District Technical Review Workgroup - Instructional (DTRW-I)
AGENDA
February 12, 2015 - 1:00 – 3:00 p.m.
DAC, Lakin Boardroom

- **Approval of January 15, 2015 Meeting Notes**

- **Curriculum Submissions**

MOORPARK COLLEGE
Deleted Degrees
Associate in Arts in Music, 38.0-40.0
Associate in Arts in Theatre Arts: Directing, 18.0-22.0
Associate in Science in Astrophysics, 47.0
Associate in Science in Health Information Management, 28.0-51.0
Associate in Science in Multimedia: Multimedia Animation, 31.0-41.0
Associate in Science in Multimedia: Multimedia Broadcast, 31.0-41.0
Associate in Science in Multimedia: Multimedia Business, 31.0-41.0
Associate in Science in Multimedia: Multimedia Communication, 31.0-41.0
Associate in Science in Multimedia: WWW Design, 31.0-41.0
Associate in Science in Photojournalism, 25.0
Multimedia: Multimedia Animation Certificate of Achievement, 31.0-41.0
Multimedia: Multimedia Broadcast Certificate of Achievement, 31.0-41.0
Multimedia: Multimedia Business Certificate of Achievement, 31.0-41.0
Multimedia: Multimedia Communication Certificate of Achievement, 31.0-41.0
Multimedia: WWW Design Certificate of Achievement, 31.0-41.0
Music: Choral Conducting Certificate of Achievement, 31.0-32.0
Music: Instrumental Conducting Certificate of Achievement, 31.0-32.0
Music: Vocal Performance Certificate of Achievement, 31.0-32.0
Photojournalism Certificate of Achievement, 25.0

New Courses
PHOT M30B, Advanced Photography II, 3.0
PHTC M31B, Studio Lighting II, 2.0

OXNARD COLLEGE
There were no submissions from Oxnard College.

VENTURA COLLEGE
Revised Degrees/Programs
Associate of Science Degree/Certificate of Achievement: Automotive Technology
Associate of Science Degree/Certificate of Achievement: Business Management
Associate of Science Degree/Certificate of Achievement: Child Development

New Courses
ART V50B, Handbuilding Ceramics II, 3 units
ART V50C, Handbuilding Ceramics III, 3 units
ART V50D, Handbuilding Ceramics IV, 3 units
BUS V50, Public Relations, 3 units
HED V22, Health and Social Justice, 3 units
HED V32, Principles of Food with Lab, 3 units

Revised Courses
ART V50A, ~~Beginning~~ Handbuilding *Ceramics I,* 3 units

OLD BUSINESS:
- BP/AP 4050 Articulation (under review by Ventura Academic Senate) – status update
- BP/AP 4102 Occupational, Vocational, Technical Programs (under review at Ventura Academic Senate) – status update
- BP/AP 4105 Distance Education – no BP 4105 – needs development – (under review by Academic Senates – status update)
- BP/AP 4235 Credit by Examination – (under review by Academic Senates – status update)

NEW BUSINESS:
- Review of DTRW-I section from Decision Making Handbook: Course and program activity requiring DTRW-I review and Board approval

Items under review at other workgroups/committees or on hold:
- BP/AP 5030 Fees – under review with DOC/DCAS
- BP/AP 5140 – Disabled Students – new version from Mary Rees (under review by DTRW-SS)
- BP/AP 5300 Student Equity – under review by DTRW-SS
- BP/AP 5570 Student Credit Card Solicitations – under review with DOC/DCAS

Next Meeting Date: March 12, 2015 – 1 pm – DAC Lakin Boardroom
                   Submission deadline: March 6, 2015

Ventura County Community College District

2014-2015 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
January 15, 2014 - 1:00 p.m. – 3:00 p.m.
MEETING NOTES PRIOR TO APPROVAL AT 2.12.15 DTRW-I MEETING

Members: Chancellor's Designee: Lori Bennett, Chair (MC)
Faculty Co-Chair: Linda Kama'ila (OC)
Executive Vice Presidents: Lori Bennett (MC), Raul Cardoza (OC), Patrick Jefferson (VC)
Faculty Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Angelica Gonzales (VC)
Additional Faculty Member: Graciela Casillas-Tortorelli (OC)
Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (VC)
Academic Senate Presidents: Linda Kama'ila (OC), Mary Rees (MC), Alex Kolesnik (VC)
Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor's Cabinet Liaison/guest)

Absent: Jerry Mansfield

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of November 13, 2014 Meeting Minutes	Dr. Bennett welcomed everyone to DTRW-I and the meeting commenced at 1:05 pm. Introductions were made for new members. The December 11, 2014 meeting notes were approved two minor changes.			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses **Moorpark/Oxnard/Ventura Submissions**	**Curriculum Submissions:** **MOORPARK COLLEGE** **New Programs** Digital Journalism Proficiency, 9.0 Performing Arts Management Proficiency Award, 9.0 Playwriting Proficiency Award, 9.0			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	Theatre Arts: Technical Theatre – General Proficiency Award, 9.0 **Recommendation:** These new programs will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval. **Deleted Degrees** Associate in Science in Environmental Technology, 25.0 **Recommendation:** This deleted degree will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval. **New Course** BUS M41, Principles of Retailing, 3.0 **Recommendation:** This new course will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval. **Revised Course** ACCT M110, Financial Accounting, 3.0 **Recommendation:** This revised course will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval. **OXNARD COLLEGE** **New Programs** AS and Certificate of Achievement in Automation and Control Systems AS in Film, Television, and Electronic Media Certificate of Achievement in Film, Television, and Electronic Media and Production Certificate of Achievement in Firefighter 1 Academy **Recommendation:** These new programs will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with revision as indicated in underline above. **Revised Programs**			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	AS and Certificate of Achievement in Automotive Technology AS and Certificate of Achievement in Dental Assisting AS and Certificate of Achievement in Restaurant Management **Recommendation:** These revised programs will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with a minor grammatical revision to DA R023 in Dental Assisting. The workgroup decided the Associate in Science in Restaurant Management will not go forward to the Board as it included non-substantial changes. **VENTURA COLLEGE** There were no submissions from Ventura College.			
OLD BUSINESS				
BP 4050 no change AP 4050 Articulation	Ventura College Academic Senate requires more time for review. Oxnard and Moorpark College Academic Senates has approved this policy and procedure at their second readings. This item will return for final approval from Ventura College. Ms. Nusser will send the latest version to Alex Kolesnik for review by the Ventura College Academic Senate. This item will return to the February meeting.	Send latest version to Alex Kolesnik Add to next agenda	ASAP 2.06.15	Laurie Nusser Laurie Nusser
AP 4102 Occupational/Vocational Technical Programs	The Ventura College Academic Senate has not reviewed this administrative procedure as of yet and will review in January. Revisions were made during the meeting. This item will return to February meeting for final review. There were no changes to the BP 4102.	Send latest version to Alex Kolesnik Add to next agenda	ASAP 2.06.15	Laurie Nusser Laurie Nusser
BP/AP 4105 Distance Education	Ms. Rees presented new a version of the AP from the Moorpark Academic Senate. Minor changes were made to the administrative policy during the meeting. Ms. Nusser will make the recommended changes and send to the Senates for review in January. Oxnard College Distance Learning Committee also requires review. This item will return to DTRW-I in February.	Send latest version to Academic Senates Add to next agenda	ASAP 2.06.15	Laurie Nusser Laurie Nusser

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Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
New Business				
AP 4051 Articulation Between VCCCD and High School Institutions tied to BP 4050	The workgroup reviewed the new proposed version provided by the Registrars. Revisions were made during the meeting and will go to the Curriculum Committees and Academic Senates. This item is also under review at DTRW-SS and will return to the February meetings.	Send latest version to Academic Senates Add to next agenda	ASAP 2.06.15	Laurie Nusser Laurie Nusser
AP 4235 Credit by Examination	The workgroup reviewed the new version provided by the Registrars. Revisions were made during the DTRW-I meeting and reviewed at DTRW-SS. This item and will go to the Curriculum Committees and Academic Senates for final review. This item will return to the February DTRW-I and SS meetings.	Send latest version to Academic Senates Add to next agenda	ASAP 2.06.15	Laurie Nusser Laurie Nusser
Adjournment	Dr. Bennett adjourned the meeting at 2:50 pm.			
Next Meeting Date:	February 12, 2015 – 1 pm, DAC Lakin Boardroom Submission deadline: February 6, 2015			

