









# Thursday, October 14, 2021 District Technical Review Workgroup - Instruction

#### **Zoom Meeting**

#### 1. Welcome and Announcements

1.01 Welcome and Announcements

## 2. Approval of the September 09, 2021 Meeting Notes

2.01 Approval of the September 09, 2021 Meeting Notes

#### 3. Curriculum Submissions

- 3.01 Moorpark College Curriculum
- 3.02 Oxnard College Curriculum
- 3.03 Ventura College Curriculum

#### 4. Old Business

- 4.01 2021-2022 BP/AP Review List
- 4.02 Update: Credit for Prior Learning and CPL Petition
- 4.03 Update: Low Textbook Costs
- 4.04 Goals and Outcomes

#### 5. New Business

- 5.01 Review the DTRW-I Charge and Membership
- 5.02 Five-Year Policy/Procedure Review Cycle
- 5.03 2021 Policy, Planning, Student Success Meeting Agenda Preparation Calendar

# 6. Policies and Procedures

- 6.01 Board Policy 4102 Career Technical Education Programs and Administrative Procedure 4102 Career Technical Education Programs
- 6.02 Board Policy 4220 Standards of Scholarship and Administrative Procedure 4220 Standards of Scholarship
- 6.03 Board Policy 4020 Program, Curriculum and Course Development and Administrative Procedure 4020 Program, Curriculum and Course Development

#### 7. Future Business/Next Meetings

- 7.01 Future Business and Next Meetings
- 7.02 AP 5012 International Students

#### 8. Adjournment

8.01 Adjournment









Meeting Oct 14, 2021 - District Technical Review Workgroup - Instruction

Category 1. Welcome and Announcements

Subject 1.01 Welcome and Announcements

Access Public

Type Information

# **Public Content**

The members of DTRW-I to extend welcomes and share any announcements.









Meeting Oct 14, 2021 - District Technical Review Workgroup - Instruction

Category 2. Approval of the September 09, 2021 Meeting Notes

Subject 2.01 Approval of the September 09, 2021 Meeting Notes

Access Public

Type Minutes

Minutes View Minutes for Sep 9, 2021 - District Technical Review Workgroup - Instruction

#### **Public Content**

The members of DTRW-I to review the September 09, 2021 DTRW-I Meeting notes.

2021 09.09 DTRW-I Meeting Notes Draft.pdf (183 KB)











# Thursday, September 9, 2021 District Technical Review Workgroup - Instructional <u>Meeting Notes - DRAFT</u>

#### **Attendees**

Patti Blair, Michael Bowen, Dan Clark, Shannon Davis, Amy Edwards, Jen K-Goetz, Letrisha Mai, Erik Reese, Mary Rees, Scarlet Relle, Art Sandford; Peter Sezzi; Catalina Yang

Not Present: Cynthia Herrera

#### Recorder

Veronica Hardy

#### 1. Welcome and Announcements

The meeting commenced at 1:10pm.

#### 2. Approval of the May 13, 2021 Meeting Notes

S. Davis recommended on Oxnard College Curriculum, to change "S. Davis replied that it's similar to C-ID courses" to "the courses in that program are approved for C-ID." On the record, S. Davis recommended changing the sentence where M. Bowen is describing the program to "the courses in the program were aligned with C-ID."

The group supported approving the meeting notes with the above modifications.

#### 3. Curriculum Submissions

#### Discussion: 3.01 Moorpark College Curriculum

The submitted curriculum can be found as an attachment to this agenda item.

P. Sezzi asked why the TOP codes were there and S. Davis explained that anything that necessitates a change in the control number at the state requires board approval. The members discussed the blue notes added below the courses, which helps the Board, DTRW-I and Senate Presidents keep track of everything. There was a discussion on how the TOP/SAM codes were changed to more accurately reflect the course content and discipline. E. Reese brought up the cross list of classes and L. Mai recommended double checking with faculty on this. Discrepancies between TOP code and SAM codes were discussed and how it is being changed to CTE.

#### Discussion: 3.02 Oxnard College Curriculum

The submitted curriculum can be found as an attachment to this agenda item.

The first four classes are new honors versions of existing courses in Art History. M. Bowen recommended a slightly darker font on the blue notes. The new Fire Technology Fire Service Physical Fitness class will be taken concurrently with the Fire Academy and will meet their general education PE activity requirement. The members discussed how this won't be offered in the traditional semester long format and checked the math on the lecture hours. They discussed how a lot of Fire Tech's curriculum is determined by the State Fire Marshall and how their required hours don't align well with our typical semester hours. M. Bowen stated the nominal value is 52.5 as the divisor for the District and S. Davis will check on this with Laura Anderson. The Wildland Fire Academy hours are being increased so that fire fighters can apply for 3 state occupational firefighting certificates after completing the course.

It was recommended to cross out the word "to" under the ICS 200 description before "the Incident Command System."

The State Fire Marshal made changes to curriculum so this is why this course that was just approved last year came back to the committee. S. Davis will resubmit ICS 200 for C-ID because the unit changed. The members discussed new noncredit courses that are mirrored courses to existing for credit courses, including Emergency Medical Responder and Emergency Medical Technician. The EMT courses will be submitted as a noncredit program.

#### Information: 3.03 Ventura College Curriculum

There was no curriculum submitted by Ventura College.

#### 4. Old Business

#### **Discussion: 4.01 Update: Credit for Prior Learning**

S. Relle provided an update that this topic went to the Board on May 25<sup>th</sup> and the members clarified that this is the effective date; APs do not undergo Board approval. As far as the Board is concerned, AP 4235 is done and the committee will adopt it and move forward. The markups made by the VC Registrar were discussed.

#### **Information: 4.02 Update: Low Textbook Costs**

J. Goetz presented this last year and all three academic senates approved \$40. IT is still in the process of attaching an icon and faculty will be notified after this is done.

Discussion: 4.03 Administrative Procedure 4102 Career Technical Education Programs and Board Policy 4102 Career Technical Education Programs.

DTRW-I

10.14.21

This item will remain on the agenda for the next meeting.

#### **Discussion: 4.04 Goals and Outcomes**

The members reviewed the summary of goals and outcomes of DTRW-I from the last year and had the following changes:

- The title needs to be changed to DTRW-I.
- Change #3 from "To provide" to "Provided" Change #4 from "To develop" to "Developed"
- S. Davis will edit this document and send to Gina. Veronica is filling in for Gina and will receive the documents. The members discussed constructing new goals for this year and decided on keeping the first two numbers in the list and adding:
  - Work with faculty on the assessment possibility for credit
  - Legislative impact

#### Discussion: 4.05 Awarding ADTs for IGETC UC applicants

J. Goetz discussed how the Registrar at Ventura College did not want to give ADTs using IGETC and therefore several students received ADTs but didn't meet the CSU requirements. The Registrar cited Title 5 that she couldn't award ADTs. J. Goetz had reached out to Aisha Lowe, who said in this case it was ok to award ADTs because we had already told the students in writing. It was discussed how our role is to make sure the student understands they will not meet the CSU admission requirement. The members will follow up on this issue.

#### 5. New Business

#### Information, Discussion: 5.01 Review the DTRW-I Charge and Membership

The members had a discussion regarding choosing a new Co-Chair. It was decided M. Bowen will serve as Co-Chair during the Fall semester and then it will transition to P. Sezzi in the Spring. There were no objections.

S. Davis, L. Mai and M. Bowen will look at the charge for changes and then bring it back to the next meeting. The official name of the Workgroup is DTRW-I until the proposed change gets formally approved.

#### Discussion: 5.02 Five-Year Policy/Procedure Review Cycle

The members briefly looked at the spreadsheet and will return to this item during the next meeting.

#### Discussion: 5.03 2021-2022 AP/BP Review List

The members reviewed the upcoming year's AP/BP Review List and the following was discussed:

- Change AP/BP 4102 from September 21 to October #1 or #2 meeting. Curriculum Co-chairs will handle this item.
- AP/BP 4020 had a CCLC update and needs to be checked. Curriculum Co-chairs will handle this item for the October #1 or #2 meeting.
- AP/BP 4220 had a CCLC update and needs to be checked. Instructional Faculty will handle this item and it will be sent to the Senate Presidents. This will be handled on October #2 meeting if not already done.
- AP/BP 5012 needs to be written. P. Blair checked that CCLC does have an AP on 5012 and will send out a copy. M. Bowen will see how other schools have put this into practice. This item will start in DTRW-I and then go to DTRW-SS, Will be handled on October #2 meeting.

#### Information: 5.04 2021 Policy, Planning, Student Success Meeting Agenda Preparation Calendar

The members of DTRW-I to review the 2021 Policy, Planning and Student Success Meeting Agenda Preparation Calendar provided for information.

#### Discussion: 5.05 Review of the DTRW-I Meeting Calendar and Holidays

There is a schedule conflict on November 11<sup>th</sup> (Veterans Day) and it was recommended to change the meeting to October 28<sup>th</sup>.

## 6. Future Business/Next Meetings

The next meeting will be held on October 14th and there will be more curriculum at that meeting. The members decided to wait discussing the bills coming through from legislation until they are approved. Some members discussed how the procedure for CPL is in place and the details can be worked on together. Questions regarding CPL were answered and M. Bowen stated the recording for the CPL on student transcripts' relevant Title 5 citation is 55050(f). The members agreed to continue meeting in Zoom for DTRW-I.

#### 7. Adjournment

The meeting adjourned at 2:46pm









Meeting Oct 14, 2021 - District Technical Review Workgroup - Instruction

Category 3. Curriculum Submissions

Subject 3.01 Moorpark College Curriculum

Access Public

Type Discussion

#### **Public Content**

This curriculum was submitted by Moorpark College for committee review and discussion.

MC curriculum submission\_2021\_10-14\_final.pdf (150 KB)

# **MOORPARK COLLEGE**

# **NEW COURSES**

ACCT M52	Taxation of Business Entities	3 units
ACCT M53	Volunteer Income Tax Assistance II (VITA II)	3 units

# **NEW COURSES**

ACCT M52 Taxation of Business Entities 3 units

Prerequisite: MATH M01 or equivalent, and ACCT M50 or ACCT M51

Recommended Prep: ENGL M02 Hours: 3 lecture

Provides students with a basic understanding of concepts of U.S. federal and state income taxation of business entities including corporations, S-corporations, partnerships, and limited liability companies.

