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

### **AGENDA**

**November 9, 2017 - 1:00 – 3:00 p.m.**

**DAC Lakin Boardroom**

- **Approval of October 12, 2017 Meeting Notes**
- **Curriculum Submissions**

#### **MOORPARK COLLEGE**

##### **CREDIT CURRICULUM**

###### **New Courses**

		<b>Units</b>
CS M10P	Introduction to Computer Programming Using Python Language	4
EDU M10	Developing Literacy in Diverse Classrooms	3
EDU M80	Internship in Education	1-4
HOSP M100	Introduction to Hospitality	3
HOSP M120	Hospitality Cost Control	3
HOSP M130	Introduction to Food and Beverage Management	3
HOSP M140	Introduction to Hotel Management	3
MUS M31	Musical Theatre & Opera Workshop	1

###### **New Programs**

	<b>Units</b>
Associate in Science in Hospitality Management for Transfer (AS-T)	18-19
Associate in Science in Environmental Science for Transfer (AS-T)	42-44
Certificate of Achievement in Hospitality Management	18

##### **NONCREDIT CURRICULUM**

###### **New Courses**

	<b>Total Hours</b>
ESL M901	High-Beginning Noncredit ESL 61.25-70
ESL M902	Low-Intermediate Noncredit ESL 61.25-70
ESL M903	High-Intermediate Noncredit ESL 61.25-70
ESL M904	Advanced Noncredit ESL 61.25-70

###### **New Programs**

	<b>Total Hours</b>
Certificate of Completion in English as a Second Language: Foundational	122.5-140
Certificate of Completion in English as a Second Language: Academic	122.5-140



## **OXNARD COLLEGE**

### **New Courses**

		<b>Units</b>
ENGL R098L	Intermediate Composition: Writing and Revision Support for ENGL R097	2
ENGL R198C	College Writing Skills and Support	2

### **TOP Code Changes**

BUS R120	Introduction to Business	<del>0501.00</del>	<b>0506.00</b>	3
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### **New Programs**

Associate in Science in Nutrition and Dietetics for Transfer (Nutrition and Dietetics AS-T)	25-30
Associate in Science in Public Health Science (Public Health Science AS-T)	23-27
Proficiency Award in Accounting for Entrepreneurs	5.5
Proficiency Award in Marketing for Entrepreneurs	4.5
Proficiency Award in Entrepreneurship	9

## **VENTURA COLLEGE**

### **NONCREDIT CURRICULUM**

#### **New Courses**

BUS N161	Microsoft Word	0
BUS N162	Microsoft Excel	0
BUS N163	Microsoft PowerPoint	0
BUS N164	Computer Fundamentals and Productivity Tools	0

### **CREDIT CURRICULUM**

#### **Revised Courses**

BIOL V31/ BIOT V31	<del>Introductions to Methods of Biotechnology and Molecular Biology</del> <b>Applied Biotechnology with Laboratory</b>	<del>2</del> <b>4</b>
BIOT V31/ BIOL V31	<del>Introductions to Methods of Biotechnology and Molecular Biology</del> <b>Applied Biotechnology with Laboratory</b>	<del>2</del> <b>4</b>
MUS V39	Introduction to Music Technology	<del>2</del> <b>3</b>
NS V20	Patient-Centered Care I and Family-Centered Care of Children	9

#### **SAM Code Changes**

BUS V02	Income Tax Fundamentals	<del>Advanced</del> <b>Occupational</b>
BUS V04	Computerized Payroll Accounting	<del>Advanced</del> <b>Occupational</b>
CD V10	Introduction to Children with Special Needs	<del>Possibly</del> <b>Occupational</b>

### **TOP Code Changes**

BUS V17	Computer Applications	<del>0514.00</del>	<b>0506.00</b>
BUS V90	Directed Studies in Business	<del>0501.00</del>	<b>0506.00</b>
NS V31	The Nursing Process Applied: Health Care Deviations II <b>Patient-Centered Care II and Maternal Newborn and Mental Health Nursing: 30-UO</b>	<del>1230.00</del>	<b>1230.10</b>



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### **SAM & TOP Code Changes**

NS V30	<del>The Nursing Process Applied to the Client Health Care Deviations II</del> <b>Patient-Centered Care II and Maternal Newborn and Mental Health Nursing</b>	<del>Advanced</del> Occupational <del>4230.00</del> <b>1230.10</b>
NS V40	<del>The Nursing Process Applied: Health Care Care Deviations III</del> <b>Patient-Centered Care III and Transition to Professional Practice</b>	<del>Advanced</del> Occupational <del>4230.00</del> <b>1230.10</b>
NS V41	<del>The Nursing Proc Applied to the Client w/ Hlth Care Dev III</del> <b>Patient-Centered Care III and Transition to Professional Practice: 30-UO</b>	<del>Advanced</del> Occupational <del>4230.00</del> <b>1230.10</b>

### **CURRENT BUSINESS:**

- Faculty Co-Chair Election
- Noncredit Training: 1/18/18 or 1/25/18
- Regional Curriculum Meeting – 11/18/17 in Long Beach
- Replacement for Current Curriculum Management System/COR Meeting Follow up (see attachment)
- Continued Discussion: Accelerated Deadlines, Catalog Production, and Catalog Disclaimer (see attachment)
- 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?
- GE Pattern – T. Brabander
- Future Agenda Items

### **Next Meeting Dates:**

**November 30, 2017 (AP/BP Review) – DAC Boardroom, Camarillo**

**December 14, 2017 (DTRW-I) – 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

## 2017-2018 Academic Year District Technical Review Workgroup – Instructional (DTRW-I) Meeting Notes---**DRAFT** Thursday, October 12, 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)  
Administrative Officer to the Chancellor & Board of Trustees: Patti Blair (DAC)

**Guests:** Dave Fuhrmann

**Absent:** Kim Hoffmans, Julius Sokenu

**Recorder:** Sarah Ayala

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome and Announcements</b>	<i>N. Brown welcomed everyone and the meeting commenced at 1:03 p.m.</i>			
<b>Approval of May 11, 2017 &amp; September 14, 2017 Meeting Minutes</b>	<i>May 11<sup>th</sup> notes: MC New Courses: remove extra 1 in "HUM M111" VC Courses: Change "Title V" to "Title 5"</i>  <i>Sept 14<sup>th</sup> notes: Approved as presented</i>  <i>May 11<sup>th</sup> notes approved with minor corrections</i>			
<b>Announcements</b>	<i>Welcome Patti Blair – brief introductions around the room</i>			
<b>CURRICULUM SUBMISSIONS</b>				

