District Technical Review Workgroup - Instructional (DTRW-I)

AGENDA
February 12, 2015 - 1:00 – 3:00 p.m.
DAC, Lakin Boardroom

- Approval of January 15, 2015 Meeting Notes

- Curriculum Submissions

**MOORPARK COLLEGE**

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

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

**OXNARD COLLEGE**

There were no submissions from Oxnard College.

**VENTURA COLLEGE**

**Revised Degrees/Programs**
- Associate of Science Degree/Certificate of Achievement: Automotive Technology
- Associate of Science Degree/Certificate of Achievement: Business Management
- Associate of Science Degree/Certificate of Achievement: Child Development
New Courses
ART V50B, Handbuilding Ceramics II, 3 units
ART V50C, Handbuilding Ceramics III, 3 units
ART V50D, Handbuilding Ceramics IV, 3 units
BUS V50, Public Relations, 3 units
HED V22, Health and Social Justice, 3 units
HED V32, Principles of Food with Lab, 3 units

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

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

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

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

Next Meeting Date: March 12, 2015 – 1 pm – DAC Lakin Boardroom
Submission deadline: March 6, 2015
Members:  Chancellor's Designee: Lori Bennett, Chair (MC)
Faculty Co-Chair: Linda Kama’ila (OC)
Executive Vice Presidents: Lori Bennett (MC), Raul Cardoza (OC), Patrick Jefferson (VC)
Faculty Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Angelica Gonzales (VC)
Additional Faculty Member: Graciela Casillas-Tortorelli (OC)
Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (VC)
Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Alex Kolesnik (VC)
Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

Absent:  Jerry Mansfield

Recorder:  Laurie Nelson-Nusser

Notes:

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Summary of Discussion</th>
<th>Action (If Required)</th>
<th>Completion Timeline</th>
<th>Assigned to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval of November 13, 2014 Meeting Minutes</td>
<td>Dr. Bennett welcomed everyone to DTRW-I and the meeting commenced at 1:05 pm. Introductions were made for new members. The December 11, 2014 meeting notes were approved two minor changes.</td>
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CURRICULUM SUBMISSIONS

New Degrees/Courses/Revised Courses

Moorpark/Oxnard/Ventura Submissions

Curriculum Submissions:

