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

**AGENDA**

**March 9, 2017 - 1:00 – 3:00 p.m.**

**DAC Lakin Boardroom**

- **Approval of February 9, 2017 Meeting Notes**
- **Curriculum Submissions**

**MOORPARK COLLEGE**

**CREDIT CURRICULUM**

**New Courses**

CIS M28	Microsoft Office	3 units
CNSE M84	Certified Ethical Hacker	2 units
EMT M04	EMT – Refresher	2 units
ICA M40	Intercollegiate Beach Volleyball - Women	4 units
KIN M20	Movement Analysis and Corrective Exercise	3 units
POLS M09	Introduction to Political Science Research Methods	3 units

**Revised Courses**

EATM M01AL	Animal Care and Handling Lab I	4 units
EATM M15A	Wildlife Education I	0.5 units
EATM M15AL	Wildlife Education Lab I	1 units
EATM M15CL	Wildlife Education III	2 units
FTVM M45A	Beginning Radio and Podcasting	3 units
FTVM M45B	Intermediate Radio and Podcasting	3 units

**New Programs/Degrees**

Associate in Arts - Asian Studies	18-22 units
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**NONCREDIT CURRICULUM**

**New Courses**

		<b>Units</b>
TTHA MNC100	Applied Techniques for Workforce Employability	0
TTHA MNC101	Applied Technology for Theatrical Lighting	0
TTHA MNC102	Applied Technology for Theatrical Audio Production	0
TTHA MNC103	Applied Practices for Theatrical State Management	0
TTHA MNC105	Applied Practices for Theatrical Make-up	0

**New Programs/Degrees**

Certificate of Achievement - Technical Theatre Arts	0
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**OXNARD COLLEGE**

**Deleted Program:**

AA in History



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## **VENTURA COLLEGE**

### **New Course:**

ENGL V12 Introduction to Media Writing 3 units

### **Revised Course:**

BUS V07A Business Calculations ~~2.5~~ **3 units**

### **Reactivation:**

FILM V01 ~~The Knowing Eye: Visual Aspects of Film, Television  
and Media Arts~~ 3 units

***Introduction to Media Aesthetics and Cinematic Arts***

## **CURRENT BUSINESS:**

- Additional Meetings: April AP/BP Review Meeting (4/27/17 at noon) and May Meeting (5/11/17)
- Final Review of BP/AP from co-meeting with DTRW-SS after last changes
  - **AP/BP 4235** – Credit by Examination (to be distributed prior to meeting)
  - **AP/BP 4231** – Grade Changes (see attachment)
  - AP/BPs to be reviewed by March 24th
- AO Transferability presentation to Board PASS Committee – N. Brown
- Substantial changes to courses at CCCCCO and relationship to Board of Trustee Agendas (MIS Course Data Elements: CB03, CB04, CB06, CB07, CB08, CB09, CB21, and/or CB22) - S. Davis
- Comparable/Parallel Courses – Articulation Officers
- Summary of Policy Change for Hours and Units Calculations for Credit Courses (see attachment & Chancellor's Office Memo – Oct 2015)- S. Davis
- Discipline Minimum Qualifications Process (see attachment) - A. Kolesnik
- Future Agenda Items
  - AP/BP Review (extended list)

**Next Meeting Date:** April 13, 2017 – DAC Lakin Boardroom

### ITEMS IN RESERVE:

- Military Credit Discussion (February)
- BP/AP applicable to DTRW-I (Spring)
- Articulation with Adult Education – Articulation Officer (Spring)
- TAG Agreements/Current Articulation Agreements
- Non-credit BP
- Corrected AP 4025: Discussion of 5<sup>th</sup> exception for programs that are both CTE and Transfer to the District General Education pattern (see minutes from 10/13/2016)

Ventura County Community College District

2016-2017 Academic Year  
**District Technical Review Workgroup – Instructional (DTRW-I)**  
**Meeting Notes---DRAFT**  
**Thursday, February 9, 2017 - 1:00 p.m. – 3:00 p.m.**

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

**Guests:** Karen Miles – Career Education Specialist, Moorpark College

**Absent:**

**Recorder:** Sarah Ayala

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p><b>Approval of December 8, 2016 Meeting Minutes</b></p>	<p>K. Hoffmans welcomed everyone and the meeting commenced at 1:00pm</p> <p>Comments: Please send any agenda items or submissions to Sarah by the Friday before the DTRW-I meeting. For any urgent late additions – please bring copies of any attachments for the group to review.</p> <p>The 01/12/17 meeting notes were approved with minor corrections.</p>			
<p><b>CURRICULUM SUBMISSIONS</b></p>				