<p><b>New Degrees/Courses/Revised Courses</b></p> <p><b>Moorpark/Oxnard/Ventura Submissions</b></p>	<p><b><u>MOORPARK COLLEGE</u></b></p> <p><b>Credit Curriculum</b></p> <p><b>Revised Courses</b></p> <p>CNSE M55 Linux Networking and System Administration, 2 3</p> <p>CSNE M82 Introduction to Network Security, 2 3</p> <p><b>Noncredit Curriculum</b></p> <p><b>New Courses</b></p> <p>MATH M901 Bridge to Elementary Algebra (MATH M01), 8</p> <p>MATH M903 Bridge to Intermediate Algebra (MATH M03), 8</p> <p><b>New Program</b></p> <p>Developmental Math Bridge – Certificate of Completion, 16</p> <p><i>Revised courses – unit increase reflects the C-ID descriptor they are supposed to match.</i></p> <p><i>Title page correction – typo with “CNSE”</i></p> <p><i>CNSE M55: aligned with ITIS (needs to be together)</i></p> <p><i>In both CNSE M55 and CNSE M82, change “prepare” to “prepares”</i></p> <p><i>New MATH courses will be offered right before Summer and Spring semesters. Non-transferrable.</i></p> <p><i>For Developmental Math Program, put “total” on hours listing on the cover page to clarify.</i></p> <p><i>In program description, add “to”... “complete the non-transfer math courses and to reach...”</i></p> <p><b>FINAL RECOMMENDATION:</b> <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**

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, <del>3</del> <b>1</b>
ADS R110B	Alcohol and Drug Studies Field Experience II, <del>3-1</del>
CRM R102C	Catering Techniques 4 <del>3</del> CRM R107 Dining Room Service <del>3-5</del> , <b>2.5</b>

### **TOP Code Changes**

CHEM R104	General, Organic, and Biological Chemistry <del>4930.00</del> <b>1905.00</b>
CRM R102A	<del>Quantity Food Preparation</del> <b>Institutional Food Production</b> <del>306.00</del> <b>1306.30</b>
CRM R102B	<del>Food Preparation</del> <b>Institutional Food Production Management</b> <del>4306.00</del> <b>1306.30</b>
CRM R103A	<b>Introduction to</b> Baking Techniques <del>4306.00</del> <b>1306.30</b>
CRM R105	<del>Gourmet Cooking and Garde Manger</del> <b>Restaurant Service</b> <del>4306.00</del> <b>1306.30</b>

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)

*\*\*Note: With the new format of listing the TOP code changes separately, when TOP code changes go to the Board, please include a blurb about what a TOP code is, why they are changing. \*\**

*ANTH R119 co-listed with BRS R101. Hoping to create a Border Studies program in the coming months.*

*Cake Decorating and Assembly courses – “quinceanera” not consistent in both course descriptions.*

*In some courses in the group – check prerequisites. Need “and” instead of a semicolon.*

*English R125 – underneath hours add “aligned with C-ID ENGL 1A”*

*ENGL R128 – add “units” after 4 (moved to next line)  
Add C-ID. Does not match MC’s similar course.  
Discussion to faculty*

*The new ESL courses are existing English Courses. The descriptions should say “Same as....” English courses already in the catalog. English courses not submitted to DTRW-I as they already exist and did not have any substantial changes.*

*GEOG R198A: add “R” in “course does not replace GEOG 101L”*

*MUS R140: should have a C-ID alignment - CMUS 100?*

*PE R118 is for the new COA Fitness Trainer*

	<p><i>Revised courses – all coming to DTRW-I and Board due to unit changes.</i></p> <p><i>ADS R110A: change “units” to “unit” in description</i></p> <p><i>AST in Geology: be consistent in wording of AST requirements.</i></p> <p><b>FINAL RECOMMENDATION:</b> <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><b><u>VENTURA COLLEGE</u></b>  <i>No submission this month</i></p>			
<b>CURRENT BUSINESS</b>				
<b>Replacement for Current Curriculum Management System – 2pm</b>	<p><i>Handout from Dave regarding company comparisons.</i></p> <p><i>Group to see CurriQunet Meta demo in the near future for last company to consider.</i></p> <p><i>Reference checking to start with other clients of the favored company.</i></p> <p><i>November DTRW-I meeting = decision on system so that the decision can go to the Board in December</i></p> <p><i>Email Dave with any specific questions for the companies.</i></p>			
<b>Continued Discussion: Accelerated Deadlines &amp; Catalog Production</b>	<i>Due to time constraints, this item was postponed until the next DTRW-I Meeting</i>	<i>Put on Nov Agenda</i>		
<b>2016/2017 Course Summary Sheet</b>	<i>Due to time constraints, this item was postponed until the next DTRW-I Meeting</i>	<i>Put on Nov Agenda</i>		
<b>2016/2017 DTRW-I Goals and Accomplishments</b>	<i>Due to time constraints, this item was postponed until the next DTRW-I Meeting</i>	<i>Put on Nov Agenda</i>		
<b>2017/2018 DTRW-I Goals</b>	<i>Due to time constraints, this item was postponed until the next DTRW-I Meeting</i>	<i>Put on Nov Agenda</i>		
<b>Previously Reviewed AP/BPs Follow Up</b>	<i>Due to time constraints, this item was postponed until the next DTRW-I Meeting</i>	<i>Put on Nov Agenda</i>		



<b>Final Recommendation Spreadsheet 4021: Program Discontinuance</b>	<i>Due to time constraints, this item was postponed until the next DTRW-I Meeting</i>	<i>Put on Nov Agenda</i>		
<b>BP/AP 4020: Curriculum Development</b>	<i>Due to time constraints, this item was postponed until the next DTRW-I Meeting</i>	<i>Put on Nov Agenda</i>		
<b>Future Agenda Items</b>	<i>Not discussed</i>			
<b>Adjournment</b>	N. Brown adjourned the meeting at 2:55pm			
<b>Next Meeting Date:</b>	Thursday, November 9, 2017 at 1:00pm – DAC Boardroom			

