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

### **AGENDA**

**November 13, 2014 - 1:00 – 3:00 p.m.  
DAC, Lakin Boardroom**

- **Approval of October 9, 2014 Meeting Notes**
- **Curriculum Submissions**

#### **MOORPARK COLLEGE**

##### **Revised Degrees**

Associate in Science in Photography, 27.5

Photography Certificate of Achievement, 21.5

##### **Revised Courses**

BIOL M12 Manufacturing: Cell Culture and Microbial Fermentation, 3.0

BIOL M12D Bioprocessing: Recovery and Purification, 2.0

BIOT M02C Manufacturing: Cell Culture and Microbial Fermentation, 3.0

BIOT M02D Bioprocessing: Recovery and Purification, 2.0

PHOT M30A Advanced Photography I, 3.0

#### **OXNARD COLLEGE**

##### **New Courses**

BIOL R155 Principles of Botany, 3

BIOL R155L Principles of Botany Laboratory, 1

ESL R065 Preparation for Academic Reading and Writing, 4

GEOG R106 Introduction to Geographic Information Systems and Techniques, 3

THTR R111 Introduction to Theatre, 3

THTR R151 Acting I, 3

THTR R191 Theatre Production: Performance I, 3

##### **Revised Courses**

ECON R101 Introduction to the Principles of Macroeconomics, 3

ECON R102 Introduction to the Principles of Microeconomics, 3

FT 083B Fire Command IB, 2.5

##### **New Programs**

AA-T in Economics

AS and Certificate of Achievement in Hospitality Management

#### **VENTURA COLLEGE**

##### **New Degree**

Associate in Arts Degree for Transfer in Geology

##### **New Courses**

GEOL V03L Historical Geology Laboratory, 1



### **Revised Courses**

ENGL V01A English Composition, ~~5~~ **4**  
MATH V20 Precalculus Mathematics, 5  
THA V10A ~~Production and Performance I, 4~~ **3**  
THA V10B ~~Production and Performance II, 2~~ **3**  
THA ~~V10C 11A~~ **11A** ~~Production I and Performance III, 3~~  
THA ~~V10D 11B~~ **11B** ~~Production II and Performance IV, 3~~

### **OLD BUSINESS:**

- BP/AP 4020 Program, Curriculum, and Course Development and AP 4102 Occupational/Vocational Technical Programs – review against AP 4102 Occupational/Vocational Technical Programs for consistency, comparison, and determine whether AP 4102 should be retired as the content may be covered under AP 4020. There is currently no BP 4102 in VCCCD policy and procedure or in the CCLC policy and procedure. Articulation Officers were to review and return in November with recommended revisions.
- BP/AP 4050 Articulation – review revised AP (under review by Academic Senates – status update)
- BP/AP 4105 for Distance Education – Peter Sezzi/Patrick Jefferson – return to the November meeting after review at the campuses – no BP 4105 – needs development
- Language for Math Courses & Competency – Gloria Arevalo/Patrick Jefferson – was to be reviewed at all campuses by the Articulation Officers and return to the October meeting. The English section will be reviewed also and will be vetted with the EVPs by the Articulation Officers. This item was tabled in October.

### **NEW BUSINESS:**

- Submission of curricular packets to the Board twice year as opposed to every month – Peter Sezzi
- **2:30 pm (time certain) CTE Presentation – Case for revised VCCCD Credit by Exam Policy (BP/AP 4235) – Karen Nicolas/Celine Park/Kathy Schrader**

### **BP/AP Status Update**

The following items from DTRW-SS were approved by Chancellor's Cabinet on September 22, 2014, to move forward to Policy Committee on October 15, 2014:

- BP/AP 5010 from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.
- BP/AP 5015 from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.
- BP/AP 5020 from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and was pulled from the November Board agenda.

### **Items under review at other workgroups/committees or on hold:**

- BP/AP 4100 Graduation Requirements for Degrees and Certificates: from 9/18/14 DTRW-I – to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.



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- BP/AP 5010 Admissions and Concurrent Enrollment: from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.
  - BP/AP 5015 Residence Determination: from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.
  - BP/AP 5020 Non Resident Tuition: from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, pulled from November Board meeting by Business Services.

Next Meeting Date: December 11, 2014 – 1 pm – DAC Lakin Boardroom  
Submission deadline: December 5, 2014

Ventura County Community College District

2014-2015 Academic Year

District Technical Review Workgroup – Instructional (DTRW-I)

Meeting Notes

October 9, 2014 - 1:00 p.m. – 3:00 p.m.

MEETING NOTES PRIOR TO APPROVAL AT 11.13.14 DTRW-I MEETING

**Members:** Chancellor's Designee: Lori Bennett, Chair (MC)  
Faculty Co-Chair: Linda Kama'ila (OC)  
Executive Vice Presidents: Lori Bennett (MC), Carol Bogue (OC), Patrick Jefferson (VC)  
Faculty Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Peter Sezzi (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), Peter Sezzi (VC)  
Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor's Cabinet Liaison/guest)

**Guests:** Susan Bricker/Ventura College Registrar, Joel Diaz/Oxnard College Registrar, Karen Nicolas/Moorpark College Career Education Specialist, Celine Park/Ventura College CTE

