



District Technical Review Workgroup - Instructional (DTRW-I)

**Agenda
February 14, 2013 - 1:00 p.m.
Lakin Board Room**

- **Approval of January 24, 2013 Meeting Notes**
- **Curriculum Submissions**

MOORPARK COLLEGE

New Degree

Business, Certificate of Achievement

New Courses

| | | |
|------------|---|-----|
| DANC M55B | Dance Rehearsal and Performance II | 2.0 |
| EATM M15EL | Wildlife Education Spring Spectacular Lab | 1.5 |
| PHTC M53 | Laboratory Practice in Photography IV | 1.5 |

Revised Courses

| | | |
|----------|--|--------------------|
| BUS M33 | Business Law | 3.0 |
| BUS M39 | Business Communications | 3.0 |
| DANC M18 | Dance Somatics/Conditioning for Dance | 2.0 |
| NS M01 | Beginning Nursing Science | 4.0 |
| NS M01L | Beginning Clinical Nursing Lab I | 4.5 |
| NS M04L | Advanced Nursing Science Clinical Nursing Laboratory | 5.0 4.5 |
| PSY M06 | Introduction to Behavioral Research Methods | 3.0 |

OXNARD COLLEGE

No submissions for February

VENTURA COLLEGE

New Courses

| | | |
|-----------|---|---------|
| ART V13D | Life Drawing IV | 3 units |
| ART V50A | Beginning Handbuilding | 3 units |
| AUTO V49 | California BAR Smog License Update Course | 1 unit |
| DANC V10C | Modern III | 2 units |
| DANC V10D | Modern IV | 2 units |
| DANC V13C | Tap III | 2 units |
| DANC V13D | Tap IV | 2 units |
| DANC V15C | Ballet III | 2 units |
| DANC V15D | Ballet IV | 2 units |
| DANC V29C | Jazz III | 2 units |
| DANC V29D | Jazz IV | 2 units |
| DANC V30B | Dance Performance II | 3 units |
| DANC V30C | Dance Performance III | 3 units |



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|--|---------|
| DANC V30D Dance Performance IV | 3 units |
| DANC V50C Composition III | 2 units |
| DANC V50D Composition IV | 2 units |
| THA V10D Production and Performance IV | 3 units |

Revised Courses

| | |
|----------------------------------|--------------------|
| ART V53A Ceramic Glaze Theory I | 2 3 units |
| ART V53B Ceramic Glaze Theory II | 2 3 units |
| ART V73A Digital Imaging | 3 units |
| BUS V07A Business Calculations | 2.5 units |
| BUS V29 Medical Insurance | 3 units |
| DANC V10A Modern Dance I | 1.5 2 units |
| PHOT V73A Digital Imaging | 3 units |

Other Business:

- **BP 4022 Course Approval** – this policy/procedure will be reviewed by this workgroup. An administrative procedure shall be developed as there is no current AP in BoardDocs.
- **AP 4100** (version by Shannon Davis dated 12.12.12) will be agendaized for the February 14 DTRW-I meeting for discussion. This procedure will then go through the Curriculum Committees after review by DTRW-I to narrow down the focus for discussion. AP 4100 is also under review by DCAA.
- **Discussion:** Development of AP/BP on Repeatability, Title 5, Section 55000 Policy/Procedure Review (Gloria Arevalo)

Next Meeting Date: March 7, 2013, 1:00 pm – **Oxnard College – President’s Conference Room**

Ventura County Community College District

2012-2013 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
January 24, 2013 - 1:00 p.m. – DAC Lakin Board Room
MEETING NOTES PRIOR TO APPROVAL AT 2.14.13 DTRW-I MEETING

Members: Chancellor’s Designee: Erika Endrijonas, Chair, (OC)
 Faculty Co-Chair: Mary Rees, Co-chair (MC)
 Executive Vice Presidents: Erika Endrijonas (OC), Jane Harmon (MC), Ramiro Sanchez (VC)
 Faculty Co-Chairs of Curriculum Committees: Jim Merrill (OC), Mary Rees (MC), Mark Pauley (VC)
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (VC)
 Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor’s Cabinet Liaison/guest)
 Guest: Terry Cobos, DAC, Director of Administrative Relations

Absent: All members were in attendance

Recorder: Laurie Nelson-Nusser

Notes:

| Agenda Item | Summary of Discussion | Action (If Required) | Completion Timeline | Assigned to: |
|--|---|-----------------------------------|---------------------|---------------|
| Approval of November 8, 2012 Meeting Minutes | Dr. Endrijonas welcomed everyone to DTRW-I and the meeting commenced at 1:05 pm. The meeting notes were approved as presented with a minor change to Moorpark’s curriculum submission under new courses and with abstention from Jim Merrill. Mr. Merrill has replaced Teresa Bonham as Faculty Co-chair of Curriculum for Oxnard College on DTRW-I as she is currently on sabbatical. | | | |
| CURRICULUM SUBMISSIONS | | | | |
| New Degree/Course/Revised Courses Moorpark/Oxnard/Ventura | Curriculum Submissions: VENTURA COLLEGE | Add all recommended curriculum to | January 28 | Laurie Nusser |

| Agenda Item | Summary of Discussion | Action (If Required) | Completion Timeline | Assigned to: |
|---------------------------|--|----------------------|---------------------|--------------|
| <p>Submissions</p> | <p>New Degrees/Programs Certificate of Achievement in Administrative Assistant Recommendation: this new certificate program will go forward to DCAA.</p> <p>New Courses MATH V22, Introduction to Linear Algebra, 3 units Recommendation: this new course will go forward to DCAA.</p> <p>Revised Courses MM V40 ART V68, Introduction to Multimedia and Multimedia Digital Art Applications, 3 units MM V20 ART V69, Visual Design for Multimedia Digital Art, 3 units MM V74A ART V70A, Adobe Photoshop I for Digital and Fine Art, 3 units MM V74B ART V70B, Adobe Photoshop II for Digital and Fine Art, 3 units MM V80 ART V77, Dreamweaver for Website Development Design, 3 units CS V13, Object-Oriented Programming, 3 units CS V30, Beginning C++, 3 units CS V40, Beginning Java, 3 units POLS V05, Introduction to International Relations, 3 units POLS V15, Revolution in the Third World and Mass Movement, 3 units Recommendation: there were changes to the Art course submissions. CS courses also had changes to the course numbering of VO3 E. A revised submission is required for review by DCAA and subsequently the</p> | <p>DCAA agenda</p> | | |

| Agenda Item | Summary of Discussion | Action (If Required) | Completion Timeline | Assigned to: |
|---|--|--|---|--|
| | <p>Board.</p> <p><u>OXNARD COLLEGE</u> There were no submissions for January.</p> <p><u>MOORPARK COLLEGE</u> There were no submissions for January.</p> | Send revised curriculum submission to Ms. Nusser | January 25 | Mark Pauley/Ventura College Curriculum Tech |
| <p>Policy/Procedure Two Year Review Cycle – status update (Clare Geisen)</p> | <p>AP 4100 (version by Shannon Davis dated 12.12.12) will be agendized for the February 14 DTRW-I meeting for discussion. This procedure will then go through the Curriculum Committees after review by DTRW-I to narrow down the focus for discussion. AP 4100 is also under review by DCAA.</p> <p>Terry Cobos, Director of Administrative Services, attended the meeting to speak to BP/AP 4300 Field Trips and Excursions. Ms. Cobos presented a revised version of BP 4300 and a proposed version of AP 4300 for review by DTRW-I as this policy and procedure is linked to instruction. Ms. Cobos indicated the CCLC version was utilized to model the revised policy and proposed procedure. Suggestions for minor changes were made to the proposed administrative policy. The revised versions will be emailed to Ms. Nusser by Ms. Cobos for review by DCAA and Academic Senates.</p> <p>Ms. Geisen provided an updated policy/procedure tracking sheet for review by the DTRW-I group and noted we are coming to the end of the two-year review cycle for accreditation requirements.</p> | <p>Agendize AP 4100 for next DTRW-I meeting</p> <p>Send revised versions of BP/AP 4300 for DCAA agenda to Laurie Nusser</p> <p>Agendize for DCAA</p> | <p>February 13</p> <p>As soon as possible</p> <p>January 28</p> | <p>Laurie Nusser</p> <p>Terry Cobos</p> <p>Laurie Nusser</p> |

