



District Technical Review Workgroup - Instructional (DTRW-I)

AGENDA

April 19, 2018 - 1:00 – 3:00 p.m.

DAC Santa Catalina Room

- **Approval of March 8, 2018 Meeting Notes**
- **Curriculum Submissions**

MOORPARK COLLEGE

New Courses

		Units
FTVM M94A	Documentary Film Portfolio 1	2
FTVM M94B	Documentary Film Portfolio 2	2

Revised Courses

CNSE M83	Intro Computer Forensics	1.5 3
CNSE M86	Firewall Administration	1.5 3
MATH M01B	Elementary Algebra Part B	3 2
MATH M03B	Intermediate Algebra Part B	3 2

TOP/SAM Code Changes

THA M03A	Voice and Diction I	Non- Possibly Occupational
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OXNARD COLLEGE

New Courses

		Units
AT R100	Alternative Fuels and Advanced Transportation Technology	3
AT R140	Automotive Steering and Suspension	6
AT R150	Automotive Braking Systems	6
COMM R114	Introduction to Communication Research	3
CRM R101	Culinary Foundations	1
DMS R120B	Adobe Photoshop II	3
HM R101	Introduction to Hotel Management	3
HM R104	Sanitation and Environmental Control	3
HM R123	Hospitality and Cost Control	3
POLS R120	Political Theory	3

New Noncredit Courses

ACCT R810	QuickBooks 1	0
ACCT R811	QuickBooks 2	0

TOP Code Changes

CRM R100	Introduction to Principles of the Hospitality Industry	1306.00 1306.30
CRM R110	Food and Beverage Hospitality and Cost Control	1306.00 1306.30
CRM R112	Food and Beverage Management	1306.00 1306.30
HM R112	Food and Beverage Management	1306.00 1306.30



OXNARD COLLEGE (continued)

New Programs	Units
Associate in Hospitality Management for Transfer	18-24
Associate in Arts in Deaf Studies	19
Certificate of Achievement in American Sign Language	19
Proficiency Award in Baking and Patisserie	12.5
Certificate of Achievement in Baking and Patisserie	15
Certificate of Achievement in Fitness Trainer	18-23

VENTURA COLLEGE

Revised Courses	Units
ART V19 Three Dimensional Design	3
ART V25A Beginning Sculpture I	3
ART V25B Beginning Sculpture II	3
ART V26A Intermediate Sculpture I	3
ART V26B Intermediate Sculpture II	3
ART V50A Handbuilding Ceramics I	3
ART V50B Handbuilding Ceramics II	3

CURRENT BUSINESS:

- Follow up from February meeting: Field Trips – N. Brown
- General Update: BP/AP 4102 – Career Technical Education Programs (see attachment)
- Update/complete CourseLeaf Paperwork
- Standing Item: Update on CourseLeaf – Mike Rose
- April 26th Program Template Meeting – DAC Anacapa Room
- May 3rd Conference Call with LeapFrog – Do we need a conference room?
- 2018-2019 DTRW-I Meeting Dates (see attachment)
- New Title 5 Regulation on Credit Hours – M. Bowen
- Letter Grade and Pass/No Pass Notation – M. Bowen
- Future Agenda Items

Next Meeting Dates:

April 26, 2018 – CourseLeaf Program Meeting, DAC Boardroom, 9am

May 3, 2018 – Courseleaf Conference Call, 8am

May 10, 2018 – Regular DTRW-I Meeting, DAC Boardroom, Camarillo, 1pm

ITEMS IN RESERVE:

- Articulation Officers
 - AP/BP 4235: Credit By Examination
 - Military Credit Discussion
 - Articulation with Adult Education
 - TAG Agreements/Current Articulation Agreements
- BP/AP 4222 – Remedial Coursework
- BP/AP 4020 – Curriculum Development
- T5 GE Pattern – T. Brabander
- Noncredit BP
- Common Core Numbering
- Coordinating DE Offerings

Ventura County Community College District

2017-2018 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes---DRAFT
Thursday, March 8, 2018 - 1:00 p.m. – 3:00 p.m.

- Members:** Chancellor’s Designee: Kim Hoffmans, Chair (VC)
 Faculty Co-Chair: Nenagh Brown (MC)
 Vice Presidents: Roy Vasquez (OC), Julius Sokenu (MC), Kimberly Hoffmans (VC)
 Faculty Chair/Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Michael Bowen (VC)
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Thao Brabander (VC), Traci Allen (MC Counseling – for L. Mai)
 Academic Senate Presidents: Diane Eberhardy (OC), Nenagh Brown (MC), Lydia Morales (VC)
 Administrative Officer to the Chancellor & Board of Trustees: Patti Blair (DAC)
- Guests:** D. Fuhrmann, M. Rose
- Absent:** T. Allen, P. Blair, L. Mai (sabbatical) L. Morales, J. Sokenu, R. Vasquez
- Recorder:** Sarah Ayala

