



District Technical Review Workgroup - Instructional (DTRW-I)

AGENDA

September 14, 2017 - 1:00 – 3:00 p.m.

DAC Lakin Boardroom

- **Approval of May 11, 2017 Meeting Notes**
- **Curriculum Submissions**

MOORPARK COLLEGE

New Courses

	Units
CD M03H Honors: Child, Family and Community	3
CD M18 Reflective Practice Seminar	2
CD M70 CA Preschool Foundations and Frameworks: Social and Emotional Development	1
CD M71 CA Preschool Foundations and Frameworks: Language/Literacy	1
CD M72 CA Preschool Foundations and Frameworks: English Language	1
CD M73 CA Preschool Foundations and Frameworks: Mathematics	1
CD M74 CA Preschool Foundations and Frameworks: Visual Arts	1
CD M75 CA Preschool Foundations and Frameworks: Performing Arts	1
CD M76 CA Preschool Foundations and Frameworks: Physical Development	1
CD M77 CA Preschool Foundations and Frameworks: Health	1
CD M78 CA Preschool Foundations and Frameworks: History/Social Science	1
CD M79 Preschool Foundations and Frameworks: Science	1
CIS M100 Keyboarding Speed and Accuracy	1.5
CIS M102 Microsoft Outlook	1.5
CIS M104 Microsoft Windows	3
CIS M120 Microsoft Word	3
CIS M124 Microsoft Excel	3
CJ M12 Introduction to Conflict Resolution	3
KIN M21 Strength and Conditioning for Performance	3
RBT M01 Registered Behavior Technician: Knowledge Skills	2.5
RBT M01L Registered Behavior Technician: Clinical Applications	0.25

Revised Courses

	Units
CIS M46 140 Introduction to Information Systems	43

New Programs/Degrees

	Units
Business Information Application – Certificate of Achievement	21
Fundamentals of Law – Certificate of Achievement	18
Transitional Kindergarten – Certificate of Achievement	24
Registered Behavior Technician- Proficiency Award	2.75

OXNARD COLLEGE

New Course

	Units
PE R115 Group Fitness Teaching	Pass/No Pass



VENTURA COLLEGE

New Courses

MATH V31 Algebra for STEM-Pathway

Units

8 Units

Revised Programs

Associate in Science in Child Development

Certificate of Achievement in Child Development

Units

26-27 units

26-27 units

CURRENT BUSINESS:

- Replacement for Current Curriculum Management System
- DTRW-I Meeting Calendar (see attachment)
- 2017/2018 AP/BP Review List (see attachment)
- Accelerated Deadlines & Catalog Production
- 2016-2017 Course Summary Sheet (see attachment)
- 2018-2018 DTRW-I Goals and Accomplishments (see attachment)
- Previously Reviewed AP/BPs Follow Up (see attachments)
 - Final Recommendation Spreadsheet
 - 4021: Program Discontinuance
 - 4101: Independent Study
- Military Credit Discussion
- BP/AP 4020 – update for the coming college approval change?
- Future Agenda Items

Next Meeting Date: October 12, 2017 – DAC Boardroom, Camarillo

ITEMS IN RESERVE:

- AP 3550 : Drug Free Environment further discussion (see attachment) – R. Post
- AP/BP 4235: Credit By Examination – review
- BP/AP applicable to DTRW-I (Spring)
- Articulation with Adult Education – Articulation Officer (Spring)
- TAG Agreements/Current Articulation Agreements
- Non-credit BP

Ventura County Community College District

2016-2017 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes---DRAFT
Thursday, May 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: Linda Kama'ila (Interim OC), Julius Sokenu (Interim 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), Alex Kolesnik (VC)
Policy and Administrative Procedures: Vice Chancellor, Educational Services: Rick Post (DAC)

Guests: None

Absent: Thao Brabander, Rick Post, Julius Sokenu

Recorder: Sarah Ayala

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Announcements	N. Brown welcomed everyone and the meeting commenced at 1:08 pm.			
Approval of Meeting Minutes	<p>The April 13, 2017 meeting notes were approved with minor corrections: Add Linda's last name on first page Remove "per Letrisha" on top of page 2.</p> <p>The April 27, 2017 meeting notes were approved with corrections: <i>Page 2 – changes to notes on 4021. Notes to be resent via email for final check before posting to website.</i></p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Announcements	None			
CURRICULUM SUBMISSIONS				

New Degrees/Courses/Revised Courses Moorpark/Oxnard/Ventura Submissions	<p><u>MOORPARK COLLEGE</u></p> <p>New Courses CJ M07 - Principles of Civil Law, 3 COUN M23 - PASS Academy I, 0.5 HUM M11 - Conflict and the Human Condition, 3 HUM M14 - Humanities in the United States, 3</p> <p><i>Correction: change “lecture” to have uppercase L in HUM M111 for consistency.</i></p> <p><i>In course descriptions, MC leaves off “weekly” after lecture/lab hours – should it be added for consistency with the other 2 colleges? MC to take it back for discussion, but hasn’t been the practice in the past.</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>			
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OXNARD COLLEGE

New courses

FTVE R115 - Introduction to Podcasting and Digital
Storytelling, 3

Similar to the course at MC

*Under C-ID – “not applicable” is this something new that
the college is starting to add? Placeholder? Shannon to
ask Curriculum Tech at OC.*

FINAL RECOMMENDATION: *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.*

VENTURA COLLEGE

Reactivated Courses

FILM V07 - Audio Production, 3

Revised Courses

BUSV46 - Marketing,3

BUS V95 - Business Internship I, 1-4

Reactivated Courses

FILM V02 - Film Production, 3

FILM V04 – Documentary Filmmaking, 3

*FILM V07: lecture/lab weekly hours are not in line with
Carnegie hours, but legal by Title V.*

*Members of the workgroup are concerned with the
course not being in line with the Carnegie hours for
student equality among all 3 colleges*

Correction: Description to be a complete sentence.