**Absent:** Lori Bennett, Graciela Casillas-Tortorelli, Clare Geisen

**Recorder:** Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of September 18, 2014 Meeting Minutes	Dr. Jefferson welcomed everyone to DTRW-I and the meeting commenced at 1:08 pm.  The September 18, 2014 meeting notes were approved with minor changes.			
<b>CURRICULUM SUBMISSIONS</b>				
New Degrees/Courses/Revised Courses	<b>Curriculum Submissions:</b>  <u><b>MOORPARK COLLEGE</b></u> <b>New Degrees</b>			
<b>Moorpark/Oxnard/Ventura</b>	Pre-Allied Health Certificate of Achievement, 21.0			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Submissions</b>	<p><b>Recommendation:</b> This new degree will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><b><u>OXNARD COLLEGE</u></b></p> <p><b>New Courses</b>            AB R098, Short Courses in Automotive Body and Fender Repair, 1-4            ADS R198, Short Courses in Addictive Disorders Studies, 1-3            ANTH R101L, Introduction to Biological Anthropology, 1            DMS R198, Short Courses in Digital Media Studies, 3            ENVT R098, Short Courses in Environmental Control Technology, 1-4            FT R079, Fire Prevention 1, 2.5            HM R100, Introduction to the Hospitality Industry, 3            HM R112, Food and Beverage Management, 3            HM R116, Accounting for the Hospitality Industry, 3            HM R117, Front Office Procedures, 3            HM R119, Housekeeping Management, 3            HM R120, Facilities Management, 3            HM R122, Hospitality Human Resources Management, 3</p> <p><b>Recommendation:</b>            These new courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><b>Revised Courses</b>            CRM R100, Introduction to the Hospitality Industry, 3            CRM R112, Food and Beverage Management, 3            CRM R116, Accounting for the Hospitality Industry, 3            FT R083A, Fire Command 1A, 2.5            MATH R011, Elementary Algebra, 5            MATH R106, Business Calculus, 4            MATH R115, College Algebra, 3 4</p> <p><b>Recommendation:</b></p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>These revised courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><b>New Programs</b>  Proficiency Award in Administering Microsoft Windows  Proficiency Award in Cisco Networking  Proficiency Award in Office Software Specialist</p> <p><b>Recommendation:</b>  These new programs will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><b>Revised Programs</b>  AS and Certificate of Achievement in Addictive Disorders Studies</p> <p><b>Recommendation:</b> These revised programs will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><b><u>VENTURA COLLEGE</u></b>  <b>Revised Courses</b>  INTR V95, Internship I, 1-4  MATH V04, College Algebra, 4  MATH V05, Plane Trigonometry, 3  MATH V21A, Calculus with Analytic Geometry I, 5  MATH V21B, Calculus with Analytic Geometry II, 5  MATH V44, Elementary Statistics, 4</p> <p><b>Recommendation:</b> These revised courses will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval.</p>			
<b>OLD BUSINESS</b>				
<b>BP/AP 4105 Distance Education</b>	This item will return to the November meeting after review at the campuses.	Add to November agenda	11.07.14	Laurie Nusser
<b>Articulated CTE courses-</b>	Karen Nicolas, Moorpark College Career Education			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Credit/Noncredit to letter grades – Patrick Jefferson</b>	Specialist and Celine Park, Ventura College CTE, attended the meeting to present the “ <i>Case for revised VCCCD Credit by Exam Policy Providing Letter Grade Credit for High School Students under Articulation</i> ” – due to time constraints this item was tabled for the current meeting and the Career Technical Education staff will return for the November meeting for presentation. They will also present at DTRW-SS.			
<b>BP 4050 no change AP 4050 Articulation</b> – sent back from 4.14.14 and 9.20.14 Chancellor’s Cabinet for clarification.	<p>There were additional suggested revisions made to AP 4050 during the meeting. The Articulation Officers will revise and send back to Ms. Nusser for distribution to the Academic Senates. If there are no issues from the Academic Senates this Board policy and administrative procedure will move forward to Chancellor’s Cabinet, Policy Committee, Consultation Council, subsequently to the full Board for approval.</p> <p>In September, there was discussion regarding the Career Education Specialist position, responsibilities within the administrative procedure, and whether the high school portion should be separated. The DTRW-I members made revisions to AP 4050 in the meeting; it was decided to delete the “Career Education Specialist” reference in the administrative procedure and replace it with “a dean or designee.”</p>	Review at Academic Senate meetings	ASAP	Mary Rees, Peter Sezzi, Linda Kama’ila
<b>AP 4102 Occupational/Vocational Technical Programs (no BP 4102 exists in BoardDocs and requires development)</b>	<p>The Articulation Officers will review and make recommended revisions. This will return to the November DTRW-I meeting for review.</p> <p>In September, it was recommended to bring BP/AP 4020 Program, Curriculum, and Course Development to this workgroup for review against AP 4102 Occupational/Vocational Technical Programs for consistency, comparison, and determine whether AP 4102 should be retired as the content may be covered under AP 4020. There is currently no BP 4102 in VCCCD policy and procedure or in the CCLC policy and procedure.</p>	Add to the November agenda	11.07.14	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Language for Math Courses &amp; Competency – Gloria Arevalo/Patrick Jefferson</b>	<p>The Articulation Officers submitted language to the Executive Vice Presidents, which met with their approval. The language was to return to campus Curriculum Committees for approval. Prior to this meeting, Ventura College was able to have this language approved by their Curriculum Committee. This item was tabled to the November meeting until Oxnard College and Moorpark College have had the chance to review the language in their Curriculum Committee meetings.</p> <p>In September, Ms. Arevalo requested the workgroup to develop language for multiple measures of assessment to add wording to the catalog. The phrase “involving multiple measures” was recommended as an addition to the math section of the catalogs. This will be reviewed at all the campuses by the Articulation Officers and will return to the October meeting. The English section will be reviewed as well and will be vetted with the EVPs by the Articulation Officers.</p>	Add to the November agenda	November 7	Laurie Nusser
<b>Course Level C-ID Update</b>	Ms. Arevalo provided an update regarding course level C-ID.			
<b>BP/AP Status – Clare Geisen</b>	<p>The following items from DTRW-SS were approved by Chancellor’s Cabinet on September 22, 2014, to move forward to Policy Committee on October 15, 2014:</p> <ul style="list-style-type: none"> <li>• BP/AP 4100 Graduation Requirements for Degrees and Certificates: from 9/18/14 DTRW-I – to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.</li> <li>• BP/AP 5010 Admissions and Concurrent Enrollment: from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.</li> <li>• BP/AP 5015 Residence Determination: from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.</li> <li>• BP/AP 5020 Non Resident Tuition: from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.</li> </ul>			



Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>New Business</b>				
<b>High School Articulation and Credit by Exam – Gloria Arevalo</b>	CTE Deans, AO's, High School Articulation personnel, and Registrars are conducting a follow-up meeting in late October/early November before this issue returns to DTRW-I.			
<b>Adjournment</b>	Dr. Jefferson adjourned the meeting at 3:02 pm.			
<b>Next Meeting Date:</b>	November 13, 2014 – 1 pm, DAC Lakin Boardroom Submission deadline: November 7, 2014			

DRAFT

# MOORPARK COLLEGE

## Revised Degrees

Associate in Science in Photography	27.5
Photography Certificate of Achievement	21.5

## Revised Courses

BIOL M12C	Manufacturing: Cell Culture and Microbial Fermentation	3.0
BIOL M12D	Bioprocessing: Recovery and Purification	2.0
BIOT M02C	Manufacturing: Cell Culture and Microbial Fermentation	3.0
BIOT M02D	Bioprocessing: Recovery and Purification	2.0
PHOT M30A	Advanced Photography I	3.0

## Revised Degrees

### Associate in Science in Photography

To earn an Associate in Science Degree with a major in Photography, students complete **27.5** specified units and complete General Education Degree Requirements for a **minimum** of 60 units. **This program is designed for students to acquire the skills necessary to enter the very competitive profession of photography.**

**Instruction is provided in both black and white and color photography, analog and digital technologies, along with mastery of the latest equipment.**

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

Required Courses		Units
PHOT M10	Beginning Photography	3.0
PHOT M20	Intermediate Photography	3.0
<del>PHOT M30</del> <b>PHOT M30A</b>	<b>Advanced Photography I</b>	<del>2.0</del> <b>3.0</b>
PHOT M40	History of Photography	3.0
<del>PHTC M31</del> <b>PHTC M31A</b>	Studio Lighting I	2.0
<b>PHTC M33/GR M27</b>	<b>Image Editing</b>	<b>3.0</b>
PHTC M35	Introduction to Photojournalism	3.0
PHTC M50	Laboratory Practice in Photography I	1.5
ARTH M13	History of Art: Modern through Contemporary	3.0
ART M20	Two-Dimensional Design	3.0
<b>TOTAL UNITS</b>		<del>23.5</del> <b>27.5</b>

## Photography Certificate of Achievement

To earn a Certificate of Achievement in Photography, students complete **21.5** specified units. **This program is designed for students to acquire the skills necessary to enter the very competitive profession of photography. Instruction is provided in both black and white and color photography, analog and digital technologies, along with mastery of the latest equipment.**

Required Courses		Units
PHOT M10	Beginning Photography	3.0
PHOT M20	Intermediate Photography	3.0
<del>PHOT M30</del> <b>PHOT M30A</b>	<b>Advanced Photography I</b>	<del>2.0</del> <b>3.0</b>
PHOT M40	History of Photography	3.0
<del>PHTC M31</del> <b>PHTC M31A</b>	Studio Lighting I	2.0
<b>PHTC M33/GR M27</b>	<b>Image Editing</b>	<b>3.0</b>
PHTC M35	Introduction to Photojournalism	3.0
PHTC M50	Laboratory Practice in Photography I	1.5
<b>TOTAL UNITS</b>		<del>17.5</del> <b>21.5</b>

## Revised Courses

BIOL M12C	Manufacturing: Cell Culture and Microbial Fermentation	3.0
<b>Prerequisites:</b>	<b>BIOL M13/BIOT M10</b>	
Hours:	1 lecture, 6 lab	

**Provides** skills training in industrial ~~bi~~otechnology with emphasis on manufacturing pharmaceuticals. Introduces cell culture and microbial fermentation. Focuses on bacterial techniques, microbial assessment, mammalian cell culture, bioreactor fermentation, and media preparation. Compares small and large industrial scale cell culture. (Same course as BIOT M02C). Applies to Associate Degree. Transfer credit: CSU

BIOT M02C	Manufacturing: Cell Culture and Microbial Fermentation	3.0
<b>Prerequisites:</b>	<b>BIOL M13/BIOT M10</b>	
Hours:	1 lecture, 6 lab	

**Provides** skills training in industrial ~~bi~~otechnology with emphasis on manufacturing pharmaceuticals. Introduces cell culture and microbial fermentation. Focuses on bacterial techniques, microbial assessment, mammalian cell culture, bioreactor fermentation, and media preparation. Compares small and large industrial scale cell culture. (Same course as BIOL M12C). Applies to Associate Degree. Transfer credit: CSU

BIOL M12D                      Bioprocessing: Recovery and Purification                      2.0  
**Prerequisites:**              **BIOL M13/BIOT M10**  
Hours:                          1 lecture, 3 lab