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p><b>New Degrees/Courses/Revised Courses</b></p> <p><b>Moorpark/Oxnard/Ventura Submissions</b></p>	<p><b>Curriculum Submissions:</b></p> <p><b><u>MOORPARK COLLEGE</u></b> no submission</p> <p><b><u>OXNARD COLLEGE</u></b> no submission</p> <p><b><u>VENTURA COLLEGE</u></b></p> <p><b>New Courses</b></p> <p>ENGM V31B Intermediate Reading, Writing &amp; Vocabulary II 2 units  ENGM V32B High-Intermediate Reading, Writing and Vocabulary II 2 units  ENGM V41B Intermediate Reading, Writing &amp; Grammar II 2 units  ENGM V42B High-Intermediate Reading, Writing &amp; Grammar II 2 units  ENGM V52A Reading, Writing and Critical Thinking I 2 units  ENGM V52B Advanced Reading, Writing and Critical Thinking II 2 units  ESL V31A* Intermediate Reading, Writing, and Vocabulary I 2 units  ESL V31B* Intermediate Reading, Writing &amp; Vocabulary II 2 units  ESL V32A* High-Intermediate Reading, Writing and Vocabulary I 2 units  ESL V32B* High-Intermediate Reading, Writing and Vocabulary II 2 units  ESL V41A* Intermediate Reading, Writing &amp; Grammar I 2 units  ESL V41B* Intermediate Reading, Writing &amp; Grammar II 2 units  ESL V42A* High-Intermediate Reading, Writing &amp; Grammar I 2 units  ESL V42B* High-Intermediate Reading, Writing &amp; Grammar II 2 units  ESL V52A* Reading, Writing and Critical Thinking I 2 units  ESL V52B* Advanced Reading, Writing and Critical Thinking II 2 units  WS V20 Water System Mathematics 3 units  WS V22 Stormwater Pollution Prevention 3 units  *co-listed with corresponding ENGM course</p> <p><b>Revised Courses</b></p> <p>ENGM V31A Intermediate Reading, <b>Writing</b> and Vocabulary I 4-2 units  ENGM V32A Advanced <b>High-Intermediate</b> Reading, <b>Writing</b> and Vocabulary I 4-2 units  ENGM V41A Intermediate <b>Reading</b>, Writing and <b>Grammar I</b> 4 2 units  ENGM V42A <del>Advanced Writing and Grammar</del>  <b>High-Intermediate Reading, Writing &amp; Grammar I</b> 4 2 units  IDS V09 Interdisciplinary Studies 0.5-1 unit  NS V10 <del>Introduction to Professional Nursing</del>  <b>Foundations of Nursing Practice</b> 8.5 9 units  NS V20 The Nursing Process Applied to the Client: Health Care Deviations I  <b>Patient-Centered Care I and Family-Centered Care of Children</b> 9.5 9 units  NS V84A Success Strategies for NS V10 2 units  NS V84B Success Strategies for NS V20 2 units</p> <p><b>Reactivation</b></p> <p>FILM V01 The Knowing Eye: Visual Aspects of Film, Television and Media Arts  <b>Introduction to Media Aesthetics and Cinematic Arts</b> 3 units</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p><b>Group Recommendations:</b></p> <p><b>New Courses:</b>  <i>ENGM/ESL:  ENGM courses are 2 unit half semester courses.  Introduced co-listing for ESL – finding a lot of students were looking for ENGM courses under ESL in the catalog, so co-listing would make it easier for them to find courses. This is the first step of the short-term goal – offering same type of courses as MC.</i></p> <p><i>Workgroup expressed concern with the courses being co-listed. Concern about the extensive number of courses involved, and confusion for students.  Are A courses prerequisites for B courses?</i></p> <p><b>WS Courses:</b>  <i>WS: V20: stand alone course and not part of a degree.  Instructor believes students are not prepared for the math within the program without these courses. Tutoring center is unable to help because the math is so specialized.  Course will be transferrable.</i></p> <p><i>WS V22: - Course will be the first of its kind in the state.</i></p> <p><b>Recommendations:</b>  <i>V22: Spell out NPDES in body and remove from the title.  Spell out CEU. Description: add a little more about the course – what will they be covering? Add commas in the last line of description. Not applicable for degree credit?  WS courses do not need to come back to DTRW-I.</i></p> <p><b>Revised Courses:</b>  <i>IDS: Change to correct title. Description should mention certification. Transferrable</i></p> <p><i>NS: V10 – remove “v” from formerly section</i></p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p><i>NS V10 and NS V20: Add TOP code change notation from nursing to registered nursing. Recommended Prep re: criminal records. Should not be listed as RP – should be moved to underneath Description as a “note”.</i></p> <p><i>*Note to ask CurricUNET to give us “other catalog notes” section</i></p> <p><i>NS V84A and V84B – just brought to group due to top code change</i></p> <p><b>Reactivation:</b> <i>FILM V01: Typo on agenda – should be 2 lecture, 4 lab. Recommendation to align with C-ID which designates no lab, and a 3 unit lecture. Recommendation for this course to go back to Department for changes and not move forward to Board at this time.</i></p> <p><b>FINAL RECOMMENDATION:</b> <i>These new and revised courses with the exception of FILM V01 will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary.</i></p>			
<b>CURRENT BUSINESS</b>				
<b>New AP/BPs – Sarah to send spreadsheet of all AP/BPs with committee names to review. Mark as reviewed</b>				
	<p><i>There are more AP/BPs to be reviewed. Sarah to send spreadsheet with all and committee names. Committee to review and see what needs to come through for discussion.</i></p>	<p><i>Sarah to send spreadsheet with AP/BP and committee names</i></p>		
<p><b>Review of BP/AP after joint meeting with DTRW-SS</b></p>	<p><b>AP/BP 4230 – Grading and Academic Records Symbols</b> <i>VC reviewed</i></p>	<p><i>R. Post to send this AP/BP</i></p>		