Completion of ACCT M50, ACCT M51, ACCT M52, and ACCT M53 will help prepare students for the VITA (Volunteer Income Tax Assistance) Certification exam, the CTEC (California Tax Education Council) Registered Tax Preparer exam, the EA (Enrolled Agent) exam, and portions of the CPA (Certified Public Accountant) exam. Applies to Associate Degree. Transfer Credit: CSU

Notes: This course focuses on corporation, partnership, and S-corporation taxation which is needed for the CPA (Certified Public Accounting) exam. This course prepares students to enter the work force in essential service and expanding opportunities in Accounting, Tax, and bookkeeping. It provides the prerequisites to take professional exams and the opportunity for Accounting and Tax professionals to maintain their licenses as part of their required Continued Professional Educational hours.

The two new ACCT courses add additional options for students completing their Tax Proficiency Award. It currently requires three courses: ACCT M01 or ACCT M110, ACCT M50, and ACCT M51. These two additional courses will allow students to select two of the four courses to complete the requirements.

We are currently developing an Advanced Tax Certificate that would require ACCT M01 or ACCT M110, and all four courses: ACCT M50, ACCT M51, ACCT M52, and ACCT M53..

# **NEW COURSES**

ACCT M53 Volunteer Income Tax Assistance II (VITA II) 3 units

Prerequisite: ACCT M50 or ACCT M51

Recommended Prep: MATH M01, ACCT M01 or ACCT M110

Hours: 2 lecture and 3 lab

Continues the development of preparation and review of basic to advanced Federal and California income tax returns and use of tax preparation software. Develop skill sets of effective Quality Reviewers, Site Coordinators, and Supervisors. Emphasizes tax topics including capital gains and losses, business income and expenses, the Earned Income Tax Credit (EITC), Child Tax Credit, Child and Dependent Care Credit, filing status, dependency exemptions, basic deductions, and adjustments. Serves the local community as students participating in the Volunteer Income Tax Assistance (VITA) program prepare income tax returns for qualifying individuals at no cost.

Completion of ACCT M50, ACCT M51, ACCT M52, and ACCT M53 will help prepare students for the VITA (Volunteer Income Tax Assistance) Certification exam, the CTEC (California Tax Education Council) Registered Tax Preparer exam, the EA (Enrolled Agent) exam, and portions of the CPA (Certified Public Accountant) exam. *Applies to Associate Degree. Transfer Credit: CSU* 

Notes: This course is needed for students returning to the VITA program for the second year, or those with tax preparation experience, to certify as Advanced Preparers and develop skill sets as Quality Reviewers, Site Coordinators, and Supervisors. This course prepares students to enter the work force in essential service and expanding opportunities in Accounting, Tax, and bookkeeping. It provides the prerequisites to take professional exams and the opportunity for Accounting and Tax professionals to maintain their licenses as part of their required Continued Professional Educational hours. It also provides students with experience and contributions to the diverse surrounding community by offering free tax preparation to predominantly minority low to mid income earners.

The two new ACCT courses add additional options for students completing their Tax Proficiency Award. It currently requires three courses: ACCT M01 or ACCT M110, ACCT M50, and ACCT M51. These two additional courses will allow students to select two of the four courses to complete the requirements.

We are currently developing an Advanced Tax Certificate that would require ACCT M01 or ACCT M110, and all four courses: ACCT M50, ACCT M51, ACCT M52, and ACCT M53.









Meeting Oct 14, 2021 - District Technical Review Workgroup - Instruction

Category 3. Curriculum Submissions

Subject 3.02 Oxnard College Curriculum

Access Public

Type Discussion

#### **Public Content**

This curriculum was submitted by Oxnard College for committee review and discussion.

DTRW-I\_OC\_submission-2021-1014.pdf (154 KB)

# OXNARD COLLEGE

# **New Credit Courses**

ART R177 ART R179 ENGL R134 ETHS R134 FILI R101 FILI R102	Graphic Design I Introduction to Typography African-American Literature African-American Literature Elementary Filipino 1 Elementary Filipino 2	3 Units 3 Units 3 Units 3 Units 4 Units 4 Units
	Credit Course Unit Changes	
EMT R169	Emergency Medical Technician	<b>9</b> & Units
	New Noncredit Courses	
AB R801	Introduction to Automotive Body and Fender Repair	140 Hours
AB R802	Intermediate Auto Body and Fender Repair	140 Hours
AB R803	Introduction to Estimating Auto Body Damage	140 Hours
AB R804	Advanced Auto Body Collision and Damage Repair	140 Hours
AB R805A	Auto Body Painting and Refinishing I	70 Hours
AB R805B	Auto Body Painting and Refinishing II	140 Hours
AB R807A	Automotive Graphics	70 Hours
AB R807B	Advanced Automotive Graphics	70 Hours
TUTR R802	Tutoring Methods	16 Hours
	Deactivated Programs	
	e in Hospitality Management	60 units 18 units
Certificate of Achievement in Hospitality Management		

#### **New Credit Courses**

ART R177 Graphic Design I 3 Units

Hours: 1 lecture, 6 lab weekly

Prerequisites: ART R104A Advisories: ART R175

C-ID: Aligned with GDES 120

This course is an introduction to the basic concepts of graphic design for print and electronic media. Topics include an overview of the commercial and print industry, basic layout design principles, image preparation, color modes and file preparation for print. Student assignments encompassing design creativity and technical skills include branding and logo design, brochures, poster and album art. *Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option. Applies to Associate Degree.* 

Transfer credit: CSU

Notes: This course is being created to align with one of the required C-ID courses within the TMC in Graphic Design that is expected to be finalized this year. As soon as the TMC template in Graphic Design is finalized, Oxnard College Art faculty will create an AS-T in Graphic Design.

ART R179 Introduction to Typography 3 Units

Hours: 1 lecture, 6 lab weekly

Prerequisites: ART R104A

C-ID: Aligned with GDES 130

This course is an introduction to the fundamentals of typography. Emphasis will be on the use of typography in graphic design. Topics include the history of type, aesthetic qualities of letterforms, the anatomy of letter form and practice of typography as they apply to graphics, advertising and visual communication. *Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option. Applies to Associate Degree.* 

Transfer credit: CSU

Notes: This course is being created to align with one of the required C-ID courses within the TMC in Graphic Design that is expected to be finalized this year. As soon as the TMC template in Graphic Design is finalized, Oxnard College Art faculty will create an AS-T in Graphic Design.

ENGL R134 African-American Literature 3 Units

Hours: 3 lecture weekly

Prerequisites: ENGL R101 or ENGL R101H

This course offers a survey of major authors, works, and genres in African-American literature from the colonial era to the present. The course will include significant historical and cultural analysis as reflected in the literature. The course will also examine how the African-American literature has impacted American culture. (Same as **ETHS R134**.) *Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option. Applies to Associate Degree.* 

Transfer credit: CSU

Notes: This course will be added to the AA-T in English in List C and to the AA-T in Social Justice Studies. This course is CSU transferable and will be proposed for UC transferability. Similar courses at other institutions have been approved for both CSU GE and IGETC, so this course will also be proposed for CSU GE area C2 Humanities and IGETC area 3B Humanities, as well as area C2 Humanities in Oxnard College's local GE pattern for AA/AS degrees. In addition, this course will be proposed for CSU GE area F Ethnic Studies, so the co-list of ETHS was added as required by the CSU for area F courses.

ETHS R134 African-American Literature 3 Units

Hours: 3 lecture weekly

Prerequisites: ENGL R101 or ENGL R101H

This course offers a survey of major authors, works, and genres in African-American literature from the colonial era to the present. The course will include significant historical and cultural analysis as reflected in the literature. The course will also examine how the African-American literature has impacted American culture. (Same as **ENGL R134**.) *Field trips may be required. Course is offered Pass/No Pass* (*P/NP*) at student's option. Applies to Associate Degree.

Transfer credit: CSU

Notes: This is a co-listed course with ENGL R134. This course will be added to the AA-T in English in List C and to the AA-T in Social Justice Studies. This course is CSU transferable and will be proposed for UC transferability. Similar courses at other institutions have been approved for both CSU GE and IGETC, so this course will also be proposed for CSU GE area C2 Humanities and IGETC area 3B Humanities, as well as area C2 Humanities in Oxnard College's local GE pattern for AA/AS degrees. In addition, this course will be proposed for CSU GE area F Ethnic Studies, so that is why this co-listed course in ETHS was added as required by the CSU for area F courses.

FILI R101 Elementary Filipino 1 4 Units

Hours: 4 lecture weekly

This course is an elementary level Filipino course, the national language of the Philippines, or Tagalog, the language on which Filipino is based. It aims to develop all four language skills: speaking, listening, reading, and writing at the elementary level. This course examines pronunciation, word formation, grammar, and sentence structures while providing the essential vocabulary in various situational contexts, appropriate forms of address, and cultural nuances for communication. This course will also provide basic knowledge about values, customs, and regions of the Philippines. *Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option. Applies to Associate Degree.* 

Transfer credit: CSU

Notes: FILI R101 expands the curriculum offerings of languages in Oxnard College which currently includes Spanish and American Sign Language. This class will be the pioneering Filipino language class within the Ventura County Community College District and will meet the needs of the growing Filipino population in the county and demand from local high schools. According to the U.S Census Bureau (American Community Survey 2019) Tagalog (Filipino) ranks as the 5th most common non-English language in the United States following Spanish, Chinese, French, and Russian; the 3rd most common non-English language in California following Spanish and Chinese and ranks as the 2nd most common non-English language in Ventura County following Spanish. FILI R101 will help to build proficiency in Filipino/Tagalog which will help to prepare students for a variety of careers that require interpersonal skills in language including careers related to teaching, healthcare, counseling, government, social services, and many others. Having language classes representative of the diverse populations is empowering and valuable to the student population and the community members that the college serves. This course will be submitted for UC approval as well as CSU GE in the C2 Humanities area and IGETC area 6 Language other than English (LOTE).