MOORPARK COLLEGE
New Programs
Digital Journalism Proficiency, 9.0
Performing Arts Management Proficiency Award, 9.0
Playwriting Proficiency Award, 9.0
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Theatre Arts: Technical Theatre – General Proficiency Award, 9.0</td>
<td><strong>Recommendation:</strong> These new programs will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</td>
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<tr>
<td>Deleted Degrees</td>
<td><strong>Recommendation:</strong> This deleted degree will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</td>
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<tr>
<td>Associate in Science in Environmental Technology, 25.0</td>
<td><strong>Recommendation:</strong> This deleted degree will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</td>
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<tr>
<td>New Course</td>
<td><strong>Recommendation:</strong> This new course will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</td>
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<tr>
<td>BUS M41, Principles of Retailing, 3.0</td>
<td><strong>Recommendation:</strong> This new course will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</td>
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<tr>
<td>Revised Course</td>
<td><strong>Recommendation:</strong> This revised course will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</td>
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<tr>
<td>ACCT M110, Financial Accounting, 3.0</td>
<td><strong>Recommendation:</strong> This revised course will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</td>
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<tr>
<td>OXNARD COLLEGE</td>
<td><strong>New Programs</strong></td>
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<tr>
<td>AS and Certificate of Achievement in Automation and Control Systems</td>
<td><strong>Recommendation:</strong> These new programs will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval with revision as indicated in underline above.</td>
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<tr>
<td>AS in Film, Television, and Electronic Media</td>
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<td>Certificate of Achievement in Film, Television, and Electronic Media and Production</td>
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<td>Certificate of Achievement in Firefighter 1 Academy</td>
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<td>Revised Programs</td>
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<tr>
<td>AS and Certificate of Achievement in Automotive Technology</td>
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<tr>
<td>AS and Certificate of Achievement in Dental Assisting</td>
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<tr>
<td>AS and Certificate of Achievement in Restaurant Management</td>
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<tr>
<td><strong>Recommendation:</strong> These revised programs will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval with a minor grammatical revision to DA R023 in Dental Assisting. The workgroup decided the Associate in Science in Restaurant Management will not go forward to the Board as it included non-substantial changes.</td>
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<tr>
<td><strong>VENTURA COLLEGE</strong></td>
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<tr>
<td>There were no submissions from Ventura College.</td>
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<tr>
<td>OLD BUSINESS</td>
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<tr>
<td>BP 4050 no change AP 4050 Articulation</td>
<td>Ventura College Academic Senate requires more time for review. Oxnard and Moorpark College Academic Senates has approved this policy and procedure at their second readings. This item will return for final approval from Ventura College. Ms. Nusser will send the latest version to Alex Kolesnik for review by the Ventura College Academic Senate. This item will return to the February meeting.</td>
<td>Send latest version to Alex Kolesnik</td>
<td>ASAP</td>
<td>Laurie Nusser</td>
</tr>
<tr>
<td>AP 4102 Occupational/Vocational Technical Programs</td>
<td>The Ventura College Academic Senate has not reviewed this administrative procedure as of yet and will review in January. Revisions were made during the meeting. This item will return to February meeting for final review. There were no changes to the BP 4102.</td>
<td>Send latest version to Alex Kolesnik</td>
<td>ASAP</td>
<td>Laurie Nusser</td>
</tr>
<tr>
<td>BP/AP 4105 Distance Education</td>
<td>Ms. Rees presented new a version of the AP from the Moorpark Academic Senate. Minor changes were made to the administrative policy during the meeting. Ms. Nusser will make the recommended changes and send to the Senates for review in January. Oxnard College Distance Learning Committee also requires review. This item will return to DTRW-I in February.</td>
<td>Send latest version to Academic Senates</td>
<td>ASAP</td>
<td>Laurie Nusser</td>
</tr>
<tr>
<td>Agenda Item</td>
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<tr>
<td><strong>New Business</strong></td>
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<tr>
<td><strong>AP 4051 Articulation Between VCCCD and High School Institutions tied to BP 4050</strong></td>
<td>The workgroup reviewed the new proposed version provided by the Registrars. Revisions were made during the meeting and will go to the Curriculum Committees and Academic Senates. This item is also under review at DTRW-SS and will return to the February meetings.</td>
<td>Send latest version to Academic Senates</td>
<td>ASAP</td>
<td>Laurie Nusser</td>
</tr>
<tr>
<td><strong>AP 4235 Credit by Examination</strong></td>
<td>The workgroup reviewed the new version provided by the Registrars. Revisions were made during the DTRW-I meeting and reviewed at DTRW-SS. This item and will go to the Curriculum Committees and Academic Senates for final review. This item will return to the February DTRW-I and SS meetings.</td>
<td>Send latest version to Academic Senates</td>
<td>ASAP</td>
<td>Laurie Nusser</td>
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<tr>
<td><strong>Adjournment</strong></td>
<td>Dr. Bennett adjourned the meeting at 2:50 pm.</td>
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<tr>
<td><strong>Next Meeting Date:</strong></td>
<td>February 12, 2015 – 1 pm, DAC Lakin Boardroom Submission deadline: February 6, 2015</td>
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Deleted Degrees

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

New Courses

PHOT M30B Advanced Photography II 3.0
PHTC M31B Studio Lighting II 2.0
**Deleted Degrees**

**Associate in Arts in Music**

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

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

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS M02A</td>
<td>3.0</td>
</tr>
<tr>
<td>MUS M02AL</td>
<td>1.0</td>
</tr>
<tr>
<td>MUS M02B</td>
<td>3.0</td>
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<tr>
<td>MUS M02BL</td>
<td>1.0</td>
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<tr>
<td>MUS M02C</td>
<td>3.0</td>
</tr>
<tr>
<td>MUS M02CL</td>
<td>1.0</td>
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<tr>
<td>MUS M02D</td>
<td>3.0</td>
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<tr>
<td>MUS M02DL</td>
<td>1.0</td>
</tr>
<tr>
<td>MUS M25C</td>
<td>2.0</td>
</tr>
<tr>
<td>MUS M25D</td>
<td>2.0</td>
</tr>
<tr>
<td>MUS M29</td>
<td>1.0</td>
</tr>
<tr>
<td>MUS M30A</td>
<td>1.0</td>
</tr>
<tr>
<td>MUS M30G</td>
<td>1.0</td>
</tr>
<tr>
<td>Units from One of the RECOMMENDED OPTIONS</td>
<td>10.0-12.0</td>
</tr>
</tbody>
</table>