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p><i>Line added per discussion at joint meeting. No other change. Ok to move forward in approval process and remove from DTRW-I agenda.</i></p> <p><b>AP/BP 4235 – Credit by Examination</b>  <i>VC reviewed.  AP 3<sup>rd</sup> page at the top: can we move ahead with deleting text (strikethrough on handout). Procedural change.  AP ready to go to Board  Thao has made other changes that need some more time.  BP is ok to go forward, but group decided it was best to bring them to the Board together.  Thao to add Karen Miles correction and send to Kim, Nenagh, Rick, Andrea and Sarah to go on next meeting agenda.</i></p> <p><b>AP/BP 4231 – Grade Changes</b>  <i>OC Reviewed: Linda will bring back modifications at the next meeting</i></p> <p><b>AP/BP 4232 – Pass/ No Pass</b>  <i>Nenagh: Question about the 30%. Should be “NP”. Delete “credit no credit” from second bullet under Petition Process. Nenagh to type up changes from last (joint) meeting and send to Rick and Andrea. This one does not need to come back to the DTRW-I group for further review, and can be removed off of agenda.</i></p>	<p><i>forward to next steps</i></p> <p><i>Thao to add Karen Miles’ correction and send to K. Hoffmans, N. Brown and R. Post.</i></p> <p><i>L Kama’ila to bring back next meeting</i></p> <p><i>N. Brown to type up changes and sent to R. Post to move to next steps</i></p>		
<p><b>BP/AP 4020</b>  <b>AP 4022</b>  <b>AP 4025</b>  <b>AP/BP 4230</b>  <b>BP 4231</b>  <b>AP 5055 (R. Post)</b></p>	<p><b>4020:</b> <i>Previous recommendations: Number of recommendations were made, and R. Post revised legal references. 2<sup>nd</sup> page – added text, last page, ACCJC was spelled out.  New Recommendations: remove “reading” from item P (page 2). Page 3: don’t need to spell out DTRW-I in the text due to it being spelled out in title heading (under DTRW-I) section.  This AP is ready to be submitted after editorial changes and does not have to come back to the committee.  Rick to make changes and submit.</i></p>	<p><i>R. Post to make changes and move forward documents to next steps</i></p>		

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p><b>4022:</b> Previous recommendations/corrections made: Just the AP, changes recommended at the bottom. New Recommendations: In first 2 bulleted sections, "Submitted...needs to move to bottom bullet point. Rick to make change and submit. It does not need to come back to the committee.</p> <p><b>4025:</b> Previous recommendations/corrections made: Information item. Wanted to change verbiage on bullet points. New Recommendations: 3<sup>rd</sup> page – "gender studies" needs to be changed to Ethnic/Gender studies Page 4, Item 4: blurb to be sent to Andrea by Shannon Rick to make change and submit. Does not need to come back to committee.</p> <p><b>4230:</b>discussed earlier in meeting <b>4231:</b> discussed earlier in meeting</p> <p><b>5055:</b> Editorial changes made per last (joint) meeting. New Recommendation: These look good and do not have to come back to committee to review.</p>	<p>R. Post to make changes and move forward documents to next steps</p> <p>R. Post to make changes and move forward documents to next steps</p> <p>R. Post to move forward documents to next steps</p> <p>R. Post to move forward documents to next steps</p>		
<p><b>Substantial changes to courses at CCCO and relationship to Board of Trustee Agendas (S. Davis/M. Bowen)</b></p>	<p>(MIS Course Data Elements: CB03, CB04, CB06, CB07, CB08, CB09, CB21, and/or CB22)</p> <p>Item postponed until next DTRW-I meeting due to time constraints.</p>			
<p><b>BP 4235 – Advanced Placement (T. Brabander)</b></p>	<p>This can be removed – already listed earlier on the agenda</p>			
<p><b>Comparable/Parallel Courses (Articulation Officers)</b></p>	<p>This item will be ready for next meeting. Letricia and Shannon will send document to Sarah to go on next DTRW-I agenda</p>	<p>L. Mai and S. Davis to send Sarah attachment for next meeting</p>		



Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Summary of Policy Change for Hours and Units Calculations for Credit Courses (M. Bowen/S. Davis)</b>	<i>Item postponed until next DTRW-I meeting due to time constraints.</i>			
<b>Discipline Minimum Qualifications Process (A, Kolesnik)</b>	<i>Item postponed until next DTRW-I meeting due to time constraints.</i>	A Kolesnik to send Sarah attachment.		
<b>AP 4022 Course Approvals</b>	<i>Discussed/completed earlier in the meeting.</i>			
<b>Future Agenda Items</b>	•			
<b>Adjournment</b>	<i>Meeting adjourned at 3:00pm</i>			
<b>Next Meeting Date:</b>	<i>March 9, 2017 – 1 pm, DAC Lakin Boardroom Submission deadline: March 3, 2017</i>			

