



District Technical Review Workgroup - Instructional (DTRW-I)

AGENDA

September 8, 2016 - 1:00 – 3:00 p.m.

DAC Lakin Boardroom

- **Approval of April 14, 2016 Meeting Notes**
- **DTRW-I Calendar – Kim Hoffmans and Workgroup**

- **Curriculum Submissions**

MOORPARK COLLEGE

New Courses

DANC M09A, Introduction to Dance: Ballet, 2 units

ICA M38B, Intercollegiate Wrestling/Off Season, 1 unit

Revised Courses

COL M06, College Skills for Success, ~~0.5-1.5~~ **0** units, **26.25—78.75 hours**

New Programs

Certificate of Achievement in Commercial Dance, 19-21 units

Proficiency Award in Commercial Dance, 9-11 units

OXNARD COLLEGE

No submission

VENTURA COLLEGE

New Courses

ART V58A, Figure Sculpture I, 3 units

ART V58B, Figure Sculpture II, 3 units

THA V02C, Acting III – Advanced Characterization, 3 units

THA V02D, Acting IV – Advanced Acting, 3 units

THA V03A, Voice and Articulation I, 3 units

THA V07A, Introduction to Stage Lighting, 3 units

THA V08, Script Analysis, 3 units

THA V11C, Technical Theatre and Production III, 2 units

THA V11D, Technical Theatre and Production IV, 2 units

THA V13C, Rehearsal and Performance III, 2 units

THA V13D, Rehearsal and Performance IV, 2 units

THA V28, Introduction to Cinematic Arts: Film Appreciation, 3 units

DM V30, Truck and Trailer Brake Systems, 2 units

DM V30L, Truck and Trailer Brake Systems Laboratory, 1.5 units

DM V34, Truck Suspension and Steering Systems, 2 units

DM V34L, Truck Suspension and Steering Systems Lab, 1.5 units

DM V40, Heating, Ventilation, and Air Conditioning (HVAC), 2 units



DM V40L, Heating and Air Conditioning Laboratory, 1.5 units
DM V42, Hydraulic Systems, 2 units
DM V42L, Hydraulic Systems Laboratory, 1 unit
DM V44, Drive Train – Medium and Heavy Duty Vehicles, 2 units
DM V44L, Drive Train Lab – Medium and Heavy Duty Vehicles, 1.5 units
EMS V01, Emergency Medical Responder, 3 units

Revised Courses

BIOL V30/BIOT V30, ~~Introduction to Biotechnology and Molecular Biology~~
Introductory Biotechnology with Laboratory, 3 4 units
BIOT V30/BIOL V30, ~~Introduction to Biotechnology and Molecular Biology~~
Introductory Biotechnology with Laboratory, 3 4 units
THA V11A, ***Technical Theatre in*** Production I, 3 1 units
THA V11B, ***Technical Theatre in*** Production II, 3 1 units
~~THA V10A~~ ***THA V13A, Rehearsal and*** Performance I, 3 1 units
~~THA V10B~~ ***THA V13B, Rehearsal and*** Performance II, 3 1 units

New Programs

Associate in Science in Public Health Science for Transfer degree, 33 units
Associate in Arts in Biology for Transfer degree, 35 units
Associate in Science in Bookkeeping, 17.5 units
Certification of Achievement in Bookkeeping, 17.5 units

OLD BUSINESS:

- Review Policy/Procedure List – Develop a Prioritized List of Review for Chapter 4
- BP/AP 4025 Philosophy and Criteria for Associate Degree and General Education (revisions) – Michael Bowen
- Review 15-16 DTRW-I Workgroup Goals/Accomplishments and Curriculum Accomplishments—Mary Rees(?) and Articulation Officers
- Comparable/Parallel Courses – Articulation Officers

NEW BUSINESS:

- Elect New Co-Chair
- MOUs – process, vetting, access
- Articulation with Adult Education – Articulation Officers
- Review attachment to AP 7211 (Disciplines Unique to a College)
- New Workgroup Goals
- New Unit Calculation
- Draft a policy and procedure for credit/non-credit classes – see 04.14.16 minutes, page 2
- Future Agenda Items (standing item)

Next Meeting Date: October 13, 2016 – DAC Lakin Boardroom



DTRW-I Meeting Schedule and Submission Deadlines 2016-2017

All meetings are on the second Thursday of each month
and start at 1:00 pm and end at 3:00 pm
Location: DAC Lakin Boardroom

MEETING DATES	SUBMISSION DEADLINES
September 8, 2016	September 2, 2016
October 13, 2016	October 7, 2016
November 10, 2016	November 4, 2015
December 8, 2016	December 2, 2016
January 12, 2017	January 6, 2017
February 9, 2017	February 3, 2017
March 9, 2017	March 3, 2017
April 13, 2017	April 7, 2017

MOORPARK COLLEGE

New Programs

Commercial Dance - Certificate of Achievement
Commercial Dance – Proficiency Award

Units

19-21
9-11

New Courses

DANC M09A Introduction to Dance: Ballet
ICA M38B Intercollegiate Wrestling/Off Season

2
1

Revised Courses

COL M06 College Skills for Success

~~0.5-1.5~~ 0
26.25—78.75 hours

New Programs

Commercial Dance Certification Certificate of Achievement

Students completing this certification will be better prepared to enter the commercial dance industry, including film and television, musical theater and dance studio teaching among other professional dance endeavors. The program is designed for commercial-oriented dancers and is therefore designed as preparation for practical application in the field upon completion of the certification.

To obtain a Certificate of Achievement in Commercial Dance, students must complete the following requirements:

Required Core: Complete the following (11 units)		Units
DANC M11C	Jazz Dance III – Intermediate	2
DANC M13B	Tap II-Beginning	1.5
DANC M15A	Choreography I – Beginning	2
DANC M16A	Hip Hop 1 – Fundamentals	1.5
DANC M18	Dance Somatics/Conditioning for Dance	2
and		
DANC M17	Musical Theater Dance	2
or		
DANC M55B	Dance Rehearsal and Performance II	2
or		
DANC M56	Performing Dance Ensemble	2
Group A: Select and complete one course (2 units) from the following:		Units
DANC M10C	Ballet III – Intermediate	2
DANC M12C	Modern Dance III – Intermediate	2
DANC M20A	Movement Improvisation I	2
Group B: Select and complete one course (1-2 units)Units		
DANC M30A	Theory and Practice of Social Dance Forms: Ballroom Dance I	1.5
DANC M32	Theory and Practice of Social Dance Forms: Swing Dance	2
DANC M31L	World Dance Forms1	
Group C: Select and complete two courses (5-6 units) from the following: Units		
MUS M13A	Fundamentals of Vocal Technique I	2
THA M02A	Acting I	3
THA M09A	Acting for Film and Television I	3
Total Units		19 - 21

Commercial Dance Proficiency Award

The Dance Proficiency Award provides training in essential areas of dance technique emphasized in commercial dance industries: jazz, tap, hip hop, and ballroom. The emphasis of this proficiency award is on performance technique and skills acquisition that will serve students in film, television, musical theater and other commercial dance pursuits.