MOORPARK COLLEGE

New Degree

Business, Certificate of Achievement

New Courses

| | | |
|------------|---|-----|
| DANC M55B | Dance Rehearsal and Performance II | 2.0 |
| EATM M15EL | Wildlife Education Spring Spectacular Lab | 1.5 |
| PHTC M53 | Laboratory Practice in Photography IV | 1.5 |

Revised Courses

| | | |
|----------|--|--------|
| BUS M33 | Business Law | 3.0 |
| BUS M39 | Business Communications | 3.0 |
| DANC M18 | Dance Somatics/Conditioning for Dance | 2.0 |
| NS M01 | Beginning Nursing Science | 4.0 |
| NS M01L | Beginning Clinical Nursing Lab I | 4.5 |
| NS M04L | Advanced Nursing Science Clinical Nursing Laboratory | 5.04.5 |
| PSY M06 | Introduction to Behavioral Research Methods | 3.0 |

New Degree

Business, Certificate of Achievement

Study in business leads to a wide range of opportunities in a variety of industries such as banking, health care/biotechnology, law, entertainment, defense, computer/electronics, and education, as well as in government and non-profit organizations.

To earn a Certificate of Achievement in Business, students complete 19 specified units that provide an introduction to the primary disciplines within business as preparation for entering or advancing in the workforce.

Required Courses: complete the following courses (16 units)

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|-----------|---------------------------------|-----|
| ACCT M110 | Financial Accounting | 4.0 |
| BUS M30 | Introduction to Business | 3.0 |
| BUS M31 | Introduction to Management..... | 3.0 |
| BUS M37 | Marketing..... | 3.0 |
| BUS M39 | Business Communications | 3.0 |

Electives: select and complete one course (3 units) from the following

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|-----------|---|-----|
| BUS M32 | Small Business Management | 3.0 |
| BUS M33 | Business Law | 3.0 |
| ECON M01 | Principles of Microeconomics | 3.0 |
| ECON M02 | Principles of Macroeconomics..... | 3.0 |
| ECON M02H | Honors: Principles of Macroeconomics..... | 3.0 |

TOTAL UNITS**19.0**

Revised Courses

BUS M33 Business Law 3.0
Prerequisites: None
Recommended Prep: BUS M2830 or ENGL M02
Hours: 3 lecture

Examines the fundamental legal principles pertaining to business transactions. ~~Focuses on contract law.~~ **Explores** the origins of legal systems, **sources of law**, and **judicial and administrative processes and procedures**. **Focuses on contract law**, including torts, **agency**, ~~basics of criminal law,~~ **business organizations**, sales and leases, ~~agency,~~ and ethics. Applies to Associate Degree. Transfer credit: CSU; UC (BUS M33 and BUS M34 combined: maximum credit, one course)

BUS M39 Business Communications 3.0
Prerequisites: ~~None~~ **ENGL M01A or ENGL M01AH**
~~Recommended Prep: BUS M28 or ENGL M02 or ENGL M01 and Word Processing skill~~
Hours: 3 lecture

Applies the principles of ethical and ~~Introduces effective communications skills by preparing and analyzing business~~ **to the creation of letters, memos, emails, and written and oral reports, and oral presentations for a variety of business situations.** Emphasizes **planning, gathering, organizing, composing and presenting information for decision making, interviewing and negotiating in a multicultural arena** **revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports.** Applies to Associate Degree. Transfer credit: CSU

DANC M18 Dance Somatics/Conditioning for Dance 2.0
Prerequisites: ~~None~~ **Student must have completed at least one of the dance technique or performing classes at Moorpark College which includes the following: DANC M10A-D, M11A-D, M12A-D, M16, M17 or M55**
Hours: 21 lecture, 3 lab

Presents information pertaining to **the** anatomy, kinesiology, nutrition, basic injury prevention, and self-care practices needed for a dancer's best performance. Includes a survey of supplemental training methods often used by dancers to support their performance. **Practices fundamental conditioning and repatterning techniques often used to improve dance performance. Introduces somatic practices which may include Yoga, Pilates, Bartenieff Fundamentals, Resistance Training, Foam Rolling, Franklin Imagery or other current conditioning practices which will support a dancer's training and overall health and fitness.** Applies to the Associate Degree. Transfer credit: CSU; UC

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|----------------|--|-----|
| NS M01 | Beginning Nursing Science | 4.0 |
| Prerequisites: | Admission to Nursing Program and completion of Nursing Program prerequisites | |
| Corequisites: | NS M01L | |
| Hours: | 4 lecture | |

Part 1: Provides the theoretical concepts of patient-centered, evidence-based fundamental nursing care of adult and geriatric patients using the nursing process related to health promotion and self-care deviations in common and emerging healthcare settings. Presents the foundations of nursing practice and the nursing process, legal and ethical frameworks, diversity, head-to-toe assessment and documentation addressing all body systems for the adult and geriatric client, theoretical concepts of skills associated with activities of daily living, maintenance of a safe environment, and growth and nutrition.

Part 2: Provides the theoretical concepts of patient-centered, evidence-based beginning medical-surgical nursing care of adults using the nursing process related to health promotion and self-care deviations in common and emerging healthcare settings. Presents the concept of care pertaining to medication administration, the perioperative period, comfort, pain, diabetes mellitus, and care of patients with basic health-deviations of the cardiovascular system, and health-deviations of the musculoskeletal system. Introduces the nursing process as the foundation for nursing practice, the nursing skills and principles necessary to implement for process, and the roles of the nurse as provider, manager, and contributor to the profession. Emphasizes nursing values: caring, integrity, ethical practices, diversity, education, service, and quality. Utilizes the concepts of Orem's Self-Care model and focuses on assessment, identifying the client's universal self-care requisites: air, water, food, elimination, activity, social, safety, and normalcy in the adult and elder. Covers assessment of the integumentary, musculoskeletal, respiratory, cardiac, gastrointestinal, genitourinary, and neurological systems, including sleep, comfort, and pain. Addresses nursing actions related to health promotion and treatment of deviations: endocrine, cardiac, and respiratory. Applies to Associate Degree.
Transfer credit: CSU

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|----------------|--|-----|
| NS M01L | Beginning Clinical Nursing Lab I | 4.5 |
| Prerequisites: | Admission to Nursing Program and completion of Nursing Program prerequisites | |
| Corequisites: | NS M01 | |
| Hours: | 14 lab | |

Part 1: Applies fundamental, patient-centered, evidence-based nursing care to simulated patients in the skills lab setting and one selected adult/geriatric patient in extended, rehabilitation, or acute care settings using the nursing process related to health promotion and self-care deviations. The focuses is on practice and demonstration of communication, physical assessment, activity of daily living, identification of actual and potential health deviations, and documentation of the nursing process.

