

District Technical Review Workgroup - Instructional (DTRW-I)

AGENDA

October 12, 2017 - 1:00 – 3:00 p.m.

DAC Lakin Boardroom

- **Approval of May 11, 2017 and September 14, 2017 Meeting Notes**
- **Curriculum Submissions**

MOORPARK COLLEGE

Credit Curriculum

Revised Courses

		Units
CNSE M55	Linux Networking and System Administration	2 3
CSNE M82	Introduction to Network Security	2 3

Noncredit Curriculum

New Courses

		Hours
MATH M901	Bridge to Elementary Algebra (MATH M01)	8
MATH M903	Bridge to Intermediate Algebra (MATH M03)	8

New Program

Developmental Math Bridge – Certificate of Completion	16
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OXNARD COLLEGE

New Courses

		Units
ACCT R101H	Honors: Financial Accounting	3
ANTH R119	Introduction to Border Studies	3
ART R140	Multicultural Children's Art	3
BRS R101	Introduction to Border Studies	3
CNIT R198B	IT Projects	2
CRM R103B	Advanced Pastry	3.5
CRM R103C	Cake Decorating and Assembly	2.5
CRM R198F	Catering Techniques	3
CRM R198G	Dining Room Service	2.5
CRM R198H	Advanced Pastry	3.5
CRM R198I	Cake Decorating and Assembly	2.5
EDU R124	Teaching Literacy in Diverse Classrooms	3
ENGL R125	Children's Literature	3
ENGL R128	Advanced Composition and Critical Thinking Through Non-Fiction	4
ESL R075	Reading Fundamentals	3
ESL R077	Writing Fundamentals	3
ESL R085	Academic Reading	3
ESL R087	Basic Composition	3
GEOG R198A	Geographical Field Interpretation	1
MUS R130	Understanding Music and Dance for Elementary Education	3
MUS R140	Recording I: The Fundamentals of Audio Technology	2
PE R118	Personal Training: Principles and Applications	3

Revised Courses

ADS R110A	Alcohol and Drug Studies Field Experience I	3 1
ADS R110B	Alcohol and Drug Studies Field Experience II	3 1
CRM R102C	Catering Techniques	4 3
CRM R107	Dining Room Service	3.5 2.5

TOP Code Changes

CHEM R104	General, Organic, and Biological Chemistry	1930.00 1905.00
CRM R102A	Quantity Food Preparation Institutional Food Production	306.00 1306.30
CRM R102B	Food Preparation Institutional Food Production Management	1306.00 1306.30
CRM R103A	Introduction to Baking Techniques	1306.00 1306.30
CRM R105	Gourmet Cooking and Garde Manger Restaurant Service	1306.00 1306.30
CRM R115	Marketing of Hospitality Services	1306.00 1370.00

New Programs

Certificate of Achievement in Fitness Trainer
Associate in Science in Geology for Transfer (Geology AS-T)

VENTURA COLLEGE

No submissions

CURRENT BUSINESS:

- Replacement for Current Curriculum Management System (after 2pm; Dave Fuhrmann joining)
- Continued Discussion: Accelerated Deadlines & Catalog Production
- 2016-2017 Course Summary Sheet (see attachment)
- 2016-2017 DTRW-I Goals and Accomplishments (see attachment)
- 2017-2018 DTRW-I Goals
- Previously Reviewed AP/BPs Follow Up (see attachments)
 - Final Recommendation Spreadsheet
 - 4021: Program Discontinuance
- BP/AP 4020: Curriculum Development– update for the coming college approval change?
- Future Agenda Items

Next Meeting Date: November 9, 2017 – DAC Boardroom, Camarillo

ITEMS IN RESERVE:

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

Ventura County Community College District

2016-2017 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes---DRAFT
Thursday, May 11, 2017 - 1:00 p.m. – 3:00 p.m.

Members: Chancellor's Designee: Kim Hoffmans, Chair (VC)
Faculty Co-Chair: Nenagh Brown (MC)
Vice Presidents: Linda Kama'ila (Interim OC), Julius Sokenu (Interim MC), Kimberly Hoffmans (VC)
Faculty Chair/Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Michael Bowen (VC)
Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Thao Brabander (VC)
Academic Senate Presidents: Diane Eberhardy (OC), Nenagh Brown (MC), Alex Kolesnik (VC)
Policy and Administrative Procedures: Vice Chancellor, Educational Services: Rick Post (DAC)

Guests: None

Absent: Thao Brabander, Rick Post, Julius Sokenu

Recorder: Sarah Ayala

Notes:

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

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

<p>New Degrees/Courses/Revised Courses</p> <p>Moorpark/Oxnard/Ventura Submissions</p>	<p><u>MOORPARK COLLEGE</u></p> <p>New Courses CJ M07 - Principles of Civil Law, 3 COUN M23 - PASS Academy I, 0.5 HUM M11 - Conflict and the Human Condition, 3 HUM M14 - Humanities in the United States, 3</p> <p><i>Correction: change “lecture” to have uppercase L in HUM M111 for consistency.</i></p> <p><i>In course descriptions, MC leaves off “weekly” after lecture/lab hours – should it be added for consistency with the other 2 colleges? MC to take it back for discussion, but hasn’t been the practice in the past.</i></p> <p>FINAL RECOMMENDATION: <i>These new and revised courses and programs will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary.</i></p>			
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OXNARD COLLEGE