FILI R102 Elementary Filipino 2 4 Units

Hours: 4 lecture weekly Prerequisites: FILI R101

This is the second semester course of elementary level Filipino, the national language of the Philippines, or Tagalog, the language on which Filipino is based. This course aims to teach language acquisition in a cultural context through listening, speaking, reading, and writing at the second semester elementary level. This course will examine language fundamentals (pronunciation, word formation, grammar, and sentence structures) in additional situational contexts and provide expanded knowledge about values, customs, and regions of the Philippines. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option. Applies to Associate Degree.

Transfer credit: CSU

Notes: FILI R102 will provide students with the opportunity to complete a year-long sequence in the Filipino/Tagalog language. This course will be submitted for UC approval as well as CSU GE and IGETC in the Humanities and IGETC area 6 Language other than English (LOTE).

#### **Credit Course Unit Changes**

EMT R169 Emergency Medical Technician 9 8 Units

Hours: 130 122.5 lecture, 60 52.5 lab per semester

Advisories: EMT R109 and ENGL R097

Limitations on

Enrollment: Current CPR certification for health care provider (American Heart Association) or

professional rescuer (American Red Cross)

This course covers the knowledge and skills necessary for the individual to provide emergency medical care with an ambulance, **fire**, **fire** or other specialized **services** service at the Basic Life Support (BLS) level. This course is approved by the Ventura County Emergency Medical Services Agency and the California State Department of Emergency Services. Upon successful completion of the skills testing, final **exam**, exam and passing the course with a grade of B or better, the student will be eligible to take the EMT National Registry Examination, which is required for certification as an EMT. *Applies to Associate Degree*.

Transfer credit: CSU

Notes: The course now incorporates the National Registry of Emergency Medical Technicians psychomotor exam which has increased the hours required to cover the material and therefore the units. Traditionally, students would pay for a separate fee-based course after completion of this course to get this additional content and take this exam. This change will close equity gaps for those students who struggle financially to afford the extra fees and make students more employable.

#### **New Noncredit Courses**

AB R801 Introduction to Automotive Body and Fender Repair 140 Hours

Hours: 8 hours weekly

This course covers the fundamentals of auto body repair including metal inert gas (MIG) welding, oxyacetylene welding, metal finishing, use of body fillers, sanding, masking, and priming. *Course is offered Pass/No Pass (P/NP) at student's option. This is a noncredit course. Does not apply to Associate Degree.* 

Notes: This is a noncredit mirrored version of AB R001. Noncredit courses provide tuition-free job skills training.

AB R802 Intermediate Auto Body and Fender Repair 140 Hours

Hours: 8 hours weekly

Prerequisites: AB R801

This course teaches students advanced auto body repair techniques using various materials such as steel, aluminum and plastics. Students are also taught special priming methods. *Course is offered Pass/No Pass (P/NP) at student's option. This is a noncredit course. Does not apply to Associate Degree.* 

Notes: This is a noncredit mirrored version of AB R002. Noncredit courses provide tuition-free job skills training.

AB R803 Introduction to Estimating Auto Body Damage 140 Hours

Hours: 8 hours weekly

Prerequisites: AB R802

This course is designed to prepare students with the necessary skills in writing estimates or accident reports for non-structural refinishing and repair of automobile damage. *Course is offered Pass/No Pass (P/NP) at student's option. This is a noncredit course. Does not apply to Associate Degree.* 

Notes: This is a noncredit mirrored version of AB R003. Noncredit courses provide tuition-free job skills training.

AB R804 Advanced Auto Body Collision and Damage Repair 140 Hours

Hours: 8 hours weekly

Prerequisites: AB R803

This is an advanced course in the techniques of repairing heavy damage to the automobile body and chassis; emphasis will be on automobile frame straightening, structure damage repairs, and advanced welding. The student's auto body projects will be in the scope of complete automotive wrecks. *Course is offered Pass/No Pass (P/NP) at student's option. This is a noncredit course. Does not apply to Associate Degree.* 

Notes: This is a noncredit mirrored version of AB R004. Noncredit courses provide tuition-free job skills training.

AB R805A Auto Body Painting and Refinishing I 70 Hours

Hours: 4 hours weekly

This course is designed to prepare students for entry-level positions in the automotive refinishing industry by providing training in painting fundamentals. Topics to be covered include a history of the industry, shop safety, shop equipment and layout, required tools and materials, and surface preparation techniques. Course is offered Pass/No Pass (P/NP) at student's option. This is a noncredit course. Does not apply to Associate Degree.

Notes: This is a noncredit mirrored version of AB R005A. Noncredit courses provide tuition-free job skills training.

AB R805B Auto Body Painting and Refinishing II 140 Hours

Hours: 8 hours weekly Prerequisites: AB R805A

This course continues training in automotive painting and refinishing. Topics to be covered include application of undercoats and topcoats, spot repair procedures, paint job procedures, paint problems, and procedures for securing employment in the field. *Course is offered Pass/No Pass (P/NP) at student's option. This is a noncredit course. Does not apply to Associate Degree.* 

Notes: This is a noncredit mirrored version of AB R005B. Noncredit courses provide tuition-free job skills training.

AB R807A Automotive Graphics 70 Hours

Hours: 4 hours weekly

This is an introductory course that gives a comprehensive overview of automotive graphics including preparation and layout of pinstriping, touch-up, lettering, and murals. This course also includes graphics for commercial trucks and boats. *Course is offered Pass/No Pass (P/NP) at student's option. This is a noncredit course. Does not apply to Associate Degree.* 

Notes: This is a noncredit mirrored version of AB R007A. Noncredit courses provide tuition-free job skills training.

AB R807B Advanced Automotive Graphics 70 Hours

Hours: 4 hours weekly Prerequisites: AB R807A

This course provides instruction in advanced level automotive graphics design including color selection, paint mixing, customized murals, advanced commercial lettering applications, advanced outlines and shadowing, advanced pinstriping, and customized quills. *Course is offered Pass/No Pass (P/NP) at student's option. This is a noncredit course. Does not apply to Associate Degree.* 

Notes: This is a noncredit mirrored version of AB R007B. Noncredit courses provide tuition-free job skills training.

TUTR R802 Tutoring Methods 16 Hours

Hours: 16 hours

This course, designed for students who will be working as tutors, introduces methods and best practices for tutoring individuals and groups. Students will examine learning theories and instructional pedagogies. This course offers students the opportunity for the application of learned skills and techniques to tutoring sessions. Course is offered Pass/No Pass (P/NP) at student's option. This is a noncredit course. Does not apply to Associate Degree.

Notes: The Oxnard College Writing, Reading, and Tutoring Center is working toward the process of collecting apportionment for tutoring services provided to students. One of the requirements for this process is to provide a Tutoring Methods course that all tutors must complete. This non-credit course would meet that requirement. Currently, tutors attend workshops and trainings provided by the Writing and Reading Center Coordinator, the Tutorial Services Specialist and the STEM Illumineers program director; however, this training and workshop program is not a course that they take. Additionally, this Tutoring Methods course would provide consistency in the tutor training process moving forward.

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# **Deactivated Programs**

# Associate in Science in Hospitality Management Degree

Required Core Courses		<b>Units</b>
HM R100	Principles of the Hospitality Industry	3
HM R104	Sanitation and Environmental Control	3
HM R123	Hospitality and Cost Control	3
HM R112	Food and Beverage Management	3
HM R101	<b>Introduction to Hotel Management</b>	3
BUS R111	Business Law	3
Total Required Major Units	<del>18</del>	
Additional units/requirements to	to complete the A.A. Degree	
Oxnard College General Educa	ation Pattern	<del>29</del>
Double Counted Units		0
Free Electives Required		<del>13</del>
Total Units required for the	<del>60</del>	

Notes: This program is being deactivated due to consistently low enrollments. For students interested in Hospitality Management, Oxnard College still offers the AS-T in Hospitality Management, which also provides the opportunity to transfer to a CSU offering Bachelor's degree programs in Hospitality Management.

# Certificate of Achievement in Hospitality Management

Required Core Cor	ırses	Units
HM R100	Principles of the Hospitality Industry	3
HM R104	Sanitation and Environmental Control	3
HM R123	Hospitality and Cost Control	3
HM R112	Food and Beverage Management	3
HM R101	<b>Introduction to Hotel Management</b>	3
BUS R111	Business Law	3
Total Required Units for Certificate		

Notes: This program is being deactivated due to consistently low enrollments. For students interested in Hospitality Management, Oxnard College still offers the AS-T in Hospitality Management, which also provides the opportunity to transfer to a CSU offering Bachelor's degree programs in Hospitality Management.









Meeting Oct 14, 2021 - District Technical Review Workgroup - Instruction

Category 3. Curriculum Submissions

Subject 3.03 Ventura College Curriculum

Access Public

Type Discussion

#### **Public Content**

This curriculum was submitted by Ventura College for committee review and discussion.

10.14.21 VC DTRWI Submission REVISED.pdf (215 KB)

# **VENTURA COLLEGE**

# **New Programs**

Associate in Science for Transfer: Business Administration 2.0

60 units

#### **New Programs**

#### Ventura College Associate in Science Business Administration 2.0 for Transfer

A student graduating with an Associate in Science Degree in Business Administration 2.0 for Transfer may transfer to a CSU Campus to complete a bachelor's degree in Business, Business Administration, Entrepreneurship, Sustainable Business Management, Management, Marketing, Accounting, Economics, or Finance.

The Associate in Science Degree in Business Administration 2.0 for Transfer (Business Administration 2.0 AS-T) is intended for students who plan to complete a bachelor's degree in Business Administration or a similar major at a CSU campus. For a current list of what majors (and what options or areas of emphasis within that major) have been designated as "similar" to this degree at each CSU campus, please refer to <a href="https://icangotocollege.com/associate-degree-for-transfer">https://icangotocollege.com/associate-degree-for-transfer</a> and seek guidance from a Ventura College counselor. Students completing this degree are guaranteed admission to the CSU system, although not necessarily to a particular CSU campus or major.

