



District Technical Review Workgroup - Instructional (DTRW-I)

AGENDA

November 12, 2015 - 1:00 – 3:00 p.m.

DAC Lakin Boardroom

Dial In: 1-888-450-4821 Participant Code: 831419

- **Approval of November 12, 2015 Meeting Notes**
- **Curriculum Submissions**

MOORPARK COLLEGE

Substantial Change

ICA M36, Intercollegiate Women's Golf, 3 4

OXNARD COLLEGE

New Programs

Proficiency Award in Emergency Medical Responder

VENTURA COLLEGE

New Courses

DM V10, Diesel Preventive Maintenance, 2

DM V10L, Diesel Preventive Maintenance Lab, 1.5

DM V12, Diesel Electrical/Electronic Systems, 3

DM V12L, Diesel Elect./Electronic Systems Lab, 3

Revised Courses

AUTO V26LA, Automotive Brakes Service and Repair Laboratory-A, 1.5

AUTO V33L, Manual Transmissions and Driveline Laboratory, 1.5 Units

AUTO V38L, Heating and Air Conditioning Laboratory, 1.5 Units

AUTO V48, Smog Check Inspection Procedures, 3-2

BUS V94, ~~Professional Reception~~ **Business Office** Skills, 4

OLD BUSINESS:

- DTRW-I Goals – Mary Rees (*tabled in October/November*)
- BP/AP 5070 Attendance and BP/AP 5075 Course Adds and Drops (*tabled in November due to time constraints – also currently under review at DTRW-SS*)

NEW BUSINESS:

- Dial-In for meetings
- High unit ADTs – Jerry Mansfield
- Units and hours calculations will be brought to the December meeting by the Curriculum Chairs – Articulation Officers

Next Meeting Date: January 14 – 1 pm – DAC Lakin Boardroom
Submission deadline: January 8, 2015

Ventura County Community College District

2015-2016 Academic Year

District Technical Review Workgroup – Instructional (DTRW-I)

Meeting Notes

November 12, 2015 - 1:00 p.m. – 3:00 p.m.

MEETING NOTES PRIOR TO APPROVAL AT DECEMBER 10 DTRW-I MEETING

Members: Chancellor’s Designee: Kim Hoffmans, Chair (VC)
 Faculty Co-Chair: Linda Kama’ila (OC)
 Executive Vice President and Vice Presidents: Lori Bennett (MC), vacant (VC), Ken Sherwood (OC)
 Faculty Chair/Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Michael Bowen (VC)
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Michael Bowen, Acting AO (VC)
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Alex Kolesnik (VC)
 Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