# MOORPARK COLLEGE

## CREDIT CURRICULUM

### New Courses

		Units
CS M10P	Introduction to Computer Programming Using Python Language	4
EDU M10	Developing Literacy in Diverse Classrooms	3
EDU M80	Internship in Education	1-4
HOSP M100	Introduction to Hospitality	3
HOSP M120	Hospitality Cost Control	3
HOSP M130	Introduction to Food and Beverage Management	3
HOSP M140	Introduction to Hotel Management	3
MUS M31	Musical Theatre & Opera Workshop	1

### New Programs

	Units
Associate in Science in Hospitality Management for Transfer (AS-T)	18-19
Associate in Science in Environmental Science for Transfer (AS-T)	42-44
Certificate of Achievement in Hospitality Management	18

## NONCREDIT CURRICULUM

### New Courses

ESL M901	High-Beginning Noncredit ESL	61.25-70
ESL M902	Low-Intermediate Noncredit ESL	61.25-70
ESL M903	High-Intermediate Noncredit ESL	61.25-70
ESL M904	Advanced Noncredit ESL	61.25-70

### New Programs

	Total Hours
Certificate of Completion in English as a Second Language: Foundational	122.5-140
Certificate of Completion in English as a Second Language: Academic	122.5-140

## CREDIT CURRICULUM

### New Courses

CS M10P	Introduction to Computer Programming Using Python Language	4 Units
Class Hours:	3 lecture, 3 lab weekly	

Provides an introduction to computer programming and algorithm design using the Python programming language. Covers the fundamentals of computer programming: basic data types, switching and looping constructs, functions, recursion, objects, arrays, and lists, and basic input and output, both interactive and with files. Explains some principles of algorithm design and analysis as well as techniques for testing programs. Applies to Associate Degree. Transfer credit: CSU.

EDU M10	Developing Literacy in Diverse Classrooms	3 Units
Class Hours:	3 lecture weekly	

Provides an understanding of learning and teaching literacy in a diverse, technologically complex society. Focuses on providing students with knowledge of a comprehensive balanced literacy approach. Includes 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. Applies to Associate Degree. Transfer credit: CSU.

EDU M80	Internship in Education	1-4 Units
Prerequisites:	Completion of or concurrent enrollment in one course in the discipline and instructor approval	
Class Hours:	Hours as arranged	

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU.

HOSP M100	Introduction to Hospitality	3 Units
Recommended Prep:	ENGL M02	
Class Hours:	3 lecture weekly	
C-ID:	Aligned with HOSP 100	

Provides an overview of structure and financial performances of hospitality industry; food and lodging, resorts, tourism enterprises, attractions and related operations. Provides an introduction to customer service, cultural/economic trends and career opportunities in the hospitality industry. Applies to Associate Degree. Transfer credit: CSU.

HOSP M120	Hospitality Cost Control	3 Units
Recommended Prep:	ENGL M02	
Class Hours:	3 lecture weekly	
C-ID:	Aligned with HOSP 120	

Provides an overview of the analysis and management of food, beverage, labor and other costs within a hospitality operation. Emphasizes problem solving and application of cost control techniques to maximize profits while managing expenses. Focuses on establishing standards, cost-volume-profit analysis, forecasting, purchasing and storage controls, menu costing and pricing, theft prevention and labor control. Applies to Associate Degree. Transfer credit: CSU.

HOSP M130	Introduction to Food and Beverage Management	3 Units
Recommended Prep:	ENGL M02	
Class Hours:	3 lecture weekly	
C-ID:	Aligned with HOSP 130	

Explores and develops techniques and procedures of management as they relate to commercial and institutional food and beverage facilities. Studies functions of management, marketing, menu development, effective cost controls in purchasing, labor and service techniques. Applies to Associate Degree. Transfer credit: CSU.

HOSP M140	Introduction to Hotel Management	3 Units
Recommended Prep:	ENGL M02	
Class Hours:	3 lecture weekly	
C-ID:	Aligned with HOSP 140	

Provides an introduction to the operations and components of a hotel-resort facility. Focuses on front office, housekeeping, food and beverage, sales and marketing, accounting, property maintenance, human/resource management and information systems. Applies to Associate Degree. Transfer credit: CSU.

MUS M32	Musical Theatre & Opera Workshop	1 Unit
Class Hours:	3 laboratory weekly	

Studies the skills necessary for the performer in a live musical theatre or opera production. Emphasizes script and score analysis, role preparation, theatre and rehearsal etiquette and technique, and singing technique. Includes a culminating performance project such as a live scene, opera, or musical. Applies to Associate Degree. Transfer credit: CSU.

## New Programs

### Associate in Science in Hospitality Management for Transfer Degree (AS-T)

A study of Hospitality Management offers practical and theoretical knowledge of management of hotel staff, upkeep and sanitary standards of hotel facilities, customer service, marketing, sales, accounting, purchasing, production and operations. Students will gain a global perspective of the Hospitality industry and an opportunity to understand the legal and ethical considerations affecting organizations in the industry.

The Associate in Science in Hospitality Management for Transfer Degree (AS-T) is intended for students who plan to transfer and complete a bachelor's degree in Hospitality Management, or major deemed similar at a CSU campus. Students completing this AS-T degree are guaranteed admission to the CSU system but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on admission to specific universities and their transfer requirements as individual schools may require different or additional coursework to that listed for the AS-T in Hospitality Management.

To earn an AS-T in Hospitality Management, students must:

1. Complete 60 semester or 90 quarter CSU transferable units.
2. Obtain a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA.
3. Complete 18-19 specified major units. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass-no-pass" is allowed, it is highly recommended that students complete their major courses with a grade (Title 5 S55063).
4. Obtain certification of the California State University General Education-Breadth (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

#### REQUIRED CORE: Complete the following course (3 units)

HOSP M100	Introduction to Hospitality	Units 3
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#### LIST A - Select and complete three courses from the following (9 units)

ECON M201	Principles of Microeconomics	3
HOSP M120	Hospitality Cost Control	3
HOSP M130	Introduction to Food and Beverage Management	3
HOSP M140	Introduction to Hotel Management	3
NTS M20	Essentials of Food Safety	3

#### LIST B - Select and complete two courses from the following (6-7 units)

Any courses from List A not already used	3	
ACCT M110	Financial Accounting	3
BUS M33	Business Law	3
MATH M15/H	Introductory Statistics/Honors	4
NTS M01	Introduction to Nutrition Science	3

Any lower division course articulated for the Hospitality Management degree at the CSU

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Total Units	18 - 19
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### **Associate in Science in Environmental Science for Transfer Degree (AS-T)**

The Associate in Science in Environmental Science for Transfer Degree (AS-T) is intended for students who plan to transfer and complete a bachelor's degree in Environmental Science at a CSU campus. Students completing this AS-T degree are guaranteed admission to the CSU system but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on admission to specific universities and their transfer requirements as individual schools may require different or additional course work to that listed for the AS-T in Environmental Science.