**Recommended Options:** Choose one of the following:

**Instrumental Music Specialization (complete specified units)**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS M15</td>
<td>Moorpark Community Orchestra I</td>
<td>2.0</td>
</tr>
<tr>
<td>MUS M18</td>
<td>Jazz Ensemble</td>
<td>1.0</td>
</tr>
<tr>
<td>MUS M19</td>
<td>Chamber Ensembles</td>
<td>2.0</td>
</tr>
<tr>
<td>MUS M21</td>
<td>Wind Ensemble</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Two units (minimum) from the following:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS M14</td>
<td>Moorpark Symphony Orchestra</td>
<td>2.0</td>
</tr>
<tr>
<td>MUS M25A</td>
<td>Class Piano - Beginning I</td>
<td>2.0</td>
</tr>
<tr>
<td>MUS M25B</td>
<td>Class Piano - Beginning II</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Keyboard Music Specialization**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS M25A</td>
<td>Class Piano - Beginning I</td>
<td>2.0</td>
</tr>
</tbody>
</table>
### Associate in Arts in Theatre Arts: Directing

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

#### AA Degree with Area of Emphasis in Theatre Arts: Directing

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>THA M01</td>
<td>Introduction to Theatre</td>
<td>3.0</td>
</tr>
</tbody>
</table>

TOTAL UNITS: **38.0-40.0**
THA M02A    Acting I        3.0
THA M20    Stagecrafts        3.0
THA M10A    Theatre Production: Performance I     3.0
or
THA M11A    Theatre Production: Technical I     3.0

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

TOTAL UNITS  18.0-22.0

Associate in Science in Astrophysics

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

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

Required Courses  Units
AST M01 *    An Introduction to Astronomy     3.0
AST M01L    Introduction to Astronomy Lab     1.0
CHEM M01A    General Chemistry I       5.0
CHEM M01B    General Chemistry II       5.0
MATH M25A    Calculus with Analytic Geometry I     5.0
MATH M25B    Calculus with Analytic Geometry II     5.0
MATH M25C    Calculus with Analytic Geometry III     5.0
MATH M35    Applied Differential Equations     3.0
PHYS M20A    Mechanics of Solids and Fluids     4.0
and
PHYS M20AL    Mechanics of Solids and Fluids Lab     1.0
PHYS M20B    Thermodynamics, Electricity and Magnetism     4.0
and
PHYS M20BL    Thermodynamics, Electricity and Magnetism Laboratory  1.0
PHYS M20C    Wave Motion, Optics, and Modern Physics     4.0
and
PHYS M20CL    Wave Motion, Optics, and Modern Physics Laboratory  1.0

TOTAL UNITS 47.0

Associate in Science in Health Information Management

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

Required Courses          Units
ANPH M01    Human Anatomy & Physiology     6.0
or
ANAT M01    Human Anatomy       4.0
and
PHSO M01    Human Physiology       4.0
BUS M31    Introduction to Management     3.0
CIS M28    Microsoft Office     3.0
HIM M01    Introduction to Health Information Management     3.0
HIM M02    Clinical Classification Systems ICD-9-CM Coding       3.0
HIM M03    Clinical Classification Systems CPT Procedural Coding 3.0
HIM M04    Medical Insurance and Reimbursement                   4.0
HIM M07    Alternative Healthcare Delivery                       2.0
HIM M08    Health Information Computer Applications               2.0
HIM M09    Clinical Quality Assessment and Improvement            3.0
HIM M10    Applied Healthcare Statistics                          2.0
HIM M11    Health Information Technology Practicum                3.0
NS M19     Medical Terminology                                    3.0
HS M23     Pharmacology for Allied Health Professionals           3.0
NS M25     Basic Pathophysiology                                  4.0
HS M26     Legal Aspects of Healthcare                            2.0

TOTAL UNITS: 49.0-52.0

Associate in Science in Multimedia

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

<table>
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<tr>
<th>Required Courses</th>
<th>Units</th>
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<tr>
<td>MM M10</td>
<td>3.0</td>
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<tr>
<td>MM M20</td>
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<td>MM M30</td>
<td>3.0</td>
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<td>MM M40</td>
<td>3.0</td>
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<td>MM M50</td>
<td>3.0</td>
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<tr>
<td>MM M80</td>
<td>1.0 – 4.0</td>
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<tr>
<td>MM M90</td>
<td>3.0</td>
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<tr>
<td>Units from One of the RECOMMENDED OPTIONS</td>
<td>12.0-21.0</td>
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<tr>
<td>TOTAL</td>
<td>31.0-40.0</td>
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</table>

**Recommended Options:** Choose one of the following

**Multimedia Animation Option (complete 21 specified units)**

| ART M20          | Two-Dimensional Design | 3.0 |
| ART M30          | Drawing and Composition I | 3.0 |
| PHOT M10         | Beginning Photography | 3.0 |
| THA M09          | Acting for Film and TV | 3.0 |
| DANC M12A        | Modern Dance I – Fundamentals | 1.5 |
Moorpark College
Deleted Degrees and New Courses
Page 7