*BUS V46/BUS V95 – Top code or SAM code changing
– must go through the Board due to new policies*

	<p><i>FILM V04: Corrections: Italicize field trips line. Delete line “course may be repeated...”</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> <p><i>** if reactivation courses V02/V04 match what’s in the state, it does not have to go back to the Board.</i></p>			
CURRENT BUSINESS				
Discipline Minimum Qualifications Process	<p><i>VC created a framework to determine MQ process so there is a clear policy in place. It was discussed at Senate and Curriculum Committee. Document includes processes for new courses and updated courses as well.</i></p> <p><i>At VC, MQs added to curriculum committee spreadsheet of courses for review at meetings.</i></p> <p><i>Also, a new line item in Curriculum Committee agenda for MQ discussion was added – similar to requisites and distance education additions.</i></p>			
DTRW-I Annual Self-Appraisal Results	<p><i>Main “issue”, seems to be meeting length. Some are concerned the meeting is too long, and some feel that there isn’t enough time for meetings.</i></p> <p><i>Recommendation for next year? Add May meeting to calendar – due to new enrollment process we may have more curriculum to get through at this time of year. Can always be canceled if needed.</i></p> <p><i>Good comment – “Collegiality on display with this group”</i></p> <p><i>Congratulations on a great year!</i></p>			
	<p><i>A discussion ensued regarding Combined Registration - currently set for April 2018.</i></p> <p><i>MC CC committee expressed concerned that they were not a part of the planning discussion</i></p>			

	<i>It would be a good idea to be ready for this to move forward. Banner rolling will be in December. Curriculum Committees need to take a look at their deadlines.</i>			
	<i>Kim – everyone did a lot of great work this year – it is much appreciated.</i> Linda's last DTRW-I meeting Alex leaving on sabbatical	Sarah to make summary of 2016-17 new/revised courses of DTRW-I for review at Fall meeting		
Future Agenda Items	2018 Goals 2016/2017 course summary sheet Discussion of AP/BP 4101			
Adjournment	K. Hoffmans adjourned the meeting at 2:35 pm.			
Next Meeting Date:	Thursday, September 14, 2017 at 1:00pm – DAC Boardroom			

MOORPARK COLLEGE

New Programs/Degrees		Units
Business Information Application – Certificate of Achievement		21
Fundamentals of Law – Certificate of Achievement		18
Transitional Kindergarten – Certificate of Achievement		24
Registered Behavior Technician - Proficiency Award		2.75
New Courses		
CD M03H	Honors: Child, Family and Community	3
CD M18	Reflective Practice Seminar	2
CD M70	CA Preschool Foundations and Frameworks: Social and Emotional Development	1
CD M71	CA Preschool Foundations and Frameworks: Language/Literacy	1
CD M72	CA Preschool Foundations and Frameworks: English Language	1
CD M73	CA Preschool Foundations and Frameworks: Mathematics	1
CD M74	CA Preschool Foundations and Frameworks: Visual Arts	1
CD M75	CA Preschool Foundations and Frameworks: Performing Arts	1
CD M76	CA Preschool Foundations and Frameworks: Physical Development	1
CD M77	CA Preschool Foundations and Frameworks: Health	1
CD M78	CA Preschool Foundations and Frameworks: History/Social Science	1
CD M79	Preschool Foundations and Frameworks: Science	1
CIS M100	Keyboarding Speed and Accuracy	1.5
CIS M102	Microsoft Outlook	1.5
CIS M104	Microsoft Windows	3
CIS M120	Microsoft Word	3
CIS M124	Microsoft Excel	3
CJ M12	Introduction to Conflict Resolution	3
KIN M21	Strength and Conditioning for Performance	3
RBT M01	Registered Behavior Technician: Knowledge Skills	2.5
RBT M01L	Registered Behavior Technician: Clinical Applications	0.25
Revised Courses		
CIS M140	Introduction to Information Systems	4 3

New Programs/Degrees

Business Information Application – Certificate of Achievement

This program offers basic and advanced training in a variety of widely used computer application programs. It is intended to provide instruction to students seeking employment, as well as those already employed but requiring upgrading of computer skills.

Successful program completion will provide comprehensive training toward entry-level positions in an assortment of occupations in local business/industry.

REQUIRED CORE: Complete the following		Units
CIS M104	Microsoft Windows	3
CIS M100	Keyboarding Speed and Accuracy	1.5
CIS M102	Microsoft Outlook	1.5
CIS M120	Microsoft Word	3
CIS M124	Microsoft Excel Part I	3
CIS M28	Microsoft Office	3
or		
CIS M140	Introduction to Information Systems	3
BUS M39	Business Communication	3
BUS M30	Introduction to Business	3
Total Units		21

Fundamentals of Law - Certificate of Achievement

The Fundamentals of Law Certificate of Achievement is designed to serve students who wish to directly enter the work force with practical knowledge and skills relating to employment in the field of law. This certificate will also support the current public and private law practitioners pursuit of qualified personnel. Students must complete 18 specified units of criminal justice courses.

