





Ventura County Community College District

**2017-2018 Academic Year**  
**District Technical Review Workgroup – Instructional (DTRW-I)**  
**Meeting Notes---DRAFT**  
**Thursday, January 11, 2017 - 1:00 p.m. – 3:00 p.m.**

- Members:** Chancellor’s Designee: Kim Hoffmans, Chair (VC)  
 Faculty Co-Chair: Nenagh Brown (MC)  
 Vice Presidents: Roy Vasquez (OC – Feb 2018), 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), Traci Allen (MC Counseling – for L. Mai)  
 Academic Senate Presidents: Diane Eberhardy (OC), Nenagh Brown (MC), Lydia Morales (VC)  
 Administrative Officer to the Chancellor & Board of Trustees: Patti Blair (DAC)
- Guests:** Dave Fuhrmann
- Absent:** Letrisha Mai (on sabbatical Spring 2018)
- Recorder:** Sarah Ayala

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome and Announcements</b>	<i>K. Hoffmans welcomed everyone and the meeting commenced at 1:06pm.</i>  <i>Introductions around the room to welcome Traci who will be taking over DTRW-I duties for Letrisha while she is out this semester.</i>			
<b>Approval of November 9, 2017 Meeting Minutes</b>	<i>Corrections: Page 2 – CS M1P – change to CS M10P</i> <i>Page 2: CUCI – change to CSUCI</i>			
<b>Approval of November 30, 2017 Meeting Minutes</b>	<i>Minutes approved as presented.</i>	Bring AP/BP summary spreadsheet to next meeting		
<b>Announcements</b>	<i>None</i>			

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

<p><b>New Degrees/Courses/Revised Courses</b></p> <p><b>Moorpark/Oxnard/Ventura Submissions</b></p>	<p><b><u>MOORPARK COLLEGE</u></b>  <b>New Courses</b>  MUS M11 Songwriting, 3</p> <p><i>Question: Are we ok with implied subjects in the course description?</i>  <i>Answer: Yes, that is intentional.</i></p> <p><i>A period should be added after the last word of the description.</i></p> <p><b>FINAL RECOMMENDATION:</b> <i>This new course will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary.</i></p> <p><b><u>OXNARD COLLEGE</u></b>  <b>New Courses</b>  FT R090 USLA Lifeguard Academy I, 3</p> <p><i>Curriculum comes from US Certified Lifeguard Association and will be taught by professionals. Closest course offerings to OC are in Laguna and Huntington Beach.</i>  <i>In "Limitations" section, should "BLS" be spelled out for those that don't know? Acronym stands for Basic Life Saving</i></p> <p><i>Description is written in present tense. 5<sup>th</sup> line does not follow same tense – "This course will include..." Suggestion to change to "This course includes..."</i></p> <p><i>No comments on the SAM changes</i></p> <p><b>SAM Code Changes</b>  ASL R103 American Sign Language, 3  <del>(D) Possibly Occupational</del> <b>(E) Non-Occupational</b></p> <p>ASL R104 American Sign Language, 4  <del>(D) Possibly Occupational</del> <b>(E) Non-Occupational</b></p>			
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	<p>BUS R122 Human Resource Management  <del>(B) Advanced Occupational</del> <b>(C) Clearly Occupational</b></p> <p><b>FINAL RECOMMENDATION:</b> <i>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.</i></p> <p><b><u>VENTURA COLLEGE</u></b>  <i>No submissions this month due to Curriculum Committee meeting being canceled in December (Thomas Fire)</i></p>			
<b>CURRENT BUSINESS</b>				
<p><b>Final CourseLeaf Discussion/Decision</b></p>	<p><i>1:10pm - Dave Fuhrmann joined the meeting to discuss. CurricUNET is available to us until the end of January 2019. CourseLeaf has a backup of orders, so conversion will take awhile. There is approximately a 4 month waiting list. Process will probably start in the Summer for 8 months. Catalog portion may be able to come in at the earliest in July 2019. CurricUNET asked if group would be willing to discuss issues with them. Group decided that a call could be set up for the beginning of the DTRW-I meeting in Feb. Cost to colleges – CBOs know the numbers. Dave has informed them.</i></p>	<p>Put item on 2/8 agenda for conference call with CurriQunet</p>		
<p><b>Report on Regional Curriculum Meeting 11/18/17 in Long Beach</b></p>	<p><i>CCCO is still reviewing cooperative work experience and non credit courses. Spot checking automatic approval courses. UC system is trying to come up with something called "UC Transfer Pathways" – similar to ADTs. Starting with a study of physics and chemistry. Certificates – considering decreasing the threshold for approvals from a minimum of 18 units to a minimum of 16 units. CORs supposed to have hours information added to them according to Title V update. Course can be listed in the class schedule not just specifically the catalog to satisfy the Title V requirement. COCI workgroup meets twice a month to help with issues that are being experienced.</i></p>			

