



District Technical Review Workgroup - Instructional (DTRW-I)

AGENDA

**March 12, 2015 - 1:00 – 3:00 p.m.
DAC, Lakin Boardroom**

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

MOORPARK COLLEGE

Deleted Degrees/Programs

Physical Education: Human Performance Associate in Arts (AA), 32.5
Child Development – Infant/Toddler Certificate of Achievement, 24
Child Development – Master Teacher Certificate of Achievement, 24
Child Development – Preschool Certificate of Achievement, 24
Child Development – School Age Child Care Certificate of Achievement, 27
Child Development – Site Supervisor Certificate of Achievement, 33
Child Development – Teacher Permit Certificate of Achievement, 25
Therapeutic Massage Certificate of Achievement, 13

New Programs

FTVM – Directing Proficiency Award, 9.0-10
FTVM – Editing Proficiency Award, 9.0-10

New Courses

ENGL M12L, Engineering Materials Laboratory, 1
FTVM M45A, Beginning Radio and Podcasting, 3
FTVM M45B, Intermediate Radio and Podcasting, 3
FTVM M75, Digital Asset Management, 3
GAM M80, Internship in Game Design, 3
GAM M102, Game Design Technologies, 3
MUS M09AH, Honors: Music History I, 3
MUS M09BH, Honors: Music History II, 3
TTHA M50, Performing Arts Management, 3

Revised Courses

DANC M56, Performing Dance Ensemble, 2
EATM M27, Animal Ethical and Legal Issues, ~~4~~2
ENGR M20, Electrical Engineering Fundamentals, 3
GR M90, Design Portfolio, ~~2~~3
MATH M07, College Algebra and Trigonometry, ~~5~~6
MM M90, Design Portfolio, ~~2~~3.0

OXNARD COLLEGE

There were no submissions from Oxnard College.



VENTURA COLLEGE

New Degrees/Programs

Associate in Science for Transfer Degree
Nutrition and Dietetics, 27-28 units

Associate of Science Degree/Certificate of Achievement:
Police Science: Basic Law Enforcement Academy, 32 units

Associate of Science Degree/Certificate of Achievement:
Social Media Marketing, 20 units

New Courses

BUS V49, Introduction to Social Media Marketing, 3
HED V20, Introduction to Public Health, 3
HED V24, Drugs, Health, and Society, 3
POSC V01, Basic Law Enforcement Academy, 32

OLD BUSINESS:

- BP/AP 4105 Distance Education – under review by Oxnard College Academic Senate – requires status update

NEW BUSINESS:

- Catalog Discussion – Mary Rees/Linda Kama'ila
- Annual Committee Self-Appraisal for DTRW-I

BP/AP Status

- BP/AP 5030 Fees – passed review with DOC/DCAS – moved forward to Cabinet and Policy Committee for March and Board Agenda for April.
- BP/AP 5140 – Disabled Students – moved forward to Cabinet and Policy Committee for March and Board Agenda for April.
- BP/AP 5300 Student Equity – moved forward to Cabinet and Policy Committee for March and Board Agenda for April.
- BP/AP 5570 Student Credit Card Solicitations – passed review with DOC/DCAS – moved forward to Cabinet and Policy Committee for March and Board Agenda for April.

Next Meeting Date: April 9, 2015 – 1 pm – DAC Lakin Boardroom
Submission deadline: April 3, 2015

Ventura County Community College District

2014-2015 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
February 12, 2015 - 1:00 p.m. – 3:00 p.m.
MEETING NOTES PRIOR TO APPROVAL AT 3.12.15 DTRW-I MEETING