REQUIRED CORE: Complete the following		Units
CJ M01	Introduction to Criminal Justice	3
or		
CJ M01H	Honors: Introduction to Criminal Justice	3
CJ M02	Concepts of Criminal Law	3
CJ M04	Legal Aspects of Evidence	3
CJ M07	Principles of Civil Law	3
CJ M08	Introduction to Constitutional Law	3
CJ M12	Introduction to Conflict Resolution	3
Total Units		18

Transitional Kindergarten - Certificate of Achievement

The Transitional Kindergarten Certificate of Achievement is designed for students who intend to work in transitional kindergarten and early education. Students who complete the program of study will develop the subject matter knowledge, skills, and professional competencies to teach effectively in the transitional kindergarten. According to California Education Code, any credentialed teacher assigned to teach TK, or a

combination class of kindergarten and TK, will need to earn at least 24 units in child development/early childhood education.

To earn the Transitional Kindergarten Certificate of Achievement, students must complete 24 units of specialized coursework, including: Human Development (3 units), Principles and Practices of Early Childhood Education (3 units), Observation and Assessment (3 units), Strategies for Working with Challenging Behaviors (3 units), California Curriculum Foundations and Frameworks Courses (1 unit each/10 units total) and Reflective Practice (2 units).

REQUIRED CORE: Complete the following		Units
CD M02	Human Development: Infancy through Adolescence	3
CD M04	Observation and Assessment	2
CD M04L	Observation and Assessment Laboratory	1
CD M11	Principles and Practices: Early Childhood Education	3
CD M16	Strategies for Working with Challenging Behaviors	3
CD M18	Reflective Practice Seminar	2
CD M70	CA Preschool Foundations and Frameworks: Social and Emotional Development	1
CD M71	CA Preschool Foundations and Frameworks: Language and Literacy	1
CD M72	CA Preschool Foundations and Frameworks: English Language Development	1
CD M73	CA Preschool Foundations and Frameworks: Mathematics	1
CD M74	CA Preschool Foundations and Frameworks: Visual Arts	1
CD M75	CA Preschool Foundations and Frameworks: Performing Arts	1
CD M76	CA Preschool Foundations and Frameworks: Physical Development	1
CD M77	CA Preschool Foundations and Frameworks: Health	1
CD M78	CA Preschool Foundations & Frameworks: History/Social Science	1
CD M79	CA Preschool Foundations and Frameworks: Science	1
Total Units		24

Registered Behavior Technician - Proficiency Award

The primary role of a Registered Behavior Technician (RBT) is to directly implement treatment plans with individuals of all ages who could be typically or atypically developing. This program is designed to prepare students for RBT certification. In these courses, students will learn about the clinical concepts and applications of the core tasks that are likely to be performed by behavior technicians. Students will practice implementing procedures to reach high fidelity. Instructors will provide in-vivo feedback to students, similar to that which would be delivered in-field by their supervising Board Certified Behavior Analyst® (BCBA®) or Board Certified Assistant Behavior Analyst® (BCaBA®). Additionally, this program will prepare students for the competency assessment required of all RBT credential applicants.

To obtain a Proficiency Award in Registered Behavior Technician, students must complete the following courses:

REQUIRED CORE: Complete the following courses		Units
RBT M01	Registered Behavior Technician: Knowledge Skills	2.5
RBT M01L	Registered Behavior Technician: Clinical Applications	0.25
Total Units		2.75

New Courses

CD M03H	Honors: Child, Family and Community	3 Units
Class Hours:	3 lecture weekly	
C-ID:	Aligned with CDEV 110	

Studies the processes of socialization focusing on the interrelationship of family, school, and community. Examines the influence of multiple societal contexts, such as status of children in society; diverse family structures; family interpersonal relationships; schools and other educational opportunities, and mass media. Covers the influences of age, gender and ability, race, culture, ethnic and socio-economic factors; parenting styles; public policy; and social challenges related to children and families. Explores the role of collaboration between family, schools, and community in supporting children's development. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications, and enrichment opportunities.

Course Credit Limitations: Credit will not be awarded for both the honors and regular versions of a course. Credit will only be awarded to the first course completed with a grade of "C" or better or "P".
Applies to Associate Degree. Transfer credit: CSU.

CD M18	Reflective Practice Seminar	2 Units
Prerequisite:	CD M02 and CD M04 and CD M04L and CD M11	
Class Hours:	2 lecture weekly	

Examines teaching philosophies utilizing the reflective practice cycle process. Uses a variety of instructional strategies, including purposeful play, to assess and support children's learning and development. Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms.

Applies to Associate Degree. Transfer credit: CSU

CD M70	CA Preschool Foundations and Frameworks: Social and Emotional Development	1 Unit
Class Hours:	1 lecture weekly	

Introduces the social and emotional development domain of the California Preschool Learning Foundations and Frameworks including the strands of self, social interaction, and relationships. Provides practical strategies for implementing the curriculum frameworks developed for this domain. Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms.

Applies to Associate Degree. Transfer credit: CSU.

CD M71	CA Preschool Foundations and Frameworks: Language and Literacy	1 Unit
Class Hours:	1 lecture weekly	

Introduces the language and literacy development domain in the California Preschool Learning Foundations and Frameworks including the strands of listening and speaking, reading, and writing. Provides practical considerations for implementing the curriculum frameworks developed for this domain.

Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms.
Applies to Associate Degree. Transfer credit: CSU

CD M72	CA Preschool Foundations and Frameworks: English Language Development	1 Unit
Class Hours:	1 lecture weekly	

Introduces the English language learners domain of the California Preschool Learning Foundations and Frameworks including strands of listening, speaking, reading and writing for children acquiring English as a second language. Provides practical strategies for implementing the curriculum frameworks developed for this domain. Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms.
Applies to Associate Degree. Transfer credit: CSU

CD M73	CA Preschool Foundations and Frameworks: Mathematics	1 Unit
Class Hours:	1 lecture weekly	

Introduces the mathematics domain of the California Preschool Learning Foundations and Frameworks including the strands of number sense, algebra and functions, measurement, geometry, and mathematical reasoning. Provides strategies for implementing the curriculum frameworks developed for this domain. Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms.
Applies to Associate Degree. Transfer credit: CSU

CD M74	CA Preschool Foundations and Frameworks: Visual Arts	1 Unit
Class Hours:	1 lecture weekly	

Introduces the visual arts domain of the California Preschool Learning Foundations and Frameworks including artistic expression and response, and skills using various art mediums. Provides practical strategies for implementing the curriculum frameworks developed for this domain. Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms.
Applies to Associate Degree. Transfer credit: CSU

CD M75	CA Preschool Foundations and Frameworks: Performing Arts	1 Unit
Class Hours:	1 lecture weekly	

Introduces the performing arts domain of the California Preschool Learning Foundations and Frameworks including strands of music, drama, and dance. Provides practical strategies for implementing the curriculum frameworks developed for this domain. Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms.
Applies to Associate Degree. Transfer credit: CSU

CD M76 CA Preschool Foundations and Frameworks: Physical Development 1 Unit
Class Hours: 1 lecture weekly

Introduces the physical development domain of the California Preschool Learning Foundations and Frameworks including strands of fundamental movement skills, perceptual-motor skills and movement concepts, and active physical play. Provides practical strategies for implementing the curriculum frameworks developed for this domain. Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms.
Applies to Associate Degree. Transfer credit: CSU

CD M77 CA Preschool Foundations and Frameworks: Health 1 Unit
Class Hours: 1 lecture weekly

Introduces the health domain of the California Preschool Learning Foundations and Frameworks including strands of health habits, safety, and nutrition. Provides practical strategies for implementing the curriculum frameworks. Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms.
Applies to Associate Degree. Transfer credit: CSU

CD M78 CA Preschool Foundations and Frameworks: History/Social Science 1 Unit
Class Hours: 1 lecture weekly

Introduces the history and social science domain of the California Preschool Learning Foundations and Frameworks including strands of self and society, civics, history, geography, ecology, and economics. Provides practical strategies for implementing the curriculum frameworks developed for this domain. Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms.
Applies to Associate Degree. Transfer credit: CSU

CD M79 CA Preschool Foundations and Frameworks: Science 1 Unit
Class Hours: 1 lecture weekly

Introduces the science domain of the California Preschool Learning Foundations and Frameworks including the strands of scientific inquiry, physical, life, and earth sciences and provides practical strategies for implementing the curriculum frameworks developed for this domain. Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms.
Applies to Associate Degree. Transfer credit: CSU

CIS M100 Keyboarding Speed and Accuracy 1.5 units
Class Hours: 0.5 lecture, 3 lab weekly

Develops proper keyboarding technique, assessment of keyboarding deficiencies and, through individual practice, improves keyboarding speed and accuracy. Includes drills for speed development and accuracy that are self-paced. Applies to Associate Degree. Transfer credit: CSU.

CIS M102	Microsoft Outlook	1.5 units
Recommended Prep:	Needs basic understanding of Windows operating system.	
Class Hours:	1 lecture, 1.5 lab weekly	

Provides a solid foundation in the use of e-mail and personal information management software using Microsoft Outlook for professional, personal, and home use. Assumes students have no experience or limited experience using e-mail and personal information management software. Covers such topics as e-mail, folders, calendar, contacts, tasks, and notes.

Note: Students will need access to the latest version of MS Office Professional and internet connectivity to complete homework assignments. Computers are available in Library/Learning Resources' Open Access Lab to complete assignments

Applies to Associate Degree. Transfer credit: CSU.

CIS M104	Microsoft Windows	3 units
Class Hours:	2 lecture, 3 lab weekly	

Introduces the Windows operating system's graphical user interface. Emphasizes file management, windows manipulation, desktop customization, multitasking, data search, entering/moving data, use of Windows accessories, Object Linking and Embedding (OLE), and troubleshooting.

Note: Students will need access to the latest version of MS Office Professional and Internet connectivity to complete homework assignments. Computers are available in Library/Learning Resources' Open Access Lab to complete assignments.

Applies to Associate Degree. Transfer credit: CSU.

CIS M120	Microsoft Word	3 units
Class Hours:	2 lecture, 3 lab weekly	

Introduces Microsoft Word. Includes creating and editing documents, fonts and symbols, formatting newspaper columns, spelling and grammar, headers and footers, page numbering, and searching on the Internet.

Note: Students will need access to the latest version of MS Office Professional and Internet connectivity to complete homework assignments. Students will complete their assignments by using the computers available in Library Learning Resources Open Access Lab.

Applies to Associate Degree. Transfer credit: CSU

CIS M124	Microsoft Excel Part I	3 units
Recommended Prep:	Basic understanding of elementary algebra and Windows operating system	
Class Hours:	2 lecture, 3 lab weekly	

Introduces the fundamental concepts of an electronic spreadsheet, working with Excel's desktop environment. Emphasizes how to enter, select commands, enter proper formulas, insert common functions, selective print, insert graphs/charts, create pivot tables, and format worksheets.