New courses

FTVE R115 - Introduction to Podcasting and Digital
Storytelling, 3

Similar to the course at MC

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

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

VENTURA COLLEGE

Reactivated Courses

FILM V07 - Audio Production, 3

Revised Courses

BUSV46 - Marketing,3

BUS V95 - Business Internship I, 1-4

Reactivated Courses

FILM V02 - Film Production, 3

FILM V04 – Documentary Filmmaking, 3

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

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

Correction: Description to be a complete sentence.

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

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

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

Ventura County Community College District

2016-2017 Academic Year **District Technical Review Workgroup – Instructional (DTRW-I)** **Meeting Notes---DRAFT** **Thursday, September 14, 2017 - 1:00 p.m. – 3:00 p.m.**

Members: Chancellor's Designee: Kim Hoffmans, Chair (VC)
 Faculty Co-Chair: Nenagh Brown (MC)
 Vice Presidents: Lisa Putnam (Interim OC), Julius Sokenu (MC), Kimberly Hoffmans (VC)
 Faculty Chair/Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Michael Bowen (VC)
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Thao Brabander (VC)
 Academic Senate Presidents: Diane Eberhardy (OC), Nenagh Brown (MC), Lydia Morales (VC)
 Policy and Administrative Procedures: Vice Chancellor, Educational Services: Rick Post (DAC)

Guests: N/A

Absent: Diane Eberhardy

Recorder: Sarah Ayala

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Announcements	<i>K. Hoffmans welcomed everyone and the meeting commenced at 1:40 pm. (due to late finish to presentation before the meeting)</i> <i>Brief introductions around the room. Welcome Lydia and Lisa!</i>			
Approval of May 11, 2017 Meeting Minutes	<i>Minutes review was postponed until the next meeting due to time constraints. If you see any glaring errors, email Sarah</i>			
Announcements	<i>None</i>			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses	<u>MOORPARK COLLEGE</u> New Courses CD M03H Honors: Child, Family and Community, 3 CD M18 Reflective Practice Seminar, 2 CD M70 CA Preschool Foundations and Frameworks: Social and Emotional Development, 1			

Moorpark/Oxnard/Ventura Submissions	<p> CD M71 CA Preschool Foundations and Frameworks: Language/Literacy,1 CD M72 CA Preschool Foundations and Frameworks: English Language,1 CD M73 CA Preschool Foundations and Frameworks: Mathematics,1 CD M74 CA Preschool Foundations and Frameworks: Visual Arts, 1 CD M75 CA Preschool Foundations and Frameworks: Performing Arts 1 CD M76 CA Preschool Foundations and Frameworks: Physical Development ,1 CD M77 CA Preschool Foundations and Frameworks: Health,1 CD M78 CA Preschool Foundations and Frameworks: History/Social Science,1 CD M79 Preschool Foundations and Frameworks: Science,1 CIS M100 Keyboarding Speed and Accuracy,1.5 CIS M102 Microsoft Outlook,1.5 CIS M104 Microsoft Windows, 3 CIS M120 Microsoft Word, 3 CIS M124 Microsoft Excel,3 CJ M12 Introduction to Conflict Resolution, 3 KIN M21 Strength and Conditioning for Performance, 3 RBT M01 Registered Behavior Technician: Knowledge Skills, 2.5 RBT M01L Registered Behavior Technician: Clinical Applications, 0.25 </p> <p> Revised Courses CIS M46140 Introduction to Information Systems 43 </p> <p> New Programs/Degrees Business Information Application – Certificate of Achievement,21 Fundamentals of Law – Certificate of Achievement,18 Transitional Kindergarten – Certificate of Achievement, 24 Registered Behavior Technician- Proficiency Award, 2.75 </p> <p> <i>Business Information Application – COA CIS M28 needs a new number. Needs to be treated as a new course.</i> </p> <p> <i>Fundamentals of Law – COA CJ M12 is the only new course in this one. All others are current courses.</i> </p>			
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Transitional Kindergarten COA
On list courses from CD M18 – CD M79 are new

CIS courses are revivals of past courses.
Would they want to provide a non-credit partner to be taught at the same time in the classroom?

CJ M12 course will go on the Fundamentals of Law COA

KIN M21 – will be on the Exercise/Fitness program that is being developed.

CIS M140 (Revised) is revised to 3 units.

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

OXNARD COLLEGE

New Courses

PE R115 Group Fitness Teaching Pass/No Pass

This course should be a 3 unit course – typo
It's "Pass/No Pass" at the student's option

Developing a COA in Fitness Teaching – this course will be included.

