

District Technical Review Workgroup - Instructional (DTRW-I)

AGENDA

**October 9, 2014 - 1:00 p.m.
DAC, Lakin Boardroom**

- **Approval of September 18, 2014 Meeting Notes**
- **Curriculum Submissions**

MOORPARK COLLEGE

New Degrees

Pre-Allied Health Certificate of Achievement, 21.0

OXNARD COLLEGE

New Courses

AB R098 Short Courses in Automotive Body and Fender Repair, 1-4
ADS R198 Short Courses in Addictive Disorders Studies, 1-3
ANTH R101L Introduction to Biological Anthropology, 1
DMS R198 Short Courses in Digital Media Studies, 3
ENVT R098 Short Courses in Environmental Control Technology, 1-4
FT R079 Fire Prevention 1, 2.5
HM R100 Introduction to the Hospitality Industry, 3
HM R112 Food and Beverage Management, 3
HM R116 Accounting for the Hospitality Industry, 3
HM R117 Front Office Procedures, 3
HM R119 Housekeeping Management, 3
HM R120 Facilities Management, 3
HM R122 Hospitality Human Resources Management, 3

Revised Courses

CRM R100 Introduction to the Hospitality Industry, 3
CRM R112 Food and Beverage Management, 3
CRM R116 Accounting for the Hospitality Industry, 3
FT R083A Fire Command 1A, 2.5
MATH R011 Elementary Algebra, 5
MATH R106 Business Calculus, 4
MATH R115 College Algebra, 3 4

New Programs

Proficiency Award in Administering Microsoft Windows
Proficiency Award in Cisco Networking
Proficiency Award in Office Software Specialist

Revised Programs

AS and Certificate of Achievement in Addictive Disorders Studies

VENTURA COLLEGE

Revised Courses

INTR V95	Internship I, 1-4
MATH V04	College Algebra, 4
MATH V05	Plane Trigonometry, 3
MATH V21A	Calculus with Analytic Geometry I, 5
MATH V21B	Calculus with Analytic Geometry II, 5
MATH V44	Elementary Statistics, 4

OLD BUSINESS:

- BP/AP 4105 for Distance Education – Peter Sezzi/Patrick Jefferson – return to the October meeting; place near the top of agenda so Peter Sezzi can address this subject (Peter will be absent for the October meeting due to an accreditation site visit.)
- Articulated CTE courses - Credit/Noncredit to letter grades – Patrick Jefferson/CTE Deans (guests)
- BP/AP 4020 Program, Curriculum, and Course Development and AP 4102 Occupational/Vocational Technical Programs – review against AP 4102 Occupational/Vocational Technical Programs for consistency, comparison, and determine whether AP 4102 should be retired as the content may be covered under AP 4020. There is currently no BP 4102 in VCCCD policy and procedure or in the CCLC policy and procedure.
- BP/AP 4050 Articulation – review revised AP (revisions made in 9.18.14 meeting and distributed to Workgroup via email on 9.29.14)
- Language for Math Courses & Competency – Gloria Arevalo/Patrick Jefferson – was to be reviewed at all campuses by the Articulation Officers and return to the October meeting. The English section will be reviewed also and will be vetted with the EVPs by the Articulation Officers.
- C-ID Follow-up – Gloria Arevalo (presentation at 10.02.14 ATAC)

NEW BUSINESS:

- High School Articulation and Credit by Exam – Gloria Arevalo

BP/AP Status Update

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:

- BP/AP 4100 from 9/18/14 DTRW-I – to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.
- BP/AP 5010 from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.
- BP/AP 5015 from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.
- BP/AP 5020 from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.

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

- Non-Credit Instruction – Patrick Jefferson to present to DCAP

- BoT Stance on Offering Courses 2 Levels Below College Readiness – Patrick Jefferson to move issue to the Adult Education Taskforce

Next Meeting Date: November 13, 2014 – 1 pm – DAC Lakin Boardroom
Submission deadline: November 7, 2014

Ventura County Community College District

2013-2014 Academic Year

District Technical Review Workgroup – Instructional (DTRW-I)

Meeting Notes

September 18, 2014 - 1:00 p.m. – 3:00 p.m.