	<p><i>AB705 breakout – a lot of stuff still up in the air. Many decisions have not yet been made. Title V requires the use of 2 distinct measures Chancellor’s office is discouraging the use of assessment tests and may eventually forbid it.</i></p> <p><i>Shannon – went to COCI breakout. System still has many issues that are being worked on.</i></p>			
<b>Continued Discussion: Accelerated deadlines, Catalog production</b>	<p><i>VC’s plan: online version to be posted online before printed version. Deadline is March 26<sup>th</sup> for the online version to be called “preliminary version as of March 26<sup>th</sup>”. VC will handle the appendices update this year. DAC will do photos and layout – same as last year.</i></p>			
<b>2016/2017 Course Summary Sheet</b>	<p><i>228 courses and programs reviewed. Great job everyone</i></p>			
<b>2016/2017 DTRW-I Goals and Accomplishments</b>	<p><i>Add: Reviewed 228 courses and programs overall. 203 courses, 25 programs Correction to first box: Ongoing discussion of course and program curriculum (credit and noncredit), Board Policies, Administrative Procedures and standard operating practices. Workgroup reviewed 228 courses and programs overall, with 203 courses and 25 programs.</i></p> <p><i>Second box: Members attended Curriculum Institute and other related training to stay current on State policies Ex: COCI (add full title ) 6<sup>th</sup> Edition PCAH (add full title) and local approval of expanded categories of curriculum</i></p> <p><i>Third box: Articulation Officers Trustee presentation to the Pass Committee. Attended Assist Next/Gen training and provided professional development training to counselors after attending.</i></p> <p><i>Goals approved with corrections. Final version to be included at the next meeting as an information item.</i></p>	<p><i>Add as an informational item on next agenda with final copy</i></p>		
<b>2017/2018 DTRW-I Goals</b>	<p><i>Add item 5: Select and begin implementation of Course Management System</i></p>			

