



District Technical Review Workgroup - Instructional (DTRW-I)

Agenda
February 27, 2014 - 1:00 p.m.
DAC, Lakin Boardroom

- **Approval of January 23, 2014 Meeting Notes**
- **Curriculum Submissions**

MOORPARK COLLEGE

New Degrees

Associate in Arts in Spanish for Transfer, 23-24

Revised Courses

MATH M01A Elementary Algebra Part A, 3.0

OXNARD COLLEGE

Revised Programs

Proficiency Award in Emergency Medical Technology
AS and Certificate of Achievement in Fire Technology

Deleted Programs

AA in English

AA in Spanish

AA in TV, Filmmaking, and Media Arts

VENTURA COLLEGE

There were no curriculum submissions from Ventura College.

OLD BUSINESS:

- BP/AP 4020 Program and Curriculum Development & BP/AP 4022 Course Approval – The AO's and EVP's return with suggested revisions for 4020 and 4022 to the February 27, 2014 DTRW-I meeting to allow more time for review and revisions.
- BP/AP 4050 Articulation (Articulation Officers) – *please note the old version of 4050 is under review by Academic Senates to return with feedback to February 27 meeting.*
- AP 4100 Graduation Requirements for Degrees and Certificates - – under review by Academic Senates to return with feedback to February 27 meeting.
- BP/AP 4225 Course Repetition – under review by Academic Senates to return with feedback to February 27 meeting.
- BP/AP 4227 Course Repetition Absent Substandard Academic Work (Articulation Officers) – under review by Academic Senates to return with feedback to February 27 meeting.

NEW BUSINESS:

- System Advisory Committee on Curriculum (SACC) – Gloria Arevalo
- Process of Submission of Curriculum Items for Board Agenda – Mary Rees

Next Meeting Date: March 27, 2014, 1:00 pm – DAC Lakin Boardroom
Submission deadline: March 21, 2014 – 5 pm

Ventura County Community College District

2012-2013 Academic Year

District Technical Review Workgroup – Instructional (DTRW-I)

Meeting Notes

January 23, 2014 - 1:00 p.m. – 3:00 p.m.

MEETING NOTES PRIOR TO APPROVAL AT 2.27.14 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), Lori Bennett (MC), Gwendolyn Huddleston-Lewis (representing Daniel Seymour (VC))
 Faculty Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Peter Sezzi (VC)
 Additional Faculty Member: Graciela Casillas-Tortorelli (OC)
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (VC)
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Peter Sezzi attending on behalf of Art Sandford (VC)
 Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