Note: Student will need access to the latest version of MS Office Professional and internet connectivity to complete homework assignments. Computers are available in Library/Learning Resources' Open Access Lab to complete assignments. Applies to Associate Degree. Transfer credit: CSU

CJ M12	Introduction to Conflict Resolution	3 units
Recommended Prep:	CJ M01 or CJ M01H	
Class Hours:	3 lecture weekly	

Introduces practical approaches to resolving common human conflicts arising in interactions related to community, labor, law, business and criminal justice. Examines practical theory and methodology focusing on constructive communication, ethics, cultural awareness and sensitivity with the goal of resolving conflicts in ways that are beneficial to all parties in conflict.

Applies to Associate Degree. Transfer Credit: CSU

KIN M21	Strength and Conditioning for Performance	3 units
Prerequisite:	KIN M18	
Class Hours:	2 lecture, 3 lab weekly	

Instructs how to implement a comprehensive, systematic, and integrated training approach to address clientele's performance enhancement goals. Helps students bridge the gap between science and practical application to aid in human performance testing and implementation of proper progressive program design.

Note: Upon successful completion of the course, students will obtain the National Academy of Sports Medicine (NASM) Performance Enhancement Specialist.

Applies to Associate Degree. Transfer credit: CSU

RBT M01	Registered Behavior Technician: Knowledge Skills	2.5 Units
Corequisite:	RBT M01L	
Class Hours:	2.5 lecture weekly	

Introduces the core tasks that are likely to be performed by behavior technicians: measurement, assessment, skill acquisition, behavior reduction, documentation and reporting, and professional conduct and scope of practice. Presents evidence-based instruction on behavioral concepts, procedures for skill acquisition, strategies for problem behavior reduction, and professional and ethical conduct.

Applies to Associate Degree.

RBT M01L	Registered Behavior Technician: Clinical Applications	0.25 Unit
Corequisite:	RBT M01	
Class Hours:	.75 laboratory/activity weekly	

Provides opportunity to apply concepts learned to perform fundamental skills of a Registered Behavior Technician (RBT®) under the direction and supervision of a Board Certified Behavior Analyst® (BCBA®) or Board Certified Assistant Behavior Analyst® (BCaBA®). Provides hands on instruction on behavioral concepts.

Applies to Associate Degree.

Revised Courses

CIS M16140 Introduction to Information Systems 4 3 units

Class Hours: 3 2.5 lecture, 3 2 lab weekly

Covers development and application of information technology systems with emphasis on business problems. ~~Includes an overview of applications of computer programs in~~ **Introduces the uses, concepts, techniques, security, computer systems hardware and software components and terminology to assist in a wide range of personal, commercial and organizational activities in** solving business problems. Provides hands-on experience with the major microcomputer business applications: word processing, spreadsheets, and computerized database management. Uses Microsoft Office Suite as the software package.

Applies to Associate Degree. Transfer credit: CSU; UC (~~CIS M16 combined with CS M01 or CS M10A; maximum credit is 4 units~~).

Course Credit Limitations:

1. MC, CSU, UC – BUS M140 or CIS M140 combined: maximum credit, one course.
2. UC – BUS M140, CIS M140, CS M01 or CS M10A combined: maximum credit, 4 units.

OXNARD COLLEGE

New Courses

PE R115

Group Fitness Teaching

Pass/No Pass

OXNARD COLLEGE

New Courses

Page 2

PE R115	Group Fitness Teaching	Pass/No Pass
Prerequisites:	None	
Hours:	3 lecture hours weekly	
C-ID:	Not applicable	

This course is designed to develop skills and knowledge necessary to provide safe and effective group fitness instruction using a variety of exercise modalities. Students will be taught to apply training principles and exercise techniques to develop cardiorespiratory fitness, muscular strength, muscular endurance, and muscular flexibility. Scientific principles of anatomy, kinesiology, and exercise physiology are studied and applied. Instructional techniques such as effective communication, motivational skills, class design, injury prevention, cueing, and accommodations for special populations are studied and applied. Course assignments include lesson and unit plan preparations and class teaching experiences. Students successfully completing the course will have the opportunity to sit for the ACE Group Fitness Instructor Certification Exam with additional fee.

Course is offered Pass/No Pass at student's option.

Transfer credit: CSU

VENTURA COLLEGE

New Courses

MATH V31	Algebra for STEM-Pathway	8 units
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Revised Programs

Associate in Science in Child Development	26-27 units
Certificate of Achievement in Child Development	

New Courses

MATH V31 Algebra for STEM-Pathway 8 units
Prerequisite: MATH V10, or be assessed by multiple measures or placement as measured by the college assessment process.
Hours: 8 lecture weekly

This course is accelerated, covering the topics of Elementary and Intermediate Algebra in one semester. This course covers number sets, operations with signed numbers, linear equations and linear inequalities, functions and their graphs, factoring, rational expressions and equations, exponents and radicals, quadratic equations and quadratic inequalities, systems of equations using matrices, complex numbers, conic sections and exponential and logarithmic functions. It satisfies mathematics competency for the AA/AS degree. Students receiving credit in MATH V31 will not receive credit in Math V03, MATH V12, MATH V13A and MATH V13B, or MATH V35.

Revised Programs

Ventura College Associate in Science Certificate of Achievement Child Development

The Child Development department offers coursework applicable to variety of careers in the field of education, training, and public service. Students can complete the minimum of classes as required by the California Department of Social Services, Title 22, for entry level employment in a child care setting as well as classes that lead to various levels of the California Early Childhood permit from the California Commission on Teach Credentialing. For additional information on the early childhood career ladder and both Title 5 and Title 22 requirements, please contact the Child Development department. All students are encouraged to consult with an academic counselor and complete a Student Education Plan (SEP).