Students transferring to a CSU campus that accepts the Business Administration 2.0 AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major at a particular campus). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To earn an Associate in Science in Business Administration 2.0 for Transfer degree, students must meet the following requirements:

- 1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC for CSU) or the California State University General Education-Breadth (CSU GE-Breadth) requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- 2. Obtain a minimum grade point average (GPA) of 2.0 in all CSU transferable coursework. While a minimum GPA of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA. Please consult with a counselor for more information.
- 3. Obtain a grade of "C" or better or "P" in all courses required in the major or area of emphasis. Even though a "P" grade is allowed (Title 5 section 55063), it is recommended that students complete their major courses with a letter grade ("A," "B," or "C") due to unit limitations on "P/NP" courses.
- 4. Complete a minimum of 12 units in residence at Ventura College.

Required Core (28 units):		Units
BUS V01A	Financial Accounting	4
BUS V01B	Managerial Accounting	4
BUS V30 or	Introduction to Business	3
BUS V45	Business Communications	3
BUS V33 or	Business Law	3
BUS V53	Legal Environment of Business	3
ECON V01A	Principles of Macroeconomics	3
ECON V01B	Principles of Microeconomics	3
MATH V44	Elementary Statistics	4
MATH V21A or	Calculus with Analytic Geometry I	5
MATH V46	Applied Calculus	4
Major Units		28-29
CSÚ General Education or IEGTC-CSU Pattern Electives (CSU transferrable units to reach 60) Double-Counted Units		37-39
		1-4
		(9)
DEGREE TOTAL		60

Notes: This Associate Degree for Transfer (ADT) is an implementation of the new Business Administration 2.0 Transfer Model Curriculum (TMC) that was recently created at the request of CSU campuses. We expect that many CSU campuses will migrate to this version of the Business Administration transfer degree starting in fall 2022 and discontinue acceptance of the original Business Administration ADT. Ventura College anticipates that it will also discontinue offering and awarding the old Business Administration ADT after the state chancellor's office (CCCCO) approves the Business Administration 2.0 degree; that program inactivation proposal will be presented at a future meeting for Board of Trustees approval. This degree aligns with existing awards already approved at Moorpark and Oxnard Colleges; there is sufficient demand to justify offering this award at all three District colleges.









Meeting Oct 14, 2021 - District Technical Review Workgroup - Instruction

Category 4. Old Business

Subject 4.01 2021-2022 BP/AP Review List

Access Public

Type Discussion

# **Public Content**

The members of DTRW-I to have a discussion regarding the upcoming year's BP/AP review list.

DTRW-I AP BP Review List 10.14.21.pdf (167 KB)

# FALL/SPRING 2021-22 REVIEW LIST

AP/BP Name	Assigned to	Scheduled for	<u>Comment</u>
AP/BP 4020 Program,	DTRW-1	October #1 or	CCLC Update 04/21
Curriculum and Course	<mark>Curriculum Co-</mark>	<mark>October #2</mark>	*CCLC update needs to
<b>Development</b>	<mark>Chairs</mark>		<mark>be checked</mark>
AP/BP 4070 Auditing and	DTRW-SS	October #1	
Auditing Fees	Registrars		
AP/BP 4102 Career	DTRW-I	October #1 or	<u>Scheduled</u>
Technical Education	Curriculum Co-	October #2	
<u>Program</u>	<u>Chairs</u>		
AP/BP 4106 Nursing	DTRW-SS	October # 1	CCLC Update 04/21
Program	Angelica		
	Gonzales, Nursing		
	Coordinators		
AP/BP 4220 Standards of	DTRW-I	October #2 if not	CCLC Update 04/20
<u>Scholarship</u>	<b>Instructional</b>	<mark>already done</mark>	*CCLC update needs to
	<mark>Faculty</mark>		<mark>be checked</mark>
AP/BP 4250 Probation,	DTRW-SS	October #2	CCLC Update 04/21
Disqualification and	Registrars,		
Readmission	Counseling,		
	Leticia Canales,		
	Akadina A		
AP/BP 4400 Community	DTRW-SS	October # 1	CCLC Update 04/20
Services Programs	Oscar Cobian,		*last update 09/15/17.
	Khushnur		
	Dadabhoy, and		

<sup>\*\*</sup>This highlight signifies that the AP/BP is scheduled to appear at the current meeting

<sup>\*\*</sup>This highlight signifies that the AP/BP is scheduled to appear at the upcoming meeting.

DTRW-I

	Damien Pena		
AP/BP 4500 Student News Media	<u>DTRW-SS</u> ASPs, Priscilla Mora	October #1	CCLC Update 10/20
AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students	<u>DTRW-SS</u> Registrars, Jesus Vega	December meeting	CCLC Update 04/20
AP 5012 International Students	Will start in  DTRW-I and then  go to DTRW-SS	DTRW-I will do on October #2 meeting and DTRW-SS will do on December meeting (assuming DTRW-I completes in October)	No procedure.
AP 5015 Residence Determination	<u>DTRW_SS</u> Registrars	February Meeting	CCLC Update 04/21
AP/BP 5030 Fees	<u>DTRW-SS</u> Registrars, SBO (bursars)	February Meeting	CCLC Update 04/21
AP/BP 5035 Withholding of Student Records	<u>DTRW-SS</u> Registrars, Damien Pena	March Meeting	CCLC Update 04/21
AP 5040 Student Records, Directory Information and Privacy	<u>DTRW-SS</u> Registrars, Oscar Cobian, Patti Blair, Fin. Aid	March Meeting	CCLC Update 10/20

<sup>\*\*</sup>This highlight signifies that the AP/BP is scheduled to appear at the current meeting

<sup>\*\*</sup>This highlight signifies that the AP/BP is scheduled to appear at the upcoming meeting.

DTRW-I

	Officers		
AP/BP 5050 Student Success and Support Program	DTRW-SS	October #1	CCLC Update 04/21
AP 5700 Athletics	<u>DTRW-SS</u> Registrars	October #1	CCLC Update 10/20

# Policies and Procedures that may need to be reviewed

- <u>AP 3225 Institutional Effectiveness</u> We currently don't have this AP. This AP is legally *advised* for districts that receive funds under the Seymour-Campbell Student Success Act of 2012.
- AP 3540 Sexual and Other Assaults on Campus: This is an AP that was reviewed by legal counsel. CCLC updated 07/27/20.
- <u>AP 5012 International Students:</u> CCLC states this procedure is *legally required* if the District admits non-citizen students. VCCCD currently does not have this AP.









Meeting Oct 14, 2021 - District Technical Review Workgroup - Instruction

Category 4. Old Business

Subject 4.02 Update: Credit for Prior Learning and CPL Petition

Access Public

Type Discussion

#### **Public Content**

The members of DTRW-I to have a discussion regarding any updates pertaining to Credit for Prior Learning.

Petition for Prior Learning Credit-Final\_Version 3\_9.22.2021.pdf (219 KB)



# **Credit for Prior Learning Assessment Petition**

Student Name:			Student ID No. 900			
Mailing Address	City	St	Zip	Phone No		
AP/IB/CLEP/HS Articulation: Do and schedule an appointment with a	a counselor to discuss how the	se will be appli	ed to the de			
<b>Deadline:</b> Approved petitions must The examination is to be administe examination period.	be on file with the subject ar	ea instructor by	Friday of	the tenth week of the semester		
<b>Petition is for the following Cro</b> Check all that apply and refer to	9 1	-		ethod.		
☐ Internal Departmental Examin ☐ Industry-Recognized Credentic attached to this petition for assessm ☐ Student-Created Portfolio: Prio designee to receive further instructi chair or faculty designee, student m assessment of prior learning. ☐ Military Joint Service Transcrip meeting with a counselor. Refer to S	als or Licensure: Industry request of prior learning. In the meeting with a counselor, ons for student-created portfoust meet with a counselor and ots: Military transcripts must be	the student mu blio assessment attach the port	st meet wit After stude folio docum	th the department chair or faculty ent meets with the department nents to this petition for and Records Office prior to		
<ul> <li>Students should be aware to not limited to meeting gene.</li> <li>Students should be advised athletics, financial aid, and a (Exceptions to the above in regulations of state agencie.</li> <li>Credits earned through the deferment, Veterans, or Social Credit by Examination (Interwithin a single discipline, as If a student is currently enthrough CPL for any prerequipment.</li> <li>A student who attempted a apply for CPL for that cours.</li> <li>Credits earned by CPL are associate degree.</li> <li>A maximum of 50% of the Transfer Pathways degrees units may be granted upon a student of the student of the same as a supplementation.</li> </ul>	dit for Prior Learning (CPL) for hat other colleges and university ral education (GE), pre-major, of that the use of units granted veterans' benefits are subject to hay be made when necessary is governing programs of the CCPL process are not applicable to all Security benefits.  The process are not applicable to all Departmental Examinations determined by prerequisites rolled in a course or has comuisite to that course.  The course one or more times are or for a comparable course and the course of the	r a given course sities may not a major and/or of through the Course to meet provisalifornia Common to meeting of succession) may be grant another districted the course to did not succession another districted the 12 semested the degree (excessicate of Achieve AA or his/her districted may be grant to meeting of succession and the course of another districted the semested the degree (excession and the course of Achieve AA or his/her districted may be grant another districted the semested the degree (excession and the course of Achieve AA or his/her districted the course of AA or his/her districted the course	e only once. ccept CPL for ther require consistency of Calculations of Calcula	or transfer purposes, including burements. towards establishing eligibility for softhe external agencies involved lifornia state law or the rules and ges.) d requirements as Selective Service one course in a sequence of course will not be eligible to earn credimplete the course is not eligible to redit in residency required for an ociate Degree for Transfer and UC be applied through CPL. Additionate limitation does not apply to unit		
Student's Signature		Date				



#### Additional information on CPL Assessment

## I. Internal Department Examinations (Locally Administered Examinations)

- a) Students will receive credit by satisfactory completion of an examination administered by the District College in lieu of completion of a course listed in the college catalog, provided that Internal Departmental Examination is permitted for the course. See the Courses Excluded from Internal Departmental Examination list maintained by each District College. A letter grade (A, B, C, D, F and/or P/NP) will be awarded for each attempt (if P/NP is ordinarily available for the course). If a letter grade is awarded, it will be incorporated in the computation of the student's grade point average. Students may challenge a given course via the Internal Departmental Examination (locally administered exam) process only once.
- b) A student may be granted credit if he or she satisfactorily passes an examination approved and conducted by the District College discipline faculty. Such credit may be granted only to a student who is registered at the District College and not on either academic probation or progress probation, and only for a course listed in the District College's catalog.
- c) The nature and content of the exam shall be determined solely by the District College discipline faculty in accordance with Title 5 Section 55002.
- d) Units for which credit is given pursuant to this provision shall not be counted in determining the 12 semester hours of credit in residency requirement for an associate degree.
- e) A District College shall charge a student a fee for administering an examination pursuant to this provision which is equal to the enrollment fee for the course.