Guests: Katie Owashi, Ventura College Curriculum Tech

Absent: Lori Bennett, Clare Geisen

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of October 8, 2015 Meeting Minutes	<p>Dr. Hoffmans welcomed everyone and the meeting commenced at 1:05 pm. Introductions were made for Katie Owashi, new Curriculum Tech, attending as a guest.</p> <p>The October 8, 2015 meeting notes were approved as presented with abstention from Linda Kama’ila and Kimberly Hoffmans.</p>			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses	<p>Curriculum Submissions:</p> <p><u>MOORPARK COLLEGE</u> New Courses</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Moorpark/Oxnard/Ventura Submissions	<p>ANTH M14, Monkeys, Apes, and Humans, 3 – to be submitted to both UC and CSU. CNSE M68, VMware Optimize and Scale, 3 PHIL M21, Ethics of Living and Dying, 3 – grammatical correction Recommendation: These new courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>Revised Courses ANTH M09, Anthropology of Women Sex, Gender, and Culture, 3: consistency of course title and content of classes regarding sex vs. sexuality was discussed and will be clarified. Recommendation: This revised course will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><u>OXNARD COLLEGE</u> New Courses ANTH R101H, Honors: Introduction to Biological Anthropology, 3 ANTH R102H, Honors: Introduction to Cultural Anthropology, 3 ANTH R111H, Honors: Magic, Witchcraft and Religion: Anthropology of Belief, 3 EMT R079, Emergency Medical Responder, 3 ENGL R124, Introduction to LGBTIQ Literature, 3 ENGR/MATH R138, Programming and Problem-Solving in MATLAB, 3: C-ID issues were discussed regarding listing math and engineering together. Articulation issues were also discussed. GEOL R121, Earth Science with Lab, 4 GIS R106, Introduction to Geographic Information Systems & Techniques, 3 HIST R124, Sports in American History, 3 MATH R032, Intermediate Algebra for Non-STEM Majors, 3: measure of units between different math tracks and</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>class descriptors regarding competencies were discussed. MATH R033, Pathway to STEM, 2 PHIL R101H, Honors: Introduction to Philosophy, 3 PHIL R102H, Honors: Introduction to Ethics, 3 PHIL R115H, Honors: Comparative World Religions, 3 PHIL R116, Contemporary Moral Issues, 3 SJS R110, Introduction to Social Justice Studies, 3 SJS R120, Introduction to Women's Studies, 3 SJS R130, Introduction to LGBTQ Studies, 3 Recommendation: These new courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>Revised Courses ASL R110, Introduction to Deaf Studies, 3 MATH R101, Mathematics for the Liberal Arts Major, 3 MATH R102, Mathematics for Elementary School Teachers, 4 MATH R105, Introductory Statistics, 4: C-ID information will be added. MATH R115, College Algebra, 4: C-ID information will be added MATH R116, College Trigonometry, 3: C-ID information will be added PSY R103, Beginning Statistics for Behavioral Science, 3 SOC R125, Statistics for the Behavioral and Social Sciences, 3 Recommendation: These revised courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>New Programs AS-T in Biology AA-T in Social Justice Studies Recommendation: These new programs will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p><u>VENTURA COLLEGE</u></p> <p>New Courses EDU V03, Introduction to Elementary Teaching, 3 POLS V17, Street Law, 3: C-ID information will be added. POLS V18, Introduction to Global Issues, 3 Recommendation: These new courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>Revised Courses AUTO V28LA, Automotive Suspension Systems Lab, 1.5 ECON V01A, Principles of Macroeconomics, 3 ECON V01B, Principles of Microeconomics, 3 HED V94 KIN V84, Introduction to Athletic Training, 3 MUS V02D, Music Theory IV: Sixteenth Century Counterpoint, 3 Post Romantic MUS V02DL, Ear Training IV, 1 THA V22A, Fundamentals of Stage Costuming I, 3 Introduction to Costume Technology I THA V22B, Fundamentals of Stage Costuming II, 3 Introduction to Costume Technology II Recommendation: These revised courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p>			
OLD BUSINESS				
<p>DTRW-I Decision Making Document – Mary Rees</p>	<p>The following revisions were made during the meeting:</p> <ul style="list-style-type: none"> • Page 3, third bullet point to change “campus” to “college” • Correct legislative format • The first bullet point was also revised to delete “District.” • Added “the fifth edition of PCAH” to the last paragraph on page 3. <p>The revised document will move forward to District Council on Accreditation and Planning (DCAP). Ms. Nusser will</p>	<p>Revise document and submit to DCAP</p>	<p>ASAP</p>	<p>Laurie Nusser</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	send it to Ms. Rambo for submission to DCAP. The procedures will go into effect in January 2016.			
DTRW-I Goals – Mary Rees	Tabled to December meeting.			
New Business				
BP/AP 5070 Attendance	<p>DTRW-I AP 5070 comments:</p> <ul style="list-style-type: none"> • “C” sections – correction of two “C” sections • “Section C2 FTE reporting” was discussed regarding in-service training courses in the areas of police, fire, corrections, and other criminal justice occupations. These areas are specific to state law pertaining to people providing emergency services according to Ed Code. The vice presidents and registrars will research areas of the Ed Code regarding this issue. • Section D Faculty shall maintain accurate attendance records: will be reviewed as well and will return to DTRW-I for further discussion. . 	Research areas of concern for Section C2 and Section D	Before December 10 meeting	VPs and Registrars
BP/AP 5075 Course Adds and Drops	Tabled to the November meeting due to time constraints.	Add to next agenda	Dec 4	Laurie Nusser
Future Agenda Items	<ul style="list-style-type: none"> • High unit ADTs – Jerry Mansfield • Units and hours calculations will be brought to the December meeting by the Curriculum Chairs – Articulation Officers • Parallel courses are under review by the Articulation Officers and they will notify DTRW-I when the issue is ready to be agendized – Articulation Officers 			
Adjournment	Dr. Hoffmans adjourned the meeting at 2:58 pm.			
Next Meeting Date:	December 10, 2015 – 1 pm, DAC Lakin Boardroom Submission deadline: December 4, 2015			

MOORPARK COLLEGE

ICA M36	Substantial Change Intercollegiate Women's Golf	Units 3 4
---------	---	--------------------------------

Substantial Change

ICA M36	Intercollegiate Women's Golf	3 units 4 units
Class Hours:	1 lecture, 6 lab	
Develops athletic skills and techniques in golf. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions and travel. Students must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M62.) Applies to Associate Degree. Transfer credit: CSU; UC* (Credit Limitation: UC Maximum credit of 4 units if combined with any or all other ICA/KIN/PE Activity courses.)		

