



District Technical Review Workgroup - Instructional (DTRW-I)

AGENDA

**February 11, 2016 - 1:00 – 3:00 p.m.
DAC Lakin Boardroom**

- **Approval of January 14, 2016 Meeting Notes**
- **Curriculum Submissions**

MOORPARK COLLEGE

No Submissions

OXNARD COLLEGE

No Submissions

VENTURA COLLEGE

New Courses

POSC V01A, Orientation for P.O.S.T. Regular and Modular Academy, 3.5

Reactivated Courses

~~B ESL N100A, Low-beg Communication Skills for Non and Ltd-Engl-Prof Students,~~

Beginning Non-Credit ESL, 80 semester hours

~~B ESL N100B, High-beg Communication Skills for Non and Ltd-Engl-Prof Students,~~

High Beginning Non-Credit ESL, 80 semester hours

~~B ESL N100C, Low-inter Communication Skills for Non and Ltd-Engl-Prof Students,~~

Intermediate Non-Credit ESL, 80 semester hours

~~B ESL N100D, High-Int Communication Skills for Non and Ltd-Engl-Prof Students,~~

High Intermediate Non-Credit ESL, 80 semester hours

Revised Programs

Associate in Science in Basic Law Enforcement Academy, 35.5

Certificate of Achievement in Basic Law Enforcement Academy, 35.5

OLD BUSINESS:

- BP/AP 5070 Attendance – Revised Version – Registrars

NEW BUSINESS:

- High Unit ADTs – Articulation Officers
- Future Agenda Items (standing item)

Next Meeting Date: March 10 – 1 pm – DAC Lakin Boardroom
Submission deadline: March 4, 2016

Ventura County Community College District

2015-2016 Academic Year

District Technical Review Workgroup – Instructional (DTRW-I)

Meeting Notes

January 14, 2015 - 1:00 p.m. – 3:00 p.m.

MEETING NOTES PRIOR TO APPROVAL AT JANUARY 14 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), Kimberly Hoffmans (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: Nenagh Brown (for Mary Rees), Rick Post, Vice Chancellor, Educational Services

Absent: Mary Rees, Clare Geisen, Lori Bennett

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of December 10, 2015 Meeting Minutes	K. Hoffmans welcomed everyone and the meeting commenced at 1:05 pm. The December 10, 2015 meeting notes were approved as presented.			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses Moorpark/Oxnard/Ventura Submissions	Curriculum Submissions: <u>MOORPARK COLLEGE</u> <u>New Programs/Degrees</u> Music Technology Certificate of Achievement, 19 Recommendation: This new program will go forward to			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>New Courses MUS M05, Beginning Electronic Music, 3 MUS M07, Introduction to Music Business, 3 NS M05L, Nursing Science Clinical Review, 4.5 NS M18, Nursing Skills Summer Lab, 1 Recommendation: These new courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><u>OXNARD COLLEGE</u> There were no submissions.</p> <p><u>VENTURA COLLEGE</u> There were no submissions.</p>			
OLD BUSINESS				
BP/AP 5070 Attendance	Oxnard College Academic Senate recommended revisions under section D regarding the census deadline. DTRW-I recommended this issue go forward to ATAC to clarify verbiage of census deadline vs. census date for implementation in Banner. L. Nusser will send the request forward to ATAC. DTRW-SS will review this information also in today's subsequent meeting with Registrars in attendance. This is time sensitive for catalog deadlines.	Send item to ATAC	Before next ATAC meeting	Laurie Nusser
BP/AP 5075 Course Adds and Drops	Oxnard College Academic Senate has approved BP/AP 5075 Course Adds and Drops and this item will move forward to Chancellor's Cabinet, the Policy Committee, and subsequently to the Board for full approval.	Send item to Chancellor's Cabinet	ASAP	Laurie Nusser
New Business				
December 9, 2015 State Chancellor's memo on correction to the policy change related to submission of credit	The new State Chancellor's correction memo was reviewed and a signature was required by all colleges to acknowledge and certify that the credit course nonsubstantial change proposals submitted to the California Community Colleges Chancellor's Office (CCCCO) are			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
courses/non-substantial change	accurate in accordance with current CCCCCO Program and Course Approval Handbook (PCAH) by December 18, 2015.			
Future Agenda Items	<ul style="list-style-type: none"> • There was discussion regarding high Unit ADTs and will be brought to the February meeting for a district wide discussion regarding barriers for transfer to UC/CS. The Articulation Officers will conduct research regarding the barriers and bring these issues to the February meeting. • Parallel courses are under review by the Articulation Officers and they will notify DTRW-I when the issue is ready to be agendaized – Articulation Officers 	Add to next agenda	February	Laurie Nusser
Adjournment	K. Hoffmans adjourned the meeting at 2:10 pm.			
Next Meeting Date:	February 11, 2016 – 1 pm, DAC Lakin Boardroom Submission deadline: February 5, 2016			

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VENTURA COLLEGE

New Courses

POSC V01A	Orientation for P.O.S.T. regular and Modular Academy	3.5 Units
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Reactivated Courses

B ESL N100A	Low beg Communication Skills for Non and Ltd Engl Prof Students <i>Beginning Non-Credit ESL</i>	80 semester hrs.
B ESL N100B	High beg Communication Skills for Non and Ltd Engl Prof Students <i>High Beginning Non-Credit ESL</i>	80 semester hrs.
B ESL N100C	Low inter Communication Skills for Non and Ltd Engl Prof Students <i>Intermediate Non-Credit ESL</i>	80 semester hrs.
B ESL N100D	High Int Communication Skills for Non and Ltd Engl Prof Students <i>High Intermediate Non-Credit ESL</i>	80 semester hrs.