	<i>Add new item 1: Ensure the technical and legal accuracy of new and substantially revised courses and programs approved by each College's Curriculum Committee Move "Share Best Practices" to be Item 6</i>			
<b>Remaining AP/BPs for review:</b>				
<b>AP/BP 4225: Disqualification and Dismissal</b>	<i>This is mis-numbered. Disqualification and Dismissal is <b>AP 4255</b>. Needs correction on the spreadsheet from last meeting. Will be on next meeting's agenda for review</i>	Put corrected item on next agenda		
<b>AP/BP 5010: Admissions and Concurrent Enrollment</b>	<i>DTRW-I workgroup concurs with DTRW-SS workgroup in their decision regarding moving this AP/BP forward to Policy Committee.</i>	Add to summary spreadsheet		
<b>AP/BP 5030: Fees</b>	<i>DTRW-I workgroup defers to DTRW-SS in their decision to move this AP/BP forward to Policy Committee</i>	Add to summary spreadsheet		
<b>AP/BP 5055: Enrollment Priorities</b>	<i>DTRW-I workgroup defers to DTRW-SS in their decision to move this AP/BP forward to Policy Committee</i>	Add to summary spreadsheet		
<b>T5 GE Pattern: T. Brabander</b>	<i>Brief update VC - Having discussions with committees and trying to get the information out. Data examples are needed. OC – Counseling in favor, moving it forward with some people being reluctant. Mostly positive at Curriculum Committee. Overall, more data is needed for discussions. Maybe look at other colleges scorecards that are using this pathway.</i>			
<b>Pop up item:</b>	<i>Nenagh brought up non-credit training next week. Will include: General refresher, best practices, CORs, examples. Non-credit in relation to Guided Pathways and AB 705 (Multiple Measures) Send any further suggestions to Nenagh. Meeting will be from 1pm-3pm. RSVPs are needed – collect them from your campus, THEN send them to Nenagh. No RSVP limitations.</i>			
<b>Future Agenda Items</b>	<i>No items were requested for the agenda at this time.</i>			
<b>Adjournment</b>	<i>K. Hoffmans adjourned the meeting at 3:03 pm.</i>			
<b>Next Meeting Date:</b>	<i>January 18, 2018 (Noncredit Training) – DAC Boardroom, 1pm February 8, 2018 (DTRW-I) – DAC Boardroom, 1pm</i>			

**OXNARD COLLEGE**

**SAM Code Changes**

ESRM R100 Introduction to Environmental Science (~~D~~)-Possibly Occupational (**E**) **Non-Occupational**

**TOP Code Changes**

IDS R102	Science, Technology, and Human Values	<del>2205.00</del>	<b>2201.00</b>
MST R178	Geological Marine Resource Management	<del>1920.00</del>	<b>1914.00</b>



### SAM Code Changes

ESRM R100	Introduction to Environmental Science	3 units
Hours:	3 lecture weekly	
C-ID:	Aligned with ENV5 100	

This course is an interdisciplinary introduction to environmental issues from a scientific perspective focusing on physical, chemical, and biological processes within the Earth system, the interactions between humans and these processes, and the role of science in finding sustainable solutions. Topics include ecological principles, biodiversity, climate change, sustainability, renewable and non-renewable energy, water resources, air and water pollution, and solid waste management. Field trips may be required.

*Transfer credit: CSU, UC*

**Note: SAM code changed from (D) ~~Possibly Occupational~~ to (E) Non-Occupational**

### TOP Code Changes

IDS R102	Science, Technology, and Human Values	3 units
Hours:	3 lecture weekly	

Science and technology have the potential to improve our lives, yet they also challenge the basic values of our humanity. Utilizing an interdisciplinary approach, this course explores the impact of science and technology on human culture, history, and understanding. Through critical engagement with scientific and social theory we explore how science and technology impact human cultures and values and we question what these developments mean for human societies in a global context. We explore topics such as global climate change, pollution, the nature of knowledge, science and gender, surveillance and security, nuclear energy, fracking, weapons of mass destruction, communications, the internet, hacking, genetic modification, space exploration, cosmology, cloning, artificial intelligence and medicine.

*Transfer credit: CSU, UC*

**Note: TOP Code changed from 2205.00 (History) to 2201.00 (Social Science, General)**

MST R178	Geological Marine Resource Management	1 unit
Prerequisite:	BIOL R170/MST R170	
Hours:	3 lab hours weekly	

Topics in marine geology are related to current resource management issues in this region. This course includes the study of requirements and applications of federal, state, and local laws and regulations related to marine resource management. Field trips will be to natural areas where geological, biological, and oceanographic interactions can be observed.