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

Absent: Clare Geisen

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of January 15, 2015 Meeting Minutes	Dr. Bennett welcomed everyone to DTRW-I and the meeting commenced at 1:10 pm. Introductions were made for new attendees. The January 15, 2015 meeting notes were approved with a minor change and abstention of Jerry Mansfield.			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses Moorpark/Oxnard/Ventura Submissions	Curriculum Submissions: <u>MOORPARK COLLEGE</u> Deleted Degrees Associate in Arts in Music, 38.0-40.0 Associate in Arts in Theatre Arts: Directing, 18.0-22.0 Associate in Science in Astrophysics, 47.0			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Associate in Science in Health Information Management, 28.0-51.0</p> <p>Associate in Science in Multimedia: Multimedia Animation, 31.0-41.0</p> <p>Associate in Science in Multimedia: Multimedia Broadcast, 31.0-41.0</p> <p>Associate in Science in Multimedia: Multimedia Business, 31.0-41.0</p> <p>Associate in Science in Multimedia: Multimedia Communication, 31.0-41.0</p> <p>Associate in Science in Multimedia: WWW Design, 31.0-41.0</p> <p>Associate in Science in Photojournalism, 25.0</p> <p>Multimedia: Multimedia Animation Certificate of Achievement, 31.0-41.0</p> <p>Multimedia: Multimedia Broadcast Certificate of Achievement, 31.0-41.0</p> <p>Multimedia: Multimedia Business Certificate of Achievement, 31.0-41.0</p> <p>Multimedia: Multimedia Communication Certificate of Achievement, 31.0-41.0</p> <p>Multimedia: WWW Design Certificate of Achievement, 31.0-41.0</p> <p>Music: Choral Conducting Certificate of Achievement, 31.0-32.0</p> <p>Music: Instrumental Conducting Certificate of Achievement, 31.0-32.0</p> <p>Music: Vocal Performance Certificate of Achievement, 31.0-32.0</p> <p>Photojournalism Certificate of Achievement, 25.0</p> <p>Recommendation: These deleted degrees will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>New Courses</p> <p>PHOT M30B, Advanced Photography II, 3.0</p> <p>PHTC M31B, Studio Lighting II, 2.0</p> <p>Recommendation: These new courses will go forward to</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>Revised Course ACCT M110, Financial Accounting, 3.0 Recommendation: This revised course will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><u>OXNARD COLLEGE</u> There was no submission from Oxnard College.</p> <p><u>VENTURA COLLEGE</u> A revised curriculum submission will be submitted to the President’s Office prior to distribution of the Board Agenda due to additional changes required throughout the document which was reviewed during the DTRW-I meeting.</p> <p>Revised Degrees/Programs Associate of Science Degree/Certificate of Achievement: Automotive Technology Associate of Science Degree/Certificate of Achievement: Business Management Associate of Science Degree/Certificate of Achievement: Child Development Recommendation: This revised degrees and programs will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>New Courses ART V50B, Handbuilding Ceramics II, 3 units ART V50C, Handbuilding Ceramics III, 3 units ART V50D, Handbuilding Ceramics IV, 3 units The above courses will be revised to indicate these are a family of courses, which will include ART V50A, and will return to the Ventura College Curriculum Committee. BUS V50, Public Relations, 3 units - the catalog description will be revised with an improved definition of</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>PR. HED V22, Health and Social Justice, 3 units HED V32, Principles of Food with Lab, 3 units Recommendation: These new courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>Revised Courses ART V50A, Beginning Handbuilding Ceramics I, 3 units Recommendation: This revised course will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval Recommendation: These revised courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p>			
OLD BUSINESS				
BP 4050 no change AP 4050 Articulation AP 4051	BP/AP 4050 and AP 4051 will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.	Add to Cabinet Agenda	ASAP	Laurie Nusser
AP 4102 Occupational/Vocational Technical Programs	AP 4102 will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval. There were no changes to BP 4102.	Add to Cabinet Agenda	ASAP	Laurie Nusser
BP/AP 4105 Distance Education	The Oxnard College Academic Senate requested more time for review. Title 5 language is required. This item will return to the March meeting.			
New Business				
AP 4235 Credit by Examination	AP 4235 Credit by Examination was approved by DTRW-I. DTRW-SS will review the requested revisions and processes at their subsequent meeting.			
Decision making Handbook	Moorpark College requested review of the charge of this workgroup in the Decision Making Handbook and indicated that it requires alignment with PACAH standards. This item will not return to the March meeting and has been tabled until DCAP reviews the Handbook.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Earlier Registration Dates for Summer and Fall	Allowing earlier registration dates have been proposed Districtwide. There was discussion regarding the impact on the various aspects of this issue including catalog deadlines and timing of curriculum submissions to the State Chancellor's Office, as well as Banner issues. Dr. Bennett requested the workgroup to indicate any other issues or processes that may be affected. Various items were mentioned and Dr. Bennett tracked the items. This will be discussed at Chancellor's Cabinet. Summer registration will be addressed as a separate issue as immediate action is necessary.			
Adjournment	Dr. Bennett adjourned the meeting at 3:35 pm.			
Next Meeting Date:	March 12, 2015 – 1 pm, DAC Lakin Boardroom Submission deadline: March 6, 2015			

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MOORPARK COLLEGE

Deleted Degrees/Programs

	Units
Physical Education: Human Performance Associate in Arts (AA)	32.5
Child Development – Infant/Toddler Certificate of Achievement	24
Child Development – Master Teacher Certificate of Achievement	24
Child Development – Preschool Certificate of Achievement	24
Child Development – School Age Child Care Certificate of Achievement	27
Child Development – Site Supervisor Certificate of Achievement	33
Child Development – Teacher Permit Certificate of Achievement	25
Therapeutic Massage Certificate of Achievement	13

New Programs

	Units
FTVM – Directing Proficiency Award	9.0-10.0
FTVM – Editing Proficiency Award	9.0-10.0