MEETING NOTES PRIOR TO APPROVAL AT 10.09.14 DTRW-I MEETING

Members: Chancellor's Designee: Lori Bennett, Chair (MC)
Faculty Co-Chair: Linda Kama'ila (OC)
Executive Vice Presidents: Lori Bennett (MC), Carol Bogue (OC), Patrick Jefferson (VC)
Faculty Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), 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), Peter Sezzi (VC)
Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor's Cabinet Liaison/guest)

Absent: Shannon Davis, Peter Sezzi

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of March 27, 2014 Meeting Minutes	Dr. Bennett welcomed everyone to DTRW-I and the meeting commenced at 1:08 pm. Introductions were made for new members. The April 24, 2014 meeting notes were approved as presented with abstention from Letrisha Mai and Gloria Arevalo, Articulation Officers.			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses	Curriculum Submissions: <u>MOORPARK COLLEGE</u> New Degrees			
Moorpark/Oxnard/Ventura	Theatre Arts: Acting Proficiency Award, 12.0			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Submissions	<p>Theatre Arts: Audio Proficiency Award, 9.0 Theatre Arts: Costumes Proficiency Award, 9.0 Theatre Arts: Lighting Proficiency Award, 12.0 Theatre Arts: Make-Up Proficiency Award, 6.0</p> <p>Recommendation: These new proficiency awards will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>Deleted Degree Associate in Arts in Mathematics, 35</p> <p>Recommendation: This deleted degree will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>New Course ENGR M18, Engineering Dynamic, 3.0</p> <p>Recommendation: There was discussion regarding CID descriptors and common course numbering in reference to submission to the State Chancellor's Office prior to submission to the Board and whether to leave the CID descriptors in place. It was decided to leave the current process in place. This new course will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><u>OXNARD COLLEGE</u> There were no curriculum submissions from Oxnard College.</p> <p><u>VENTURA COLLEGE</u> New Courses AUTO V27, Automotive Electrical, 2 units AUTO V27L, Automotive Electrical Lab, 1.5 units</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	Recommendation: These new courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.			
OLD BUSINESS				
BP 4050 no change AP 4050 Articulation – sent back from 4.14.14 and 9.20.14 Chancellor's Cabinet for clarification.	<p>There was discussion regarding the Career Education Specialist position, responsibilities within the administrative procedure, and whether the high school portion should be separated. The DTRW-I members made revisions to AP 4050 in the meeting; it was decided to delete the "Career Education Specialist" reference in the administrative procedure and replace it with "a dean or designee."</p> <p>Ms. Nusser will make the requested revisions, distribute to the Articulation Officers for further review, and this item will return to the October DTRW-I meeting.</p>	Make changes to AP 4050 and send to Articulation Officers	ASAP	Laurie Nusser
BP/AP 4100 Graduation Requirements for Degrees and Certificates	BP/AP 4100 Graduation will go forward to Cabinet, Policy Committee, and Board for full approval as presented (reaffirmation).			
New Business				
Comparable Course List	It was recommended to not send the Comparable Course List through to the Board as it is a complicated issue. Currently, this item is completed and will be an ongoing project. The Comparable Course List will be updated and brought back to DTRW-I as an information item at a later date.			
Articulated CTE courses-Credit/Noncredit to letter grades – Patrick Jefferson	CTE Deans will be invited to the next DTRW-I meeting for a presentation and clarification of this issue. Mr. Jefferson will coordinate the request to attend the October meeting.	Invite CTE Deans to October 9 DTRW-I Meeting	ASAP	Patrick Jefferson
DTRW-I Co-Chair Selection	Dr. Linda Kama'ila was selected as the Co-Chair of DTRW-I for 2014-15 academic year.			
DTRW-I Calendar	January 8 is a self-assigned flex day. This workgroup decided to move January 8 to January 22 with a submission deadline date of January 15. Consensus must be reached			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	with DTRW-SS as well for this date. The November meeting will remain on November 13.			
BP/AP Status – Clare Geisen	Ms. Geisen provided an updated BP/AP status document for the 2-year review cycle and there is one DTRW-I outstanding item. There was discussion regarding the AP 4102 Occupational/Vocational Technical Programs draft and status regarding this item. (See below.)			
AP 4102 Occupational/Vocational Technical Programs	<p>It was recommended to bring BP/AP 4020 Program, Curriculum, and Course Development to this workgroup for review against AP 4102 Occupational/Vocational Technical Programs for consistency, comparison, and determine whether AP 4102 should be retired as the content may be covered under AP 4020. There is currently no BP 4102 in VCCCD policy and procedure or in the CCLC policy and procedure.</p> <p>Ms. Nusser will add it to the next agenda and send out for review prior to the October meeting.</p>	Send BP/AP 4020 and AP 4102 to DTRW-I members	ASAP	Laurie Nusser
Non-Credit Instruction – Patrick Jefferson	There was discussion regarding non-union instructors for non-credit instruction. There is currently no pay scale for non-credit instructors and discussion has occurred regarding this issue on campuses. This issue will go to DCAP for further review. Ms. Nusser will send the request to DCAP.	Send to DCAP	ASAP	Laurie Nusser
Language for Math Courses & Competency – Gloria Arevalo/Patrick Jefferson	Ms. Arevalo requested the workgroup to develop language for multiple measures of assessment to add wording to the catalog. The phrase “involving multiple measures” was recommended as an addition to the math section of the catalogs. This will be reviewed at all the campuses by the Articulation Officers and will return to the October meeting. The English section will be reviewed as well and will be vetted with the EVPs by the Articulation Officers.			
Accreditation Standards & SLOs in CORs – (course outlines and records) Gloria	There was discussion regarding students who don't understand why SLOs are important and what it means to them. The method of presentation of SLOs to students should be reviewed. This item does not need to return to			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Arevalo/Patrick Jefferson	DTRW-I.			
Information Regarding BoT Stance on Offering Courses 2 Levels Below College Readiness – Gloria Arevalo/Patrick Jefferson	It was recommended this issue should be tied to adult education. Mr. Jefferson will move this issue to the Adult Education Taskforce.	Send issue to Adult Education Taskforce	ASAP	Patrick Jefferson to send to Tim Harrison
BP/AP Distance Education	This item will return to the October meeting and be placed near the top of agenda so Mr. Sezzi can address this subject (Mr. Sezzi was absent for this meeting). DTRW-I will also review the draft which will be sent out by Ms. Nusser for review prior to the next meeting.	Send out for review to DTRW-I	ASAP	Laurie Nusser
OTHER ITEMS				
CID Input Field	There was a request to add this issue to the ATAC agenda. Ms. Arevalo will send an email articulating the CID input field. Ms. Nusser will send an email to Dave Fuhrmann to request it be added to the ATAC agenda.	Send issue to ATAC	ASAP	Laurie Nusser
Course Level CID Update	Update/status – this will be a new agenda item for October meeting.	Add to October DTRW-I Agenda	October 3	Laurie Nusser
Adjournment	Dr. Bennett adjourned the meeting at 3:00 pm.			
Next Meeting Date:	October 9, 2014 – 1 pm, DAC Lakin Boardroom Submission deadline: October 3, 2014			