Part 2: Applies beginning medical-surgical, patient-centered, evidence-based nursing care to 1-2 adult patients with common, acute, and chronic health care needs in the acute care setting using the nursing process related to health promotion and self-care deviations. The focus is on medication administration, IV maintenance, application of safety/technical skills, the nursing process, communication, responsibility and accountability, and organization and prioritization. ~~Applies the nursing process to 1-2 selected adult and geriatric patients with nursing actions related to health promotion and deviations in: integumentary, musculoskeletal, genitourinary, gastrointestinal, neurological, endocrine, cardiac, and respiratory systems in the acute and extended care settings.~~ Applies to the Associate Degree. Transfer credit: CSU

| | | |
|----------------|--|--------|
| NS M04L | Advanced Nursing Science Clinical Nursing Laboratory | 5.04.5 |
| Prerequisites: | NS M03 and MS M03L | |
| Corequisites: | NS M04 | |
| Hours: | 13.5 lab | |

Part 1: Provides application of patient-centered, evidence-based nursing care to 1-6 adult patients with common to complex, acute, and chronic health care needs in the acute care setting using the nursing process related to health promotion and self-care deviations.

Part 2: Provides the application of patient-centered, evidence-based nursing care to patients in a precepted acute care environment using the nursing process related to health promotion and self-care deviations. ~~Applies organizational, leadership and management skills in providing care to a group of patients in the intensive care, acute and ambulatory care settings.~~ Applies to Associate Degree. Transfer credit: CSU

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|----------------|---|-----|
| PSY M06 | Introduction to Behavioral Research Methods | 3.0 |
| Prerequisites: | PSY M01 or PSY M01H and MATH M15 or MATH M15H | |
| Hours: | 3 lecture | |

Introduces basic research concepts and principles of behavioral science; descriptive and experimental research approaches; problem identification, hypothesis formation and testing; experimental variables and controls; validity and reliability; experimental, quasi-experimental, and single participant research designs; and research ethics. Requires research study and ~~manuscript~~ **term paper** using American Psychological Association (APA) guidelines and format. Applies to Associate Degree. Transfer credit: CSU; UC

VENTURA COLLEGE

New Courses

| | | |
|-----------|---|---------|
| ART V13D | Life Drawing IV | 3 units |
| ART V50A | Beginning Handbuilding | 3 units |
| AUTO V49 | California BAR Smog License Update Course | 1 unit |
| DANC V10C | Modern III | 2 units |
| DANC V10D | Modern IV | 2 units |
| DANC V13C | Tap III | 2 units |
| DANC V13D | Tap IV | 2 units |
| DANC V15C | Ballet III | 2 units |
| DANC V15D | Ballet IV | 2 units |
| DANC V29C | Jazz III | 2 units |
| DANC V29D | Jazz IV | 2 units |
| DANC V30B | Dance Performance II | 3 units |
| DANC V30C | Dance Performance III | 3 units |
| DANC V30D | Dance Performance IV | 3 units |
| DANC V50C | Composition III | 2 units |
| DANC V50D | Composition IV | 2 units |
| THA V10D | Production and Performance IV | 3 units |

Revised Courses

| | | |
|-----------|-------------------------|------------------------|
| ART V53A | Ceramic Glaze Theory I | 2 3 units |
| ART V53B | Ceramic Glaze Theory II | 2 3 units |
| ART V73A | Digital Imaging | 3 units |
| BUS V07A | Business Calculations | 2.5 units |
| BUS V29 | Medical Insurance | 3 units |
| DANC V10A | Modern Dance I | 1.5 2 units |
| PHOT V73A | Digital Imaging | 3 units |

New Courses - Continued

| | | |
|--------------------------|--------------------------------|---------|
| DANC V10C | Modern III | 2 Units |
| Recommended Preparation: | DANC V10B or equivalent skills | |
| Hours: | 1 lecture, 3 laboratory weekly | |

The course builds on techniques and skills learned in Modern I and II. Emphasis will be placed on the refinement of technique, the introduction of new movement, and the development of heightened technical skills.

Ventura College faculty has defined Modern as a family of courses which includes DANC V10A, DANC V10B, DANC V10C, and DANC V10D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

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|--------------------------|--------------------------------|---------|
| DANC V10D | Modern IV | 2 Units |
| Recommended Preparation: | DANC V10C or equivalent skills | |
| Hours: | 1 lecture, 3 laboratory weekly | |

The course builds on techniques and skills learned in Modern I, II, and III. Emphasis will be placed on the refinement of technique, the introduction of new movement, and the development of advanced technical skills.

Ventura College faculty has defined Modern as a family of courses which includes DANC V10A, DANC V10B, DANC V10C, and DANC V10D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

| | | |
|--------------------------|--------------------------------|---------|
| DANC V13C | Tap III | 2 Units |
| Recommended Preparation: | DANC V13B or equivalent skills | |
| Hours: | 1 lecture, 3 laboratory weekly | |

This course builds on techniques and skills learned in Tap I and II. Emphasis will be placed on the refinement of technique, the introduction of new movement, and the development of technical skills to intermediate/advanced level.

Ventura College faculty has defined Tap as a family of courses which includes DANC V13A, DANC V13B, DANC V13C, and DANC V13D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

New Courses - Continued

| | | |
|--------------------------|--------------------------------|---------|
| DANC V13D | Tap IV | 2 Units |
| Recommended Preparation: | DANC V13C or equivalent skills | |
| Hours: | 1 lecture, 3 laboratory weekly | |

This course builds on techniques and skills learned in Tap I, II, and III. Emphasis will be placed on the refinement of technique, the introduction of new movement, and the development of technical skills at an advanced level.

Ventura College faculty has defined Tap as a family of courses which includes DANC V13A, DANC V13B, DANC V13C, and DANC V13D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

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|--------------------------|--------------------------------|---------|
| DANC V15C | Ballet III | 2 Units |
| Recommended Preparation: | DANC V15B or equivalent skills | |
| Hours: | 1 lecture, 3 laboratory weekly | |

The course builds on techniques and skills learned in Ballet I and II. Emphasis will be placed on the refinement of technique, the introduction of new movement and the development of technical ballet skills at an intermediate/advanced level.

Ventura College faculty has defined Ballet as a family of courses which includes DANC V15A, DANC V15B, DANC V15C, and DANC V15D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

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|--------------------------|--------------------------------|---------|
| DANC V15D | Ballet IV | 2 Units |
| Recommended Preparation: | DANC V15C or equivalent skills | |
| Hours: | 1 lecture, 3 laboratory weekly | |

The course builds on techniques and skills learned in Ballet I, II and III. Emphasis will be placed on the refinement of technique, the introduction of new movement and the development of technical ballet skills at an advanced level.