Absent: Graciela Casillas-Tortorelli

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>Approval of December 5, 2013 Meeting Minutes</p>	<p>Dr. Endrijonas welcomed everyone to DTRW-I and the meeting commenced at 1:07 pm.</p> <p>The meeting notes were approved as presented.</p> <p>Dr. Endrijonas provided an update regarding proficiency awards and indicated a presentation was made for the Board members at the January 21, 2014 Board meeting.</p>			
CURRICULUM SUBMISSIONS				
<p>New Degrees/Courses/Revised Courses</p>	<p>Curriculum Submissions:</p> <p><u>MOORPARK COLLEGE</u> New Degrees</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Moorpark/Oxnard/Ventura Submissions	<p>Associate in Arts in English for Transfer, 19 Associate in Science in Physics for Transfer, 30 Recommendation: These new degrees will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p>New Courses CHEM M01AH, Honors: General Chemistry I, 5 CJ M01H, Honors: Introduction to Criminal Justice, 3 CJ M09, Bujinkan - Practical Self Defense, 2 CNSE M67, VMware vSphere Fundamentals, 3 FTVM M90B, Film/Television Portfolio II, JOUR M10D, Student News Media Staff Editing II, 3 Recommendation: These new courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval with possible minor changes to the class descriptions of CJ MO9, Bujinkan – Practical Self Defense, FTVM M90B Film/Television Portfolio II, and JOURN M108 Student News Media Staff Editing II.</p> <p>Revised Courses ENGL M01B, Literature: Critical Thinking and Composition, 4 ENGL M01BH, Honors Literature: Critical Thinking and Composition, 4 Recommendation: These revised courses will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p> <p><u>OXNARD COLLEGE</u> Deleted Programs AS in Engineering Technology Certificate of Achievement in Engineering Technology Recommendation: These deleted programs will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p><u>VENTURA COLLEGE</u> New Degrees/Programs Associate in Arts Degree/Certificate of Achievement in Architectural Design Associate in Arts Degree for Transfer in English Recommendation: The new degrees and programs will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently the Board for full approval with corrections to the units under List C for foreign languages (French, German, Italian, and Japanese). The total for major units remains unchanged.</p> <p>New Course ENGL V01C, Intro to Literature: Critical Thinking and Argumentative Writing, 4 Recommendation: This new course will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently the Board for full approval.</p>			
OLD BUSINESS				
BP/AP 4022 Course Approval (no AP 4022 in BoardDocs) BP/AP 4020	<p>The AO’s and EVP’s return with suggested revisions for 4020 and 4022 to the February 27, 2014 DTRW-I meeting to allow more time for review and revisions.</p> <p>In October, this item was tabled to the December 5 DTRW-I meeting to allow more time for review and revisions.</p>			
AP 4050 Articulation/AP 4100 Graduation Requirements for Degrees and Certificates/AP 4225 Course Repetition/AP 4227 Course Repetition Absent Substandard Academic Work	<p>AP 4050 Articulation and AP 4100 Graduation Requirements for Degrees and Certificates are currently on hold awaiting State information.</p> <p>In December, the Registrars provided updated versions of AP 4225 Course Repetition and AP 4227 Course Repetition Absent Substandard Academic Work, which was reviewed in December by DTRW-I, and the Academic Senates requested further review. Ms. Nusser sent those</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
(Articulation Officers)	versions on January 14 to the Academic Senate Presidents; however, updated versions were hand carried into the 1.23.14 DTRW-SS meeting by the Registrars and further updates were sent after the meeting on 1.24.14. Ms. Nusser will send the latest updated versions to the Academic Senate Presidents (sent 1.31.14).			
Other Business	There was discussion regarding ADT degrees and getting approval from the State Chancellor's Office. Ms. Rees thanked the Articulation Officers for their work on the comparable class list.			
Next Meeting Date:	February 27, 2014 – 1 pm, DAC Lakin Boardroom			

DRAFT

MOORPARK COLLEGE

New Degree

Associate in Arts in Spanish for Transfer

23-24

Revised Course

MATH M01A

Elementary Algebra Part A

3.0

New Degree

Associate in Arts in Spanish for Transfer

The Associate in Arts in Spanish for Transfer (AA-T in Spanish) is intended for students who plan to transfer and complete a bachelor's degree in Spanish, or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Spanish may not be the best option for students intending to transfer to a particular CSU campus that does not accept the AA-T in Spanish or to a college or university that is not part of the CSU system.

To earn an AA-T in Spanish, students must complete the following:

1. 60 CSU transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA.
3. Completion of 23-24 specified major units. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass-no-pass" is allowed, it is recommended that students complete their major courses with a grade.
4. Certified completion of the California State University General Education-Breadth (CSU GE) pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

REQUIRED CORE: Complete the following		Units
SPAN M01	Elementary Spanish I.....	5.0
SPAN M02	Elementary Spanish II.....	5.0
SPAN M03	Intermediate Spanish I.....	5.0
SPAN M04	Intermediate Spanish II.....	5.0

Students beginning the major at SPAN M02, SPAN M03, or SPAN M04 will need to select and complete additional units from the Substitution Courses below to compensate for the minimum REQUIRED CORE of 16 units.

Substitution Courses:		Units
ANTH M02	Cultural Anthropology	3.0
ANTH M08	Linguistic Anthropology	3.0
COMM M12	Intercultural Communications	3.0
GEOG M02	Cultural Geography	3.0
HIST M04	History of Mexican Americans in the United States	3.0
HIST M09	Latin American History.....	3.0
SOC M01	Introduction to Sociology.....	3.0
SOC M01H	Honors: Introduction to Sociology.....	3.0
SOC M08	Introduction to Race and Ethnicity	3.0
SOC M10	Sociology of Gender	3.0
Any course not selected from LIST A		