MOORPARK COLLEGE

Deleted Degrees

Associate in Arts in Music	38.0-40.0
Associate in Arts in Theatre Arts: Directing	18.0-22.0
Associate in Science in Astrophysics	47.0
Associate in Science in Health Information Management	28.0-51.0
Associate in Science in Multimedia: Multimedia Animation	31.0-41.0
Associate in Science in Multimedia: Multimedia Broadcast	31.0-41.0
Associate in Science in Multimedia: Multimedia Business	31.0-41.0
Associate in Science in Multimedia: Multimedia Communication	31.0-41.0
Associate in Science in Multimedia: WWW Design	31.0-41.0
Associate in Science in Photojournalism	25.0
Multimedia: Multimedia Animation Certificate of Achievement	31.0-41.0
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Multimedia: Multimedia Communication Certificate of Achievement	31.0-41.0
Multimedia: WWW Design Certificate of Achievement	31.0-41.0
Music: Choral Conducting Certificate of Achievement	31.0-32.0
Music: Instrumental Conducting Certificate of Achievement	31.0-32.0
Music: Vocal Performance Certificate of Achievement	31.0-32.0
Photojournalism Certificate of Achievement	25.0

New Courses

PHOT M30B	Advanced Photography II	3.0
PHTC M31B	Studio Lighting II	2.0

DTRW 2-12-2015

Deleted Degrees

Associate in Arts in Music

To earn an Associate in Arts Degree with a major in Music, students complete 38-40 specified units, plus General Education Degree Requirements. This program is designed for students interested in specializing in music education leading to transfer to most universities and/or a professional career in music. Specialized options are provided in Instrumental Music, Keyboard Music, Music Theory and Composition and Vocal Music.

In addition to General Education degree requirements, complete the following:

Required Courses		Units
MUS M02A	Music Theory I	3.0
MUS M02AL	Musicianship I	1.0
MUS M02B	Music Theory II	3.0
MUS M02BL	Musicianship II	1.0
MUS M02C	Music Theory III	3.0
MUS M02CL	Musicianship III	1.0
MUS M02D	Music Theory IV	3.0
MUS M02DL	Musicianship IV	1.0
MUS M25C	Class Piano - Intermediate I	2.0
MUS M25D	Class Piano - Intermediate II	2.0
MUS M29	Repertoire Class	1.0
MUS M30A	Applied Music-Woodwind	1.0
MUS M30G	Applied Music-Voice	1.0
Units from One of the RECOMMENDED OPTIONS		10.0-12.0

Recommended Options: Choose one of the following:

Instrumental Music Specialization (complete specified units)		Units
MUS M15	Moorpark Community Orchestra 1	2.0
MUS M18	Jazz Ensemble	1.0
MUS M19	Chamber Ensembles	2.0
MUS M21	Wind Ensemble	1.0
Two units (minimum) from the following:		
MUS M14	Moorpark Symphony Orchestra	2.0
MUS M25A	Class Piano - Beginning I	2.0
MUS M25B	Class Piano - Beginning II	2.0

or

Keyboard Music Specialization		Units
MUS M25A	Class Piano - Beginning I	2.0

MUS M25B	Class Piano - Beginning II	2.0

One ensemble course each semester for 4 semesters 8

MUS M19	Chamber Ensembles	2.0
MUS M20	Piano Ensemble	2.0

or

Music Theory and Composition Specialization (complete specified units) **Units**

One ensemble course each semester for 4 semesters 8

Ensemble choice based on student's specialization 2 Two units (minimum) from the following

MUS M14	Moorpark Symphony Orchestra	2.0
MUS M25A	Class Piano - Beginning I	2.0
MUS M25B	Class Piano - Beginning II	2.0

or

Vocal Music Specialization Units

One ensemble course each semester for 4 semesters 8

MUS M10	Concert Choir	1.0
MUS M16	Opera Theatre	2.0

Two units (minimum) from the following

MUS M13A	Fundamentals of Vocal Technique I	2.0
MUS M13B	Fundamentals of Vocal Technique II	2.0
MUS M13C	Advanced Vocal Development I	2.0
MUS M13D	Advanced Vocal Development II	2.0
MUS M25A	Class Piano - Beginning I	2.0
MUS M25B	Class Piano - Beginning II	2.0

TOTAL UNITS **38.0-40.0**

Associate in Arts in Theatre Arts: Directing

Theatre Arts is a diverse discipline that offers theoretical instruction and hands-on experience for students concentrating on transfer and direct career preparation. Interested students may pursue careers in acting, directing, play writing, as well as lighting, set, sound, costume and make-up design. The study of Theatre Arts encourages all students to enrich their appreciation of varying forms of art and enhances their abilities in communication, critical analysis and self-expression.

AA Degree with Area of Emphasis in Theatre Arts: Directing
To earn an Associate in Arts Degree with a major in Theatre Arts: Directing students must complete the 4 CORE courses, all college General Education Degree Requirements, THA M15A Beginning Directing and at least one or two (1-2) of the electives below totaling 6 or more units. This program's varied curriculum provides introductory knowledge of directing for the stage.

Required Courses (CORE) for AA with Area of Emphasis Theatre Arts: Directing **Units**

THA M01	Introduction to Theatre	3.0

THA M02A	Acting I	3.0
THA M20	Stagecrafts	3.0
THA M10A	Theatre Production: Performance I	3.0
or		
THA M11A	Theatre Production: Technical I	3.0

Electives: (add THA M15A and 1-2 courses to total at least 18.0 units)		**Units**
THA M15A	Stage Direction I	3.0
THA M15B	Stage Direction II	3.0
or		
THA M04	History of the Theatre	3.0
or		
THA M23A	Lighting Design I	3.0
or		
THA M25A	Scene Design I	3.0
or		
THA M24A	Costume & Makeup Design I	3.0

TOTAL UNITS		**18.0-22.0**

Associate in Science in Astrophysics

To earn an Associate in Science degree with an emphasis in Astrophysics, students complete 47 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper division course work for advanced degrees in Astrophysics offered by four-year institutions. Since the course work in astrophysics is sequential, students may spend less time earning an Associate and/or Bachelor's degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in astrophysics. Also, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

In addition to General Education degree requirements, complete the following:

Required Courses		**Units**
AST M01 *	An Introduction to Astronomy	3.0
AST M01L	Introduction to Astronomy Lab	1.0
CHEM M01A	General Chemistry I	5.0
CHEM M01B	General Chemistry II	5.0
MATH M25A	Calculus with Analytic Geometry I	5.0
MATH M25B	Calculus with Analytic Geometry II	5.0
MATH M25C	Calculus with Analytic Geometry III	5.0
MATH M35	Applied Differential Equations	3.0

PHYS M20A and	Mechanics of Solids and Fluids	4.0
PHYS M20AL	Mechanics of Solids and Fluids Lab	1.0
PHYS M20B and	Thermodynamics, Electricity and Magnetism	4.0
PHYS M20BL	Thermodynamics, Electricity and Magnetism Laboratory	1.0
PHYS M20C and	Wave Motion, Optics, and Modern Physics	4.0
PHYS M20CL	Wave Motion, Optics, and Modern Physics Laboratory	1.0

TOTAL UNITS		**47.0**

Associate in Science in Health Information Management

Health Information Management (HIM) is a profession dedicated to the management of health data. With the advent of electronic recordkeeping and advances in information technology, effective Health Information Management is not only critical to the delivery of health care to the public, but also essential to the utilization, financing, and management of the health care system itself. The expansion in health information technology is opening a wide range of employment opportunities across all segments of the health industry. The U.S. Department of Labor, Bureau of Labor Statistics projected a 49% growth in the number of Health Information Management workers by 2010, making HIM one of the nation's fastest-growing occupations. Health Information Management education provides distinct entry and exit points at each academic level, marking clear steps for career progression. The levels are: certificate, associate, baccalaureate, and masters degree. The HIM certificate completer is a Medical Coder; the HIM associate degree completer is a Health Information Technician. To earn an Associate in Science Degree in Health Information Management, students complete 49-52 specified units and the General Education Degree Requirements, for a total of 79.5-82 units. Successful completion provides the graduate with eligibility for the national Registered Health Information Technician (RHIM) exam. The HIM associate degree graduate is prepared as a technical expert on health data collection, analysis, monitoring, maintenance, retrieval and reporting in accordance with quality principles, legal and regulatory standards and professional practice guidelines.