#### II. Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of a District College under the following circumstances:

- a) The student shall complete the Credit for Prior Learning assessment petition.
- b) Official transcripts must be on file in the Admissions and Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
- c) Credit course equivalency shall be determined by the faculty of the appropriate discipline.

#### **III. Industry-Recognized Credentials or Licensure Documentation**

Students interested in Credit for Prior Learning using industry recognized credential(s) or licensure shall receive credit as determined solely by the faculty of the appropriate discipline:

- a) The student shall complete the Credit for Prior Learning assessment petition.
- b) Admissions and Records shall grant credit for industry recognized credential(s) or licensure that have already been evaluated and approved by the appropriate department chair or faculty designee.
- c) If an industry recognized credential(s) or licensure has not yet been evaluated and approved by the appropriate faculty:
  - The student meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) or licensure assessment.
  - The student submits all industry recognized credential documents or license copies to the department chair or faculty designee for assessment of prior learning.
  - If the department chair or faculty designee determines the industry certification or licensure adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s) or license copies, and forward the completed petition and supporting documents to the Admissions and Records Office to be kept on file and recorded on the student's transcript.

#### IV. Student-Created Portfolio Assessment

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- a) The department approved portfolio assessment rubric for the course is on file.
- b) The student shall complete the Credit for Prior Learning assessment petition.
- c) The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment.
- d) The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning.
- e) If the department chair or faculty designee determines the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to the Admissions and Records Office to be kept on file and recorded on the student's transcript.

DTRW-I Page 30 of 72 10.14.21

11 P	TO BE	COMPLETED BY	COUNSELOR			
Certificate 🗆 Degr	ee 🗆 Proficiency Award Ma	jor		Catalog Ye	ar	
		PL Assessment Process				
	ject			Units		
Other Colleges Attende	ed					
The petitioning stude	nt:			Yes	No	N/A
Is currently registere	ed.					
	standing (not on academic and					
earned in more adva W, CR, P, CRE, NC or	cripts of all previous course w nced subject-matter and the s NP or equivalent) in the cours	tudent has not received a e seeking CPL.	a grade (A, B, C, D, F			
	ive credit for this course throu		nental			
	for the first time at this or an		:			
Records Office?	rvice/Training: Are official tra	anscript on file in the Adi	missions and			
Industry-Recognized	Credentials or Licensure Doc s or license copies attached to		-			
Student-Created Port petition for assessme	tfolio Assessment: Are all port ent of CPL?	folio documents attache	d to this			
Counselor Name		Signature	D	ate:		
	STUDENT PAYS FEES 7 applicable for Internal Depar					
Pay Fee at Student Bu	usiness Office: Amount Paid _	Date	SBO Signa	nture		
	SUBJECT AREA INST	RUCTOR AND D	EAN APPROVAI	4		
	CPL Assessment Petition S		-	Approve	Disapp	rove
Instructor Name:	Sign	ature	Date:			]
	Sign					]
*Dean, please return	the petition to the instructo	or to initiate the CPL as	sessment process.		&R for	
CPL RESULT: Date of	CPL assessment completion: _		Grade Earned/	Received:		
Instructor Name:		Signature:		Date:		

Return the completed CPL Assessment Petition to A&R for processing.









Meeting Oct 14, 2021 - District Technical Review Workgroup - Instruction

Category 4. Old Business

Subject 4.03 Update: Low Textbook Costs

Access Public

Type Information

# **Public Content**

The members of DTRW-I to have an update discussion regarding Low Textbook Costs.

<u>Presenter</u>

Jennifer Kalfsbeek-Goetz

DTRW-I 10.14.21 Page 32 of 72









Meeting Oct 14, 2021 - District Technical Review Workgroup - Instruction

Category 4. Old Business

Subject 4.04 Goals and Outcomes

Access Public

Type Discussion

#### **Public Content**

The members of DTRW-I will have a discussion regarding the goals and outcomes of DTRW-I.

DTRW I Goals and Outcomes FY 21 draft 10-1-21.pdf (102 KB)

DTRW I Goals and Outcomes New FY 21-22 Draft.pdf (96 KB)

#### 2020-2021 DTRW-I Summary Narrative

- 1. DTRW-I provided technical support for the following curriculum:
  - 77 New credit and Noncredit Courses
  - 35 New credit and Noncredit Programs
  - 14 Deactivated Programs
  - 66 Revisions/Modifications (please see attached supporting documents)
- 2. DTRW-I provided the technical support for updating Administrative Procedures (APs) and Board Policies (BPs) related to instruction. Selected members participated in the updating process of these APs/BPs. The APs and BPs reviewed and revised by DTRW-I are now in compliance with the 5-year review cycle.
- 3. DTRW-I provided technical support for COVID-related curricular modifications.
- 4. DTRW-I developed a Credit for Prior Learning workgroup where new district policies and procedures were created for the revision of AP 4235 Credit for Prior Learning. These revisions were necessary to align the policy with changes to Title 5 that allow for additional assessments of prior learning including student-created portfolios, military service/training, industry-recognized credentials or licensure, and other outside-of-classroom experiences previously not recognized for awarding of credit.
- DTRW-I reviewed best practices related to instruction including low textbook cost and the approval of ADT's with IGETC when the CSU's Oral Communication requirement wasn't completed.
- 6. DTRW-I supported District-Level policies related to instruction such as a new MOU policy for articulation agreements with independent, private, and out of state institutions, and a process for standardization of catalog appendix updates.

# DTRW-I FY 2021-2022 Summary

# Narrative

- 1. DTRW-I provided technical support for the following curriculum:
  - 77 New credit and Noncredit Courses
  - 35 Programs
  - 14 Deactivated Programs
  - 66 Revisions/Modifications (please see attached supporting documents)
- 2. DTRW-I provided the technical support for updating Administrative Procedures (Aps) and Board Policies (BPs) related to instruction. The APs and BPs reviewed/revised by DTRW-I are now in compliance with the 5-year review cycle.
- 3. Work with faculty on the assessment possibility for credit.
- 4. Legislative impact.









Meeting Oct 14, 2021 - District Technical Review Workgroup - Instruction

Category 5. New Business

Subject 5.01 Review the DTRW-I Charge and Membership

Access Public

Type Discussion

# **Public Content**

2021 04.29 DTRW-I Charge and Membership.pdf (125 KB)

<del></del>	<del>ce Unancellor, Educational ServicesInstitutional</del>
<b>Effectiveness</b> Ass	sociate Vice Chancellor, Strategic Partnerships, Enrollment, and Advancement
Ac	Iministrative Officer to the Chancellor and Board of
Trustees Directo	r, Public Affairs and Marketing
	One College Chief Student Services Officer (appointed by
Chancellor)	
	——One College Chief Business Officer (appointed by
Chancellor)	
<del>Or</del>	<del>ne</del> Director <u>, _of</u> Information Technology, Software and Applications Dev <del>elopment</del> (or
designee)	
Or	ne DAC Data Analyst
Members From	Each College:
<del>_</del>	——Chief Instructional Officer
	——Academic Senate President (or designee)
	——Dean, Institutional Effectiveness
	·

Typically, this workgroup meets monthly during the academic year.

### District Technical Review Workgroup - Instructional Council on Curriculum and Instruction (DCCI)

The purpose of the District Technical Review Workgroup - Instructional (DTRW-I)Council on Curriculum and Instruction —is:

- To review curricular proposals for compliance, while safeguarding the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs;
- To put into practice the collaboration of faculty and administration in ensuring the technical and legal accuracy of new and substantially revised courses and programs, and program inactivation approved by each College's Curriculum Committee;
- To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs;
- To review and develop Board policies, administrative procedures, and standard operating practices in the instructional area prior to submission through Cabinet and the District Consultation Council to the Chancellor and Board of Trustees; and
- To serve as a body providing operational and procedural advice to Cabinet and the District Consultation Council for issues that impact instruction Districtwide.

DCCIThe DTRW-I is an advisory group to the Chancellor through Cabinet and the District Consultation Council. It-The group reviews curriculum submitted by

the three VCCCD College Curriculum Committees. The DTRW-Lis responsible for reviewing new and substantially revised courses and programs prior to submission through Cabinet and Consultation Council to the Chancellor and the Board of Trustees. DCCIDTRW-Lis responsible for ensuring the technical and legal accuracy of all components of new and substantially revised courses and programs, and program inactivation. In addition, the DCCIDTRW-Limay 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 g—current on regulations and laws related to curriculum.

In addition to the general operating agreements for District groups included previously in this Handbook, <u>DCCI\_DTRW-I</u>-follows these additional operating agreements:

- Membership in <u>DCCI\_DTRW-I</u> for the following academic year
  will be chosen in the spring to ensure the members are prepared
  to meet as early as needed in the fall and there is sufficient time
  for members' schedules to be adjusted, if needed, to
  accommodate the <u>DCCI\_DTRW-I</u> meeting schedule.
- The Colleges' Curriculum Committees forward new and substantially revised courses, degrees, certificates and proficiency awards, and program inactivation to the DCCI DTRW-I for review no later than 5:00 p.m. on the Friday prior to each meeting during the regular academic year. Each College will submit one packet via the DCCIDTRW-I email address or notification that there is no curriculum submission for the agenda. Submissions or revisions made after the deadline will be deferred to the following DCCI DTRW-I meeting.
- Substantially revised courses and programs and inactivated programs are presented to the DCCIDTRW-I in conventional legislative format, with each College's current catalog as the foundational document. If there is a proposed revision to a course or program that is not yet published in the College catalog, a designee from that College will bring the current course outline.
- When the <u>DCCIDTRW-I</u> determines that element(s) of a new or substantially revised course or program do not comply with regulation or law, the <u>DCCIDTRW-I</u>, via the Colleges' representatives, shall advise the College Curriculum Committee of the variance, citing specific authority. The College Curriculum Committee shall duly consider the advice of the <u>DCCIDTRW-I</u>.
- Should the College Curriculum Committee's determination vary from

the advice of the <u>DTRW-IDCCI</u>, documentation articulating the varying interpretations of technical/legal point(s) in dispute are forwarded to Cabinet.