To earn an AS-T in Environmental Science, students must:

1. Complete 60 semester or 90 quarter CSU transferable units.
2. Obtain a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA.
3. Complete 42-44 specified major units. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass-no-pass" is allowed, it is highly recommended that students complete their major courses with a grade.
4. Obtain certification of the Intersegmental General Education Transfer Curriculum for Science, Technology, Engineering, Math (IGETC for STEM) pattern.

### **CORE: Select and complete OPTION 1 or OPTION 2 (15 units)**

		Units
<b>OPTION 1: Biology sequence</b>		
BIOL M02A/H	General Biology I/Honors	5
BIOL M02B	General Biology II	5
CHEM M01A/H	General Chemistry I/Honors	5
<b>OPTION 2: Chemistry sequence</b>		
BIOL M02A/H	General Biology I/Honors	5
CHEM M01A/H	General Chemistry I/Honors	5
CHEM M01B	General Chemistry II	5

### **LIST A: complete ENSC M01 and select and complete either Physical Geology or Physical Geography with corresponding Lab (7 units)**

ENSC M01	Environmental Science	3
GEOL M02	Physical Geology	3
GEOL M02L	Physical Geology Lab	1
<b>or</b>		
GEOG M01	Physical Geography	3
GEOG M01L	Physical Geography Lab	1

### **Complete MATH M15/H and select and complete one other Math course (7-9 units)**

MATH M15/H	Introductory Statistics/Honors	4
MATH M16A	Applied Calculus I	3
MATH M25A/H	Calculus with Analytic Geometry I/Honors	5

**LIST B: Complete ECON M201 and select and complete a Physics sequence (13 units)**

ECON M201	Principles of Microeconomics	3
<b>and</b>		
PHYS M10A	General Physics I	4
PHYS M10AL	General Physics I Lab	1
PHYS M10B	General Physics II	4
PHYS M10BL	General Physics II Laboratory	1
<b>or</b>		
PHYS M20A	Mechanics of Solids and Fluids	4
PHYS M20AL	Mechanics of Solids and Fluids Lab	1
PHYS M20B	Thermodynamics, Electricity and Magnetism	4
PHYS M20BL	Thermodynamics, Electricity and Magnetism Laboratory	1
<b>Total Units</b>		<b>42 - 44</b>

**Certificate of Achievement in Hospitality Management**

A study in Hospitality Management offers practical and theoretical knowledge of management of hotel staff, upkeep and sanitary standards of hotel facilities, customer service, marketing, sales, accounting, purchasing, production and operations. Students will gain a global perspective of the Hospitality industry and an opportunity to understand the legal and ethical considerations affecting organizations in the industry. Students completing the Certificate of Achievement in the Hospitality Management program will expand their knowledge of the fundamentals of operations in Hospitality as preparation for entering or advancing in the workforce.

To obtain a Certificate of Achievement in Hospitality, students must complete the following

**REQUIRED CORE: Complete the following courses (15 Units)**

BUS M30	Introduction to Business	3
HOSP M100	Introduction to Hospitality	3
HOSP M120	Hospitality Cost Control	3
HOSP M130	Introduction to Food and Beverage Management	3
HOSP M140	Introduction to Hotel Management	3

**LIST A: Select and complete one course from the following (3 units)**

ACCT M01	Introduction to Accounting	3
ACCT M110	Financial Accounting	3
BUS M31	Introduction to Management	3
BUS M32	Entrepreneurship and Small Business Management	3
BUS M33	Business Law	3
BUS M35	Sales Techniques	3
BUS M37	Marketing	3
BUS M39	Business Communication	3
ECON M201	Principles of Microeconomics	3
NTS M01	Introduction to Nutrition Science	3
NTS M20	Essentials of Food Safety	3
<b>Total Units</b>		<b>18</b>

## NONCREDIT CURRICULUM

### New Courses

ESL M901	High-Beginning Noncredit ESL	61.25-70 Total Hours
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Develops listening, speaking, reading, writing, grammar, vocabulary, study, and computer skills relevant to school, work, and personal life for the high-beginning student with a limited foundation in English speaking, reading, and writing. Emphasizes comprehension, oral and written statements and questions, and introduction to American culture. Does NOT apply to Associate Degree.

ESL M902	Low-Intermediate Noncredit ESL	61.25-70 Total Hours
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Develops listening, speaking, reading, writing, grammar, vocabulary, study, and computer skills relevant to school, work, and personal life for the low-intermediate student with a foundation in English speaking, reading, and writing. Emphasizes communication, past and future verb tenses, and vocabulary related to work and school. Does NOT apply to Associate Degree.

ESL M903	High-Intermediate Noncredit ESL	61.25-70 Total Hours
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Develops listening, speaking, reading, writing, grammar, vocabulary, study and computer skills relevant to school, work, and personal life for the high-intermediate student with a foundation and experience in English speaking, reading, and writing. Emphasizes more advanced communication, progressive tenses and modal verbs, and basic academic vocabulary. Does NOT apply to Associate Degree.

ESL M904	Advanced Noncredit ESL	61.25-70 Total Hours
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Develops listening, speaking, reading, writing, grammar, vocabulary, study, and computer skills relevant to school, work, and personal life for the advanced student with a strong foundation and experience in English speaking, reading, and writing. Prepares students for success in credit ESL and other courses as well as for the workplace. Does NOT apply to Associate Degree.

### New Noncredit Programs

#### Certificate of Completion in English as a Second Language: Foundational

This noncredit Certificate of Completion certifies that students have completed two foundational courses in ESL. These courses help students build a foundation in English listening, speaking, reading, and writing skills, as well as study and computer skills. The Certificate is designed to help students and community members improve their opportunities and success at school and work.