Revised Programs

Associate in Science in Basic Law Enforcement Academy	35.5 units
Certificate of Achievement in Basic Law Enforcement Academy	35.5 units

New Courses

POSC V01A Orientation for P.O.S.T. Regular and Modular Academy 3.5 Units
Corequisite: DM V10L
Hours: 3 lecture, 1.5 laboratory weekly
This course is an orientation for the P.O.S.T. (Peace Officer Standards and Training) Regular and Modular Academy training. Emphasis is placed on assisting the student in preparing for successful completion of the P.O.S.T. Regular or Modular Academy training.
Field trips are required. Offered on a pass/no pass basis only.

Reactivated Courses

~~B ESL N100A Low-beg Communication Skills for Non and Ltd Engl Prof Students~~
Beginning Non-Credit ESL
Hours: 80 laboratory per semester
This is a ~~low~~ beginning course for non and limited English proficient students who want to acquire the listening, speaking, reading and writing **communication** skills necessary for living, working, and attending school where English is used. ~~There will be some attention to reading and writing skills at this level, but listening and speaking will have the major emphasis.~~
Integration of computer literacy, such as basic computer knowledge and keyboarding, will help students build the basic skill set needed in the workplace, in school, and in other aspects of their daily lives.
This is a noncredit course, non-degree applicable.

~~B ESL N100B High-beg Communication Skills for Non and Ltd Engl Prof Students~~
High Beginning Non-Credit ESL
Hours: 80 laboratory per semester
This is a high-beginning course for non- and limited-English proficient students who want to acquire the listening, speaking, reading and writing **communication** skills necessary for living, working, and attending school where English is used. ~~There will be some attention to reading and writing skills at this level, but listening and speaking will have the major emphasis.~~
Integration of computer literacy, such as basic computer knowledge and keyboarding, will help students build the basic skill set needed in the workplace, in school, and in other aspects of their daily lives.
This is a noncredit course, non-degree applicable.

Reactivated Courses (continued)

B ESL N100C ~~Low Inter Communication Skills for Non and Ltd Engl Prof Students~~
Intermediate Non-Credit ESL

Hours: 80 laboratory per semester

This is a low intermediate course for non- and limited-English proficient students who want to ~~develop~~ **continue developing** the listening, speaking, reading and writing skills necessary for living, working, and attending school where English is used. ~~All language skills will be addressed, and there will be some attention to United States customs and culture.~~ **This course will focus on communication and critical thinking skills and will help students continue to develop computer literacy.**

This is a noncredit course, non-degree applicable.

B ESL N100D ~~High Inter Communication Skills for Non and Ltd Engl Prof Students~~
High Intermediate Non-Credit ESL

Hours: 80 laboratory per semester

This is a high intermediate course for limited-English proficient students who want to develop the listening, speaking, reading, and writing skills necessary for living, working and attending school where English is used. Student will develop ~~fluency in all language skills. Accuracy will be emphasized and there will be some attention to academic English skills~~ **communication and critical thinking skills and continue to develop computer literacy.**

This is a noncredit course, non-degree applicable.

Revised Programs

**Associate of Science Degree
Certificate of Achievement
Police Science: Basic Law Enforcement Academy**

The Associate in Science Degree and Certificate of Achievement in Police Science: Basic Law Enforcement Academy develops skills and knowledge required for basic training for new Law Enforcement Officers as required by Government Code, California Penal Code and the Commission on Peace Officer Standards and Training Administrative Manual.

REQUIRED COURSES:		Units
POSC V01	Basic Law Enforcement Academy	32
<i>POSC V01A</i>	<i>Orientation for P.O.S.T. Regular and Modular Academy</i>	<i>3.5</i>
<hr/> TOTAL MAJOR UNITS:		35.5

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 55044, 58000 et seq

AP 5070 Attendance

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. 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.

D. 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.~~

~~2.~~ Any student absent from the first class meeting may be dropped by the instructor.

~~3.~~ 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.

~~4.~~ 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.

~~5.~~ 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.

~~6.~~ 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.

~~7.~~ Tardiness and/or leaving class early may be treated in the same manner as absences per the class

syllabus.

8. 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.

9. 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.

10. Faculty will determine if work missed during any absence can be made up.

11. All drops (administrative, instructor or student initiated) shall be recorded in the same manner.

12. Students remaining in a class beyond the published withdrawal deadline as stated in the class schedule will receive an evaluative grade.

13. 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.

E. Positive Attendance Courses

1. 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.

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

F. Variable (Open-Entry/Open-Exit) Courses

Students may enroll multiple times in variable unit open-entry/open-exit courses meeting the requirements of section 58164. The enrollments are limited to the number of times necessary for the student to complete the entire curriculum of the course one time as described in the corresponding course outline of record.

Except in four circumstances, a student may not enroll more than one time (repeat) in each portion of a course offered for variable unit on an open-entry/open exit basis. (§ 55044(a).) The four circumstances in which a student may repeat a portion of the course are as follows:

- the course is required for legally mandated training,
- the course is a special class for students with disabilities,
- extenuating circumstances, or
- alleviation of substandard work.

Active participatory courses in physical education, visual arts, and performing arts are not permitted to be repeated pursuant to this section even if they are offered on a variable unit open-entry/open-exit basis.