**Provides** skills training in industrial ~~bi~~Biotechnology with emphasis on manufacturing pharmaceuticals. Introduces bioprocessing, recovery, and purification techniques. Focuses on protein separation and purification, chromatography, large-scale recovery, and ~~identity assays~~ **identification of assays**. Reviews skills necessary for a successful job search in the field of ~~bi~~Biotechnology. (Same course as BIOT M12D). Applies to Associate Degree. Transfer credit: CSU

BIOT M02D                      Bioprocessing: Recovery and Purification                      2.0  
**Prerequisites:**              **BIOL M13/BIOT M10**  
Hours:                          1 lecture, 3 lab

**Provides** skills training in industrial ~~bi~~Biotechnology with emphasis on manufacturing pharmaceuticals. Introduces bioprocessing, recovery, and purification techniques. Focuses on protein separation and purification, chromatography, large-scale recovery, and ~~identity assays~~ **identification of assays**. Reviews skills necessary for a successful job search in the field of ~~bi~~Biotechnology. (Same course as BIOL M12D). Applies to Associate Degree. Transfer credit: CSU

PHOT M30A                      Advanced Photography I                      ~~2.0~~ 3.0  
Prerequisites:              PHOT M10 or suitable portfolio  
Hours:                          2 lecture, 3 lab

Refines technical and aesthetic understanding in black and white and/or color photography. Includes ~~advanced digital and studio techniques~~ **demonstrations and assignments in advanced photographic techniques such as large format cameras**. ~~Emphasis is on~~ **Emphasizes** creative expression, and conceptualization, ~~artificial light technique,~~ and portfolio development, **and expansion of the student's understanding of theoretical issues regarding the history and practice of photography**. ~~Designed to help intensify~~ **Strengthens** the artist's personal statement through major individual projects. (Formerly PHOT M30). Applies to Associate Degree. Transfer credit: CSU; UC

## **OXNARD COLLEGE**

### **New Courses**

BIOL R155	Principles of Botany	3
BIOL R155L	Principles of Botany Laboratory	1
ESL R065	Preparation for Academic Reading and Writing	4
GEOG R106	Introduction to Geographic Information Systems and Techniques	3
THTR R111	Introduction to Theatre	3
THTR R151	Acting I	3
THTR R191	Theatre Production: Performance I	3

### **Revised Courses**

ECON R101	Introduction to the Principles of Macroeconomics	3
ECON R102	Introduction to the Principles of Microeconomics	3
FT 083B	Fire Command IB	2.5

### **New Programs**

AA-T in Economics  
AS and Certificate of Achievement in Hospitality Management

## OXNARD COLLEGE

### New Courses

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BIOL R155	Principles of Botany	3 Units
C-ID:	Aligned with BIOL 155	
Hours:	3.0 lecture	
Prerequisite:	BIOL R101 and eligible for college-level math	

This course is intended for biology majors and covers comparative diversity, structure, and function of plants. Topics include development, morphology and physiology, taxonomy and systematics. Principles of population and community ecology and ecosystem interactions are emphasized. Field trips may be required.

*Transfer credit: CSU.*

BIOL R155L	Principles of Botany Laboratory	1 Unit
C-ID:	Aligned with BIOL 155	
Hours:	3.0 lab	
Prerequisite:	BIOL R155 or concurrent enrollment	

This course involves laboratory and field studies of the characteristics and relationships of selected plants from the major divisions. Students will learn the principles of taxonomy, and will gain practice in identification of species by means of keys. This course will offer an introduction to the basic experimental techniques and instrumentation used in the investigation of plant physiology. Field trips will be required.

*Transfer credit: CSU.*

ESL R065	Preparation for Academic Reading and Writing	4 Units
Hours:	3.0 lecture, 3.0 lab	
Advisory:	Appropriate placement based on assessment scores and advisement or completion of OUHSD Adult Ed. ESL Level 4	

This course provides intermediate level ESL students instruction in basic academic reading and writing skills. Topics include understanding main idea and supporting details, literal and inferential comprehension, grammar and sentence skills, vocabulary development, study skills and basic use of library resources and the college's course management system. Not applicable for degree credit. Field trips may be required. Course is offered Pass/No Pass at student's option.



## Page 3

*Transfer credit: CSU.*

*Transfer credit: CSU.*

*Transfer credit: CSU.*

## OXNARD COLLEGE

### New Courses

#### Page 4

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THTR R191	Theatre Production: Performance I	3 Units
C-ID:	Aligned with THTR 191	
Hours:	9.0 lab	
Prerequisite:	THTR R151; and Admission to the class is by audition only	
Advisory:	THTR R111	

This course allows students to rehearse and perform as actors utilizing introductory level skills in a college production staged for public performance. It also involves the use of varying content each semester with production schedules and will range from classical to contemporary, published comedic, dramatic and/or musical theatre material. Field trips may be required.