New Courses

	Units
ENGL M12L Engineering Materials Laboratory	1.0
FTVM M45A Beginning Radio and Podcasting	3.0
FTVM M45B Intermediate Radio and Podcasting	3.0
FTVM M75 Digital Asset Management	3.0
GAM M80 Internship in Game Design	3.0
GAM M102 Game Design Technologies	3.0
MUS M09AH Honors: Music History I	3.0
MUS M09BH Honors: Music History II	3.0
TTHA M50 Performing Arts Management	3.0

Revised Courses

	Units
DANC M56 Performing Dance Ensemble	2.0
EATM M27 Animal Ethical and Legal Issues	12.0
ENGR M20 Electrical Engineering Fundamentals	3.0
GR M90 Design Portfolio	23.0
MATH M07 College Algebra and Trigonometry	5-6.0
MM M90 Design Portfolio	23.0

Deleted Degrees/Programs

Physical Education: Human Performance A.A. Degree

To earn an Associate in Arts Degree with a major in Human Performance students complete 32.5 specified units, plus General Education Degree Requirements. This pre-professional program is designed to prepare students for transfer to bachelor's degree programs in Physical Education, Physical Therapy, Athletic Training, Coaching and Fitness Management.

In addition to General Education Degree Requirements, complete the following

Required Courses	Units
KIN M01 Introduction to Kinesiology	3
KIN M18 Foundations of Fitness	3
HED M01 Health and Society	2
HED M05 First Aid, CPR and AED	3
HED M06 Prvtn/Treat Athl Injury	3
PSY M01A Intro to Psychology	3
ANAT M01 Human Anatomy	4
PHSO M01 Human Physiology	4
NTS M01 Nutrition Science	3
Units from RECOMMENDED COURSES	4.5

Total Units **32.5**

Child Development Infant/Toddler Certificate of Achievement

To earn an Infant/Toddler Certificate of Achievement, students complete 26 specified units that address working in settings with infants and toddlers and their parents.

Required Courses	Units
CD M01 Introduction to Careers in ECE	1
CD M02 Human Development: Infancy through Adolescence	3
CD M03 Child, Family & Community	3
CD M04 Observation and Assessment	2
CD M04L Observation and Assessment Laboratory	1
CD M15 Programs: Infants/Toddlers	3
CD M17 Practicum 4 – Infant/Toddler	3
CD M23 Health, Safety, and Nutrition for Children	3
CD M60L Parent Conferencing	1
Plus Two of the Following 3 Unit Courses	Units
CD M06 Reading & Writing in ECE	3
CD M07 Music in Early Childhood Education	3
CD M08 Art in Early Childhood Education	3
CD M09 Science and Math in Early Childhood Education	3
CD M10 Language Arts in Early Childhood Education	3

Total Units **26**

Child Development Master Teacher Certificate of Achievement

To earn a Master Teacher Certificate of Achievement, students complete 25 units of child development, plus 2 units of adult supervision, and 6 additional semester units in an area of specialization. These 25 units include state designated "Core 8" courses. Students must also complete sixteen diversified semester units in general education (at least one course in each of the following areas: Humanities and/or Fine Arts; Social Sciences; Math and/or Science; and English/Language Arts). Specialization units reflect areas of interest selected by the student; examples include: Art (CD M08 – Art in ECE and ART M04A – Color and Design), Language and Literacy (CD M06 – Reading and Writing in ECE and CD M10 – Language Arts in ECE), and Science (CD M09 – Science and Math in ECE and PHSC M01 – Principles of Physical Science). This certificate represents mid-level educational qualification for the early childhood field, and higher educational attainment allows for movement up the career ladder. Students who complete these educational requirements, as well as completion of 350 days of experience in an instructional capacity in an early care and education program (either paid or volunteer), are eligible to apply for a Child Development Permit at the Master Teacher level. This permit authorizes the holder to provide service in the care, development, and instruction of children in an early childhood setting, and supervise a teacher, associate teacher, assistant or an aide. The permit also authorizes the holder to serve as a coordinator of curriculum and staff development.

Required Courses	Units
CD M02 – Human Development: Infancy through Adolescence	3
CD M03 – Child, Family & Community	3
CD M04 – Observation and Assessment	2
CD M04L – Observation and Assessment Laboratory	1
CD M05 – Teaching in a Diverse Society	3
CD M11 – Principles and Programs: Early Childhood Education	3
CD M12 – Early Childhood Teaching Practicum	2.5
CD M12L – Student Teaching Practicum Lab	1.5
CD M14 – Introduction to Curriculum	3
CD M23 – Health, Safety, and Nutrition for Children	3
CD M26 – Adult Supervision and Mentoring in Early Childhood Education	2

Students must also complete sixteen diversified semester units in general education (at least one course in each of the following areas: Humanities and/or Fine Arts; Social Sciences; Math and/or Science; and English/Language Arts) and six specialization units.