Required Courses:		Units
CD V02	Child Growth and Development	3
CD V05	Teaching in a Diverse Society	3
CD V24	Child Nutrition, Health and Safety	3
CD V61	Child, Family and Community	3
CD V62	Principles and Practices in Early Childhood Education	3
CD V63	Introduction to Curriculum in Early Childhood Education	3
CD V64A	Practicum in Early Childhood Education: Observation and Assessment	3
CD V04 and CD V04L	Observation and Assessment	2.5
CD V64B	Practicum in Early Childhood Education: Field Experience	3
CDV66 and CD V66L	Early Childhood Teaching Practicum	2
	Early Childhood Teaching Practicum Laboratory	1

Required Additional Courses:

Select three (3) unit from the following courses:

Select one (1) of the following courses:

CD V10	Introduction to Children with Special Needs	3
CD V20	Curriculum and Strategies for Children with Special Needs	3
CD V22	Behavior Management in Early Childhood Education	3
CD V23	Creative Experiences, Materials, and Environments in ECE	3
CD V27	Infant and Toddler Development	3
CD V28	Care and Education for Infants and Toddlers	3
CD V29	Adult Supervision in Early Childhood Education	2
CD V65	Administration of Early Childhood Education Programs	3

TOTAL	26-27
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DTRW-I Meeting Schedule and Submission Deadlines 2017-2018

All meetings are on the second Thursday of each month from 1:00 pm – 3:00 pm

Location: DAC Lakin Boardroom

MEETING DATES 2nd Thursday of the Month	SUBMISSION DEADLINES Friday 12 pm - prior to meeting date
September 14, 2017	September 8, 2017
October 12, 2017	October 6, 2017
November 9, 2017	November 3, 2017
December 14, 2017	December 8, 2017
January 11, 2018	January 5, 2018
February 8, 2018	February 1, 2018
March 8, 2018	March 1, 2018
April 12, 2018	April 5, 2018
May 10, 2018	May 3, 2018

Policies & Procedures	Status	DTRW-I Review	DTRW-SS Review
BP 3440 Service Animals	Proposed		X
AP 3440 Service Animals	Proposed		X
BP 4070 Auditing and Auditing Fees	Revised	X	X
AP 4070 Auditing and Auditing Fees	Revised	X	X
BP 4102 Career Technical Education Programs	Revised	X	
AP 4102 Career Technical Education Programs	Revised	X	
BP 4222 Remedial Coursework	Revised	X	X
AP 4222 Remedial Coursework	Revised	X	X
BP 4225 Course Repetition for Substandard Grades	Reaffirm	X	X
AP 4225 Course Repetition	Revised	X	X
BP 4227 Repeatable Courses	Reaffirm	X	X
AP 4227 Repeatable Courses	Reaffirm	X	X
BP 4250 Probation, Dismissal, and Readmission	Revised	X	X
AP 4250 Probation	Reaffirm	X	X
AP 4255 Disqualification and Dismissal	Revised	X	X
BP 5010 Admissions and Concurrent Enrollment	Reaffirm	X	X
AP 5010 Admissions and Concurrent Enrollment	Revised	X	X
BP 5015 Residence Determination	Revised		X
AP 5015 Residence Determination	Revised		X
BP 5030 Fees	Reaffirm	X	X
AP 5030 Fees	Revised	X	X
BP 5052 Open Enrollment	Reaffirm	X	X
AP 5052 Open Enrollment and Enrollment Limitations	Revised	X	X
BP 5055 Enrollment Priorities	Reaffirm		X
AP 5055 Enrollment Priorities	Revised		X

DTRW-I Recommendations				
AY 2016-2017	Moorpark	Oxnard	Ventura	Totals
New Courses	46	48	52	146
Revised Courses	26	3	23	52
Reactivated Courses			5	5
Deleted Courses				
New Programs	12	1	8	21
Revised Programs				
Deleted Programs		4		4



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	
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	

AP/BP Review Summary - Final Recommendations		
➤ 4021 - PROGRAM DISCONTINUANCE	BP Approved/AP needs review	FINAL RECOMMENDATION: Approve technical changes. Approved to move forward to DCAP. Do a further review of AP in the Fall.
➤ 4030 - ACADEMIC FREEDOM	AP/BP needs review AP/BP Approved	FINAL RECOMMENDATION: make minor changes and approved to move forward to DCAP.
➤ 4040 - LIBRARY AND LEARNING SUPPORT SERVICES	AP/BP needs review BP Approved/AP needs review	FINAL RECOMMENDATION: AP and BP are approved to move forward to DCAP.
➤ 4060 - DELINEATION OF FUNCTIONS	AP/BP Approved AP approved/ BP needs review	FINAL RECOMMENDATION: AP and BP are approved to move forward to DCAP with minor changes
➤ 4070 - AUDITING AND AUDITNG FEES	AP/BP Approved (all)	FINAL RECOMMENDATION: Recommended to take back to DTRW-SS for fee discussion. DTRW-I does not need to see document again.
➤ 4101 - INDEPENDENT STUDY	AP/BP Approved (all)	FINAL RECOMMENDATION: Put this on the agenda for next DTRW-I meeting. In the meantime, small technical changes approved to move on to DCAP.
➤ 4103 - WORK EXPERIENCE	BP Approved/AP needs review	FINAL RECOMMENDATION: Approved to move forward to DCAP in approval process after minor adjustments.
➤ 4104 - CONTRACT EDUCATION	AP/BP Approved (all)	FINAL RECOMMENDATION: Approved to move forward to DCAP after minor adjustments.
➤ 4106 - NURSING PROGRAM	BP Approved/AP needs review	FINAL RECOMMENDATION: Approved to move forward to DCAP after minor adjustments.
➤ 4110 - HONORARY DEGREES	AP/BP Approved (all)	FINAL RECOMMENDATION: Approved to move forward to DCAP with minor adjustment
➤ 4220 - STANDARDS OF SCHOLARSHIPS - DELEGATION	AP/BP Approved (all)	FINAL RECOMMENDATION: Approved to move forward to DCAP with minor corrections
➤ 4222 - REMEDIAL COURSEWORK	BP Approved/AP needs review	FINAL RECOMMENDATION: Approved to move forward to DTRW-SS for clarification on their process. DTRW-I group recommended minor corrections.
➤ 4226 - MULTIPLE AND OVERLAPPING ENROLLMENTS	AP/BP Approved (all)	FINAL RECOMMENDATION: Approved to move forward to DCAP
➤ 4231 - GRADE CHANGES	BP Approved/AP needs review	This has already been reviewed and is currently moving through approval process.
➤ 4235 - CREDIT BY EXAMINATION	AP/BP needs review BP Approved/AP needs review	FINAL RECOMMENDATION: This will be added to the DTRW-I agenda for Fall for further review if needed. This has already been approved at a previous meeting and forwarded to DCAP.