*Transfer credit: CSU.*

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*Transfer credit: UC, CSU.*

*Transfer credit: UC, CSU.*

**This course provides the student with information on tactics, strategies, and scene management for multi-casualty incidents, hazardous materials incidents, and wildland fires. Each student also has the opportunity to increase his or her knowledge and skills by handling initial operations at these types of incidents through simulations and class activities. This course provides instruction in first-in company level decision making and scene management principles for incidents involving chemicals and hazardous materials. Included are: scene safety procedures; evaluation considerations; and identification of materials by container size, shape and labeling. Materials fee is required. Field trips may be required.**

**AA-T in Economics**

Required Core Courses (14-15 units):		Units
ECON R101	Introduction to the Principles of Macroeconomics	3
ECON R102	Introduction to the Principles of Microeconomics	3
MATH R105	Introductory Statistics	4
MATH R106	Business Calculus	4
or		
MATH R120	Calculus with Analytic Geometry I	5
LIST A - Select one of the following courses (3-5 units):		Units
COMM R107	Argumentation and Debate	3
SPAN R101	Elementary Spanish 1	5
SPAN R102	Elementary Spanish 2	5
SPAN R140	Spanish for Heritage Speakers 1	5
SPAN R141	Spanish for Heritage Speakers 2	5
SOC R101	Introduction to Sociology	3
MATH R121	Calculus with Analytic Geometry II	5
ACCT R101	Financial Accounting	3
ACCT R102	Managerial Accounting	3
CIS R100	Introduction to Computer Information Systems	3
BUS R140	Business Communications	3
LIST B - Select one of the following courses (3-5 units):		Units
ECON R100	Modern American Economy	3
MATH R122	Calculus with Analytic Geometry III	5
MATH R134	Linear Algebra	3
Any course not used in LIST A		3 - 5
Total Required Units		20 - 25

Associate in Science in Hospitality Management  
Certificate of Achievement in Hospitality Management

Required Courses:		Units
HM R100	Introduction to the Hospitality Industry	3
HM R112	Food and Beverage Management	3
HM R116	Accounting for the Hospitality Industry	3
HM R117	Front Office Procedures	3
HM R119	Housekeeping Management	3
HM R120	Facilities Management	3
HM R122	Hospitality Human Resources Management	3
COT R191V	Occupational Cooperative Paid Work Experience	1 - 4
Total Required Units		22 - 25

## VENTURA COLLEGE

### New Degree

Associate in Arts Degree for Transfer in Geology

### New Courses

GEOL V03L	Historical Geology Laboratory	1 unit
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### Revised Courses

ENGL V01A	English Composition	<del>5</del> <b>4</b> units
MATH V20	Precalculus Mathematics	5 units
THA V10A	<del>Production and Performance I</del>	<del>4</del> <b>3</b> units
THA V10B	<del>Production and Performance II</del>	<del>2</del> <b>3</b> units
THA <del>V10C</del> <b>I1A</b>	Production <b>I</b> and Performance <del>III</del>	3 units
THA <del>V10D</del> <b>I1B</b>	Production <b>II</b> and Performance <del>IV</del>	3 units

## **New Degree**

### **Associate in Arts Degree for Transfer GEOLOGY**

The Associate in Science in Geology for Transfer (Geology 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 Science in Geology for Transfer may transfer to a CSU Campus to complete a Bachelor's Degree in Geology, Geoscience, Earth Science or similar programs.

<b>REQUIRED CORE (28 units):</b>		<b>Units</b>
GEOL V02	Physical Geology	3
GEOL V02L	Physical Geology Laboratory	1
GEOL V03	Historical Geology	3
GEOL V03L	Historical Geology Laboratory	1
CHEM V01A	General Chemistry I	3
CHEM V01AL	General Chemistry I Laboratory	2
CHEM V01B	General Chemistry II	3
CHEM V01BL	General Chemistry II Laboratory	2
MATH V21A	Calculus with Analytic Geometry I	5
MATH V21B	Calculus with Analytic Geometry II	5
Major Units		28

### New Courses

GEOL V03L	Historical Geology Laboratory	1 Unit
Prerequisite:	GEOL V03 or concurrent enrollment	
C-ID:	Aligned with GEOL 110L	
Hours:	3 laboratory weekly	

This course introduces Earth's history and the life it supports in a laboratory setting: rock, mineral, and fossil identification; modes of fossil preservation; constructing and interpreting cladograms; interpreting geologic maps, cross sections, and stratigraphic columns; relative dating and interpreting sequences of geologic events; absolute dating; and paleogeographic reconstruction.

*Field trips will be required. Transfer credit: CSU.*

### Revised Courses

ENGL V01A	English Composition	5 4 Units
Prerequisite:	ENGL V02 with grade of C or better or placement as measured by the college assessment process	
C-ID:	ENGL 100	
Hours:	3.5 lecture, 2 laboratory weekly	

The student will learn to write coherent, well-developed expository essays using a variety of rhetorical modes; to prepare a research paper; and to respond critically to ideas in published works.

*Field trips may be required. Formerly Engl 1A. Transfer credit: CSU;UC.*

MATH V20	Precalculus Mathematics	5 Units
<b>C-ID:</b>	<b>Aligned with MATH 155</b>	
Prerequisite:	MATH V05; or the fourth year of high school mathematics (advanced mathematics) with a grade of C or better; or placement as measured by the college assessment process	
Hours:	5 lecture weekly	

~~This course covers college algebra and an extension of trigonometry using a functional approach~~ **serves as a preparation for calculus. Topics include polynomial, absolute value, rational, radical, exponential, logarithmic, and trigonometric functions and their graphs; analytic geometry; matrices; series; and polar coordinates. The approach is designed to unify the concepts of mathematics at the precalculus level.**

*Formerly Math 20. Transfer credit: CSU; UC; credit limitations - see counselor.*



### Revised Courses, continued

THA V10A                      ~~Production and Performance I~~                      **+ 3 units**  
**Enrollment Limitation:**      **Audition and/or interview**  
**C-ID:**                      **Aligned with THTR 191**  
**Hours:**                      **10.5 lecture, ~~4~~1.5 laboratory weekly**

This course provides supervised practical experience in a ~~minor~~ **an** acting or ~~production~~ role in the preparation and performance of a Ventura College theatre production.

