District Technical Review Workgroup - Instructional (DTRW-I)

Agenda
April 11, 2013 - 1:00 p.m.
DAC, Lakin Boardroom

- **Approval of March 7, 2013 Meeting Notes**

- **Curriculum Submissions**

MOORPARK COLLEGE
New Courses
THA M27A, Costume Design I   3
THA M27B, Costume Design II   3
THA M28, Production Makeup   3

OXNARD COLLEGE
New Courses
BUS R124, Organizational Behavior   3

Revised Courses
ACCT R101   ~~Principles of~~ Financial Accounting   3
ACCT R1   ~~Principles of~~ Managerial Accounting   3
MATH R014A Intermediate Algebra I   ~~3~~**2.5**
MATH R014B Intermediate Algebra II   ~~3~~**2.5**
PHIL R100   Critical Thinking   3
PHIL R111   ~~Thinking Critically~~**Thinking** and Analytic Writing   3
PSY R101   General Psychology   3
PSY R104   Introduction to Experimental Psychology   3
PSY R105   Introduction to Physiological Psychology   3

New Programs
Associate in Arts in Philosophy for Transfer

VENTURA COLLEGE
No submissions from Ventura College

OTHER BUSINESS:
- **BP 4022 Course Approval –** review administrative procedure draft (Erika Endrijonas, Ramiro Sanchez, Jane Harmon
- **BP/AP 4102 Occupational/Vocational Technical Programs** (Carmen Guerrero/Erika Endrijonas)
- **Development of Board Policy and Administrative Procedure** on Repeatability, Title 5, Section 55000 (Gloria Arevalo)
- **DTRW-I Self-Appraisal Results** (Erika Endrijonas)
- **2013-2014 Meeting Schedule** (Erika Endrijonas)

Next Meeting Date: September 12, 2013, 1:00 pm – DAC Lakin Boardroom

Ventura County Community College District

2012-2013 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
Meeting Notes
March 7, 2013 - 1:00 p.m. – Oxnard College President's Conference Room
MEETING NOTES PRIOR TO APPROVAL AT 4.11.13 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)

Absent: Clare Geisen

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of February 14, 2013 Meeting Minutes	Dr. Endrijonas welcomed everyone to DTRW-I and the meeting commenced at 1:04 pm. The meeting notes were approved as presented with abstention from Dr. Harmon.			
CURRICULUM SUBMISSIONS				
New Degrees/Courses/Revised Courses **Moorpark/Oxnard/Ventura Submissions**	**Curriculum Submissions:** Due to the large volume of curriculum submission for this month, Dr. Endrijonas delegated review of the submissions to the DTRW-I members prior to the meeting. **MOORPARK COLLEGE** **New Degrees** Music, AA-T Philosophy, AA-T **Recommendation:** all new degrees will go forward to	Add all recommended curriculum to DCAA agenda	March 22	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	DCAA. **New Courses** BIOL M02AH, Honors: General Biology I NS M09, Basic Skills for the Health Care Professional, 0.5 **Recommendation:** these new courses will go forward to DCAA. **Revised Courses** ANAT M01, Human Anatomy COL M02, ~~College Individual~~ Tutoring **Methods** MUS M30A, Applied Music - Woodwind MUS M30B, Applied Music – Brass MUS M30C, Applied Music – Strings MUS M30D, Applied Music – Piano MUS M30E, Applied Music – C1 Guitar MUS M30F, Applied Music – Percussion MUS M30G, Applied Music Instrument – Voice PHSO M01, Human Physiology **Recommendation:** All revised courses will move forward to DCAA. **Discussion:** Dr. Endrijonas commented on the first part of validation of Pre-requisites. Regarding content review as a method for approving pre-requisites, Dr. Endrijonas said that even though AP 4260, which would allow for content review, hasn't been officially adopted by the Board yet, there is general agreement that if the administrative procedure isn't accepted, any college that has sent forward a course assuming content review for the purposes of meeting C-ID requirements will commence the required two-year statistical validation process. **OXNARD COLLEGE** **Revised Courses** ANTH R106, ~~Culture and Personality~~ **Psychological Anthropology,** 3 People ~~and Cultures~~ of the World**: The Cultures of**			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	Globalization and Change, 3 ANTH R113, Ancient Civilizations of the Americas, 3 BUS R111A, Business Law, ~~1~~3 BUS R120, Introduction to Business, 3 BUS R140, Business Communications, 3 CD R113, Programs for Infants and Toddlers, 3 CD R116, Management and Administration of Programs for Young Children, 3 CHEM R104, General, Organic, Biological Chemistry,5 ~~ENGT~~**CNIT** R127, ~~Cisco~~ Wireless ~~Fundamentals~~ **Networkin** 3 ~~ENGT~~**CNIT** R143, Comp TIA Linux+ Fundamental, 3 CRM R102B, Food Preparation Management, 4 CRM R103A, Baking Techniques, 6 CRM R105, Gourmet Cooking & Garde Manger, 4 MATH R014, Intermediate Algebra, 5 POLS R104, **Introduction to** International Relations, 3 **Recommendation:** all revised courses will go forward to DCAA. It was recommended all catalogs be checked for the definition of Pass/No Pass. **New Programs** Associate in Arts in Spanish for Transfer **Recommendation**: This new program will go forward to DCAA. **Revised Programs** Associate in Science/Certificate of Achievement in Business Management **Recommendation**: this revised program will go forward to DCAA. **VENTURA COLLEGE** **Deleted Degrees/Programs** Proficiency Awards in Fitness Specialist Proficiency Awards in Geographic Information Systems (GIS) – Agricultural Applications			