Required Courses		**Units**
ANPH M01 or	Human Anatomy & Physiology	6.0
ANAT M01 and	Human Anatomy	4.0
PHSO M01	Human Physiology	4.0
BUS M31	Introduction to Management	3.0
CIS M28	Microsoft Office	3.0
HIM M01	Introduction to Health Information Management	3.0

HIM M02	Clinical Classification Systems ICD-9-CM Coding	3.0
HIM M03	Clinical Classification Systems CPT Procedural Coding	3.0
HIM M04	Medical Insurance and Reimbursement	4.0
HIM M07	Alternative Healthcare Delivery	2.0
HIM M08	Health Information Computer Applications	2.0
HIM M09	Clinical Quality Assessment and Improvement	3.0
HIM M10	Applied Healthcare Statistics	2.0
HIM M11	Health Information Technology Practicum	3.0
NS M19	Medical Terminology	3.0
HS M23	Pharmacology for Allied Health Professionals	3.0
NS M25	Basic Pathophysiology	4.0
HS M26	Legal Aspects of Healthcare	2.0

TOTAL UNITS **49.0-52.0**

Associate in Science in Multimedia

To earn an **Associate in Science Degree with a major in Multimedia, students complete 31-40 units,** plus General Education courses. Certificate of Achievement Options in Multimedia (more than 18 units) **To earn a Certificate of Achievement in Multimedia students complete 31-40 specified units.** The program offers several **options for students: Multimedia Design, WWW Design, Multimedia Business, Multimedia Communications, Multimedia Broadcast and Multimedia Animation.**

Required Courses		**Units**
MM M10	Introduction to Digital Media	3.0
MM M20	Web Design	3.0
MM M30	Motion Graphics	3.0
MM M40	Introduction: 3D Modeling and Animation	3.0
MM M50	Interactive Design	3.0
MM M80	Internship in Multimedia	1.0 – 4.0
MM M90	Interactive Portfolio	3.0
Units from One of the RECOMMENDED OPTIONS		12.0-21.0
TOTAL		31.0-40.0

Recommended Options: Choose one of the following
Multimedia Animation Option (complete 21 specified units)

ART M20	Two-Dimensional Design	3.0
ART M30	Drawing and Composition I	3.0
PHOT M10	Beginning Photography	3.0
THA M09	Acting for Film and TV	3.0
DANC M12A	Modern Dance I – Fundamentals	1.5

DANC M12B	Modern Dance II – Beginning	1.5
DRFT M20	3D Modeling	3.0
DRFT M21	Technical Animation	3.0

OR

Multimedia Broadcast Option (complete 18 specified units)

RT M01	Media and Society	3.0
RT M02A	Broadcast Studio Operations	3.0
RT M02B	Digital Camera Production/Editing	3.0
RT M03A	TV Production Workshop	3.0
RT M05	Radio-TV Script Writing	3.0
RT M07	Audio Production	3.0

OR

Multimedia Business Option (complete 15 specified units)

BUS M30	Introduction to Business and Economics	3.0
BUS M31	Introduction to Management	3.0
BUS M32	Small Business Management	3.0
BUS M33	Business Law	3.0

OR

| BUS M34 | Legal Environment of Business | 3.0 |
| BUS M37 | Marketing | 3.0 |

OR

Multimedia Communications Option (complete 18 specified units)

JOUR M01	Media and Society	3.0
FILM M26	History of International Cinema II: WWII to the Present	3.0
COMM M01	Introduction to Speech	3.0
RT M05	Radio-TV Script Writing	3.0

Six Units from the Following Courses

THA M01	Introduction to the Theatre	3.0
DANC M12A	Modern Dance I - Fundamentals	1.5
GR M20	Mac and IBM Operating Systems for Graphic Design	2.0
GR M23	Visual Technologies	3.0
PHOT M10	Beginning Photography	3.0
RT M02A	Broadcast Studio Operations	3.0
RT M02B	Digital Camera Production/Editing	1.5
RT M07A	Audio Production	3.0

OR

WWW Design Option (complete 12 specified units)

| ART M20 | Two-Dimensional Design | 3.0 |
| ART M30 | Drawing and Composition I | 3.0 |

Six Units from the Following Courses

| CIS M50 | Introduction to LAN | 3.0 |
| CIS M52 | Introduction to Windows NT | 3.0 |

CIS M60C	Internet and WWW I	1.0
CIS M30	Web Page Design I	1.5
CS M03	Computer Hardware and Systems Software	3.0
CS M10A	Introduction to Computer Programming	
	Using Structured C++	4.0
CS M10B	Object-Oriented Programming Using C++	4.0
CS M10J	Introduction to Computer Programming Using Java	4.0

TOTAL UNITS **31.0-40.0**

Associate in Science in Photojournalism

This program is designed for the student seeking a professional career in newspaper or magazine photography. Students completing this program will be prepared as entry level photographers on newspapers, magazines or as freelance photographers. To earn an Associate in Science degree with a major in Photojournalism, students complete 25 specified units, plus General Education degree requirements.

JOUR M01	Introduction to Mass Communications	3.0
JOUR M02	Introduction to Reporting and Writing for Media	3.0
PHOT M10	Beginning Photography	3.0
PHOT M20	Intermediate Photography	3.0
PHOT M40	History of Photography	3.0
PHOT M30	Advanced Photography	2.0
PHTC M35	Introduction to Photojournalism	3.0
PHTC M31A	Studio Lighting I	2.0
MM M10	Introduction to Digital Media	3.0

TOTAL UNITS **25.0**

Music Certificate of Achievement

To earn a Certificate of Achievement in Music, students complete 31-32 specified units. This program is designed to provide the student with the basic training, knowledge and conducting skills necessary for accepting a position as a church or community choral director.

Required Courses		**Units**
MUS M01	Fundamentals of Music	3.0
MUS M02A	Theory I - Diatonic Harmony	3.0
MUS M02AL	Musicianship I	2.0
MUS M02B	Theory II - Chromatic Harmony	3.0
MUS M02BL	Musicianship II	2.0

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| MUS M09A | Music History I | 3.0 |
| Units from One of the RECOMMENDED OPTIONS | | 15.0-16.0 |

TOTAL UNITS 31.0-32.0

Recommended Options: Choose one of the following
Choral Conducting Option (complete 15 specified units)

MUS M10	Concert Choir	2.0
MUS M13A	Fundamentals of Vocal Technique I	2.0
MUS M13B	Fundamentals of Vocal Technique II	2.0
MUS M25A	Class Piano – Beginning I	2.0
MUS M25B	Class Piano – Beginning II	2.0
MUS M27	Choral Conducting	2.0
MUS M60E	Choral Conducting Seminar	3.0

OR

Instrumental Conducting Option (complete 15 specified units)

MUS M09B	Music History II	3.0
MUS M19	Chamber Ensembles	2.0
MUS M21	Wind Ensemble	2.0
MUS M22A	Independent Studies - Music	1.0
MUS M22B	Independent Studies - Music	1.0
MUS M25A	Class Piano – Beginning I	2.0
MUS M25B	Class Piano – Beginning II	2.0
MUS M28	Instrumental Conducting	2.0

OR

Vocal Performance Option (complete 16 specified units)

MUS M10	Concert Choir	2.0
MUS M13A	Fundamentals of Vocal Technique I	2.0
MUS M13B	Fundamentals of Vocal Technique II	2.0
MUS M13C	Advanced Vocal Development I	2.0
MUS M13D	Advanced Vocal Development II	2.0
MUS M16	Opera Theatre	2.0
MUS M25A	Class Piano – Beginning I	2.0
MUS M25B	Class Piano – Beginning II	2.0

Photojournalism Certificate of Achievement

This program is designed for the student seeking a professional career in newspaper or magazine photography. Students completing this program will be prepared as entry level photographers on newspapers, magazines or as freelance photographers. To earn a Certificate of Achievement in Photojournalism, students must complete 25 specified units.