DANC M12B Modern Dance II—Beginning 1.5
DRFT M20 3D Modeling 3.0
DRFT M21 Technical Animation 3.0
OR
Multimedia Broadcast Option (complete 18 specified units)
RT M01 Media and Society 3.0
RT M02A Broadcast Studio Operations 3.0
RT M02B Digital Camera Production/Editing 3.0
RT M03A TV Production Workshop 3.0
RT M05 Radio-TV Script Writing 3.0
RT M07 Audio Production 3.0
OR
Multimedia Business Option (complete 15 specified units)
BUS M30 Introduction to Business and Economics 3.0
BUS M31 Introduction to Management 3.0
BUS M32 Small Business Management 3.0
BUS M33 Business Law 3.0
OR
BUS M34 Legal Environment of Business 3.0
BUS M37 Marketing 3.0
OR
Multimedia Communications Option (complete 18 specified units)
JOUR M01 Media and Society 3.0
FILM M26 History of International Cinema II: WWII to the Present 3.0
COMM M01 Introduction to Speech 3.0
RT M05 Radio-TV Script Writing 3.0
Six Units from the Following Courses
THA M01 Introduction to the Theatre 3.0
DANC M12A Modern Dance I - Fundamentals 1.5
GR M20 Mac and IBM Operating Systems for Graphic Design 2.0
GR M23 Visual Technologies 3.0
PHOT M10 Beginning Photography 3.0
RT M02A Broadcast Studio Operations 3.0
RT M02B Digital Camera Production/Editing 1.5
RT M07A Audio Production 3.0
OR
WWW Design Option (complete 12 specified units)
ART M20 Two-Dimensional Design 3.0
ART M30 Drawing and Composition I 3.0
Six Units from the Following Courses
CIS M50 Introduction to LAN 3.0
CIS M52 Introduction to Windows NT 3.0

DTRW 2-12-2015
Associate in Science in Photojournalism

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

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

TOTAL UNITS                                                                  25.0

Music Certificate of Achievement

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

Required Courses                              Units
MUS M01                                      Fundamentals of Music   3.0
MUS M02A                                     Theory I – Diatonic Harmony 3.0
MUS M02AL                                   Musicianship I           2.0
MUS M02B                                     Theory II – Chromatic Harmony 3.0
MUS M02BL                                   Musicianship II          2.0
MUS M09A   Music History I      3.0
Units from One of the RECOMMENDED OPTIONS         15.0-16.0

TOTAL UNITS 31.0-32.0

Recommended Options: Choose one of the following

Choral Conducting Option (complete 15 specified units)
MUS M10    Concert Choir      2.0
MUS M13A   Fundamentals of Vocal Technique I     2.0
MUS M13B   Fundamentals of Vocal Technique II    2.0
MUS M25A   Class Piano – Beginning I     2.0
MUS M25B   Class Piano – Beginning II     2.0
MUS M27    Choral Conducting     2.0
MUS M60E   Choral Conducting Seminar     3.0
OR
Instrumental Conducting Option (complete 15 specified units)
MUS M09B   Music History II      3.0
MUS M19    Chamber Ensembles     2.0
MUS M21    Wind Ensemble         2.0
MUS M22A   Independent Studies - Music      1.0
MUS M22B   Independent Studies - Music      1.0
MUS M25A   Class Piano – Beginning I     2.0
MUS M25B   Class Piano – Beginning II     2.0
MUS M28    Instrumental Conducting     2.0
OR
Vocal Performance Option (complete 16 specified units)
MUS M10    Concert Choir       2.0
MUS M13A   Fundamentals of Vocal Technique I     2.0
MUS M13B   Fundamentals of Vocal Technique II    2.0
MUS M13C   Advanced Vocal Development I    2.0
MUS M13D   Advanced Vocal Development II    2.0
MUS M16    Opera Theatre      2.0
MUS M25A   Class Piano – Beginning I     2.0
MUS M25B   Class Piano – Beginning II     2.0

Photojournalism Certificate of Achievement

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM M10</td>
<td>Introduction to Digital Media</td>
<td>3.0</td>
</tr>
<tr>
<td>JOUR M01</td>
<td>Introduction to Mass Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>JOUR M02</td>
<td>Introduction to Reporting and Writing for Media</td>
<td>3.0</td>
</tr>
<tr>
<td>PHOT M10</td>
<td>Beginning Photography</td>
<td>3.0</td>
</tr>
<tr>
<td>PHOT M20</td>
<td>Intermediate Photography</td>
<td>3.0</td>
</tr>
<tr>
<td>PHTC M31A</td>
<td>Studio Lighting I</td>
<td>2.0</td>
</tr>
<tr>
<td>PHOT M40</td>
<td>History of Photography</td>
<td>3.0</td>
</tr>
<tr>
<td>PHOT M30</td>
<td>Advanced Photography</td>
<td>2.0</td>
</tr>
<tr>
<td>PHTC M35</td>
<td>Introduction to Photojournalism</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**TOTAL UNITS** 25.0