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Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	Recommendation: these deleted degree/programs will go forward to DCAA. **New Degrees/Programs** Associate in Arts Degree in Anthropology for Transfer Associate in Science Degree in Mathematics for Transfer Certificate of Achievement in State Smog Licensed Technician Preparation Discussion: There was discussion regarding boilerplate language for Anthropology AA-T and whether all three catalogs should be changed. There was also discussion regarding Anthropology on List A and the option of "or," which will be changed to "3 or 4." The unit range should be 4-8 and will also be changed. Mathematics AS-T will be revised under "To earn Mathematics AS-T degree students must complete" list. The CSU GE or IGETC units will change from "39-37" to "37-39." These numbers will be clarified by Gloria Arevalo. **Recommendation**: The Associate in Arts Degree in Anthropology for Transfer and Associate in Science Degree in Mathematics for Transfer will go forward to DCAA with revisions and with no revisions to State Smog Licensed Technician Preparation. **Revised Degrees/Programs** Associate in Arts Degree in Communication Studies for Transfer – *correction to typo of extra colon on List A*. Associate in Arts Degree in Studio Arts for Transfer Associate in Arts Degree in Theatre Arts for Transfer Associate in Arts Degree in General Studies with Holistic Studies Emphasis Proficiency Awards in Holistic Health **Recommendation**: all revised degrees/programs will go forward to DCAA.			

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Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	New Courses CJ V11B, Aikido II, 1 COMM V12, Intercultural Communication, 3 ICA V30A, Off-season Conditioning for Athletes I, .5 ICA V30B, Off-season Conditioning for Athletes II, 1 ICA V31A, Pre-season Conditioning for Athletes I, .5 ICA V31B, Pre-season Conditioning for Athletes II, 1 KIN V19, Indoor Cross Fitness Training, 1 – this will be changed to "Off-season" for consistency. KIN V21, Fitness Walking/Jogging, 1 KIN V23, Advanced Running/Interval Training, 1 KIN V40B, Basketball II, 1 KIN V42B, Golf II, 1 KIN V48B, Soccer II, 1 KIN V50B, Aikido II, 1 KIN V70B, Yoga II, 1 KIN V72, Stress Relaxation Exercises, 1 KIN V74B, Advanced Core Applications for Kinesiology, 1 KIN V76B, Tai Chi II, 1 MATH V23, Introduction to Differential Equations, 4 THA V05B, Stagecraft II, 3 THA V06B, Stage Make-up II, 3 THA V22B, Fundamentals of Stage Costuming II, 3 THA V31B, Acting for Film and Television II, 3 **Recommendation**: all new courses will go forward to DCAA. **Discussion**: There will be clarification regarding the difference between "off-season" and "pre-season" conditioning for athletes to provide clarification to the Board. Dr. Endrijonas provided a handout from Barbara Beno, titled "*Evaluation Responsibilities for Compliance with U.S. Department of Education (USDE) Regulations to HEOA 2008 including 2010 and 2011 regulations interpreted*			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	through August 2012" which was distributed by Ms. Beno's office on January 31, 2013 as a tool for accreditation teams. Dr. Endrijonas noted the members should review the information on page two "as pertains to credit hours." **Revised Courses** ACT V01, *Assistive Computer Technology: Evaluation*, 1.5 ACT V02, *Assistive Computer Technology: Keyboarding Skills,1.5* ACT V03, *Assistive Computer Technology: Access to Computers, 1.5* ACT V05, *Assistive Computer Technology: Skills for the Internet, 1.5* ACT V08, *Assistive Computer Technology: Spelling Skills, 1.5* ACT V25, *Assistive Computer Technology: Writing Skills, 1.5* ART V20A, *Intermediate Oil Painting I, 3* ART V29A, ~~Commercial~~ Illustration ~~& Layout I~~, 3 ART V29B, ~~Commercial~~ Illustration ~~& Layout~~ II, 3 ART V34A, Two-Dimensional Mixed Media I, 3 ART V37A, Watercolor Painting I, 3 ART V46A, Beginning Acrylic Painting I, 3 ART V71, Computer Graphics ~~and Graphic~~ Design, 3 ART V72, Computer Graphics ~~and Graphic~~ DesignII,3 AUTO V10, *Introduction to Automotive Technology,1.5* AUTO V32**A**, ~~Automotive Service Excellence (ASE) Certification~~ Preparation **for Engines and Engine Performance,** 1 BUS V07B, *Business Calculations Using Excel, 2.5* BUS V28A, Medical Office Procedures: Front Office,3 BUS V45, Business Communications, 3 CD V64A, Practicum in Early Childhood Education: Observation and Assessment, 3 – **Discussion:** check Title 22 regarding hours for credit. CD V64B, Practicum in Early Childhood Education: Field Experience, 3			