Required Courses		Units
MM M10	Introduction to Digital Media	3.0
JOUR M01	Introduction to Mass Communications	3.0
JOUR M02	Introduction to Reporting and Writing for Media	3.0
PHOT M10	Beginning Photography	3.0
PHOT M20	Intermediate Photography	3.0
PHTC M31A	Studio Lighting I	2.0
PHOT M40	History of Photography	3.0
PHOT M30	Advanced Photography	2.0
PHTC M35	Introduction to Photojournalism	3.0
TOTAL UNITS		**25.0**

New Courses

PHOT M30B	Advanced Photography II	3.0
Prerequisites:	PHOT M30A	
Hours:	2 lecture, 3 lab	

Further refines technical and aesthetic mastery of black and white and/or color photography. Emphasizes demonstrations and assignments in advanced photographic techniques such as digital medium format. Focuses on creative expression, conceptualization, exhibition quality portfolio development, and increased expansion of the student's understanding of theoretical issues regarding the history and practice of photography. Further strengthens the artist's personal statement through major individual projects. Applies to Associate Degree. Transfer credit: CSU

PHTC M31B	Studio Lighting II	2.0
Prerequisites:	PHTC M31A	
Hours:	0.5 lecture, 4.5 lab	

Builds upon basic studio lighting techniques and principles utilizing artificial light sources as used in commercial and fine art photographic applications. Furthers understanding of the control and quality of light. Emphasizes the mixing of natural and artificial light, color gels and color control. Includes architectural, location portraiture, and fashion photography. Applies to Associate Degree. Transfer credit: CSU

VENTURA COLLEGE

Revised Degrees/Programs

Associate of Science Degree/Certificate of Achievement: Automotive Technology
Associate of Science Degree/Certificate of Achievement: Business Management
Associate of Science Degree/Certificate of Achievement: Child Development

New Courses

ART V50B	Handbuilding Ceramics II	3 units
ART V50C	Handbuilding Ceramics III	3 units
ART V50D	Handbuilding Ceramics IV	3 units
BUS V50	Public Relations	3 units
HED V22	Health and Social Justice	3 units
HED V32	Principles of Food with Lab	3 units

Revised Courses

ART V50A	~~Beginning~~ Handbuilding *Ceramics I*	3 units

Revised Degrees/Programs

Associate of Science Degree/Certificate of Achievement: Automotive Technology

REQUIRED COURSES:		UNITS
AUTO V10	Introduction to Automotive Technology	1.5
AUTO V14 *27*	Automotive Electrical Systems	4 *2*
AUTO V14LA *27L*	Automotive Chassis Electrical Laboratory	1.*5*
AUTO V43	***Automotive Electronics***	***2***
AUTO V14LB *V43L*	Automotive Engine Electrical Systems *Electronics* Laboratory	1.*5*
AUTO V15	Automotive Fuel Systems	2
AUTO 15LA	Automotive Fuel Systems Laboratories A	1
AUTO V15LB	Automotive Fuel Systems Laboratories B	1
AUTO V16	Automotive Emission Control Systems	2
AUTO V16LA	Automotive Emission Control Systems Laboratories A	1
AUTO V16LB	Automotive Emission Control Systems Laboratories B	1
AUTO V17	Automotive Drivability Diagnostics and Repair Automotive Drivability	2
AUTO V17LA	Diagnostics and Repair Laboratories A	1
AUTO V17LB	Drivability Diagnostics and Repair Laboratories B	1
AUTO V18 *38*	Automotive Heating/ *and* Air Conditioning	1 *2*
AUTO V18L *38L*	Automotive Heating/ *and* Air Conditioning Laboratory	1
AUTO V20 *34*	Automotive Engine Repair	3 *2*
AUTO V20LA *34L*	Automotive Engine Repair Laboratory A	2
AUTO V20LB	Automotive Engine Repair Laboratories B Automotive Transmission	1
AUTO V22 *30*	and Drive Line *Diagnosis and Repair*	3 *2*
AUTO V22LA *30L*	Automotive Transmission and Drive Line *Diagnosis and Repair* Laboratory A	2
AUTO V22LB	Automotive Transmission and Drive Line Laboratories B	1
AUTO V26	Automotive Brakes Service and Repair	2
AUTO V26LA	Automotive Brakes Service and Repair Laboratories A	1
AUTO V26LB	Automotive Brakes Service and Repair Laboratories B	1
AUTO V28	Automotive Suspension Systems	2
AUTO V28LA	Automotive Suspensions Laboratory	1
AUTO V28LB	Automotive Alignment Laboratory	1
AUTO V30	***Manual Transmissions and Driveline***	***2***
AUTO V30L	***Manual Transmissions and Driveline Laboratory***	***1***
AUTO V42	***Automotive Engine Management***	***4***
AUTO V47	***Engine Drivability***	***4***

REQUIRED ADDITIONAL COURSES:
Select one (1) of the following areas and complete courses as listed:
AREA A:

AUTO V10	***Introduction to Automotive Technology***	***1.5***

AREA B:

AUTO V11	***Vehicle Maintenance for the Technician***	***2***
AUTO V12	***Introduction to Automotive Industry***	***1***

Students needing to complete dealership internship requirements will take:

AUTO V96	***Automotive Internship***	***3***

TOTAL UNITS   ***40 –*** 41.5 units

Revised Degrees/Programs
Associate of Science Degree/Certificate of Achievement: Business Management

REQUIRED COURSES:		Units
BUS V03	Introduction to Accounting	3
BUS V30	Introduction to Business	3
BUS V17 (was BIS V40)	Computer Applications	3
BUS V31/SUP V94	Organization and Management	3
BUS V45	Business Communications	3

REQUIRED ADDITIONAL COURSES:
Select one (1) of the following courses:

BUS V32/SUP V93	Human Resource Management	3
BUS V33	Business Law	3
BUS V53	Legal Environment of Business	3

Select one (1) of the following courses:

BUS V34	Exercise in Management Decision Making	3
BUS V38/CD V38	Small Business Management	3
BUSV40/SUP V92	Organizational Behavior	3
BUS V43	Introduction to International Business	3
BUS V44/SUP V81	Business English	3
BUS V46	*Marketing*	*3*
	TOTAL UNITS	21

Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: BUS V40, V43, V44; ECON V01A; SUP V81, V90, V96. Although these supplemental courses may be of value to the student, please note that they do **NOT** satisfy the requirements for this degree.

Revised Degrees/Programs
Associate of Science Degree/Certificate of Achievement: Child Development

REQUIRED COURSES: **UNITS**

~~CD V01~~	~~Introduction to Careers in Child Development~~	~~1~~
CD V02	Child Growth and Development	3
CD V05	Teaching in a Diverse Society	3
CD V24	Child Nutrition, Health and Safety	3
CD V61	Child, Family and Community	3
CD V62	Principles and Practices in Early Childhood Education	3
CD V63	Introduction to Curriculum in Early Childhood Education	3
CD V64A	Practicum in Early Childhood Education: Observation and Assessment	3
CD V64B	Practicum in Early Childhood Education: Field Experience	3

REQUIRED ADDITIONAL COURSES:

Select three (3) units from the following courses:

~~CD V11~~	~~Language and Literacy in Early Childhood Education~~	~~3~~
~~CD V14~~	~~Creative Arts in Early Childhood Education~~	~~3~~
~~CD V19~~	~~Math and Science in Early Childhood Education~~	~~3~~
CD V10	*Introduction to Children with Special Needs*	*3*
CD V16	*Behavior Management*	*3*
CD V20	*Curriculum and Strategies for Children with Special Needs*	*3*
CD V23	*Creative Experiences, Materials, and Environments in ECE*	*3*
CD V27	*Infant and Toddler Development*	*3*
CD V28	~~Programs for Infant and Toddler~~ Care *and Education for Infants and Toddlers*	3
CD V29	*Adult Supervision in Early Childhood Education*	*2*
CD V65	*Administration of Early Childhood Programs*	*3*

TOTAL UNITS   ~~28~~ *26-27* units

New Courses

ART V50B	Handbuilding Ceramics II	3 Units
Prerequisite:	ART V50A	
Hours:	2 lecture, 4 laboratory weekly	

Students will investigate approaches to the enhancement of intermediate level ceramic handbuilt forms.
Field trips may be required. Transfer credit: CSU.