OXNARD COLLEGE

New Programs

Proficiency Award in Emergency Medical Responder

OXNARD COLLEGE

New Programs

Page 2

Proficiency Award in Emergency Medical Responder

Required Courses		Units
EMT R079	Emergency Medical Responder	3
Total Required Units		3

VENTURA COLLEGE

New Courses

DM V10	Diesel Preventive Maintenance	2 Units
DM V10L	Diesel Preventive Maintenance Lab	1.5 Units
DM V12	Diesel Electrical/Electronic Systems	3 Units
DM V12L	Diesel Elect./Electronic Systems Lab	3 Units

Revised Courses

AUTO V26LA	Automotive Brakes Service and Repair Laboratory-A	1.5 Units
AUTO V33L	Manual Transmissions and Driveline Laboratory	1.5 Units
AUTO V38L	Heating and Air Conditioning Laboratory	1.5 Units
AUTO V48	Smog Check Inspection Procedures	3-2 Units
BUS V94	Professional Reception <i>Business Office Skills</i>	4 Units

New Courses

DM V10 Diesel Preventive Maintenance 2 Units
Corequisite: DM V10L
Hours: 2 lecture weekly
This course will cover maintenance and inspection procedures for medium and heavy-duty vehicles and related equipment. Use of proper fluids, research with internet resources and practice with vehicles will be part of the course. Preparation for the ASE T-8 exam is included.
Field trips may be required.

DM V10L Diesel Preventive Maintenance Lab 1.5 Units
Corequisite: DM V10
Hours: 4.5 laboratory weekly
This is the lab course for course DM 10. It is the hands-on part of the course.
Field trips may be required.

DM V12 Diesel Electrical/Electronic Systems 3 Units
Corequisite: DM V12L
Hours: 3 lecture weekly
This course covers technical, operational, and diagnostic skills needed to understand and repair Diesel electrical systems. It will include charging, starting, and accessories systems. Wiring diagrams and the skills necessary to diagnose electrical problems will be covered. Preparation for the ASE T-6 (truck electrical) certification test is included.
Field trips may be required.

DM V12L Diesel Elect./Electronic Systems Lab 3 Units
Corequisite: DM V12L
Hours: 9 laboratory weekly
This lab course will complement the Diesel 12 lecture course and be the hands-on training.
Field trips will be required.

Revised Courses

AUTO V26L A Automotive Brakes Service and Repair Laboratory-A 1.5 Units
Corequisite: ~~AUTO V26 and Corequisite AUTO V26LB~~
Hours: ~~3~~ **4.5** laboratory weekly
This course will provide ~~vocational preparation~~ **the lab education matching the lecture course** **AUTO V26** in the service and repair of automotive braking systems. Service and repair of drum and disc brake systems and hydraulic systems will be pursued. ~~Preparation for the Automotive Service Excellence (ASE) test in brakes will be included.~~ **Anti-Lock brake, traction control, supplemental restraint systems will be covered.**
Field trips may be required. Formerly AUTO V26LA.

AUTO V33L Manual Transmissions and Driveline Laboratory 1.5 Units
Corequisite: AUTO V33
Hours: ~~3~~ **4.5** laboratory weekly
This course will provide vocational preparation in the service and repair of manual transmissions, transaxles, and differentials. Diagnosis, service, and repair of the clutch, manual transmission, 4-wheel drive system, and differential systems will be pursued. Preparation for the Automotive Service Excellence (ASE) test in manual transmission and differentials will be included.
Field trips may be required.

AUTO V38L Heating and Air Conditioning Laboratory 1.5 Units
Corequisite: AUTO V33
Recommended Preparation: AUTO V27
Hours: ~~3~~ **4.5** laboratory weekly
This course will provide vocational preparation in the practical skills required to diagnose, adjust, test, and repair automotive heating/air conditioning and cooling systems. This course will also provide preparation for certification tests in heating/air conditioning.
Field trips may be required. Formerly AUTO V18L.