MOORPARK COLLEGE

New Degree

Pre-Allied Health Certificate of Achievement

21.0

New Degree

Pre-Allied Health Certificate of Achievement

To earn a Pre-Allied Health Certificate of Achievement students must complete 21 specified units. This program prepares the student for entry into many health professional programs. These courses provide some of the prerequisites for advanced training in the medical field for occupations such as nursing, dental hygiene, physical therapy, occupational therapy, medical laboratory technicians, and radiological sciences. To earn this certificate of achievement, students must complete the required courses with a "C" grade or higher.

Required Courses: Complete the following courses (13 units)		Units
ANAT M01	Human Anatomy	4.0
PHSO M01	Human Physiology	4.0
MICR M01	General Microbiology	5.0
LIST A: Select and complete one chemistry course from the courses listed below (5 units)		
CHEM M01A/M01AH	General Chemistry I/Honors	5.0
CHEM M11	Foundations of General, Organic, and Biochemistry	5.0
LIST B: Select and complete one social science course from the courses listed below (3 units)		
PSY M01/M01H	Introduction to Psychology/Honors	3.0
COMM M01	Introduction to Speech	3.0
ANTH M02	Cultural Anthropology	3.0
SOC M01/M01H	Introduction to Sociology/Honors	3.0
TOTAL UNITS		21.0

OXNARD COLLEGE

New Courses

AB R098	Short Courses in Automotive Body and Fender Repair	1-4
ADS R198	Short Courses in Addictive Disorders Studies	1-3
ANTH R101L	Introduction to Biological Anthropology	1
DMS R198	Short Courses in Digital Media Studies	3
ENVT R098	Short Courses in Environmental Control Technology	1-4
FT R079	Fire Prevention 1	2.5
HM R100	Introduction to the Hospitality Industry	3
HM R112	Food and Beverage Management	3
HM R116	Accounting for the Hospitality Industry	3
HM R117	Front Office Procedures	3
HM R119	Housekeeping Management	3
HM R120	Facilities Management	3
HM R122	Hospitality Human Resources Management	3

Revised Courses

CRM R100	Introduction to the Hospitality Industry	3
CRM R112	Food and Beverage Management	3
CRM R116	Accounting for the Hospitality Industry	3
FT R083A	Fire Command 1A	2.5
MATH R011	Elementary Algebra	5
MATH R106	Business Calculus	4
MATH R115	College Algebra	3 4

New Programs

Proficiency Award in Administering Microsoft Windows
Proficiency Award in Cisco Networking
Proficiency Award in Office Software Specialist

Revised Programs

AS and Certificate of Achievement in Addictive Disorders Studies

OXNARD COLLEGE

New Courses

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AB R098	Short Courses in Automotive Body and Fender Repair	1-4 Units
Hours:	1.0 to 2.0 lecture, 3.0 to 6.0 lab	
Prerequisite:	None	

This course and/or workshop will cover selected areas of automotive body and fender repair. This course will be developed to meet specific needs of the college community as requested or required. Field trips may be required. Course is offered Pass/No Pass at student's option.