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

	<p><u>VENTURA COLLEGE</u></p> <p>New Courses MATH V31 Algebra for STEM-Pathway, 8</p> <p>Revised Programs Associate in Science in Child Development, 26-27 units Certificate of Achievement in Child Development, 26-27 units</p> <p><i>MATH V31: Part of VC's STEM pathway effort to get students through in 1 semester. Satisfies competency for the AA/AS</i></p> <p><i>Pre-req wording: change to "...or placement as determined by the college's multiple measures assessment process."</i></p> <p><i>"Math V03" in the list at the bottom of the description should be "MATH V03". Note needed regarding the units. Kim and Sarah to work on wording.</i></p> <p><i>COA – existing program – one course got split into a couple of courses. Correcting degree to match the current course structure. Note - This doesn't need to go to the Board – not a substantial change.</i></p> <p>FINAL RECOMMENDATION: <i>These new course will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary. *The revised programs presented do not include a substantial change and do not need to go to the Board.</i></p>			
CURRENT BUSINESS				
Replacement for Current Curriculum Management System	<i>Discussion ensued regarding the curriculum management system presentation that preceded the meeting.</i>			
DTRW-I Meeting Calendar	<i>New dates for 2017-2018. Last year, group voted to have a May meeting and it is reflected on the calendar.</i>			
2017/2018 AP/BP Review List	<i>All BP/APs on this list are due for review this year. AP/BP 5030 (Fees)– DTRW-I does not need to review</i>			

	<i>DTRW-I Group voted to hold an extra meeting to review these AP/BPs on November 30th from 1-4pm at DAC.</i>			
Accelerated Deadlines & Catalog Production	<i>Students will be registering in April, and it would be a good idea to have the catalog available for them. Discussion to be continued next month.</i>	<i>Put on Oct Agenda</i>		
2016/2017 Course Summary Sheet	<i>Due to time constraints, this item was postponed until the next DTRW-I meeting.</i>	<i>Put on Oct Agenda</i>		
2017/2018 DTRW-I Goals and Accomplishments	<i>Due to time constraints, this item was postponed until the next DTRW-I meeting.</i>	<i>Put on Oct Agenda</i>		
Previously Reviewed AP/BPs Follow Up	<i>Due to time constraints, this item was postponed until the next DTRW-I meeting.</i>	<i>Put on Oct Agenda</i>		
Military Credit Discussion	<i>Due to time constraints, this item was postponed until the next DTRW-I meeting.</i>	<i>Put on Oct Agenda</i>		
BP/AP 4020 – Update for the coming college approval change	<i>Due to time constraints, this item was postponed until the next DTRW-I meeting.</i>	<i>Put on Oct Agenda</i>		
Future Agenda Items	<i>None discussed</i>			
Adjournment	K. Hoffmans adjourned the meeting at 3:00pm			
Next Meeting Date:	Thursday, October 12, 2017 at 1:00pm – DAC Boardroom			

MOORPARK COLLEGE

CREDIT CURRICULUM

Revised Courses

CNSE M55	Linux Networking and System Administration
CSNE M82	Introduction to Network Security

Units

2 3
2 3

NONCREDIT CURRICULUM

New Courses

MATH M901	Bridge to Elementary Algebra (MATH M01)
MATH M903	Bridge to Intermediate Algebra (MATH M03)

Hours

8
8

New Program

Developmental Math Bridge – Certificate of Completion

16 Hours

CREDIT CURRICULUM

Revised Courses

CNSE M55	Linux Networking and System Administration	2 3 Units
Class Hours:	4 2 lecture, 3 lab weekly	
C-ID:	Aligned with IT IS 155	

Teaches the knowledge and skills needed to install, configure, operate, and manage the Linux operating system. ~~It covers~~ **Covers** topics in (1) Linux system and network administration, (2) Linux network services, (3) Linux Internet services, (4) Linux system maintenance, and (5) security and problem solving. Prepare students for Comp TIA Linux+ certification examination.
Applies to Associate Degree. Transfer credit: CSU.

CNSE M82	Introduction to Network Security	2 3 Units
Class Hours:	4 2 lecture, 3 lab weekly	
C-ID:	Aligned with ITIS 160	

Provides a comprehensive overview of network security. Covers general security concepts, communication security, infrastructure security, cryptography, and operational/organizational security needs. Prepare students for a foundational security exam leading to a security certification. **Computing Technology Industry Association (Comp TIA) Security+ certification examination.**
Applies to Associate Degree. Transfer credit: CSU.

NONCREDIT CURRICULUM

New Courses

MATH M901	Bridge to Elementary Algebra (MATH M01)	8 Hours
Prepares student for the prerequisite materials necessary to be successful in Elementary Algebra (MATH M01). Includes fractions, decimals, exponents, and solving linear equations. Does NOT apply to Associate Degree.		

MATH M903	Bridge to Intermediate Algebra (MATH M03)	8 Hours
Prepares student for the prerequisite materials necessary to be successful in Intermediate Algebra (MATH M03). Includes linear equations, quadratic equations, factoring polynomials, quadratic, rational, exponential and logarithmic functions, and graphing. Does NOT apply to Associate Degree.		