ART V50C	Handbuilding Ceramics III	3 Units
Prerequisite:	ART V50B	
Hours:	2 lecture, 4 laboratory weekly	

Students will develop individual projects in handbuilt ceramics focusing on personal aesthetics.
Field trips may be required. Transfer credit: CSU.

ART V50D	Handbuilding Ceramics IV	3 Units
Prerequisite:	ART V50C	
Hours:	2 lecture, 4 laboratory weekly	

Students will develop advanced projects in ceramics, integrating multiple handbuilding techniques used to create a cohesive body of work.
Field trips may be required. Transfer credit: CSU.

BUS V50	Public Relations	3 Units
Hours:	3 lecture weekly	

Public relations (PR) is the way organizations, companies, and individuals communicate with each other. This course examines public relations techniques used to influence public opinion, manage good will, and protect an organization's reputation. Students will learn PR strategies and techniques to communicate to their public, and study PR channels including (but not limited to) press releases, news conferences, and social media. This course will also cover the strategies and tactics necessary to plan and manage a PR campaign. Working in collaborative teams, students will complete a PR campaign.
Transfer credit: CSU.

HED V22	Health and Social Justice	3 Units
C-ID:	Aligned with PHS 102	
Hours:	3 lecture weekly	

This course provides an introduction to health inequities in the United States which stem from unequal living conditions. Students will explore how education, socioeconomic status, racism, and gender shape health epidemics and policy development. The basic skills necessary for advocating for health and social justice will be theoretically demonstrated.

Field trips may be required. Transfer credit: CSU.

New Courses – continued

HED V32	Principles of Food with Lab	3 Units
C-ID:	Aligned with NUTR 120	
Hours:	2 lecture, 3 laboratory weekly	

This is an introductory course covering the principles of nutrition and food preparation. Topics include food science principles, terminology, weights and measures, food techniques, ingredient functions and interactions, sanitation, safety, equipment, storage standards, menu planning, nutrient composition, and retention. The course includes lecture and lab.
Field trips may be required. Transfer credit: CSU.

Revised Courses

ART V50A	~~Beginning~~ Handbuilding *Ceramics I*	3 Units
Hours:	2 lecture, 4 laboratory weekly	

This course is an introduction to the development of handbuilt ceramic forms. Topics include experimentation with basic techniques, and decoration related to non-wheel thrown historical forms.
Field trips may be required. Transfer credit: CSU.

DTRW-I

February 12, 2015

BP/AP 4050 Articulation

and

AP 4051
Articulation between VCCCD and High School Institutions

Book   VCCCD Board Policy Manual
Section   Chapter 4 Academic Affairs
Title   BP 4050 ARTICULATION
Number   BP 4050
Status   Active
Legal   Title 5, Section 51022(b)
Adopted   February 16, 2006
Last Reviewed   October 11, 2011

The Chancellor, in consultation with the Academic Senates, shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions. The procedures also may support articulation with institutions, including other community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

See Administrative Procedure 4050.

Book   VCCCD Administrative Procedure Manual
Section   Chapter 4 Academic Affairs
Title   AP 4050 ARTICULATION
Number   AP 4050
Status   Active
Legal   Education Code, Section 66730-66744
                      Education Code, Section 66725
                      California Education Code, Section 66720
                      Accreditation Standard II.A.6.a
                      Title 5, Section 51022(b)
Adopted   May 12, 2009
Last Reviewed October 11, 2011

Articulation between VCCCD and Baccalaureate Institutions

The responsibility for the development, maintenance, and distribution of articulation agreements between VCCCD (Ventura College Community College District) and in-state community colleges and baccalaureate institutions is assigned to the individual Articulation Officers at each college in the District.

The aArticulation review processes are defined for a:

1.   the Colleges of VCCCD
2.   maintenance of existing articulation agreements of public and private in-state community colleges and/o
2.3.   rpublic four-year institutions - California State University (CSU) and University of California (UC); and
3.4.   private, independent, proprietary or out-of-state institutions.

The Colleges of VCCCD

The Articulation Officer:
Annually reviews the type(s) of articulation agreement sought and updates the following articulation:

- Transfer
- General education/breadth requirements
- Major preparation
- Courses by department
- Course-to-course
- Other, such as admission or graduation by subject matter

Coordinates with the other institution to exchange needed documentation, such as catalog or course outlines.

Coordinates with on-campus department(s) to ensure accuracy of the proposed courses to be included in an agreement.

Completes agreement.

~~Once approved by both institutions, the Articulation Officer ensures that information is appropriately publicized and updated through publications such as Articulation System Stimulating Inter-Institutional Student Transfer (ASSIST), the college catalog, and the schedule of classes. The new articulation agreement will be publicized to faculty and students, in particular, the disciplines most directly affected by the agreement.~~

- VCCCD Comparable Course List with C-ID (Course Identification Number System)
- VCCCD General Education (GE) Placement List
- ~~VCCCD Approved Course Identification Number System (C-ID) Course List~~

Maintenance of existing articulation agreements of in-state community colleges and~~/or~~ public four-year institutions

The Articulation Officer r~~:~~

~~R~~eviews and updates the following:

- University of California Transfer Course Agreement (UC TCA)
- California State University (CSU) Baccalaureate Level Course List
- Intersegmental Segmental General Education Transfer Curriculum (IGETC)
- CSU General Education/Breadth (CSU GE-Breadth) requirements
- CSU United States History, Constitution, and American Ideals Courses
- Course Identification Numbering System (C-ID)
- Articulation Agreements by Major (major prep)
- Articulation Agreements ~~by Courses~~ by Department (course-to-course)
- Other agreements, such as admission or graduation requirements by subject matter

The Process includes:

- Coordinating with the other institution to exchange needed documentation, such as catalog and/or~~, or~~ course outlines. ~~and/or~~ When syllabi are required, the Articulation Officer will request them from the respective division/department.
- Coordinating with on-campus department(s) to ensure accuracy of the proposed courses to be included in an agreement.
- Completing the agreement.
- ~~Once completed,~~Publicize the agreement.
  - ~~t~~he Articulation Officer ensures that information is appropriately publicized and updated through publications such as Articulation System Stimulating Inter-Institutional Student Transfer (ASSIST), the college catalog, ~~and~~ the schedule of classes, and College website. ~~The new articulation agreement will be publicized to faculty and students, in particular, the disciplines most directly affected by the agreement.~~

Private, independent, proprietary or out-of-state institution

Articulation agreement requests by other popular transfer destination campuses will be considered on case-by-case basis. Articulation priority will be given to VCCCD, ~~CCC~~in-state community colleges, CSU and UC campuses and to state-mandated programs and projects (i.e., C-ID).

~~Articulation Officer reviews the type(s) of articulation agreement sought (see list in previous section).~~

~~The Articulation Officer:~~

- ~~Researches the institution's background, including the type and status of its accreditation, its educational philosophy, and the pros and cons of an articulation agreement.~~
- ~~Meets with his or her counterparts at the District Colleges to review the research and seek unanimity for or against creating articulation with the subject institution.~~
- ~~Reviews this research with the appropriate College Dean and EVP prior to the development of a potential agreement.~~

~~In the event of a lack of district-wide consensus on a proposal, the EVP refers that proposal to the College President, who will collaborate to make the final determination.~~

~~If the elements of a potential agreement do not align with the college mission, or appear not to serve the interest of students, the process is halted without further work.~~

~~If consensus is reached district-wide with the Articulation Officers, and if the College Dean and EVP have reviewed and approved the proposed agreement, the proposed agreement is forwarded to DCSL (District Council for Student Learning) for review.~~

~~Upon review and recommendation by DCSL, the proposed agreement is reviewed at Chancellor's Cabinet prior to final signing by the Articulation Officer.~~

New Articulation Agreements

The Articulation Officer;

- Researches the institution's background, including the type and status of its accreditation **(VCCCD will only accept proposals from Regionally Accredited Institutions),** its educational philosophy, and the pros and cons of an articulation agreement.
- ~~Meets with his or her counterparts~~ Consults with ~~at the D~~district Articulation Officers ~~Colleges~~ to review the research and seek ~~unanimity~~ consensus for or against creating an articulation agreement with the ~~subjec~~requesting ~~t~~institution.
- Reviews this research with the appropriate College Dean ~~and~~**/or** EVP prior to the development of a potential agreement.