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Announcements	<i>K. Hoffmans welcomed everyone and the meeting commenced at 1:07pm</i>			
Approval of February 8, 2018 meeting notes	<i>Follow up: Pre-Allied Health degree discussed last meeting – Department does not want it to be CTE. Item to be on Board Agenda in March</i> <i>No further comments or corrections. Minutes approved as presented.</i>			
Announcements	<i>None</i>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
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CURRICULUM SUBMISSIONS

<p>New Degrees/Courses/Revised Courses</p> <p>Moorpark/Oxnard/Ventura Submissions</p>	<p><u>MOORPARK COLLEGE</u></p> <p>New Courses ART M79C Figure Sculpture III, 3 ARTH M80 Internship in Art History, 1-4 ARTH M122 Independent Study – Art History, 0.5-3 CD M21 Infant and Toddler Development, 3 EDU M08 Children’s Art within a Multicultural Perspective, 3 ITAL M102 Elementary Italian II, 4</p> <p>Revised Courses MUS M03 Introduction to Music Technology, 3 MUS M05 Electronic Music, 3</p> <p>TOP/SAM Code Changes ART M74 Glaze Design I Non Occupational ART M75 Glaze Design II Non Occupational ART M79B Figure Sculpture II Fine Arts, General Art</p> <p>New Program Certificate of Achievement in Songwriting, 23</p> <p><i>ART M79C – Description mentioned “M79D”. Is this course actually coming? Jerry to check further into that.</i></p> <p><i>ARTH M80 and ARTH M122 - Class hours listed as Lab hours. MC to check notation of hour totals.</i></p> <p><i>ARTH M122 – remove “UC” – this course (all independent studies) will not be accepted.</i></p> <p><i>ITAL M102 – already approved by DTRW-I. When it was getting to State submission, it was noted that it was deactivated from Banner, and the same number could not be used. Exact same course, just a different number.</i></p>			
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Revised courses: also have TOP code changes

*MUS M03 does have a C-ID: CMUS 100X (commercial music)
MUS M05 does have a C-ID: CMUS 110X (commercial music)*

*TOP/SAMs changes on the Art Courses
1009 is a CTE TOP Code – matches the SAM code change to
“Occupational”*

COA Songwriting:

*Independent Study could be an issue b/c there is no way to
guarantee completion. Can't force a faculty member to teach it.
Could be problematic for the degree.*

*MC faculty has discussed this issue, and they do want the
Independent Study. Jerry to take back DTRW-I
recommendation to avoid that back to the Department.*

*Suggestions to rectify: Use M11 or to make another class to
satisfy that Capstone requirement.*

FINAL RECOMMENDATION: *These new and revised courses
and programs will go forward to Chancellor's Cabinet,
Consultation Council, and subsequently to the Board for full
approval with changes discussed if necessary.*

OXNARD COLLEGE

New Courses

ADS R125 Treatment of Eating Disorders, 3
ADS R131 Abnormal Psychology, 3
BUS R199A Directed Studies in Business , .5-4
BUS R199B Directed Studies in Business Lab, .5-4
CAOT R801 Keyboarding (Alpha and Numeric), 0
CAOT R802 Keyboarding for Speed and Accuracy, 0
CHEM R199 Directed Studies in Chemistry, 1-3
ENGR R130 Engineering Statics, 3
ESL R048 Academic Listening and Speaking, 4
ESL R801A ESL Communication Skills, 0
ESL R801B ESL Reading Skills, 0
ESL R801C ESL Grammar and Writing, 0
MATH R005 Intermediate Algebra for Statistics and Liberal Arts, 5
MATH R015 Intermediate Algebra for STEM, 6
MATH R098F Algebra Support for MATH R115, 2

MATH R098G Algebra Support for MATH R105, 2

MUS R109 Music of Latin America 3

TOP Code Changes

MUS R140 Recording I: The Fundamentals of Audio Technology
~~0614.00~~ **1005.00**

New Programs

Associate in Science in Environmental Science for Transfer
(Environmental Science AS-T), 42-44

Associate in Science in Pre-Health Professions, 58-63

Certificate of Achievement in Eating Disorders, 18

Certificate of Achievement in Co-occurring Disorders, 18

ADS R125's title is Treatment of Eating Disorders, but program "COA in Eating Disorders" – why? Shannon to take back from clarification.

BUS R199A/ BUS R199B – back again at DTRW-I. Had issue submitting to COCI – wants fixed units or a range. The "work around" is this new version.

CAOT = Computer Applications and Office Technologies – noncredit

*ESL R048 – typo "loose" period in 3rd line.
Prerequisite will not be transcribed. No evidence student completed the course. Only knowledge of the instructor.*

Recommendation for Board submission, break credit courses and noncredit courses to make information very clear.

*MATH R005 and MATH R015 – for Fall 2019
Recommendation to notate the course compressions for the Board.*

MATH R015 – minor typo – under prerequisites: "MATH R001or" – need a space between.

MUS R109 – first line of the description does not follow template.