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Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	CT V30, *Shop Woodworking, 3* CT V84, *Construction Skills Training, 3* DANC V13A, Tap ~~Dance~~ I, ~~1.5~~ *2* DANC V14/THA V14, Movement for the Theatre, 1.5 DANC V15A, Ballet I, ~~1.5~~ *2* Units DANC V23, Ballroom Dance, 1.5 DANC V27, Street Dance, 1.5 DANC V29A, Jazz ~~Dance~~ I, ~~1.5~~ *2* EAC V21, *Weight Training and Conditioning: Adaptive, 1.5* EAC V25, *Introduction to Dance: Adaptive, 1.5* EAC V26, *Individual and Team Sports: Adaptive,1.5* EAC V27, *Introduction to Swimming and Aquatic Fitness: Adaptive, 1.5* EAC V28, *Exploring Multicultural Dance Forms: Adaptive, 1.5* GEOG V24/GIS V24 *Introduction to Global Positioning Systems (GPS), 0.5* *HED V70, Spiritual Health, 3* *HED V95, Health and Wellness: Designed for Women, 3* ~~KIN~~ *ICA* V36, *Spring Intercollegiate* Basketball~~:~~ ~~Advanced Theory & Strategies, 3~~ *3.5* KIN V22, Running for Fitness, ~~1.5~~ *1* KIN V26, Weight Training and Conditioning*: Free Weights,* ~~1.5~~ *1* KIN V32, *Power Body Building* ~~for Athletes~~ *and Sculpting,* ~~1.5~~ *1* KIN V74*A,* Core Applications of ~~Functional~~ Kinesiology, ~~1.5~~ *1* KIN V76*A, Tai Chi* ~~for Balance and Holistic Health~~ *I,* ~~1.5~~ *1* MUS V10, *College Chorus, 1.5* MUS V11, *College Singers,* 1.5 MUS V12, *Community Choir, 1.5* MUS V13, Voice, 1.5 MUS V14A, *Beginning Orchestra: Strings, 1.5* MUS V14B, *Beginning Orchestra: Winds, 1.5* MUS V14C, *Beginning Orchestra: Percussion, 1.5* MUS V15, Community Orchestra, 1.5			

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Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	MUS V17, Jazz Band, 1.5 MUS V18, Band, 1.5 MUS V21A, Chamber Music: Woodwinds, ~~1~~ *1.5* MUS V21B, *Chamber Music: Brass,* ~~1~~ *1.5* MUS V21C, *Chamber Music: Strings and Keyboard,* ~~1~~ *1.5* MUS V22A, *Advanced Chamber Music: Woodwinds,* ~~1~~ *1.5* MUS V22B, *Advanced Chamber Music: Brass,* ~~1~~ *1.5* MUS V22C, *Advanced Chamber Music: Strings and Keyboards,* ~~1~~ *1.5* MUS V34, Symphony Orchestra, 1.5 MUS V35, *Chamber Orchestra,* 1.5 MUS V36, Beginning Guitar, 1.5 MUS V37, Intermediate Guitar, 1.5 *MUS V45, Beginning Opera/Musical Theatre Workshop,* 1.5 *MUS V46, Intermediate Opera/Musical Theatre Workshop,* 1.5 *MUS V47, Advanced Opera/Musical Theatre Workshop,* 1.5 MUS V55A, Beginning Recorder, 1.5 Units MUS V55B, Intermediate Recorder, 1.5 MUS V55C, Advanced Recorder, 1.5 MUS V57A, Early Music Ensemble, 1.5 MUS V57B , Advanced Early Music Ensemble, 1.5 MUS V61A, Recorder Choir, 1.5 MUS V61B, Advanced Recorder Choir, 1.5 POLS V01, American Government, 3 POLS V02, Comparative Government, 3 POLS V03, Introduction to Political Science, 3 POLS V04, Introduction to Political Theory, 3 PSY V03, Introduction to Biological Psychology, 3 PSY V31/SOC V31, Introduction to Social Psychology, 3 WEL V03, *ARC and MIG Welding, 8* WEL V13A, *ARC and MIG Welding I, 4* WEL V13B, *ARC and MIG Welding II, 4* *WEL V14A, TIG* and *Flux Core Welding I, 4* *WEL V14B, TIG* and *Flux Core Welding II, 4*			