Ventura College faculty has defined Ballet as a family of courses which includes DANC V15A, DANC V15B, DANC V15C, and DANC V15D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

New Courses - Continued

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|--------------------------|--------------------------------|---------|
| DANC V29C | Jazz III | 2 Units |
| Recommended Preparation: | DANC V29B or equivalent skills | |
| Hours: | 1 lecture, 3 laboratory weekly | |

The course builds on techniques and skills learned in Jazz I and II. Emphasis will be placed on the refinement of technique, the introduction of new movement, the development of heightened technical skills, and the analysis of jazz as an art form, both in cultural and historical contexts. Ventura College faculty has defined Jazz as a family of courses which includes DANC V29A, DANC V29B, DANC V29C, and DANC V29D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

| | | |
|--------------------------|--------------------------------|---------|
| DANC V29D | Jazz IV | 2 Units |
| Recommended Preparation: | DANC V29C or equivalent skills | |
| Hours: | 1 lecture, 3 laboratory weekly | |

The course builds on techniques and skills learned in Jazz I, II, and III. Emphasis will be placed on the refinement of technique, the introduction of new movement, the development of heightened technical skills, and the analysis of jazz as an art form, both in cultural and historical contexts. Ventura College faculty has defined Jazz as a family of courses which includes DANC V29A, DANC V29B, DANC V29C, and DANC V29D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

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|--------------------------|--------------------------------|---------|
| DANC V30B | Dance Performance II | 3 Units |
| Recommended Preparation: | DANC V30A or equivalent skills | |
| Hours: | 1 lecture, 6 laboratory weekly | |

This course supplies students with the opportunity to develop professional performance skills at an intermediate level. All students will engage in the rehearsal and choreographic collaborative process to develop their ensemble and performance skills to create new and traditional repertoire. During the semester the students will have the opportunity to perform in multiple venues. Ventura College faculty has defined Dance Performance as a family of courses which includes DANC V30A, DANC V30B, DANC V30C, and DANC V30D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

New Courses - Continued

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|--------------------------|--------------------------------|---------|
| DANC V30C | Dance Performance III | 3 Units |
| Recommended Preparation: | DANC V30B or equivalent skills | |
| Hours: | 1 lecture, 6 laboratory weekly | |

This course supplies students with the opportunity to develop professional performance skills at an intermediate/advanced level. All students will engage in the rehearsal and choreographic collaborative process to develop their ensemble and performance skills to create new and traditional repertoire. During the semester the students will have the opportunity to perform in multiple venues.

Ventura College faculty has defined Dance Performance as a family of courses which includes DANC V30A, DANC V30B, DANC V30C, and DANC V30D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

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|--------------------------|--------------------------------|---------|
| DANC V30D | Dance Performance IV | 3 Units |
| Recommended Preparation: | DANC V30C or equivalent skills | |
| Hours: | 1 lecture, 6 laboratory weekly | |

This course supplies students with the opportunity to develop professional performance skills at an advanced level. All students will engage in the rehearsal and choreographic collaborative process to develop their ensemble and performance skills to create new and traditional repertoire. During the semester the students will have the opportunity to perform in multiple venues.

Ventura College faculty has defined Dance Performance as a family of courses which includes DANC V30A, DANC V30B, DANC V30C, and DANC V30D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

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| DANC V50C | Composition III | 2 Units |
| Recommended Preparation: | DANC V50B or equivalent skills | |
| Hours: | 1 lecture, 3 laboratory weekly | |

This course will build on skills learned in composition II. Emphasis will be placed on developing group work for the stage and site specific choreography. Through improvisation the student will examine a variety of environments to develop movement and set works in relationship to the space. Topics will include experimenting with time, dynamics, shaping and multiple performance techniques and how they relate to the environment, other bodies in the space and the audience.

Ventura College faculty has defined Composition as a family of courses which includes DANC V50A, DANC V50B, DANC V50C, and DANC V50D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

New Courses - Continued

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|--------------------------|--------------------------------|---------|
| DANC V50D | Composition IV | 2 Units |
| Recommended Preparation: | DANC V50C or equivalent skills | |
| Hours: | 1 lecture, 3 laboratory weekly | |

This course will build on skills learned in composition III. The course will focus on creating hybrid choreographic processes. Students will create three short studies and one fully realized ten minute work that will be performed in the dance performance concert. Class time will be spent working on choreography, viewing and examining how identity, multiple dance genres, space, music, technology, theatricality, narrative and text is combined in contemporary performances. Topics will include improvisation as a source for movement invention, mixing of multiple dance styles, text, music/sound design, props and theatrical conventions. Ventura College faculty has defined Composition as a family of courses which includes DANC V50A, DANC V50B, DANC V50C, and DANC V50D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

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| THA V10D | Production and Performance IV | 3 Units |
| Hours: | 1.5 lecture, 4.5 laboratory weekly | |

This course provides supervised practical experience in an acting role, as a stage manager, designer, director, production assistant, or crew member in the preparation and performance of a Ventura College theatre production. Ventura College faculty has defined Theatre Production as a family of courses which includes THA V10A, THA V10B, THA V10C, and THA V10D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

Revised Courses

ART V53A Ceramic Glaze Theory I 2-3 Units
Prerequisite: ART V 51A
Hours: ~~4 lecture-laboratory~~ **2 lecture, 4 laboratory** weekly

This course is an introduction ~~to~~ **and investigation into** the nature of clay and glaze ingredients. Students will experiment with found clays and simple glaze formulation and testing. ~~Fees will be required.~~ Field trips may be required. Formerly Art 53A. Transfer credit: CSU; UC.

ART V53B Ceramic Glaze Theory II 2-3 Units
Prerequisite: ART V 53A
Hours: ~~4 lecture-laboratory~~ **2 lecture, 4 laboratory** weekly

~~This course is an investigation of glaze composition, characteristics and methods of modification.~~ **provides continuing experience in the development of glazes, their uses, modifications, and firing processes. Students will explore the designs of kilns, firing methods, and firing effects on glazes and clays.**
~~Fees will be required.~~ Field trips may be required. Formerly Art 53B. Transfer credit: CSU; UC.

ART V73A Digital Imaging 3 Units
Prerequisite: ART V 11A **or ART V 69**; and ART V 12A
Recommended Preparation: **ART V70A or equivalent skills**; and computer fundamentals.
Hours: ~~6 lecture-laboratory~~ **2 lecture, 4 laboratory** weekly

This course is a creative exploration of digital image editing. Using their own photographs, and image editing software such as Adobe Photoshop, students engage in color and value correction, special effects, and creative cropping. This course emphasizes digital image problem solving with attention given to successful artistic composition. Students learn to scan, manipulate, and enhance digital images for graphic and fine art reproduction. ~~Fees will be required.~~ Field trips may be required. ~~ART V73/PHOT V73 may be taken in any combination for a maximum of 2 times.~~ Formerly ~~Art 73~~ **ART V73**. Same as PHOT V73A. Transfer credit: CSU; UC.

Revised Courses - Continued

BUS V07A Business Calculations 2.5 Units
Hours: ~~5 lecture-laboratory~~ **1 lecture, 4.5 laboratory** weekly

This course introduces basic business math skills using a calculator and takes the student step-by-step through fundamental arithmetic concepts and a real-world application of techniques. Topics include calculation of percentages as applied to sequential operations, trade discounts, partial payment, chain discounts, markup and markdown, payroll, taxes (payroll, real estate, sales, loans), prorations, simple and compound interest, and part compared to the whole; insurance costs for life insurance, real estate, auto, and medical; calculation of present and future value, U.S. rule and Merchant's rule for calculating interest; inventory and turnover methods, including depreciation methods; analyzing business financial statements and operating ratios; and evaluating annuities based on future and present value, early payoff, and regular payments. Students will learn how to complete basic tasks on the computer.
Formerly Bus 7A. Transfer credit: CSU.