	<p><i>MUS R140 – consider adding zero after the 3 in lab hours to be consistent.</i></p> <p><i>Look at ADT in Environmental Science for consistency</i></p> <p><i>Associate in Science in Pre-Health Professions contains all GEs.</i></p> <p>FINAL RECOMMENDATION: <i>These new and revised courses and programs will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary.</i></p> <p><u>VENTURA COLLEGE</u></p> <p>Revised Courses</p> <p>BUS V21 Administrative Assistant, 16</p> <p>BUS V94 Business Office Skills for Employment, 4</p> <p>TOP/SAM Code Changes</p> <p>BUS V08 Computerized Accounting Advanced Occupational</p> <p>BUS V47 Sales Techniques Non Occupational</p> <p>BUS V94 – add hours to Board submission – “4 lecture weekly”</p> <p>FINAL RECOMMENDATION: <i>These new and revised courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary.</i></p>			
CURRENT BUSINESS				
<p>Follow up from last meeting: Field Trips – N. Brown</p>	<p><i>Item postponed until next meeting due to time.</i></p>			
<p>Standing Item: Update on CourseLeaf – M. Rose/D. Fuhrmann</p>	<p><i>Discussion was first item at DTRW-I meeting:</i></p> <p><i>Contract was signed, but there was more discussion needed regarding funding. Agreements reached, and process is moving forward. On the waiting list to get started.</i></p>	<p>Meeting invite for everyone listed for</p>		

	<p>No response from CurricUNET on the data migration question yet. They can opt to help us or not. Worst case would be to go into CurricUNET and screen snap shot every item and key it all in.</p> <p>If our 3 colleges can come up with a common work flow and common items, it would help the flow of productivity in the conversion.</p> <p>Dave to pass along contacts to DTRW-I group. If we could know the options/possibilities of CORs, it would be good to look at before Summer break.</p> <p>Groups from each college: (OC) Shannon/Roy (MC) Jerry/Ana/Julius (VC) Sarah/Michael B/ Kim plus Data Techs Laura Anderson, Kelly Denton, Olivia Long, Kim Watters</p>	April 26th 9am Program Template		
General Update: BP/AP 4102 – Career Technical Education Programs	<i>Item postponed until next meeting due to time</i>			
Letter Grade and Pass/No Pass Notation – M. Bowen	<i>Item postponed until next meeting due to time</i>			
Pop Up Item	<i>None</i>			
Future Agenda Items	<i>None</i>			
Adjournment	K. Hoffmans adjourned the meeting at 3:05 p.m.			
Next Meeting Date:	April 12, 2018– DAC Boardroom, 1pm			

MOORPARK COLLEGE

CREDIT CURRICULUM

New Courses

			Units
FTVM	M94A	Documentary Film Portfolio 1	2
FTVM	M94B	Documentary Film Portfolio 2	2

Revised Courses

CNSE	M83	Intro Computer Forensics	1.5 3
CNSE	M86	Firewall Administration	1.5 3
MATH	M01B	Elementary Algebra Part B	3 2
MATH	M03B	Intermediate Algebra Part B	3 2

TOP/SAM Code Changes

THA	M03A	Voice and Diction I	Non- Possibly Occupational
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New Courses

FTVM M94A Documentary Film Portfolio 1 2 units

Class Hours: 1 lecture, 3 lab weekly

Provides students the opportunity to create and produce basic documentary film projects for entry-level positions and for transfer institutions. Includes research, story outlining, budgeting, scheduling, production, and post-production. Requires students to undertake practical assignments of documentary projects.

Applies to Associate Degree. Transfer credit: CSU

FTVM M94B Documentary Film Portfolio 2 2 units

Prerequisite: FTVM M94A

Class Hours: 1 lecture, 3 lab weekly

Provides students the opportunity to create and produce skilled documentary film projects for entry-level positions and for transfer institutions. Includes directing, researching, story outlining, budgeting, scheduling, production, and post-production. Requires students to undertake ambitious practical assignments of documentary projects. Applies to Associate Degree. Transfer credit: CSU

Revised Courses

CNSE M83 Intro Computer Forensics 1.5 3 units

Recommended Preparation: CNSE M06 or CNSE M01

C-ID: ITIS 165

Class Hours: 2 lecture, 3 lab weekly

Provides a comprehensive overview of computer and network forensics tools and strategies including evidence collection and analysis. Demonstrates techniques used by forensics professionals to collect evidence including Intrusion Detection, Distributed Denial of Service Attacks, Buffer Overflow, and virus distribution attacks. Applies to Associate Degree. Transfer credit: CSU

CNSE M86 Firewall Administration 1.5 3 units

Recommended Preparation: CNSE M18

Class Hours: 2 lecture, 3 lab weekly

Covers knowledge and skills needed to install, configure, verify, and manage firewalls. Provides instruction on how to secure internal networks from public Internet users. Applies to Associate Degree.

Transfer credit: CSU

MATH M01B Elementary Algebra Part B 3- 2 units

Prerequisite: MATH M01A or Placement as determined by college's Multiple Measures assessment process.