To obtain a noncredit Certificate of Completion English as Second Language: Foundational, students must complete the following two courses

ESL M901	High-Beginning Noncredit ESL	61.25-70 Hours
ESL M902	Low-Intermediate Noncredit ESL	61.25-70 Hours
Total Hours required for Certificate of Completion		122.5-140



**Certificate of Completion in English as a Second Language: Academic**

This noncredit Certificate of Completion certifies that students have completed two courses in intermediate and advanced ESL. These courses help students build a foundation in English listening, speaking, reading, and writing skills, as well as study and computer skills. The Certificate is designed to help students transition into college-level courses.

To obtain a noncredit Certificate of Completion in English as Second Language: Academic, students must complete the following two courses

ESL M903	High-Intermediate Noncredit ESL	61.25-70 Hours
ESL M904	Advanced Noncredit ESL	61.25-70 Hours
Total Hours required for Certificate of Completion		122.5-140

**OXNARD COLLEGE****New Courses**

ENGL R098L	Intermediate Composition: Writing and Revision Support for ENGL R097	2 units
ENGL R198C	College Writing Skills and Support	2 units

**TOP Code Changes**

BUS R120	Introduction to Business	<del>0501.00</del>	<b>0506.00</b>	3 units
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**New Programs**

Associate in Science in Nutrition and Dietetics for Transfer (Nutrition and Dietetics AS-T)	25-30 units
Associate in Science in Public Health Science (Public Health Science AS-T)	23-27 units
Proficiency Award in Accounting for Entrepreneurs	5.5 units
Proficiency Award in Marketing for Entrepreneurs	4.5 units
Proficiency Award in Entrepreneurship	9 units

## New Courses

ENGL R098L            Intermediate Composition: Writing and Revision Support            2 Units  
                                 for ENGL R097

Corequisite:            ENGL R097

Hours:                    2.0 lecture weekly

This co-requisite course provides additional skills and support instruction for students enrolled in ENGL R097 Intermediate Composition. The course will help students hone their writing skills and concentrate on elements of sentence review and construction as well as paragraphing, essay writing, and an introduction to research. *Field trips may be required. Course is offered on a Pass/No Pass (P/NP) basis only.*

ENGL R198C            College Writing Skills and Support            2 units

Corequisite:            ENGL R101

Hours:                    2.0 lecture weekly

This co-requisite course provides additional skills and support instruction for students enrolled in ENGL R101 College Composition. The course will provide additional instruction in areas of the ENGL R101 curriculum where students tend to require more attention. It will allow for more concentrated efforts on the core elements of ENGL R101. *Field trips may be required. Course is offered on a Pass/No Pass (P/NP) basis only.*

*Transfer credit: CSU*

**TOP Code Changes**

BUS R120	Introduction to Business	3 Units
Hours:	3.0 lecture weekly	
C-ID:	BUS 110	

This course is a survey in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. The course will demonstrate how these influences impact the primary areas of business including: organizational structure and design; leadership, human resource management, organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities market; and therefore affect a business' ability to achieve its organizational goals.

*Field trips may be required.*

*Transfer credit: CSU, UC*

**Note: TOP Code changed from 0501.00 (Business and Commerce) to 0506.00 (Business Management)**

**New Programs****Associate in Science in Nutrition and Dietetics for Transfer (AS-T in Nutrition and Dietetics)**

The Associate in Science in Nutrition and Dietetics for Transfer (AS-T) involves the understanding of nutrient metabolism and the relationship to optimal health including prevention of degenerative diseases. The course of study provides an integrated curriculum of nutrition coursework along with a solid background in the human body, chemical function and metabolism of nutrients, and the sociological implications of food and behavior. Throughout the degree students will acquire and develop knowledge and skills that will provide a solid background in nutrition so that students can make informed decisions on their personal health.

The Associate in Science in Nutrition and Dietetics for Transfer (AS-T Nutrition/Dietetics) is intended for students who plan to transfer and complete a bachelor's degree in Nutrition and Dietetics at a CSU campus. Students completing this AS-T degree are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AS-T Nutrition and Dietetics may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

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

1. Minimum of 60 CSU transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for CSU admission, some transfer institutions and majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T or AS-T major as detailed in the Course and Program section of the catalog. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass/no pass" is allowed, it is highly recommended that students complete their major courses with a grade.
4. Certified completion of the California State University General Education-Breadth (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.
5. Complete requirements in residency. For students in the Ventura County Community College District, a minimum of 12 units must be completed in residency at the college granting the degree.

**Required Courses (15 units):**

		<b>Units</b>
HED R114	Introduction to Nutrition Science	3
PSY R101	General Psychology	3
OR		
PSY R101H	Honors: General Psychology	3
CHEM R120	General Chemistry I	5
MICR R100	Principles of Microbiology	3
MICR R100L	Principles of Microbiology Laboratory	1

**List A: Select two courses (7-10 units)**

		<b>Units</b>
CHEM R122	General Chemistry II	5

CHEM R130	Organic Chemistry I	5
ANAT R101	Human Anatomy	4
PHSO R101	Human Physiology	5
MATH R105	Introductory Statistics	4
OR		
MATH R105H	Honors: Introductory Statistics	4
OR		
PSY R103	Beginning Statistics for Behavioral Science	3
OR		
SOC R125	Statistics for the Behavioral and Social Sciences	3
List B: Select one course (3-5 units)		
CHEM R110	Elementary Chemistry	5
CHEM R112	Elementary Organic and Biological Chemistry	5
ACCT R101	Financial Accounting	3
ANTH R102	Introduction to Cultural Anthropology	3
BUS R111	Business Law	3
CIS R100	Introduction to Computer Information Systems	3
ECON R100	Modern American Economy	3
ECON R102	Introduction to the Principles of Microeconomics	3
HED R105	CPR, AED, First Aid and Personal Safety	3
HED R110	Introduction to Kinesiology	3
MATH R115	College Algebra	4
MATH R120	Calculus with Analytic Geometry I	5
PHYS R101/L	College Physics I	4
AND		
PHYS R101L	College Physics I Lab	1
PHYS R102/L	College Physics II/Lab	4
AND		
PHYS R102L	College Physics II Lab	1
PHYS R121	Physics with Calculus I	5
PHYS R122	Physics with Calculus II	5
PSY R108	Developmental Psychology	3
SOC R101	Introduction to Sociology	3
OR		
SOC R101H	Honors: Introduction to Sociology	3
TOTAL REQUIRED UNITS		25-30

The AS-T in Public Health Science provides preparation for students interested in careers in public health. Some of the careers opportunities for those who study public health include Epidemiologists, community health workers, environmental scientists, health educator, public health officer, biostatistician, clinical research coordinator, nonprofit coordinator, research assistant, healthcare consultant, hospital administrator, clinical trials analyst, infection control officer, project manager, public health nurse, nutritionist, behavioral scientist.