### New Courses

**PHOT M30B Advanced Photography II** 3.0

Prerequisites: PHOT M30A

Hours: 2 lecture, 3 lab

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

**PHTC M31B Studio Lighting II** 2.0

Prerequisites: PHTC M31A

Hours: 0.5 lecture, 4.5 lab

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

Revised Degrees/Programs

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

New Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART V50B</td>
<td>Handbuilding Ceramics II</td>
<td>3</td>
</tr>
<tr>
<td>ART V50C</td>
<td>Handbuilding Ceramics III</td>
<td>3</td>
</tr>
<tr>
<td>ART V50D</td>
<td>Handbuilding Ceramics IV</td>
<td>3</td>
</tr>
<tr>
<td>BUS V50</td>
<td>Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>HED V22</td>
<td>Health and Social Justice</td>
<td>3</td>
</tr>
<tr>
<td>HED V32</td>
<td>Principles of Food with Lab</td>
<td>3</td>
</tr>
</tbody>
</table>

Revised Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART V50A</td>
<td>Beginning Handbuilding Ceramics I</td>
<td>3</td>
</tr>
</tbody>
</table>
## Revised Degrees/Programs

### Associate of Science Degree/Certificate of Achievement: Automotive Technology

**REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO V10</td>
<td>Introduction to Automotive Technology</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTO V44 27</td>
<td>Automotive Electrical Systems</td>
<td>4.2</td>
</tr>
<tr>
<td>AUTO V44 LA 27L</td>
<td>Automotive Chassis Electrical Laboratory</td>
<td>1.5</td>
</tr>
<tr>
<td><strong>AUTO V43</strong></td>
<td><strong>Automotive Electronics</strong></td>
<td>2</td>
</tr>
<tr>
<td>AUTO V14LB V43L</td>
<td>Automotive Engine Electrical Systems <strong>Electronics</strong> Laboratory</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTO V15</td>
<td>Automotive Fuel Systems</td>
<td>2</td>
</tr>
<tr>
<td>AUTO V15LA</td>
<td>Automotive Fuel Systems Laboratories A</td>
<td>4</td>
</tr>
<tr>
<td>AUTO V15LB</td>
<td>Automotive Fuel Systems Laboratories B</td>
<td>4</td>
</tr>
<tr>
<td>AUTO V16</td>
<td>Automotive Emission Control Systems</td>
<td>2</td>
</tr>
<tr>
<td>AUTO V16LA</td>
<td>Automotive Emission Control Systems Laboratories A</td>
<td>1</td>
</tr>
<tr>
<td>AUTO V16LB</td>
<td>Automotive Emission Control Systems Laboratories B</td>
<td>1</td>
</tr>
<tr>
<td>AUTO V17</td>
<td>Automotive Drivability Diagnostics and Repair Automotive Drivability</td>
<td>2</td>
</tr>
<tr>
<td>AUTO V17LA</td>
<td>Diagnostics and Repair Laboratories A</td>
<td>4</td>
</tr>
<tr>
<td>AUTO V17LB</td>
<td>Diagnostics and Repair Laboratories B</td>
<td>4</td>
</tr>
<tr>
<td>AUTO V48 38</td>
<td>Automotive Heating/ and Air Conditioning</td>
<td>4.2</td>
</tr>
<tr>
<td>AUTO V48L 38L</td>
<td>Automotive Heating/ and Air Conditioning Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>AUTO V20 34</td>
<td>Automotive Engine Repair</td>
<td>3.2</td>
</tr>
<tr>
<td>AUTO V20LA 34L</td>
<td>Automotive Engine Repair Laboratory A</td>
<td>2</td>
</tr>
<tr>
<td>AUTO V20LB</td>
<td>Automotive Engine Repair Laboratories B</td>
<td>4</td>
</tr>
<tr>
<td>AUTO V22 30</td>
<td>Automotive Transmission and Drive Line <strong>Diagnosis and Repair</strong></td>
<td>3.2</td>
</tr>
<tr>
<td>AUTO V22 LA 30L</td>
<td>Automotive Transmission and Drive Line <strong>Diagnosis and Repair</strong> Laboratory A</td>
<td>2</td>
</tr>
<tr>
<td>AUTO V22LB</td>
<td>Automotive Transmission and Drive Line Laboratories B</td>
<td>1</td>
</tr>
<tr>
<td>AUTO V26</td>
<td>Automotive Brakes Service and Repair</td>
<td>2</td>
</tr>
<tr>
<td>AUTO V26LA</td>
<td>Automotive Brakes Service and Repair Laboratories A</td>
<td>1</td>
</tr>
<tr>
<td>AUTO V26LB</td>
<td>Automotive Brakes Service and Repair Laboratories B</td>
<td>1</td>
</tr>
<tr>
<td>AUTO V28</td>
<td>Automotive Suspension Systems</td>
<td>2</td>
</tr>
<tr>
<td>AUTO V28LA</td>
<td>Automotive Suspensions Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>AUTO V28LB</td>
<td>Automotive Alignment Laboratory</td>
<td>1</td>
</tr>
<tr>
<td><strong>AUTO V30</strong></td>
<td><strong>Manual Transmissions and Driveline</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>AUTO V30L</strong></td>
<td><strong>Manual Transmissions and Driveline Laboratory</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>AUTO V42</strong></td>
<td><strong>Automotive Engine Management</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>AUTO V47</strong></td>
<td><strong>Engine Drivability</strong></td>
<td>4</td>
</tr>
</tbody>
</table>