Class Hours: 3- 2 lecture, 0 lab weekly

Covers polynomials, rational expressions, and integer exponents. Also includes square roots and radical expressions, and quadratic equations and the quadratic formula. This course is the second part of a two-semester course sequence: MATH M01A and MATH M01B. Completion of both courses is equivalent to MATH M01. Unit credit may be received for either MATH M01 or (MATH M01A and MATH M01B), but not both. Students receiving credit in MATH M01A and MATH M01B will not receive credit for MATH M04A.

Applies to Associate Degree.

MATH M03B Intermediate Algebra Part B 3-2 units

Prerequisite: MATH M03A or Placement as determined by college's Multiple Measures assessment process.

Class Hours: 3-2 lecture, 0 lab weekly

Covers rational exponents and radicals, complex numbers, quadratic equations, graphs of parabolas, functions, and composition and inverse functions. Also includes exponential and logarithmic functions. This course is the second part of a two-semester course sequence: MATH M03A and MATH M03B. Completion of both courses is equivalent to MATH M03. Unit credit may be received for either MATH M03 or (MATH M03A-M03B), but not both. Applies to Associate Degree.

TOP/SAM Code Change

THA M03A Voice and Diction I 3 units

Class Hours: 2 lecture, 3 lab weekly

Introduces the study of speech production, designed to enhance vocal quality and improve diction.

Emphasizes specific areas of speech production including proper posture and breath control, vocal flexibility and expressiveness, energy, volume, tone and articulation. (Formerly THA M03.) Applies to Associate Degree. Transfer credit: CSU ; UC

Note: TOP code change: ~~060400—Radio and Television~~ **1007.00 Dramatic Arts**; SAM code change:

~~Clearly Occupational~~ **Non-Occupational**

OXNARD COLLEGE

New Credit Courses

AT R100	Alternative Fuels and Advanced Transportation Technology	3 units
AT R140	Automotive Steering and Suspension	6 units
AT R150	Automotive Braking Systems	6 units
COMM R114	Introduction to Communication Research	3 units
CRM R101	Culinary Foundations	1 unit
DMS R120B	Adobe Photoshop II	3 units
HM R101	Introduction to Hotel Management	3 units
HM R104	Sanitation and Environmental Control	3 units
HM R123	Hospitality and Cost Control	3 units
POLS R120	Political Theory	3 units

New Noncredit Courses

ACCT R810	QuickBooks 1	0 units
ACCT R811	QuickBooks 2	0 units

TOP Code Changes

CRM R100	Introduction to Principles of the Hospitality Industry	1306.00	1306.30
CRM R110	Food and Beverage Hospitality and Cost Control	1306.00	1306.30
CRM R112	Food and Beverage Management	1306.00	1306.30
HM R112	Food and Beverage Management	1306.00	1306.30

New Credit Programs

Associate in Arts in Hospitality Management for Transfer	18-24 units
Associate in Arts in Deaf Studies	19 units
Certificate of Achievement in American Sign Language	19 units
Proficiency Award in Baking and Patisserie	12.5 units
Certificate of Achievement in Baking and Patisserie	15 units
Certificate of Achievement in Fitness Trainer	18-23 units

New Credit Courses

AT R100 Alternative Fuels and Advanced Transportation Technology 3 units
Hours: 2.5 lecture, 1.5 lab weekly
Advisory: AT R010, AT R011, AT R015, and AT R015L

This course explores the use of Hybrid and Electric battery power for vehicle transportation. Topics will include safety when using high voltage, maintenance, drivability, inverter, DC/DC power transfer, and battery technology. Physics of battery storage, hybrid generation systems, Electric vehicle applications and their integrated systems from many manufacturers will be discussed. In addition, Hybrid and high voltage service and maintenance procedures will be covered. This course will assist the student in passing the L-3 ASE exam. *Field trips may be required.*

Transfer credit: CSU

AT R140 Automotive Steering and Suspension 6 units
Advisory: AT R010, AT R011, AT R015, and AT R015L
Hours: 5.0 lecture, 3 lab weekly
C-ID: Aligned with AUTO 140 X

This course is for the automotive student who wants to understand automotive steering and suspension systems. This course provides the technical skills and preparation required in diagnosis, adjustment, replacement and repair of all types of suspension systems commonly used in the automotive industry. Factory type scan tools will be used for interaction with the vehicle steering and suspension control systems. Skills used for diagnosing body computer systems will be taught as part of the course. Preparation for the ASE certification exam is included. *Field trips may be required.*

Transfer credit: CSU

AT R150 Automotive Braking Systems 6 units
Advisory: AT R010, AT R011, AT R015, and AT R015L
Hours: 5.0 lecture, 3 lab weekly
C-ID: Aligned with AUTO 150 X

This course is for the automotive student who wants to understand automotive braking systems, including hydraulic and friction principles. This course will study drum and disc brake systems showing how the systems function. The course will cover computerized anti-lock brake controls giving students skills in diagnosis and repair with these systems. Preparation for the ASE certification test is included. *Field trips may be required.*

Transfer credit: CSU

New Credit Courses continued

COMM R114 Introduction to Communication Research 3 units
 Hours: 3 lecture weekly

This course explores communication research processes in order to find, read, understand, create, and use communication research in daily work. Students will apply communication theory and methods to investigate pressing communication-related questions. Students will also investigate methods and analytical techniques including observation, interviews, focus groups, surveys, and content analysis.