*Transfer credit: CSU*

**Note: TOP Code changed from 1920.00 (Ocean Technology) to 1914.00 (Geology)**

**VENTURA COLLEGE**

**New Courses**

ART V02D	Art of the Ancient Mediterranean	3 units
ART V09A	Art of the Ancient Americas	3 units
BUS V61	Microsoft Word	3 units
BUS V62	Microsoft Excel	3 units
BUS V63	Microsoft PowerPoint	3 units
BUS V64	Computer Fundamentals and Productivity Tools	2 units
CJ V37	Introduction to Digital Forensics	3 units

**Revised Courses**

ART V11A	Color and Design: Two Dimensional Design	3 units
ART V11B	Color and Design: Color Theory and Practice	3 units
ART V15A	Life Painting I	3 units

**New Programs**

A.S. Bookkeeping	18 units
Certificate of Achievement – Pre-Allied Health	12 units

**TOP/SAM Code Changes**

HED V22	Health and Social Justice	<del>1306.00</del> <b>0837.00</b>
HMSV V96	Human Services Internship II	<del>Occupational</del> <b>Possible Occupational</b>

### New Courses

ART V02D                      Art of the Ancient Mediterranean                      3 units  
Hours:                      3 lecture weekly

This course surveys the major artistic and architectural developments of Ancient Greece, Rome, and the Near East. The comparative analysis of social, religious, political, and economic messages sent by the objects and monuments under consideration will elucidate patterns of interaction and adaptation through time and space. It will also allow examination of collaboration and/or competition at artistic as well as at social and political levels.

*Field Trips may be required. Transfer credit: CSU.*

ART V09A                      Art of the Ancient Americas                      3 units  
Hours:                      3 lecture weekly

This course surveys the visual culture of Mesoamerica and South America from pre-history to the Spanish conquest. The comparative analysis of social, religious, political, and economic messages sent by these objects and monuments will elucidate patterns of interaction, continuity, disjunction, and adaptation through time and space.

*Field Trips may be required. Transfer credit: CSU.*

BUS V61                      Microsoft Word                      3 units  
Recommended              Typing speed of at least 30 wpm is recommended

Preparation:

Hours:                      2.5 lecture, 1.5 laboratory weekly

This course introduces Microsoft Word. Students will learn to create, edit, and format various business documents such as letters, memos, forms, reports, newsletters, and templates. Integration of images, use of macros, tables, labels, mail merge, and creation of forms will also be covered. The emphasis is on tasks typically required in an office or business environment. The skills taught in this course are fundamental to success in careers in business, accounting, marketing, management, and medical assisting.

BUS V62                      Microsoft Excel                      3 units  
Recommended              Typing speed of at least 30 wpm is recommended

Preparation:

Hours:                      2.5 lecture, 1.5 laboratory weekly

This course provides a foundation of the knowledge and skills needed for creating and using spreadsheets in Microsoft Excel. Students will learn how to create, edit, and format spreadsheets. Topics will include formulas, functions, pivot tables, sorting, and filtering in worksheets. The course is designed to provide the fundamental skills needed for application in an office or business environment. The skills taught in this course are fundamental to success in careers in business, accounting, marketing, and management.

**New Courses (continued)**

BUS V63                      Microsoft PowerPoint                      3 units  
Hours:                      3 lecture weekly

In this course, students will learn how to use a powerful graphics presentation program to create effective presentations for business or for college courses using Microsoft PowerPoint. The course covers accepted standards for developing and formatting a presentation, use of design templates, and adding images, graphs and charts. Advanced topics include slide show enhancement using transitions, animation, sound, and hyperlinks.

BUS V64                      Computer Fundamentals and Productivity Tools                      2 units  
Hours:                      2 lecture weekly

This course introduces the basic skills needed to use a personal computer, including working with multiple windows, file management, Windows accessories, software applications, and computer safety. Use and features of productivity tools such as Outlook, Google Docs, and cloud services will also be covered.

CJ V37                      Introduction to Digital Forensics                      3 units  
Recommended                      CJ V01; CJ V35 and CJ V35L; or ANTH V35 and ANTH V35L  
Preparation:  
Hours:                      3 lecture weekly

This course addresses how to conduct digital assessments by discussing what digital forensics are, what crucial tactical concepts are used, and what tools are needed to perform complete and accurate examinations. Details on digital forensics for computers, networks, cell phones, GPS, the cloud, and the Internet are also discussed, as well as how to lawfully collect evidence, document the scene, and recover deleted data.