New and substantially revised courses and programs and program inactivation will be placed on the Board Agenda only after approval by the originating College Curriculum Committee and reviewed by <a href="https://doi.org/10.2016/journal.org/">DCCIDTRW-I</a>.

<u>Substantial Change Revision</u> - an action to change an active program or course that will initiate a new control number. This will require College Curriculum Committee and , Board, and California Community College Chancellor's Office (CCCCO) <u>chaptering and/or</u> approvals:

#### Substantial Change of a Program:

- 1. TOP code change to a different TOP code discipline.
  - 2. Addition/creation of a new program (degree, certificate) or major/area of emphasis.
  - 3. Proficiency Awards (require Board review and approval but not CCCCO submission).
  - 4. Deletion of any program

—Substantial Change Revision to a Course:

- Course TOP Code (CB03)
- Course Credit Status (CB04)
- Units of Credit Maximum (CB06)
- Units of Credit Minimum (CB07)
- Course Basic Skills Status (CB08)
- Course SAM Priority Code (CB09)
- Course Prior to Transfer Level (CB21)
- Noncredit Eligibility Category (CB22) Total Hours of Instruction (min)/variable Hours (max)

Nonsubstantial Change Revision - an action to change an active program or course that will not initiate a new control number and requires College Curriculum Committee and CCCCO chaptering and/or approval only (no DCCI DTRW-I and/or Board):

#### — Nonsubstantial Change of a Program Modification:

- > Title change
- > TOP Code change within the same TOP code discipline
- Certificate or degree unit change
- Certificate or diploma hour change
- ➤ Addition/removal courses from an existing approval program
- > TOP code change to a different TOP code discipline.

- Addition/creation of a new program (degree, certificate) or major/area of emphasis.
- Proficiency Awards (require Board review and approval but not CCCCO submission).
- Deletion of any program
- ——Nonsubstantial Change Revision of a Course:
- Deleted Deactivated courses
- → Experimental courses
- Reintroduced courses (inactivated/suspended at the college level within past two years) with no substantial revisions
- Course Department and Number (CB01) (discipline name or abbreviation plus alphanumeric designation)
- Course Title (CB02)
- Course Transfer Status (CB05)
- Course Cooperative Work Experience Education Status (CB10)
- Course Classification Status (CB11)
- Course Special Class Status (CB13)
- Funding Agency Category (CB23)
- Course Program Status (CB24)

Other <u>a</u>Action which will not issue a new control number:

- Correction an action to correct a value previously reported in error.
- Active to Inactive an action to make an active program or course inactive.
- Inactive to Active an action to reactive an active program or course which was previously made inactive.

The Board Agenda template for new and-substantially revised courses and programs will include the notation "Reviewed by—Chancellor's Cabinet."

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

Typically, this workgroup meets monthly during the academic year.

Co-Chairs: The Chancellor Administrative Aappointees a College Chief Instructional Officer to serve as the administrative co-chair on this workgroup. This member co-chairs the workgroup with a faculty member (preferably from a different College). Committee Co-Chair: The fFaculty Member, (nominated from membership, rotated annually among the three colleges-co-chair is rotated among the three Colleges.) Members: -----Vice Chancellor, Educational Services Institutional Effectiveness Members From Each College: Chief Instructional Officer Faculty Co-Chair(s) -of the College Curriculum Committee Articulation Officer Academic Senate President or designee

Typically, this workgroup meets monthly during the academic year.

#### District Technical Review Workgroup - Council on Student Services (DCSS)

The District Technical Review Workgroup (DTRW-SS)Council on Student Services (DCSS) is an advisory group to Cabinet and the District Consultation Council. It is responsible for the review and development of Board policies, administrative procedures and standard operating practices in the student support area prior to submission through Cabinet and the District Consultation Council to the Chancellor and Board of Trustees. It may also serve as a body providing operational and procedural advice to Cabinet and the District Consultation Council for issues that impact students Districtwide.

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

Typically, this workgroup meets monthly during the academic year.

<u>Co-Chairs: Chancellor Administrative Appointee</u>

<u>Committee Faculty Member (nominated from committee membership, rotates among the Colleges with a term limit of two years). The Chancellor appoints the administrative chair on this workgroupa College Chief Student Services</u>









Meeting Oct 14, 2021 - District Technical Review Workgroup - Instruction

Category 5. New Business

Subject 5.02 Five-Year Policy/Procedure Review Cycle

Access Public

Type Discussion

#### **Public Content**

The members of DTRW-I to review the Five-Year Policy/Procedure Review Cycle worksheet.

2016-2021 VCCCD 5-YearPolProTrckng rev 08.26.21 - Copy.pdf (198 KB)