Total Units **27**

Child Development - Preschool Certificate of Achievement

To earn a Preschool Certificate of Achievement, students complete 24 specified units that address working with young children in public and private early childhood settings

Required Courses	Units
CD M01 Introduction to Careers in ECE	1
CD M02 Human Development: Infancy through Adolescence	3
CD M03 Child, Family & Community	3
CD M04 Observation and Assessment	2
CD M04L Observation and Assessment Laboratory	1
CD M11 Principles and Programs: Early Childhood Education	3
CD M12 Early Childhood Teaching Practicum	2
CD M12L Student Teaching Practicum Lab	1.5
CD M13 Practicum 3 - Preschool	3
Plus Two of the Following 3 -Unit Courses Units	
CD M06 Reading & Writing in ECE	3
CD M07 Music in Early Childhood Education	3
CD M08 Art in Early Childhood Education	3
CD M09 Science and Math in Early Childhood Education	3
CD M10 Language Arts in Early Childhood Education	3
Total Units	24

Child Development - School Age Child Care Certificate of Achievement

To earn a School Age Child Certificate of Achievement, students complete 24 specified units that address working in School Age Child Care settings such as Family Day Care, Recreation Programs, and Before and After School Programs. Qualified students may also progress to administrative positions as directors of School Age Programs

Required Courses	Units
CD M01 Introduction to Careers in ECE	1
CD M02 Human Development: Infancy through Adolescence	3
CD M03 Child, Family & Community	3
CD M04 Observation and Assessment	2
CD M04L Observation and Assessment Laboratory	1
CD M16 Behavior Management	3
CD M19 Programs: School Age	3
CD M20 Practicum 5 - School age	3
Plus Two of the Following 3 -Unit Courses Units	
CD M06 Reading & Writing in ECE	3
CD M07 Music in Early Childhood Education	3
CD M08 Art in Early Childhood Education	3
CD M09 Science and Math in Early Childhood Education	3
CD M10 Language Arts in Early Childhood Education	3
Total Units	19-25

Child Development Site Supervisor Certificate of Achievement

~~Catalog Description: To earn a Site Supervisor Certificate of Achievement, students earn an AA degree in Child Development plus 6 administration units and 2 adult supervision units, as required for the Child Development Site Supervisor Permit awarded by the State of California Commission on Teacher Credentialing. These units include the state designated "Core 8" courses of Child Growth and Development; Child, Family, and Community; Principles and Practices; Introduction to Curriculum; Child Nutrition, Health, and Safety; Observation and Assessment; Diversity Issues; and Student Teaching. This certificate represents mid-level educational qualification for the early childhood field, and higher educational attainment allows for movement up the career ladder.~~

~~California Child Development Permit Information: Students who complete these educational requirements, as well as completion of 350 days of experience in an instructional capacity in an early care and education program (either paid or volunteer), including 100 days of supervising adults, are eligible to apply for a Child Development Permit at the Site Supervisor level. This permit authorizes the holder to supervise a child development program operating at a single site; and provide service in the care, development, and instruction of children in an early childhood setting, and supervise an associate teacher, assistant or an aide.~~

~~Associate Arts Degree Information: To earn an Associate in Arts in Child Development for Transfer (AA-T in Child Development/Early Childhood Education), students must complete 25 specified units, 7 of which may double count for General Education and the major, plus the California State University (CSU) GE Breadth or Intersegmental General Education Transfer Curriculum (IGETC) requirements and/or transferable electives for a total of 60 CSU transferable units with a minimum of a 2.0 grade point average.~~

Required Courses	Units
CD M02 Human Development: Infancy through Adolescence	3
CD M03 Child, Family & Community	3
CD M04 Observation and Assessment	2
CD M04L Observation and Assessment Laboratory	1
CD M05 Teaching in a Diverse Society	3
CD M11 Principles and Programs: Early Childhood Education	3
CD M12 Early Childhood Teaching Practicum	2.5
CD M12L Student Teaching Practicum Lab	1.5
CD M14 Introduction to Curriculum	3
CD M23 Health, Safety, and Nutrition for Children	3
CD M24 Administration in Early Childhood Education I	3
CD M25 Administration in Early Childhood Education II	3
CD M26 Adult Supervision and Mentoring in Early Childhood Education	2
<i>CD M02 and CD M23 may double count for General Education and the major.</i>	
Total Units	33

Child Development Teacher Permit Certificate of Achievement

To earn a teacher permit

Required Courses	Units
CD M01 Introduction to Careers in ECE	1
CD M02 Human Development: Infancy through Adolescence	3
CD M03 Child, Family & Community	3
CD M04 Observation and Assessment	2
CD M04L Observation and Assessment Laboratory	1
CD M16 Behavior Management	3
CD M19 Programs: School Age	3
CD M20 Practicum 5 School age	3
Plus Two of the Following 3-Unit Courses	Units
CD M06 Reading & Writing in ECE	3
CD M07 Music in Early Childhood Education	3
CD M08 Art in Early Childhood Education	3
CD M09 Science and Math in Early Childhood Education	3
CD M10 Language Arts in Early Childhood Education	3
Total Units	25

Therapeutic Massage Certificate of Achievement

Required Courses:	Units
ANPH M01 Human Anatomy & Physiology	4
ANAT M01 Human Anatomy	4
PHSO M01 Human Physiology	5
Total Units	13

New Programs

FTVM: Directing Proficiency Award

The Proficiency Award in Film Television Media: Directing introduces students to the fundamentals of directing for film and television. This award will better prepare students seeking a career in the entertainment industry as a director, assistant director, and show runner.