To obtain a Proficiency Award in Commercial Dance, students must complete the following requirements:

Jazz Dance - Select and complete one course (2 units) from the following:		Units
DANC M11A	Jazz Dance I – Fundamentals	2
DANC M11B	Jazz Dance II – Beginning	2
DANC M11C	Jazz Dance III – Intermediate	2
DANC M11D	Jazz Dance IV-Advanced	2

Hip Hop - Complete the following course (1.5 units)		Units
DANC M16A	Hip Hop 1 – Fundamentals	1.5

Ballroom or Swing Dance - Select and complete one course (1.5-2 units) from the following:		Units
DANC M30A	Theory and Practice of Social Dance Forms: Ballroom Dance I	1.5
DANC M30B	Theory and Practice of Social Dance Forms: Ballroom Dance II	1.5
DANC M32	Theory and Practice of Social Dance Forms: Swing Dance	2

Tap Dance - Select and complete one course (1.5 units) from the following:		Units
DANC M13A	Tap I-Fundamentals	1.5
DANC M13B	Tap II-Beginning	1.5
DANC M13C	Tap III – Intermediate	1.5
DANC M13D	Tap IV – Advanced	1.5

Creative Practice - Select and complete one course (2 units)from the following:		Units
DANC M15A	Choreography I – Beginning	2
DANC M20A	Movement Improvisation I	2

Performance - Select and complete one course (0.5-2 units) from the following:		Units
DANC M17	Musical Theater Dance 0.5 - 2	
DANC M55A	Dance Rehearsal and Performance I2	

Total Units **9 - 11**

New Courses

DANC M09A Introduction to Dance: Ballet 2 Units

Class Hours: 1 Lecture, 3 Lab

Introduces fundamental ballet technique and terminology, general principles of alignment, centering and posture as it relates to ballet. Includes exercises at the barre to develop flexibility, strength, control, coordination and resilience and center practice of port de bras, simple adage and allegro movements.

Moorpark College Faculty has defined Ballet Technique as a family of courses which includes DANC M09A, M10A, M10B, M10C, M10D and M40. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer Credit: CSU, UC

ICA M38B Intercollegiate Wrestling/Off Season 1 Unit

Class Hours: 3 Lab

Develops athletic skills and techniques in wrestling. Emphasizes team development and competitive improvement and intensity. Repeatability is dependent upon California Community College Athletic Association (CCCAA) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer Credit: CSU, UC

Revised Courses

COL M06 College Skills for Success ~~0.5-1.5~~ 0 Units

Class Hours: 1.5-4.5 Lecture Lab

A **Provides a** supervised, individualized, **and** self-paced ~~course of text, video and computerized activities~~ **program of study** designed to develop and improve a student's reading, writing, math, and/or study skills for college success. ~~Students can choose to focus~~ **students' academic skills. Focuses** on improving one or more of the following subjects: reading, writing, math, and/or study skills. ~~Field trips are not required for this course.~~ **Does NOT apply to Associate Degree.** ~~Applies to Associate Degree.~~ Transfer Credit: CSU, UC

VENTURA COLLEGE

New Courses

ART V58A	Figure Sculpture I	3 units
ART V58B	Figure Sculpture II	3 units
THA V02C	Acting III – Advanced Characterization	3 units
THA V02D	Acting IV – Advanced Acting	3 units
THA V03A	Voice and Articulation I	3 units
THA V07A	Introduction to Stage Lighting	3 units
THA V08	Script Analysis	3 units
THA V11C	Technical Theatre and Production III	2 units
THA V11D	Technical Theatre and Production IV	2 units
THA V13C	Rehearsal and Performance III	2 units
THA V13D	Rehearsal and Performance IV	2 units
THA V28	Introduction to Cinematic Arts: Film Appreciation	3 units
DM V30	Truck and Trailer Brake Systems	2 units
DM V30L	Truck and Trailer Brake Systems Laboratory	1.5 units
DM V34	Truck Suspension and Steering Systems	2 units
DM V34L	Truck Suspension and Steering Systems Lab	1.5 units
DM V40	Heating, Ventilation, and Air Conditioning (HVAC)	2 units
DM V40L	Heating and Air Conditioning Laboratory	1.5 units
DM V42	Hydraulic Systems	2 units
DM V42L	Hydraulic Systems Laboratory	1 unit
DM V44	Drive Train – Medium and Heavy Duty Vehicles	2 units
DM V44L	Drive Train Lab – Medium and Heavy Duty Vehicles	1.5 units
EMS V01	Emergency Medical Responder	3 units

Revised Courses

BIOL V30/ BIOT V30	Introduction to Biotechnology and Molecular Biology <i>Introductory Biotechnology with Laboratory</i>	3 4 units
BIOT V30/ BIOL V30	Introduction to Biotechnology and Molecular Biology <i>Introductory Biotechnology with Laboratory</i>	3 4 units
THA V11A	<i>Technical Theatre in</i> Production I	3 1 units
THA V11B	<i>Technical Theatre in</i> Production II	3 1 units
THA V10A THA V13A	Rehearsal and Performance I <i>Rehearsal and</i> Performance I	3 1 units
THA V10B THA V13B	Rehearsal and Performance II <i>Rehearsal and</i> Performance II	3 1 units

New Programs

Associate in Science in Public Health Science for Transfer degree	33 units
Associate in Arts in Biology for Transfer degree	35 units
Associate in Science in Bookkeeping	17.5 units
Certification of Achievement in Bookkeeping	17.5 units

New Courses

ART V58A Figure Sculpture I 3 units
Recommended ART V13A

Preparation:

Hours: 2 lecture, 4 laboratory weekly

This is a beginning studio class introducing the basic principles, materials, and techniques of sculpting the human figure from live models using clay and other materials. Emphasis will be placed on structure and proportion. Students will develop an awareness and context of historical and contemporary concerns in figure sculpture. *Field trips may be required. Transfer credit: CSU.*

ART V58B Figure Sculpture II 3 units
Prerequisite: Art V58A

Hours: 2 lecture, 4 laboratory weekly

This beginning studio class builds on Figure Sculpture I and further develops the basic principles, materials, and techniques of sculpting the human figure. Students will complete finished sculptures in clay. *Field trips may be required Transfer credit: CSU.*

THA V02C Acting III – Advanced Characterization 3 units
Prerequisite: THA V02B

Recommended THA V14 *or a course in movement for the theatre.*

Preparation:

Hours: 2 lecture, 3 laboratory weekly

The student is engaged in sophisticated analysis of scenes from modern realism with a focus on character analysis and development at an advanced level. Emphasis is placed on research, characterization, (cultural bonds, discoveries, psychology) emotional centering, physical and emotional control, rehearsal process, and techniques to create a fully realized character using the foundations gained in Acting I and Acting II. Ventura College faculty have defined Acting as a family of courses which includes THA V2A, THA V2B, THA V2C, and THA V2D. A student may take a maximum of four (4) courses from a family.

Field trips are required. Transfer credit: CSU.

New Courses (continued)

THA V02D Acting IV – Advanced Acting 3 units

Prerequisite: THA V02C

Recommended THA V14 or a course in movement for the theatre.

Preparation:

Hours: 2 lecture, 4 laboratory weekly

This course is designed for students to practice and master skills learned in Acting II & III. Special emphasis is placed on recognizing character types and the choice of suitable material for creating a repertoire of monologues. Students are prepared for industry auditions and will select, rehearse, and perform monologues in a mock cattle-call auditions. In addition, students will perform in beginning directing scenes for that semester. Ventura College faculty has defined Acting as a family of courses which includes THA V02A, THA V02B, THA V02C, and THA V02D. A student may take a maximum of four (4) courses from a family.

Field trips are required. Transfer credit: CSU

THA V03A Voice and Articulation I 3 units

Hours: 3 lecture weekly

This course focuses on the application of the student's use of the voice as a creative instrument of effective communication for the stage, motion pictures, television, and public speaking. It encourages an awareness of the need for vocal proficiency and employs basic techniques designed to improve the performer's speaking abilities to include breathing, proper posture, resonance, projection, and articulation/diction. Students are introduced to the International Phonetic Alphabet and care of a well produced voice. Ventura College faculty has defined Voice and Articulation as a family of courses which includes 3A & 3B. A student may take a maximum of four (4) courses from a family.