BUS V29 Medical Insurance 3 Units
Recommended Preparation: ~~BUS V11 or~~ typing 30 wpm
Hours: ~~3~~ **2.5 lecture, 1.5 laboratory** weekly

This course develops an understanding of the leading types of medical insurance programs with instruction and drill in ~~completing medical insurance forms for private insurance programs, such as~~ **performing the steps in medical billing for Blue Cross, Blue Shield, PPOs, and HMOs, as well as** Workers' Compensation, Medicare, Tricare, ~~HMOs, PPOs, and Medicaid, and develops basic~~ **Basic** skills in professional service coding and diagnostic coding **are also covered.** ~~This course~~ includes instruction in the overall claims process from claim submission to reimbursement. Collection strategies are also covered. ~~The course will enhance medical vocabulary by providing training in spelling, pronunciation, and definitions of medical terminology as they apply to medical insurance forms.~~
Formerly Bus 29.

DANC V10A Modern Dance I 1.5-2 Units
Hours: ~~3 lecture-laboratory~~ **1 lecture, 3 laboratory** weekly

This course is an introduction to modern dance techniques and skills, and the experience and appreciation of modern dance as an art form.
Ventura College faculty has defined Modern as a family of courses which includes DANC V10A, DANC V10B, DANC V10C, and DANC V10D. A student may take a maximum of four (4) courses from a family. Field trips may be required. ~~May be taken for a maximum of 2 times.~~
Formerly DANC V10. Transfer credit: CSU; UC.

Revised Courses - Continued

| | | |
|--------------------------|---|---------|
| PHOT V73A | Digital Imaging | 3 Units |
| Prerequisite: | ART V 11A <i>or</i> ART V 69 ; and ART V 12A | |
| Recommended Preparation: | ART V70A or equivalent skills ; and computer fundamentals. | |
| Hours: | 6 lecture-laboratory 2 lecture, 4 laboratory weekly | |

This course is a creative exploration of digital image editing. Using their own photographs, and image editing software such as Adobe Photoshop, students engage in color and value correction, special effects, and creative cropping. This course emphasizes digital image problem solving with attention given to successful artistic composition. Students learn to scan, manipulate, and enhance digital images for graphic and fine art reproduction.

~~Fees will be required. Field trips may be required. ART V73/PHOT V73 may be taken in any combination for a maximum of 2 times. Formerly Photo 73~~ **PHOT V73**. Same as ART V73A.

Transfer credit: CSU; UC.



| | |
|---------|---------------------------------------|
| Book | Administrative Procedures |
| Section | Chap 4 Academic Affairs |
| Title | Course Approval |
| Number | AP 4022 |
| Status | Active |
| Legal | Title 5 Section 55100 |
| Adopted | August 1, 2007 |

AP 4022 Course Approval

Reference:

Title 5 Section 55100

Note: *This procedure applies to the processes for approving individual credit and non-credit courses. Local practice may be inserted, but **must address** the following requirements of Title 5 Section 55100.*

Procedures for submitting for Board approval individual degree-applicable credit courses offered as part of an educational program approved by the California Community Colleges Chancellor's Office.

Procedures for course approval of non-degree applicable credit courses and degree-applicable credit courses that are not part of a permitted educational program must address at least the following:

These courses must be approved by the curriculum committee.

The individuals on the curriculum committee must have received the training provided for in Title 5 Section 55100

Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community Colleges Chancellor's Office.

Students may only count a limited amount of semester or quarter units approved toward satisfying the requirements for a certificate or completion of an associate degree.

Regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites.

All courses approved must be reported to the California Community Colleges Chancellor's Office.

New 8/07

 [AP 4022 Course Approval.doc \(29 KB\)](#)

Last Modified by Jane Wright on March 13, 2012



| | |
|---------------|----------------------------|
| Book | VCCCD Board Policy Manual |
| Section | Chapter 4 Academic Affairs |
| Title | BP 4022 COURSE APPROVAL |
| Number | BP 4022 |
| Status | Active |
| Legal | Title 5, Section 55100 |
| Adopted | June 23, 2009 |
| Last Reviewed | May 14, 2009 |

The Chancellor will develop an administrative procedure that establishes processes for developing credit and non-credit courses.

| | |
|---------------|---|
| Book | VCCCD Administrative Procedure Manual |
| Section | Chapter 4 Academic Affairs |
| Title | AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES |
| Number | AP 4100 |
| Status | Active |
| Legal | Title 5, Section 55024 , Title 5, Section 55023 , Title 5, Section 55022 , Title 5, Section 55063 , Title 5, Section 55064 , Title 5, Section 55062 , Title 5, Section 55061 , Title 5, Section 55072 , Title 5, Section 55070 , Title 5, Section 55060 , Title 5, Section 55002 , Title 5, Section 55000.5 |
| Adopted | June 16, 2010 |
| Last Reviewed | May 8, 2012 |

As authorized by the California Code of Regulations, Title 5 (Education) section 55063, the Ventura County Community College District (VCCCD) Governing Board confers the Associate in Arts degree, the Associate in Science degree, Associate in Arts for Transfer (AA-T), the Associate in Science for Transfer (AS-T) and Certificates of Achievement on students who provide the required transcripts, meet the respective requirements listed in this AP and the college catalog, and who file with the appropriate college office an application for a degree and/or certificates. In accordance with Title 5 section 55070, the VCCCD also confers locally approved Proficiency Awards.

Only those courses which have been designated as appropriate to the associate degree in accordance with Title 5, Section 55063 and that meet the standards and criteria described in Title 5, Section 55002 and have been properly approved pursuant to this section, shall be applied to any degree or certificate awarded by the district. Courses completed at institutions other than a California community college, are expected to meet the same standards. District policies and procedures regarding general education and program requirements must be published in the college catalog and must be filed with the State Chancellor's Office.

Graduation Requirements for Degrees, Certificates, and Proficiency Awards of the District Colleges must address the following:

Associate Degrees and Associate Degrees for Transfer

For the Associate in Arts (AA) or Associate in Science (AS) degree, a student must:

- Demonstrate competency in reading, in written expression, and in mathematics as defined in Title 5 section 55063 for the appropriate catalog year.
- Satisfactorily complete at least 60 semester units of degree-applicable college work.
- Achieve a cumulative grade point average of no less than 2.0 in all degree-applicable college and university coursework attempted.

- Complete the major and/or are of emphasis coursework, a minimum of 18 semester units, prescribed in a State Chancellor’s Office approved AA or AS with no less than a “C” or “P” in each course
- Complete the required specified subjects and units in general education as defined in AP 4025.
- Complete a minimum of 12 semester units in residency at the college granting the degree. Exceptions to the residency requirement can be made by the Board when an injustice or undue hardship would result.

For the Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) degrees a student must:

- Complete 60 CSU transferable semester units.
- Achieve a CSU transferable GPA of no less than 2.0.
- Complete the major coursework, a minimum of 18 semester units, prescribed in a State Chancellor’s Office approved AA-T or AS-T with no less than a “C” or “P” in each course.
- Complete the CSU GE-Breadth pattern or IGETC pattern for CSU.
- Complete 12 semester units in residence at the college granting the degree.

Certificates of Achievement

The Certificate of Achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education. Certificate programs may also be approved for fewer units (a minimum of 12 and a maximum of 17.5 semester units of degree-applicable credit coursework), in this case, the same scholarship and residency standards would apply.