ADS R198	Short Courses in Addictive Disorders Studies	1-3 Units
Hours:	1.0 to 3.0 lecture	
Prerequisite:	None	

Short courses in Addictive Disorders Studies provide courses in selected areas to meet specific needs of the college or the community when those needs are not met by regular course offerings. Unit credit will be determined by length of course. Field trips may be required. Course is offered Pass/No Pass at student's option. *Transfer credit: CSU.*

ANTH R101L	Introduction to Biological Anthropology	1 Unit
Hours:	3.0 lab	
Prerequisite:	ANTH R101 or concurrent enrollment	

This laboratory course is offered as a supplement to Introduction to Biological Anthropology either taken concurrently or in a subsequent term. Laboratory exercises are designed to introduce students to the scientific method and deepen their understanding of biological anthropology including its laboratory and field methods. Topics covered in the course will include genetics, human variation, human and non-human primate anatomy and behavior, the primate/hominin fossil record, osteology, anthropometry and forensic analysis. Field trips may be required. *Transfer credit: CSU.*

DMS R198	Short Courses in Digital Media Studies	3 Units
Hours:	2.5 lecture, 1.5 lab	
Prerequisite:	None	

This course and/or workshop will cover selected areas in digital media studies. This course will be developed to meet specific needs of the college community as requested or required. Field trips may be required. *Transfer credit: CSU.*

ENVT R098	Short Courses in Environmental Control Technology	1-4 Units
Hours:	1.0 to 4.0 lecture, 3.0 to 12.0 lab	
Prerequisite:	None	

This course and/or workshop will cover selected areas of environmental control technology. This course will be developed to meet specific needs of the college community as requested or required. Field trips may be required.

OXNARD COLLEGE

New Courses

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FT R079	Fire Prevention 1	2.5 Units
Hours:	2.5 lecture	
Advisory:	FT R151	

Upon completion of this course, the student will be equipped with knowledge and skills related to the Company Officer's role in fire prevention. The student will understand the relationship between life safety and building construction. The student will recognize and perform the elements of a quality company inspection program, and how to address complex hazards encountered during an inspection.

HM R100	Introduction to the Hospitality Industry	3 Units
Hours:	3.0 lecture	
Prerequisite:	None	

The course will provide an overview of the hospitality industry, its history and interrelationships of hotel, restaurant, travel, leisure industries, and introduce math concept applications in the culinary field. Students will also learn the importance of economic and social influences of leisure. Emphasis is on the attitude required of a person seeking a position in the industry. (Same as CRM R100) Field trips may be required. *Transfer credit: CSU.*

HM R112	Food and Beverage Management	3 Units
Hours:	3.0 lecture	
Prerequisite:	None	

This course gives students the foundation needed to make smart decisions in commercial and institutional food and beverage operations. Information concerning the latest operational trends is presented. Case studies developed by industry professionals give students practice solving problems like those experienced on the job. Internet exhibits and website addresses link students with valuable food and beverage resources. (Same as CRM R112) Field trips may be required. *Transfer credit: CSU.*

HM R116	Accounting for the Hospitality Industry	3 Units
Hours:	3.0 lecture	
Prerequisite:	None	

This course covers the accounting cycle as it applies to the hospitality industry. Emphasis is placed on merchandising operations, inventories, cost of goods sold, payroll and accounting for receivables and payables. The preparation of financial statements is also covered. This course is required for certification by the National Restaurant Association (NRA). (Same as CRM R116) Field trips may be required. *Transfer credit: CSU.*

OXNARD COLLEGE

New Courses

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HM R117	Front Office Procedures	3 Units
Hours:	3.0 lecture	
Prerequisite:	None	

This course covers front office technology, yield management and reservation systems. Students will learn the effects of the front office on the overall operation of a hotel and will work step by step through the front office guest cycle. The role of the front office management will be covered and how guest concerns shape management strategies and procedures from front office tasks. Field trips may be required. *Transfer credit: CSU.*

HM R119	Housekeeping Management	3 Units
Hours:	3.0 lecture	
Prerequisite:	HM R114	

This course provides a thorough overview of all aspects of housekeeping management, from staffing, planning, and organizing a hotel to the technical details of cleaning each area of the hotel. Students will learn critical role the housekeeping department plays in maintaining guest satisfaction; and learn of the pressures and demands facing today's housekeeping executives. Field trips may be required. *Transfer credit: CSU.*