After successfully completing a FTVM proficiency award, a student could be hired as a production assistant, assistant to the director and casting director assistant.

To earn a Proficiency Award in Film Television Media: Directing, students must complete a minimum of 9 units.

REQUIRED CORE: Complete the requirements from LIST A and LIST B **Units**

LIST A: Complete the following course

FTVM M34 Producing and Directing for Film and TV 3.0

LIST B: Select and complete at least 6 units from courses below

FTVM M26 Non-Fiction/Reality Production 3.0

FTVM M30 Beginning Single Camera Production 3.0

FTVM M38 Beginning Motion Picture Production 3.0

FTVM M90A Film/Television Portfolio I 2.0

FTVM M90B Film/Television Portfolio II 2.0

TOTAL UNITS **9.0**

FTVM: Editing Proficiency Award

The Proficiency Award in Film Television Media: Editing introduces students to the fundamentals of editing. This award will prepare students seeking a career in the entertainment industry as an editor, video motion specialist, and video production coordinator.

After successfully completing a FTVM proficiency award, a student could be hired as a production assistant, assistant editor, and digital imaging assistant.

To earn a Proficiency Award in Film Television Media: Editing, students must complete a minimum of 9 units.

REQUIRED CORE: Complete the requirements from LIST A and LIST B **Units**

LIST A: Complete the following course

FTVM M70 Digital Editing 3.0

LIST B: Select and complete at least 6 units from courses below **Units**

FTVM M26 Non-Fiction/Reality Production 3.0

FTVM M30 Beginning Single Camera Production 3.0

FTVM M34	Producing and Directing for Film and TV	3.0
FTVM M38	Beginning Motion Picture Production	3.0
FTVM M90A	Film/Television Portfolio I	2.0
FTVM M90B	Film/Television Portfolio II	2.0
TOTAL UNITS		9.0

New Courses

ENGR M12L	Engineering Materials Laboratory	1.0
Prerequisites:	ENGR M12 or concurrent enrollment	
Hours:	3 lab	
C-ID:	Aligned with ENGR 140 (with ENGR M12)	

Provides opportunities to directly observe and study the interrelationships between engineering materials' structure and properties. Teaches the operation of engineering materials testing equipment, data gathering and analysis, and technical writing mechanics through formal laboratory reports. Applies to Associate Degree. Transfer credit: CSU

FTVM M45A	Beginning Radio and Podcasting	3.0
Hours:	2 lecture, 3 lab	
C-ID:	Aligned with FTVE 125	

Introduces theory and application in audio production for radio and podcasting. Focuses on digital production, audio console operation, use of tape recorders and microphones, tape editing, program formats and announcing. Applies to Associate Degree. Transfer credit: CSU

FTVM M45B	Intermediate Radio and Podcasting	3.0
Prerequisites:	ENGR M12 or concurrent enrollment	
Hours:	2 lecture, 3 lab	

Focuses on intermediate level 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

FTVM M75	Digital Asset Management	3.0
Hours:	2 lecture, 3 lab	

Provides a comprehensive overview of digital asset management in film, television and media production uses. Emphasizes the use of server-based management equipment for transmedia productions. Applies to Associate Degree. Transfer credit: CSU

GAM M80	Internship in Game Design	1.0-4.0
Prerequisites:	Completion of or concurrent enrollment in one course in the discipline and instructor approval	
Hours:	3 – 12 lab	

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. Applies to Associate Degree. Transfer credit: CSU

GAM M102	Game Design Technologies	3.0
Prerequisites:	GAM M01	
Hours:	2 lecture, 3lab	

Introduces the fundamentals, concepts, and vocabulary of computer game tools and techniques. Covers a variety of digital tools and game engines to create playable environments. Includes topics such as game design technologies, virtual world building, game flow, pacing, schooling and planning, and deployment strategies such as desktop, console, and web. Applies to Associate Degree. Transfer credit: CSU

MUS M09AH	Honors: Music History I	3.0
Hours:	3 lecture	

Explores musical activity, influences, and contributions of Greek and Roman civilizations. Traces development of music of Western world from Romanesque period to Baroque, including major composers as well as instrumental and vocal forms of each period. Honors work challenges students to be more analytical and creative through expanded assignments, in-depth study of chosen works and enrichment opportunities. Students cannot complete both MUS M09A and MUS M09AH courses because credit will only be awarded for the first course completed. Applies to Associate Degree. Transfer credit: CSU.