LIST A: Select and complete one course		Units
A course in Elementary or Intermediate level in other languages listed below:		
CHIN M01	Elementary Chinese: Mandarin I	4.0
FREN M01	Elementary French I.....	4.0
FREN M02	Elementary French II	4.0
ITAL M01	Elementary Italian.....	4.0
GERM M01	Elementary German I.....	4.0
GERM M02	Elementary German II.....	4.0
JAPN M01	Elementary Japanese I	4.0
JAPN M02	Elementary Japanese II	4.0
A course articulated as lower division preparation in the Spanish major at a CSU:		
ACCT M110	Financial Accounting.....	4.0
CIS M16	Introduction to Information Systems	4.0
COMM M04	Interpersonal Communication.....	3.0
ENGL M30	Masterpieces of World Literature I.....	3.0
ENGL M31	Masterpieces of World Literature II.....	3.0
TOTAL UNITS	23.0-24.0

OXNARD COLLEGE

Revised Programs

Proficiency Award in Emergency Medical Technology
AS and Certificate of Achievement in Fire Technology

Deleted Programs

~~AA in English~~

~~AA in Spanish~~

~~AA in TV, Filmmaking, and Media Arts~~

OXNARD COLLEGE

Revised Programs

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Proficiency Award in Emergency Medical Technology

Required Courses:		Units
EMT R169	Emergency Medical Technician	6 8
Total Required Units		6 8

Associate in Science in Fire Technology
Certificate of Achievement in Fire Technology

Required Courses:		Units
FT R151	Fire Protection Organizations	3
FT R152	Fire Prevention Technology	3
FT R154	Fire Behavior and Principles of Combustion	3
FT R155	Fire Protection Equipment and Systems	3
FT R158	Principles of Fire and Emergency Services; Safety and Survival	3
FT R161	Building Construction for Fire Protection	3

Total State Fire Marshal's Core Required Units 18

Required Additional Courses:

EMT R169	Emergency Medical Technician	6 8
FT R167	Fire Apparatus and Equipment	3

Total OC Required Units ~~27~~ **29**

Complete a minimum of one course from the following:

FT R157	Wildland Fire Control	3
FT R160	Fire Tactics and Strategies	3
FT R164	Fire Company Organization and Management	3

Total Required Units ~~30~~ **32**

OXNARD COLLEGE

Deleted Programs

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Associate in Arts in English

Required Courses:	Units
ENGL R102 Critical Thinking through Composition and Literature	4
ENGL R104 English Literature I	3
ENGL R105 English Literature II	3
ENGL R107 American Literature I	3
ENGL R108 American Literature II	3
Additional Required Courses:	
Complete six additional units from the following:	
COMM R101 Introduction to Oral Communication	3
ENGL R103 Creative Writing	3
ENGL R111 Shakespeare	3
ENGL R112 Literature by Women	3
ENGL R130 Introduction to Media Writing	3
ENGL R131 Cinema: A Literary View	3
ENGL R132 Cinema: History and Culture	3
Total Required Units	22

Associate in Arts in Spanish

Required Courses:	Units
SPAN R103 Intermediate Spanish 1	5
SPAN R104 Intermediate Spanish 2	5
Required Additional Courses:	
Complete a minimum of 9 units from the following:	
SPAN R101 Elementary Spanish 1	5
SPAN R101A Elementary Spanish 1A	3
SPAN R101B Elementary Spanish 1B	3
SPAN R102 Elementary Spanish 2	5
SPAN R102A Elementary Spanish 2A	3
SPAN R102B Elementary Spanish 2B	3
SPAN R107 Hispanic American Culture	3
SPAN R108 Composition in Spanish	3
SPAN R117 Latin American Literature	3
SPAN R118 Latin American and Spanish Film	3
SPAN R140 Spanish for Native Speakers 1	5
SPAN R141 Spanish for Native Speakers 2	5
Total Required Units	19-21

Associate in Arts in TV, Filmmaking, and Media Arts

Required Courses:		Units
TV R101	Introduction to Digital Film and Video Production	3
TV R102	Introduction to Live Production in Video	3
TV R103	Digital Filmmaking	3
TV R106	Digital Editing	3
TV R110	Introduction to Audio	3
ART/TV R160	Introduction to Digital Photography	3
ART/TV R175	Digital Concepts and Techniques in Art	3
Total Required Units		21

Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4020 <u>INSTRUCTIONAL PROGRAMS AND CURRICULUM DEVELOPMENT</u>
Number	BP 4020
Status	Active
Legal	<u>Education Code Section 70901, 70902(b), 78016; Title 5, Section 55001, 51022, 55100, 55130, 55150, 55150.5, 66700; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.</u>
Adopted	February 16, 2006

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

Furthermore, these procedures shall include:

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

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

~~All N~~ew courses and programs and those courses and programs with substantial revisions, ~~that are not part of an existing approved program and all new programs shall~~ be submitted to the ~~Office of the Chancellor for the~~ California Community Colleges Chancellor's Office (CCCCO) for approval as required.