**REQUIRED ADDITIONAL COURSES:**

Select one (1) of the following areas and complete courses as listed:

**AREA A:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO V10</td>
<td>Introduction to Automotive Technology</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**AREA B:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO V11</td>
<td>Vehicle Maintenance for the Technician</td>
<td>2</td>
</tr>
<tr>
<td>AUTO V12</td>
<td>Introduction to Automotive Industry</td>
<td>1</td>
</tr>
</tbody>
</table>

**Students needing to complete dealership internship requirements will take:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO V96</td>
<td>Automotive Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS**  
40 – 41.5 units
### Revised Degrees/Programs

**Associate of Science Degree/Certificate of Achievement: Business Management**

**REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS V03</td>
<td>Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS V30</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS V17</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS V31</td>
<td>Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS V45</td>
<td>Business Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

**REQUIRED ADDITIONAL COURSES:**

Select one (1) of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS V32</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS V33</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS V53</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one (1) of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS V34</td>
<td>Exercise in Management Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>BUS V38</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS V40</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BUS V43</td>
<td>Introduction to International Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS V44</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td><strong>BUS V46</strong></td>
<td><strong>Marketing</strong></td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS 21

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

**Associate of Science Degree/Certificate of Achievement: Child Development**

### REQUIRED COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD V01</td>
<td>Introduction to Careers in Child Development</td>
<td>1</td>
</tr>
<tr>
<td>CD V02</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CD V05</td>
<td>Teaching in a Diverse Society</td>
<td>3</td>
</tr>
<tr>
<td>CD V24</td>
<td>Child Nutrition, Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>CD V61</td>
<td>Child, Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>CD V62</td>
<td>Principles and Practices in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CD V63</td>
<td>Introduction to Curriculum in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CD V64A</td>
<td>Practicum in Early Childhood Education: Observation and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>CD V64B</td>
<td>Practicum in Early Childhood Education: Field Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

### REQUIRED ADDITIONAL COURSES:

Select three (3) units from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD V11</td>
<td>Language and Literacy in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CD V14</td>
<td>Creative Arts in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CD V19</td>
<td>Math and Science in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CD V10</td>
<td>Introduction to Children with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>CD V16</td>
<td>Behavior Management</td>
<td>3</td>
</tr>
<tr>
<td>CD V20</td>
<td>Curriculum and Strategies for Children with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>CD V23</td>
<td>Creative Experiences, Materials, and Environments in ECE</td>
<td>3</td>
</tr>
<tr>
<td>CD V27</td>
<td>Infant and Toddler Development</td>
<td>3</td>
</tr>
<tr>
<td>CD V28</td>
<td>Programs for Infant and Toddler Care and Education for Infants and Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>CD V29</td>
<td>Adult Supervision in Early Childhood Education</td>
<td>2</td>
</tr>
<tr>
<td>CD V65</td>
<td>Administration of Early Childhood Programs</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS**  26-27 units
New Courses

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

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

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

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

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

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

BUS V50  Public Relations  3 Units
Hours:  3 lecture weekly

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

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

This course provides an introduction to health inequities in the United States which stem from unequal living conditions. Students will explore how education, socioeconomic status, racism, and gender shape health epidemics and policy development. The basic skills necessary for advocating for health and social justice will be theoretically demonstrated.
Field trips may be required. Transfer credit:  CSU.
New Courses – continued

