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## **District Technical Review Workgroup - Instructional (DTRW-I)**

### **AGENDA**

**January 15, 2014 - 1:00 – 3:00 p.m.  
DAC, Lakin Boardroom**

- **Approval of December 11, 2014 Meeting Notes**
- **Curriculum Submissions**

#### **MOORPARK COLLEGE**

##### **New Degrees**

Digital Journalism Proficiency, 9.0

Performing Arts Management Proficiency Award, 9.0

Playwriting Proficiency Award, 9.0

Theatre Arts: Technical Theatre – General Proficiency Award, 9.0

##### **Deleted Degrees**

Associate in Science in Environmental Technology, 25.0

##### **New Course**

BUS M41, Principles of Retailing, 3.0

##### **Revised Course**

ACCT M110, Financial Accounting, 3.0

#### **OXNARD COLLEGE**

##### **New Programs**

AS and Certificate of Achievement in Automation and Control Systems

AS in Film, Television, and Electronic Media

Certificate of Achievement in Film, Television, and Electronic Media

Certificate of Achievement in Firefighter 1 Academy

##### **Revised Programs**

AS and Certificate of Achievement in Automotive Technology

AS and Certificate of Achievement in Dental Assisting

AS and Certificate of Achievement in Restaurant Management

#### **VENTURA COLLEGE**

There were no submissions from Ventura College.

##### **OLD BUSINESS:**

- BP/AP 4050 Articulation (under review by Academic Senates) – status update
- BP/AP 4102 Occupational, Vocational, Technical Programs (under review at Academic Senates) – status update
- BP/AP 4105 Distance Education – new version from Mary Rees – no BP 4105 – needs development – (under review by Academic Senates – status update)



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**NEW BUSINESS:**

No submissions

**Items under review at other workgroups/committees or on hold:**

- BP/AP 5020 Non Resident Tuition: from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, pulled from November Board meeting by Business Services, this item will go back to Policy Committee in January and to the Board in February.
- BP/AP 5140 – Disabled Students – new version from Mary Rees (under review by DTRW-SS)
- BP/AP 5300 Student Equity – new version from Mary Rees (under review by DTRW-SS)

Next Meeting Date: February 12, 2015 – 1 pm – DAC Lakin Boardroom  
Submission deadline: February 6, 2015

Ventura County Community College District

**2014-2015 Academic Year**  
**District Technical Review Workgroup – Instructional (DTRW-I)**  
**Meeting Notes**  
**December 11, 2014 - 1:00 p.m. – 3:00 p.m.**  
**MEETING NOTES PRIOR TO APPROVAL AT 1.15.15 DTRW-I MEETING**

**Members:** Chancellor’s Designee: Lori Bennett, Chair (MC)  
 Faculty Co-Chair: Linda Kama’ila (OC)  
 Executive Vice Presidents: Lori Bennett (MC), Raul Cardoza (OC), Patrick Jefferson (VC)  
 Faculty Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Angelica Gonzales/Peter Sezzi (VC)  
 Additional Faculty Member: Graciela Casillas-Tortorelli (OC)  
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (VC)  
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Alex Kolesnik/Peter Sezzi (VC)  
 Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