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Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	WEL V20, Advanced Welding Applications, 4 *WEL V30, Applied Metal Fabrication, 2* **Recommendation:** all items will go forward to DCAA with minor edits.			
Other Business	BP 4022 Course Approval will be tabled until the April DTRW-I meeting to allow Dr. Endrijonas to get further input before writing an administrative procedure. Dr. Endrijonas provided a handout of Program and Course Approval Handbook (PCAH), this will be sent to the CTE Deans by Dr. Endrijonas, which she noted is a "living document" and, therefore, recommended not printing the document. It was noted at the February meeting, that research will be conducted regarding non-degree and degree applicable credit courses and whether they should be included in the administrative procedure. Mr. Sanchez and Dr. Endrijonas will bring back comments after comparison with other community college policies and procedures. An administrative procedure shall be developed as there is no current AP in BoardDocs. **Development of AP/BP on Repeatability, Title 5, Section 55000** This item was tabled due to the volume of curriculum submissions and length of this meeting. **BP/AP 4102 Occupational/Vocation Technical Programs** This item was tabled due to the volume of curriculum submissions and length of this meeting.	Develop draft of AP 4022 Research other community college policy and procedure models for course approval		Erika Endrijonas Ramiro Sanchez Jane Harmon Ramiro Sanchez Erika Endrijonas
Next Meeting Date:	September 26, 2013 – 1 pm, DAC Lakin Boardroom			

MOORPARK COLLEGE

New Courses

THA M27A	Costume Design I	3.0
THA M27B	Costume Design II	3.0
THA M28	Production Makeup	3.0

DTRW 04-11-2013

New Courses

THA M27A   Costume Design I   3.0
Prerequisites: None
Hours: 2 lecture, 3 lab

Explores the study of costume history, design, and basic construction techniques as an introduction to theatrical costuming. Includes the use of appropriate fabrics and materials for costume design. Moorpark College faculty has defined Concepts and Design as a family of courses which includes THA M23A, THA M23B, THA M25A, THA M25B, THA M27A, THA M27B and THA M28. A student may take a maximum of four (4) courses from a family. (Formerly part of THA M24A and M24B.) Applies to Associate Degree. Transfer credit: CSU

THA M27B   Costume Design II   3.0
Prerequisites: THA M27A
Hours: 2 lecture, 3 lab

Explores an intermediate level of study of costume history, design, and basic construction. Includes the use of appropriate fabrics, materials, and sewing techniques for costume design. Moorpark College faculty has defined Concepts and Design as a family of courses which includes THA M23A, THA M23B, THA M25A, THA M25B, THA M27A, THA M27B and THA M28. A student may take a maximum of four (4) courses from a family. (Formerly part of THA M24B.) Applies to Associate Degree. Transfer credit: CSU

THA M28   Production Makeup   3.0
Prerequisites: None
Hours: 2 lecture, 3 lab

Explores the study of theatrical make-up design and application for the stage and screen. Includes the study of color theory, facial structure, and anatomy for sculpting and contouring for dramatic effect, and the design and construction of prosthetics. Moorpark College faculty has defined Concepts and Design as a family of courses which includes THA M23A, THA M23B, THA M25A, THA M25B, THA M27A, THA M27B and THA M28. A student may take a maximum of four (4) courses from a family. (Formerly part of THA M24A and THA M24B). Applies to Associate Degree. Transfer credit: CSU

OXNARD COLLEGE

New Courses

BUS R124	Organizational Behavior	3

Revised Courses

ACCT R101	~~Principles of~~ Financial Accounting	3
ACCT R102	~~Principles of~~ Managerial Accounting	3
MATH R014A	Intermediate Algebra I	~~3~~**2.5**
MATH R014B	Intermediate Algebra II	~~3~~**2.5**
PHIL R100	Critical Thinking	3
PHIL R111	~~Thinking~~ Critical~~ly~~**Thinking** and Analytic Writing	3
PSY R101	General Psychology	3
PSY R104	Introduction to Experimental Psychology	3
PSY R105	Introduction to Physiological Psychology	3

New Programs

Associate in Arts in Philosophy for Transfer

BUS R124	**Organizational Behavior**	**3**
Hours:	**3.0 lecture**	
Prerequisites:	None	

Organizational Behavior is an introductory business course that will provide information to the student about individuals, groups, organizational structure, and function. Topics to be studied include: Interpersonal Communications, Decision Making, Human Perception, Dynamics of Groups, Human Needs and Motivation, Concept of Organization, Leadership, Moral and the Quality of Work Life with attention to ethical consideration.