Transfer credit: CSU

THA V07A Introduction to Stage Lighting 3 units

Hours: 2 lecture, 4 laboratory weekly

This course introduces the study and execution of stage lighting with an emphasis on equipment, control, operations, color, and their relationship to design.

Field trips are required. Formerly THA V07. Transfer credit: CSU

New Courses (continued)

THA V13C Rehearsal and Performance III 2 units

Hours: 6 laboratory weekly

Students study the rehearsal and performance process to develop intermediate techniques and skill as an actor in a live theatrical production. The emphasis is on practical experience working cooperatively with an ensemble and production personnel. Content varies for each production and will range in literary style and dramatic content. Study culminates in a series of college public performances. Ventura College faculty have defined Rehearsal and Performance as a family of courses which includes THA V13A, THA V13B, THA V13C, and THA V13D. A student may take a maximum of four (4) courses from a family.

Transfer credit: CSU

THA V13D Rehearsal and Performance IV 2 units

Enrollment Audition and/or interview

Limitations:

Hours: 6 laboratory weekly

Students study the rehearsal and performance process to develop advanced techniques and skill as an actor in a live theatrical production. The emphasis is on practical experience working cooperatively with an ensemble and production personnel. Content varies for each production and will range in literary style and dramatic content. Study culminates in a series of college public performances. Ventura College faculty have defined Theatre Production and Performance as a family of courses which includes THA V13A, THA V13B, THA V13C, and THA V13D. A student may take a maximum of four (4) courses from a family.

Transfer credit: CSU

THA V28 Introduction to Cinematic Arts: Film Appreciation 3 units

C-ID: FTVE 105 (proposed)

Hours: 3 lecture weekly

This course is an introduction to the study of film as both art and industry, including cinematography, editing, modes of production, narrative and non-narrative forms, visual design, editing, sound, genre, ideology and critical analysis. Examines the broad questions of form and content, aesthetics and meaning, and history and culture.

Field trips are required. Transfer credit: CSU

New Courses (continued)

DM V30 Truck and Trailer Brake Systems 2 units

Corequisite: DM V30L

Recommended DM V10L, DM V10, DMV12, DM V12L, DM V28, DM
Preparation: V28L, DM V26, and DM V26L

Hours: 2 lecture weekly

This course will provide vocational preparation in the operation, inspection, diagnosis, and repair theory for brake systems used on medium and heavy-duty vehicles. The theory of mechanical, hydraulic and pneumatic brake and hitching systems will be covered in this course. Preparation for the ASE T-4 certification examination will be included and certification will be encouraged.

Field trips are required. Non Transferable

DM V30L Truck and Trailer Brake Systems Laboratory 1.5 units

Corequisite: DM V30

Recommended DM V10, DM V10L, DM V12, DM V12L, DM V26,
Preparation: DM V26L, DM V28, and DM V28L

Hours: 4.5 laboratory weekly

This course will cover inspection, diagnosis, service, and repair procedures for the brake systems used on medium and heavy-duty vehicles. The service and repair of mechanical, hydraulic, pneumatic brake and hitching systems will be covered in the course. Preparation for the ASE T- 4 certification examination will be included and certification will encouraged.

Field trips may be required. Non Transferable

DM V34 Truck Suspension and Steering Systems 2 units

Corequisite: DM V34L

Recommended DM V10, DM V10L, DM V12, DM V12L, DM V26,
Preparation: DM V26L, DM V28, and DMV28L

Hours: lecture, laboratory weekly

This course will cover the operation, inspection, diagnosis and repair theory for suspensions and steering systems used on medium and heavy-duty vehicles. The theory of rims, tires and frames will also be covered in the course. Axles and alignment theory will be discussed. Preparation for the ASE Suspensions certification examination (T-5) will be included and certification will be encouraged.

Field trips may be required. Non Transferable

New Courses (continued)

DM V34L Truck Suspension and Steering Systems Lab 1.5 units

Corequisite: DM V34

Recommended DM V10, DM V10L, DM V12, DM V12L, DM V26,

Preparation: DM V26L, DM V28, and DM V28L

Hours: lecture, laboratory weekly

This course will cover the inspection, diagnosis and repair of suspensions and steering systems used on medium and heavy-duty vehicles. The repair of rims, tires and frames will also be covered in the course. Axles and alignment procedures will be practiced. Preparation for the ASE suspensions certification examination (T-5) will be included and certification will be encouraged.

Field trips may be required. Non Transferable

DM V40 Heating, Ventilation, and Air Conditioning (HVAC) 2 units

Corequisite: DM V40L

Recommended DM V10, DM V10L, DM V12, DM V12L, DM V26

Preparation: DM V26L, DM V28, DM V28L, DM V30, DM V30L,
DM V34, DM V34L, and DM V40L

Hours: 2 lecture weekly

This course will provide vocational preparation in the theory of the operation, inspection, diagnosis, and repair of heating, ventilation, and air conditioning systems used in medium and heavy-duty vehicles. Preparation for the ASE T-7 certification examination will be included and certification will be encouraged.

Field trips may be required. Non Transferable

DM V40L Heating and Air Conditioning Laboratory 1.5 units

Corequisite: DM V40

Recommended DM V10, DM V10L, DM V12, DM V12L, DM V26

Preparation: DM V26L, DM V28, DM V28L, DM V30, DM V30L,
DM V34, and DM V34L

Hours: 4.5 laboratory weekly

This course will provide vocational preparation in the theory of the operation, inspection, diagnosis and repair of Heating, Ventilation and Air Conditioning (HVAC) systems used in medium and heavy-duty vehicles. Preparation for the ASE T-7 certification examination will be included and certification will be encouraged.

Field trips may be required. Non Transferable

New Courses (continued)

DM V44L Drive Train Lab – Medium and Heavy Duty Vehicles 1.5 units

Corequisite: DM V44

Recommended DM V10, DM V10L, DM V12, DM V12L, DM V26

Preparation: DM V26L, DM V28, DM V28L, DM V30, DM V30L,
DM V34, and DM V34L

Hours: 4.5 laboratory weekly

This course will provide vocational preparation in the theory of the operation, inspection, diagnosis, and repair of the drive trains used in medium and heavy-duty vehicles. Course will include clutches, manual transmission, automatic transmission, driveshafts, differentials and axles. Preparation for the ASE T-3 certification examination will be included and certification will be encouraged.

Field trips may be required. Non Transferable

EMS V01 Emergency Medical Responder 3 units

Hours: 3 lecture weekly

The primary focus of the Emergency Medical Responder is to initiate immediate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Responders perform basic interventions with minimal equipment. Upon successful completion of this course, the student will receive an American Heart Association Healthcare Provider Card and Course Completion Certificate.

Field trips may be required

Revised Courses

BIOL V30/
BIOT V30 ~~Introduction to Biotechnology and Molecular Biology~~ 3 ~~4~~ units
Prerequisite: ***Introductory Biotechnology with Laboratory***
 ~~BIOL V01-V01L or BIOL V04 or BIOL V12 or MICR V01 or~~
 ~~equivalent; and CHEM V20-V20L or equivalent with grades of C~~
 ~~or better~~

Recommended ***BIOL V01, BIOL V01L, CHEM V20, and CHEM V20L***

Preparation:

C-ID: ***BIOT 101LX (proposed)***

Hours: weekly 3 lecture, 0- ***3 laboratory*** weekly

This course is an introduction ***a general examination of biology as it relates*** to the mechanisms and methods of bioengineering as they apply to biotechnology. Emphasis is placed on molecular and biochemical methods utilized in biotechnological applications in industry. FDA regulations that apply to the biotechnology industry will be included. Guest speakers from industry may be integrated into the course ***field of biotechnology. Topics include the fundamental chemical processes common in prokaryotic and eukaryotic biology, chemistry of bio-molecules (proteins, enzymes, nucleic acids and lipids), cellular and molecular biology, basic immunology, and classical and molecular genetics with an emphasis on gene expression and genetic engineering. The laboratory addresses basic skills and techniques common to the biotechnology industry. Topics include the measurement of activity and quantity of proteins, growth and manipulation of bacteria, genetic engineering and antibody methods. This course is intended for students majoring in applied biology and as a general education option for all students.***

Field trips may be required. Formerly BIOL 30. Same as BIOT V30. Transfer credit: CSU.