*Field Trips may be required. Transfer credit: CSU.*

### Revised Courses

ART V11A                      Color and Design: Two Dimensional Design                      3 units

C-ID:                              **ARTS 100**

Hours:                            2 **1** lecture, 4 **6** laboratory weekly

This course introduces theories and applications of two-dimensional composition in the visual arts using the elements of line, shape, texture, value, and color. It provides an essential background in design theory and applications including the elements and principles of design. *Field Trips may be required. Formerly Art 11A. Transfer credit: CSU.*

ART V11B                      Color and Design: Color Theory and Practice                      3 units

Prerequisite:                    ART V11A

C-ID:                              **ARTS 270**

Hours:                            2 **1** lecture, 4 **6** laboratory weekly

This course explores the use of color as one element of art and design. Special emphasis is placed on the study of color theory and its practical applications. *Field Trips may be required. Formerly Art 11B. Transfer credit: CSU.*

ART 15A                        Life Painting I                                                                      3 units

Prerequisite:                    ART V13 A

~~Recommended~~                ~~ART V13B~~

~~Preparation:~~

Hours:                            2 **1** lecture, 4 **6** laboratory weekly

This course provides basic instruction in painting from nude and clothed models with emphasis on representing forms in space, structure, gesture, color, tonal variations, and composition. Painting techniques, pictorial organization and individual expression will be addressed. *Field Trips may be required. Formerly Art 15A. Transfer credit: CSU.*

## New Programs

### Ventura College Associate in Science Bookkeeping

Successful completion of the Bookkeeping Program will provide the skills necessary for an entry-level job as a bookkeeper, accounting clerk or auditing clerk. Students will learn how to keep accurate accounting records for assets, liabilities, and equity, including revenues, expenses, accounts receivable, accounts payable and payroll. They will be able to complete bank reconciliations, payroll tax reports, and simple federal and state income tax returns. A code of ethics will be stressed throughout the program. Students who successfully complete this program may continue their education by taking additional courses that lead to an Associate Degree in Accounting.

Program Student Learning Outcomes (PSLOs) are:

1. Demonstrate an understanding of basic accounting procedures.
2. Analyze, process and prepare financial information within established protocols.
3. Present and interpret financial information.

<b>Required Courses:</b>		<b>Units</b>
BUS V02	Income Tax Fundamentals	3
BUS V03	Introduction to Accounting	3
BUS V04	Computerized Payroll Accounting	3
BUS V07A	Business Calculations	3
BUS V08	Computerized Accounting	3
BUS V17	Computer Applications	3
Major Units		18
Completion of VC GE Pattern		42
<b>DEGREE TOTAL</b>		<b>60</b>

**Ventura College  
Certificate of Achievement  
Pre-Allied Health**

The Biological Sciences curriculum provides a foundation for further study and careers in multiple fields within the life sciences. Our generalized courses give students majoring in other subjects a broad and comprehensive experience in biology. Our specialized courses serve students transferring to four-year, graduate, or professional schools; upon transfer, these students will be prepared for further study in a variety of disciplines, including but not limited to Botany, Cell/Molecular Biology, Ecology, Health Sciences, Marine Biology, Pharmacology, and Zoology. Many of our courses also provide essential skills to students completing our Biotechnology program. Subsequent careers in biotechnology, dentistry, medicine, nursing, research, teaching, among others, all rely on a strong background in the Biological Sciences.