ACCT R101	~~Principles of~~ Financial Accounting	3
Hours:	3.0 lecture	
Prerequisites:	None	
Advisory:	~~ACCT R001~~**BUS R001**	

This ~~course studies~~**is the study of** accounting as an information system, examining why it is important and how it is used by investors ~~and~~**,** creditors**, and others** to make decisions. The course ~~coverage includes~~**covers** the accounting information system ~~and the~~**, including** recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the ~~classified~~financial statements, and statement analysis. **Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flos, internal controls, and ethics.** Field trips may be required. ~~Formerly BUS R101A. Course is offered Pass/No Pass (P/NP) at student's option.~~ *Transfer credit: UC, CSU*

ACCT R102	~~Principles of~~ Managerial Accounting	3
Hours:	3.0 lecture	
Prerequisites:	**ACCT R101**	

~~This course is the study of the use of accounting data for managerial planning, cost control, and decision making purposes.The course includes broad coverage of concepts, classifications, and behaviors of costs. Topics include cost systems, the analysis and use of cost information, cost-volume-profit analysis, contribution margin, profit planning, standard costs, relevant costs, and capital budgeting. This course also continues and concludes the introductory phase of accounting principles, including accounting problems and procedures unique to corporations and investments.~~ **This is the study of how managers use accounting information in decision-making, planning, directing operations and controlling. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments.** Field trips may be required. ~~Formerly BUS R101B. Course is offered Pass/No Pass (P/NP) at student's option.~~ Transfer credit: UC, CSU

MATH R014A	Intermediate Algebra I	~~3~~**2.5** Units
Hours:	~~3.0~~**2.5** lecture	
Prerequisites:	MATH R011 or MATH R002	

This course is the first in a two-course sequence equivalent to MATH R014. This course will emphasize applications of mathematics to scientific and logical problems. Students learn to analyze and interpret problems while developing inductive and deductive logic skills to apply to verbal and quantitative problems. The topics include operations with functions, rational expressions and equations, compound and absolute value inequalities, systems of linear equations, graphing linear and nonlinear functions, radical expressions and equations, complex numbers, and solving quadratic equations. ~~A student receiving credit in Math R014A and/or B will not receive credit in MATH R014.~~The course is offered Pass/No Pass only.

MATH R014B   Intermediate Algebra II   ~~3~~2.5 Units
Hours: ~~3.0~~**2.5** lecture
Prerequisites: MATH R014A

This course is the second in a two-course sequence equivalent to MATH R014. This course will emphasize applications of mathematics to scientific and logical problems. Students learn to analyze and interpret problems while developing inductive and deductive logic skills to apply to verbal and quantitative problems. The topics include exponential and logarithmic functions, conic sections, sequences and series, and the Binomial Theorem. ~~A student receiving credit in Math R014A and/or B will not receive credit in MATH R014.~~ The course is offered Pass/No Pass only.

PHIL R100   Critical Thinking   3 Units
Hours: 3.0 lecture
Prerequisites: None

This course ~~is~~**provides** an introduction to critical thinking ~~skills~~**by emphasizing analytical reasoning**. The course ~~will examines deductive and~~**examines** inductive ~~reasoning techniques applied in~~**and deductive reasoning as well as other forms of persuasion. Topics include: analysis of** arguments, ~~natural and social science, social and cultural issues and~~**explanations, and informal fallacies that occur in the natural sciences, social sciences (including applied ethics), the humanities, (such as philosophy or art criticism), as well as** everyday ~~situations~~**discourse**. Critical thinking **and problem-solving** skills to be developed include: identifying and evaluating arguments~~,~~**;** recognizing ~~informal fallacies,~~**and correcting reasoning errors;** constructing ~~effective~~ arguments **based on sound methods of reasoning;** and assessing ~~topics~~**subjects** from multiple ~~argumentative~~**theoretical** points of view. ~~(Course credit is not available for students who have already taken PHIL. R111.) Formerly PHIL R121. Course is offered Pass/No Pass (P/NP) at student's option.~~ *Transfer credit: UC, CSU*

PHIL R111   ~~Thinking~~Critical~~ly~~**Thinking** and Analytic Writing   3 Units
Hours: 3.0 lecture
Prerequisites: ENGL R101

