamlining efforts. Also changed "job market analysis" to "regional labor demand" to better reflect current language.

§ 55130(c)(1)- (4)

To support the streamlining of curriculum approval and to ensure clear communications from the Chancellor's Office to the local districts and colleges, a certification form and process was created. Adding the Chancellor's Office certification requirement is important to ensure compliance. Therefore, added language was provided for clear instructions on who should be required to certify that all requirements are met for credit programs and when the certification should occur. Additional deletions were made for better guidance and clarity to the colleges.

§ 55130(d)

Deleted current language and replaced it with proposed language to support the curriculum approval streamlining efforts and provided clarity as to the abilities of the Chancellor with regard to colleges who are out of compliance with this section.

§ 55130(e)

Proposed added language for clarity regarding consequences if districts or colleges do not comply with regulations related to the curriculum approval process.

§ 55130(f)

Proposed added language for clarity regarding multi-college districts.

55130(g)

Added a subsection to ensure the community colleges follow the appropriate procedures for the Chancellor's Office approval process before offering an Associate Degree for Transfer as identified in the Student Transfer Achievement Reform Act (Education Code Section 66745 et seq.), and in accordance with the Chancellor's Office Program and Course Approval Handbook.

§ 58050. Conditions for Claiming Attendance

§ 58050(a)(1) Changed "Board of Governors" to "governing board of each community college district" to be consistent with the changes being done to all the above sections in reference to credit courses and programs.

STANDARDS AND CRITERIA FOR COURSES - §§ 55002 - 55002.5
CREDIT COURSE APPROVAL - § 55100
APPROVAL OF CREDIT PROGRAMS - § 55130
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| | |
|---------------|--|
| Book | VCCCD Administrative Procedure Manual |
| Section | Chapter 7 Human Resources |
| Title | AP 7211 Minimum Qualifications and Equivalencies |
| Code | AP 7211 |
| Status | Active |
| Legal | California Code of Regulations, Title 5, Section 53400 et seq. California Education Code Section 87001 California Education Code Section 87003 California Education Code Section 87359 California Education Code Section 87743.2 |
| Adopted | December 14, 2009 |
| Last Revised | May 8, 2018 |
| Last Reviewed | May 8, 2018 |

A. Procedure for the Determination of Qualifying Degrees.

(When not specifically defined by the Minimum Qualifications for Faculty and Administrators in California Community Colleges)

1. Committees of faculty evaluate the disciplines listed in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* that allow for any qualifying degree in a specified area, but that do not specifically list the exact titles of the degrees which qualify (e.g., Biological Sciences, Dance) for the purpose of developing lists of specific degrees meeting the minimum qualification requirements. Composition of these discipline-specific qualification committees consists of two full-time faculty members in the discipline from each college, an Academic Senate President, and a Human Resources Department representative. The committees convene each time the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* is revised and published, or more often as necessary.
2. The Human Resources Department maintains lists approved by the discipline-specific qualifications committee and provides such lists to screening committees as necessary.
3. All screening committees refer to the established lists, as appropriate, when determining if candidates meet the minimum qualification requirements. Screening committees may not consider a degree as qualifying unless it is specifically listed in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, or it is determined to qualify under the list developed by the discipline-specific qualification committee(s).

B. Procedure for the Determination of Equivalency

1. All faculty position announcements state the required qualifications as specified by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, local qualifications, if any, and

diversity qualifications, including the possibility of meeting the degree requirements by equivalency.

2. Each fall term, the Human Resources Department identifies the need for specific districtwide equivalency committees for the following academic year and in consultation with the Academic Senates, establishes such committees. Composition of the committee(s) includes one tenured faculty member in the discipline from each of the colleges in the District who are the only voting members of the committee, an Academic Senate President serving in an ex-officio capacity, and a Human Resources Department representative responsible for meeting facilitation. A minimum of two faculty members, the Academic Senate President and the Human Resources Department representative must be present for there to be a quorum. For disciplines in which tenured faculty are not available at all three colleges, a tenured faculty member from a related discipline may be substituted for the tenured faculty member(s) in the discipline. A related discipline is one that is listed as a qualifying degree in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* for that discipline. The Director of Employment Services approves exceptions to the above composition as necessary following consultation with the Academic Senate Presidents. Should an equivalency be requested in a discipline that exists at only one college, a local college equivalency committee from that college shall convene for the purpose of reviewing the request for equivalency. The committee will consist of two tenured faculty members in the discipline. The Director of Employment Services approves exceptions to committee compositions as necessary.

3. Following the closing date of the recruitment, the Human Resources Department forwards requests for equivalencies for faculty positions to the appropriate districtwide equivalency committee no later than two working days following the closing date of the position and prior to releasing the pool of applicants to the screening committee. The equivalency committee will meet within five working days following the closing date. The Human Resources Department will not forward files for applicants who are not requesting an equivalency or for applicants who request in their application an equivalency be considered but fail to attach the Supplemental Questionnaire for Equivalency.

4. The equivalency committee reviews requests for equivalency and provides recommendations to the Human Resources Department. Recommendations to grant equivalency are forwarded for consideration provided there is a unanimous vote by all committee members present. Less than a unanimous vote results in the denial of the equivalency request. The districtwide equivalency committee documents in writing whether the equivalency is recommended or not recommended on the Declaration of Equivalency Form.

5. The Human Resources Department forwards all recommended equivalencies to the full screening committee(s) for review along with all other completed application materials.

6. Applications for candidates not recommended for equivalency are made available to the entire screening committee(s). Committee members may review the equivalency recommendation and challenge any recommendations to deny equivalency. Challenges are taken back to the districtwide equivalency committee for consideration. Upon review, the committee may choose to sustain or modify its initial recommendation.

7. The local Academic Senate President, Executive Vice President, College President, Director of Employment Services, Vice Chancellor, Human Resources, Chancellor, and Board of Trustees or designee, in that order, review those applicants who are recommended for hire and for whom equivalency is required. The individuals endorse or deny the recommendation for equivalency, relying primarily on the advice and judgment of the equivalency committee, in accordance with California Education Code section 87359, subdivision (b). Individuals sign the Declaration of Equivalency form for the purpose of indicating endorsement of the equivalency. In the event a recommendation for equivalency is denied at any level of review in the process, the denying individual sends the recommendation back to the previous reviewer for discussion. The authority to approve the hiring of employees with equivalency remains with the Board of Trustees or designee.

8. Representatives of the collective Academic Senates and the Human Resources Department will review the equivalency process after one year, no later than spring 2011, to ensure its effectiveness and adherence to established policy and procedures.

See Attachment: Disciplines Unique to a College.

AP 7211 Attach-Unique Disciplines-Spring 2017 Final.pdf (47 KB)

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

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

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

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

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

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

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