AUTO V48 Smog Check Inspection Procedures ~~3~~ **2** Units
Hours: ~~3~~ **1.5** lecture weekly
 ~~0~~ **1.5** laboratory weekly
This course will provide students with the knowledge, skills, and abilities needed to perform smog check inspections. Students who successfully complete this course will have met the California Bureau of Automotive Repair's **Level 2** training ~~requirements~~ **requirement** to qualify to sit for the smog check inspector licensing examination.
Field trips may be required.

Revised Courses – continued

BUS V94 ~~Professional Reception~~ **Business Office Skills** 4 Units
Hours: 4 lecture weekly
Students will learn to identify attributes of an effective **business office assistant**/receptionist and develop listening and communication skills, filing, telephone and basic computer skills. Time management and conflict resolution will also be covered. Additionally, students will create a resume and practice interviewing techniques.

Book Administrative Procedures
Section Chapter Five, Student Services
Title Attendance
Number BP_ 5070
Status PROPOSED
Legal [Title 5 Sections 58000 et seq](#)

Adopted

BP 5070 Attendance

References:

~~Title 5 Sections 58000 et seq.~~

The Chancellor or a designee shall establish procedures to ensure attendance accounting, census reporting and apportionment reporting in compliance with Title 5.

Book	Administrative Procedures
Section	Chapter Five, Student Services
Title	Attendance
Number	AP 5070
Status	PROPOSED
Legal	Title 5 Sections 58000 et seq

Adopted

AP 5070 Attendance

References:

~~Title 5 Sections 58000 et seq.~~

This procedure implements Board Policy 5070, as well as section 70901.5 of the California Education Code and section 58000 et seq of Title 5, California Code of Regulations to ensure accurate Attendance Accounting practices.

A. The District shall develop and adopt an academic calendar annually.

1. The calendar shall contain at least 175 days during the fiscal year, shall identify and include holidays and other non-instructional days.
2. The calendar will include at least 32 weeks.
3. Adult or continuing education calendars may be scheduled differently than the college calendar due to facility use and program need.
4. Class hours will be scheduled in accordance with State regulations, regardless of the number of weeks in the session.

B. The District shall schedule classes in accordance with State regulations including observance of the following attendance accounting methods and requirements.

1. Census Week – credit classes that meet on a regular basis each week for a full semester (primary term); applicable only to fall and spring semesters. The enrollment count is taken on the Census date as determined by attendance accounting requirements.
2. Census Day – short-term credit classes which meet on a regular basis for at least 5 days but do not meet for a full semester (primary term). This includes classes held during summer sessions and Intersession. The enrollment count is taken on the census day which is 20% of the class meeting days, excluding holidays.
3. Positive Attendance – classes which do not meet on a regular basis or which operate on an open entry/open exit basis. Requires the collection and reporting of the actual hours of attendance of each student for each hour are counted. The following classes are always positive attendance: in-service academy, non-credit, and apprenticeship.
4. Independent Study or Work Experience – classes which are identified as independent study or work experience during the curriculum approval process.

C. FTES reporting

1. All scheduled classes shall be advertised and open to the public unless special circumstances provide for an allowable restriction of enrollment in accordance with state regulation.
2. In-service training courses in the areas of police, fire, corrections, and other criminal justice system occupations will conform to all apportionment attendance and course of study requirements imposed by law, and be fully open to the enrollment and participation of the public. Prerequisites for these courses

shall not be established or construed so as to prevent academically qualified persons who are not employed by agencies in the criminal justice system from enrolling in and attending the courses.

a. Preference in enrollment may be given to persons who are employed by, or serving in a voluntary capacity with a fire protection or fire prevention agency in any course of in-service fire prevention agency or association.

b. In-service training courses which are restricted to employees of police, fire, corrections, and other criminal justice agencies, shall not report attendance for the restricted courses for purposes of state funding.

3. Scheduled classes where the full cost of instruction is paid by an organization, ~~or~~ agency or third party may not be claimed for apportionment.

CD. Faculty shall maintain accurate attendance records.

1. Faculty shall take and record attendance at each regularly scheduled class meeting up to the census date for census week based (full-semester length) and census day based (short-term) classes.

2. Faculty shall record the actual attendance hours of each student for each class meeting for positive attendance classes. The records must be in a legible manner that can be clearly interpreted by others. The attendance records must be submitted to the division office and/or the Admissions and Records Office.

3. Where a class has both scheduled meeting times and ~~positive attendance hours~~ hours by arrangement, faculty shall record the attendance hours of each student for both the scheduled meeting times and the ~~positive attendance hours~~ hours by arrangement, and shall document the instructional activities that take place during the ~~positive attendance hours~~ by arrangement.