New Program

Developmental Math Bridge – Certificate of Completion

This noncredit Developmental Math Certificate of Completion is designed to provide students in Math with additional just-in-time support to help them successfully complete the non-transfer math courses and reach their goal of successfully completing college level math.

To obtain a noncredit Developmental Math Certificate of Completion, students must complete the following two courses

MATH M901	Bridge to Elementary Algebra (MATH M01)	8 Hours
MATH M903	Bridge to Intermediate Algebra (MATH M03)	8 Hours
Total		16 Hours

OXNARD COLLEGE

New Courses

ACCT R101H	Honors: Financial Accounting	3
ANTH R119	Introduction to Border Studies	3
ART R140	Multicultural Children's Art	3
BRS R101	Introduction to Border Studies	3
CNIT R198B	IT Projects	2
CRM R103B	Advanced Pastry	3.5
CRM R103C	Cake Decorating and Assembly	2.5
CRM R198F	Catering Techniques	3
CRM R198G	Dining Room Service	2.5
CRM R198H	Advanced Pastry	3.5
CRM R198I	Cake Decorating and Assembly	2.5
EDU R124	Teaching Literacy in Diverse Classrooms	3
ENGL R125	Children's Literature	3
ENGL R128	Advanced Composition and Critical Thinking Through Non-Fiction	4
ESL R075	Reading Fundamentals	3
ESL R077	Writing Fundamentals	3
ESL R085	Academic Reading	3
ESL R087	Basic Composition	3
GEOG R198A	Geographical Field Interpretation	1
MUS R130	Understanding Music and Dance for Elementary Education	3
MUS R140	Recording I: The Fundamentals of Audio Technology	2
PE R118	Personal Training: Principles and Applications	3

Revised Courses

ADS R110A	Alcohol and Drug Studies Field Experience I	3 1
ADS R110B	Alcohol and Drug Studies Field Experience II	3 1
CRM R102C	Catering Techniques	4 3
CRM R107	Dining Room Service	3.5 2.5

TOP Code Changes

CHEM R104	General, Organic, and Biological Chemistry	1930.00	1905.00
CRM R102A	Quantity Food Preparation Institutional Food Production	1306.00	1306.30
CRM R102B	Food Preparation Institutional Food Production Management	1306.00	1306.30
CRM R103A	Introduction to Baking Techniques	1306.00	1306.30
CRM R105	Gourmet Cooking and Garde Manger Restaurant Service	1306.00	1306.30
CRM R115	Marketing of Hospitality Services	1306.00	1370.00

New Programs

Certificate of Achievement in Fitness Trainer
Associate in Science in Geology for Transfer (Geology AS-T)

New Courses

ACCT R101H Honors: Financial Accounting 3 Units
Advisories: BUS R001
Hours: 3.0 lecture weekly

This is the study of accounting as an information system, examining why it is important and how it is used by business owners, managers, investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. It also includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. Honors work will require a deeper understanding of the material and completion of honors assignment. Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of C or "P" or better. *Field trips may be required.*

Transfer credit: CSU

ANTH R119 Introduction to Border Studies 3 Units
Hours: 3.0 lecture weekly

Borders and borderlands define territories and identity while simultaneously calling them into question. Utilizing an interdisciplinary perspective, this course explores both physical and conceptual borders and borderlands with an emphasis on first person narratives, generalizing to universal themes of change, globalization, conflict, motivation and movement across borders. Through a range of ethnographic, narrative and theoretical works, we will analyze specific borderlands and borderland identities while considering the themes of hybridity, gender, sexuality, marginalization, economics, immigration, labor flows, travel, pollution, environmental change, media, conflict and cooperation. *Field trips may be required. Same as BRS R101.*

Transfer credit: CSU

ART R140 Multicultural Children's Art 3 Units
Hours: 1.5 lecture weekly, 4.5 lab weekly

This course is an introduction to a range of foundational hands-on art experiences that reflect K-12 state standards and common core standards. This includes producing creative work in two-dimensional and three-dimensional media, fine arts, craft, and design. Projects emphasize the importance of multicultural art, art traditions of indigenous peoples, as well as personal exploration of media and the role of the teacher in nurturing creative expression. *Field trips may be required.*

Transfer credit: CSU

BRS R101	Introduction to Border Studies	3 Units
Hours:	3.0 lecture weekly	

Borders and borderlands define territories and identity while simultaneously calling them into question. Utilizing an interdisciplinary perspective, this course explores both physical and conceptual borders and borderlands with an emphasis on first person narratives, generalizing to universal themes of change, globalization, conflict, motivation and movement across borders. Through a range of ethnographic, narrative and theoretical works, we will analyze specific borderlands and borderland identities while considering the themes of hybridity, gender, sexuality, marginalization, economics, immigration, labor flows, travel, pollution, environmental change, media, conflict and cooperation. *Field trips may be required. Same as ANTH R119.*