# MOORPARK COLLEGE

## CREDIT CURRICULUM

### **New Courses**

		<b>Units</b>
CIS M28	Microsoft Office	3
CNSE M84	Certified Ethical Hacker	2
EMT M04	EMT – Refresher	2
ICA M40	Intercollegiate Beach Volleyball - Women	4
KIN M20	Movement Analysis and Corrective Exercise	3
POLS M09	Introduction to Political Science Research Methods	3

### **Revised Courses**

EATM M01AL	Animal Care and Handling Lab I	4
EATM M15A	Wildlife Education I	0.5
EATM M15AL	Wildlife Education Lab I	1
EATM M15CL	Wildlife Education III	2
FTVM M45A	Beginning Radio and Podcasting	3
FTVM M45B	Intermediate Radio and Podcasting	3

### **New Programs/Degrees**

Associate in Arts - Asian Studies	<b>Units</b>
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18-22

## NONCREDIT CURRICULUM

### **New Courses**

		<b>Hours</b>
TTHA MNC100	Applied Techniques for Workforce Employability	0
TTHA MNC101	Applied Technology for Theatrical Lighting	0
TTHA MNC102	Applied Technology for Theatrical Audio Production	0
TTHA MNC103	Applied Practices for Theatrical State Management	0
TTHA MNC105	Applied Practices for Theatrical Make-up	0

### **New Programs/Degrees**

Certificate of Achievement - Technical Theatre Arts	<b>Hours</b>
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0

## Credit Curriculum

### New Courses

CIS M28	Microsoft Office	3 Units
Class Hours:	2.5 Lecture, 1.5 Lab	
Introduces Microsoft Windows, Word, Excel, PowerPoint and Access, emphasizing integration features and advanced Object Linking and Embedding (OLE) technology. Student will need access to a computer loaded with Microsoft Office Professional to complete Office exercises. Applies to Associate Degree.		
Transfer credit: CSU		
CNSE M84	Certified Ethical Hacker	2 Units
Class Hours:	1 Lecture, 3 Lab	
Recommended Preparation:	CNSE M13 and CNSE M55	
Provides training using the latest tools, techniques, and exploits used in network penetration. Focuses on students' performance in labs related to digital reconnaissance, hacking strategies, bypassing intruder detection systems, firewall management, network sniffing, and testing of security settings on Windows and Linux systems. Course prepares students to pass Certified Ethical Hacker exam. Applies to Associate Degree.		
EMT M04	EMT – Refresher	2 Units
Class Hours:	2 lecture	
Prerequisite:	Current EMT Certification issued in California or expired no more than 24 months from effective date	
Updates the skills and knowledge of the Emergency Medical Technician to meet State/National Registry of Emergency Medical Technicians (NREMT) requirements for recertification. Reviews life support assessment, emergency interventions and the use of emergency equipment and supplies. EMT-1 (Basic) Certification or expired EMT-1 (Basic) Certification – not more than 24 months from expiration date and from a U.S. state. Note: Students may repeat this course if legally mandated. Can be used only once toward AA/AS Degree. Formerly HS M24R. Applies to Associate Degree. Transfer credit: CSU		
ICA M40	Intercollegiate Beach Volleyball - Women	4 Units
Class Hours:	1 lecture, 9 Lab	
Develops participants' skills and playing intensity in Beach Volleyball to the highest level. Involves competition against other institutions and travel. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. Credit Limitations: UC - maximum credit of 4 units if combined with DANC M18 and any or all other ICA/KIN/PE Activity courses. Applies to Associate Degree. Transfer credit: CSU; UC		

KIN M20    Movement Analysis and Corrective Exercise    3 Units

Class Hours:    2 Lecture, 3 Lab

Prerequisite:    KIN M18

Introduces advanced techniques in exercise science as they relate to postural analysis and movement impairments. Emphasizes an integrated approach to assessment and program design for correct exercise. Provides exhaustive preparation for successful completion of National Academy of Sports Medicine (NASM) Corrective Exercise Specialist credential. Applies to Associate Degree. Transfer credit: CSU

POLS M09    Introduction to Political Science Research Methods    3 Units

Class Hours:    3 lecture

Recommended Preparation:    MATH M15 or MATH M15H

C-ID:    Aligned with POLS 160

Surveys the research methods employed in political science. Introduces the topics of research design, experimental procedures, descriptive methods, and instrumentation. Examines the collection, interpretation, and reporting of research data, as well as the ethics of research. Applies to Associate Degree. Transfer credit: CSU; UC

## Revised Courses

EATM M01AL    Animal Care and Handling Lab I    4 Units

Class Hours:    12 Lab

Prerequisite:    Admission to the EATM Program

Corequisite:    EATM M01A

Provides ~~students the student with the opportunity to apply the theory and principles from EATM M01A to~~ **practice the concepts of basic zoo keeping used in** the care and handling of the America's Teaching Zoo animal collection. Develops essential zoo keeping skills through "hands-on" approach. Applies to Associate Degree.