HM R120	Facilities Management	3 Units
Hours:	3.0 lecture	
Prerequisite:	None	

This course covers the facility management and the collaboration with the facility's engineering/maintenance department in a hotel property. All major facility systems will be covered, including communication systems, energy systems, lodging and food service planning, design, and renovation. Field trips may be required. *Transfer credit: CSU.*

HM R122	Hospitality Human Resources Management	3 Units
Hours:	3.0 lecture	
Prerequisite:	None	

This course prepares students to manage vital human resource issues that affect the hospitality industry. The course targets turnover rate and retention, recruitment, key employment law, applications, unions and collective bargaining in the industry, and connects students with real hospitality experiences. Field trips may be required. *Transfer credit: CSU.*

OXNARD COLLEGE

Revised Courses

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CRM R100 Introduction to the Hospitality Industry 3 Units

Hours: 3.0 lecture

Prerequisite: None

The course will provide an overview of the hospitality industry, its history and interrelationships of hotel, restaurant, travel, leisure industries, and introduce math concept applications in the culinary field. Students will also learn the importance of economic and social influences of leisure. Emphasis is on the attitude required of a person seeking a position in the industry. **(Same as HM R100)** Field trips may be required. ~~Course is offered Pass/No Pass at student's option.~~ *Transfer credit: CSU.*

CRM R112 Food and Beverage Management 3 Units

Hours: 3.0 lecture

Prerequisite: None

This course gives students the foundation needed to make smart decisions in commercial and institutional food and beverage operations. Information concerning the latest operational trends is presented. Case studies developed by industry professionals give students practice solving problems like those experienced on the job. Internet exhibits and website addresses link students with valuable food and beverage resources. **(Same as HM R112)** Field trips may be required. ~~Course is offered Pass/No Pass at student's option.~~ *Transfer credit: CSU.*

CRM R116 Accounting for the Hospitality Industry 3 Units

Hours: 3.0 lecture

Prerequisite: None

This course covers the accounting cycle as it applies to the hospitality industry. Emphasis is placed on merchandising operations, inventories, cost of goods sold, payroll and accounting for receivables and payables. The preparation of financial statements is also covered. This course is required for certification by the National Restaurant Association (NRA). **(Same as HM R116)** Field trips may be required. ~~Course is offered Pass/No Pass at student's option.~~ *Transfer credit: CSU.*

FT R083A Fire Command 1A 2.5 Units

Hours: 2.5 lecture

Prerequisite: **FT R079**

Advisory: FT R151

This course reviews emergency scene management; fire behavior; initial ground resources; tactics and strategy; and fire ground simulation scenarios specifically designed for the first-in officer. Materials fee is required. ~~Field trips may be required.~~

OXNARD COLLEGE

Revised Courses

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MATH R011 Elementary Algebra 5 Units
Hours: 5.0 lecture
Prerequisite: **MATH R001 or MATH R010**

This is a first course in algebra. Topics include: operations with real numbers, algebraic expressions, introduction to function notation, linear equations and inequalities, one and two dimensional graphing, systems of linear equations, exponents, operations on polynomials, factoring polynomials, application of the Zero Product Principle, rational expressions and equations, proportions, complex fractions, and related applications. Emphasis is on the use of proper terminology and written processes. Course is offered Pass/No Pass at student's option.

MATH R106 Business Calculus 4 Units
Hours: 4.0 lecture
Prerequisite: ~~MATH R014 or MATH R014B~~ **MATH R115**
Advisory: **MATH R115**

This course presents a study of the ~~techniques of calculus~~ **techniques** with **an** emphasis placed on the applications of ~~these~~ concepts to business and management related problems. **Further, the course addresses** the applications of derivatives and integrals of functions including polynomials, rational, exponential and logarithmic functions ~~are studied~~. *Transfer credit: UC, CSU.*

MATH R115 College Algebra ~~3~~ **4** Units
Hours: ~~3.0~~ **4.0** lecture
Prerequisite: MATH R014 or MATH R014B

An advanced course in algebra, this course focuses on the study of functions and their graphs; ~~techniques of solving equations and the recognition and creation of patterns~~. Students will analyze and graph functions (~~constant, linear, quadratic, absolute value, square root, cubic, radical,~~ polynomial, rational, exponential, and logarithmic). Topics also include inequalities, ~~absolute values, analytical geometry of conic sections, systems of linear and nonlinear equations and inequalities, matrices, determinants, the binomial theorem,~~ sequences, **and** series, ~~and mathematical induction~~. This course includes ~~problem-solving strategies with~~ applications to many areas including business and ~~the social, biological, and physical sciences~~. *Transfer credit: UC, CSU.*

Proficiency Award in Administering Microsoft Windows

Required Courses:		Units
CNIT R130	Administer Microsoft Windows Operating System	3
CNIT R131	Administer Microsoft Windows Server	3
Total Required Units		6