This course ~~is~~**provides** an introduction to critical thinking ~~skills with an emphasis on~~**by emphasizing** logical analysis ~~through~~**and analytical** writing. The course ~~will examine deductive and~~ **primarily examines** inductive reasoning ~~techniques applied in~~ **and its relation to deductive reasoning and other forms of persuasion. Topics include: analysis of arguments,** ~~natural and social science, social and cultural issues and~~ **explanations, and informal fallacies that occur in the natural sciences, social sciences (including applied ethics), the humanities, (such as philosophy or art criticism), as well as** everyday ~~situations~~ **discourse**. Critical thinking**, writing and problem-solving** skills to be developed include: identifying and evaluating arguments~~,~~**;** recognizing ~~informal fallacies,~~**and correcting reasoning errors;** constructing ~~effective~~arguments ~~and~~**based on sound methods of reasoning;** assessing ~~topics~~**subjects** from multiple ~~argumentative~~**theoretical** points of view~~. A total of 6,000 to 8,000 words will be required during the semester in a variety of written assignments. (Course credit is not available for students who have already taken Phil. R121.)~~**; composing original work of varying lengths, reflective of course elements.** ~~Course is offered Pass/No Pass (P/NP) at student's option.~~ *Transfer credit: UC, CSU*

PSY R101	General Psychology	3 Units
Hours:	3.0 lecture	
Prerequisites:	None	

This course ~~fulfills both transfer and general education requirements. It is required for the psychology major. It is the student of~~**studies** mental processes~~and,~~ human behavior and factors that influence them. The scientific basis of psychology are examined in addition to the ~~S~~scientific ~~M~~method. Theories involving biological, sensory and perceptual determinants of behavior are examined in addition to **topics such as** development, motivation, learning, intelligence, personality, mental disorders and treatment. Specific disciplines in the field such as Social Psychology and Health Psychology are explored. *Transfer credit: UC, CSU. C-ID: PSY 110*

PSY R104	Introduction to Experimental Psychology	3 Units
Hours:	3.0 lecture	
Prerequisites:	PSY R101, PSY R103, **MATH R105**	

~~This course is designed for prospective psychology majors or minors; the emphasis is on designing, conducting, and writing experimental research in human and animal behavior. It is recommended as a third course for psychology majors~~ **This psychological methods course emphasizes research design, experimental procedures and techniques, descriptive methodology, and the collection, analysis and interpretation of research data.** *Transfer credit: UC, CSU. C-ID: PSY 200*

PSY R105	Introduction to Physiological Psychology	3 Units
Hours:	3.0 lecture	
Prerequisites:	**PSY R101: General Psychology**	

The course provides exploration of physiological bases of behavior. ~~Some topics are~~**Topics include:** neural impulses and sensory processes, neural basis of reinforcement, electrical stimulation of the brain, memory, learning, emotion, biofeedback, split-brain studies, and research on right and left hemispheres. Emphasis is on current research findings and philosophical-moral implications. *Transfer credit: UC, CSU.*

Associate in Arts in Philosophy for Transfer

"Core" Courses: 2 courses (6 units minimum)	**Units**

Required: Choose 1 course or 3 units minimum from:

PHIL R112	Symbolic Logic and Set Theory	3
or		
PHIL R107	Introduction to Logic	3

Required: Choose 1 course or 3 units minimum from the following:

PHIL R101	Introduction to Philosophy	3
or		
PHIL R102	Introduction to Ethics	3

List A: Select 1 course (3 units) minimum from:
Any course not selected from the Core
OR

PHIL R105	History of Ancient and Medieval Philosophy	3
PHIL R106	History of Modern Philosophy	3

List B: Select 2 courses (6 units minimum) from the following:
Any course not selected from the Core
OR

PHIL R110	Philosophy of Religion	3
PHIL R114	Social Philosophy	3

List C: Select 1 course (3 units)
Any course not selected from List A or List B
OR

PHIL R100	Critical Thinking	3
PHIL R103	Survey of World Religions: East	3
PHIL R104	Survey of World Religions: West	3
PHIL R108	World Mythology	3
PHIL R109	Modern Religious Movements in America	3
PHIL R111	Critical Thinking and Analytic Writing	3

Total Units	**18**

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.

COMMUNITY COLLEGE LEAGUE
O F   C A L I F O R N I A

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.

DTRW-I review 4.11.13

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 Administrative Procedure Manual
Section   Chapter 4 Academic Affairs
Title   AP 4102 OCCUPATIONAL/VOCATIONAL TECHNICAL PROGRAMS
Number   AP 4102
Status   Active
Legal   Title 5, Sections 55600 et seq.
Adopted   July 14, 2009
Last Reviewed   June 25, 2009

Career Technical Education (CTE) Program Development and Approval
CTE program development process follows the steps outlined in AP 4020 Program, Curriculum and Course Development. In addition, CTE program development must include the following:

SCRC Submission:
After local Board of Trustees approval, the proposed CTE program must be submitted to the South Coast Regional Consortium (SCRC) for review and approval. ~~SCRC review is required prior to CCCCO submission. While SCRC approval is not required for CCCCO submission, it is recommended; it is highly unlikely that CCCCO approval will be given without SCRC consent.~~ **Per the Program and Course Approval Handbook, March 2012, Regional Consortium approval is required**.