**Note: SAM Code change from Clearly Occupation to Possibly Occupational**

EATM M15A    Wildlife Education I    0.5 Unit

Class Hours:    0.5 Lecture

Prerequisite:    Admission to the EATM Program

Corequisite:    EATM M15AL

Introduces the student ~~in~~ **to** the use of live animals for educational presentations in zoos and other situations. Focuses on public speaking, environmental education, interpretation techniques, and the handling of animals for presentations. Applies to Associate Degree.

**Note: SAM Code change from Clearly Occupation to Possibly Occupational**

EATM M15AL Wildlife Education Lab I 1 Unit  
 Class Hours: 3 Lab  
 Prerequisite: Admission to the EATM Program and EATM M08  
 Corequisite: EATM M08  
 Provides the student with the opportunity to develop public speaking skills, interpretation techniques, and animal handling skills appropriate for educational presentations in zoos and other situations. Provides students opportunities to perform presentations to both large and small audiences and conduct tours of the ~~teaching zoo~~ America's Teaching Zoo. Applies to Associate Degree.  
**Note: SAM Code change from Clearly Occupation to Possibly Occupational**

EATM M15CL Wildlife Education III Lab 2 Units  
 Class Hours: 6 Lab  
 Prerequisite: Admission to the EATM program, EATM M15B and EATM M15BL and  
 Provides a range of supervised ~~Wildlife Education production and performance activities involving presentations with live animals.~~ Stresses the performance rehearsing and animal handling in preparation for a public performance. Provides opportunities for students to conduct presentations to a variety of audiences. Applies the basic elements of production (staging, publicity, script development, set design and construction) and performance (safety considerations, animal handling, and voice techniques). **educational experiences, including shows, tours and up close animal encounters with audiences. Stresses opportunities for students to practice educational and conservation messaging with the public. Provides students an opportunity to develop and perform a scripted show.** (Formerly EATM M16.)  
 Applies to Associate Degree.  
**Note: SAM Code change from Advanced Occupational to Clearly Occupational**

FTVM M45A Beginning Radio and Podcasting 3 Units  
 Class Hours: 2 Lecture, 3 Lab  
 Introduces theory and application in audio production for radio and podcasting. Focuses on digital production, audio console operation, use of recording equipments and microphones, tape editing, program formats and announcing. Applies to Associate Degree. Transfer credit: CSU  
**Note: SAM Code change from Clearly Occupation to Possibly Occupational**

FTVM M45B Intermediate Radio and Podcasting 3 Units  
 Class Hours: 2 Lecture, 3 Lab  
 Recommended Preparation: FTVM M45A  
 Focuses ~~on~~, **at an intermediate-level, on the** theory and application of audio production techniques for radio. Provides practical experience in radio station operations including programming, music, audio production techniques, and promotions. Applies to Associate Degree. Transfer credit: CSU  
**Note: SAM Code change from Advanced Occupational to Clearly Occupational**

## New Programs/Degrees

### Asian Studies A.A. Degree Major

Asian Studies is an interdisciplinary program designed to provide an integrated approach to the study of the history, culture, governments and current problems of this increasingly important region of the world.

To obtain an Associate in Arts degree in Asian Studies, students must complete 18-22 specified major units below, plus General Education degree requirements.

REQUIRED CORE: 6 units	Units
HIST M152 History of Asia from Prehistory to 1600	3
HIST M162 History of Asia from 1600 to the Present	3
LIST A: Select and complete three courses (9-12 units) from the following	Units
ARTH M14 History of Art: Asian	3
CHIN M01 Elementary Chinese: Mandarin I	4
JAPN M01 Elementary Japanese I	4
JAPN M02 Elementary Japanese II	4
PHIL M12 World Religions: East	3
POLS M02 Comparative Politics	3
LIST B: Select and complete one course (3-4 units) from the following	Units
ANTH M02 Cultural Anthropology	3
ANTH M07 Peoples and Cultures of the World	3
BUS M40 International Business	3
ECON M201 Principles of Microeconomics	3
ECON M202 Principles of Macroeconomics	3
ECON M202H Honors: Principles of Macroeconomics	3
ENGL M30A Masterpieces of World Literature I	3
ENGL M30B Masterpieces of World Literature II	3
GEOG M02 Cultural Geography	3
GEOG M03 World Regional Geography	3
GEOG M03H Honors: World Regional Geography	3
MATH M15 Introductory Statistics	4
MATH M15H Honors: Introductory Statistics	4
MUS M04 Survey of World Music	3
MUS M04H Honors: Survey of World Music	3
POLS M04 International Relations	3
SOC M01 Introduction to Sociology	3
SOC M01H Honors: Introduction to Sociology	3
<b>Total Units</b>	<b>18 - 22</b>

## NONCREDIT CURRICULUM

### New Courses

TTHA MNC100                      Applied Techniques for Workforce Employability                      0 Hours  
Class Hours:                      0.5 Lecture, 0.5 Lab

Offers practical experience in developing workforce employability skills. Covers communication skills, team building, leadership and workforce interview preparation. Does NOT apply to Associate Degree.