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

See Administrative Procedure 4020.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4020 INSTRUCTIONAL PROGRAMS, AND CURRICULUM, AND COURSE DEVELOPMENT
Number	AP 4020
Status	Active
Legal	Education Code Section 70901, 70902(b), 78016; Title 5 Sections 51021, 55000-55005, 55100-55155; 55001, 51022, 55130, 55150, 55150.5, 66700; Accreditation Standard II.A. <u>Education Code Section 70901, 70902(b), 78016; Title 5, Section 55001, 51022, 55100, 55130, 55150, 55150.5, 66700; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.</u> -Accreditation Standard II.A
Adopted	May 12, 2009
Last Reviewed	June 21, 2011

~~To ensure the quality and relevance of its curriculum, VCCCD adheres to procedures established for the development and review of programs, curricula, and courses. Procedures address new development, additions, provisional or experimental designations, reinstatements, and deletions. Further, VCCCD adheres to established procedures for changes in course number, title, units, hours, or other essential elements in an official VCCCD Course Outline of Record. VCCCD procedures are based on best practices recommended by the Academic Senate of the California Community Colleges, and guidance provided by the California Community College Chancellor's Office.~~

College Curriculum Committees

The programs and curriculum of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. The faculty, acting through discipline areas within the academic divisions and through the Curriculum Committee, a sub-committee of the Academic Senate, shall be responsible for program and curriculum development.

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

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

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

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

- A. Title and course number
- B. Hours
- C. Units
- D. Prerequisites/co-requisites/advisories on recommended preparation
- E. Limitations on enrollment
- F. Repeatability
- G. Credit basis
- H. Degree and/or transfer applicability
- I. Catalog description
- J. Field trips
- K. Course content
- L. Course objectives
- M. Distance education
- N. Minimum qualifications
- O. Methods of instruction
- P. Methods of evaluation
- Q. Textbooks
- R. Legally mandated changes
- S. Other (advisory committee minutes and/or labor market data for CTE courses and programs)

Credit Hour

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

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

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

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

The curricula development is initiated by faculty, and reviewed in the Curriculum Committees of the District Colleges. The resulting curricula are reviewed for technical elements at the District level to ensure legal compliance. Final curricula from Curriculum Committees are recommended to the Board of Trustees for approval.

College Level Development and Review

College Curriculum Committee

The Curriculum Committee, formed under the auspices of the Academic Senate, is co-chaired by the Executive Vice President, and a faculty co-chair.

The membership of the Curriculum Committee is widely representative of the academic disciplines of the College, and includes appropriate representation of academic managers. Representation ensures that discipline expertise and administrative input are present for deliberation and approvals.

The membership of the Curriculum Committee, as specified by Regulation, must include expertise in library resources and articulation. In the case of Distance Education review, expertise in accessibility is required.

The Curriculum Committee is delegated the responsibility to set forth the initiation, review, approval, evaluation processes, and related criteria for program and curricula.

The Curriculum Committee conducts review of all credit and non-credit programs and curricula in accordance to the code of regulations set forth in California Code of Regulations, Title 5; and as guided by the *Program and Course Approval Handbook* published by the California Community College Chancellor's Office.

The Curriculum Committee conducts curricular reviews in a timely and regular basis to ensure that the all courses are updated on a periodic cycle to ensure currency and viability for 4-year articulation.

The Curriculum Committee conducts annual training for persons involved in curriculum development and review, in compliance with the California Community College Chancellor's Office requirement for local curriculum approval certification.

Maintenance of Records

Course catalog and inventory are maintained in the District's Banner Information System, which serves as the conduit to the California Community College MIS, and the State Inventory of Programs and Courses.