Field trips may be required.

Transfer credit: CSU

CRM R101 Culinary Foundations 1 unit
 Limitation: A negative TB test is required. Possession of ServSafe Certification or equivalent is required.
 Hours: 3 lab weekly

This hands-on course builds on the techniques and principles present in classical cuisine. Students will have the opportunity to apply introductory level culinary techniques as a component of the Oxnard College culinary education. Classical knife cuts and French classical cuisine terminology is built upon in this hands-on course. Proper use of commercial equipment and understanding of measurement, formulas, and recipe adherence culminate a solid foundation for furthering basic competencies. Foundations include stocks, mother sauces, soups, vegetables, grains, egg cookery, speed and accuracy. As with the entire Oxnard College curriculum desired sanitation, professionalism, and respect for the craft continue to enhance the student's educational experience. *Field trips may be required.*

Transfer credit: CSU

DMS R120B Adobe Photoshop II 3 units
 Prerequisites: DMS R120A
 Hours: 2.5 lecture, 1.5 lab weekly

This course will continue the development of students' skills in the use of Adobe Photoshop digital image editing software by integrating the enhanced editing capabilities of Adobe Lightroom into the Adobe Photoshop workflow. Students will learn how to “punch up” colors in specific areas of digital photographs, how to make dull-looking shots vibrant, remove distracting objects, straighten skewed shots and how to use Photoshop and Lightroom to create panoramas, edit Adobe raw DNG photos on mobile device, and apply Boundary Wrap to a merged panorama to prevent loss of detail in the image among other skills. *Course is offered Pass/No Pass (P/NP) at student's option.*

Transfer credit: CSU

HM R101 Introduction to Hotel Management 3 units
Hours: 3 lecture weekly
C-ID: HOSP 140

This course provides an introduction to the operations and components of a hotel-resort facility. Students will focus on front office, housekeeping, food and beverage, sales and marketing, accounting, property maintenance, human/resource management and information systems. *Field trips may be required.*
Transfer credit: CSU

HM R104 Sanitation and Environmental Control 3 units
Hours: 3 lecture weekly
C-ID: Aligned with HOSP 110

This course focuses on the sanitation and safety issues involved with handling food through the food service process as it applies to the restaurant and hospitality industry. The course will cover the prevention of contamination and food borne illnesses as well as their symptoms and treatment. Students will learn the Hazard Analysis and Critical Control Point (HACCP) system, the characteristics of a food-safe facility and how to establish systems that promote proper food handling and storage techniques. In addition, this course will cover the role of Health Department Sanitarians, sanitation regulations, cleaning and sanitizing equipment and facilities, integrated pest management, and training employees on sanitation standards. Employee safety, accident prevention, and crisis management in emergency situations will also be taught. This is a “ServSafe” certificate course. *(Same as CRM R104.) Field trips may be required.*
Transfer credit: CSU

HM R123 Hospitality and Cost Control 3 units
Hours: 3 lecture weekly
C-ID: HOSP 120

This course provides an overview of the analysis and management of food, beverage, labor and other costs within a hospitality operation. The course will emphasize problem solving and application of cost control techniques to maximize profits while managing expenses. Students will learn about establishing standards, cost-volume-profit analysis, forecasting, purchasing and storage controls, menu costing and pricing, theft prevention and labor control. *(Same as CRM R110.) Field trips may be required.*
Transfer credit: CSU

POLS R120 Political Theory 3 units
Hours: 3 lecture weekly
C-ID: Aligned with POLS 120

This course is an introduction to political theory in which students explore the most significant concepts in political science including: power, justice, equality, punishment, and freedom. Students will engage in the analysis of selected political theories, political ideologies, and the application of political theory to contemporary problems. *Field trips may be required.*
Transfer credit: CSU

New Noncredit Courses

ACCT R810	QuickBooks 1	0 units
Hours:	1.5 lecture weekly	

QuickBooks is a complete computerized accounting system for small businesses. Topics include a review of basic accounting concepts, preparation of business reports and graphs, and the creation of a company using QuickBooks accounting. This course also covers creation and operation of a detailed accounting system for new and existing businesses. Field trips may be required. *This is a noncredit course, non-degree applicable.*

ACCT R811	QuickBooks 2	0 units
Advisory:	ACCT R810	
Hours:	1.5 lecture weekly	

QuickBooks is a complete computerized accounting system for small businesses. This advanced course covers planning and budgeting, progress billing, file importing and exporting, and creating reports and graphs. Field trips may be required. *This is a noncredit course, non-degree applicable.*

TOP Code changes

CRM R100 ~~Introduction to~~ **Principles** of the Hospitality Industry 3 units
 Hours: 3 lecture weekly
C-ID: **Aligned with HOSP 100**

The course will provide an overview of the hospitality industry, its history and interrelationships of hotel, restaurant, travel, leisure industries, and introduce math concept applications in the culinary field. Students will also learn the importance of economic and social influences of leisure. Emphasis is on the attitude required of a person seeking a position in the industry. (Same as HM R100.) *Field trips may be required. Transfer credit: CSU*