In the event of a lack of district-wide consensus on a proposal, the EVP refers that proposal to the College President, who will collaborate to make the final determination.

If the elements of a potential agreement do not align with the college mission, or appear not to serve the interest of students, the process ~~is~~ will be halted without further work.

If consensus is reached district-wide with the Articulation Officers, and if the College Dean and EVP have reviewed and approved the proposed agreement, the proposed agreement is forwarded to ~~DCSL~~ DTRW-I (District Technical Review Workgroup-Instructional ~~Council for Student Learning~~) for review.

Upon review and recommendation by ~~DCSL~~ DTRW-I, the proposed agreement is reviewed at Chancellor's Cabinet prior to final signing by the Articulation Officer.

Maintenance of Existing Articulation Agreements

The Articulation Officer~~:~~

~~r~~Reviews and updates articulation agreements as requested and provided by the Outside Institutions and follows the same process as the In-State Community College or Four-year Institutions as outlined above.

Articulation between VCCCD and High School Institutions

The responsibility for the development of new~~, maintenance and~~ high school~~s~~ to ~~and~~ college~~s~~ articulation agreements, maintenance and distribution of existing articulation agreements ~~distribution of articulation agreements~~ between VCCCD and the high schools is assigned to ~~the individual Career Educational Specialist, to the appropriate individual,~~ a dean or designee at each college in the District and is defined in AP 4051.

~~**New Articulation Agreements**~~

~~The Career Education Specialist:~~

- ~~Coordinates the process of course reviews between the participating high school and the college.~~
- ~~The high school and college discipline faculty are responsible for the curriculum review for comparability of courses, and~~
- ~~The College discipline faculty will determine how courses and unit credits will be awarded for college credit.~~
  ~~Maintenance of Existing Articulation Agreements~~

~~The Career Education Specialist:~~

~~Reviews and updates of the high school articulation agreements are conducted when there are changes to the curriculum and on as-needed-basis.~~

Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	Articulation between VCCCD and High School Institutions
Number	AP 4051
Status	Proposed
Legal	Title 5, Section 55051

The responsibility for the development of new articulations, maintenance and distribution of articulation agreements between VCCCD and the high schools is assigned to the designated Career Education Specialist or designee at each college in the District.

New Articulation Agreements

- The Career Education Specialist or designee coordinates the process of course reviews between the participating high school and the college.
- The high school and college discipline faculty are responsible for the curriculum review for comparability of courses, and the college faculty determine which courses and unit credits will be awarded for college credit, and the method of evaluation of high school student work for credit petition.
- Completed articulation agreements are approved by the dean and faculty member of the course discipline and the high school administrator and teacher, and forwarded to each college's curriculum committee as an informational item.
- Completed agreements are held by the Career Education Specialist or designee and respective dean at each campus.

Maintenance of Existing Articulation Agreements

- The Career Education Specialist or designee coordinates the review and update of the high school articulation agreements when there are changes to the curriculum and on as-needed-basis, and conducts an articulation agreement review at a minimum of once per year.

The High School Articulation Agreement Credit By Exam Petition Process

- The Career Education Specialist or designee ensures that high school students in classes with articulation agreements are enrolled as VCCCD students, that the students register in the designated articulation tracking database (i.e. CATEMA), that a college faculty member from the appropriate discipline evaluates the students' work as per the agreement in each articulation, and that the registrar at each campus appends the awarded units of credit and grade to the transcripts of students who satisfactorily pass the examination for the completed articulated course and submit the approved petition.

See Board Policy 4050 and Administrative Procedure 4050.

DTRW-I and DTRW-SS review 1.15.15; 2.12.15

DTRW-I

February 12, 2015

**BP/AP 4102
OCCUPATIONAL/VOCATIONAL TECHNICAL
PROGRAMS**

Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4102 OCCUPATIONAL/VOCATIONAL TECHNICAL PROGRAMS
Number	BP 4102
Status	Proposed
Legal	Title 5, Sections 55600, et. seq. California Education Code Section 78016

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

See Administrative Procedure 4102.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4102 OCCUPATIONAL/VOCATIONAL TECHNICAL PROGRAMS
Number	AP 4102
Status	Active
Legal	Title 5, Sections 55600 et seq., California Education Code, Section 78016
Adopted	July 14, 2009
Last Reviewed	June 25, 2009

Career Technical Education (CTE) Program Development and Approval

This procedure applies only to programs with a Taxonomy of Programs (TOP) code that designates it as vocational or career technical in nature. All CTE program development must also process follows the steps outlined in AP 4020 Program, Curriculum and Course Development. However, In addition, new CTE prograprogram development m development must also include the following:

1. South Coast Regional Consortium Submission SCRC:
   After local Board of Trustees approval, the proposed CTE program must be submitted to the South Coast Regional Consortium (SCRC) for review and supportapproval, where applicable. SCRC review is required prior to CCCCO submission. While SCRC approval is not required for CCCCO submission, it is recommended; it is highly unlikely that CCCCO approval will be given without SCRC consent. **Per the Program and Course Approval Handbook, 5th Edition, Regional Consortium approval is required.**

2. ~~Narrative Criteria A-E Items~~ and Additional Supporting Documentation **as guided by the most recent Program and Course Approval Handbook**(per Program and Course Approval Handbook, 5th Edition) Form CCC-501: Completion of CTE elements in Form *CCC-501 Application of Approval -- New Credit Program,* including, but not limited to:
   • Labor market information and analysis
   • Employer survey
   • Justification of the new for new career technical education program through job market study
   • **Explanation of Employer Relationship**
   • Membership roster and minutes **from most recent** advisory committee **meeting**

3. **Advisory Committee**
   Members of the advisory committee shall be employees selected from business or industry related to the program, high school/university representatives, students or alumni of the program, or other interested individuals with expertise in the area, or agency representatives. **A balance should exist of faculty and staff representatives of the college discipline to the business/industry representatives. College representatives should be no more than 20% of the committee membership.**

4. **CTE Program Review**
   CTE program review is required every two years **(Ed Code §78016)**, in accordance to established program review practices at each District College. **In addition to the established program review elements,** the review process must include **at a minimum**, but is not limited, to the following:

DTRW-I review 3.07.13
DTRW-I review 4.11.13
DTRW-I review 9.26.13 (changes from Carmen Guerrero)
DTRW-I review 10.09.14; 11.13.14; 12.11.14; 1.15.15 (with edits made at meeting); under review at VC AS)

- Current viability of the CTE program
- Continuing market relevance of CTE
- Demonstration of student completion
- Demonstration of student success in state or regional licensure, or comparable examinations
- **Continuing review by Advisory Committee identifying skills and competencies needed in the local workforce.**
- **Demonstration of student success in obtaining employment**

DTRW-I review 3.07.13
DTRW-I review 4.11.13
DTRW-I review 9.26.13 (changes from Carmen Guerrero)
DTRW-I review 10.09.14; 11.13.14; 12.11.14; 1.15.15 (with edits made at meeting); under review at VC AS)
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February 12, 2015

BP/AP 4105
Distance Education

Book   VCCCD Board Policy Manual
Section   Chapter 4 Academic Affairs
Title   BP 4105 DISTANCE EDUCATION
Number   BP 4105
Status   PROPOSED
Legal

The Chancellor will establish procedures that ensure distance education courses, training, and activities comply with applicable regulations and are consistent with District colleges' missions and goals.

See Administrative Procedure 4105.

Book   VCCCD Administrative Procedure Manual
Section   Chapter 4 Academic Affairs
Title   AP 4105 Distance Education
Number   AP 4105
Status   PROPOSED
Legal   Title 5 Section 55200 et seq.
             42 U.S. Code Sections 12100 et seq.
             29 U.S. Code Section 794d
             ACCJC Guide to Evaluating Distance Education and Correspondence
             Education
             U.S. Department of Education reglations on the integrity of Federal Student
             Financial Aid
             Programs under Title IV of the Higher Education Act of 1965, as amended
             34 Code of Federal regulations part 600

Definition

Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. This definition includes both hybrid and fully online courses.

Course Approval

Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of instruction in a course replaces face-to-face time, or if an entire section of a course, is designed to be provided through distance education.