DTRW-I 10.14.21

				Ventur	a Coun	ty Commi	ınity College	e District Boa	rd Policy I	Review								
							, <u>u</u>		VCCCD		VCCC	CD Governa	nce Review		Board	Review		
				A 3*4 . 4*	AP		CCLC	CCLC Last	Original	Fiscal Year				nnee n			D ID	
Chantan			DD/AD Title (links to appropriate policies/precedures)	Accreditation Standard	Not	Primary	Adopted/ Last	Reviewed	Adoption / Last	Proposed 5- Year Review	Governance	Last Date	Recommendation	PPSS Board Committee	5-Year Cycle Last Revised	5-Year Cycle Last	BoardDocs Updated	Notes
Chapter			BP/AP Title (links to current policies/procedures)	Standard	Reqd		Revision	Reviewed	Revised	2016-2021	Committee	Reviewed	Recommendation	Committee	/Adopted	Reviewed	Opuateu	
									Date						///dopted	Revieweu		
1 The District	BP	1100	The Ventura County Community College District		X	Chancellor	2/1/2004	4/4/2016	1/17/2006	17/18								
1 The District	BP		District Mission Statement	Standard I.A	X	Chancellor	4/24/2021		10/11/2016	20/21	7/30/2021		8/10/2021		6/15/2021			OC Mission Revised; 2021 08.26 PPSS
2 Board of Trustees 2 Board of Trustees	BP BP		Board Member Student Member	Standard IV.C.6	X	Chancellor Chancellor	4/20/2015 2/1/2008			20/21					3/7/2017 5/14/2019		4/9/2017 8/26/2019	
2 Board of Trustees  2 Board of Trustees	AP		Student Member Student Member			Chancellor	11/1/2008		2/10/2015	20/21					3/14/2019	5/14/2019	8/26/2019	
2 Board of Trustees	BP	_	Board Elections		X	Chancellor	3/31/2012	3/17/2019	12/13/2016	20/21					12/13/2016	5/11/2019	4/9/2017	
2 Board of Trustees	AP		Board Elections			Chancellor	11/1/2000											
2 Board of Trustees	BP		Election of Student Member			Chancellor	3/31/2012			19/20								
2 Board of Trustees 2 Board of Trustees	AP BP	_	Election of Student Member Vacancies on the Board			Chancellor Chancellor	3/31/2012 9/1/2001		2/10/2015 12/13/2016	19/20					12/13/2016		4/9/2017	
2 Board of Trustees  2 Board of Trustees	AP		Vacancies on the Board  Vacancies on the Board			Chancellor	11/1/2000		3/10/2009	20/21					12/13/2010	12/13/2017	4/9/2017	
2 Board of Trustees	BP		Term Limits		X	Chancellor	11/1/2000		3/8/2011	20/21					12/13/2016	12/13/2017	,.2017	
2 Board of Trustees	BP		Board Officer Rotation		X	Chancellor	none		4/9/2019	18/19					4/9/2019		4/20/2019	
2 Board of Trustees	BP		Board Duties and Responsibilities	Standard IV	X	Chancellor	4/24/2021	<u>t</u>	3/7/2017	20/21					3/7/2017		4/9/2017	
2 Board of Trustees 2 Board of Trustees	AP		Board Participation in District and Community Activities  Board Participation in District and Community Activities			Chancellor Chancellor	none		7/14/2011 12/13/2011	16/17 16/17								
2 Board of Trustees	BP		Emergency and Pandemic Response		X	Chancellor	none		6/15/2021	21	Con Coun	5/28/2021	Board Approved		6/15/2021	6/15/2021	6/16/2021	
2 Board of Trustees	BP		Delineation of System and Board Functions		X	Chancellor	none		9/12/2017	17/18					9/12/2017	5. 10. 2021	9/15/2017	
2 Board of Trustees	BP		Officers		X	Chancellor	11/1/2000	)	4/9/2019	17/18					4/9/2019		4/20/2019	
2 Board of Trustees	BP		Role of the Board Chair		X	Chancellor	none		3/7/2017	20/21					3/7/2017	41010010	4/9/2017	
2 Board of Trustees 2 Board of Trustees	BP		Committees of the Board Annual Organizational Meeting (no AP required)		X	Chancellor Chancellor	4/24/2021 11/1/2000		2/20/2018 3/7/2017	2019/2020					2/20/2018 3/7/2017	4/9/2019	4/20/2019 4/9/2017	
2 Board of Trustees 2 Board of Trustees	RP BP		Regular Meetings of the Board (no AP required)		X	Chancellor	2/1/2003	3	11/8/2005	20/21					3///201/	1/17/2017	4/9/2017	
2 Board of Trustees	BP		Closed Sessions (no AP required)		X	Chancellor	4/28/2014	10/19/2018		20/21						1/17/2017	4/9/2017	
2 Board of Trustees	BP		Special and Emergency Meetings			Chancellor	2/1/2003	3	11/8/2005	20/21						1/17/2017	4/9/2017	
2 Board of Trustees	AP		Special/Emergency Meetings			Chancellor	9/1/2001		3/10/2009	20/21						1/17/2017	4/9/2017	
2 Board of Trustees 2 Board of Trustees	BP BP		Quorum and Voting (no AP required) Agendas		X	Chancellor	4/28/2014 2/1/2003	10/21/2018 4/3/2017	11/8/2005 11/8/2005	20/21						1/17/2017 1/17/2017	4/9/2017 4/9/2017	
2 Board of Trustees  2 Board of Trustees	AP		Agendas			Chancellor Chancellor	11/1/2003	4/3/2017	3/10/2009	20/21						1/17/2017	4/9/2017	
2 Board of Trustees	BP		Public Participation at Board Meetings		X	Chancellor	4/24/2021	4/3/2017	10/13/2009	16/17						1/1//2017	11772017	
2 Board of Trustees	AP		Public Participation at Board Meetings			Chancellor	4/24/2021	<u>.</u>		16/17								
2 Board of Trustees	BP		Order of Public Protocol			Chancellor	none		4/12/2011	16/17					2/2/2012			
2 Board of Trustees 2 Board of Trustees	BP BP		Speakers Decorum		X	Chancellor Chancellor	11/1/2000 4/22/2020		3/7/2017 11/8/2005	20/21					3/7/2017	1/17/2017	4/9/2017	CCLC Update 04/20 2020 02.20 PPSS
2 Board of Trustees  2 Board of Trustees	BP		Minutes		Λ	Chancellor	2/1/2003	9/1/2005		20/21						1/17/2017		2020 02.20 PPSS
2 Board of Trustees	AP	_	Minutes			Chancellor	11/1/2000	)	3/10/2009	20/21						1/17/2017		2020 02.20 PPSS
2 Board of Trustees	BP		Recording			Chancellor	9/30/2012	2	11/8/2005	20/21						12/13/2016		2020 02.20 PPSS
2 Board of Trustees	AP	2365	Recording	Standards IV.C.7,		Chancellor	11/1/2000	)	3/10/2009	20/21						12/13/2016	4/9/2017	2020 02.20 PPSS
2 Board of Trustees	ВÞ	2/10	Board Policy	IV.D.4, I.B.7 &		Chancellor	11/1/2014		4/12/2016	20/21					4/12/2016		9/17/2016	2020 02.20 PPSS; 2021 08.26 PPSS
2 Board of Trustees	Di	2410	Board I oney	I.C.5		Chancenor	11/1/2017		7/12/2010	20/21					4/12/2010		<i>7/11/12</i> 010	2020 02.20 11 33, 2021 06.20 11 33
				Standards I.B.7,														
2 Board of Trustees	AP		Board Policy	I.C.5, IV.C.7 &		Chancellor	11/1/2014	1	4/12/2016	20/21					4/12/2016		9/17/2016	2020 02.20 PPSS; 2021 08.26 PPSS
		2410		IV.D.4														
2 D1 - CT - 4	D.D.	2444	A durini dendina Danca duna	Standards I.B.7,		Chan II			4/14/2000	20/21								2020 02 20 PBCC
2 Board of Trustees	BP	<u>2411</u>	Administrative Procedures	I.C.5, IV.C.7 & IV.D.4		Chancellor	none		4/14/2009	20/21								2020 02.20 PPSS
				Standards I.B.7,														
2 Board of Trustees	AP	<u>241</u> 1	Administrative Procedures	I.C.5, IV.C.7 &		Chancellor	none		9/8/2015	20/21								2020 02.20 PPSS
				IV.D.4														
2 Board of Trustees	BP	_	Board/District Planning			Chancellor	none		10/11/2011	16/17								2020 02.20 PPSS
2 Board of Trustees	AP	2425	Board/District Planning			Chancellor	none		10/11/2011	16/17								2020 02.20 PPSS
2 Board of Trustees	BP	2430	Delegation of Authority to CEO	Standards IV.B.5,		Chancellor	11/1/2014	1	8/9/2016	20/21					04//13/21	4/9/2019	7/16/2021	2020 02.20 PPSS
2 Board of Trustees	AP		Delegation of Authority to CEO	IV.C.12 & IV.D.1			11/1/2014											2020 02.20 PPSS
2 Board of Trustees  2 Board of Trustees	BP		CEO Selection	Standards IV.B & I	V.C.3	HR	11/1/2014		9/13/2016	17/18					9/13/2016			2020 02.20 PPSS 2020 02.20 PPSS
2 Board of Trustees	AP		Recruitment and Hiring: Chancellor	Standards IV.D & I	0.5	HR	none		4/27/2021	17/18	4/2/2021		Board Approval		4/27/2021		4/27/2021	2020 02.20 11 00
2 Board of Trustees	BP		CEO - Temporary Absence		X	HR	2/1/2003		1/17/2017	20/21	2. 2021		Pproval		1/17/2017			2020 02.20 PPSS
2 Board of Trustees	BP	_	CEO Comportment	1		Chancellor	none		4/12/2011	16/17					2:17:2017			2020 02.20 PPSS
2 Board of Trustees	BP		Chancellor's Relationship with the Board		X	Chancellor	none	1	11/3/2009	17/18								2020 02.20 PPSS
			Î	1														
2 Board of Trustees	BP	2435	Evaluation of the CEO	Standard IV.C.3	X	HR	4/24/2021		1/17/2017	16/17					1/17/2017		4/9/2017	CCLC Update 04/20, 10/20 2020 02.20 PPSS
2 Board of Trustees	AP	243	Evaluation of the CEO	Standards IV. B and	IIV C 3	HR	4/24/2021		1/17/2017	16/17						1/17/2017	4/9/2017	CCLC Update 10/20 2020 02.20 PPSS
2 Board of Trustees	BP		Chancellor's Endorsement of Political Candidates/Measures	Samanas IV. D allo		Chancellor	none		5/11/2010							2,17,2017		2020 02.20 PPSS
2 Board of Trustees	BP	2510	Participation in Local Decision Making	Standards IV.A & I		Chancellor	11/1/2014	ļ.	11/8/2005	16/17						9/12/2017		2020 02.20 PPSS
2 Board of Trustees	AP		Participation in Local Decision Making	Standards IV.A & I		Chancellor	11/1/2014		9/12/2017	16/17					9/12/2017			2020 02.20 PPSS
2 Board of Trustees	BP		Presentation of Initial Collective Bargaining Proposals			HR	11/1/2000		1/17/2017	16/17					1/17/2017			2020 02.20 PPSS
2 Board of Trustees 2 Board of Trustees	AP BP		Presentation of Initial Collective Bargaining Proposals Conflict of Interest (reviewed every two years)			HR HR	11/1/2000 2/1/2006		1/17/2017 11/9/2016	16/17 19/20	Cabinet	8/10/2020		8/20/2020	1/17/2017	9/8/2020	9/16/2020	2020 02.20 PPSS
		_		+														
2 Board of Trustees	AP	2710	Conflict of Interest (reviewed every two years)			HR	2/1/2011	10/17/2016	9/11/2018	19/20	Cabinet	8/10/2020		8/20/2020		9/8/2020	9/16/2020	Page 4