Note: TOP Code changed from to 1306.00 (Nutrition and Food) to 1306.30 (Culinary Arts)

CRM R110 Hospitality and Cost Control 3 units
 Hours: 3 lecture weekly
C-ID: **Aligned with HOSP 120**

~~This course assists students in developing crucial financial management skills through key terms and concepts as well as procedures for analyzing cost/volume/profit, determining costs, and using costs to monitor labor, food service and beverage operations.~~ **provides an overview of the analysis and management of food, beverage, labor and other costs within a hospitality operation. Students will learn problem solving and application of cost control techniques to maximize profits while managing expenses. The course also focuses on establishing standards, cost-volume-profit analysis, forecasting, purchasing and storage controls, menu costing and pricing, theft prevention and labor control.** *Field trips may be required.*

Transfer credit: CSU

Note: TOP Code changed from to 1306.00 (Nutrition and Food) to 1306.30 (Culinary Arts)

CRM R112 Food and Beverage Management 3 units
 Hours: 3 lecture weekly
C-ID: **Aligned with HOSP 130**

This course gives students the foundation needed to make smart decisions in commercial and institutional food and beverage operations. Information concerning the latest operational trends is presented. Case studies developed by industry professionals give students practice solving problems like those experienced on the job. Internet exhibits and website addresses link students with valuable food and beverage resources. (Same as HM R112.) *Transfer credit: CSU*

Note: TOP Code changed from to 1306.00 (Nutrition and Food) to 1306.30 (Culinary Arts)

TOP code changes continued

HM R112	Food and Beverage Management	3 units
Hours:	3 lecture weekly	
C-ID:	Aligned with HOSP 130	

This course gives students the foundation needed to make smart decisions in commercial and institutional food and beverage operations. Information concerning the latest operational trends is presented. Case studies developed by industry professionals give students practice solving problems like those experienced on the job. Internet exhibits and website addresses link students with valuable food and beverage resources. (*Same as CRM R112.*)

Transfer credit: CSU

Note: TOP Code changed from to 1306.00 (Nutrition and Food) to 1306.30 (Culinary Arts)

New Credit Programs

Associate in Science in Hospitality Management for Transfer

Required Core:		Units
CRM/HM R100	Principles of the Hospitality Industry	3
List A: Select three courses (9-13 units)		
CRM R102A	Institutional Food Production	7
CRM/HM R104	Sanitation and Environmental Control	3
CRM R110/HM R123	Hospitality and Cost Control	3
CRM/HM R112	Food and Beverage Management	3
HM R101	Hotel Management	3
ECON R102	Introduction to the Principles of Microeconomics	3
List B: Select two courses (6-8 units)		
ACCT R101	Financial Accounting	3
or		
ACCT R101H	Honors: Financial Accounting	3
MATH R105	Introductory Statistics	4
or		
MATH R105H	Honors: Introductory Statistics	4
or		
PSY R103	Beginning Statistics for Behavioral Science	3
ACCT R102	Managerial Accounting	3
BUS R111	Business Law	3
BUS R140	Business Communications	3
CIS R100	Introduction to Computer Information Systems	3
CRM R102B	Institutional Food Production Management	4
CRM R105	Gourmet Restaurant Service	4
ECON R101	Introduction to the Principles of Macroeconomics	3
ECON R102	Introduction to the Principles of Microeconomics	3
MATH R106	Business Calculus	4
Total Units for the Major		18-24

Associate in Arts in Deaf Studies

The Deaf Studies Associate in Arts degree will prepare students who wish to pursue careers working with Deaf people. This program will prepare students in the basics of ASL and Deaf culture, which form the lower division requirements for the Bachelor's degree in Deaf Studies at California State University, Northridge, the primary transfer institution for students pursuing ASL-related fields. Upon receiving a Bachelor's degree, students can work in a variety of fields: sign language interpreting, counseling, teaching deaf students, teaching ASL, teaching aides, government specialists, social service providers, and many others careers. Recent legislation and judicial directives have mandated communication access for Deaf people in the public and private sectors. Proficiency in ASL is a marketable skill and a valuable addition to any resume.

Required Courses:		Units
ASL R101	American Sign Language 1	4
ASL R102	American Sign Language 2	4
ASL R103	American Sign Language 3	4
ASL R104	American Sign Language 4	4
ASL R110	Introduction to Deaf Studies	3
Total Required Major Units		19

Certificate of Achievement in American Sign Language

In recent years, legislative and judicial directives mandating access to services for Deaf people have caused a demand for a workforce skilled in American Sign Language (ASL), now the third most studied modern language in the U.S. The courses in the Certificate of Achievement in American Sign Language equip students with the linguistic proficiency and cultural competency to interact with deaf people in their respective fields, and to contribute to a greater societal understanding and appreciation for the Deaf community. The certificate provides a series of four courses in the language, with cultural study embedded in each. A separate Deaf Studies course is also offered, which provides a deeper exploration into the culture, history, customs and social issues of relevance to the Deaf community. This certificate recognizes proficiency in ASL, a marketable skill and a valuable addition to any resume.