TTHA MNC101                      Applied Technology for Theatrical Lighting                      0 Hours  
Class Hours:                      6-9 Lab

Recommended Preparation:    TTHA M20

Offers practical experience in theatrical lighting. Covers design, hanging and focusing of instruments, programming lighting cues and executing cues during a live performance. Does NOT apply to Associate Degree.

TTHA MNC102                      Applied Technology for Theatrical Audio Production                      0 Hours  
Class Hours:                      6-9 Lab

Recommended Preparation:    FTVM M40

Offers practical experience in theatrical audio production. Covers design, creating, recording and mixing audio effects, running cabling for microphones and speakers, and operating multi-channel audio boards during a live production. Does NOT apply to Associate Degree.

TTHA MNC103                      Applied Practices for Theatrical State Management                      0 Hours  
Class Hours:                      6-9 Lab

Recommended Preparation:    TTHA M20

Offers methodologies for stage management of a theatrical production. Covers blocking notation, prompt book assembly, and best practices for universal communication in a theatrical production. Does NOT apply to Associate Degree.

TTHA MNC105                      Applied Practices for Theatrical Make-up                      0 Hours  
Class Hours:                      6-9 Lab

Recommended Preparation:    TTHA M28

Offers practical experience in theatrical make-up. Covers design, corrective, age and non-realistic make-up techniques, hair styling and wig management, crewing or leading a make-up and/or hair crew for a live performance. Does NOT apply to Associate Degree.

## New Programs/Degrees

### TTHA Certificate of Achievement

This noncredit Certificate of Completion in Technical Theatre is designed to provide Career Technical Education students in Technical Theatre with additional hands-on experiential training, in one or more areas, with advanced equipment, technologies, leadership opportunities coupled with building employability and job search skills.

**To obtain a noncredit Certificate of Completion in Technical Theatre, students must complete two courses - one from the Required Core and one from Restrictive Electives** **Units**

**REQUIRED CORE:**

TTHA MNC100 Applied Techniques for Workforce Employability 0

**RESTRICTIVE ELECTIVES - Select and complete one of the following**

TTHA MNC101 Applied Technology for Theatrical Lighting 0

TTHA MNC102 Applied Technology for Theatrical Audio Production 0

TTHA MNC103 Applied Practices for Theatrical Stage Management 0

TTHA MNC104 Applied Practices for Theatrical Costumes 0

TTHA MNC105 Applied Practices for Theatrical Make-up 0

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Total Hours 0



# OXNARD COLLEGE

## Deleted Programs

~~AA in History~~

**OXNARD COLLEGE**

**Deleted Programs**

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Associate in Arts in History

Required Courses:	Units
Complete a total of 12 units, one from each of the following groups:	
Group A:	
HIST R130/H History of the United States I/Honors	3
HIST R140/H History of the United States II/Honors	3
Group B:	
HIST R150/H World History I/Honors	3
HIST R160/H World History II/Honors	3
Group C:	
HIST R104 History of California	3
HIST R107 History of Mexicans in the United States	3
HIST R108 African American History	3
HIST R109 History of Mexico	3
HIST R117 History of American Women	3
Group D:	
HIST R110 History of the Middle East	3
HIST R115 History of the Americas I	3
HIST R116 History of the Americas II	3
Required Additional Courses:	
Complete 6 units from any History courses not used to satisfy the 12 unit requirement above.	6
<b>Total Required Major Units</b>	<b>18</b>

## VENTURA COLLEGE

### New Courses

ENGL V12	Introduction to Media Writing	3 units
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### Revised Courses

BUS V07A	Business Calculations	<del>2.5</del> <b>3 units</b>
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### Reactivation

FILM V01	<del>The Knowing Eye: Visual Aspects of Film, Television and Media Arts</del> <b>Introduction to Media Aesthetics and Cinematic Arts</b>	3 units
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### New Course

ENGL V12 Introduction to Media Writing 3 units  
Prerequisite: ENGL V02; or ENGL V03; or placement into ENGL V01A  
Recommended Preparation: ENGL V01A  
C-ID: FILM 110 (aligned)  
Hours: 3 lecture weekly  
Basic introductory course in writing for the film and electronic media. Emphasis on preparing scripts in proper formats, including fundamental technical, conceptual and stylistic issues related to writing fiction and non-fiction scripts for informational and entertainment purposes in film and electronic media. Includes a writing evaluation component as a significant part of the course requirement.  
*Transfer credit: CSU.*