**Absent:** Clare Geisen, Patrick Jefferson

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Approval of November 13, 2014 Meeting Minutes</b>	Dr. Bennett welcomed everyone to DTRW-I and the meeting commenced at 1:12 pm.  The November 13, 2014 meeting notes were approved with minor changes.			
<b>CURRICULUM SUBMISSIONS</b>				
<b>New Degrees/Courses/Revised Courses</b>  <b>Moorpark/Oxnard/Ventura Submissions</b>	<b>Curriculum Submissions:</b>  <u><b>MOORPARK COLLEGE</b></u> <b>New Degree</b> Emergency Medical Technician Proficiency Award, 7.0 <b>Recommendation:</b> This new degree will go forward to Chancellor’s Cabinet, Consultation Council, and			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>subsequently to the Board for full approval.</p> <p><b>Deleted Degrees</b>  Accounting Principles Proficiency Award, 12.0-13.0  Associate in Science in Business Accounting, 28.0-32.0  Associate in Science in Business Management, 28.0-32.0  Associate in Science in Business Sales &amp; Marketing, 28.0-32.0  Business Communication Proficiency Award, 2.0-13.0  Management Proficiency Award, 12.0  Marketing Proficiency Award, 12.0  Sales and Marketing Certificate of Achievement, 27.0-28.0  Small Business Proficiency Award, 12.0  <b>Recommendation:</b> These deleted degrees will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><b>New Course</b>  PHSO M01H, Honors: Human Physiology, 4.0  <b>Recommendation:</b> This new course will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><b><u>OXNARD COLLEGE</u></b>  <b>New Courses</b>  ACS R100, Automation and Control Systems, 4  ACS R110, Programmable Logic Controllers (PLCs), 4  ACT R016, Computer Aided Learning Math, 1  ACT R017, Skills for the Internet, 1  ANTH R118, Introduction to Forensic Science, 3  AT R011, Foundations of Automotive Technology, 3  AT R060, Automotive Business Management, 6  CNIT R150, Virtualization, 4  CNIT R151, Cloud Computing and Services, 4 (Ms. Ordonez will verify correct units with CurricuNet.)  HIST R122, Asian History, 3 – this item will undergo revisions prior to submission to the Board for title/description and will not return to this workgroup.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>LS R098, Short Courses in Learning Skills, 0.5-3            PHIL R115, Comparative World Religions, 3            PLS R124, Bankruptcy Law, 3            PLS R125, Business Organizations, 3            PLS R126, Probate Law, 3 – grammatical revisions            PLS R127, Trusts and Estates, 3 – grammatical revisions            THTR R198, Short Courses in Theatre, 0.5-3 – description revisions            URBS R101, Introduction to Urban Studies, 3 – description revisions</p> <p><b>Recommendation:</b> These new courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval with revisions as indicated above.</p> <p><b>Revised Courses</b>            ANTH R114, African American <b>Culture and Experience</b> Ethnology, 3            ART R115A, Abstract Concepts I, 3 – grammatical change            ASL R101, American Sign Language 1, 4 3            ASL R102, American Sign Language 2, 4 3            BIOL R120, Principles of Biology I, 4 – correction of typo, and removal of English prerequisite, this item will go forward            FT R170, Firefighter I Academy, 18 46            MICR R100, Principles of Microbiology, 3 – changes to prerequisite description</p> <p><b>Recommendation:</b> These revised courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval with revisions as indicated above.</p> <p><b>New Programs</b>            Proficiency Award in Airside Systems            Proficiency Award in Auto Body/Collision Repair            Proficiency Award in Auto Body Painting and Refinishing            Proficiency Award in Automotive Graphics            Proficiency Award in Electrical Systems for HVAC/R</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Proficiency Award in Energy Auditing  Proficiency Award in Estimating Auto Body Damage &amp; Advanced Repair  Proficiency Award in Heating and Hydronics  Proficiency Award in Lead Cook  Proficiency Award in Mechanical Systems for HVAC/R  Proficiency Award in Wireless Networking  <b>Recommendation:</b> This new degree will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><b><u>VENTURA COLLEGE</u></b>  <b>New Courses</b>  AUTO V11, Vehicle Maintenance for the Technician, 2  AUTO V12, Introduction to the Automotive Industry, 1  AUTO V30, Automatic Transmission Diagnosis and Repair, 2  AUTO V30L, Automatic Transmission Diagnosis and Repair Laboratory, 2  AUTO V33, Manual Transmissions and Driveline, 2  AUTO V33L, Manual Transmissions and Driveline Laboratory, 1  AUTO V34, Engine Repair, 2  AUTO V34L, Engine Repair Laboratory, 2  AUTO V38, Heating and Air Conditioning, 2  AUTO V38L, Heating and Air Conditioning Laboratory, 1  AUTO V42, Automotive Engine Management, 4  AUTO V43, Automotive Electronics, 2  AUTO V43L, Automotive Electronics Laboratory, 1.5  CD V10, Introduction to Children with Special Needs, 3  CD V20, Curriculum and Strategies for Children with Special Needs, 3  CD V23, Creative Experiences, Materials, and Environments in ECE, 3  CD V27, Infant and Toddler Development, 3  COUN V01, College Success, 3 – deletion for transferability to UC in description.  COUN V02, Career Exploration and Life Planning, 3 –</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>deletion for transferability to UC in description.  <b>Recommendation:</b> These new courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval with revisions indicated above.</p> <p><b>Revised Courses</b>  BUS V95, Business Internship I, 1-4 – change to enrollment limitations section  PHYS V02A, General Physics I: <b>Algebra/Trigonometry-Based, 4</b>  PHYS V02AL, General Physics I Laboratory: <b>Algebra/Trigonometry-Based, 1</b>  PHYS V02B, General Physics II: <b>Algebra/Trigonometry-Based, 4</b>  PHYS V02BL, General Physics II Laboratory: <b>Algebra/Trigonometry-Based, 1</b>  PHYS V04, Mechanics <b>for Scientists and Engineers, 4</b>  PHYS V04L, Mechanics Laboratory <b>for Scientists and Engineers, 1</b>  PHYS V05, Electricity and Magnetism <b>for Scientists and Engineers, 4</b>  PHYS V05L, Electricity and Magnetism Laboratory <b>for Scientists and Engineers, 1</b>  PHYS V06, Optics, Heat, and Modern Physics <b>for Scientists and Engineers, 4</b>  PHYS V06LOptics, Heat, and Modern Physics Laboratory <b>for Scientists and Engineers, 1</b>  <b>Recommendation:</b> These revised courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p>			
<b>OLD BUSINESS</b>				
<b>BP 4050 no change AP 4050 Articulation</b>	This item is under review at the Academic Senates and will return to the January meeting.	Add to the January agenda	1.06.15	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>AP 4102 Occupational/Vocational Technical Programs (no BP 4102 exists in BoardDocs and requires development)</b>	AP 4102 item is under review at the Academic Senates and will return to the January meeting.	Add to the January agenda	1.06.15	Laurie Nusser
<b>BP/AP 4105 Distance Education</b>	Ms. Rees has new a version of the AP from the Moorpark Academic Senate and will send it to Ms. Nusser to distribute to the workgroup. The Senates will review this item in January.	Add to January agenda	1.16.15	Laurie Nusser
<b>BP/AP Status</b>	The following items from DTRW-SS were approved by Chancellor's Cabinet on September 22, 2014, to move forward to Policy Committee on October 15, 2014: <ul style="list-style-type: none"> <li>• BP/AP 5020 Non Resident Tuition: from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14; 1.21.15, and pulled from Board agenda in November by request of Business Services. This item will go to the Board in February.</li> </ul>			
<b>Adjournment</b>	Dr. Bennett adjourned the meeting at 3:02 pm.			
<b>Next Meeting Date:</b>	January 15, 2015 – 1 pm, DAC Lakin Boardroom Submission deadline: January 6, 2015			