For a Certificate of Achievement, a student must:

- Complete the major coursework, a minimum of 18 semester units (or between 12 and 17.5 units in a low-unit certificate), prescribed in a State Chancellor’s Office approved Certificate of Achievement.
- Complete all applicable coursework in a state approved Certificate of Achievement with no less than a “C” or “P” in each course.
- Achieve a cumulative GPA of no less than 2.0 in all degree-applicable college work.
- Complete 12 semester units in residence at the college granting the degree.

Proficiency Awards

Shorter credit programs that lead to a Proficiency Award may be established by the District. Content and assessment standards for Proficiency Awards shall ensure that these programs are consistent with the District Colleges’ mission, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement. Proficiency Awards cannot be memorialized on a student transcript.

For a Proficiency Award, a student must:

- Complete all applicable coursework in a VCCCD Board approved Proficiency Award with no less than a “C” or “P” in each course.

Graduation Application Procedure

- Students must file a petition for a degree, certificate, and/or proficiency award through the Counseling Office.
- District Colleges offer three graduation dates: Summer term, Fall semester, and Spring semester.
- Graduation ceremonies are conducted at the end of the Spring semester.
- Graduation petition deadline dates are locally announced at each District College.

Course Substitution for Major and/or General Education Requirements

Occasionally a student may have difficulty in completing exact major and/or general education requirements as specified in the college catalog due to circumstances of class schedule conflicts, class cancellation, related but nonequivalent coursework taken outside of this college district, or circumstances beyond the control of the student. Under such circumstances, a student may file a Petition for Course Substitution for Major and/or General Education Requirements to seek approval from the appropriate college officials to substitute one or more courses in a designated major, an area of emphasis, and/or in general education. The petition forms are available in the Counseling Center.

- **Reciprocity for Local General Education Requirements**
Colleges shall apply courses taken at other regionally accredited colleges or universities toward general education requirements in the areas where the student would have received credit at the institution where they were originally taken or in the area where the college granting the degree places or would place a comparable course, whichever best facilitates the student's degree completion. (ASCCC Resolution 09.02 Spring 2010)
- **Reciprocity for CSU GE-Breadth or IGETC Requirements**
Students who are required to complete CSU GE-Breadth or IGETC for their particular degree, such as General Studies pattern III or Associate Degrees for Transfer, or Certificates of Achievement in CSU GE-Breadth or IGETC, shall have their courses evaluated for reciprocity according to the rules set forth by either CSU GE-Breadth in Executive Order (EO) 1065 or in the most current version of the IGETC Standards.
- **Course Substitution within approved Associate Degrees for Transfer (AA-T/AS-T)**
While the C-ID system establishes course-to-course reciprocity, where C-ID descriptors are not in place or where the substitution does not involve deeming two courses comparable, substitution decisions must be informed by the judgment of counseling or discipline faculty. When an AA-T or AS-T is being conferred, any substitutions made must result in the awarding of a degree that is consistent with the parameters defined by the TMC (Transfer Model Curriculum). The colleges are encouraged to apply courses successfully completed as part of a TMC-aligned degree at one college for requirements within their own degrees to the greatest extent deemed possible and reasonable, but substitutions should only be made in instances where the TMC allows flexibility, as the local AA-T or AS-T degree awarded must remain consistent with parameters of the TMC for the specific discipline. (ASCCC Resolution 15.01 Spring 2011 and ASCCC statements on Reciprocity, Course Substitution and Credit by Exam - in light of AA-T and AS-T degrees August 2012)

Double Counting

While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes within sections A-D of the district general education pattern. A course may not satisfy more than one requirement within a major and/or area of emphasis, even if it is an option in more than one section of a major and/or area of emphasis. However, a course may be used to satisfy both a general education requirement and a major or area of emphasis requirement. A course may also be used to satisfy requirements in 2 or more different majors, whether for an Associate degree, Associate degree for Transfer, Certificate of Achievement, or Proficiency Award. The units, however, may never be counted more than once toward the units required for the specific degree, certificate or proficiency award.

Catalog Rights/Continuous Enrollment

A student remaining in continuous enrollment at one or more of the colleges of the Ventura County Community College District (VCCCD) or at any other regionally accredited college or university, may meet the VCCCD graduation requirements in effect at the time of his/her entering or at any time thereafter. This applies only to graduation requirements and not to policies, procedures, or other regulations. Catalog rights/continuous enrollment are defined as attendance in at least one term each calendar year. Any academic record symbol entered on a transcript (A-F, CRE, P, NP, I, IP, RD, W, MW and prior to Fall 2009: CR and NC) shall constitute enrollment or attendance.

A student who has not maintained continuous enrollment is considered to be under new requirements when returning unless the student is granted a petition/waiver for extenuating circumstances. This petition must be initiated by the student through a college counselor and approved by the appropriate dean or designee.

Students should be made aware that other governing agencies may impose more restrictive limitations concerning the definitions of continuous enrollment or continuous attendance. Some agencies define continuous enrollment as remaining in attendance both fall and spring semesters. Some will not accept selected academic record symbols (such as Ws). Those affected by more restrictive guidelines include students receiving financial aid and alien students.

Academic Year

The Fall semester is the first term of an academic year. A summer term, whether one or more sessions, constitutes the last term of an academic year.

Guidelines for Additional Degrees, Certificates of Achievement, and Proficiency Awards

Any college in the Ventura County Community College District will award additional associate degrees, certificates of achievement and proficiency awards to students with degrees earned either in the United States or at foreign institutions that meet the following criteria:

1.) **U.S. Degrees:** A student who has earned an associate degree or higher at any regionally accredited institution in the United States may earn additional associate degrees. Institutions must be regionally accredited by one of the following accrediting bodies:

- Middle States Association of Colleges and Schools, Commission on Higher Education
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education
- New England Association of Schools and Colleges, Commission on Technical and Career Institutions
- North Central Association of Colleges and Schools, The Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools, Commission on Colleges
- Western Association of Schools and Colleges, Accrediting Commission for Community and Junior College
- Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities

2.) **Foreign Degrees:** A student who already holds an Associate degree or higher degree from any foreign institution accredited by one of the above accepted regionally U.S. accrediting bodies or evaluated as equivalent to a regionally accredited institution by one of the member agencies of the National Association of Credential Evaluation Services or one approved by the California Commission on Teacher Credentialing may also earn additional degrees at one of the colleges of the VCCCD.

Additional degrees can be in a specific major, General Studies with an area of emphasis, an Associate Degree for Transfer, or an additional option or emphasis within the major of the original degree.

Students with transcripts in either of the above categories must complete the following minimum Title 5 requirements for the catalog year covering the additional degree(s). These include:

- Residency requirements: Students must complete a minimum of 12 semester units at the community college granting the degree.
- Competency requirements in reading, written expression and mathematics as defined by Title 5 section 55063. *Students pursuing an AA-T or AS-T will have met these competency requirements by completion of either CSU GE-Breadth or IGETC.*
- General Education - Title 5 minimums include 18 units of General Education with
 - 3 semester units of Natural Sciences
 - 3 semester units of Social and Behavioral Sciences
 - 3 semester units of Arts and Humanities
 - 3 semester units in English Composition
 - 3 semester units in Communication and Analytical Thinking
 - 3 additional semester units in one of the five areas above.