Proficiency Award in Cisco Networking

Required Courses:		Units
CNIT R101	IT Essentials	3
CNIT R120	Cisco CCNA Computer Networking I	4
CNIT R121	Cisco CCNA Computer Networking II	4
Total Required Units		11

Proficiency Award in Office Software Specialist

Required Courses:		Units
CAOT R123	Microsoft Excel	3
CAOT R124	Microsoft Access	3
CAOT R129	Microsoft PowerPoint	3
CAOT R130	Microsoft Word	3
Total Required Units		12

Associate in Science in Addictive Disorders Studies
Certificate of Achievement in Addictive Disorders Studies

Required Courses:	Units
ADS R101 Overview of Addiction	3
ADS R102 Intervention, Treatment, and Recovery	3
ADS R103 Physiology and Pharmacology of Alcohol and Other Drugs	3
ADS R104 Case Management and Basic Counseling Skills	3
ADS R105A Group Leadership I	3
ADS R105B Group Leadership II	3
ADS R106 Adult Children of Alcoholics	3
ADS R108 Alcohol/Drugs and Human Development	3
ADS R109 Counseling Addicted Families	3
ADS R110A Alcohol and Drug Studies Field Experience I	3
ADS R110B Alcohol and Drug Studies Field Experience II	3
ADS R113 Co-occurring Diagnosis	3
ADS R124 Ethics and Confidentiality for Alcohol/Drug Studies	3
Total Core Requirements	33

Additional Required Courses:

Complete any one (1) of the following:

ADS R105B	Group Leadership II	3
ADS R107	Alcohol/Drug Treatment of Adolescents	3
ADS R111	Management and Supervision in Alcohol Programs	3
ADS R112	Prevention Overview	3
ADS R115	Alcohol/Drugs/Nutrition	3
ADS R116	Alcohol, Drugs, and the Driving Laws	3
ADS R117	Treatment Modalities in the Criminal Justice System	3
ADS R118	Culture, Race, & Gender Considerations in CJS Treatment	3
ADS R119	Community as Treatment in the Criminal Justice System	3
ADS R120	Introduction to Alcohol and Drugs in the Criminal Justice System	3
ADS R121	Alcohol/Drugs and Domestic Violence	3
ADS R122	Reducing Binge & Underage Drinking:	
	A Collective Responsibility	3
ADS R123	Alcohol, Drug Addiction and Trauma	3
ADS R124	Ethics and Confidentiality for Alcohol/Drug Studies	3
PSY R102A	Interpersonal Relations I	3

Total Required Units **36 39**

VENTURA COLLEGE

Revised Courses

INTR V95	Internship I	1-4 units
MATH V04	College Algebra	4 units
MATH V05	Plane Trigonometry	3 units
MATH V21A	Calculus with Analytic Geometry I	5 units
MATH V21B	Calculus with Analytic Geometry II	5 units
MATH V44	Elementary Statistics	4 units

Revised Courses

INTR V95	Internship I	1-4 Units
Prerequisite:	<i>BUS V28A (for Medical Assisting internships only) or BUS V97 (for Medical Assisting internships only)</i>	
Corequisite:	enrolled in a minimum of 7 6 units to include internship	
Enrollment Limitation:	<i>For Medical Assisting internships only: current CPR certification; current physical examination showing general good health; proof of freedom from and immunity to communicable diseases; background check; drug clearance; no visible tattoos or visible body piercings except single studs in ear lobes; no acrylic or long nails in clinical settings; completion of 15 units towards a Medical Assisting Certificate of Achievement; and approval of the department chair.</i>	
Recommended preparation:	<i>Successful completion of or concurrent enrollment in one at least two courses in the discipline</i>	
Hours:	60 per unit	

This course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal. ~~Field trips will be required.~~ Formerly NTRN V95. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

MATH V04	College Algebra	4 Units
C-ID:	<i>Aligned with MATH 151</i>	
Prerequisite:	MATH V03 or MATH V03 EV13B ; or placement as measured by the college assessment process	
Hours:	4 lecture weekly	

This is an advanced course in algebra, ***designed for students continuing to calculus or applied calculus***. Topics covered include a review of number systems and basic algebra; ***systems of equations (including matrices and their determinants); variation; functional notation and curve plotting for various functions, complex numbers; theory of polynomial equations; study of polynomial, rational, radical, exponential, absolute value, and logarithmic functions; complex numbers; analytic geometry; and applications.*** Formerly Math 4. Transfer credit: CSU; UC; credit limitations - see counselor.