The Associate in Sciences Degree in Public Health Science for Transfer (Public Health Science AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with an Associate in Science in Public Health Science may transfer to a CSU Campus to complete a bachelor's Degree in Public Health Science or Health Science or similar degrees.

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

1. Minimum of 60 CSU transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for CSU admission, some transfer institutions and majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T or AS-T major as detailed in the Course and Program section of the catalog. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass/no pass" is allowed, it is highly recommended that students complete their major courses with a grade.
4. Certified completion of the California State University General Education-Breadth (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.
5. Complete requirements in residency. For students in the Ventura County Community College District, a minimum of 12 units must be completed in residency at the college granting the degree.

<b>Required Core Courses (20- 22 units):</b>		<b>Units</b>
HED R113	Introduction to Public Health Science	3
HED R104	Personal Health and Wellness	3
BIOL R101	General Biology	3
OR		
BIOL R101H	Honors: General Biology	3
AND		
BIOL R101L	General Biology Laboratory	1
MATH R105	Introductory Statistics	4
OR		
MATH R105H	Honors: Introductory Statistics	4
OR		
PSY R103	Beginning Statistics for Behavioral Science	3
OR		
SOC R125	Statistics for the Behavioral and Social Sciences	3
PSY R101	General Psychology	3

OR

PSY R101H	Honors: General Psychology	3
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ANAT R101	Human Anatomy	4
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OR

PHSO R101	Human Physiology	5
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List A: Select one course (3-5 units)

ECON R101	Introduction to the Principles of Macroeconomics	3
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ECON R102	Introduction to the Principles of Microeconomics	3
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HED R103	Women's Health	3
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HED R114	Introduction to Nutrition Science	3
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PSY R110	Human Sexuality	3
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SOC R101	Introduction to Sociology	3
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OR

SOC R101H	Honors: Introduction to Sociology	3
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COMM R101	Introduction to Oral Communication	3
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MATH R115	College Algebra	4
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BIOL R120	Principles of Biology I	4
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and

BIOL R120L	Principles of Biology I Lab: Intro. to Cellular and Molecular Biology	1
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BIOL R122	Principles of Biology II	4
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and

BIOL R122L	Principles of Biology II Lab	1
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MATH R106	Business Calculus	4
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MATH R120	Calculus with Analytic Geometry I	5
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PHYS R121	Physics with Calculus I	5
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PHYS R122	Physics with Calculus II	5
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PHYS R131	Physics for Scientists and Engineers 1	5
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PHYS R132	Physics for Scientists and Engineers 2	5
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TOTAL REQUIRED UNITS:		23-27
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**Proficiency Award in Accounting for Entrepreneurs**

Students completing the Accounting for Entrepreneurs proficiency award will learn accounting applications and software that runs small businesses. Students will learn how to set up a company, create invoices, write checks, prepare payroll and taxes, and create reports to handle financial responsibilities of a small business owner.

Required Courses:		Units
ACCT R110	QuickBooks 1	1.5
ACCT R111	QuickBooks 2	1.5
BUS R100	Introduction to Entrepreneurship	1
BUS R105	Accounting for Entrepreneurs	1.5
Total Required Units		5.5

**Proficiency Award in Marketing for Entrepreneurs**

The Marketing for Entrepreneurs proficiency is designed to provide students with the academic background and tools they will need to succeed in entrepreneurial settings, small businesses or their own venture. The objective of this proficiency is to educate students to function effectively in business environments where they will have to make autonomous decisions and be required to take action on their own initiative.

Required Courses		Units
BUS R100	Introduction to Entrepreneurship	1
BUS R134	Marketing for Small Business	2
BUS R135	Social Media Marketing	1.5
Total Required Units		4.5

**Proficiency Award in Entrepreneurship**

Entrepreneurship provides students with the academic background and experiential opportunities needed to view business opportunities from an entrepreneurial perspective. The proficiency award helps students recognize market and business opportunities and learn when to seize them or take action, all while operating within the context of limited resources and creating value for the customer.

Required Courses:		Units
BUS R100	Introduction to Entrepreneurship	1
BUS R105	Accounting for Entrepreneurs	1.5
BUS R134	Marketing for Small Business	2
BUS R135	Social Media Marketing	1.5
ACCT R110	QuickBooks 1	1.5
ACCT R111	QuickBooks 2	1.5
Total Required Units		9

## VENTURA COLLEGE

### New Non-Credit Courses

BUS N161	Microsoft Word	0
BUS N162	Microsoft Excel	0
BUS N163	Microsoft PowerPoint	0
BUS N164	Computer Fundamentals and Productivity Tools	0

### Revised Courses

BIOL V31/ BIOT V31	<del>Introductions to Methods of Biotechnology and Molecular Biology</del> <b>Applied Biotechnology with Laboratory</b>	<del>2</del> <b>4</b>
BIOT V31/ BIOL V31	<del>Introductions to Methods of Biotechnology and Molecular Biology</del> <b>Applied Biotechnology with Laboratory</b>	<del>2</del> <b>4</b>
MUS V39	Introduction to Music Technology	<del>2</del> <b>3</b>
NS V20	Patient-Centered Care I and Family-Centered Care of Children	9

### SAM Code Changes

BUS V02	Income Tax Fundamentals	<del>Advanced</del> <b>Occupational</b>
BUS V04	Computerized Payroll Accounting	<del>Advanced</del> <b>Occupational</b>
CD V10	Introduction to Children with Special Needs	<del>Possibly</del> <b>Occupational</b>

### TOP Code Changes

BUS V17	Computer Applications	<del>0514.00</del> <b>0506.00</b>
BUS V90	Directed Studies in Business	<del>0501.00</del> <b>0506.00</b>
NS V31	<del>The Nursing Process Applied: Health Care Deviations II</del> <b>Patient-Centered Care II and Maternal Newborn and Mental Health Nursing: 30-UO</b>	<del>4230.00</del> <b>1230.10</b>