➤ 4255 - DISMISSAL AND READMISSION	AP/BP needs review BP Approved/AP needs review	FINAL RECOMMENDATION: Since 4250/4255 are related, they should be reviewed at the same time. AP going forward for approval as information item In Fall – bring back AP/BP 4250 and AP/BP 4255 for further review.
➤ 4400 - COMMUNITY SERVICES	BP Approved/AP needs review	FINAL RECOMMENDATION: Approved to move forward to DCAP with minor changes.
➤ 4610 - INSTRUCTIONAL SERVICE AGREEMENTS	AP/BP Approved (all)	FINAL RECOMMENDATION: Approved to move forward to DCAP.
➤ 4315 – REPORTING OF CRIMES	AP/BP Approved	FINAL RECOMMENDATION: OC's items of concern to be discussed will be notated and sent to Rick Post for new draft. DTRW-I Committee recommends that DTRW-SS should also review this as well as DCHR. Group concluded that DTRW-I is not the appropriate body to review for approval.



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4021 PROGRAM DISCONTINUANCE
Number	BP 4021
Status	
Legal	Title 5, Section 55130 Title 5, Section 51022 California Education Code 78016
Adopted	March 8, 2011
Last Reviewed	February 14, 2012

The District maintains a policy of program discontinuance to ensure academic and program effectiveness. The Chancellor will ensure the District's colleges establish, through [collegial](#) consultation with the respective Academic Senates and other constituent groups, a Program Discontinuance procedure.

See [Administrative Procedure 4021](#).

Last Modified by Andrea Rambo on August 3, 2017



Book VCCCD Administrative Procedure Manual
Section Chapter 4 Academic Affairs
Title AP 4021 PROGRAM DISCONTINUANCE
Number AP 4021
Status Under Consideration
Legal [ACCJC Accreditation Standard II.A.15](#)
[Title 5, Section 55130](#)
[Title 5, Section 51022](#)
[California Education Code 78016](#)

Adopted February 14, 2012

****Legal Reference updated**

The District's colleges will establish, with collegial consultation with the respective Academic Senate, a Program Discontinuance standard operating procedure. The procedure will include, as a minimum, the following stages and elements.

I. Annual Program Review and Analysis

As part of the annual program review update process, all programs shall provide information and analysis with regard to an agreed upon set of program metrics. These measures shall be applied as appropriate to the respective discipline. Each college shall determine its own program metrics; the list below, in no particular order and containing no particular weight, is intended to provide colleges with possible criteria to be taken into consideration:

POSSIBLE CRITERIA:

- Extent to which the program advances the district/college mission.
- Extent to which the program addresses district/college strategic goals and objectives.
- Extent to which the program duplicates programs offered elsewhere in the district or service area and the extent to which it provides services that are unique to the service area.
- Analysis of the ratio of weekly student contact hours to full-time equivalent faculty (WSCH: FTEF "productivity"), factoring in fluctuations in program productivity caused by manipulations of enrollment caps.
- Student demand.
- Evidence derived from analysis of designated program-level student learning outcomes.
- For career/technical programs, evidence of employer demand for program completers, such as job placement, updating of skills, minutes of advisory committee meetings, etc.
- Extent to which program addresses needs identified as part of environmental scanning, as appropriate to mission.
- Extent of course completion, number of degrees and certificates conferred and transfer rates.
- Currency of program curriculum in relation to employer demand and transfer institution requirements.
- Cost of program delivery relative to performance in relation to the program metrics adopted by the college.
- Other criteria as determined by the college.

Each program will be analyzed based on the evidence from agreed upon metrics. The outcome of the analysis will be a recommendation for one of the following courses of action:

1. No action needed
2. Strengthen the program
3. Reduce the program
4. Review for discontinuance

In addition to considerations regarding program vibrancy and viability, programs may be identified for possible discontinuance in the event that, based on analysis conducted by the Vice Chancellor, Business and Administrative Services projected district reserves for a fiscal year are projected to fall below the state-required minimum of 5 percent, that may necessitate the consideration of programmatic reductions.