MUS M09BH	Honors: Music History II	3.0
Hours:	3 lecture	

Studies changing styles, techniques, and forms of music from the middle of the 18th century to the present, emphasizing artistic philosophy of each period. Analyzes style and forms of representative works of composers representing these various stylistic eras. Honors work challenges students to be more analytical and creative through expanded assignments, in-depth study of chosen works and enrichment opportunities. Students cannot complete both MUS M09B and MUS M09BH courses because credit will only be awarded for the first course completed. Applies to Associate Degree. Transfer credit: CSU.

TTHA M50 Hours:	Performing Arts Management 2 lecture, 3 lab	3.0
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Introduces the marketing, promotion and sales of theatrical, music, dance and all other performance events. Studies the theories and practices of selecting a subscription season, creating marketing materials, operating the box office and interfacing with the public in the "front of the house." (same as THA M50.) Applies to Associate Degree. Transfer credit: CSU.

Revised Courses

DANC M56 Prerequisite: Recommended Prep: Hours:	Performing Dance Ensemble DANC M55A successfully completed DANC M10C or DANC M11C or DANC M12C 1 lecture, 3 lab	2.0
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Emphasizes performance skills and techniques in preparation for ~~professional applications~~ **non-athletic competitive environments where students can have their dance works adjudicated in intercollegiate events and conferences to promote excellence in choreography and/or performance.** Provides opportunities for intermediate to advanced dance students to rehearse and present choreography in a multitude of performance venues on campus or in the community. Includes outreach activities, staging, site specific performances and touring. **Requires participation in intercollegiate academic dance competitive events. May be taken a total of 4 times for credit.** Applies to Associate Degree. Transfer credit: CSU.

EATM M27 Prerequisites: Hours:	Animal Ethical and Legal Issues Admission to the EATM program. 1 2 lecture	1.0 2.0
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Introduces the ethical issues involving animal ownership and use in research, education, food production, exhibition, **entertainment** and animals as companions. Examines major animal rights groups, the legal issues relating to animal care and treatment, and local to international regulatory agencies involved. (Formerly ANSC M30). Applies to Associate Degree.

ENGR M20	Electrical Engineering Fundamentals	3.0
Prerequisites:	PHYS M20B and MATH M35 or concurrent enrollment	
Recommended Prep:	MATH M35	
Hours:	3 lecture	
C-ID:	Aligned with ENGR 260	

~~Introduces the theory and analysis of electrical circuits and circuit elements. Topics include DC circuits, AC circuits, circuit theorems, operational amplifiers, energy and power in electric circuits, impedance, phasors, frequency response, and computer aided circuit analysis using analytical techniques based on the application of circuit laws and network theorems. Studies direct current (DC) and alternating current (AC) circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers, and switches. Investigates natural and forced responses of first and second order resistor-inductor-capacitor (RLC) circuits, the use of phasors, AC power generation including power transfer and power factor correction calculations, and energy concepts.~~ Applies to Associate Degree. Transfer credit: CSU; UC

GR M90	Design Portfolio	23.0
Prerequisites:	GR M31 and design software proficiency M23 or MM M10	
Recommended Prep:	GR M10 and GR M30	
Hours:	1 2 lecture, 3 lab	

Provides students the opportunity to create new projects and refine existing projects for entry-level positions and for transfer institutions. Requires completed projects which meet the professional standards. **(same as MM M90)**. Applies to Associate Degree. Transfer credit: CSU

MATH M07	College Algebra and Trigonometry	56.0
Prerequisites:	MATH M03, or MATH M03B, or High School Algebra II	
Hours:	5 6 lecture	
C-ID:	Aligned with MATH 955	

Integrates college algebra and trigonometry. Includes basic algebraic concepts, equations and inequalities of the first and second degree, systems of equations and inequalities, functions and graphs, linear and quadratic functions, polynomial functions of higher degree, rational functions, exponential and logarithmic functions, trigonometric functions, analytical trigonometry, and polar coordinates. Recommended for students planning to enter the MATH M25A/B/C sequence. Completing MATH M07 is equivalent to completing both MATH M05 and MATH M06. Applies to Associate Degree. Transfer credit: CSU; UC (Students taking MATH M05, MATH M06, MATH 07 receive maximum credit of 6 units for MC and CSU; MATH M07 and MATH M05 combined: maximum credit, one course for UC).

MM M90 ~~Multimedia~~ **Design Portfolio** **23**
Prerequisites: **GR M23 or MM M10 or MM M20**
Recommended Prep: **GR M10 and GR M30.** ~~Minimum of five design, and/or multimedia projects from previous classes ready to be refined for portfolio~~
Hours: ~~1~~ **2** lecture, 3 lab

Provides students the opportunity to create **new projects** and refine **existing** projects ~~to meet for professional standards for entry-level positions and for transfer institutions. Integrates projects into a portfolio which will meet the needs of entry level positions and transfer institutions.~~ Requires completed projects which meet the professional standards. (Formerly MM M06). (**same as GR M90**). Applies to Associate Degree. Transfer credit: CSU.