Transfer credit: CSU

CNIT R198B	IT Projects	2 Units
Hours:	1.0 lecture weekly, 3 lab weekly	

This course will cover common IT projects. The following are examples of IT projects that may be covered in this course: IP video surveillance systems, home entertainment networks, setting up and optimizing a personal digital assistant, managing Internet of Things (IoT) Devices, virtual reality headsets, and Raspberry Pi computer projects. *Field trips may be required. Course is offered Pass/No Pass at student's option.*

Transfer credit: CSU

CRM R103B	Advanced Pastry	3.5 Units
Prerequisite:	CRM R103A	
Limitation:	A negative TB test is required; possession of ServSafe Certification or equivalent is required.	
Hours:	.5 lecture weekly, 9 lab weekly	

This course focuses on concepts, procedures and techniques to produce plated desserts. The course emphasizes the preparation and assembly of finished desserts, tempering chocolate, sauce preparation, and garnishes. *Field trips may be required. Course is offered Pass/No Pass at student's option.*

Transfer credit: CSU

CRM R103C	Cake Decorating and Assembly	2.5 Units
Advisories:	CRM R103A	
Hours:	.5 lecture weekly, 6 lab weekly	

This course will cover advanced cake decoration of single layer and multi-tier special event cakes. Making wedding cakes, birthday cakes, and quinceanera cakes will be covered. Multiple frosting types and techniques will be employed. Students mastering these techniques will be able to obtain entry level cake decorating positions. *Field trips may be required. Course is offered Pass/No Pass at student's option.*

Transfer credit: CSU

CRM R198F	Catering Techniques	3 Units
Prerequisites:	CRM R102A	
Limitation:	A negative TB test is required; possession of ServSafe Certification or equivalent is required.	
Hours:	1 lecture weekly, 6 lab weekly	

This course provides instruction in the performance of activities included in the supplying of food, beverage, and other organized food related services for social or special functions. This course may include on premise and/or off-premise catering. *Field trips may be required. Course is offered Pass/No Pass at student's option.*
Transfer credit: CSU

CRM R198G	Dining Room Service	2.5 Units
Prerequisites:	CRM R100; CRM R104 or concurrent enrollment	
Limitation:	A negative TB Test is required	
Hours:	1 lecture weekly, 4.5 lab weekly	

This course provides proper methods of service in all types of eating establishments from mom and pop operations to haute cuisine restaurants. A comprehensive presentation of what is needed to provide excellent service is also reviewed. *Field trips may be required. Course is offered Pass/No Pass at student's option.*
Transfer credit: CSU

CRM R198H	Advanced Pastry	3.5 Units
Prerequisites:	CRM R102A	
Limitation:	A negative TB test is required; possession of ServSafe Certification or equivalent is required.	
Hours:	.5 lecture weekly, 9 lab weekly	

This course focuses on concepts, procedures and techniques to produce plated desserts. The course emphasizes the preparation and assembly of finished desserts, tempering chocolate, sauce preparation, and garnishes. *Field trips may be required. Course is offered Pass/No Pass at student's option.*
Transfer credit: CSU

CRM R198I	Cake Decorating and Assembly	2.5 Units
Prerequisites:	CRM R103A	
Hours:	.5 lecture weekly, 6 lab weekly	

This course will cover advanced cake decoration of single layer and multi-tier special event cakes. Making wedding cakes, birthday cakes, and Quinceañera cakes will be covered. Multiple frosting types and techniques will be employed. Students mastering these techniques will be able to obtain entry level cake decorating positions. *Field trips may be required. Course is offered Pass/No Pass at student's option.*
Transfer credit: CSU

EDU R124	Teaching Literacy in Diverse Classrooms	3 Units
Hours:	3 lecture weekly	

This course provides an understanding of learning and teaching literacy in a diverse, technologically complex society. Focus is on providing students with knowledge of a comprehensive balanced literacy approach, including an understanding and use of the major descriptors of developing literacy, appropriate assessment methods and instruments, and a developmental and analytical appreciation for writing strategies, conventions, applications, and interpretation of texts and genres.

Field trips may be required.

Transfer credit: CSU

ENGL R125	Children's Literature	3 Units
Prerequisites:	ENGL R101	
Hours:	3 lecture weekly	

Children's Literature will provide an inquiry into children's literature for grades K-6. Students analyze works in multiple genres, including but not limited to fiction and nonfiction, poetry, picture books, and traditional literature. Focus will be on critical reading of materials as well as analysis of literary elements and structural features. Students will examine societal and cultural values communicated through children's literature. *Field trips may be required.*

Transfer credit: CSU

ENGL R128	Advanced Composition and Critical Thinking Through Non-Fiction	4
Units		
Advisories:	ENGL R101	
Hours:	4 lecture weekly	

This course emphasizes critical thinking in argumentation, including the principles of rhetoric and analysis of the writing process. Students will engage in close reading and evaluation of non-fiction texts and apply the elements of logic to the creation of arguments. *Field trips may be required.*