# MOORPARK COLLEGE

## New Degrees

Digital Journalism Proficiency	9.0
Performing Arts Management Proficiency Award	9.0
Playwriting Proficiency Award	9.0
Theatre Arts: Technical Theatre – General Proficiency Award	9.0

## Deleted Degrees

Associate in Science in Environmental Technology	25.0
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## New Course

BUS M41	Principles of Retailing	3.0
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## Revised Course

ACCT M110	Financial Accounting	3.0
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## New Degrees

### Digital Journalism Proficiency Award

Students who complete the Digital Journalism Proficiency Award will be able to critically analyze, report and factually represent news, events and trends in stories produced from the field and in the newsroom, expressed in text, photo, video and graphics for multiple online and social media platforms.

To earn a Digital Journalism Proficiency Award, students must complete 9 specified units.

Required Courses		Units
JOUR M02	Introduction to Reporting and Writing for Media	3.0
JOUR M10A	Student News Media Staff	3.0
JOUR M15	Digital Storytelling	3.0
<b>TOTAL UNITS</b>		<b>9.0</b>

### Performing Arts Management Proficiency Award

The Proficiency Award in Theatre Arts: Performing Arts Management introduces students to the fundamentals of "front of the house" responsibilities including: box office, marketing and publicity. This program will help prepare students seeking a career in theatre or film and/or television production in publicity, marketing and sales.

After successfully completing a Theatre Arts: Performing Arts Management Proficiency Award, a student could be hired as a: box office employee, marketing staff, publicist for the film and/or television industry, production assistant or casting assistant.

To earn a Proficiency Award in Theatre Arts: Performing Arts Management, students must complete 9 specified units.

Required Courses: Select and complete the following three (3) courses (9 units)		Units
BUS M32	Small Business Management	3.0
THA M11A/TTHA M11A	Theatre Production: Technical I	3.0
THA M50	Performing Arts Management	3.0
<b>TOTAL UNITS</b>		<b>9.0</b>

## Playwriting Proficiency Award

The Proficiency Award in Theatre Arts: Playwriting introduces students to the fundamentals of writing for the stage. This program will help prepare students seeking a career in theatre or film and/or television production as a writer's assistant, staff writer or playwright.

After successfully completing a Theatre Arts: Playwriting Proficiency Award, a student could be hired as a: stage manager, actor, playwright, writer's assistant in the film and/or television industry, production assistant or casting assistant.

To earn a Proficiency Award in Theatre Arts: Playwriting students, must complete 9 specified units.

<b>Required Courses: Select and complete the following three (3) courses (9 units)</b>		<b>Units</b>
THA M08	Script Analysis	3.0
THA M21A	Playwriting I	3.0
THA M10A	Theatre Production: Performance I	3.0
<b>TOTAL UNITS</b>		<b>9.0</b>

## Theatre Arts: Technical Theatre – General Proficiency Award

The Proficiency Award in Theatre Arts: Technical Theatre - General introduces students to the fundamentals of Technical Theatre. This program will help prepare students seeking a career in theatre or film and/or television production as a scenic carpenter, deck crew and/or assistant stage manager.

After successfully completing a Theatre Arts: Technical Theatre - General Proficiency award, a student could be hired as a: stage manager, actor, carpenter, playwright, costumer, stitcher, crew member in the film and/or television industry, production assistant, casting assistant or general theatre technician.

To earn a Proficiency Award in Theatre Arts: Technical Theatre - General, students must complete 9 specified units.

<b>Required Courses</b>		<b>Units</b>
THA M11A/TTHA M11A	Theatre Production: Technical I	3.0
THA M11B/TTHA M11B	Theatre Production: Technical II	3.0
THA M20/TTHA M20	Stagecrafts	3.0
<b>TOTAL UNITS</b>		<b>9.0</b>

## Deleted Degrees

### Associate in Science in Environmental Technology

The Associate in Science Degree in Environmental Technology is designed for students who would like to develop the initial skills needed to work as an environmental technician. It is an excellent way to obtain certification for changing careers or to gain initial employment in the field. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment in possible positions such as a field service technician, laboratory technician, remediation technician, or hazardous materials technician. The degree program is designed so that students can transfer to a bachelor degree program in Environmental Science. It is highly recommended that students are comfortable using a computer and have basic word processing skills.