4. Any student absent from the first class meeting may be dropped by the instructor.

5. All rosters must be cleared of inactive enrollment (drop students) as of the ~~end of the business day~~ census deadline, which is the day before the census date (full semester classes) or census day (short-term classes). Inactive enrollment is defined as:

a. "No shows" or

b. "Is no longer attending or actively participating" such as students who have accumulated excessive unexcused absences.

6 Instructors of distance education classes, especially those that are 100% online, must incorporate drop policies into their syllabus that include the following:

- Students enrolled in online classes must meet a standard of participation to be considered actively enrolled by regularly logging in and actively participating in the course, or they may be considered inactive and may thus be dropped by the instructor.
- Specific assignments within an online course can act as attendance or student activity indicators. If the assignment or activity is not completed by a given date, then a student may be considered inactive and may be dropped. Attendance assignments or student activity indicators will be determined by individual instructors.

7. Faculty may include a statement in the course syllabus to the effect that it is the student's responsibility to drop or withdraw from the class; however, this does not alleviate the faculty member from the requirement to clear his/her roster of inactive enrollments ~~before the census day/date~~ as of the census deadline of each course.

8. Faculty may, but are not required to drop students for lack of attendance or participation after the census date deadline and are not required to notify the student after having provided every student access to the drop policy in the course syllabus. ~~After the census date, it is the instructor's discretion to drop students who have accumulated excessive absences as stated in the course syllabus.~~

9. Tardiness and/or leaving class early may be treated in the same manner as absences per the class syllabus.

10. Final grades may be affected by attendance to the extent that the instructor has included attendance, noted as participation, in the "method by which the final grade is determined," and has provided this information in the class syllabus.

11. Faculty may excuse absences when the absence results from illness, accident, other circumstances beyond the student's control, or participation in authorized professional or college activities.

12. Faculty will determine if work missed during any absence can be made up.
13. All drops (administrative, instructor or student initiated) shall be recorded in the same manner.
14. Students remaining in a class beyond the published withdrawal deadline as stated in the class schedule will receive an evaluative grade.
15. Faculty will be required to enter the last date of ~~known activity~~ attendance and/or participation for all students ~~enrolled in specified Federal programs~~ who receive F or NP grades.

DRAFT

Book Administrative Procedures
Section Chapter Five, Student Services
Title Course Adds and Drops
Number BP_ 5075
Status PROPOSED
Legal [Title 5 Sections 55024 and 58004](#)
Adopted

BP 5075 ~~Attendance~~ Course Adds and Drops

References:

Title 5 Sections 58000 et seq.

The Chancellor or a designee shall establish procedures to ensure that course adds, drops, withdrawals and instructor-initiated census drops occur in compliance with Title 5.

AP 5075
COURSE ADDS AND DROPS
Status: PROPOSED
Legal [Title 5 Sections 55024 and 58004](#)

The District may allow students to add and drop courses pursuant to policy.

Adding Courses

A. Students may add courses during the first two weeks for a full term course, or the first 15% of a short term course contingent upon the course having available space.

- ~~1) the course still having available space~~
- ~~2) the instructor's judgment regarding pedagogical and safety issues~~

~~B. After the add period concludes:~~

- ~~1) students may add a course only with an add authorization code through the last business day before the census date/day.~~
- ~~2) students not officially registered in a course shall not be permitted to attend that course.~~

B. After the first week of a full-term course, or the first day of a short-term course, students may add a course only with an add authorization code through the census deadline.

C. Late Enrollment Procedures:

Students who were in attendance prior to census and have extenuating circumstances that prevented them from registering by add deadlines may petition to add classes by submitting a Late Add Petition. Verifiable documentation of extenuating circumstances may be required and must be attached to the petition at the time of submission. Students not officially registered in a course shall not be permitted to attend the course after the census deadline.

- ~~1) The Late Add petition can be picked up in the Admissions and Records Office or downloaded from the Admissions and Records website college website.~~
- ~~2) Students must obtain approval from the instructor, subject area Dean and/or the EVP/VP or designee.~~

Withdrawal/Military Withdrawal

Students may withdraw from class using the online process described in the current class schedule or they may submit a Drop Form to the Office of Admissions and Records. It is the

student's responsibility to withdraw from class by the official deadline dates published in the most recent Catalog, Schedule of Classes, and the website.