Transfer credit: UC, CSU

ESL R075	Reading Fundamentals	3 Units
Advisories:	ESL R065 or completion of OUHSD ESL Level 5 or 6 or placement as determined by the college's multiple measures assessment process	
Hours:	3 lecture weekly	

This course is designed for native English speakers and high intermediate English-as-a-second language students as preparation for content-area reading and study skills. This course will introduce literal and inferential comprehension and critical thinking, vocabulary development, study-reading techniques, patterns of organization, library orientation, and navigation of college's learning management system. *Field trips may be required. Course is offered Pass/No Pass at student's option.*

ESL R077	Writing Fundamentals	3 Units
Advisories:	ESL R065 or completion of OUHSD ESL Level 5 or 6 or placement as determined by the college's multiple measures assessment process	
Hours:	3 lecture weekly	

This course is designed primarily to instruct the low-advanced ESL learner or the native speaker desiring instruction in the forms and usage of compound and complex sentences and other grammar points focusing on grammar applied to writing, reading, speaking and listening. *Field trips may be required. Course is offered Pass/No Pass at student's option.*

ESL R085	Academic Reading	3 Units
Advisories:	ESL R075 or placement as determined by the college's multiple measures assessment process	
Hours:	3 lecture weekly	

This course is designed to prepare students for college-level reading focusing on active reading techniques, critical reading skills, reading comprehension, study skills and vocabulary development. *Field trips may be required. Course is offered Pass/No Pass at student's option.*

ESL R087	Basic Composition	3 Units
Advisories:	ESL R077 or placement as determined by the college's multiple measures assessment process	
Hours:	3 lecture weekly	

This course is designed to prepare students for college-level reading focusing on active reading techniques, critical reading skills, reading comprehension, study skills and vocabulary development. *Field trips may be required. Course is offered Pass/No Pass at student's option.*

GEOG R198A	Geographical Field Interpretation	1 Units
Prerequisite:	GEOG R101 or concurrent enrollment	
Hours:	3 lab weekly	

This course will apply lecture course material in the field through observations and interpretation of the landscape. Geographic regions will be surveyed to include identification of geomorphic features, biomes and ecotones, and climate variations. Field techniques include basic rock and vegetation identification, mapping, stream flow quantity and quality, and population density. Human impacts will be assessed. Note: Course does not replace GEOG 101L content. *Field trips will be required.*

Transfer credit: CSU, UC

MUS R130	Understanding Music and Dance for Elementary Education	3 Units
Hours:	3 lecture weekly	

This course is designed to prepare the elementary educator to analyze, understand, and identify the foundational elements of music and dance. The course will present materials from various historical and cultural perspectives to help illustrate global congruencies in music and movement. *Field trips may be required.*

Transfer credit: CSU

MUS R140	Recording I: The Fundamentals of Audio Technology	2 Units
Hours:	1 lecture weekly, 3 lab weekly	

This course is an introduction to audio recording. It covers fundamental concepts and techniques, including basic acoustics, signal flow, microphone principles and usage, studio equipment, signal processing, recording console functions, and multi-track recording procedures. *Field trips may be required.*

Transfer credit: CSU

PE R118	Personal Training: Principles and Applications	3 Units
Hours:	2 lecture weekly, 3 lab weekly	

This course includes experience in applying foundations in basic exercise physiology, biomechanics, fitness assessments, exercise prescriptions and instructional techniques. Professional responsibilities of personal trainers will be covered. This course provides the necessary information to pass the Personal Trainer Certification Exam for national certifying organizations (ACE, IFPA, NCSA, etc.) *Field trips may be required. Course is offered Pass/No Pass at student's option.*

Transfer credit: CSU

Revised Courses

ADS R110A Alcohol and Drug Studies Field Experience I 3 1 Units
 Prerequisites: **ADS R101**, ADS R102, ADS R103, ADS R104, and ADS R105A
 Hours: 1 lecture weekly, ~~6 lab weekly~~

This course ~~requires that students~~ **guides students through the work experience hours required for students to gain experience in applied alcohol studies. Students will be instructed on working gain experience in applied alcohol studies** in community agencies such as mental health, youth correction, shelters for the homeless, social services, selected industrial settings, military bases, Alcoholic Anonymous, Narcotics Anonymous, and other private and public facilities for the prevention, intervention, and treatment of alcoholics/drug addicts. *Field trips may be required.*
Transfer Credit: CSU

ADS R110B Alcohol and Drug Studies Field Experience II 3 1 Unit
 Prerequisites: ADS R110A
 Hours: 1 lecture weekly, ~~6 lab weekly~~