In addition to General Education degree requirements, complete the following:

Required Courses		Units
ENSC M01	Environmental Science	3.0
ENSC M01L	Environmental Science Lab	1.0
ENSC M02	Environment and Human Interactions	4.0
ENSC M03	Energy Resources and Conservation	3.0
ENSC M04	Environmental Regulations	1.5
ENSC M05	Environmental Sampling and Instrumentation	1.5
GEOG M01	Physical Geography	3.0
GIS M01	Introduction to Mapping and Geographic Information Systems (GIS)	3.0
MATH M15	Introductory Statistics	5.0
OR		
MATH M15H	Honors: Introductory Statistics	5.0
<b>TOTAL UNITS</b>		<b>25.0</b>

### New Course

BUS M41 Principles of Retailing 3.0  
Prerequisites: None  
Recommended Prep: BUS M30, ENGL M02 and MATH M01  
Hours: 3 lecture

Examines nature and scope of retailing, methods of merchandising, and attributes of successful retail firms. Covers strategy, multichannel retailing, site locations, pricing, and floor design and layout. Focuses on issues related to careers in retailing, store management, promotional strategies, organizational structure, and customer service. Applies to Associate Degree. Transfer credit: CSU

### Revised Course

ACCT M110 Financial Accounting 4-0-3.0  
**Prerequisites: MATH M01 or MATH M01B or equivalent**  
Recommended Prep: ACCT M01A, BUS M30, and ENGL M02, ~~and MATH M01~~  
Hours: 3 lecture  
C-ID: Aligned with ACCT 110

Examines financial accounting from both the user and preparer perspective, emphasizing public corporations. Explores accounting as an information system, why it is important and how it is used by investors, creditors and others in making decisions. Emphasizes recording and reporting of business transactions with a focus on the accounting cycle, the application of Generally Accepted Accounting Principles, and the form and content of the basic financial statements. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, ethics, and financial statement analysis. (Formerly ACCT M02A and ACCT M02B.) Applies to Associate Degree. Transfer credit: CSU; UC

## **OXNARD COLLEGE**

### **New Programs**

AS and Certificate of Achievement in Automation and Control Systems  
AS in Film, Television, and Electronic Media  
Certificate of Achievement in Film, Television, and Electronic Media  
Certificate of Achievement in Firefighter 1 Academy

### **Revised Programs**

AS and Certificate of Achievement in Automotive Technology  
AS and Certificate of Achievement in Dental Assisting  
AS and Certificate of Achievement in Restaurant Management

**OXNARD COLLEGE****New Programs****Page 2**

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Associate in Science in Automation and Control Systems  
Certificate of Achievement in Automation and Control Systems

Required Courses:		Units
ENVT R020	Electrical Systems I	3
ENVT R020L	Electrical Systems I Lab	2
ENVT R021L	Electrical Systems II Lab	2
ACS R100	Automation and Control Systems	4
ACS R110	Programmable Logic Controllers PLCs	4
CNIT R120	Cisco CCNA Computer Networking I	4
or		
CNIT R144	CompTIA Network+ Fundamentals and Certification Prep	4
Total Required Units		19

Associate in Science in Film, Television, and Electronic Media

Required Courses:		Units
FTVE R106	Beginning Digital Editing	3
FTVE R110	Introduction to Media Writing	3
FTVE R120	Beginning Audio Production	3
FTVE R130	Beginning Single Camera Production	3
FTVE R135	Beginning TV Studio Production	3
ART/FTVE R160	Introduction to Digital Photography	3
Total Required Units		18

Certificate of Achievement in Film, Television, and Electronic Media

Required Courses:		Units
FTVE R106	Beginning Digital Editing	3
FTVE R120	Beginning Audio Production	3
FTVE R130	Beginning Single Camera Production	3
FTVE R135	Beginning TV Studio Production	3
FTVE R150	Beginning Motion Picture Production	3
ART/FTVE R160	Introduction to Digital Photography	3
Total Required Units		18

Certificate of Achievement in Firefighter 1 Academy

Required Courses:		Units
FT R170	Firefighter I Academy	18
Total Required Units		18



Associate in Science in Automotive Technology  
Certificate of Achievement in Automotive Technology

Required Courses:		Units
AT R010	Fundamentals of Auto Technology	3
<b>AT R011</b>	<b>Foundations of Automotive Technology</b>	<b>3</b>
<del>AT R012</del>	<del>Automotive Air Conditioning</del>	<del>2</del>
AT R013	Automotive Engine Performance	4
AT R013L	Automotive Engine Performance Lab	2
AT R015	Automotive Electrical Systems	4
AT R015L	Automotive Electrical Systems Lab	2
AT R016	Auto Electronics	3
AT R018	Automotive Brake Systems	4
AT R018L	Automotive Brake Systems Lab	2
AT R033	Automotive Emission and Fuel Control Systems	4
AT R050	Automotive Steering and Suspension	6

Required Additional Courses:

Complete a minimum of five units from the following courses:		Units
<b>AT R012</b>	<b>Automotive Air Conditioning</b>	<b>2</b>
AT R014	Advanced Engine Performance	4
AT R014L	Advanced Engine Performance Lab	2
AT R026	Automotive Engine Overhaul	4
AT R026L	Automotive Engine Overhaul Lab	2
AT R030	Automotive Transmission and Drive Line	3
AT R030L	Automotive Transmission and Drive Line Lab	2
<del>AT R045</del>	<del>Enhanced Clean Air Car Course, State of California</del>	<del>5</del>
<b>AT R048</b>	<b>Smog Check Procedures</b>	<b>3</b>
<b>AT R060</b>	<b>Automotive Business Management</b>	<b>6</b>

Total Required Units 41-42

Associate in Science in Dental Assisting  
Certificate of Achievement in Dental Assisting

Required Courses:	Units
DA R101 Introduction to Dental Assisting	9
DA R101L Introduction to Dental Assisting Lab	5
<b>DA R010 Introduction to Dental Assisting</b>	<b>3</b>
<b>DA R011 Beginning Radiology for Dental Assisting</b>	<b>3</b>
<b>DA R012 Dental Materials for the Dental Assistant</b>	<b>3</b>
<b>DA R013 Occupational Health for Dental Assisting</b>	<b>1</b>
<b>DA R014 Introduction To Chairside Dental Assisting</b>	<b>2</b>
<b>DA R015 Dental Specialties for Dental Assisting</b>	<b>2</b>
<b>DA R020 Advanced Dental Assisting</b>	<b>2</b>
<b>DA R021 Practice Management for the Dental Assistant</b>	<b>3</b>
<b>DA R022 Clinical Dental Assisting Experiences</b>	<b>3</b>
<b>DA R023 Ethics and Jurisprudence for the Dental Assisting</b>	<b>1</b>
<b>DA R024 Dental Assisting Seminar</b>	<b>2</b>
<b>DA R025 Dental Health Assisting Education</b>	<b>2</b>

Required Additional Courses (Complete 3 Courses from the Following):

COMM R101 Introduction to Oral Communication	3
or	
COMM R110 Small Group Communication	3
or	
COMM R111 Interpersonal Communication	3
or	
COMM R113 Intercultural Communication	3
AND	
DA R009 Office Procedures	3
or	
CAOT R122 Microsoft Office	3
or	
CIS R020A Introduction to Microcomputers	3
AND	
DA R105 First Aid/Personal Safety	3
or	
HED R101 Health and Society	3
or	
HED R104 Family & Personal Health	3

Total Required Units	<b>23 27</b>
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Associate in Science in Restaurant Management  
Certificate of Achievement in Restaurant Management

Required Courses:		Units
CRM R100	Introduction to the Hospitality Industry	3
CRM R104	Sanitation & Environmental Control	3
CRM R106	Nutrition in Food Service	3
<b>CRM R107</b>	<b>Dining Room Service</b>	<b>3.5</b>
CRM R109	Management by Menu	3
CRM R110	Food & Beverage Cost Control	3
CRM R111	Food Purchasing and Receiving	3.5
CRM R112	Food and Beverage Management	3
CRM R113	Bar and Beverage Management	3
CRM R114	Supervision in the Hospitality Industry	3
CRM R115	Marketing of Hospitality Services	3
CRM R116	Accounting for the Hospitality Industry	3


~~Take a Minimum of Two (2) Classes from the Following:~~

<del>CRM R102A</del>	<del>Quantity Food Preparation</del>	<del>7</del>
<del>CRM R102B</del>	<del>Food Preparation Management</del>	<del>4</del>
<del>CRM R107</del>	<del>Dining Room Service</del>	<del>3.5</del>

Total Required Units 41-44.5 **37**

Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4050 ARTICULATION
Number	BP 4050
Status	Active
Legal	<a href="#">Title 5, Section 51022(b)</a>
Adopted	February 16, 2006
Last Reviewed	October 11, 2011

The Chancellor, in consultation with the Academic Senates, shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions. The procedures also may support articulation with institutions, including other community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

See [Administrative Procedure 4050](#). 

Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4050 ARTICULATION
Number	AP 4050
Status	Active
Legal	<a href="#">Education Code, Section 66730-66744</a> <a href="#">Education Code, Section 66725</a> <a href="#">California Education Code, Section 66720</a> <a href="#">Accreditation Standard II.A.6.a</a> <a href="#">Title 5, Section 51022(b)</a>
Adopted	May 12, 2009
Last Reviewed	October 11, 2011

Articulation between VCCCD and Baccalaureate Institutions

The responsibility for the development, maintenance, and distribution of articulation agreements between VCCCD ([Ventura College Community College District](#)) and [in-state community colleges and baccalaureate institutions](#) is assigned to the individual Articulation Officers-at each college [in the District](#).