<b>Required Courses:</b>		<b>Units</b>
ANAT V01	General Human Anatomy	4
PHSO V01	Introduction to Human Physiology	4
MICR V01	General Microbiology	4
<hr/> <b>TOTAL</b>		<b>12</b>

AP/BP Review Summary - Final Recommendations		
➤ AP/BP 4070: Auditing and Auditing Fees	Reviewed	<b>FINAL RECOMMENDATION:</b> Move to DTRW-SS
➤ AP/BP 4102: Career Technical Education Programs	Reviewed - Changes to legal references.	<b>FINAL RECOMMENDATION:</b> Move to DTRW-SS
➤ AP/BP 4222: Remedial Coursework	Definition of "remedial" needs to be updated/expanded - by AOs.	<b>FINAL RECOMMENDATION:</b> Define remedial coursework and incorporate AB705
➤ AP/BP 4225: Course Repetition	Approved	<b>FINAL RECOMMENDATION:</b> Send to Policy Committee
➤ AP/BP 4227: Repeatable Courses	Approved	<b>FINAL RECOMMENDATION:</b> Send to Policy Committee
➤ AP/BP 4250: Probation	Reviewed	<b>FINAL RECOMMENDATION:</b> Move to DTRW-SS
➤ AP 4255: Disqualification and Dismissal	<i>Review tabled to next meeting</i>	<b>FINAL RECOMMENDATION:</b>
➤ AP/BP 5010: Admissions and Concurrent Enrollment	Reviewed	<b>FINAL RECOMMENDATION:</b> Move to DTRW-SS
➤ AP/BP 5030: Fees	Reviewed	<b>FINAL RECOMMENDATION:</b> Move to DTRW-SS
➤ AP/BP 5055: Enrollment Priorities	Reviewed	<b>FINAL RECOMMENDATION:</b> Move to DTRW-SS





## *District Technical Review Workgroup- Instruction*

The purpose of the District Technical Review Workgroup - Instructional (DTRW-I) is:

- To put into practice the collaboration of faculty and administration in ensuring the technical and legal accuracy of new and substantially revised courses and programs approved by each College's Curriculum Committee;
- To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs.
- To review and develop Board policies, administrative procedures and standard operating practices in the instructional area prior to submission through Cabinet and the District Consultation Council to the Chancellor and Board of Trustees;
- To serve as a body providing operational and procedural advice to Cabinet and the District Consultation Council for issues that impact instruction District-wide.

The DTRW-I is an advisory group to the Chancellor through Cabinet and the District Consultation Council. It reviews curriculum submitted by the three VCCCD College Curriculum Committees. The DTRW-I is responsible for reviewing new and substantially revised courses and programs prior to submission through Cabinet and Consultation Council to the Chancellor and the Board of Trustees. DTRW-I is responsible for ensuring the technical and legal accuracy of all components of new and substantially revised courses and programs. In addition, the DTRW-I may choose to review and provide advice on questions regarding the interpretation of curricular regulations. To fulfill these charges, members of this workgroup are assigned responsibility for remaining current on all regulations and laws related to curriculum.

### GOALS 2016-2017

#	GOALS	ACCOMPLISHMENTS
1	Share best practices	Ongoing discussion of course and program curriculum (credit and noncredit), Board Policies, Administrative Procedures and standard operating practices. Workgroup reviewed 228 courses and programs overall, with 203 courses and 25 programs.
2	Comply with current State curriculum policies and standards	Members attended Curriculum Institute and other related training to stay current on State policies and standards. Ex: Chancellor's Office Curriculum Inventory (COCI), 6 <sup>th</sup> edition of the Program Course Approval Handbook (PCAH), and local approval of expanded categories of curriculum
3	Advise on transfer compliance	Articulation Officers Trustee presentation to the Pass Committee. Attended Assist/NextGen training and provided professional development training to counselors after training.
4	Review and make recommendations on relevant District BPs and APs	Reviewed 19 BP/APs and made recommendation.



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### GOALS 2017-2018

#	GOALS	ACCOMPLISHMENTS
1	Ensure the technical and legal accuracy of new and substantially revised courses and programs approved by each College's Curriculum Committee	
2	Comply with current State curriculum policies and standards	
3	Advise on transfer compliance	
4	Review and make recommendations on relevant District BPs and APs	
5	Select and begin implementation of new Course Management System	
6	Share best practices	

## VCCCD Administrative Procedure Manual

### Chapter 4 Academic Affairs

#### Title: AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

Number: AP 4100

Status: Active

Adopted: June 16, 2010

Last Reviewed: November 11, 2014

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 ~~all degree-applicable college and university coursework attempted.~~
- 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 CCCCO 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 ~~all degree~~-applicable college coursework.
- 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.