This course ~~provides students with experience~~ **guides students through the second set of work experience hours required for students to gain experience in applied alcohol studies in a two-semester sequence where students**. Students are placed in various agencies and organizations in the alcohol education and treatment field. ~~Students learn through supervised participation in agency work. This semester will emphasize~~ During this course, emphasis will be placed on student growth in self-awareness and self-esteem, interviewing skills, connections and interrelationships with other core courses, introduction to systems, and the agency and other client systems. ~~This course fulfills one 3-unit field studies requirement of the California Association for Alcohol/Drug Educators (CAADE).~~ *Field trips may be required. Transfer Credit: CSU*

CRM R102C Catering Techniques ~~4~~ 3 Units
 Prerequisites: CRM R102A
 Limitations: A negative TB test is required; possession of ServSafe Certification or equivalent is required.
 Hours: 2 1 lecture weekly, 6 lab weekly

This course provides instruction in the performance of activities included in the supplying of food, beverage, and other organized food related services for social or special functions. This course may include on premise and/or off-premise catering. *Field trips may be required. Transfer Credit: CSU*

CRM R107 Dining Room Service ~~3.5~~ 2.5 Units
 Prerequisites: CRM R100 and CRM R104 or concurrent enrollment
 Limitation: A negative TB test is required.
 Hours: 2 1 lecture weekly, 4.5 lab weekly

This course provides proper methods of service in all types of eating establishments from mom and pop operations to haute cuisine restaurants. A comprehensive presentation of what is needed to provide excellent service is also reviewed. *Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option. Transfer Credit: CSU*

TOP Code Changes

CHEM R104	General, Organic, and Biological Chemistry	5 Units
Prerequisites:	MATH R002 or MATH R011 or placement as determined by the college's multiple measures assessment process	
Hours:	4 Lecture, 3 lab weekly	

This course provides an introduction to the concepts of chemistry in the health sciences. Topics in general chemistry will include the modern view of the atom, molecule structure, chemical formulas, and chemical reactions. Topics in organic chemistry will include hydrocarbons, alcohols, aldehydes, ketones, carboxylic acids, **amines**, and amides. Topics in biochemistry will include carbohydrates, proteins, lipids, nucleic acids, and metabolism. *Field trips may be required.*

Transfer Credit: CSU, UC

Note: TOP Code changed from 1930.00 (Earth Science) to 1905.00 (Chemistry)

CRM R102A	Quantity Food Preparation Institutional Food Production	7 Units
Prerequisites:	CRM R104 or concurrent enrollment	
Limitations:	A negative TB test is required.	
Hours:	3 Lecture, 12 lab weekly	

This course provides ~~the study and~~ laboratory experience of ~~quantity for institutional food preparation~~ **production** (i.e. school food service ~~CRM~~ **in commercial** kitchens). Students will receive an introduction and ~~application of~~ **apply learned** principles and procedures ~~of~~ for basic food preparation with ~~the~~ **an** emphasis on equipment, tools, and the proper utilization of time and use of leftovers. ~~Student lab hours will be assigned at a four-hour orientation meeting before the beginning of the semester.~~ *Field trips may be required.*

Transfer Credit: CSU

Note: TOP Code changed from 1306.00 (Nutrition and Food) to 1306.30 (Culinary Arts)

CRM R102B	Food Preparation- Institutional Food Production Management	4 Units
Prerequisites:	CRM R102A	
Limitations:	A negative TB test is required; possession of ServSafe Certification or equivalent is required.	
Hours:	2 Lecture, 6 lab weekly	

The course provides advanced study and laboratory experience of food preparation management for the continuing student. Students will apply advanced knowledge in: kitchen organization and supervision of food service workers emphasizing high production standards. Students will also learn recipe standardization, portion control, and food service sanitation. Students will receive experience in food service operations management. *Field trips may be required.*

Transfer Credit: CSU

Note: TOP Code changed from 1306.00 (Nutrition and Food) to 1306.30 (Culinary Arts – Chef, Catering, Food Server)

Note: TOP Code changed from 1306.00 (Nutrition and Food) to 1306.30 (Culinary Arts)

TOP Code Changes

CRM R103A	Introduction to Baking Techniques	6 Units
Prerequisites:	CRM R102A	
Limitations:	A negative TB test is required; possession of ServSafe Certification or equivalent is required.	
Hours:	3 Lecture, 9 lab weekly	

This course provides instruction in the preparation and/or use of pastries, pies, fillings, milk, starches, and leavening agents. ~~Ratios~~ **Ratios** and chemical reactions of ingredients are also stressed, as well as the effects of heat and refrigeration on products. **Making of** breads, rolls, Danish pastries, and puff pastries are demonstrated and practiced. After instruction, students calculate food cost and mark-up for retail sales of products. *Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.*

Transfer Credit: CSU

Note: TOP Code changed from 1306.00 (Nutrition and Food) to 1306.30 (Culinary Arts)

CRM R105	Gourmet Cooking and Garde Manger Restaurant Service	4 Units
Prerequisites:	CRM R102B	
Limitations:	A negative TB test is required; possession of ServSafe Certification or equivalent is required.	
Hours:	2 Lecture, 6 lab weekly	