The ~~a~~Articulation review processes are defined for a:

1. the Colleges of VCCCD
2. ~~maintenance of existing articulation agreements of public and private~~ in-state community colleges ~~and/o~~
- 2-3. ~~public~~ four-year institutions ~~- California State University (CSU) and University of California (UC); and~~
- 3-4. ~~private, independent, proprietary or out-of-state institutions.~~

**The Colleges of VCCCD**

The Articulation Officer:

Annually reviews the type(s) of articulation agreement sought and updates the following articulation:

- ~~Transfer~~
- ~~General education/breadth requirements~~
- ~~Major preparation~~
- ~~Courses by department~~
- ~~Course-to-course~~
- ~~Other, such as admission or graduation by subject matter~~

~~Coordinates with the other institution to exchange needed documentation, such as catalog or course outlines.~~

~~Coordinates with on-campus department(s) to ensure accuracy of the proposed courses to be included in an agreement.~~

~~Completes agreement.~~

2.27.14 DTRW-I review – version from AOs received 2.24.14

Cabinet review 4.14.14; [9.20.14](#)

[DTRW-I 9.18.14, DTRW-I 10.09.14, 10.13.14 to Academic Senates, 11.13.14 to Academic Senates 12.11.14](#)

Once approved by both institutions, the Articulation Officer ensures that information is appropriately publicized and updated through publications such as Articulation System Stimulating Inter-Institutional Student Transfer (ASSIST), the college catalog, and the schedule of classes. The new articulation agreement will be publicized to faculty and students, in particular, the disciplines most directly affected by the agreement.

- VCCCD Comparable Course List with C-ID (Course Identification Number System)
- VCCCD General Education (GE) Placement List
- ~~VCCCD Approved Course Identification Number System (C-ID) Course List~~

### **Maintenance of existing articulation agreements of in-state community colleges and/or public four-year institutions**

The Articulation Officer re:

Reviews and updates the following:

- University of California Transfer Course Agreement (UC TCA)
- California State University (CSU) Baccalaureate Level Course List
- Intersegmental Segmental General Education Transfer Curriculum (IGETC)
- CSU General Education/Breadth (CSU GE-Breadth) requirements
- CSU United States History, Constitution, and American Ideals Courses
- Course Identification Numbering System (C-ID)
- Articulation Agreements by Major (major prep)
- Articulation Agreements ~~by Courses~~ by Department (course-to-course)
- Other agreements, such as admission or graduation requirements by subject matter

The Process includes:

- Coordinating with the other institution to exchange needed documentation, such as catalog ~~and/or, or~~ course outlines. ~~and/or~~ When syllabi are required, the Articulation Officer will request them from the respective division/department.
- Coordinating with on-campus department(s) to ensure accuracy of the proposed courses to be included in an agreement.
- Completing the agreement.
- ~~Once completed, Publicize the agreement.~~
  - the Articulation Officer ensures that information is appropriately publicized and updated through publications such as Articulation System Stimulating Inter-Institutional Student Transfer (ASSIST), the college catalog, and the schedule of classes, and College website. The new articulation agreement will be publicized to faculty and students, in particular, the disciplines most directly affected by the agreement.

### **Private, independent, proprietary or out-of-state institution**

Articulation agreement requests by other popular transfer destination campuses will be considered on case-by-case basis. Articulation priority will be given to VCCCD, ~~CCC~~in-state community colleges, CSU and UC campuses and to state-mandated programs and projects (i.e., C-ID).

2.27.14 DTRW-I review – version from AOs received 2.24.14

Cabinet review 4.14.14; 9.20.14

DTRW-I 9.18.14, DTRW-I 10.09.14, 10.13.14 to Academic Senates, 11.13.14 to Academic Senates 12.11.14

Articulation Officer reviews the type(s) of articulation agreement sought (see list in previous section).

The Articulation Officer:

- ~~Researches the institution's background, including the type and status of its accreditation, its educational philosophy, and the pros and cons of an articulation agreement.~~
- ~~Meets with his or her counterparts at the District Colleges to review the research and seek unanimity for or against creating articulation with the subject institution.~~
- ~~Reviews this research with the appropriate College Dean and EVP prior to the development of a potential agreement.~~

~~In the event of a lack of district-wide consensus on a proposal, the EVP refers that proposal to the College President, who will collaborate to make the final determination.~~

~~If the elements of a potential agreement do not align with the college mission, or appear not to serve the interest of students, the process is halted without further work.~~

~~If consensus is reached district-wide with the Articulation Officers, and if the College Dean and EVP have reviewed and approved the proposed agreement, the proposed agreement is forwarded to DCSL (District Council for Student Learning) for review.~~

~~Upon review and recommendation by DCSL, the proposed agreement is reviewed at Chancellor's Cabinet prior to final signing by the Articulation Officer.~~

## **New Articulation Agreements**

The Articulation Officer:

- Researches the institution's background, including the type and status of its accreditation (**VCCCD will only accept proposals from Regionally Accredited Institutions**), its educational philosophy, and the pros and cons of an articulation agreement.
- ~~Meets with his or her counterparts~~ ~~Consults with at the D~~ district Articulation Officers Colleges to review the research and seek unanimity consensus for or against creating an articulation agreement with the subject requesting t institution.
- Reviews this research with the appropriate College Dean and/or EVP  prior to the development of a potential agreement.

In the event of a lack of district-wide consensus on a proposal, the EVP refers that proposal to the College President, who will collaborate to make the final determination.

If the elements of a potential agreement do not align with the college mission, or appear not to serve the interest of students, the process is will be halted without further work.