~~The College Catalog, in both print and electronic formats, is the official publication of college curriculum. The Schedule of Classes, in both print and electronic formats, serves as the semester record of open courses offered.~~

District Technical Review Workgroup – Instructional (DTRW-I)

~~The VCCCD Decision Making Handbook prescribes the membership and responsibility of District Technical Review Workgroup - Instructional (DTRW-I) comprises the Curriculum Co chairs, Senate Presidents, and Articulation Officers from each College. The co chairs of DTRW are the Chancellor’s Designee and a faculty member selected by the group.~~

All new and substantially revised programs and curriculum approved by the College Curriculum Committees are forwarded to ~~the~~ District Technical Review Workgroup (DTRW-I) for legal compliance review and provides appropriate advisories and recommendations to the College Curriculum Committees and the Chancellor.

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~~The DTRW membership comprises the Curriculum Co chairs, Senate Presidents, and Articulation Officers from each College. The co chairs of DTRW are the Chancellor’s Designee and a faculty member selected by the group.~~

~~DTRW also reviews all new and substantially revised programs and curricula for technical compliance, and provides appropriate advisories and recommendations to the College Curriculum Committees and the Chancellor.~~

~~The Standard Operating Procedures of DTRW may be found in the VCCCD Governance Handbook.~~

Board of Trustees Program and Curriculum Approval

The Board of Trustees must approve all new courses, new programs, and program deletions. Once approved by the Board of Trustees, new courses, programs and program deletions must be sent to the California Community College Chancellor’s Office for final approval.

The Board of Trustees conducts one (1) reading on new and revised curriculum.

With the exception of non credit courses, new career programs, and new transfer programs, curriculum approval is delegated locally to the VCCCD Board of Trustees.

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After securing the approval of the VCCCD Board of Trustees, the following courses and programs must be presented to the California Community College Chancellor’s Office for final approval:

- ~~All not for credit courses~~
- ~~New transfer programs~~
- ~~New career programs must be presented to: 1) the South Coast Regional Consortium (SCRC) for regional review and approval; and thereafter, 2) the California Community College Chancellor's Office for approval.~~

Maintenance of Records

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

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, ~~in consultation with the Academic Senates~~, will develop an administrative procedure that establishes processes for developing ~~credit and non-credit courses~~. degree applicable and non-degree applicable courses, including those that are part of an approved educational program and those that are not part of an approved educational program (stand alone.)

DTRW-I review 4.11.13 – revisions made at this meeting to Board policy
DTRW-I review 9.26.13
2.27.14 DTRW-I review – version from AOs received 2.24.14

Book VCCCD Board Policy Manual
Section Chapter 4 Academic Affairs
Title AP 4022 COURSE APPROVAL
Number AP 4022
Status
Legal Title 5, Section 55100
Adopted
Last Reviewed PROPOSED

This procedure applies to the processes for approving individual credit and non-credit courses Title 5 Section 55100.

Individual degree-applicable credit courses offered as part of an educational program approved by the California Community Colleges Chancellor's Office shall be:

- Approved by the Curriculum Committees of the District Colleges;
- Approved by the Ventura County Community College District (VCCCD) Board of Trustees;
- Submitted to the California Community Colleges Chancellor's Office for approval.

Course approval of non-degree applicable credit courses and degree-applicable credit courses that are not part of an approved educational program (Stand Alone courses) shall be:

- Approved by the Curriculum Committees of the District Colleges.
- Approved by the Ventura County Community College District (VCCCD) Board of Trustees;
- Submitted to the California Community Colleges Chancellor's Office for approval.

The following limitations apply to Stand Alone courses:

- No students may be permitted to count 18 or more semester or 27 or more quarter units of coursework toward satisfying the requirements for a certificate of achievement or towards a major or area of emphasis for completion of an associate degree.
- No group of courses approved which total 18 or more semester or 27 or more quarter units in a single four-digit Taxonomy of Programs Code may be linked to one another by prerequisites or co-requisites.

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

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

See [Administrative Procedure 4050](#).

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

I. Articulation between VCCCD and Baccalaureate Institutions

The responsibility for the development, maintenance, and distribution of articulation agreements **between VCCCD and baccalaureate institutions** is assigned to the individual Articulation Officers at each college in the District.