Revised Courses (continued)

BIOT V30/ Introduction to Biotechnology and Molecular Biology 3 4 units
BIOL V30 ***Introductory Biotechnology with Laboratory***

Prerequisite: Prerequisite BIOL V01-V01L or BIOL V04 or BIOL V12 or MICR V01 or equivalent; and CHEM V20-V20L or equivalent with grades of C or better

Recommended ***BIOL V01, BIOL V01L, CHEM V20 and CHEM V20L***

Preparation:

C-ID: ***BIOT 101LX (proposed)***

Hours: 34 lecture, 0 3 laboratory weekly

This course is an introduction ***a general examination of biology as it relates*** to the mechanisms and methods of bioengineering as they apply to biotechnology. Emphasis is placed on molecular and biochemical methods utilized in biotechnological applications in industry. FDA regulations that apply to the biotechnology industry will be included. Guest speakers from industry may be integrated into the course ***field of biotechnology. Topics include the fundamental chemical processes common in prokaryotic and eukaryotic biology, chemistry of bio-molecules (proteins, enzymes, nucleic acids and lipids), cellular and molecular biology, basic immunology, and classical and molecular genetics with an emphasis on gene expression and genetic engineering. The laboratory addresses basic skills and techniques common to the biotechnology industry. Topics include the measurement of activity and quantity of proteins, growth and manipulation of bacteria, genetic engineering and antibody methods. This course is intended for students majoring in applied biology and as a general education option for all students.***

Field trips may be required. Same as BIOL V30. Transfer credit: CSU.

Revised Courses (continued)

THA V11A **Technical Theatre in** Production I 3 1 units

Recommended ~~THA V05A or THA V 05B or Recommended Preparation:~~

Preparation: ~~THA V 10A or Recommended Preparation: THA V 10B;~~

and

Enrollment Audition and/or interview **is required**

Limitations:

C-ID: Proposed for THTR 192

Hours: ~~4.50~~ lecture, 4.5- **3 laboratory** weekly

~~This course provides supervised practical experience in stage management, house management, construction, scenery, properties, costumes, lighting, sound, or running, or as a production assistant in the preparation and performance of a Ventura College theatre production.~~ **Students study real and theoretical practices to develop introductory techniques and skills in the many areas of technical theatre for actual performance to include events in theatre, dance, music, and public venue. Students perform a range of introductory supervised technical theatre assignments such as stage management, scenic and prop construction, maintaining and hanging lighting equipment, costume and make-up labs, assisting audio operations and/or supporting box office and house management staff.**

~~Field trips may be required~~ **not required**.-Transfer credit: CSU.

Revised Courses (continued)

THA V11B **Technical Theatre in** Production II 3 1 units
Recommended THA V05A, or THA V05B, and THA V11A

Preparation:

Enrollment

Audition and/or interview

Limitations:

Hours:

1.50 lecture, 4.5- 3 **laboratory** weekly

~~This course provides supervised practical experience in stage management, house management, construction, scenery, properties, costumes, lighting, sound, or running, or as a production assistant in the preparation and performance of a Ventura College theatre production.~~ **Students study real and theoretical practices to develop basic techniques and skills in the many areas of technical theatre for actual performance to include events in theatre, dance, music, and public venues. Students perform a range of introductory supervised technical theatre assignments such as stage management, scenic and prop construction, maintaining and hanging lighting equipment, costume and make-up labs, assisting audio operations and/or supporting box office and house management staff.** Ventura College faculty have defined **Technical Theatre in** Production and Performance as a family of courses which includes THA V10A **V11A**, THA V10B **V11B**, THA V11A **V11C**, and THA V11B **V11D**. A student may take a maximum of four (4) courses from a family.

~~Field trips may be required~~ **not required**. Formerly THA V10D. Transfer credit: CSU.

Revised Courses (continued)

THA V13A **Rehearsal and Performance I** 3 1 units

~~THA V10A~~

C-ID: ~~Proposed for THTR 191~~

Hours: 4.50 lecture, 4.5- **3 laboratory** weekly

~~This course provides supervised practical experience in an acting role in the preparation and performance of a Ventura College theatre production.~~ **Students study the rehearsal and performance process to develop introductory techniques and skill as an actor in a live theatrical production. The emphasis is on practical experience working cooperatively with an ensemble and production personnel. Content varies for each production and will range in literary style and dramatic content. Study culminates in a series of college public performances.** Ventura College faculty have defined Theatre Production Rehearsal and Performance as a family of courses which includes THA V10A **V13A**, THA V10B **V13B**, THA V11A **V13C**, and THA V11B **V13D**. A student may take a maximum of four (4) courses from a family. ~~Field trips may be required~~ **not required. Formerly V10A.**

~~THA V10B~~ **Rehearsal and Performance II** 3 1 units

THA V13B

Recommended ~~THA V 10A~~

Preparation:

Enrollment Audition and/or interview

Limitations:

C-ID: ~~Not applicable~~

Hours: 4.50 lecture, 4.5- **3 laboratory** weekly

~~This course provides supervised practical experience in an acting role in the preparation and performance of a Ventura College theatre production.~~ **Students study the rehearsal and performance process to develop basic techniques and skill as an actor in a live theatrical production. The emphasis is on practical experience working cooperatively with an ensemble and production personnel. Content varies for each production and will range in literary style and dramatic content. Study culminates in a series of college public performances.** Ventura College faculty have defined Theatre Production **Rehearsal** and Performance as a family of courses which includes THA V10A **V13A**, THA V10B **V13B**, THA V11A **V13C**, and THA V11B **V13D**. A student may take a maximum of four (4) courses from a family. ~~Field trips may be required~~ **not required. Formerly V10B.**

New Programs

Ventura College Associate in Science Public Health Science for Transfer

Required Courses:		Units
HED V01	Health and Wellness	3
HED V20	Introduction to Public Health	3
MATH V44	Elementary Statistics	4
PSY V01	Introduction to Psychology	3
BIOL V01 and BIOL V01L	Principles of Biology Principles of Biology Laboratory	3 1
ANAT V01 and PHSO V01	General Human Anatomy Introduction to Human Physiology	3 4
CHEM V20 And CHEM V20L Or CHEM V01A AND CHEM V01AL	Elementary Chemistry Elementary Chemistry Laboratory General Chemistry General Chemistry Laboratory	4 1 3 2

List A:

Select one (1) of the following courses:

ECON V01B	Principles of Microeconomics	3
ECON V01A	Principles of Macroeconomics	3
HED V87	Nutrition	3
PSY V25	Psychology of Human Sexuality	3
HED V22	Health and Social Justice	3
HED V24	Drugs, Health and Society	3
SOC V01	Introduction to Sociology	3
KIN V80	First Aid, Safety, AED and CPR for the Professional	3
HED V76	Stress Management	3
HED V95	Health and Wellness: Designed for Women	3

Major Units	32
CSU General Education or IEGTC-CSU Pattern	37-39
Double-Counted Units	
Electives (CSU transferrable units to reach 60)	

DEGREE TOTAL **60**

New Programs (continued)

**Ventura College
Associate in Arts
Biology for Transfer**

The Associate in Arts in Biology for Transfer degree is designed to prepare students for a seamless transfer into the California State University system to complete a baccalaureate degree in Biology or a similar major. Students completing the Associate in Arts in Biology for Transfer degree are guaranteed admission to the CSU system, but not to a particular CSU campus or major. Students should consult with a counselor for the best transfer option to a CSU campus or major that will fulfill their educational needs.