If consensus is reached district-wide with the Articulation Officers, and if the College Dean and EVP have reviewed and approved the proposed agreement, the proposed agreement is forwarded to DCSL DTRW-I (District Technical Review Workgroup-Instructional Council for Student Learning) for review.

2.27.14 DTRW-I review – version from AOs received 2.24.14

Cabinet review 4.14.14; 9.20.14

DTRW-I 9.18.14, DTRW-I 10.09.14, 10.13.14 to Academic Senates, 11.13.14 to Academic Senates 12.11.14

Upon review and recommendation by DCSL DTRW-I, the proposed agreement is reviewed at Chancellor's Cabinet prior to final signing by the Articulation Officer.

### **Maintenance of Existing Articulation Agreements**

-The Articulation Officer:

rReviews and updates articulation agreements as requested and provided by the Outside Institutions and follows the same process as the In-State Community College or Four-year Institutions as outlined above.

### **Articulation between VCCCD and High School Institutions**

The responsibility for the development of new, maintenance and high schools to and colleges articulation agreements, maintenance and distribution of existing articulation agreements distribution of articulation agreements between VCCCD and the high schools is assigned to the individual Career Educational Specialist, to the appropriate individual, a dean or designee at each college in the District and is defined in AP 4051.

### **New Articulation Agreements**

The Career Education Specialist:

- Coordinates the process of course reviews between the participating high school and the college.
- The high school and college discipline faculty are responsible for the curriculum review for comparability of courses, and
- The College discipline faculty will determine how courses and unit credits will be awarded for college credit.
- Maintenance of Existing Articulation Agreements

The Career Education Specialist:

Reviews and updates of the high school articulation agreements are conducted when there are changes to the curriculum and on as-needed-basis.





Book VCCCD Board Policy Manual  
Section Chapter 4 Academic Affairs  
Title BP 4102 OCCUPATIONAL/VOCATIONAL TECHNICAL PROGRAMS  
Number BP 4102  
Status Proposed  
Legal [Title 5, Sections 55600, et. seq. California Education Code Section 78016](#)

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

See [Administrative Procedure 4102](#).

Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4102 OCCUPATIONAL/VOCATIONAL TECHNICAL PROGRAMS
Number	AP 4102
Status	Active
Legal	Title 5, Sections 55600 et seq., <a href="#">California Education Code, Section 78016</a>
Adopted	July 14, 2009
Last Reviewed	June 25, 2009

### Career Technical Education (CTE) Program Development and Approval

This procedure applies only to programs with a Taxonomy of Programs (TOP) code that designates it as vocational or career technical in nature. All CTE program development must also process follows the steps outlined in AP 4020 Program, Curriculum and Course Development. However, in addition, new CTE program development must also include the following:

**1. South Coast Regional Consortium Submission SCRC:**

After local Board of Trustees approval, the proposed CTE program must be submitted to the South Coast Regional Consortium (SCRC) for review and support approval, where applicable. ~~SCRC review is required prior to CCCC submission. While SCRC approval is not required for CCCC submission, it is recommended; it is highly unlikely that CCCC approval will be given without SCRC consent.~~ Per the Program and Course Approval Handbook, 5<sup>th</sup> Edition, Regional Consortium approval is required.

**2. Narrative Criteria A-E Items and Additional Supporting Documentation as guided by the most recent Program and Course Approval Handbook(per Program and Course Approval Handbook, 5<sup>th</sup> Edition)** Form CCC-501: ~~Completion of CTE elements in Form CCC-501 Application of Approval -- New Credit Program,~~ including, but not limited to:

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

**3. Advisory Committee**

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

**4. CTE Program Review**

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

DTRW-I review 3.07.13

DTRW-I review 4.11.13

DTRW-I review 9.26.13 [\(changes from Carmen Guerrero\)](#)

[DTRW-I review 10.09.14; 11.13.14; 12.11.14; 1.15.15 \(still under review at Academic Senates](#)

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

DTRW-I review 3.07.13

DTRW-I review 4.11.13

DTRW-I review 9.26.13 [\(changes from Carmen Guerrero\)](#)

[DTRW-I review 10.09.14; 11.13.14; 12.11.14; 1.15.15 \(still under review at Academic Senates\)](#)

Book VCCCD Board Policy Manual  
Section Chapter 4 Academic Affairs  
Title BP 4105 DISTANCE EDUCATION  
Number BP 4105  
Status PROPOSED  
Legal

The Chancellor will establish procedures that ensure distance education courses, training, and activities comply with applicable regulations and are consistent with District colleges' missions and goals.

See Administrative Procedure 4105.

Book VCCCD Administrative Procedure Manual  
Section Chapter 4 Academic Affairs  
Title AP 4105 Distance Education  
Number AP 4105  
Status PROPOSED  
Legal Title 5 Section 55200 et seq.  
42 U.S. Code Sections 12100 et seq.  
29 U.S. Code Section 794d  
ACCJC Guide to Evaluating Distance Education and Correspondence  
Education  
U.S. Department of Education regulations on the integrity of Federal Student  
Financial Aid  
Programs under Title IV of the Higher Education Act of 1965, as amended  
34 Code of Federal regulations part 600

### **Definition**

Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. This definition includes both hybrid and fully online courses.