Form CCC-501: Completion of CTE elements in Form *CCC-501 Application of Approval -- New Credit Program*, including, but not limited to:

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

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

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

Carmen Guerrero original for DTRW-I review 3.07.13
No current BP in CCLC or VCCCD as of 3.07.13
DTRW-I review 4.11.13
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- Current viability of the CTE program
- Continuing market relevance of CTE
- Demonstration of student completion
- Demonstration of student success in state or regional licensure, or comparable examinations
- **Continuing review by Advisory Committee identifying skills and competencies needed in the local workforce.**
- **Demonstration of student success in obtaining employment**

Carmen Guerrero original for DTRW-I review 3.07.13
No current BP in CCLC or VCCCD as of 3.07.13
DTRW-I review 4.11.13

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District Technical Review Workgroup-Instructional Self-Appraisal (March 2013)

SurveyMonkey

1. 1. How often did the committee meet?

	Response Percent	Response Count
Weekly	0.0%	0
Bi-weekly	0.0%	0
Monthly	**100.0%**	**7**
As needed	0.0%	0
Should it meet more frequently? Less frequently? If so, why?		2

answered question		**7**
skipped question		**0**

2. 2. Does the committee charge reflect the business of the committee? (Charge provided below.) "The purpose of the District Technical Review Workgroup - Instructional (DTRW-I) is: --To put into practice the collaboration of faculty and District administration in ensuring the technical and legal accuracy of new and substantively revised courses and programs approved by each College's Curriculum Committee; and --To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs. The DTRW-I is an advisory group to DCAA. It reviews curriculum submitted by the three VCCCD College Curriculum Committees. The DTRW-I is responsible for reviewing new and substantively revised courses and programs prior to submission through DCAA to the Chancellor and the Board of Trustees. DTRW-I is responsible for ensuring the technical and legal accuracy of all components of new and substantively revised courses and programs. In addition, the DTRW-I may choose to review and provide advice on questions regarding the interpretation of curricular regulations. To fulfill these charges, members of this workgroup are assigned responsibility for remaining current on all regulations and laws related to curriculum."

		Response Percent	Response Count
Yes		100.0%	7
No		0.0%	0
	answered question		7
	skipped question		0

3. 3. Is the committee environment conducive to open discussion of relevant issues?

		Response Percent	Response Count
Yes		100.0%	7
No		0.0%	0
	If "no," please explain your response.		1
	answered question		7
	skipped question		0

4. 4. Are the issues brought to the committee effectively addressed in a timely manner?

		Response Percent	Response Count
Always		42.9%	3
Usually		**57.1%**	**4**
Sometimes		0.0%	0
Rarely		0.0%	0
Never		0.0%	0
	Please explain your response.		3

answered question	**7**
skipped question	**0**

5. 5. Are the committee's agendas posted and accessible in an easy and timely manner?
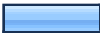
		Response Percent	Response Count
Always		**71.4%**	**5**
Usually		28.6%	2
Sometimes		0.0%	0
Rarely		0.0%	0
Never		0.0%	0
	Please explain your response.		1

answered question	**7**
skipped question	**0**

6. 6. Are the committee meeting notes readily accessible?

		Response Percent	Response Count
Accessible and easy to find		**85.7%**	**6**
Accessible but difficult to find		0.0%	0
Meeting notes are kept but not posted		0.0%	0
Meeting notes are not kept (that I am aware of)		14.3%	1
	Please explain your response.		1

answered question	**7**
skipped question	**0**

7. 7. To what degree do you agree with the following statement: "The business of the committee was accomplished effectively"?

		Response Percent	Response Count
Strongly agree		**85.7%**	**6**
Agree		0.0%	0
Neither agree nor disagree		14.3%	1
Disagree		0.0%	0
Strongly agree		0.0%	0
	Please explain your response.		3

answered question	**7**
skipped question	**0**

8. 8. What gaps (if any) in systems need to be addressed in order to support the planning efforts, research needs, or communication issues necessary for this committee to function more effectively?

	Response Count
	6
answered question	6
skipped question	1

9. 9. Discuss agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee.

	Response Count
	3
answered question	3
skipped question	4

Q1. 1. How often did the committee meet?

1	This seems appropriate and lines up well with curriculum meetings.	Mar 18, 2013 10:40 PM
2	yes, if the the DCAA submision dates are not cooridnated with Board submission dates.	Mar 13, 2013 4:04 AM

Q3. 3. Is the committee environment conducive to open discussion of relevant issues?