Ventura College faculty ~~has~~ have defined Theatre Production **and Performance** as a family of courses which includes THA V10A, THA V10B, THA ~~V10C~~**V11A**, and THA ~~V10D~~**V11B**. A student may take a maximum of four (4) courses from a family.

*Field trips may be required. Transfer credit: CSU; UC.*

THA V10B                      ~~Production and Performance II~~                      **± 3 units**  
**Recommended Preparation:**      **THA V10A**  
**Enrollment Limitation:**      **Audition and/or interview**  
**Hours:**                      **1.5 lecture, ~~3~~4.5 laboratory weekly**

This course provides supervised practical experience in a ~~supporting~~ **an** acting role or ~~as a crew member~~ in the preparation and performance of a Ventura College theatre production.

Ventura College faculty ~~has~~ have defined Theatre Production **and Performance** as a family of courses which includes THA V10A, THA V10B, THA ~~V10C~~**V11A**, and THA ~~V10D~~**V11B**. A student may take a maximum of four (4) courses from a family.

*Field trips may be required. Transfer credit: CSU; UC.*

THA ~~V10C~~**V11A**                      ~~Production I and Performance III~~                      **3 units**  
**Enrollment Limitation:**      **Audition and/or interview**  
**Recommended Preparation:**      **THA V05A or THA V05B or THA V10A or THA V10B**  
**C-ID:**                      **Aligned with THTR 192**  
**Hours:**                      **1.5 lecture, 4.5 laboratory weekly**

This course provides supervised practical experience in a ~~leading acting role, as a stage manager, designer, director, or~~ **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.

Ventura College faculty ~~has~~ have defined Theatre Production **and Performance** as a family of courses which includes THA V10A, THA V10B, THA ~~V10C~~**V11A**, and THA ~~V10D~~**V11B**. A student may take a maximum of four (4) courses from a family.

*Field trips may be required. Formerly THA V10C. Transfer credit: CSU; UC.*

### Revised Courses, continued

THA <del>V10D</del> <b>V11B</b>	Production <b>II</b> and Performance IV	3 units
<b>Enrollment Limitation:</b>	<b>Audition and/or interview</b>	
<b>Recommended Preparation:</b>	<b>THA V05A or THA V05B or THA V11A</b>	
Hours:	1.5 lecture, 4.5 laboratory weekly	

This course provides supervised practical experience in ~~an acting role, as a stage manager, designer, director, production assistant, or crew member~~ **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.

Ventura College faculty ~~has~~ have defined Theatre Production **and Performance** as a family of courses which includes THA V10A, THA V10B, THA ~~V10C~~**V11A**, and THA ~~V10D~~**V11B**. A student may take a maximum of four (4) courses from a family.

*Field trips may be required. Formerly THA V10D. Transfer credit: CSU; UC.*



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4020 PROGRAM AND CURRICULUM DEVELOPMENT
Number	BP 4020
Status	Active
Legal	<a href="#">California Education Code, Section 66700</a> <a href="#">California Education Code, Section 70901, 70902(b)</a> <a href="#">California Education Code, Section 78016</a> <a href="#">Title 5, Section 51022</a> <a href="#">Title 5, Section 55001</a> <a href="#">Title 5, Section 55100</a> <a href="#">Title 5, Section 55130</a> <a href="#">Title 5, Section 55150</a> <a href="#">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</a>
Adopted	February 16, 2006
Last Reviewed	September 9, 2014

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

Furthermore, these procedures shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Regular review and justification of programs and course descriptions;
- Opportunities for training for persons involved in aspects of curriculum development; and
- Consideration of job market and other related information for vocational and occupational programs.

All new courses and programs, courses and programs with substantial revisions, and program deletions shall be approved by the Board.

All new courses and programs with substantial revisions, shall be submitted to the California Community Colleges Chancellor's Office (CCCCO) for approval as required.

Board approved Proficiency Awards, which are non-transcripted, do not require submission to and approval by the CCCCCO.

See [Administrative Procedure 4020](#).

Last Modified by Laurie Nusser on September 17, 2014



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT
Number	AP 4020
Status	Active
Legal	<a href="#">California Education Code, Section 78016</a> <a href="#">California Education Code, Sections 70901, 70902(b)</a> <a href="#">Title 5, Section 51022</a> <a href="#">Title 5, Section 55001</a> <a href="#">Title 5, Section 55002.5</a> <a href="#">Title 5, Section 55100</a> <a href="#">Title 5, Section 55130</a> <a href="#">Title 5, Section 55150, 55150.5</a> <a href="#">Title 5, Section 58023</a> <a href="#">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</a>
Adopted	May 12, 2009
Last Reviewed	September 9, 2014

### **College Curriculum Committees**

All curriculum shall be initiated by the faculty at each college. The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. The faculty, acting through discipline areas within the academic divisions and through each college's Curriculum Committee, a sub-committee of their Academic Senate, shall be responsible for instructional program and curriculum development.

All new instructional program proposals shall be evaluated for appropriateness to the mission of the college, adherence to all Title 5 Regulations, and will be designed so that successful completion of the program requirements will enable students to fulfill the program goal and objectives.

Approval of new courses, modifications to existing courses, new programs and modifications to existing programs rests first with each college's Curriculum Committee that includes representation from appropriate segments of faculty, administrators, and students.

Courses and instructional programs are reviewed and updated by faculty in the discipline area regularly. This review occurs, at a minimum, every five years for all courses and instructional programs and every two years for career technical education (CTE) courses and instructional programs. Courses and instructional programs are reviewed for their relevance, appropriateness to mission, achievement of learning objectives, currency and potential for future needs.