To earn an Associate in Arts in Biology for Transfer degree, students must complete:

1. Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (IGETC-CSU) or the California State University General Education-Breadth requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.
3. Obtainment of a "C" grade or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is not an acceptable grade for courses in the major.

Required Core (10 units):

BIOL V03	Introduction to Organismal Biology and Ecology	5
BIOL V04	Introduction to Cell and Molecular Biology	5

LIST A (25 units):

CHEM V01A	General Chemistry I	3
and		
CHEM V01AL	General Chemistry I Lab	2
CHEM V01B	General Chemistry II	3
and		
CHEM V01BL	General Chemistry II Lab	2
MATH V21A	Calculus with Analytic Geometry I	5
PHYS V02A	General Physics I: Algebra/Trigonometry-Based	4
and		
PHYS V02AL	General Physics I Laboratory:	

Ventura College
 New/Revised Courses
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 Page 19

	Algebra/Trigonometry-Based	1
PHYS V02B and PHYS V02BL	General Physics II: Algebra/Trigonometry-Based	4
	General Physics II Laboratory: Algebra/Trigonometry-Based w/Lab	 1
Major units		35
General Education IGETC units		35
Double-Counted units		(10)
Elective units		2
DEGREE TOTAL		60

New Programs (continued)

**Ventura College
Associate in Science
Bookkeeping**

Successful completion of the Bookkeeping Program will provide the skills necessary for an entry-level job as a bookkeeper, accounting clerk or auditing clerk. Students will learn how to keep accurate accounting records for assets, liabilities, and equity, including revenues, expenses, accounts receivable, accounts payable and payroll. They will be able to complete bank reconciliations, payroll tax reports, and simple federal and state income tax returns. A code of ethics will be stressed throughout the program. Students who successfully complete this program may continue their education by taking additional courses that lead to an Associate Degree in Accounting.

Required Courses:	Units
BUS V02 Income Tax Fundamentals	3
BUS V03 Introduction to Accounting	3
BUS V04 Computerized Payroll Accounting	4
BUS V07A Business Calculations	3
BUS V08 Computerized Accounting	3
BUS V17 Computer Applications	3
<hr/>	
Major Units	19
Completion of Local General Education Pattern	41
Double-Counted Units	-
Electives (CSU transferrable units to reach 60)	-
<hr/>	
DEGREE TOTAL	60

New Programs (continued)

**Ventura College
Certificate of Achievement
Bookkeeping**

Successful completion of the Bookkeeping Program will provide the skills necessary for an entry-level job as a bookkeeper, accounting clerk or auditing clerk. Students will learn how to keep accurate accounting records for assets, liabilities, and equity, including revenues, expenses, accounts receivable, accounts payable and payroll. They will be able to complete bank reconciliations, payroll tax reports, and simple federal and state income tax returns. A code of ethics will be stressed throughout the program. Students who successfully complete this program may continue their education by taking additional courses that lead to an Associate Degree in Bookkeeping or an Associate Degree Accounting.

Required Courses:		Units
BUS V02	Income Tax Fundamentals	3
BUS V03	Introduction to Accounting	3
BUS V04	Computerized Payroll Accounting	4
BUS V07A	Business Calculations	3
BUS V08	Computerized Accounting	3
BUS V17	Computer Applications	3
<hr/>		
Major Units		19
<hr/>		
CERTIFICATE TOTAL		19

Ventura County Community College District Board Policy Review	Originally Adopted	Last Revised	Last Reviewed	5-Year Review 2016-2021
Chapter 4 – Academic Affairs				
BP 4010: Academic Calendar	2/16/2006		10/11/2011	
AP 4010: Academic Calendar	6/23/2009		10/11/2011	
BP 4020: Program, Curriculum, and Course Development	2/16/2006		9/9/2014	
AP 4020: Program, Curriculum, and Course Development	5/12/2009		9/9/2014	
BP 4021: Program Discontinuance	3/8/2011		2/14/2012	
AP 4021: Program Discontinuance	2/14/2012		2/14/2012	
BP 4022: Program and Course Approval	6/23/2009		9/9/2014	
AP 4022: Program and Course Approval	5/12/2009		9/9/2014	
BP 4025: Philosophy and Criteria for Associate Degree and General Education	2/16/2006		9/18/2013	
AP 4025: Philosophy and Criteria for Associate Degree and General Education	7/14/2009		6/18/2013	
BP 4030: Academic Freedom	4/18/2006		4/9/2013	
AP 4030: Academic Freedom	7/14/2009		4/9/2013	
BP 4040: Library Services	2/16/2006		10/11/2011	
AP 4040: Library and Other Instructional Support Services	7/14/2009		10/11/2011	
BP 4050: Articulation	2/16/2006		4/14/2015	
AP 4050: Articulation	5/12/2009		4/14/2015	
AP 4051 Articulation between VCCCD and High School Institutions	4/14/2015		4/14/2015	
BP 4060: Delineation of Functions Agreements	2/16/2006		10/11/2011	
AP 4060: Delineation of Functions Agreements	7/14/2009		10/11/2011	
BP 4070: Auditing and Auditing Fees	2/16/2006		10/11/2011	
AP 4070: Auditing and Auditing Fees	5/12/2009		10/11/2011	
BP 4100: Graduation Requirements for Degrees and Certificates	2/16/2006		11/11/2014	
AP 4100 Graduation Requirements for Degrees and Certificates	6/16/2010		11/11/2014	
BP 4101: Independent Study	6/23/2009		10/11/2011	
AP 4101: Independent Study	5/12/2009		10/11/2011	
BP 4102: Career Technical Education Programs	4/14/2015		4/14/2015	
AP 4102: Career Technical Education Programs	7/14/2009		4/14/2015	
BP 4103: Work Experience	10/11/2011		10/11/2011	
AP 4103: Work Experience	7/14/2009		10/11/2011	

BP 4104: Contract Education	10/11/2011		10/11/2011	
AP 4104: Contract Education	12/14/2010		10/11/2011	
BP 4105: Distance Education	5/12/2015		5/12/2015	
AP 4105: Distance Education	5/12/2015		5/12/2015	
BP 4106: Nursing Program	10/11/2011		10/11/2011	
AP 4106: Nursing Program	12/14/2010		10/11/2011	
BP 4110: Honorary Degrees	2/16/2006		10/11/2011	
AP 4110: Honorary Degrees	12/14/2010		10/11/2011	
BP 4220: Standards of Scholarship	2/16/2006		10/11/2011	
AP 4220: Standards of Scholarship – Delegation	12/14/2010		10/11/2011	
BP 4222: Remedial Coursework	10/11/2011		10/11/2011	
AP 4222: Remedial Coursework	12/14/2010		10/11/2011	
BP 4225: Course Repetition For Substandard Grades	2/16/2006		4/8/2014	
AP 4225: Course Repetition	6/16/2010		4/8/2014	
BP 4226: Multiple and Overlapping Enrollments	10/11/2011		10/11/2011	
AP 4226: Multiple and Overlapping Enrollments	12/14/2010		10/11/2011	
BP 4227: Course Repetition Absent Substandard Academic Work	6/19/2012		4/8/2014	
AP 4227: Course Repetition Absent Substandard Academic Work	6/16/2010		4/8/2014	
BP 4230: Grading and Academic Record Symbols	2/16/2006		6/19/2012	
AP 4230: Grading and Academic Record Symbols	5/12/2009		6/19/2012	
BP 4231: Grade Changes	10/11/2011		10/11/2011	
AP 4231: Grade Changes	6/16/2010		10/11/2011	
BP 4232: Pass/No Pass	10/11/2011		10/11/2011	
AP 4232: Pass /No Pass	6/23/2009		10/11/2011	
BP 4235: Credit by Examination	2/16/2006		4/14/2015	
AP 4235: Credit by Examination	7/14/2009		4/14/2015	
BP 4240: Academic Renewal	6/23/2009		2/11/2014	
AP 4240: Academic Renewal	6/23/2009		2/11/2014	
BP 4250: Probation, Disqualification, and Readmission	2/16/2006		10/11/2011	
AP 4250: Probation	6/16/2010		10/11/2011	
AP 4255: Disqualification and Dismissal	6/16/2010		10/11/2011	
BP 4260: Prerequisites, Co-requisites and Advisories on Recommended Preparation	2/16/2006		6/18/2013	
AP 4260: Prerequisites, Co-requisites and Advisories on Recommendation Preparation	6/16/2010		6/18/2013	
BP 4300: Field Trips and Excursions	2/16/2006		4/9/2013	