### Revised Course

BUS V07A Business Calculations ~~2.5~~ **3** units  
Recommended Preparation: MATH V01; or 1 to 2 years of high school Algebra with a grade C or better  
Hours: ~~4~~ **2** lecture, ~~4.5~~ **3** laboratory weekly  
This course is a skills-based course in calculations used in business. It includes ~~fractions, decimal notations, percentages, and equations~~ **basic math operations** that are applied to business-related topics. Topics include sequential operations, trade discounts, ~~partial payment of loans, early payoff,~~ operating ratios, ~~chain discounts,~~ markup and markdown, payroll, taxes (~~payroll, real estate, sales, loans~~), proration, simple and compound interest, ~~and part compared to the whole;~~ calculation of present and future value when evaluating annuities and other assets; and U.S. rule and Merchant's rule for calculating interest. It also includes insurance costs related to both personal and business liabilities. Inventory and turnover methods, including depreciation, will be covered. **time value of money calculations.** Business financial statements will be created and evaluated and used to make business decisions in business-related class assignments. Students will learn how to complete basic business math calculations on the computer.  
*Formerly BUS 7A, Transfer credit: CSU.*  
**Note: TOP code change to 50600**

### Reactivation

FILM V01      ~~The Knowing Eye: Visual Aspects of Film, Television and Media Arts~~      3 units  
***Introduction to Media Aesthetics and Cinematic Arts***

C-ID            ***FTVE 105 (aligned)***

Hours:         @ 3 lecture weekly

Making powerfully effective moving images demands an understanding of the fine art of transferring ideas, meanings, and feelings into emotionally charged visual communication. This course presents universal aesthetic visual concepts that underlie the timeless value of works fashioned by the world's master image-makers. Instruction includes lectures, discussion, and critical analysis of extensive examples drawn from feature films, documentaries, television, and other media. Participants are led through their own discovery process, learning to use tools to manifest ideas in cinematic form. Students will view works by artists such as Federico Fellini, Akira Kurosawa, Leni Riefenstahl, Sir Carol Reed, Lina Wertmuller, Bob Fosse, and Chris Milk, among many others ***important artists.***

*Field Trips may be required. **Transfer credit: CSU***

Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4231 GRADE CHANGES
Number	AP 4231
Status	Active
Legal	<a href="#">Title 5, Section 55025</a> <a href="#">California Education Code, Section 76232</a> <a href="#">California Education Code, Section 76224</a>
Adopted	June 16, 2010
Last Reviewed	October 11, 2011

### **Changing Grades Determination of Final Grades**

~~The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade, and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.~~

The instructor of record for the course shall determine the grade to be awarded to each student. The Evidence/Records of Achievement shall justify the final grade assigned. The grade assigned shall be considered to be final and is not subject to reconsideration in the absence of mistake, fraud, bad faith, or incompetency. Each instructor of record may be expected to explain a grade to a student who makes inquiry.

~~The instructor of the course shall determine the grade to be awarded to each student. Grades are assigned as a result of academic assessment made by the instructor of record of the course.~~

Pass/No Pass grade designations, once applied to the transcript, cannot be changed to a letter grade.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code 76232 and California AP, Title 5, Section 55760 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

### **Student Initiated Grade Change Requests**

For student initiated requests for grade changes see AP 5530, Student Rights and Grievances. In all cases of student initiated grade changes, the instructor who first awarded the grade will be given written notice if a change of grade is made.

The procedure as outlined in AP 5530 requires that a student first request a grade change from the instructor. In cases where the student has filed a discrimination complaint, or if the instructor of record is not available, or where the district determines that there is a possibility of gross misconduct by the original instructor, provisions shall be made to allow another faculty member to substitute for the instructor of record.

The change of grade shall be requested by the student no more than three years after the term in which the grade was awarded. Exceptions to the time limit may be made if it is determined that the grade was awarded as a result of mistake, fraud, bad faith or incompetence by the instructor.

Students may be required to provide documentation to support request for a grade change that may include but is not limited to graded assignments and tests from the class in question or substantiation of verifiable extenuating circumstances.

### **Instructor Initiated Grade Changes**

Faculty initiated grade changes must be approved by a local process and submitted to Admissions & Records with an accompanying written justification for the grade change from a lower to a higher grade. Requests for changing a grade from a higher to a lower grade are prohibited except for exceptional circumstances that must be documented. Faculty initiated grade changes will only be accepted for grades recorded within the previous calendar year.

Except in the case of an incomplete grade, grade changes are not permitted based on coursework submitted after the end of the course.

In the case of fraud, bad faith, or incompetence, the final determination concerning the removal or change of grade will be made by the ~~Executive Vice President~~ Chief Instructional Officer.

In all cases, where means exist and when at all possible, the instructor who first awarded the grade will be given written notice of the change.

### **Security of Grade Records**

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization.

Only regular full-time employees of the District may be authorized to change grades. Each college shall keep a list of which persons are authorized to change grades. This list shall be maintained by the Chief Student Services Officer or designee.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Chief Student Services Officer or designee immediately. The Chief Student Services Officer or designee shall immediately take steps to lock the grade storage system entirely while an investigation is conducted. Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.

If any student's grade record is found to have been changed without proper authorization, the District will notify: 1) the student; 2) the instructor who originally awarded the grade; 3) any educational institution to which the student has transferred; 4) the accreditation agency; and 5) appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Also see BP 3310 Records Retention and Destruction, BP/AP Student Records and AP 5530 Student Rights and Grievances.