### SAM & TOP Code Changes

NS V30	<del>The Nursing Process Applied to the Client Health Care Deviations II</del> <b>Patient-Centered Care II and Maternal Newborn and Mental Health Nursing</b>	<del>Advanced</del> <b>Occupational</b> <del>4230.00</del> <b>1230.10</b>
NS V40	<del>The Nursing Process Applied: Health Care Deviations III</del> <b>Patient-Centered Care III and Transition to Professional Practice</b>	<del>Advanced</del> <b>Occupational</b> <del>4230.00</del> <b>1230.10</b>
NS V41	<del>The Nursing Proc Applied to the Client w/ Hlth Care Dev III</del> <b>Patient-Centered Care III and Transition to Professional Practice: 30-UO</b>	<del>Advanced</del> <b>Occupational</b> <del>4230.00</del> <b>1230.10</b>

### New Non-Credit Courses

BUS N161                                      Microsoft Word                                      0 units

Recommended Preparation:              Typing of at least 30 wpm is recommended

Hours:    2.5 lecture, 1.5 laboratory weekly

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

*Pass/No Pass Only. This is a non-credit course, non-degree applicable.*

BUS N162                                      Microsoft Excel                                      0 units

Recommended Preparation:              Typing of at least 30 wpm is recommended

Hours:    2.5 lecture, 1.5 laboratory weekly

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

*Pass/No Pass Only. This is a non-credit course, non-degree applicable.*

BUS N163                                      Microsoft PowerPoint                                      0 units

Hours:    3 lecture weekly

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

*Pass/No Pass Only. This is a non-credit course, non-degree applicable.*

BUS N164                                      Computer Fundamentals and Productivity Tools                                      0 units

Hours:    2 lecture weekly

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

*Pass/No Pass Only. This is a non-credit course, non-degree applicable.*

### Revised Courses

BIOL V31/ Introduction to Methods of Biotechnology and Molecular Biology 2 4 units  
BIOT V31 **Applied Biotechnology with Laboratory**

Recommended Preparation: BIOL V30, or BIOT V30, or concurrent enrollment; ~~BIOL V42 or BIOT V42~~; CHEM V20 and CHEM V20L, or high school chemistry with a grade of C or better; and ~~MICR~~ **BIOL V01 and BIOL V01L**

C-ID: **Aligned to BIOT 150B**

Hours: 4 2 lecture, 3 6 **laboratory** weekly

~~This course is designed to provide a variety of biotechnology and molecular biology experiences which develop proficiency in molecular biology techniques and the application of specialized biotechnology equipment in problem solving. Its intent is to develop knowledge of biotechnology protocols, an awareness of laboratory safety, as well as enthusiasm and academic interest in molecular biology and biotechnology.~~ **prepares students for entry-level work in the biotechnology industry by emphasizing the core concepts needed to work effectively in a bioscience laboratory. Topics include laboratory math, basic chemistry of buffers, health and safety, metrology, quality control, biological molecules, gene expression, cell structure and molecular biology techniques. This course introduces students to standard biotechnology laboratory skills including laboratory measurements, preparation of solutions, data collection and evaluation, basic separation methods, molecular techniques, aseptic technique and documentation. Good communication and work-readiness skills are emphasized. ANSI Z87.1 approved safety glasses and laboratory coats are required.**

~~Field trips may be required. Formerly Biol 34. Same as BIOT V31. Letter Grade or Pass/No Pass ONLY.~~  
Transfer credit: CSU.

\*Note: SAM Code changed: ~~Non~~ Occupational

BIOT V31/ Introduction to Methods of Biotechnology and Molecular Biology 2 4 units  
BIOL V31 **Applied Biotechnology with Laboratory**

Recommended Preparation: BIOL V30, or BIOT V30, or concurrent enrollment; ~~BIOL V42 or BIOT V42~~; CHEM V20 and CHEM V20L, or high school chemistry with a grade of C or better; and ~~MICR~~ **BIOL V01 and BIOL V01L**

C-ID: **Aligned to BIOT 150B**

Hours: 4 2 lecture, 3 6 **laboratory** weekly

~~This course is designed to provide a variety of biotechnology and molecular biology experiences which develop proficiency in molecular biology techniques and the application of specialized biotechnology equipment in problem solving. Its intent is to develop knowledge of biotechnology protocols, an awareness of laboratory safety, as well as enthusiasm and academic interest in molecular biology and biotechnology.~~ **prepares students for entry-level work in the biotechnology industry by emphasizing the core concepts needed to work effectively in a bioscience laboratory. Topics include laboratory math, basic chemistry of buffers, health and safety, metrology, quality control, biological molecules, gene expression, cell structure and molecular biology techniques. This course introduces students to standard biotechnology laboratory skills including laboratory measurements, preparation of solutions, data collection and evaluation, basic separation methods, molecular techniques, aseptic technique and documentation. Good communication and work-readiness skills are emphasized. ANSI Z87.1 approved safety glasses and laboratory coats are required.**

~~Field trips may be required. Formerly Biol 34. Same as BIOT V31. Letter Grade or Pass/No Pass ONLY.~~  
Transfer credit: CSU.

\*Note: SAM Code changed: ~~Non~~ Occupational

**Revised Courses (continued)**

MUS V39 Introduction to Music Technology 2 3 units

Recommended Preparation: Music fundamentals and computer fundamentals

Hours: weekly → 2.5 lecture, 3 1.5 laboratory weekly

This course is an introduction to the many uses of the computer in today's music. Areas covered include: music notation and printing software (Finale and Sibelius); the basics of MIDI (Musical Instrument Digital Interface) and MIDI sequencing; sound synthesis and sampling; and, digital audio recording, editing, and mixing with software such as ProTools or Digital Performer. Students will get hands-on experience through several class projects. An overview of the complete spectrum of technology in music is included. *Field trips may be required. Transfer credit: CSU.*

NS V20 Patient-Centered Care I and Family-Centered Care of Children 9 units

Prerequisite: NS V10

Enrollment Limitation: Criminal Background Clearance; Drug and Alcohol Clearance; Current CPR Certification for ~~Health Care Provider or Professional Rescuer~~; **from the American Heart Association (Basic Life Support) or American Red Cross (Basic Life Support for Healthcare Provider);** Proof of freedom and immunity to communicable diseases; Physical examination demonstrating general good health; No visible tattoos or visible body piercings except single studs in ear lobes; and No ~~acrylic~~ **acrylic** or long nails in clinical settings

Hours: weekly → 4 lecture, 12 15 laboratory weekly

This course focuses on the care of adult, pediatric, and older adult patients with health alterations that require medical and/or surgical intervention. Emphasis is placed on the care and health promotion of patients with alterations in selected body functions, on normal growth and development, and on the promotion of healthy behavior in patients. Concepts of patient-centered care, family-centered care of children, cultural sensitivity, informatics, safe practice, and professionalism are integrated throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care in a variety of settings. Catalog note: The Board of Registered Nursing may deny licensure to those with criminal records.