AP 4300: Field Trips and Excursions	4/9/2013		4/9/2013	
BP 4400: Community Services Programs	2/16/2006		10/11/2011	
AP 4400: Community Services Programs	6/16/2010		10/11/2009	
BP 4500: Student News Media	6/18/2013		6/18/2013	
AP 4500: Student News Media	6/16/2010		6/18/2013	
BP 4610: Instructional Service Agreements	10/11/2011		10/11/2011	
AP 4610: Instructional Service Agreements	6/16/2010		10/11/2011	



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION
Number	BP 4025
Status	Active
Legal	Title 5, Section 55805.55061 ACCJC Accreditation Standard II.A.9
Adopted	February 16, 2006
Last Reviewed	June 18, 2013 (Insert new date here)

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy.

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

In establishing or modifying a general education program, ways shall be sought to create cohesion and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

The Chancellor shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

See [Administrative Procedure 4025](#).



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION
Number	AP 4025
Status	Active
Legal	Title 5, Section 55061 Title 5, Section 55062 Title 5, Section 55063 ACCJC Accreditation Standard II.A.3
Adopted	July 14, 2009
Last Reviewed	June 18, 2013 (Insert new date here)

Philosophy and Criteria for Associate Degree

The philosophy and criteria for the associate degree and general education of the Ventura County Community College District address the considerations contained in the references listed above. These include, but are not limited to:

- The programs of District colleges are consistent with the District mission, objectives, demographics, and economics of its community.
- The philosophy and criteria regarding the associate degree reference the policy of the Board of Governors that the associate degree symbolizes a successful attempt to lead students through patterns of learning experiences designed to develop certain capabilities and insight, including but not limited to:
 - ~~To~~The ability to think communicate, speak, and write clearly and effectively
 - ~~To~~The ability to understand and apply mathematical concepts
 - ~~To~~The ability to understand the modes of inquiry of the major disciplines
 - ~~To be~~Being aware of other cultures and time periods
 - ~~To achieve~~Achieving insights gained through experience in thinking about ethical problems
 - ~~To develop~~Developing the capacity for self-understanding

The Curriculum Committee of each District college establishes a curriculum proposal and review process that methodically and consistently validate the above principles within the college's course and program inventory.

At a secondary level, the District Technical Review Workgroup-Instructional (DTRW-I) provides technical oversight to ensure that the colleges' course and program curriculum are in regulatory compliance.

Philosophy and Criteria for General Education

The philosophy and criteria regarding general education reference the policy of the Board of Governors that general education should lead to better self-understanding, including:

- Understand the modes of inquiry and critique used in the natural, social, and behavioral sciences and the humanities
- Understand and appreciate the role of culture and the arts in society and in one's personal life
- Think logically and communicate effectively
- Understand and adopt the concepts of personal health and fitness to enhance the quality of life
- Recognize the multitude of diversities in the physical and human environments and how these diversities impact individuals and society
- Understand the connections among the various disciplines
- Use a variety of means to find information, examine it critically, and apply it appropriately
- Work ethically and effectively with others
- Apply the skills necessary for successful living in an ever-changing and global environment
- Become productive workers and life-long learners
- Meet the objectives of general education

General education is designed to introduce students to the variety of means through which people comprehend the modern world.

General education introduces the content and methodology of the major areas of knowledge and provides an opportunity for students to develop intellectual skills, information technology proficiency, affective and creative capabilities, social aptitude, and an appreciation for cultural diversity.

To meet the objectives of general education, each District college shall place GE courses in the following areas:

- (A) **Natural Sciences**: A minimum of 6 units including one course in Biological Sciences and one course in Physical Science.
- (B) **Social and Behavioral Sciences**: A minimum of 6 units including one course in American History/Institutions and one course in other Social and Behavioral Science.
- (C) **Humanities**: A minimum of 6 units including one course in Fine Arts/Performing Arts and one course in any other Humanities.
- (D) **Language and Rationality**: A minimum of 6 units including one course in English Composition and one course from Communication/Analytical Thinking. **Additional District requirements may be met by courses in the previous General Education area.**
- (E) **Health/Physical Education and Kinesiology**: No unit minimum. One Health Education course and one Physical Education Activity course.
- (F) **Ethnic/Gender Studies**: Students selecting an Associate in Arts degree in General Studies must complete a course in Ethnic/Gender Studies.

The Curriculum Committees of the colleges, as part of the curriculum proposal and review process, **shall will** specifically address the placement of courses into the general education areas.

(A) Natural Sciences

Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in Natural Sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific methods, and encourage an understanding of the relationship between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics, and other scientific disciplines.

(B) Social and Behavioral Sciences

Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in Social and Behavioral Sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and an appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology, and related disciplines.

(C) Humanities

Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

(D) Language and Rationality

Courses in Language and Rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses. Such courses include:

- (i) English Composition. Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.
- (ii) Communication and Analytical Thinking. Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

(E) Health/Physical Education and Kinesiology

Courses in Health, Physical Education, and Kinesiology should help students develop the an understanding of integrated wellness strategies and the skills necessary for designing, implementing, and maintaining a healthy lifestyle.

(F) Gender Studies

Courses in ethnic and gender studies should help students develop an awareness of the diverse historical roots and an appreciation of the cultural contribution of minorities and women; and/or should lead to an understanding of the causes and consequence of socio-economic inequality based on race, sex, sexual orientation, gender identity, or ethnicity; and explore ways of eliminating such inequities.

Elements of the review process shall will include, at a minimum, the following:

- The alignment of the course outcome to the general education outcome of the proposed area
- The rigor and comprehensive nature of the course as a lower-division introduction into the discipline
- Applicability of the course for fulfilling CSU GE-Breadth or Intersegmental General Education Transfer Curriculum (IGETC) for transfer

Each college shall will have student learning outcomes (SLO) to assess these GE courses.

Completion of the District College General Education pattern shall be required for all Associate degrees except:

1. When prohibited by legislated transfer degrees (Associate in Art for Transfer and Associate in Science for transfer) that require completion of CSU GE-Breadth and/or Intersegmental General Education Transfer Curriculum (IGETC) and forbid additional District graduation requirements.
2. General Studies Pattern II requires students to complete a transfer institution's own GE pattern while also meeting the 18 units of general education minimum established in Title 5. The additional District graduation requirements of Health/PE and Kinesiology and Ethnic/Gender Studies still apply.
3. General Studies Pattern III requires students to complete either CSU GE-Breadth or IGETC. The additional District graduation requirements of Health/PE and Kinesiology and Ethnic/Gender Studies still apply.
4. When the degree is designed specifically for transfer and another general education pattern (such as CSU GE-Breadth, IGETC, or a university's native GE pattern) more adequately serves the needs of the students.