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4255 DISQUALIFICATION AND DISMISSAL
Number	AP 4255
Status	Under Consideration
Legal	<a href="#">Title 5, Section 55034</a> <a href="#">Title 5, Section 55033</a>
Adopted	June 16, 2010

\*\*Updated Title: AP 4255 ~~DISQUALIFICATION AND DISMISSAL~~ AND READMISSION

**Standards for Dismissal:** A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 in all units attempted in each of three (3) consecutive semesters, and has a semester GPA of less than 1.75 for the current semester.

A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of “W,” “I,” “NC,” and “NP” are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent (50%).

**Dismissal Letter:** Each college in the Ventura County Community College District shall notify a student who is dismissed at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the fall semester.

The college mails a letter indicating “academic dismissal” to the home address indicated in the student's records.

The letter references this procedure, explains the meaning of dismissal, the procedure for reinstatement, and procedure to appeal the dismissal.

**Fall Dismissals:** Special circumstances exist for dismissals after the Fall semester due to the fact that students traditionally enroll before Fall grades are available. Subject to dismissal letters will be sent no later than January 30, informing students that:

- If they are enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the Spring semester.
- If they are not enrolled in the Spring semester, they have the right to appeal dismissal in accordance with the appeal process.

**Procedure for Fall Dismissal Appeals:** Appeals for students subject to dismissal as a result of the fall grades must be filed following notification during the spring semester. The following conditions apply:

- Students who are enrolled in the spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status reevaluated at the end of the spring semester.
- Students who have not enrolled in the spring semester will be dismissed unless an appeal is granted in

accordance with procedures set above.

**Academic Record:** Each enrolled student's status is recorded at the end of each term as part of the student's academic record; the notation specifies the student's status for both academic and progress categories as either "in good standing," "on probation," or "dismissed."

**Appeal of Dismissal:** The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action.

The student must file the written petition of appeal with the Chief Instructional Officer ~~Executive Vice President~~ or designee within 30 days after the dismissal letter was mailed. If the student fails to file a written petition within 30 days, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons.

Dismissal appeals may be granted under the following circumstances:

- If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.
- The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load.
- When there is evidence of significant improvement in academic achievement.

The student will continue on probation until the Chief Instructional Officer ~~Executive Vice President~~ or designee decides on the student's appeal.

The decision of the Chief Instructional Officer ~~Executive Vice President/Vice President of Instruction~~ will be communicated to the student in writing by the Chief Instructional Officer ~~designee of the Executive Vice President~~ or designee; the Chief Instructional Officer or ~~designee~~ will notify the student of its action within 10 days of receipt of the student's appeal.

The student may appeal the decision of the Chief Instructional Officer ~~Executive Vice President~~ or designee in writing to the College President, within 10 working days of the date of notification of the decision of the Chief Instructional Officer ~~Executive Vice President~~ or designee. The decision of the College President is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

**Continued Enrollment or Readmission:** A student applying for readmission shall not be reinstated until a minimum of one semester has elapsed after academic dismissal. A student who is petitioning shall receive counseling to assess his/her academic and career goals and must have counselor approval of his/her educational program prior to registration. The petition for this purpose, "Petition for Continued Enrollment or Readmission," is available through Counseling Services.

A student applying for continued enrollment or readmission must submit a petition to explain what circumstances or conditions would justify continued enrollment or readmission.

In considering whether or not students may be re-admitted after a dismissal and a minimum of one semester absence, the following criteria should be considered:

- Documented extenuating circumstances (considered during appeal).
- Marked improvement between the semesters on which disqualification was based.
- Semesters on which disqualification was based were atypical of past academic performance.



- Formal or informal educational experiences since completion of semesters on which disqualification was based.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

Last Modified by Andrea Rambo on July 6, 2017