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

Certification

When approving distance education courses, the Curriculum Committee (CC) will certify the following:

A. Course quality standards: The same standards of course quality are applied to distance education courses as are applied to traditional classroom courses.
B. Course quality determinations: Determinations and judgments about the quality of distance education courses are made in accordance with all CC course- approval criteria and procedures.
C. Instructor contact: Each section of a course that is offered through distance education will include regular effective contact between instructor and students. Distance Education includes the following specifications of instructor/student contact:

1. Instructor-initiated interaction: In hybrid or fully online courses, ensuring regular effective instructor/student contact guarantees the student receives the benefit of the instructor's presence in the learning environment both as a provider of instructional information and as a facilitator of student learning.

In a face-to-face instructional format, instructors are present at each class meeting and interact via class announcements, lectures, activities, and discussions, which take a variety of forms. In hybrid and online instructional formats, instructors will regularly initiate interaction with students to assess if they are doing all of the following:

   a) Accessing and comprehending course material
   b) Participating regularly in course activities

Faculty office hours are not included as fulfilling the regular effective contact requirement and are a separate requirement. Providing students with an open-ended question forum, although appropriate, does not constitute the entirety of effective instructor-initiated interaction.

Instructor-initiated interaction will create an environment of academic integrity that discourages fraud in the form of student misrepresentation and constitutes a means for the following:

   a) Monitoring satisfactory progress, defined as earning grades consistent with a final course grade of a "C" or "Pass"
   b) Tracking student attendance
   c) Determining the last day of attendance for students who drop the course via the following methods:
      • Prior to the first census date, the instructor will initiate an activity that requires student participation
      • The instructor will include various robust assessments and assignments on a frequent basis throughout the semester

2. Frequency of interaction: Distance education courses are considered the virtual equivalent of traditional classroom courses; thus, the frequency of instructor/student interaction in a distance education course will be at least the same as would be established in its face-to-face counterpart. At the very least, the number of instructor contact hours per week that would be available for face-to-face students will also be available, in asynchronous and/or synchronous mode, with students in the distance education format (based on the Carnegie unit). Given the nature of asynchronous instructional methodologies, contact shall be distributed in a manner that ensures regular instructor/student contact is maintained over the course of a week and the duration of the term and should occur as often as is appropriate for the course.

3. Establishing expectations and managing unexpected instructor absence: An instructor- and/or department-established policy describing the frequency and timeliness of instructor-initiated contact and instructor feedback will be posted in the syllabus and/or other course documents made available to students when the course officially opens each semester. This information will also refer students to the section in the college catalog on student rights and responsibilities.

During the course, instructors will notify students when they must be out of contact beyond what is described in the course documents as mentioned above. This notification will include when students can expect regular effective contact to resume. If the offline time results in a lengthy absence (e.g., more than three or four instructional days, excluding holidays and weekends), the instructor will file an absence report so that a substitute instructor may be secured per college policies to assist students while the instructor is unavailable. It is the instructor's responsibility to evaluate and determine whether the length of the anticipated absence in regular
effective contact will exceed three or four instructional days (excluding holidays and weekends) and, if so, to notify the department chair of the need for a substitute.

4. Quality of contact: Regarding the type of contact that will exist in all Ventura distance education courses, instructors will use a variety of means to initiate contact with students, such as the following:

a) Threaded discussion forums (with appropriate instructor participation)
b) "Questions for the instructor" forums
c) General email
d) Weekly announcements
e) Timely and frequent feedback for student work
f) Instructor-prepared electronic lectures or introductions in the form of electronic lectures to any publisher-created materials (written, recorded, broadcast, etc.) that, combined with other course materials, create the virtual equivalent of the face-to-face class.

In addition, instructors shall enable effective instructor/student interaction in distance education courses by doing all of the following:

a) Allocating sufficient hours per week for contact. This may include informing students of the option to meet on a face-to-face basis or via web conferencing or via telephone.
b) Conducting student/instructor interaction with similar care and attention to students as that which occurs during face-to-face office hours and meetings.
c) Responding to student emails, postings, phone calls, etc., in a timely manner.
d) Duration of approval: All distance education courses approved under this procedure will continue to be in effect unless substantive changes are made to their official course outlines of record.

Verification of Student Identity

Consistent with federal regulations pertaining to federal financial aid eligibility, the district must authenticate or verify that the student who registers in a distance education or correspondence education course is the same student who participates in and completes the course or program and receives the academic credit. The district will provide to each student at the time of registration a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The Chief Instructional Officer shall ensure the institution utilizes one or more of these methods to authenticate or verify student identity:

A. Secure login and password to enable authenticated access to student information and course management system
B. Proctored examinations.
C. New or other technologies and practices that are effective in verifying student identification.

Student Support Services

The colleges will assure that distance learners have reasonable access to student support services that are comparable to those services provided to on-campus learners.

DTRW-I

February 12, 2015

BP/AP 4235
Credit by Examination

Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4235 CREDIT BY EXAMINATION
Number	BP 4235
Status	Active
Legal	Title 5, Section 55050
Adopted	February 16, 2006
Last Reviewed	May 8, 2012

Credit may be earned by students who satisfactorily pass authorized examinations. The Chancellor shall, in consultation with the Academic Senates, establish administrative procedures to implement this policy.

See Administrative Procedure 4235.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4235 CREDIT BY EXAMINATION
Number	AP 4235
Status	Active
Legal	Title 5, Section 55052
	Title 5, Section 55050

Granting unit credit for a course by examination is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught by the college.

Courses Eligible for Credit by Examination:

- All courses shall be open to credit by examination unless specifically exempted.
- Academic divisions of the District Colleges determine the courses for which credit by examination may be granted. The Office of Student Learning maintains a current list of courses excluded from Credit by Examination.

Credit by Examination may be obtained by one of the following methods:

- Advanced Placement (AP): Students who earn scores of 3, 4 or 5 on the College Board AP Examinations taken before high school graduation will receive 3- to 6 units of credit for each exam (3 units for one-semester courses and 6 units for two-semester courses).
- International Baccalaureate (IB): Students who complete the IB diploma with a score of 30 or above will receive 20 units of credit. Students completing IB Higher Level examinations with scores of 5, 6 or 7 will receive 6 units of credit for each exam. A score of 4 or higher on the IB Mathematics HL exam will satisfy the math competency requirement for the associate degree. Students will not receive credit for Standard Level exams.
- College Level Examination Program (CLEP): Students who earn scores of 50 or higher on a CLEP exam will receive 3 to 6 units, depending on the exam.
- College Examinations: Students receive credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- High School to College Articulation: high school students may be granted college credit pursuant to established articulation agreements between the high school and college. ~~Credit will be awarded as "credit by examination."~~ Credit will be awarded with a letter grade and notated as"Credit By Exam". The per-unit fee for credit by examination will not be charged for credit awarded under this provision.

Cut Scores

- The number of units awarded for each type of examination is subject to change based on the establishment of cut scores and/or other evaluative measures developed by college faculty in

collaboration with the Academic Senates and Consultation Council.

To Receive Credit for AP, IB and CLEP Examinations:

- The evaluation of credit for AP, IB and CLEP examination scores is done by a college
- counselor. Counselors may require additional documentation or information as necessary to determine eligibility for external credit.
- Credit granted for the examinations may be counted as credit toward an associate degree. The faculty at each college of the district will determine how the credit is used to satisfy general education and majors requirements for the associate degree.
- Credit granted for these examinations may also be counted toward the satisfaction of IGETC or CSU- GE areas as allowed by the applicable standards for each form of transfer general education certification.
- Credit awarded for AP, IB and CLEP examinations shall not impact the student's GPA.
- Students granted credit for AP, IB or CLEP examinations shall not earn credit toward an associate degree for duplicated college courses.
- Other colleges or universities may have different policies concerning the granting of credit for AP, IB and CLEP examinations, and will evaluate the examinations based upon their own policies and practices.
- Units (Credits) granted for the AP, IB or CLEP exams will not be subject to the unit limits for credit-by- exam or PASS/NO PASS grading which otherwise apply within the district.

To Receive Credit by Examination for a Locally Administered Test:

- Official transcripts of all previous coursework must be on file with the college before a petition for credit by examination is submitted to a counselor.
- The appropriate petition, a "Petition for Credit by Examination," will be completed by the student and a college counselor, and forwarded to the appropriate academic division for administration of the examination.
- Petitions must be approved by the division dean and received by the administering instructor no later than Friday of the tenth week of the full-length semester.
- The examination is to be administered prior to the last day of the final examination period.