- **Major Requirements:** Students must complete all required courses listed in the college catalog for the appropriate year for the specific major, Associate Degree for Transfer, area of emphasis or area of option for the additional degree(s).
- **Scholarship:** Students must meet the standards of scholarship in effect for the catalog year covering the additional degree(s) including the following:
 - Courses for Associate degree majors must have a grade of “C” or “P” or better beginning Fall 2009.
 - Courses for Certificates of Achievement must have a grade of “C” or “P” or better beginning Fall 2012.
 - Courses for Proficiency Awards must have a grade of “C” or “P” or better beginning Fall 2012.

Coursework taken for previously earned degrees may be used to fulfill the above requirements if deemed comparable by a counselor and/or discipline faculty.

No additional general education or local graduation requirements may be required

Exceptions to Graduation Requirements

Appeals to the above policy may be submitted to the Executive Vice President, or designee. Exceptions may be granted under extenuating circumstances or when there has not been sufficient opportunity to enroll in required courses.

| | |
|---------------|---|
| Book | VCCCD Administrative Procedure Manual |
| Section | Chapter 4 Academic Affairs |
| Title | AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES |
| Number | AP 4100 |
| Status | Active |
| Legal | Title 5, Section 55024 Title 5, Section 55023 Title 5, Section 55022 Title 5, Section 55063 , Title 5, Section 55064 , Title 5, Section 55062 , Title 5, Section 55061 Title 5, Section 55072 Title 5, Section 55070 Title 5, Section 55060 Title 5, Section 55002 Title 5, Section 55000.5 |
| Adopted | June 16, 2010 |
| Last Reviewed | May 8, 2012 |

~~Graduation Requirements for Degrees and Certificates of the District Colleges must address the following:~~

- ~~• Standards of Scholarship:

 - ~~◦ Students must achieve a cumulative grade point average of no less than 2.0 in all degree-applicable college and university coursework attempted.~~
 - ~~◦ Courses used for Areas of Emphasis, Majors, Certificates of Achievement, or Proficiency Awards must be completed with a grade of C or better or “P” in each course.~~~~

As authorized by the California Code of Regulations, Title 5 (Education) section 55063, the Ventura County Community College District (VCCCD) Governing Board confers the Associate in Arts degree, the Associate in Science degree, **Associate in Arts for Transfer (AA-T)**, **the Associate in Science for Transfer (AS-T)** and Certificates of Achievement on students who provide the required transcripts, meet the respective requirements listed in this AP and the college catalog, and who file with the appropriate college office an application for a degree and/or certificates. In accordance with Title 5 section 55070, the VCCCD also confers locally approved Proficiency Awards.

Only those courses which have been designated as appropriate to the associate degree in accordance with Title 5, Section 55063 and that meet the standards and criteria described in Title 5, Section 55002 and have been properly approved pursuant to this section, shall be applied to any degree or certificate awarded by the district. Courses completed at institutions other than a California community college, are expected to meet the same standards. District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor’s Office.

Graduation Requirements for Degrees and Certificates, **and Proficiency Awards** of the District Colleges must address the following:

Associate Degrees and Associate Degrees for Transfer

For the Associate in Arts (AA) or Associate in Science (AS) degree, a student must: ~~demonstrate competence in reading, in written expression, and in mathematics.~~

- **Demonstrate competency in reading, in written expression, and in mathematics as defined in Title 5 section 55063 for the appropriate catalog year.**
- ~~The student must~~ Satisfactorily complete at least 60 semester units of degree-applicable college work.
- **Achieve a cumulative grade point average of no less than 2.0 in all degree-applicable college and university coursework attempted.**
- ~~A definition of “college work” provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5, Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section. The work must include:~~
 - ~~at least 18 semester units in general education as noted in AP 4025.~~
 - ~~at least 18 semester units in a major listed in the Community Colleges “Taxonomy of Programs” or 18 semester units in an area of emphasis approved by the CCCCCO.~~
- **Complete the major and/or are of emphasis coursework, a minimum of 18 semester units, prescribed in a State Chancellor’s Office approved AA or AS with no less than a “C” or “P” in each course**
- Complete the required specified subjects and units in general education as defined in AP 4025.
- **Complete a minimum of at least 12 semester units in residence at the college granting the degree.**; ~~e~~Exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result
- ~~The general education requirements must include a minimum amount of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.~~
- ~~Ethnic studies must be offered.~~

For the Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) degrees a student must:

- **Complete 60 CSU transferable semester units.**
- **Achieve a CSU transferable GPA of no less than 2.0.**
- **Complete the major coursework, a minimum of 18 semester units, prescribed in a State Chancellor’s Office approved AA-T or AS-T with no less than a “C” or “P” in each course.**
- **Complete the CSU GE-Breadth pattern or IGETC pattern for CSU.**
- **Complete 12 semester units in residence at the college granting the degree.**

Certificates of Achievement

~~For a Certificate of Achievement, a student must successfully complete a course of study that has been approved by the CCCCCO and that consists of 18 or more semester units of degree-applicable credit coursework. Additionally, a student must earn a cumulative grade point average of not less than 2.0 in all degree-applicable college and university coursework attempted and must complete at least 12 semester units in residence at the college granting the certificate. Certificate programs may also be approved for fewer units (a minimum of 12 and a maximum of 17.5 semester units of degree-applicable credit coursework), in this case, the same scholarship and residency standards would apply.~~ The Certificate of Achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education. **Certificate programs may also be approved for fewer units (a minimum of 12 and a maximum of 17.5 semester units of degree-applicable credit coursework), in this case, the same scholarship and residency standards would apply.**

For a Certificate of Achievement, a student must:

- **Complete the major coursework, a minimum of 18 semester units (or between 12 and 17.5 units in a low-unit certificate), prescribed in a State Chancellor’s Office approved Certificate of Achievement.**
- **Complete all applicable coursework in a state approved Certificate of Achievement with no less than a “C” or “P” in each course.**
- **Achieve a cumulative GPA of no less than 2.0 in all degree-applicable college work.**
- **Complete 12 semester units in residence at the college granting the degree.**

Proficiency Awards

Shorter credit programs that lead to a Proficiency Award may be established by the District. Content and assessment standards for Proficiency Awards shall ensure that these programs are consistent with the District Colleges’ mission, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement. ~~A student must complete all applicable coursework used for proficiency Award with a grade of C or better or “P” in each course.~~ Proficiency Awards cannot be memorialized on a student transcript.

For a Proficiency Award, a student must:

- **Complete all applicable coursework in a VCCCD Board approved Proficiency Award with no less than a “C” or “P” in each course.**

Graduation Application Procedure

- Students must file a petition for a degree and/or certificate through the Counseling Office.
- District Colleges offer three graduation dates: Summer term, Fall semester, Spring semester.
- Graduation ceremonies are conducted at the end of the Spring semester.

- Graduation petition deadline dates are locally announced at each District College.

Course Substitution for Major and/or General Education Requirements ~~Variance in Major Requirements~~

Occasionally a student may have difficulty in completing exact major **and/or general education** requirements as specified in the college catalog due to circumstances of class schedule conflicts, class cancellation, related but nonequivalent coursework taken outside of this college district, or circumstances beyond the control of the student. Under such circumstances, a student may file a **Petition for Course Substitution for Major and/or General Education Requirements** ~~Petition for Variance~~ to seek approval from the appropriate college officials to substitute one or more courses in a designated major, an area of emphasis, **and/or** in general education. The petition forms are available in the Counseling Center.