Nothing in this AP shall preclude Curriculum Committees from reviewing courses on a more frequent basis in order to meet legally mandated changes or to reflect the input of advisory committees or for other reasons related to the maintenance of high quality curriculum.

The following criteria will be reviewed in regards to course offerings:

- A. Title and course number
- B. Hours
- C. Units
- D. Prerequisites/co-requisites/advisories on recommended preparation
- E. Limitations on enrollment
- F. Repeatability
- G. Credit basis
- H. Degree and/or transfer applicability
- I. Catalog description
- J. Field trips
- K. Course content
- L. Course Objectives
- M. Distance education
- N. Minimum qualifications
- O. Methods of instruction
- P. Methods of evaluation
- Q. Textbooks

#### **Relationship of Hours to Units**

In determining the number of units to be awarded for courses, colleges must consider total lecture, outside study, and/or laboratory hours. The combination of these hours is referred to as "student learning hours." A course for which three units is awarded may meet four hours a week over a semester and still be in compliance with Title 5 Regulations (55002.5) if it is assumed that the increased classroom time serves to decrease outside study time. Thus, a course that seemingly meets for more hours per week than the units awarded may be in compliance, as opposed to a course that simply requires an excess of total classroom hours for the units awarded.

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

Consistent with federal regulations applicable to federal financial aid and eligibility the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

For purposes of federal financial aid eligibility, a "credit hour" shall be not less than:

One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately [15 weeks for one semester or trimester hour of credit], [or 10 to 12 weeks for one quarter hour of credit], or the equivalent amount of work over a different amount of time; or

At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

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

The VCCCD Decision Making Handbook prescribes the membership and responsibility of District Technical Review Workgroup - Instructional (DTRW-I). DTRW-I serves in an advisory capacity and makes appropriate recommendations on curricular and other related matters.

All new and substantially revised courses and instructional programs and deleted instructional programs approved by the College Curriculum Committees are forwarded to the District Technical Review Workgroup (DTRW-I) for legal compliance review.

### **Board of Trustees Program and Curriculum Approval**

The Board of Trustees must approve all new and substantially revised courses and instructional programs, and deleted programs. Once approved by the Board of Trustees, new and substantially revised courses and instructional programs, and deleted instructional programs must be sent to the California Community College Chancellor's Office for final approval.

### **Maintenance of Records**

- A Course catalog and inventory is maintained in the District's Banner Information System which serves as the reporting mechanism to the California Community College Management Information System (MIS). The Course Outline of Record (COR) and program requirements are maintained in the District Colleges' CurricuNET system. All approved courses and programs are also maintained in the California Community College Curriculum Inventory. The College Catalog, in both print and electronic formats, is the official publication of college curriculum. The Schedule of Classes serves as the semester record of courses offered.

Last Modified by Laurie Nusser on September 17, 2014

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

### Career Technical Education (CTE) Program Development and Approval

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

#### 1. South Coast Regional Consortium Submission SCRC:

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

#### 2. Narrative Criteria A-E Items and Additional Supporting Documentation as guided by the most recent Program and Course Approval Handbook(per Program and Course Approval Handbook, 5th Edition) Form CCC-501: ~~Completion of CTE elements in Form CCC-501 Application of Approval -- New Credit Program,~~ including, but not limited to:

- Labor market information and analysis
- Employer survey
- ~~Justification of the new for new career technical education program through job market study~~
- Explanation of Employer Relationship
- Membership roster and minutes from most recent advisory committee meeting

#### 3. Advisory Committee

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

#### 4. CTE Program Review

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



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

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

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

See [Administrative Procedure 4050](#).



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

#### Articulation between VCCCD and Baccalaureate Institutions

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

The articulation review processes are defined for a:

1. the Colleges of VCCCD
2. ~~maintenance of existing articulation agreements of public and private~~ in-state community colleges ~~and/o~~
- 2-3. ~~public~~ four-year institutions - [California State University \(CSU\) and University of California \(UC\)](#); ~~and~~
- 3-4. ~~private, independent, proprietary or out-of-state institutions.~~

#### **The Colleges of VCCCD**

The Articulation Officer:

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

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

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

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

~~Completes agreement.~~

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

- [VCCCD Comparable Course List with C-ID \(Course Identification Number System\)](#)
- [VCCCD General Education \(GE\) Placement List](#)
- [VCCCD Approved Course Identification Number System \(C-ID\) Course List](#)

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

The Articulation Officer ~~r~~:

Reviews and updates the following:

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

The Process includes:

- [Coordinating with the other institution to exchange needed documentation, such as catalog, or course outlines and/or syllabi.](#)
- [Coordinating with on-campus department\(s\) to ensure accuracy of the proposed courses to be included in an agreement.](#)
- [Completing the agreement.](#)
- [Once completed, Publicize the agreement.](#)

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

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

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

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

The Articulation Officer:

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

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

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

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

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

### **New Articulation Agreements**

The Articulation Officer:

- Researches the institution's background, including the type and status of its accreditation (**VCCCD will only accept proposals from Regionally Accredited Institutions**), its educational philosophy, and the pros and cons of an articulation agreement.
- ~~Meets with his or her counterparts~~ Consults with at the District Articulation Officers Colleges to review the research and seek ~~unanimity~~ consensus for or against creating an articulation agreement with the ~~subject~~ requesting institution.
- Reviews this research with the appropriate College Dean ~~and/or~~ and EVP ~~prior to the development of a potential agreement.~~

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

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

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

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

### **Maintenance of Existing Articulation Agreements**

The Articulation Officer:

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

### **Articulation between VCCCD and High School Institutions**

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

### **New Articulation Agreements**

The Career Education Specialist:

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

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The Career Education Specialist:

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



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4105 DISTANCE EDUCATION
Number	AP 4105
Status	Proposed
Legal	References: Title 5 Sections 55200 et seq.