MATH V05	Plane Trigonometry	3 Units
Prerequisite:	MATH V03 or MATH V03 EV13B ; or placement as measured by the college assessment process	
Recommended preparation:	MATH V02 or knowledge of plane geometry	
Hours:	3 lecture weekly	

This course examines the six basic trigonometric functions, their definitions, relationships, and uses as they apply to: radian measure, right triangle solution, identities, trigonometric equations, graphs, inverse functions, and complex numbers. Formerly Math 5. Transfer credit: CSU.

Revised Courses, continued

MATH V21A	Calculus with Analytic Geometry I	5 Units
C-ID:	Aligned with MATH 210	
Prerequisite:	both MATH V04 and MATH V05 with grades of C or better; or MATH V20 with grade of C or better; or the fourth year of high school mathematics (advanced mathematics) with grade of C or better; or placement as measured by the college assessment process	
Hours:	5 lecture weekly	

This *is a first* course *in differential and integral calculus of a single variable which* covers the elements of calculus, ~~including~~. *Topics include* functions; limits; continuity; *techniques and applications of* differentiation and integration of algebraic, logarithmic and trigonometric functions; *the Fundamental Theorem of Calculus*; and L'Hospital's rule. ~~There will be applications to a variety of topics from other disciplines.~~ *The course is suitable for science, technology, engineering, and mathematics majors.*

Formerly Math 21A. Transfer credit: CSU; UC; credit limitations - see counselor.

MATH V21B	Calculus with Analytic Geometry II	5 Units
C-ID:	Aligned with MATH 220	
Prerequisite:	MATH V21A or equivalent with grade of C or better	
Hours:	5 lecture weekly	

~~This course continues the coverage of the elements of calculus that was begun in MATH V21A~~ *is a second course in differential and integral calculus.* It includes applications and techniques of integration (including improper integrals), parametric and polar ~~representations of plane curves~~ *equations*, sequences and series, and an introduction to vectors. The course will also introduce applications to conic sections, and a variety of topics from other **STEM** disciplines.

Formerly Math 21B. Transfer credit: CSU; UC; credit limitations - see counselor.

Revised Courses, continued

MATH V44	Elementary Statistics	4 Units
C-ID:	<i>Aligned with MATH 110</i>	
Prerequisite:	MATH V03 or MATH V03A-V03E <i>V12 or MATH V13B</i> or MATH V35; or 1 year of high school intermediate algebra (Algebra II) with grade of C or better; or placement as measured by the college assessment process	
Hours:	4 lecture weekly	

This course introduces ~~statistics~~ ***the use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making*** useful to students in *areas such as* business, economics, *life* science, social science, *health science*, and education. Topics ~~covered will include: measures of central tendency; measures of variation; binomial experiments; the normal distribution; t-distribution; chi-square distribution; F-distribution; confidence intervals; hypothesis testing; correlation and linear regression; analysis of variance; and, nonparametric statistics.~~ This course also ***include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square, and t-tests; hypothesis testing; and the use of technology for statistical analysis, including the interpretation of the relevance of the statistical findings.*** This course provides supervised computer practice designed to assist students in ~~statistical~~ calculations required in ~~beginning~~ ***introductory*** statistics.

Formerly Math 44. Transfer credit: CSU; UC; credit limitations - see counselor.



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4105 DISTANCE EDUCATION NO VCCCD BOARD POLICY - REQUIRES DEVELOPMENT
Number	AP 4105
Status	Proposed
Legal	References: Title 5 Sections 55200 et seq.

Definition: Distance education refers to instruction in which the faculty and student are separated by distance and interact through the assistance of communication technology.

Course Approval: A course in which any portion of student contact time is replaced by means of distance delivery must be reviewed and approved separately, following the guidelines established by the System Office.

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

Certification: When approving distance education courses, the curriculum committee will certify the following:

Course Quality Standards: The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses, within reason given the specific nature of the technology taken into consideration.

Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the curriculum committee approval procedures with participation from at least one distance education faculty member suitably trained in the technology approved by the district.

Instructor Contact: Each section of the course that is delivered through distance education will include regular effective contact between instructor and students that is measurable and observable in a mode that allows faculty and student participation to be evaluated during periods in which the faculty member would otherwise be visited for observation as part of the evaluation process (including, but not limited to, weekly participation in discussion board or log files from weekly chat discussions)

Duration of Approval: All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline of record. However, faculty teaching the distance education courses must be trained and approved prior to course assignment, with input from peers, department chair and administrative leader in distance education.

Delivery Platform: All Distance Education courses and support services within the VCCCD will utilize a District approved platform for delivery or method approved by Curriculum Committee, or a Distance Education subcommittee thereof, and based on criteria approved by the local Academic Senate and with the approval from District. Criteria could include: Alternative platform offers significant pedagogical advantages in terms of

ease-of-use, and access to discipline specific technology tools. Alternative platform is supported by provider at no additional cost to students, faculty or district, provided a reasonably priced textbook or bundled course resource package is purchased. Alternative platform is ADA compliant.