The Articulation review processes are defined for a:

1. **the Colleges of VCCCD**
2. **maintenance of existing articulation agreements of in-state community college and/or four-year institution; and**
3. **private, independent, proprietary or out-of-state institutions.**

1. The Colleges of VCCCD

The Articulation Officer:

Annually Reviews and Updates of the following articulation:

- **VCCCD Comparable Course List**
- **VCCCD General Education (GE) Placement List**
- **VCCCD Approved Course Identification Number System (C-ID) Course List**

2. Maintenance of existing articulation agreements of in-state Community College and/or four-year institution

The Articulation Officer:

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

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

The Process includes:

- Coordinating with the other institution to exchange needed documentation, such as catalog or course outlines **and/or syllabi**.
- Coordinating with on-campus department(s) to ensure accuracy of the proposed courses to be included in an agreement.
- Completing the agreement.
- Once **completed** approved by both institutions, the Articulation Officer ensures that information is appropriately publicized and updated through publications such as Articulation System Stimulating Inter-Institutional Student Transfer (ASSIST), the college catalog, and the schedule of classes, **and College website**. The new articulation agreement will be publicized to faculty and students, in particular, the disciplines most directly affected by the agreement.

3. Private, Independent, Proprietary or Out-of-state Institution

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

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

New Articulation Agreements

The Articulation Officer;

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

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

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

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

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

Maintenance of Existing Articulation Agreements

The Articulation Officer;

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

II. Articulation between VCCCD and High School Institutions

The responsibility for the development of new, maintenance and distribution of articulation agreements between VCCCD and the high schools is assigned to the individual Career Educational Specialist, or their designee, at each college in the District.

New Articulation Agreements

The Career Education Specialist:

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

Maintenance of Existing Articulation Agreements

The Career Education Specialist:

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

System Advisory Committee on Curriculum (SACC)

October 15, 2013 Meeting Summary

Committee Members Present:	ASCCC: Julie Bruno, Cori Burns, John Stankas, Erik Shearer CCCCIO: Randy Lawson, Erica LeBlanc (ACCE), Kim Schenk (CCCAOE) CCCCCO: Erin Larson, Barry Russell
Committee Members Absent:	CCCCIO: Robin Steinback CCCCCO: Sally Montemayor Lenz
Guests:	CCCCCO: Michelle Goldberg, Mia Keeley CSSO: Ron Travenick
Meeting Chair:	Julie Bruno
Meeting Location:	CCCCO
By Phone	ASCCC: Marie Boyd, Kim Harrell CCCCIO: Sharon Lowry

Meeting Summary from September 20, 2013—The September 20, 2013 Meeting Summary was approved with noted changes.

Announcements and Updates

- **AB86 Work Group on Adult Education:** Representatives from community colleges, K-12 school districts, the Chancellor’s Office, and California Department of Education are developing an RFA for planning grants which should be released before the winter break.
- **Legislative Proposals:** The Academic Affairs Division has convened a work group to compile proposed legislative changes. In addition to proposals that address audit fees and the 50% Law, another proposed change would permit asynchronous in-service training programs for public safety personnel. (Uncodified statute currently prohibits this practice.)
- **Chancellor’s Office Staffing Changes:** Mia Keely has joined the Chancellor’s Office Student Services staff.
- **Curriculum Inventory Implementation Update:** Colleges need to make certain that courses are correctly coded to ensure the accuracy of Chancellor’s Office Scorecard data.
- **Combined Credit/Community Services and Auditing Options:** The Chancellor’s Office is working with the Association of Continuing and Community Education (ACCE) to develop guidelines for colleges seeking to have both credit and community services students in the same class. The restructuring/increase of the Audit Fee is part of the legislative package that is being developed by the Chancellor’s Office work group.