A. Withdrawal Prior to Census (20% of instruction)

Students who withdraw or are withdrawn from weekly census sections prior to census (or 20% of the instructional time frame for all other section accounting methods) shall have no notation made to the permanent record.

B. Withdrawal 20% - 75% of Instruction

Students who withdraw or are withdrawn from weekly census sections on or after census (or 20% of the instructional time frame for all other section accounting methods) and through the end of the fourteenth week (or 75% of the instructional time frame) shall have a "W" posted to the permanent record.

The "W" shall not be used in calculating grade point averages, but shall be used in determining probation, dismissal, and the number of course attempts.

C. Withdrawal After 75% of Instruction

The permanent record of students who remain in class beyond the fourteenth week of the term in a weekly census section (or 75% of the instructional time frame for all other section accounting methods) must reflect an evaluative grade symbol other than W.

D. Extenuating Circumstances

Students who withdraw from weekly census sections after the fourteenth week of the term (or 75% of the instructional time frame for all other sections accounting methods) may, in the case of extenuating circumstances, be assigned the W. Such cases will require verification and will be handled by the appropriate college official in consultation with the instructor(s). Extenuating circumstances are defined as illness, accident, and other circumstances beyond the control of the student. Withdrawal under these provisions may also be allowed prior to the 75% of instructional time frame, and after the census deadline may be notated as "Medical Withdrawal" if student is dropping due to an accident or illness and is approved by the appropriate college official.

A "W" symbol shall not be assigned, or if assigned shall be removed, from a student's academic record when a;

- Determination is made pursuant to Title 5 Sections 59300 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.
- Student withdrew from one or more classes, where such withdrawal was necessary due to fire, flood or other extraordinary conditions and the withdrawal is authorized by the district pursuant to section 58509.
- The “W” shall not be used in calculating grade point averages, but shall be used in determining probation, dismissal, and the number of course attempts.

E. Military Withdrawal

An MW (Military Withdrawal) shall be assigned for students who are members of an active or reserve United States military service who receive orders compelling a withdrawal from courses. Upon verification of such orders, the symbol may be assigned at any time. The MW attempts shall not be counted in progress probation and dismissal calculations.

The “W” shall not be used in calculating grade point averages, but shall be used in determining probation, dismissal, and the number of course attempts.

Instructor Initiated Drops Prior to Census

Instructors shall drop students due to inactive enrollment by the census deadline.

See BP/AP 5070 for more information about census and attendance records.

~~A. For purpose of census collection, instructors shall drop students due to inactive enrollment not later than the end of the last business day before the census day for all students who have:~~

- ~~1) Been identified as a no show~~
- ~~2) Students who are no longer attending or participating in the course~~
- ~~3) Students who have officially withdrawn~~

~~Faculty may, but are not required to, drop students for lack of active participation after the census date of a course has passed.~~

~~The requirement to clear rosters of inactive enrollment is predicated by state law and applies to all courses regardless of the mode of instruction delivery including distance education.~~

~~Instructors of distance education classes, especially those that are 100% online, must incorporate drop policies into their syllabus that include the following:~~

- ~~Students enrolled in online classes must meet a standard of participation to be considered actively enrolled by regularly logging in and actively participating in the course, or they may be considered inactive and may thus be dropped by the instructor.~~
- ~~Specific assignments within an online course can act as attendance or student activity indicators. If the assignment or activity is not completed by a given date, then a student may be considered inactive and may be dropped. Attendance assignments or student activity indicators will be determined by individual instructors.~~
- ~~Faculty may but are not required to drop students for lack of participation after the census date and are not required to notify the student after having provided every student access to the drop policy in the course syllabus.~~

Course Repetition

The District will comply with Title 5 regulations regarding course repetition and withdrawals.

See BP/AP 4225 and 4227 for more information about course repetition policy and procedures.
See BP/AP 4230 for more information about grading and academic record symbols.



District Technical Review Workgroup- Instruction

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 substantively 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 substantively 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 2015-2016

#	GOALS	ACCOMPLISHMENTS
1	Support high quality, technically and legally accurate curriculum through the review of all new and substantively revised courses, degrees, and certificates.	
2	Encourage curriculum consistencies when appropriate to support student curriculum success and completion.	
3	Review and evaluate committee goals and processes as they related to ACCJC Accreditation	
4	Evaluate committee processes and outcomes for sustainable quality improvement of curricular matters.	
6	Review and possibly make recommendations related to curricular processes districtwide.	