### **Course Approval**

Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of instruction in a course replaces face-to-face time, or if an entire section of a course, is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 4020, Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

### **Certification**

When approving distance education courses, the Curriculum Committee (CC) will certify the following:

- A. Course quality standards: The same standards of course quality are applied to distance education courses as are applied to traditional classroom courses.
- B. Course quality determinations: Determinations and judgments about the quality of distance education courses are made in accordance with all CC course- approval criteria and procedures.

C. Instructor contact: Each section of a course that is offered through distance education will include regular effective contact between instructor and students. Distance Education includes the following specifications of instructor/student contact:

1. Instructor-initiated interaction: In hybrid or fully online courses, ensuring regular effective instructor/student contact guarantees the student receives the benefit of the instructor's presence in the learning environment both as a provider of instructional information and as a facilitator of student learning.

In a face-to-face instructional format, instructors are present at each class meeting and interact via class announcements, lectures, activities, and discussions, which take a variety of forms. In hybrid and online instructional formats, instructors will regularly initiate interaction with students to assess if they are doing all of the following:

a. Accessing and comprehending course material b.

Participating regularly in course activities

Faculty office hours are not included as fulfilling the regular effective contact requirement and are a separate requirement. Providing students with an open-ended question forum, although appropriate, does not constitute the entirety of effective instructor-initiated interaction.

Instructor-initiated interaction will create an environment of academic integrity that discourages fraud in the form of student misrepresentation and constitutes a means for the following:

a. Monitoring satisfactory progress, defined as earning grades consistent with a final course grade of a "C" or "Pass"

b. Tracking student attendance

c. Determining the last day of attendance for students who drop the course via the following methods:

(1) Prior to the first census date, the instructor will initiate an activity that requires student participation

(2) The instructor will include various robust assessments and assignments on a frequent basis throughout the semester

2. Frequency of interaction: Distance education courses are considered the virtual equivalent of traditional classroom courses; thus, the frequency of instructor/student interaction in a distance education course will be at least the same as would be established in its face-to-face counterpart. At the very least, the number of instructor contact hours per week that would be available for face-to-face students will also be available, in asynchronous and/or synchronous mode, with students in the distance education format (based on the Carnegie unit). Given the nature of asynchronous instructional methodologies, contact shall be distributed in a manner that ensures regular

instructor/student contact is maintained over the course of a week and the duration of the term and should occur as often as is appropriate for the course.

3. Establishing expectations and managing unexpected instructor absence: An instructor- and/or department-established policy describing the frequency and timeliness of instructor-initiated contact and instructor feedback will be posted in the syllabus and/or other course documents made available to students when the course officially opens each semester. This information will also refer students to the section in the college catalog on student rights and responsibilities.

During the course, instructors will notify students when they must be out of contact beyond what is described in the course documents as mentioned above. This notification will include when students can expect regular effective contact to resume. If the offline time results in a lengthy absence (e.g., more than three or four instructional days, excluding holidays and weekends), the instructor will file an absence report so that a substitute instructor may be secured per college policies to assist students while the instructor is unavailable. It is the instructor's responsibility to evaluate and determine whether the length of the anticipated absence in regular effective contact will exceed three or four instructional days (excluding holidays and weekends) and, if so, to notify the department chair of the need for a substitute.

4. Quality of contact: Regarding the type of contact that will exist in all Ventura distance education courses, instructors will use a variety of means to initiate contact with students, such as the following:

- a. Threaded discussion forums (with appropriate instructor participation)
- b. "Questions for the instructor" forums
- c. General email
- d. Weekly announcements
- e. Timely and frequent feedback for student work

f. Instructor-prepared electronic lectures or introductions in the form of electronic lectures to any publisher-created materials (written, recorded, broadcast, etc.) that, combined with other course materials, create the virtual equivalent of the face-to-face class.

In addition, instructors shall enable effective instructor/student interaction in distance education courses by doing all of the following:

- a. Allocating sufficient hours per week for contact. This may include informing students of the option to meet on a face-to-face basis or via web conferencing or via telephone.

b. Conducting student/instructor interaction with similar care and attention to students as that which occurs during face-to-face office hours and meetings.

c. Responding to student emails, postings, phone calls, etc., in a timely manner.

d. Duration of approval: All distance education courses approved under this procedure will continue to be in effect unless substantive changes are made to their official course outlines of record.

### **Verification of Student Identity**

Consistent with federal regulations pertaining to federal financial aid eligibility, the district must authenticate or verify that the student who registers in a distance education or correspondence education course is the same student who participates in and completes the course or program and receives the academic credit. The district will provide to each student at the time of registration a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The Chief Instructional Officer shall ensure the institution utilizes one or more of these methods to authenticate or verify student identity:

- A. Secure login and password to enable authenticated access to student information and course management system
- B. Proctored examinations.
- C. New or other technologies and practices that are effective in verifying student identification.

### **Student Support Services**

The colleges will assure that distance learners have access to student support services that are comparable to those services provided to on-campus learners.