**Definition:** Distance education refers to instruction in which the faculty and student are separated by distance and interact through the assistance of communication technology.

**Course Approval:** A course in which any portion of student contact time is replaced by means of distance delivery must be reviewed and approved separately, following the guidelines established by the System Office.

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

**Certification:** When approving distance education courses, the curriculum committee will certify the following:

**Course Quality Standards:** The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses, within reason given the specific nature of the technology taken into consideration.

**Course Quality Determinations:** Determinations and judgments about the quality of the distance education course were made with the full involvement of the curriculum committee approval procedures with participation from at least one distance education faculty member suitably trained in the technology approved by the district.

**Instructor Contact:** Each section of the course that is delivered through distance education will include regular effective contact between instructor and students that is measurable and observable in a mode that allows faculty and student participation to be evaluated during periods in which the faculty member would otherwise be visited for observation as part of the evaluation process (including, but not limited to, weekly participation in discussion board or log files from weekly chat discussions)

**Duration of Approval:** All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline of record. However, faculty teaching the distance education courses must be trained and approved prior to course assignment, with input from peers, department chair and administrative leader in distance education.

**Delivery Platform:** All Distance Education courses and support services within the VCCCD will utilize a District approved platform for delivery or method approved by Curriculum Committee, or a Distance Education subcommittee thereof, and based on criteria approved by the local Academic Senate and with the approval from District. Criteria could include: Alternative platform offers significant pedagogical advantages in terms of

ease-of-use, and access to discipline specific technology tools. Alternative platform is supported by provider at no additional cost to students, faculty or district, provided a reasonably priced textbook or bundled course resource package is purchased. Alternative platform is ADA compliant.



Book	Administrative Procedures
Section	Chap 4 Academic Affairs
Title	Distance Education
Number	AP 4105
Status	Active
Legal	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 <a href="#">Title 5 Sections 55200 et seq.</a>
Adopted	August 1, 2006
Last Revised	February 1, 2008
Last Reviewed	August 31, 2011

## AP 4105 Distance Education

### References:

Title 5 Sections 55200 et seq.;

References: 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 Section 602.17.

**NOTE:** *This procedure is **legally required** in an effort to show good faith compliance with the applicable federal regulations if the District offers distance education or correspondence education.*

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 courses 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 utilize one or more of these methods to authenticate or verify the student's identity:

**NOTE:** *Insert local practice here: the following approaches are specifically referenced in the federal regulation as appropriate. The key is to utilize an accepted procedure for verifying a student's identity.*

- secure credentialing/login and password;
- proctored examinations; or
- new or other technologies and practices that are effective in verifying student identification.



The [Chief Instructional Officer] shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

**NOTE:** *The following procedure is **legally required** if the District has implemented distance education courses. Local practice may be inserted, but must include the following minimum requirements contained in Title 5.*

**Definition:** Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

**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 the instruction in a course or a course section 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 Procedures 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 **[designate authority]** will certify the following:

**Course Quality Standards:** The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.

**Course Quality Determinations:** Determinations and judgments about the quality of the distance education course were made with the full involvement of the **[designate authority, e.g. faculty, curriculum committee]** approval procedures.

**Instructor Contact:** Each section of the course that is delivered through distance education will include regular effective contact between instructor and students.

**Duration of Approval:** All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

Revised: 7/02, 8/03, 8/06, 8/07, 2/08, 7/11



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

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

See [Administrative Procedure 4235](#).



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4235 CREDIT BY EXAMINATION
Number	AP 4235
Status	Active
Legal	<a href="#">Title 5, Section 55052</a> <a href="#">Title 5, Section 55050</a>
Adopted	July 14, 2009
Last Reviewed	May 8, 2012

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

#### **Courses Eligible for Credit by Examination:**

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

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

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

#### **Cut Scores**

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

**To Receive Credit for AP, IB and CLEP Examinations:**

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

**To Receive Credit by Examination for a Locally Administered Test:**

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

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

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

**Credits Recorded for Credit by Examination (locally administered test):**

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

**Limits of Credit by Examination (All Methods):**

- Students may challenge a given course only once.
- Credits acquired by examination are not applicable to meeting of such unit load requirements as Veterans or Social Security benefits.
- Credits acquired by examination are not counted in determining the 12 semester hours of credit in residence required for an Associate Degree.
- Students should be aware that other colleges may not accept credit by examination for transfer purposes.
- A student should be advised that the use of units granted through Credit by Examination to establish eligibility for athletics, financial aid, and veterans benefits are subject to the rules and regulations of the external agencies involved. (Exceptions to the above may be made when necessary to meet provisions of

California state law or the rules and regulations of state agencies governing programs of the California Community Colleges.)

- A student may challenge no more than 12 units or 4 courses under the Credit by Examination policy towards an Associate Degree or Certificate of Achievement, except that units awarded for AP, IB and CLEP examinations shall not be subject to such limit.
- Credit by examination may be granted in only one course in a sequence of courses, as determined by prerequisites, and may not be granted for a course which is prerequisite to the one in which the student is currently enrolled, except that credit may be granted for more than one course in a sequence of required courses when approved by the administrator responsible for vocational programs, or where the curriculum in occupational programs makes it necessary.