Last Modified by Laurie Nusser on July 1, 2013 (Insert new date here)



Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7211 Minimum Qualifications and Equivalencies
Number	AP 7211
Status	Active
Legal	California Code of Regulations, Title 5, Section 53400 et seq. California Education Code Section 87001 California Education Code Section 87003 California Education Code Section 87359 California Education Code Section 87743.2
Adopted	December 14, 2009
Last Reviewed	May 12, 2015

A. Procedure for the Determination of Qualifying Degrees.

(When not specifically defined by the Minimum Qualifications for Faculty and Administrators in California Community Colleges)

1. Committees of faculty evaluate the disciplines listed in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* that allow for any qualifying degree in a specified area, but that do not specifically list the exact titles of the degrees which qualify (e.g., Biological Sciences, Dance) for the purpose of developing lists of specific degrees meeting the minimum qualification requirements. Composition of these discipline-specific qualification committees consists of two full-time faculty members in the discipline from each college, an Academic Senate President, and a Human Resources Department representative. The committees convene each time the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* is revised and published, or more often as necessary.
2. The Human Resources Department maintains lists approved by the discipline-specific qualifications committee and provides such lists to screening committees as necessary.
3. All screening committees refer to the established lists, as appropriate, when determining if candidates meet the minimum qualification requirements. Screening committees may not consider a degree as qualifying unless it is specifically listed in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, or it is determined to qualify under the list developed by the discipline-specific qualification committee(s).

B. Procedure for the Determination of Equivalency

1. All faculty position announcements state the required qualifications as specified by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, local qualifications, if any, and diversity qualifications, including the possibility of meeting the degree requirements by equivalency.

2. Each fall term, the Human Resources Department identifies the need for specific districtwide equivalency committees for the following academic year and in consultation with the Academic Senates, establishes such committees. Composition of the committee(s) includes one tenured faculty member in the discipline from each of the colleges in the District who are the only voting members of the committee, an Academic Senate President serving in an ex-officio capacity, and a Human Resources Department representative responsible for meeting facilitation. A minimum of two faculty members, the Academic Senate President and the Human Resources Department representative must be present for there to be a quorum. For disciplines in which tenured faculty are not available at all three colleges, a tenured faculty member from a related discipline may be substituted for the tenured faculty member(s) in the discipline. A related discipline is one that is listed as a qualifying degree in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* for that discipline. The Director of Employment Services approves exceptions to the above composition as necessary following consultation with the Academic Senate Presidents. Should an equivalency be requested in a discipline that exists at only one college, a local college equivalency committee from that college shall convene for the purpose of reviewing the request for equivalency. The committee will consist of two tenured faculty members in the discipline. The Director of Employment Services approves exceptions to committee compositions as necessary.

3. Following the closing date of the recruitment, the Human Resources Department forwards requests for equivalencies for faculty positions to the appropriate districtwide equivalency committee no later than two working days following the closing date of the position and prior to releasing the pool of applicants to the screening committee. The equivalency committee will meet within five working days following the closing date. The Human Resources Department will not forward files for applicants who are not requesting an equivalency or for applicants who request in their application an equivalency be considered but fail to attach the Supplemental Questionnaire for Equivalency.

4. The equivalency committee reviews requests for equivalency and provides recommendations to the Human Resources Department. Recommendations to grant equivalency are forwarded for consideration provided there is a unanimous vote by all committee members present. Less than a unanimous vote results in the denial of the equivalency request. The districtwide equivalency committee documents in writing whether the equivalency is recommended or not recommended on the Declaration of Equivalency Form.

5. The Human Resources Department forwards all recommended equivalencies to the full screening committee(s) for review along with all other completed application materials.

6. Applications for candidates not recommended for equivalency are made available to the entire screening committee(s). Committee members may review the equivalency recommendation and challenge any recommendations to deny equivalency. Challenges are taken back to the districtwide equivalency committee for consideration. Upon review, the committee may choose to sustain or modify its initial recommendation.

7. The local Academic Senate President, Executive Vice President, College President, Director of Employment Services, Vice Chancellor, Human Resources, Chancellor, and Board of Trustees or designee, in that order, review those applicants who are recommended for hire and for whom equivalency is required. The individuals endorse or deny the recommendation for equivalency, relying primarily on the advice and judgment of the equivalency committee, in accordance with California Education Code section 87359, subdivision (b). Individuals sign the Declaration of Equivalency form for the purpose of indicating endorsement of the equivalency. In the event a recommendation for equivalency is denied at any level of review in the process, the denying individual sends the recommendation back to the previous reviewer for discussion. The authority to approve the hiring of employees with equivalency remains with the Board of Trustees or designee.

8. Representatives of the collective Academic Senates and the Human Resources Department will review

the equivalency process after one year, no later than spring 2011, to ensure its effectiveness and adherence to established policy and procedures.

See Attachment: Disciplines Unique to a College.

[AP 7211 Attach-Unique Disciplines-Spring 2015 Final.pdf \(21 KB\)](#)

Last Modified by Jennifer Holst on May 13, 2015

Ventura County Community College District
 Disciplines Unique to a College
 Spring 2015

Course Abbreviation (College)	Title (College)	Discipline/MQ (other areas included in the discipline) (State)
Moorpark College		
EATM	Exotic Animal Training and Management	Animal Training and Management (Exotic animal training)
FILM	Film Studies	Film Studies
GR	Graphic Design	Graphic Arts (Desktop publishing)
HUM	Humanities	Humanities
JOUR	Journalism	Journalism
NTS	Nutrition Science	Nutritional Science/Dietetics
RADT	Radiologic Technology	Radiological Technology
Oxnard College		
AB	Automotive Body and Fender Repair	Auto Body Technology (Antique and classic auto restoration)
ADS	Addictive Disorders Studies	Addiction Paraprofessional Training
CRM	Culinary Arts & Restaurant Management	Culinary Arts/Food Technology (Food service, meat cutting, baking, waiter/waitressing, bartending) Restaurant Management (two separate MQs)
DA and DH	Dental Technology* (*Dental Assisting and Dental Hygiene)	Dental Technology (Dental assisting, dental hygiene)
ENVT	Environmental Control Technology	Air Conditioning, Refrigeration, Heating (Solar energy technician)
FT	Fire Technology	Fire Technology
PLS	Paralegal Studies	Legal Assisting (Paralegal)
Ventura College		
ARCH	Architecture	Architecture
CT	Construction Technology	Construction Technology
DRFT	Drafting	Drafting CADD (Computer Aided Drafting/Design), CAD (Computer Aided Design), CAD (Computer Aided Drafting)
MT	Manufacturing Technology	Manufacturing Technology (Quality control, process control)
PM	Paramedic Studies	Emergency Medical Technologies
WEL	Welding	Welding
WS	Water Science	Environmental Technologies (Environmental hazardous material technology, hazardous material abatement, environmentally conscious manufacturing, waste water pretreatment, air pollution control technology, integrated waste management, water treatment, sewage treatment)



Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7211 MINIMUM QUALIFICATIONS AND EQUIVALENCIES
Number	BP 7211
Status	Active
Legal	California Code of Regulations, Title 5, Section 53400 et seq. California Education Code Section 87001 California Education Code Section 87003 California Education Code Section 87359 California Education Code Section 87743.2
Adopted	October 13, 2009
Last Reviewed	May 12, 2015

It is the policy of the Ventura County Community College District (District) to provide an opportunity for individuals applying for academic positions within the District to demonstrate their qualifications as presented in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* or through an equivalency process should the individuals not possess a valid California Community College Teaching Credential appropriate to the discipline.