HED V32          Principles of Food with Lab  3 Units
C-ID:            Aligned with NUTR 120
Hours:           2 lecture, 3 laboratory weekly
This is an introductory course covering the principles of nutrition and food preparation. Topics include food science principles, terminology, weights and measures, food techniques, ingredient functions and interactions, sanitation, safety, equipment, storage standards, menu planning, nutrient composition, and retention. The course includes lecture and lab.
*Field trips may be required. Transfer credit: CSU.*

Revised Courses

ART V50A          Beginning Handbuilding *Ceramics I*  3 Units
Hours:           2 lecture, 4 laboratory weekly
This course is an introduction to the development of handbuilt ceramic forms. Topics include experimentation with basic techniques, and decoration related to non-wheel thrown historical forms.
*Field trips may be required. Transfer credit: CSU.*
DTRW-I

February 12, 2015

BP/AP 4050 Articulation

and

AP 4051

Articulation between VCCCD and High School Institutions
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.
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:

1. the Colleges of VCCCD
2. maintenance of existing articulation agreements of public and private in-state community colleges and/or public four-year institutions - California State University (CSU) and University of California (UC) - and 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 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 and/or course outlines. and/or When syllabi are required, the Articulation Officer will request them from the respective division/department.
- Coordinating with on-campus department(s) to ensure accuracy of the proposed courses to be included in an agreement.
- Completing the agreement.
- Once completed, Publicize the agreement.

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.

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).

2.27.14 DTRW-I review – version from AOs received 2.24.14
Cabinet review 4.14.14; 9.20.14
DTRW-I 9.18.14, DTRW-I 10.09.14 with edits from meeting, 11.13.14; 12.11.14; 1.15.15 sent to VC Academic Senate
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 at the District Colleges to review the research and seek unanimity-consensus for or against creating an articulation agreement with the subject institution.
- Reviews this research with the appropriate College Dean and/or EVP prior to the development of a potential agreement.

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

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

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

2.27.14 DTRW-I review – version from AOs received 2.24.14
Cabinet review 4.14.14; 9.20.14
DTRW-I 9.18.14, DTRW-I 10.09.14 with edits from meeting; 11.13.14; 12.11.14; 1.15.15 sent to VC Academic Senate
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, maintenance and high schools to -and-colleges articulation agreements, maintenance and distribution of existing articulation agreements distribution of articulation agreements between VCCCD and the high schools is assigned to the individual Career Educational Specialist, to the appropriate individual, a dean or designee at each college in the District and is defined in AP 4051.

**New Articulation Agreements**

*The Career Education Specialist:

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

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*Reviews and updates of the high school articulation agreements are conducted when there are changes to the curriculum and on as-needed-basis.
The responsibility for the development of new articulations, maintenance and distribution of articulation agreements between VCCCD and the high schools is assigned to the designated Career Education Specialist or designee at each college in the District.

**New Articulation Agreements**

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

**Maintenance of Existing Articulation Agreements**

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

**The High School Articulation Agreement Credit By Exam Petition Process**

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

See Board Policy 4050 and Administrative Procedure 4050.

DTRW-I and DTRW-SS review 1.15.15; 2.12.15
DTRW-I

February 12, 2015

BP/AP 4102
OCCUPATIONAL/VOCATIONAL TECHNICAL PROGRAMS
The occupational/vocational technical programs of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor, in consultation with the Academic Senates, shall establish procedures for the development and review of all occupational/vocational technical programs, including their establishment, modification or discontinuance.

See Administrative Procedure 4102.
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 progra

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 career technical education program through job market study
   - Explanation of Employer Relationship
   - Membership roster and minutes from most recent advisory committee meeting

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

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

   DTRW-I review 3.07.13
   DTRW-I review 4.11.13
   DTRW-I review 9.26.13 (changes from Carmen Guerrero)
   DTRW-I review 10.09.14; 11.13.14; 12.11.14; 1.15.15 (with edits made at meeting; under review at VC AS)
• Current viability of the CTE program
• Continuing market relevance of CTE
• Demonstration of student completion
• Demonstration of student success in state or regional licensure, or comparable examinations
• **Continuing review by Advisory Committee identifying skills and competencies needed in the local workforce.**
• **Demonstration of student success in obtaining employment**
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.
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.
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.
Granting unit credit for a course by examination is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught by the college.