Required Courses:		Units
ASL R101	American Sign Language 1	4
ASL R102	American Sign Language 2	4
ASL R103	American Sign Language 3	4
ASL R104	American Sign Language 4	4
ASL R110	Introduction to Deaf Studies	3
Total Required Major Units		19

Certificate of Achievement in Baking and Patisserie

Students will have the opportunity to develop the knowledge, skills and techniques required for the production and presentation of basic yeast products. Students will explore pate a choux, stirred and baked custards, Bavarians and mousses. This program focuses on concepts, procedures and techniques required to produce classical European plated desserts including crepes, soufflés, sabayon, and frozen desserts. This program also emphasizes the preparation and assembly of finished desserts, tempering chocolate, sauce preparation, and garnishes.

Required Courses	Units
CRM R104 Sanitation and Environmental Control	3
CRM R103A Introduction to Baking Techniques	6
CRM R103B Advanced Pastry	3.5
CRM R103C Cake Decorating and Assembly	2.5
Total Required Units	15

Proficiency Award in Baking and Patisserie

This award introduces the fundamental concepts, skills and techniques of basic baking. Special emphasis placed on the study of ingredient functions, product identification, and weights and measures as applied to baking. Students will have the opportunity to apply basic baking techniques in the preparation of cookies, cakes, muffins, tarts and basic custards and petit fours. Traditional meringues, butter creams and Génoise Sponge will be included. This program prepares students for entry level employment in bakeries, grocery store bakeries, institutional bakeries, or restaurants where baked goods are prepared and sold.

Required Courses	Units
CRM R103A Baking Techniques	6
CRM R103B Advanced Pastry	3.5
CRM R104 Sanitation and Environmental Control	3
Total Required Units	12.5

New Programs

Certificate of Achievement in Fitness Trainer

The Fitness Specialist Certificate of Achievement program prepares students for employment in the fitness industry by combining a science-based academic foundation with an abundance of experiential learning. Students gain knowledge of Kinesiology principles while developing fitness assessment, exercise leadership, and individual & group exercise programming skills. Upon completion, graduates of this program should expect to seek the appropriate National Certification before finding careers working in various health and fitness field. National certification costs are the responsibility of the students.

Required Courses (11-14 units):		Units
PE R112	Personal Training: Principles and Applications	3
PE R111	Group Fitness Teaching	3
HED R105	CPR AED, First Aid, and Personal Safety	3
PE R150A	Weight Training and Conditioning I	1
COT R190V	Occupational Cooperative Unpaid Work Experience	1-4
or		
COT R191V	Occupational Cooperative Paid Work Experience	1-4
Electives: (Select a minimum of 7 units.)		Units
HED R114	Introduction to Nutrition Science	3
ANAT R101	Human Anatomy	4
PHSO R101	Human Physiology	5
HED R106A	Intro to Athletic Training and Sports Medicine	3
TOTAL REQUIRED UNITS:		18-23

VENTURA COLLEGE

Revised Courses

ART V19	Three Dimensional Design	3 units
ART V25A	Beginning Sculpture I	3 units
ART V25B	Beginning Sculpture II	3 units
ART V26A	Intermediate Sculpture I	3 units
ART V26B	Intermediate Sculpture II	3 units
ART V50A	Handbuilding Ceramics I	3 units
ART V50B	Handbuilding Ceramics II	3 units

Revised Courses

ART V19 Three-Dimensional Design 3 units

C-ID: ARTS 101

Hours: -2-1 lecture, 4- 6 laboratory weekly

This is a foundation course reviewing the theories and applications of three-dimensional form in the visual arts using the elements of line, plane, mass, and volume. Specific emphasis is given to the exploration of materials and the use of tools.

Field Trips may be required. Formerly Art 19. Transfer Credit: CSU; UC.

ART V25A Beginning Sculpture I 3 units

C-ID: ARTS 240 (aligned)

Hours: -2-1 lecture, 4- 6 laboratory weekly

This is a studio course in the fundamentals of sculpture techniques. Special emphasis will be placed on wood carving, clay construction, and stone conceptual construction. Live models will be used.

Field Trips may be required. Formerly Art 25A. Transfer Credit: CSU; UC.

ART V25B Beginning Sculpture II 3 units

Prerequisite: ART V25A

Hours: 2-1 lecture, 4- 6 laboratory weekly

This is a studio course in the fundamentals of sculpture techniques. Special emphasis will be on clay modeling, stone carving, and plaster build-up techniques. Live models will be used.

Field Trips may be required. Formerly Art 25B. Transfer Credit: CSU; UC.

ART V26A Intermediate Sculpture I 3 units

Prerequisite: ART V25B

Hours: 2-1 lecture, 4- 6 laboratory weekly

This is an intermediate level studio course in the fundamentals of sculpture techniques. Special emphasis will be on wood carving, clay construction, and stone conceptual construction. Live models will be used.

Field Trips may be required. Formerly Art 26A. Transfer Credit: CSU; UC.