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4231 GRADE CHANGES
Number	BP 4231
Status	Active
Legal	<a href="#">Title 5, Section 55025</a> <a href="#">California Education Code, Section 76232</a> <a href="#">California Education Code, Section 76224</a>
Adopted	October 11, 2011
Last Reviewed	October 11, 2011

The Chancellor or designee will establish procedures to ensure the accuracy and integrity of all student grade changes.

See [Administrative Procedure AP 4231](#).

## Summary of Policy Change for Hours and Units Calculations for Credit Courses

1.) The CCCCO used to recommend a “range” of units but now “strongly recommends” we use the 18 week semester as the basis for our student contact hour calculations.

**Recommendation: Use 18 week calculation.**

2.) While they now have defined “activity” separately from “lab” and it has corresponding outside-of-class hours, they also recommend using this with caution, as it would increase units and possibly jeopardize programmatic accreditation. While it might apply to a few, it doesn’t sound like this category would apply to most of the courses we call “lab” courses. This paragraph starts out sounding like we should move away from treating activity and lab the same but ends with saying the intent isn’t prescriptive. **Recommendation: No changes required.**

3.) While some of our CORs only list total contact hours, when these courses are being submitted to the CCCCO, the submission will need to now include the expected student outside-of-class work too for the purposes of the new calculations. Our Data Techs or Curriculum Techs will need this information for each course so we will need to capture it within CurricUNET at a minimum and may want to consider adding it to our CORs. **Recommendation: Add homework hours and total student learning hours to CORs in CurricUNET.**

4.) Colleges are encouraged to develop local policy in handling the calculation of units. Our local AP 4020 defines our one credit as a minimum of 48 hours (which is based on the 16 week semester)– which should probably change to the 54 hours (based on the 18 week semester). Recommendation: Revise the following section of AP 4020 to better align with the new recommendations.

- One credit hour of community college work (one unit of credit) requires a minimum of ~~48~~**54** hours of lecture, study, or laboratory work at colleges operating on the semester system.
- A course requiring ~~96~~**108** hours or more of lecture, study, or laboratory work at colleges operating on the semester system shall provide at least 2 units of credit.
- The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study, or laboratory work in half unit increments.
- Colleges of the District may elect to adjust the amount of credit awarded in proportion to the number of hours of lecture, study, or laboratory work in increments of less than a half unit.

## PROCEDURES FOR PLACING COURSES INTO DISCIPLINE(S)

### A. NEW COURSES

1. The author(s) of a new course will have access to a field in Curricunet that will contain a drop-down menu of all disciplines listed in the latest Minimum Qualifications Handbook, developed by ASCCC and approved by the Board of Governors. They will select one or more disciplines for the particular course. Faculty teaching such a course will have to meet the minimum qualifications for one of the selected disciplines, or go through the local equivalency process.
2. The author(s) will fill out the form for departmental approval of the course (required for new courses). The form will have the selected disciplines listed, and the department submitting the course must approve the selected discipline(s) for the course.
3. The Curriculum Technical Review Workgroup will make sure that the selected discipline(s) are appropriate for the course content submitted.
4. The Curriculum Committee will have a separate item agendaized for approval of the selected discipline(s) for courses.
5. A two-thirds approval vote shall be required for the assignment of discipline(s) to a course that is not prima facie.

### B. REVISED and UPDATED COURSES

1. The author(s) of a course revision will have access to a field in Curricunet that will contain a drop-down menu of all disciplines listed in the latest Minimum Qualifications Handbook, developed by the ASCCC and approved by the Board of Governors. They will verify that the discipline(s) previously selected for the course are still valid, and make adjustments as necessary to make course content changes. Only faculty in the discipline(s) in which the course is presently assigned shall be allowed to propose changes (i.e., additions or deletions) to the discipline(s) existing on the course outline of record. If any change is made to the discipline field, the department shall communicate the rationale for the changes to the Curriculum Committee in a memo.
2. The Curriculum Technical Review Workgroup will make sure that the selected discipline(s) are appropriate for the revised course content submitted.
3. The Curriculum Committee will have a separate item agendaized for approval of the selected discipline(s) for courses.
4. A two-thirds approval vote shall be required for the assignment of discipline(s) to a course that is not prima facie.

### C. CHANGES TO STATE MINIMUM QUALIFICATIONS HANDBOOK

In the event that a change affecting a course discipline occurs (change in course discipline minimum qualifications, creation of a new discipline, and/or deletion of a discipline):

1. The department(s) that have discipline(s) that are currently listed on the Course Outline of Record (COR) will review the state handbook changes, and make any necessary changes to the course outline (course update).
2. The Curriculum Technical Review Workgroup will make sure that any changes are appropriate for the course content of the updated course.
3. The Curriculum Committee will have a separate item agendaized for approval of the selected discipline(s) changes for courses.
4. A two-thirds approval vote shall be required for the assignment of discipline(s) to a course that is not prima facie.