**Courses Eligible for Credit by Examination:**

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

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

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

**Cut Scores**

- The number of units awarded for each type of examination is subject to change based on the establishment of cut scores and/or other evaluative measures developed by college faculty in
To Receive Credit for AP, IB and CLEP Examinations:

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

To Receive Credit by Examination for a Locally Administered Test:

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

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

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

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

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

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

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

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

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

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

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

Limits of Credit by Examination (All Methods):

- Students may challenge a given course only once.
- Credits acquired by examination are not applicable to meeting of such unit load requirements as credits acquired by examination are not counted in determining the 12 semester hours of credit in residence required for an Associate Degree.
- Students should be aware that other colleges may not accept credit by examination for transfer purposes.
- A student should be advised that the use of units granted through Credit by Examination to establish eligibility for athletics, financial aid, and veterans benefits are subject to the rules and regulations of the external agencies involved. (Exceptions to the above may be made when necessary to meet provisions of California state law or the rules and regulations of state agencies governing programs of the California Community Colleges.)
- A student may challenge no more than 12 units or 4 courses under the Credit by Examination policy towards an Associate Degree or Certificate of Achievement, except that units awarded for AP, IB and CLEP examinations shall not be subject to such limit.
- Credit by examination may be granted in only one course in a sequence of courses, as determined by prerequisites, and may not be granted for a course which is prerequisite to the one in which the student is currently enrolled, except that credit may be granted for more than one course in a sequence of required courses when approved by the administrator responsible.
for vocational programs, or where the curriculum in occupational programs makes it necessary. See Board Policy 4235, Board Policy and Administrative Procedure 4050, and Administrative Procedure 4051.
The purpose of the District Technical Review Workgroup - Instructional (DTRW-I) is:

- To put into practice the collaboration of faculty and District administration in ensuring the technical and legal accuracy of new and substantively revised courses and programs approved by each College's Curriculum Committee; and
- To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs.

The DTRW-I is an advisory group to the Chancellor through Cabinet and the District Consultation Council. It reviews curriculum submitted by the three VCCCD College Curriculum Committees. The DTRW-I is responsible for reviewing new and substantively revised courses and programs prior to submission through Cabinet and Consultation Council to the Chancellor and the Board of Trustees. DTRW-I is responsible for ensuring the technical and legal accuracy of all components of new and substantively revised courses and programs. In addition, the DTRW-I may choose to review and provide advice on questions regarding the interpretation of curricular regulations. To fulfill these charges, members of this workgroup are assigned responsibility for remaining current on all regulations and laws related to curriculum.

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

- Membership in DTRW-I for the following academic year will be chosen in the spring to ensure:
  - The members are prepared to meet as early as needed in the fall;
  - There is sufficient time for summer training on curriculum; and
  - There is sufficient time for members’ schedules to be adjusted, if needed, to accommodate the DTRW-I meeting schedule.

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

- When the DTRW-I determines that element(s) of a new or substantively revised course or program do not comply with regulation or law, the DTRW-I, via the Colleges’ representatives, shall advise the College Curriculum Committee of the variance, citing specific authority. The College Curriculum Committee shall duly consider the advice of the DTRW-I.
• Should the College Curriculum Committee’s determination vary from the advice of the DTRW-I, documentation articulating the varying interpretations of technical/legal point(s) in dispute are forwarded to Cabinet.

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

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

• Curricular matters involving international travel
• All new degrees, certificates, and awards
• Deleted degrees, certificates, and awards
• Substantial revisions of degrees, certificates, and awards
• All new courses
• Substantial revisions of courses, including changes to:
  1. Title (if substantial)
  2. Units and/or Hours (if increased)
  3. Description (if substantial)
  4. Prerequisite(s) and/or Corequisite(s) (if substantial)
  5. Fees required
  6. Course repetition (added or increased)

• Course and program activity requiring College Curriculum Committee review only are:
  • Non-substantive revisions to degrees, certificates, and awards
  • Deleted courses
  • Experimental courses (offered for only one year)
  • Reintroduced courses (deleted within past two years) with no substantial revisions
• Non-substantive revisions of courses including changes to:
  1. Course ID (discipline name or abbreviation plus alphanumeric designation)
  2. Title (if modest – e.g., Black Literature to African American Literature)
  3. Units and/or Hours (if no increase)
  4. Prerequisite(s) and/or corequisite(s) (correction, reduction, elimination)
  5. Recommended preparation
  6. Description (if non-substantive)
  7. Fees (removed)
  8. Course repetition (reduced or removed)
  9. Field trips (required or may be required or removed)
 10. Former course ID (pro forma with revision of course ID)
 11. Co-designation (same as)
 12. Pass/No Pass only (no letter grade)
 13. Not applicable for degree credit
 14. Transfer credit
 15. Distance education

• The Board Agenda template for new and substantively revised courses and programs will include the notation “Reviewed by—Chancellor’s Cabinet.”

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

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

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

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