Determination for Eligibility for Credit by Examination (locally administered test):

- The course that the units will apply to must be listed in the college catalog.
- The student must be currently registered and in good standing at the college administering the
- exam. The student has not earned college credit in more advanced subject matter; and, has not received a grade (A, B, C, D, F, CR, P, CRE, NC or NP or equivalent), in the course for which he or she is seeking Credit by Examination at this or any other educational institutions.

~~Credits~~ Units and Grades Recorded for Credit by Examination (locally administered test):

- ~~Credit units are assigned for work of such quality as to warrant a letter grade of "C" or better.~~
- ~~The student will receive the appropriate credit units if he or she satisfactorily passes the examination.~~
  ~~no other grade or units will be recorded.~~
- Transcript entries shall distinguish credit units obtained by examination from credit units obtained as a result of regular course enrollment.
- ~~Students who are unsuccessful in an attempt to challenge by examination will not receive a NP (no pass) grade, and no record of the attempt for credit by examination will appear on a student's transcript.~~
  A student seeking credit by examination will receive the appropriate letter grade (A, B, C, D, F or P/NP) and *will be charged the current enrollment fee per unit regardless of the grade received.*

Students who are unsuccessful in an attempt to challenge a course by examination will receive a D, F or NP and a record of the attempt for credit by examination will appear on a student's transcript.

To Receive Credit by Examination for a High School Articulated Course:

- The student will apply online to one of the colleges in the VCCCD and create an account in the CATEMA tracking system.
- The High School Petition for Credit by Examination with required signatures will be completed at the time the student is enrolled in the equivalent high school course and submitted to the registrar after the student successfully completes the course ~~as a record of the request~~.
- The student passes the college's course via a comprehensive exam or evaluation determined solely by college faculty in the discipline.

Determination for Eligibility for Credit by Examination (High School Articulated Course):

- The course that the units will apply to must be listed in the college catalog.
- The student must be currently registered and in good standing at the college administering the
- exam. The student has not earned college credit in more advanced subject matter; and, has not received a grade (A, B, C, D, F, CR, P, CRE, NC or NP or equivalent), in the course for which he or she is seeking Credit by Examination at this or any other educational institutions.

~~Credits~~ Units and Grades Recorded for Credit by Examination (High School Articulated Course):

- ~~Credit units are assigned for work of such quality as to warrant a letter grade of "C" or better.~~
- The student will receive the appropriate credit units if he or she satisfactorily passes the examination; a letter grade and units will be recorded and "Credit By Examination" will be notated on the transcript for the term in which it was earned.
- Students who are unsuccessful in obtaining a standard grade of C or better will not be allowed to petition for credit and no record of the attempt for credit by examination will appear on a student's transcript.

Limits of Credit by Examination (All Methods):

- Students may challenge a given course only once.
- ~~Credits acquired by examination are not applicable to meeting of such unit load requirements as~~
- Credits acquired by examination are not counted in determining the 12 semester hours of credit in residence required for an Associate Degree.
- Students should be aware that other colleges may not accept credit by examination for transfer purposes.
- A student should be advised that the use of units granted through Credit by Examination to establish eligibility for athletics, financial aid, and veterans benefits are subject to the rules and regulations of the external agencies involved. (Exceptions to the above may be made when necessary to meet provisions of California state law or the rules and regulations of state agencies governing programs of the California Community Colleges.)
- A student may challenge no more than 12 units or 4 courses under the Credit by Examination policy towards an Associate Degree or Certificate of Achievement, except that units awarded for AP, IB and CLEP examinations shall not be subject to such limit.
- Credit by examination may be granted in only one course in a sequence of courses, as determined by prerequisites, and may not be granted for a course which is prerequisite to the one in which the student is currently enrolled, except that credit may be granted for more than one course in a sequence of required courses when approved by the administrator responsible

for vocational programs, or where the curriculum in occupational programs makes it necessary.

See Board Policy 4235, Board Policy and Administrative Procedure 4050, and Administrative Procedure 4051.

DTRW-I

February 12, 2015

Decision Making Handbook Review

District Technical Review Workgroup - Instructional

The purpose of the District Technical Review Workgroup - Instructional (DTRW-I) is:
- To put into practice the collaboration of faculty and District administration in ensuring the technical and legal accuracy of new and substantively revised courses and programs approved by each College's Curriculum Committee; and
- To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs.

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.

In addition to the general operating agreements for District groups included previously in this Handbook, DTRW-I follows these additional operating agreements:

- Membership in DTRW-I for the following academic year will be chosen in the spring to ensure:

- The members are prepared to meet as early as needed in the fall;
- There is sufficient time for summer training on curriculum; and
- There is sufficient time for members' schedules to be adjusted, if needed, to accommodate the DTRW-I meeting schedule.

The Colleges' Curriculum Committees forward new and substantively revised courses, degrees, and certificates to the DTRW-I for review no later than 5:00 p.m. on the third Friday of each month during the regular school year. Each College will submit one packet via the DTRW-I email address. Revisions to this packet made after the submission date will be deferred to the following DTRW-I meeting. Substantively revised courses are presented to the DTRW-I in conventional legislative format, with each College's current catalog as the foundational document. If there is a proposed revision to a course that is not yet published in the College catalog, the Executive Vice President from that College will bring the current course outline.

- When the DTRW-I determines that element(s) of a new or substantively revised course or program do not comply with regulation or law, the DTRW-I, via the Colleges' representatives, shall advise the College Curriculum Committee of the variance, citing specific authority. The College Curriculum Committee shall duly consider the advice of the DTRW-I.

- Should the College Curriculum Committee's determination vary from the advice of the DTRW-I, documentation articulating the varying interpretations of technical/legal point(s) in dispute are forwarded to Cabinet.

- New and substantively revised courses and programs will be placed on the Board Agenda only after approval by the originating College Curriculum Committee and review by DTRW-I.

Course and program activity requiring DTRW-I review and Board approval are:

- Curricular matters involving international travel
- All new degrees, certificates, and awards
- Deleted degrees, certificates, and awards
- Substantial revisions of degrees, certificates, and awards
- All new courses
- Substantial revisions of courses, including changes to:

  1. Title (if substantial)
  2. Units and/or Hours (if increased)
  3. Description (if substantial)
  4. Prerequisite(s) and/or Corequisite(s) (if substantial)
  5. Fees required
  6. Course repetition (added or increased)

- Course and program activity requiring College Curriculum Committee review only are:
- Non-substantive revisions to degrees, certificates, and awards
- Deleted courses
- Experimental courses (offered for only one year)
- Reintroduced courses (deleted within past two years) with no substantial revisions

- Non-substantive revisions of courses including changes to:
    1. Course ID (discipline name or abbreviation plus alphanumeric designation)
    2. Title (if modest – *e.g.*, Black Literature to African American Literature)
    3. Units and/or Hours (if no increase)
    4. Prerequisite(s) and/or corequisite(s) (correction, reduction, elimination)
    5. Recommended preparation
    6. Description (if non-substantive)
    7. Fees (removed)
    8. Course repetition (reduced or removed)
    9. Field trips (required or may be required or removed)
    10. Former course ID (pro forma with revision of course ID)
    11. Co-designation (same as)
    12. Pass/No Pass only (no letter grade)
    13. Not applicable for degree credit
    14. Transfer credit
    15. Distance education

- The Board Agenda template for new and substantively revised courses and programs will include the notation "Reviewed by–Chancellor's Cabinet."

Members understand that they attend meetings to represent constituent groups at a College or the District Administrative Center. In this role, members formulate recommendations to the Chancellor through consultation and are responsible to serve as a conduit for information and the catalyst for discussion on topics raised at the District group and within the constituent group. These topics include, but are not limited to, the specific areas outlined in state law and regulation.

Chair: The Chancellor appoints a member to serve as the administrative chair on this workgroup. This member co-chairs the workgroup with a faculty member.

Co-Chair: The home College for the faculty co-chair is rotated among the three Colleges, and the maximum term for a faculty co-chair is up to two years.

From Each College: Executive Vice President
Faculty Co-Chair of the College Curriculum Committee
Articulation Officer
Academic Senate President or designee
Typically, this workgroup meets monthly during the academic year.