VENTURA COLLEGE

New Degrees/Programs

Associate in Science for Transfer Degree Nutrition and Dietetics	27-28 units
Associate of Science Degree/Certificate of Achievement: Police Science: Basic Law Enforcement Academy	32 units
Associate of Science Degree/Certificate of Achievement: Social Media Marketing	20 units

New Courses

BUS V49	Introduction to Social Media Marketing	3 units
HED V20	Introduction to Public Health	3 units
HED V24	Drugs, Health, and Society	3 units
POSC V01	Basic Law Enforcement Academy	32 units

New Degrees/Programs
Associate in Science for Transfer Degree
NUTRITION AND DIETETICS

The Nutrition and Dietetics degree and courses offer students an opportunity to enrich their education with an emphasis on improved health as well as prepare students for transfer to bachelor degree programs in Nutrition, Food Science, Dietetics, Family and Consumer Science, Food and Nutritional Sciences, Hospitality Management, Food Science and Technology, and Clinical Nutrition. Typical employment opportunities in the field are in areas of Hospitals/Health Care Facilities, Wellness/Rehab Programs, Community and Public Health Nutrition Programs, Child Nutrition Programs, Food Industry, Health Departments, Long-Term Care Facilities, Diabetes Education Programs, and Cardiac Rehabilitation Programs.

The Associate in Sciences in Nutrition/Dietetics for Transfer (Nutrition/Dietetics AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with an Associate in Science in Nutrition and Dietetics may transfer to a CSU Campus to complete a bachelor's Degree in Nutrition, Dietetics, Food Science or similar degrees.

REQUIRED CORE (20 units):		Units
HED V87	Nutrition	3
PSY V01	Introduction to Psychology	3
CHEM V01A	General Chemistry I	3
CHEM V01AL	General Chemistry I Laboratory	2
MICR V01	General Microbiology	4
 LIST A:		
CHEM V12A	General Organic Chemistry I	3
CHEM V12AL	General Organic Chemistry I Laboratory	2
<i>Select one of the following for four (4) units:</i>		
ANAT V01	General Human Anatomy	4
PHSO V01	Introduction to Human Physiology	4
PSY V04	Introductory Statistics for the Social and Behavioral Sciences	4
MATH V44	Elementary Statistics	4
 LIST B: Select one (3-4 units)		
HED V32	Principles of Food with Lab	3
or		
BIOL V01	Principles of Biology	3
and		
BIOL V01L	Principles of Biology Laboratory	1
<hr/> Major Units		<hr/> 27-28

New Degrees/Programs - continued

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

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

REQUIRED COURSES:		Units
POSC V01	Basic Law Enforcement Academy	32
TOTAL UNITS:		32

**Associate of Science Degree
Certificate of Achievement
Social Media Marketing**

The Social Media Marketing Program develops skills and strategies required for integrating social media marketing into the integrated marketing plans of businesses.

REQUIRED COURSES:		Units
BUS V30	Introduction to Business	3
BUS V45	Business Communication	3
BUS V46	Marketing	3
BUS V49	Introduction to Social Media Marketing	3
BUS V50	Public Relations	3
BUS V95	Business Internship	2
REQUIRED ADDITIONAL COURSES:		
Select one (1) of the following courses:		
BUS V38/CDV38	Small Business Management	3
BUS V47	Sales	3
TOTAL UNITS:		20

New Courses

BUS V49 Introduction to Social Media Marketing 3 Units

Recommended Preparation Student should have basic computer skills

Hours: 3 lecture weekly

This course is designed to provide students with a foundation in social media using interactive Internet and mobile applications. Students will learn and develop social media strategies for use in business and learn how to implement social media campaigns as part of a marketing strategy.

HED V20 Introduction to Public Health 3 Units

C-ID: Aligned with PHS 101

Hours: 3 lecture weekly

This course provides an introduction to the discipline of public health. Students will gain an understanding of the basic concepts, terminologies, and history of public health. Topics include epidemiology of infectious and chronic disease, prevention and control of disease, community health promotion, environmental health and safety, global health, and healthcare policy and management.

Field trips may be required. Transfer credit: CSU.

HED V24 Drugs, Health, and Society 3 Units

C-ID: Aligned with PHS 103

Hours: 3 lecture weekly

This course provides an overview of the epidemiology and toxicology of substance abuse and its relevance to personal and public health. Students will be introduced to the concept of substance abuse and dependence, the definition of licit and illicit drugs, and the pharmacologic, neurologic, and physiologic effects of selected substances on the human brain. Political, social, and economic factors involved in the supply and demand for drugs will be discussed.