ART V26B Intermediate Sculpture I 3 units

Prerequisite: ART V26A

Hours: 2-1 lecture, 4- 6 laboratory weekly

This is an intermediate level studio course in the fundamentals of sculpture techniques. Special emphasis will be on stone carving, wood construction, and direct wax methods with human form as subject matter. Live models will be used.

Field Trips may be required. Formerly Art 26B. Transfer Credit: CSU; UC.

Revised Courses (continued)

ART V50A Handbuilding Ceramics I 3 units

Hours: 2-1 lecture, 4- 6 laboratory weekly

This course is an introduction to the development of ceramic handbuilt forms. Experimentation with basic techniques, and decoration related to non-wheel thrown historical forms. Ventura College faculty has defined Handbuilding Ceramics as a family of courses which includes ART V50A, ART V50B, ART V50C, and ART V50D. A student may take a maximum of four (4) courses from a family.

Field Trips may be required. Transfer Credit: CSU; UC.

ART V50B Handbuilding Ceramics II 3 units

Prerequisite: ART V50A

Hours: 2-1 lecture, 4- 6 laboratory weekly

This course provides investigative approaches to the enhancement of intermediate level ceramic handbuilt forms. Emphasis will be on demonstration of surface decoration on clay structure through altering textures, inlays, color slips, oxides, sgraffito, and slip trailing. Exploring the nature of clay – plastic, leather-hard, bone-dry clay. Ventura College faculty has defined Handbuilding Ceramics as a family of courses which includes ART V50A, ART V50B, ART V50C, and ART V50D. A student may take a maximum of four (4) courses from a family.

Field Trips may be required. Transfer Credit: CSU; UC.



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4102 Career Technical Education Programs
Number	AP 4102
Status	Under Consideration
Legal	2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2nd Edition) ACCJC Accreditation Standard II.A.14 34 Code of Federal Regulations Part 600 (U.S. Dept. of Ed Regulations) California Education Code, Section 78016 Title 5, Sections 55600 et seq. ADD PERKINS
Adopted	July 14, 2009
Last Revised	April 14, 2015

This Administrative Procedure applies only to programs with a Taxonomy of Programs (TOP) code that designates them as vocational or career technical in nature.

I Career Technical Education (CTE) Program Development and Approval

All CTE program development must follow the steps outlined in [AP 4020](#): Program, Curriculum and Course Development. However new CTE program development and CTE program review must also include additional elements as stated below; see A and B. CTE programs must also follow new rules and regulations as established by the California Community College Chancellor's Office as appropriate.

A. New CTE Program Development

New CTE programs and substantially revised CTE programs must follow AP 4020 and also include the following:

1. South Central Coast Regional Consortium submission (SCCRC): Prior to local Board of Trustees approval the proposed CTE program must be submitted to the South Central Coast Regional Consortium (SCCRC) for review and support.
2. Additional supporting documentation as guided by the most recent Program and Course Approval Handbook, including, but not limited to:
 - Labor Market Information and analysis
 - Regional Consortium minutes showing program endorsement
 - Membership roster, minutes, and summary of recommendations from the most recent advisory committee meeting

B. CTE Program Review

CTE program review is required every two years ([California Education Code Section 78016](#)), in accordance with AP 4020 and the established program review practices at each District College. In addition to the

established program review elements, the review process must address:

- Current viability of the CTE program
- Continuing market relevance

These two factors are satisfied by, as applicable:

- Demonstration of student completion, transfer, and/or demonstration of student success in obtaining employment
- Demonstration of student success in state of regional licensure, certification, or comparable examinations (if applicable)
- Continuing review by Advisory Committee identifying skills and competencies needed in the local workforce
- Does not represent unnecessary duplication of similar career programs in the area

II CTE Advisory Committees

Members of CTE Advisory Committees shall be employees selected from business or industry related to the program, high school/university representatives, students or alumni of the program, parents of students, representatives of labor organizations, Deputy Sector Navigators (DSNs), or other interested individuals with expertise in the area, or agency representatives. A balance should exist of faculty and staff representatives and together the faculty and staff should be no more than 20% of the committee membership. Advisory committees must meet at least once a year.

III CTE Gainful Employment Programs

Consistent with federal regulations pertaining to federal financial aid eligibility, the Chief Instructional Officer will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website.

The Chief Instructional Officer shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

Last Modified by Andrea Rambo on July 6, 2017

DTRW-I Meeting Schedule and Submission Deadlines 2018-2019

All meetings are on the second Thursday of each month from 1:00 pm – 3:00 pm
Location: DAC Lakin Boardroom

MEETING DATES 2 nd Thursday of the Month	SUBMISSION DEADLINES Friday 12 pm - prior to meeting date
September 13, 2018	September 7, 2018
October 11, 2018	October 5, 2018
November 8, 2018	November 2, 2018
December 13, 2018	December 7, 2018
January 10, 2019	January 4, 2019
February 14, 2019	February 8, 2019
March 14, 2019	March 8, 2019
April 11, 2019	April 5, 2019
May 9, 2019	May 3, 2019