II. Recommendation Group Review and Analysis

Each college will form a standing recommendation group to examine programs for possible remediation or discontinuance. In designating its recommendation group, each college may choose one of the following options:

Option A

Colleges will form a recommendation group to examine programs for possible remediation or discontinuance. The recommendation group will have a minimum two-thirds faculty representation, as appointed by the Academic Senate.

Option B

Alternatively, colleges may choose to assign this task to an existing standing committee with majority faculty representation.

The group makes recommendations to the Chief Instructional Officer~~Executive Vice President~~.

Based upon its analysis of the program metrics, the Recommendation Group has two options:

Option A: Program Continuance and Revision

The Recommending Group proposes program continuance with revision, accompanied by a written justification. A two-year monitoring period is established, including a mandated written first-year progress report.

Option B: Program Discontinuance

The Recommending Group proposes program discontinuance, accompanied by a written justification.

III. Chief Instructional Officer~~Executive Vice President~~ Review, Analysis and Recommendation

Upon receiving and analyzing the formal written report of the Recommendation Group, and following consultation with discipline faculty and the appropriate constituent groups as defined by each campus, the Chief Instructional Officer~~Executive Vice President~~ formally informs the area dean, department chair, discipline faculty and the Academic Senate President of programs that have been identified for possible discontinuance, accompanied by a written rationale for the recommendation.

IV. Academic Senate Review and Recommendation

After reviewing the recommendations and the supporting documentation of the Chief Instructional Officer~~Executive Vice President~~ concerning possible program discontinuance, the Academic Senate shall review the recommendations and supporting documentation and take one of the following actions:

- 1) Concur with the recommendations of the Chief Instructional Officer~~Executive Vice President~~; or
- 2) Demur with the recommendations of the Chief Instructional Officer~~Executive Vice President~~ and propose an alternative course of action to address the issues set forth in the Chief Instructional Officer's~~Vice President's~~ justification for program discontinuance.

The Academic Senate's formal written recommendation shall be transmitted to the College President no later than two regularly scheduled meetings after receiving the said written rationale for the program discontinuance recommendation.

V. College President Review and Recommendations

Following the review of the formal and written recommendations of the ~~Chief Instructional Officer~~~~Executive Vice President~~ and Academic Senate regarding possible program discontinuance, the President shall determine the proposed course of action with respect to each program ~~so~~ identified. The College President shall communicate his/her final recommendation to the area dean, department chair, discipline faculty and academic senate president, followed by written notification of the college community and shall then forward his/her recommendations to the District Chancellor for possible action by the Board of Trustees.

VI. Board of Trustees Review and Action

The Chancellor and Board of Trustees shall be provided a complete record of the process followed at the campus, as well as the findings and recommendations of the Recommendation Group, ~~Chief Instructional Officer~~~~Executive Vice President~~, Academic Senate and College President prior to taking action on any recommendations pertaining to program discontinuance.

Following review of the complete record, the District Chancellor shall prepare a report to the Board of Trustees including recommendations for action pertaining to programs recommended for discontinuance. The Board of Trustees will hold a public hearing and take action regarding any programs recommended for discontinuance.

VII. Implementation of Board Actions

In the event that the Board of Trustees acts to discontinue a program, the College President, in consultation with the area dean, department chair, discipline faculty and Academic Senate President, shall develop a plan that must include the following elements:

- 1) Timeline and process for curricular and programmatic deletion/discontinuance approval at the local and state level
- 2) Provision for students currently in the program for completion and/or transfer.
- 3) Provision for displaced faculty and staff, where feasible
- 4) Provision for impact on budget and facilities
- 5) Removal of program from course catalog

Last Modified by Blair Gilbertson on August 30, 2017



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4101 INDEPENDENT STUDY
Number	BP 4101
Status	Active
Legal	Title 5, Sections 55230 et. seq.
Adopted	June 23, 2009
Last Reviewed	October 11, 2011

The Chancellor will develop an administrative procedure that establishes independent study courses. The following topics shall be included in the administrative procedure:

- Eligibility for Participation
- Application Process
- Limits for Independent Study
- Academic Standards and Evaluation

See [Administrative Procedure 4101](#).

Last Modified by Andrea Rambo on August 3, 2017



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4101 INDEPENDENT STUDY
Number	AP 4101
Status	Under Consideration
Legal	Title 5, Sections 55230 et seq.
Adopted	May 12, 2009
Last Reviewed	October 11, 2011

The intent of an Independent Study is to enable students to further explore particular aspects of a subject by studying it in depth under the direction of an authorized instructor in that discipline.

Eligibility for Participation:

The student ~~must~~~~is expected to~~ have completed a previous course in the discipline and received a ~~minimum~~ grade of a "C" or better or a "P" (PASS).

The Student must be enrolled in at least three other units of course work at a District college for the semester in which the Independent Study is to be taken.

Application Process:

Students wishing to complete an Independent Study Program should contact an instructor in the discipline to develop a plan of study including expected student learning outcomes and to initiate the required paperwork by the appropriate deadline.

Limits for Independent Study:

The student may enroll in no more than two independent studies in one semester, and no more than one course in a discipline in a semester.

A maximum of twelve total units of Independent Study course work may be taken at a District college, with a maximum of six units in one discipline.

Academic Standards and Evaluation:

Access to the instructor is at least equivalent to that commonly available to students in courses conducted by other instructional methods

Academic standards for independent study are the same as those applied to other credit courses or noncredit courses.

Recordkeeping must document student progress and provide evidence in validating a final grade.

Student progress is evaluated in accordance to the student learning outcomes approved by the instructor in the discipline, and criteria for evaluation are the same as those applied to other credit courses or noncredit courses.

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