Epidemiologic data on the prevalence, incidence, and trends of smoking, alcohol, prescription, and other drug dependencies in the U.S. will be covered, as well as risk factors associated with the use and abuse of these substances. Current options for recovery and a survey of local resources will be reviewed.

Field trips may be required. Transfer credit: CSU.

New Courses - continued

POSC V01	Basic Law Enforcement Academy	32 Units
Enrollment Limitation	Enrollment is limited to those students who meet state screening requirements as outlined in the Government Code, California Penal Code and the Commission on Peace Officer Standards and Training Administrative Manual.	
Hours:	21.5 lecture, 30.5 laboratory weekly	

This course provides an overview of the epidemiology and toxicology of substance abuse and its relevance to personal and public health. Students will be introduced to the concept of substance abuse and dependence, the definition of licit and illicit drugs, and the pharmacologic, neurologic, and physiologic effects of selected substances on the human brain. Political, social, and economic factors involved in the supply and demand for drugs will be discussed. Epidemiologic data on the prevalence, incidence, and trends of smoking, alcohol, prescription, and other drug dependencies in the U.S. will be covered, as well as risk factors associated with the use and abuse of these substances. Current options for recovery and a survey of local resources will be reviewed.

Field trips will be required.

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

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

See Administrative Procedure 4105.

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

Definition

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

Course Approval

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

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

Certification

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

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

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

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

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

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

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

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

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

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

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

4. Quality of contact: Regarding the type of contact that will exist in all Ventura distance education courses, instructors will use a variety of means to initiate contact with students, such as the following:
- a) Threaded discussion forums (with appropriate instructor participation)
 - b) "Questions for the instructor" forums
 - c) General email
 - d) Weekly announcements
 - e) Timely and frequent feedback for student work
 - f) Instructor-prepared electronic lectures or introductions in the form of electronic lectures to any publisher-created materials (written, recorded, broadcast, etc.) that, combined with other course materials, create the virtual equivalent of the face-to-face class.

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

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

Verification of Student Identity

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

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

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

Student Support Services

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

From: [Clare Geisen](#)
To: [Lori Bennett](#); [Graciela Casillas-Tortorelli](#); [Jerry Mansfield](#); [Shannon Davis](#); [Alexander Kolesnik](#); [Linda Kamaila](#); [Letrisha Mai](#); [Clare Geisen](#); [Angelica Gonzales](#); [Gloria Arevalo](#); [Laurie Nelson-Nusser](#); [Mary Rees](#); [Patrick Jefferson](#); [Raul Cardoza](#)
Cc: [Clare Geisen](#)
Subject: Annual Committee Self-Appraisal for District Technical Review Workgroup - Instruction (DTRW-I), Spring 2015
Date: Thursday, March 05, 2015 1:38:03 PM

Hello,

Your participation is requested in this annual committee self-appraisal to assist the District in assessing the effectiveness and emerging support needs for the **District Technical Review Workgroup - Instruction (DTRW-I)**. Survey results will be shared with members of your committee through your committee chair(s). Please respond to the self-appraisal no later than 5 p.m. on March 19, 2015. Thank you in advance for your participation.

Link to survey:

<https://www.surveymonkey.com/r/QZ5HVKE>

Clare Geisen
Director of Administrative Relations
Chancellor's Office
Ventura County Community College District
Tel. 805.652.5504

VCCCD Board Policies/Administrative Procedures
Summary Status Review Cycle 1 (3/2011-3/2013) for Chapters 4-5
September 2014

Note: Need to complete review for following BPs/APs by January 2015. Laurie Nelson-Nusser can provide Community College League BP/AP templates as needed/requested.

Chapter 4 – “Academic Affairs”

- AP 4102 Occupational/Vocational Technical Programs (DTRW-I)

BOT 4/14/15

Chapter 5 – “Student Services”

- BP/AP 5110 Counseling. AP legally advised. (DTRW-SS)

BOT 4/14/15

- BP/AP 5120 Transfer Center. AP legally required. (DTRW-SS)

BOT 4/14/15

- BP/AP 5140 Disabled Students Programs and Services. AP legally required. (DTRW-SS)

BOT 4/14/15

- BP/AP 5300 Student Equity. AP legally required. (DTRW-SS)

4/14/15

- BP/AP 5410 Associated Student Elections. AP legally required. (DTRW-SS, C. Geisen)

BOT 2/10/15

- BP/AP 5500 Standards of Conduct (DTRW-SS) (Note: returned by Board for further review)

BOT 10/14/14

- BP/AP 5520 Student Discipline Procedures (DTRW-SS) (Note: returned by Board for further review)

BOT 10/14/14

- BP/AP 5570 Student Credit Card Solicitation. AP legally advised. (B. Fahnestock, DTRW-SS)

BOT 4/14/15

- BP/AP 5700 Athletics. AP legally advised. (DTRW-SS)

BOT 2/10/15