This course will teach students ~~special techniques and skills in quality saute and flambe cooking in various restaurant stations.~~ The course will also cover ~~entrée cooking and specialty food items, cooking with wine and herbs, and preparation of exotic salads.~~ **a prix fixe menu style service, a buffet style service and demonstrations on butchery and molecular gastronomy.** Additional techniques will be taught ~~on in modern restaurant trends.~~ of “garde manger” (the art of decorating food for eye appeal) ~~presentations showing the changing environment, updated concepts, and new ideas.~~ *Field trips may be required.*

Transfer Credit: CSU

Note: TOP Code changed from 1306.00 (Nutrition and Food) to 1306.30 (Culinary Arts)

CRM R115	Marketing of Hospitality Services	3 Units
Advisory:	BUS R132	
Hours:	3 Lecture weekly	

This course provides an in-depth look at proven marketing strategies specific to hospitality services. The course also demonstrates how hospitality organizations can promote their unique features and compete more effectively in the market. *Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.*

Transfer Credit: CSU

Note: TOP Code changed from 1306.00 (Nutrition and Food) to 1370.00 (Hospitality)

New Programs

Certificate of Achievement in Fitness Trainer

The Fitness Specialist Certificate of Achievement program prepares students for employment in the fitness industry by combining a science-based academic foundation with an abundance of experiential learning. Students gain knowledge of Kinesiology principles while developing fitness assessment, exercise leadership, and individual & group exercise programming skills. Upon completion, graduates of this program should expect to seek the appropriate National Certification before finding careers working in various health and fitness field. National certification costs are the responsibility of the students.

Required Courses (13 units):		Units
PE115	Teaching Group Fitness	3
HED R110	Introduction to Kinesiology	3
PE R118	Personal Training: Principles and Applications	3
HED R105	CPR AED & First Aid	3
PE R150A	Weight Training and Conditioning I	1
Electives: (Select a minimum of 7 units)		Units
HED R102	Fitness/Nutrition/Health	3
and		
HED R102L	Fitness/Nutrition/Health Laboratory	1
HED R106A	Intro to Athletic Training and Sports Medicine	3
ANAT R101	Human Anatomy	4
PHSO R101	Human Physiology	5
TOTAL REQUIRED UNITS:		20-22

Associate in Science in Geology for Transfer (AS-T in Geology)

Geology is an exciting and challenging major for students with broad scientific interests and a love for natural systems, our environment, and our planet's history. Geology is a multi-disciplinary science that applies chemistry, biology, physics, oceanography, mathematics, and engineering to the natural world around us. The rich variety of its fields of study includes oceanography, paleontology, geophysics, hydrogeology, geochemistry, engineering geology, environmental geology and more. Geology majors apply their skills and knowledge to solve complex problems related to human interaction with natural systems, hazards and resources, and to communicate these solutions and options to the public.

The Associate in Science in Geology for Transfer degree (AS-T) prepares students to transfer into the CSU system to complete a bachelor's degree in Geology, Geoscience, Earth Science, or a major deemed similar by a CSU campus. Students earning an associate degree for transfer and meeting the CSU minimum transfer admission requirements are guaranteed admission with junior standing to the CSU system. The AS-T degree also prepares students for transfer to a UC campus in Geology, though additional coursework may be required.

The following is required for all AA-T or AS-T degrees:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Required Core Courses:		Units
GEOL R101	Physical Geology	3
and		
GEOL R101L	Physical Geology Lab	1
GEOL R110	Historical Geology	3
and		
GEOL R110L	Historical Geology Lab	1
CHEM R120	General Chemistry I	5
CHEM R122	General Chemistry II	5
MATH R120	Calculus with Analytic Geometry	5
MATH R121	Calculus with Analytic Geometry II	5
TOTAL REQUIRED UNITS		28

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



District Technical Review Workgroup- Instruction

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

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

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

GOALS 2016-2017

#	GOALS	ACCOMPLISHMENTS
1	Share best practices	
2	Comply with current State curriculum policies and standards	
3	Advise on transfer compliance	
4	Review and make recommendations on relevant District BPs and Aps	

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

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



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

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

See [Administrative Procedure 4021](#).

Last Modified by Andrea Rambo on August 3, 2017



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

Adopted February 14, 2012

****Legal Reference updated**

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

I. Annual Program Review and Analysis

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

POSSIBLE CRITERIA:

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

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

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

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

II. Recommendation Group Review and Analysis

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

Option A

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

Option B

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

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

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

Option A: Program Continuance and Revision

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

Option B: Program Discontinuance

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

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

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

IV. Academic Senate Review and Recommendation

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

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

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

V. College President Review and Recommendations

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

VI. Board of Trustees Review and Action

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

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

VII. Implementation of Board Actions

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

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

Last Modified by Blair Gilbertson on August 30, 2017



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

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

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

See [Administrative Procedure 4101](#).

Last Modified by Andrea Rambo on August 3, 2017



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

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

Eligibility for Participation:

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

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

Application Process:

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

Limits for Independent Study:

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

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

Academic Standards and Evaluation:

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

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

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

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

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