Review of minimum qualifications for applicants including equivalencies will be done in accordance with established procedure. The procedure will ensure a fair and objective process for determining if an applicant has the equivalent qualifications and is not intended to grant waivers for lack of the required qualifications.

I. QUALIFICATIONS FOR EMPLOYMENT

Minimum Qualifications: Minimum qualifications are established by the Legislature and the Board of Governors in consultation with the Academic Senate of the California Community Colleges. A current list of the Board of Governors' approved Minimum Qualifications for Faculty and Administrators in California Community Colleges is available on the District's website (<http://jobs.vccd.edu>).

Diversity Qualifications: In accordance with California Code of Regulations, Title 5, section 53022, job requirements shall include "sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students." These criteria are included in standard language on all District faculty job announcements.

Local Qualifications: The District may establish local qualifications which focus on knowledge, skills, and abilities of instructors, counselors, librarians, and other student services faculty. These

local qualifications are to be determined by the dean after consultation with faculty in the discipline and in collaboration with the Human Resources Department. The hiring process will focus on ensuring the District selects instructors who can inspire learning and who are experts in the subject matter of the curriculum as well as counselors, librarians, and other instructional and student service faculty who can foster community college effectiveness and who are subject matter experts in their area of specialty.

II. EQUIVALENCY

A. Definition

Equivalency, as defined in California Education Code section 87359, California Code of Regulations, Title 5, section 53430, and by the Academic Senate of California Community Colleges, was established to credit those whose preparation is at least equal to the state-adopted minimum qualifications as defined in *Minimum Qualifications for Faculty and Administrators in California Community Colleges*. Equivalency for disciplines in which a master's degree is required means equal to a master's degree. In disciplines for which a master's degree is not generally available nor expected as determined by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, equivalency means equal to either a required lower-level degree, or a combination of degree and experience. Employees approved for an equivalency in a discipline in the District are determined to have met equivalency standards Districtwide. The authority to grant equivalency resides with the Board of Trustees or designee relying primarily on the expertise of the faculty in the discipline utilizing the Board's policy and procedures developed and agreed upon jointly by the Academic Senate(s) and approved by the Board. It does not give the District the authority to waive or lower standards and accept less-qualified individuals. Minimum qualifications shall be determined for disciplines, not for courses or subject areas within disciplines. In compliance with the California Community Colleges State Chancellor's Office regulations, "[A] district is not authorized to establish a single-course equivalency as a substitute for meeting minimum qualifications in a discipline." The District Board of Trustees or designee will not approve single-course equivalencies.

B. Criteria for Equivalency: Disciplines requiring a master's degree

Equivalency may never mean fewer qualifications than the published minimum qualifications. Equivalency may be granted based upon either of the following:

1. Completion of appropriate coursework in a related degree: Equivalency may be considered based on a completion of appropriate coursework for a related degree. In the event an applicant lacks the specific degree or experience listed in the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, the applicant must meet one of the following minimum standards:

- a. Possess a master's degree in a discipline not specifically listed in the job announcement and upon review by the Districtwide equivalency committee, it is determined the coursework is closely related and/or parallel to the required discipline;

OR

- b. Possess a bachelor's degree in the required discipline, plus an additional 30 graduate-level semester units of coursework specific to the discipline and relevant to the position. The coursework must be from an "accredited institution" as defined by

Title 5, section 53406. (An applicant may not be deemed equivalent for both a bachelor's and a master's degree.)

2. Eminence: Eminence may be considered for an individual who is eminent in a specific endeavor and is recognized as such beyond the boundaries of his or her community; has demonstrably advanced his or her field; has been acknowledged by his or her peers beyond the norm for others in the specific endeavor, and attained prominence and celebrity status in the specific industry and/or community at-large. Eminence alone is not sufficient to grant equivalency. In addition, the individual must provide:

Evidence he or she possesses the equivalent of the minimum general education component of the appropriate degree; and

Evidence of the specialized knowledge of a particular discipline; and

Eminence criteria must include all of the following:

a. The applicant is recognized as eminent beyond the boundaries of his or her community. The applicant must be renowned outside of the individual's geographic community, whose professional reputation, expertise, and influence is beyond the norm within the field;

AND

b. The applicant has demonstrably advanced his or her field. The applicant must provide documentation to demonstrate advancement of the field by advanced degrees OR distinguished employment within the field OR evidence of research and authorship activities substantially contributing to the field;

AND

c. The applicant is acknowledged by his or her peers beyond the norm for others in the specific endeavor and provides evidence of several of the following:

1) Letters from other experts, former employers, or professional colleagues in the field (beyond those with whom he or she currently works) relating to the individual's recognized expertise, position, or prominence within the field;

2) Documents evidencing an extraordinary ability worthy of distinction, such as written advisory opinions from peer groups or organizations representing the field;

3) Evidence of a major, nationally or internationally recognized award for uncommon achievement in or advancement of a particular field;

4) Evidence of a significant contribution made to their fields;

5) Publications and/or articles published in established trade or professional journals;

6) Evidence of having been invited to present to discipline-related professional organizations;

7) Evidence of extraordinary success in their field;

AND

d. The applicant has attained prominence and celebrity status in the specific industry or community at-large. This may include appropriate local, state, national, and international associations, organizations, trade unions, guilds, or communities comprised of experts, who are themselves renowned in the specific field and who can attest, in writing, the prominence and celebrity status of the individual;

Documentation verifying eminence.

It is the applicant's responsibility to provide supporting documentation and information for consideration. Documentation shall include a completed Supplemental Questionnaire for Equivalency from the individual describing his or her accomplishments that support a claim of eminence and shall include:

Academic background documentation:

- Transcripts showing completion of advanced degrees;

OR

- Transcripts showing academic work equivalent to general education required for the degree listed under the minimum qualifications for the discipline.

Eminence-supporting documentation:

- Distinguished employment or performance records in the specific field of endeavor;
- Evidence of leadership in state or national professional organizations;
- Authored publications in their entirety;
- Evidence of work products demonstrating a command of the discipline;
- Awards or honors attained for contributions to his or her field of endeavor;
- Statements/letters from individuals or groups (beyond those with whom he or she currently works) whose evaluations would support eminence.

C. Criteria for Equivalency: Disciplines in which a master's degree is not generally expected or available, but which require a specific bachelor's or associate degree

The Board may elect to grant equivalency for a related bachelor's or associate degree based on any of the following criteria:

1. Completion of related college or university-level coursework may be substituted for the required bachelor's or associate degree requirement as follows:

- 120 semester units AND two year of occupational experience in the discipline; or
- 60 semester units AND six years of occupational experience in the discipline; or
- 30 semester units or industrial certification AND eight years of occupational experience

in the discipline.

Note: All semester or equivalent units must be earned from a regionally accredited postsecondary educational institution.

2. Teaching experience in the discipline may be substituted for related occupational experience on a year-for-year basis.
3. Recency: An individual shall demonstrate current knowledge of the discipline.

D. Criteria for Equivalency: Disciplines in which a master's degree is not generally expected or available, and in which a related bachelor's or associate degree is not generally expected or available

The Board may elect to grant equivalency for a bachelor's or associate degree based on any of the following criteria:

1. Completion of college or university-level coursework may be substituted for the required bachelor's or associate degree requirement as follows:
 - 120 semester units AND two years of occupational experience in the discipline; or
 - 60 semester units AND six years of occupational experience in the discipline; or
 - 30 semester units or industrial certification AND eight years of occupational experience in the discipline.

Note: All semester or equivalent units must all be earned from a regionally accredited postsecondary educational institution.

2. Teaching experience in the discipline may be substituted for related occupational experience on a year-for-year basis.
3. Recency: An individual shall demonstrate current knowledge of the discipline.

[See Administrative Procedure 7211.](#)

Last Modified by Jennifer Holst on May 13, 2015