- **Reciprocity for Local General Education Requirements**
Colleges shall apply courses taken at other regionally accredited colleges or universities toward general education requirements in the areas where the student would have received credit at the institution where they were originally taken or in the area where the college granting the degree places or would place a comparable course, whichever best facilitates the student's degree completion. (ASCCC Resolution 09.02 Spring 2010)
- **Reciprocity for CSU GE-Breadth or IGETC Requirements**
Students who are required to complete CSU GE-Breadth or IGETC for their particular degree, such as General Studies pattern III or Associate Degrees for Transfer, or Certificates of Achievement in CSU GE-Breadth or IGETC, shall have their courses evaluated for reciprocity according to the rules set forth by either CSU GE-Breadth in Executive Order (EO) 1065 or in the most current version of the IGETC Standards.
- **Course Substitution within approved Associate Degrees for Transfer (AA-T/AS-T)**
While the C-ID system establishes course-to-course reciprocity, where C-ID descriptors are not in place or where the substitution does not involve deeming two courses comparable, substitution decisions must be informed by the judgment of counseling or discipline faculty. When an AA-T or AS-T is being conferred, any substitutions made must result in the awarding of a degree that is consistent with the parameters defined by the TMC (Transfer Model Curriculum). The colleges are encouraged to apply courses successfully completed as part of a TMC-aligned degree at one college for requirements within their own degrees to the greatest extent deemed possible and reasonable, but substitutions should only be made in instances where the TMC allows flexibility, as the local AA-T or AS-T degree awarded must remain consistent with parameters of the TMC for the specific discipline. (ASCCC Resolution 15.01 Spring 2011 and ASCCC statements on Reciprocity, Course Substitution and Credit by Exam - in light of AA-T and AS-T degrees August 2012)

Double Counting

While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes **within sections A-D of the district general education pattern. A course may not satisfy more than one requirement within a major and/or area of emphasis, even if it is an option in more than one section of a major and/or area of emphasis. However, A** a course may be used to satisfy both a general education requirement and a major or area of emphasis requirement. **A course may also be used to satisfy requirements in 2 or more different majors, whether for an Associate degree, Associate degree for Transfer, Certificate of Achievement, or Proficiency Award. The units, however, may never be counted more than once toward the units required for the specific degree, certificate or proficiency award.**

Catalog Rights/Continuous Enrollment

A student remaining in continuous enrollment at one or more of the colleges of the Ventura County Community College District (VCCCD) or at any other regionally accredited college or university, may meet the VCCCD graduation requirements in effect at the time of his/her entering or at any time thereafter. This applies only to graduation requirements and not to policies, procedures, or other regulations. Catalog rights/continuous enrollment are defined as attendance in at least one term each calendar year. Any academic record symbol entered on a transcript (A-F, CR, CRE, NC, P, NP, I, IP, RD, W, MW) shall constitute enrollment or attendance.

A student who has not maintained continuous enrollment is considered to be under new requirements when returning unless the student is granted a petition/waiver for extenuating circumstances. This petition must be initiated by the student through a college counselor and approved by the appropriate dean or designee.

Students should be made aware that other governing agencies may impose more restrictive limitations concerning the definitions of continuous enrollment or continuous attendance. Some agencies define continuous enrollment as remaining in attendance both fall and spring semesters. Some will not accept selected academic record symbols (such as Ws). Those affected by more restrictive guidelines include students receiving financial aid and alien students.

Academic Year

The Fall semester is the first term of an academic year. A summer term, whether one or more sessions, constitutes the last term of an academic year.

Guidelines for Additional Degrees

Any college in the Ventura County Community College District will award additional associate degrees, ~~under the following conditions:~~ **certificates of achievement and proficiency awards to students with degrees earned either in the United States or at foreign institutions that meet the following criteria:**

1.) U.S. Degrees: A student who has earned an associate degree at any regionally accredited institution **in the United States** may earn additional associate degrees. **Institutions must be regionally accredited by one of the following accrediting bodies:**

- **Middle States Association of Colleges and Schools, Commission on Higher Education**
- **New England Association of Schools and Colleges, Commission on Institutions of Higher Education**
- **New England Association of Schools and Colleges, Commission on Technical and Career Institutions**
- **North Central Association of Colleges and Schools, The Higher Learning Commission**
- **Northwest Commission on Colleges and Universities**
- **Southern Association of Colleges and Schools, Commission on Colleges**
- **Western Association of Schools and Colleges, Accrediting Commission for Community and Junior College**
- **Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities**

2.) Foreign Degrees: A student who already holds an Associate degree or higher degree from any foreign institution accredited by one of the above accepted regionally U.S. accrediting bodies or evaluated as equivalent to a regionally accredited institution by one of the member agencies of the National Association of Credential Evaluation Services or one approved by the California Commission on Teacher Credentialing may also earn additional degrees at one of the colleges of the VCCCD.

Additional degrees can be in a specific major, General Studies with an area of emphasis, an Associate Degree for Transfer, or an additional option or emphasis within the major of the original degree.

Students with transcripts in either of the above categories must complete the following minimum Title 5 requirements for the catalog year covering the additional degree(s). These include:

- **Residency requirements:** Students must complete a minimum of 12 semester units at the community college granting the degree.
- **Competency requirements in reading, written expression and mathematics as defined by Title 5 section 55063.** *Students pursuing an AA-T or AS-T will have met these competency requirements by completion of either CSU GE-Breadth or IGETC.*
- **General Education - Title 5 minimums include 18 units of General Education with**
 - **3 semester units of Natural Sciences**
 - **3 semester units of Social and Behavioral Sciences**
 - **3 semester units of Arts and Humanities**
 - **3 semester units in English Composition**
 - **3 semester units in Communication and Analytical Thinking**
 - **3 additional semester units in one of the five areas above.**

- **Major Requirements:** Students must complete all required courses listed in the college catalog for the appropriate year for the specific major, Associate Degree for Transfer, area of emphasis or area of option for the additional degree(s).
- **Scholarship:** Students must meet the standards of scholarship in effect for the catalog year covering the additional degree(s) including the following:
 - Courses for Associate degree majors must have a grade of “C” or “P” or better beginning Fall 2009.
 - Courses for Certificates of Achievement must have a grade of “C” or “P” or better beginning Fall 2012.
 - Courses for Proficiency Awards must have a grade of “C” or “P” or better beginning Fall 2012.

Coursework taken for previously earned degrees may be used to fulfill the above requirements if deemed comparable by a counselor and/or discipline faculty.

No additional general education or local graduation requirements may be required.

~~Additional degrees can be in a specific major, a general studies area of emphasis or an additional option within the field of the original degree.~~

~~Students must meet all minimum Title 5 requirements for the catalog year covering the additional degree(s). These include, but are not limited to residency requirements, a minimum of 12 additional units for each degree (i.e., a minimum total of 72 units for a second degree and 84 units for a third degree, etc.) and competency requirements in written expression and mathematics.~~

~~Students must complete all required major/emphasis courses listed in the appropriate year’s catalog for the specific major, area of emphasis or area of option for the additional degree(s). A student who already holds an Associate degree or higher degree from any regionally accredited institution or one evaluated as equivalent to a regionally accredited institution only needs to complete minimum Title 5 requirements and the major/emphasis requirements to earn an additional degree. No further general education or local additions will be required.~~

Exceptions to Graduation Requirements

Appeals to the above policy may be submitted to the Executive Vice President, or designee.

Waivers may be granted under extenuating circumstances or when there has not been sufficient opportunity to enroll in required courses.