Book	Administrative Procedures
Section	Chap 4 Academic Affairs
Title	Distance Education
Number	AP 4105
Status	Active
Legal	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 Title 5 Sections 55200 et seq.
Adopted	August 1, 2006
Last Revised	February 1, 2008
Last Reviewed	August 31, 2011

AP 4105 Distance Education

References:

Title 5 Sections 55200 et seq.;

References: 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 Section 602.17.

NOTE: *This procedure is **legally required** in an effort to show good faith compliance with the applicable federal regulations if the District offers distance education or correspondence education.*

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 courses 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 utilize one or more of these methods to authenticate or verify the student's identity:

NOTE: *Insert local practice here: the following approaches are specifically referenced in the federal regulation as appropriate. The key is to utilize an accepted procedure for verifying a student's identity.*

- secure credentialing/login and password;
- proctored examinations; or
- new or other technologies and practices that are effective in verifying student identification.

The [Chief Instructional Officer] shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

NOTE: *The following procedure is **legally required** if the District has implemented distance education courses. Local practice may be inserted, but must include the following minimum requirements contained in Title 5.*

Definition: Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

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 the instruction in a course or a course section 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 Procedures 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 **[designate authority]** will certify the following:

Course Quality Standards: The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.

Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the **[designate authority, e.g. faculty, curriculum committee]** approval procedures.

Instructor Contact: Each section of the course that is delivered through distance education will include regular effective contact between instructor and students.

Duration of Approval: All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

Revised: 7/02, 8/03, 8/06, 8/07, 2/08, 7/11



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4020 PROGRAM AND CURRICULUM DEVELOPMENT
Number	BP 4020
Status	Active
Legal	California Education Code, Section 66700 California Education Code, Section 70901, 70902(b) California Education Code, Section 78016 Title 5, Section 51022 Title 5, Section 55001 Title 5, Section 55100 Title 5, Section 55130 Title 5, Section 55150 U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs Under Title IV of the Higher Education Act of 1965, as amended
Adopted	February 16, 2006
Last Reviewed	September 9, 2014

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

Furthermore, these procedures shall include:

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

All new courses and programs, courses and programs with substantial revisions, and program deletions shall be approved by the Board.

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

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

See [Administrative Procedure 4020](#).

Last Modified by Laurie Nusser on September 17, 2014



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT
Number	AP 4020
Status	Active
Legal	California Education Code, Section 78016 California Education Code, Sections 70901, 70902(b) Title 5, Section 51022 Title 5, Section 55001 Title 5, Section 55002.5 Title 5, Section 55100 Title 5, Section 55130 Title 5, Section 55150, 55150.5 Title 5, Section 58023 U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended
Adopted	May 12, 2009
Last Reviewed	September 9, 2014

College Curriculum Committees

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

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

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

Courses and instructional programs are reviewed and updated by faculty in the discipline area regularly. This review occurs, at a minimum, every five years for all courses and instructional programs and every two years for career technical education (CTE) courses and instructional programs. Courses and instructional programs are reviewed for their relevance, appropriateness to mission, achievement of learning objectives, currency and potential for future needs.

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

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

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

Relationship of Hours to Units

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

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

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

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

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

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

District Technical Review Workgroup – Instructional (DTRW-I)

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

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

Board of Trustees Program and Curriculum Approval

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

Maintenance of Records

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

Last Modified by Laurie Nusser on September 17, 2014

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., California Education Code, Section 78016
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, 5th 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, 5th Edition) ~~Form CCC-501: Completion of CTE elements in Form CCC-501 Application of Approval -- New Credit Program,~~ including, but not limited to:

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

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:

- 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

Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4050 ARTICULATION
Number	BP 4050
Status	Active
Legal	Title 5, Section 51022(b)
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	Education Code, Section 66730-66744 Education Code, Section 66725 California Education Code, Section 66720 Accreditation Standard II.A.6.a Title 5, Section 51022(b)
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 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. ~~rpublic~~ 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.~~

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 [r](#):

[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, or course outlines and/or syllabi.](#)
- [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.](#)

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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, [CCCin-state community colleges](#), CSU and UC campuses and to state-mandated programs and projects (i.e., C-ID).

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 District Articulation Officers Colleges to review the research and seek ~~unanimity~~ consensus ~~for or against creating an articulation agreement with the subject institution.~~
- Reviews this research with the appropriate College Dean ~~and/or~~ 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 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.

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:

Reviews 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 ~~articulation agreements, maintenance and distribution of existing 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.~~ ~~and colleges~~

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.

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