1	The members are not shy.	Mar 18, 2013 10:40 PM

Q4. 4. Are the issues brought to the committee effectively addressed in a timely manner?

1	We have had a heavy load of curriculum because of the excellent work of the college curriculum committees and for the most part, we have gotten through it in good form. The BP/AP process is a little clumsier - we shouldn't have things come back to this committee if they have done their work and moved it forward to DCAA. If Academic Senates vet it after DTRW, it should then go back to DCAA and then forward.	Mar 21, 2013 12:08 PM
2	We have good follow up.	Mar 18, 2013 10:40 PM
3	This committee is comprised of very well informed members regarding the curriculum requirements of the state. They are very aware of new legislation and rules regarding submission of curriculum and the deadlines that are involved with those submissions. The members educate each other and keep everyone up to date. The Chair and members are well versed in knowing what their resources are to gather the information needed and share it with the other members within the meetings.	Mar 13, 2013 10:31 AM

Q5. 5. Are the committee's agendas posted and accessible in an easy and timely manner?

1	Laurie has done a wonderful job of keeping this committee on schedule.	Mar 21, 2013 12:08 PM

Q6. 6. Are the committee meeting notes readily accessible?

1	Yes, thanks to Laurie.	Mar 18, 2013 10:40 PM

	Q7. 7. To what degree do you agree with the following statement: "The business of the committee was accomplished effectively"?	
1	We got through a ton of curriculum and had a great subcommittee that looked at general education and made some important recommendations. It was a collaborative effort and I think served the three colleges and their instructional programs well.	Mar 21, 2013 12:08 PM
2	The curriculum discussions are sometimes lively but the members always come to agreement regarding issues and they are effective at moving curriculum along through the proper channels of governance.	Mar 13, 2013 10:31 AM
3	We did the best we could given the lack of cooridnation between DCAA, Cabinet and Board submission deadlines. the process could have been smoother without the layer of DCAA submission and having the Academic Senate (AS) Presidents at the table to address issues that were tabled due to haveing the returned to AS for follow-up.	Mar 13, 2013 4:04 AM

Q8. 8. What gaps (if any) in systems need to be addressed in order to support the planning efforts, research needs, or communication issues necessary for this committee to function more effectively?		
1	The flow of everything - college vetting to work group to DCAA to Academic Senates to DCAA and then through the committees to the board slows things down at a time when changes must be implemented.	Mar 21, 2013 12:08 PM
2	What the heck is the role of DCAA relative to this committee?	Mar 18, 2013 10:40 PM
3	the need for DCAA is not clear--appears redundant	Mar 13, 2013 1:22 PM
4	There was confusion about the role of DCAA and the flow of curriculum to DCAA and issues with the timelines this created for the campuses. In addition, there was confusion about the flow of the Administrative Procedures (APs) and what started where, where it should go next, and which committees should be involved. DTRW-I was sometimes skipped or brought in late in the process which delayed the APs. DTRW-I functions well w/out DCAA.	Mar 13, 2013 11:18 AM
5	Curriculum submissions are always sent in by the deadline, however, in some instances they are revised at the last minute and resubmitted. When items are changed prior to submission to DCAA and subsequently Cabinet and the full Board for approval, it seems there is confusion regarding communication from the members to the curriculum techs about how and when the submission changes are to be handled. This procedure should be added to the existing Participatory Governance Handbook.	Mar 13, 2013 10:31 AM
6	Better cooridnation and planning between all the layers (respective committees) of review and approval needed to get curriculum and programs approved by the BOT. We did the best we could given the lack of cooridnation between DCAA, Cabinet and Board submission deadlines. the process could have been smoother without the layer of DCAA submission and having the Academic Senate (AS) Presidents at the table to address issues that were tabled due to haveing the returned to AS for follow-up.	Mar 13, 2013 4:04 AM

Q9. 9. Discuss agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee.		
1	Complete the general education work and continue implementing TMCs, etc.	Mar 21, 2013 12:08 PM
2	In the last few months of curriculum review, there have been quite a few submissions. As an example, bringing forth many submissions at one time (in the month of March) required delegation from the Chair to piecemeal the review of the submissions to workgroup members prior to the monthly meeting in order to accomplish this task within the one meeting. The Chair of this technical review workgroup does an effective and efficient job.	Mar 13, 2013 10:31 AM
3	Better coordination and planning between all the layers (respective committees) of review and approval needed to get BP/AP, curriculum and programs approved by the BOT. We did the best we could given the lack of cooridnation between DCAA, Cabinet and Board submission deadlines. the process could have been smoother without the layer of DCAA submission and having the Academic Senate (AS) Presidents at the table to address issues that were tabled	Mar 13, 2013 4:04 AM

Q9. 9. Discuss agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee.

due to haveing the returned to AS for follow-up.