*Field trips may be required. Formerly NS V20A & V20B. Transfer credit: CSU.*

**Course Outline of Record Alignment Discussion**

**Attendees:** Letrisha Mai, Shannon Davis, Thao Brabander, Olivia Long, Sarah Ayala, Laura Anderson, Kim Watters, Nenagh Brown

**Thursday, October 26, 2017 @ DAC Lakin Board Room**

- Main purpose of the meeting – try to see the commonalities and differences in CORs.
- We think CourseLeaf will be the choice of the District – decision going to Board in November. Dave to confirm if we can extend contract with CurricUNET until the switch is complete.
- If commonality between campus CORs is 80% (80/20 rule) we should be fine with one template for Course Leaf (according to Brian Blackwell, via phone conference on Monday)

**VCCCD Course Outline of Record Chart discussion:**

- All colleges have Catalog information. Seems pretty uniform as to what is going into the catalog.
- Course ID, Banner (short) Title, Full Title, etc.
- All colleges should have C-ID placement somewhere in the COR.
- OC has more previous course information
- All are going to have to change unit section to include in-class/contact hours, outside-of-class hours, total student learning hours, etc. to match COCI 2.0 fields
- Repeatability not on VC COR, only on AF/AFC report
- All have descriptions, entry skills, enrollment limitations, recommended prep.
- Consensus is to all have “credit by exam” on the COR
- MC has an “other” category (course credit limitations, industry exams and certification, etc...) and other campuses don't. Maybe something for OC and VC to consider.
- Course Objectives, SLOs – all have. How we want them displayed is a different discussion. Maybe add an “updated date” to the fields.
- Assignments (inside/outside): all have. Just having checkboxes is not sufficient. Written statement of each preferred. Need to specify types or provide examples. Note Title 5 section 55002(a)(3).
- Fees – VC – maybe consider to have it on the COR.
- MQs – certifications helpful to be shown as well. “Minimum Qualifications and Additional Certifications” (OC has this now) possibly a field that will show if there is information, and not show if it is not applicable.
- Core Skill sets on VC? Is this needed? Is this the same as SCAN on MC?
- Articulation information: all have it, but all differ.
- Textbooks – need to work with the Library to make sure latest version is in the COR.
- Is Workplace Preparation still needed on the COR? Something to think about.
- Distance Education: Can work out terminology later
- GE: Would be nice to have a place for this in CurricUNET
- Student Materials Fee justification – Should have. OC currently has place for fee, but not justification, OC and VC to add.
- Repeatability Justification: on MC's COR, not on OC, VC has information, but it does not print on anything.

- Curriculum Approval – on all

### Summary

- After discussion, it was found that we have more commonalities and one common COR for credit courses would probably work for all 3 colleges, with the idea that each campus still has the ability to customize due to their own need (i.e. close off boxes). Also would like customized first page that shows each college's own name. We can all agree on Formatting.
- We see the feasibility of having one template for noncredit and program as well since we'll all have to align with PCAH and COCI2 guidelines and requirements. Or this could also be part of credit course template with drop down menu to select either credit or noncredit course. All depends on price difference of one template vs. 2 templates.
- Group is unhappy with programs section in CurricUNET and would like to design a single new template that aligns with COCI/PCAH requirements.
- Group would like to see tracked changes in programs, currently not available in CNET. Other than that, we can start fresh as a group.
- Additional data elements needed to be incorporated into the CORs? For example Families, VCCCD Comparable Course, Internship and Work Experience (adding activity hours and calculating hours?

### Follow-up questions for Dave

- Can you confirm if we have an extension on our contract with CNET till July 2018, or maybe another full year?
- What's the cost difference if we have a template for credit and another template for noncredit?
- Can you look into getting a "package" deal to include the Catalog version of Courseleaf? What about Courseleaf's schedule module? We can work on the development and details at later date.

“Ventura College has made every reasonable effort to ensure that the information provided in this general Catalog is accurate and current. However, this document should not be considered an irrevocable contract between the students and Ventura College. The content is subject to change. The College reserves the right to make additions, revisions, or deletions, and will implement the changes as may be necessary due to changes in governmental regulations, ~~district policy, college policy, procedures, and/or curriculum~~ District policies and procedures, college processes, and/or curriculum. The College will make every reasonable effort to inform students of significant changes that occur after publication of this document. ~~(Information of significant changes will be the official version and will be posted/available on the Ventura College website at venturacollege.edu/apply\_enroll/catalog).~~ (Any addenda posted at venturacollege.edu/apply\_enroll/catalog will become the official version). The college catalog is available in the library, online, and for purchase in the campus bookstore.

The College Catalog is available in alternate formats upon request from the Educational Assistance Center, (805) 289-6300”



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



## ***District Technical Review Workgroup- Instruction***

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

➤ <b>4255</b> - DISMISSAL AND READMISSION	AP/BP needs review BP Approved/AP needs review	<b>FINAL RECOMMENDATION:</b> 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.
➤ <b>4400</b> - COMMUNITY SERVICES	BP Approved/AP needs review	<b>FINAL RECOMMENDATION:</b> Approved to move forward to DCAP with minor changes.
➤ <b>4610</b> - INSTRUCTIONAL SERVICE AGREEMENTS	AP/BP Approved (all)	<b>FINAL RECOMMENDATION:</b> Approved to move forward to DCAP.
➤ <b>4315</b> – REPORTING OF CRIMES	AP/BP Approved	<b>FINAL RECOMMENDATION:</b> 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	<a href="#">Title 5, Section 55130</a> <a href="#">Title 5, Section 51022</a> <a href="#">California Education Code 78016</a>
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