- **Noncredit Progress Indicators:** SACC will evaluate implementing additional progress indicators for CDCP noncredit courses. The introduction of the proposed “SP” (Satisfactory Progress) evaluative symbol would require a regulatory change that must go through the Consultation process before being considered by the Board of Governors. The Academic Senate Noncredit Task Force (chaired by Kim Harrell) is working with ACCE.
- **AA-T/AS-T Degree Approvals Status/Update:** There are currently 942 active degrees, with an additional 136 proposals under revision and 44 more in the queue. Colleges should include a buffer to account for C-ID approval when planning to meet the 2014 deadline.
- **Fall 2013 Conference Updates:**
 - CCCAOE: October 22-25, Riviera Resort, Palm Springs. The leadership session scheduled for October 22-23 is over-subscribed.
 - CCCCIO: October 30-November 1, Dana on Mission Bay, San Diego. The conference is also over-subscribed. The conference will include a “411” training session for new and aspiring CIOs on October 28-29. Conference presenters will include John Nixon from Accrediting Commission previewing the revised accreditation standards.
 - ASCCC: November 7-9, Irvine Marriott. The program will include presentations on the new Accreditation Standards and the Chancellor’s Office Scorecard. Fall Plenary theme is “Engineering Success: Gearing Up for the Future.” Topics for breakout sessions will include the Academic Senate’s role in content review for prerequisites; the “Death of Repeatability,” “How Prerequisites Changed My Life,” and “Curriculum: What Senate Leaders Need to Know,” as well as MOOCs, mission creep, and articulation between high schools and community colleges.

The Academic Senate will hold two Fall Curriculum Regional meetings: November 15 (Long Beach City College) and November 16 (Laney College). Regional meetings are open to all colleges and college teams including CIOs, curriculum chairs and senate presidents are encouraged to attend. The topics will include updates on CI-D and TMC, IGETC for STEM, and answering questions about credit course repetition. The meetings will also provide opportunities for dialogue about the challenges presented when modifying curriculum to comply with title 5 requirements.

- SSSCC: November 1-3, Monterey Hyatt. The conference theme will focus on local associated student unions. The theme is “Reaching the Grass Roots.”
- ACCE: Northern “One Day” Workshop is October 24 at the Chancellor’s Office, Sacramento. Southern “One Day” Workshop is November 7 at North Orange County Community College District, Anaheim. Sessions will address current issues regarding fee-based and noncredit programs including the combination of fee-based classes and credit classes, AB86 implementation, and ongoing legislative issues.

ASCCC Spring Resolutions for SACC Consideration: SACC discussed the status of three resolutions approved by the Academic Senate at the Spring 2013 Plenary Session:

- Proposed elimination of the word “discipline” (or changing the term to “subject area”) in the Taxonomy of Programs: The Chancellor’s Office Academic Affairs staff have requested input from the MIS and Facilities areas to better understand the impact of this change.

- Proposed redefinition and broadening of Dance TOP Codes and categories: The ASCCC is asking for additional clarification from the field. The ASCCC will bring the field's recommendations back to SACC at a future meeting.
- Notification of changes to TMC templates and narratives: The ASCCC will meet with the Chancellor's Office to develop a recommendation for making the timing of changes to TMC templates and narratives more predictable.

Field concerns regarding the *Program and Course Approval Handbook Language*: SACC discussed issues with the content on page 89, applying courses with Grade of "P" toward AD-T degrees, and page 144, the General Education requirement for "Transfer" AA and "CTE for Transfer."

- Use of "P" grades for courses in the major: Current PCAH language does not allow for "P" grades in courses required for a major because of the possibility that "P" grades may have been used for students who had earned the equivalent of a "D." However, in the case of the "P" grades, SACC verified that colleges typically assign a "P" grade only as an equivalent for "C" or better. CSUs have not expressed concern about this issue. Also, colleges typically impose a limitation on the number of "P/NP" grades that students can earn. SACC recommends to either change the PCAH to allow for the use of the "P" grade or to simply remove this sentence from the PCAH.
- General Education requirements for degrees intended to prepare students for transfer: This issue arose because of the IGETC or CSU-GE requirement for the general education component of AD-T degrees, which are the only degrees designed to guarantee transfer. Chancellor's Office staff have felt that the local degrees designed to prepare students for transfer should also require IGETC or CSU-GE general education patterns. Faculty and other staff at local colleges tend to favor the flexibility of also allowing the use of the local general education pattern for these degrees. To ensure that students are fully prepared for a variety of transfer options (including private and out-of-state institutions), SACC recommends that non-AD-T degrees designed to prepare students for transfer be permitted to use CSU-GE, IGETC, or the local general education pattern and that, with this flexibility, the importance of appropriate advisement be stressed. This will require a change in the PCAH because the current language is more restrictive.

Timelines for Revision of TMCs: The Intersegmental Curriculum Workgroup (ICW) is discussing how substantive changes to TMCs might be issued in a predictable timeframe.

Next Meeting Date–December 12, 2013