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Chapter	BP/AP Title (links to current policies/procedures)	Accreditation Standard	AP Not Reqd	Primary	CCLC Adopted/ Last Revision	CCLC Last Reviewed	Original Adoption / Last Revised Date	Fiscal Year Proposed 5- Year Review 2016-2021	Governance Committee	Last Date Reviewed	Recommendation	PPSS Board Committee	5-Year Cycle Last Revised /Adopted	5-Year Cycle Last Reviewed	BoardDocs Updated	Notes
2 Board of Trustees	AP 2712 Conflict of Interest Code: Form 700 Statement of Economic Interests (review every two years)			HR	4/4/2016	10/29/2017	9/11/2018	19/20	Cabinet	8/10/2020		8/20/2020	9/8/2020	9/8/2020	9/16/2020	
2 Board of Trustees	AP 2714 Distribution of Tickets or Passes			Chancellor	2/1/2011			16/17								2020 02.20 PPSS
2 Board of Trustees	BP 2715 Code of Ethics/Standards of Practice (incl. BoT Best Practices Agmt)	Standard IV.C.11		Chancellor	11/1/2014		4/9/2019	20/21					4/9/2019		4/20/2019	2020 02.20 PPSS
2 Board of Trustees	BP 2716 Political Activity (Board Members)	Standard IV.C.11	X	Chancellor	9/30/2012	6/18/2013	12/13/2016	20/21					12/13/2016			2020 02.20 PPSS
2 Board of Trustees	BP 2717 Personal Use of Public/District Resources			Chancellor	2/1/2003		11/8/2005	16/17								2020 02.20 PPSS
2 Board of Trustees	AP 2717 Personal Use of Public Resources			Chancellor	none		6/23/2009	16/17								2020 02.20 PPSS
2 Board of Trustees	BP 2720 Board Member Communication			Chancellor	4/24/2021	10/21/2018	12/13/2016	20/21					12/13/2016			2020 02.20 PPSS
2 Board of Trustees	AP 2720 Board Member Communication		***	Chancellor	none	10/20/2020	12/13/2016	20/21					12/12/2016	12/13/2016		2020 02.20 PPSS
2 Board of Trustees 2 Board of Trustees	BP         2725         Board Member Compensation           BP         2730         Board Member Health Benefits		X	Chancellor HR	10/20/2020 3/31/2012	10/20/2020	12/13/2016 11/8/2005	20/21 19/20					12/13/2016		4/9/2017	2020 02.20 PPSS 2020 02.20 PPSS
2 Board of Trustees  2 Board of Trustees	BP 2735 Board Member Health Benefits  BP 2735 Board Travel and Meeting Expense		Λ	Chancellor	10/26/2017		5/10/2011	16/17								2020 02.20 PPSS 2020 02.20 PPSS
2 Board of Trustees	AP 2735 Board Travel and Meeting Expense			Chancellor	10/29/2017		5/10/2011	16/17								2020 02:20 FFSS
2 Board of Trustees	BP 2740 Trustee Professional Development	Standard IV.C.9		Chancellor	11/1/2014		10/11/2011	16/17								2020 02.20 PPSS
	AP 2740 Trustee Professional Development	Standard IV.C.9		Chancellor	none		2/14/2012	17/18								2020 02.20 PPSS
2 Board of Trustees	BP 2745 Board Evaluation	Standard IV.C.10		Chancellor	4/24/2021		4/10/2018	20/21		6/15/2021	Board Approval		6/15/2021	6/15/2021	6/18/2021	
2 Board of Trustees	AP 2745 Board Evaluation	Standard IV.C.10		Chancellor	none		5/14/2019	20/21		6/15/2021	Board Approval		6/15/2021	6/15/2021	6/18/2021	2020 02 20 PDGG
2 Board of Trustees 2 Board of Trustees	BP 2750 Board Member Absence from the State  AP 2715 A Code of Ethics			Chancellor Chancellor	3/31/2012		12/13/2016 7/14/2009	20/21					12/13/2016		4/9/2017	2020 02.20 PPSS 2020 02.20 PPSS
2 Board of Trustees 2 Board of Trustees	AP 2715 B Standards of Practice			Chancellor	none		7/14/2009	20/21	+							2020 02.20 PPSS 2020 02.20 PPSS
3 General Institution	BP 3050 Institutional Code of Ethics			Deleted	none		7/14/2009	16/17								2020 02.20 11 00
3 General Institution	AP 3050 Institutional Code of Ethics	Standard III.A.13		Chancellor	11/1/2014		77112009	10/1/								
3 General Institution	BP 3100 Organizational Structure (AP 2425)			Chancellor	11/1/2000		12/13/2005	16/17								
3 General Institution 3 General Institution	AP 3100 Organizational Structure (AP 3100) BP 3200 Accreditation	Standard I.C.12 &	12	Chancellor Inst Eff	2/1/2000 11/1/2014		12/13/2016	20/21						12/31/2016	4/0/2017	2021 08.26 PPSS
3 General Institution	AP 3200 Accreditation	Standard I.C.12 & I		Inst Eff	11/1/2014		12/13/2016	20/21					12/13/2016			2021 08.26 PPSS
3 General Institution	BP 3225 Institutional Effectiveness	Standard I.B.5-9		Inst Eff	4/24/2021		12/13/2016	20/21					12/13/2016		4/9/2017	2021 00.2011 33
3 General Institution	AP 3225 Institutional Effectiveness	Standard I.B.5-9		Inst Eff	4/25/2021		12/15/2010	20/21					12,13,2010			
3 General Institution	BP 3250 Institutional Planning	Stds I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3 & IV.D.5		Chancellor	11/1/2014		10/14/2008	16/17								
3 General Institution	AP 3250 Institutional Planning	Stds I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3 & IV.D.5		Chancellor	11/1/2014											
3 General Institution	BP 3280 Grants	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		Chancellor	11/1/2000		2/14/2012	17/18								
3 General Institution	AP 3280 Grants		**	Chancellor	2/1/2000		2/14/2012	20/21								
3 General Institution 3 General Institution	BP 3283 District Partnerships BP 3300 Public Records		X	Chancellor Chancellor	none 11/1/2000		6/21/2011 12/13/2005	16/17 16/17								
3 General Institution	AP 3300 Public Records			Chancellor	4/3/2017	10/29/2017	11/3/2009	16/17								
3 General Institution	BP 3310 Records Retention and Destruction			Chancellor	2/1/200/		10/14/2008									
3 General Institution	AP 3310 Records Retention and Destruction	Catalog Requiremts		Chancellor	2/1/2007	2/1/2008	11/3/2009	16/17								
3 General Institution	BP 3410 Nondiscrimination	& Accred. Eligibility Requiremt 20		HR	10/1/2020	10/1/2020	3/7/2017	17/18					3/7/2017		3/13/2017	
3 General Institution	AP 3410 Nondiscrimination	Catalog Requiremts & Accred. Eligibility Requiremt 20	3	HR	10/1/2020	10/1/2020	3/7/2017	17/18					3/7/2017			
	AP 3415 Immigration Enforcement Activities	0. 1 177 : 15			3/1/2019		11/22/	60.45					4 - 1 - 2 - 1	6.111	0.44.0.17.7	
3 General Institution 3 General Institution	BP 3420 Equal Employment Opportunity  AP 3420 Equal Employment Opportunity	Standard III.A.12 Standard III.A.12		HR HR	4/24/2021 4/26/2021	4/20/2015 10/1/2020	11/13/2012 9/11/2018						9/11/2018		9/19/2018 9/19/2018	CCLC Update 10/20
3 General Institution	BP 3430 Prohibition of Harassment and Discrimination	Surround 111.71.12		HR	10/1/2020	10/1/2020	5/10/2016	20/21					1/19/2021	2/11/2010	2/4/2021	2020 12.10 DTRW-SS, 2020 12.14 Chan Cab; 2021 01.19 BoT
3 General Institution	AP 3430 Prohibition of Harassment and Discrimination			HR	7/27/2020	7/27/2020	5/10/2016	20/21					5/10/2016			CCLC Update 10/2019
3 General Institution 3 General Institution	BP 3433 Prohibition of Sexual Harassment under Title IX AP 3433 Prohibition of Sexual Harassment under Title IX	+		HR HR	7/27/2020 7/27/2020			20/21 20/21	1		+		10/13/2020		11/13/2020	
	AP 3433 Prombition of Sexual Harassment under Title IX  AP 3434 Responding to Harassment Based on Sex under Title IX			HR	4/26/2021	10/1/2020		20/21	1	<u> </u>						CCLC 10/20
3 General Institution	AP 3435 Discrimination & Harassment Complaints & Investigations (AP 3430)			HR	4/26/2021	10/1/2020		20/21								CCLC Update 10/2019, 10/20
3 General Institution	BP 3440 Service Animals AP 3440 Service Animals	-		HR	8/31/2011			19/20					12/17/2019		1/13/2020	
3 General Institution 3 General Institution	AP 3440 Service Animals BP 3500 Campus Safety			HR Chancellor	8/31/2011 11/1/2000		12/13/2005	16/17 16/17		<del> </del>			12/17/2019		1/13/2020	
3 General Institution	AP 3500 Campus Safety			Chancellor	11/1/2014		11/3/2009	16/17								
3 General Institution	BP 3501 Campus Security and Access	Standard III.B.1		Chancellor	4/20/2015											
3 General Institution 3 General Institution	AP 3501 Campus Security and Access BP 3503 Missing Student Notification	Standard III.B.1		Chancellor	4/20/2015 8/31/2011				1		+					
3 General Institution	BP 3503 Animals on Campus	1	X	Chancellor	none		6/21/2011	20/21	1				3/10/2020		3/16/2020	
3 General Institution	AP 3503 Animals on Campus			Chancellor	none			20/21								
3 General Institution	AP 3503 Missing Student Notification				8/31/2011		DTDW									Dogo 44 of 72

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Chapter				reditation tandard	AP Not Reqd	Primary A	CCLC Adopted/ Last Revision	CCLC Last Reviewed	Original Adoption / Last Revised Date	Fiscal Year Proposed 5- Year Review 2016-2021	Governance Committee	Last Date Reviewed	Recommendation	PPSS Board Committee	5-Year Cycle Last Revised /Adopted	5-Year Cycle Last Reviewed	BoardDocs Updated	Notes
3 General Institution	BP	3504	Children on Campus		C	Chancellor	none		6/21/2011	16/17								
3 General Institution	AP	3504	Children on Campus		C	Chancellor	none		6/21/2011	16/17								
-	BP	3505	Emergency Response Plan		C	Chancellor	4/1/2009	8/31/2011		16/17								
-	AP		Emergency Response Plan			Chancellor	2/1/2010	7/31/2011	11/3/2009	16/17								
	BP		COVID-19 Vaccine Requirement for Employees and Students			Chancellor			8/10/2021						8/10/2021		8/11/2021	
-	AP		COVID-19 Vaccine Requirement for Employees and Students		C	Chancellor	1/20/2015	10/20/2015	8/10/2021	20/21					8/10/2021		8/11/2021	
-	BP AP	3510	Workplace Violence Plan			HR	4/20/2015	10/30/2015	8/9/2016	20/21					8/9/2016		8/11/2016	
	BP		Workplace Violence Plan Reporting of Crimes		1	HR Bus Svcs	4/20/2015 11/1/2000	10/30/2015	8/9/2016 8/9/2016	20/21					8/9/2016 8/9/2016		8/11/2016 8/11/2016	
	AP		Reporting of Crimes			Bus Sves	4/23/2020	4/23/2020	8/9/2016	20/21					8/9/2016			CCLC Update 04/20
	AP		Registered Sex Offender Information			Bus Sves	2/1/2004	2/1/2007	6/7/2010	16/17					8/3/2010		6/11/2010	CCEC Opulate 04/20
	BP		Child Abuse Reporting			HR	10/1/2020	10/1/2020	10/14/2008									
	AP		Child Abuse Reporting			HR	10/1/2020	10/1/2020	10/11/2000	16/17								
	BP	3520	Local Law Enforcement		C	Chancellor	8/31/2011	4/4/2016	12/13/2005	16/17								
3 General Institution	AP	3520	Local Law Enforcement		C	Chancellor	3/31/2012	4/4/2016	11/3/2009	16/17								
3 General Institution	BP	3530	Weapons on Campus		C	Chancellor	4/1/2009		12/13/2005	16/17								
3 General Institution	AP	3530	Weapons on Campus		C	Chancellor	4/4/2016	10/29/2017	11/3/2009	16/17								
3 General Institution	BP	3540	Sexual and Other Assaults on Campus			Inst Eff	7/27/2020	7/27/2020	8/9/2016	20/21					10/13/2020		11/13/2020	
3 General Institution	AP	3540	Sexual and Other Assaults on Campus			Inst Eff	7/27/2020	7/27/2020	8/9/2016	20/21					8/9/2016		8/11/2016	CCLC Update 07/20
3 General Institution	BP	3550	Drug Free Environment and Drug Prevention Program			HR	4/1/2021	10/21/2018	10/14/2008	16/17								
3 General Institution	AP	3550	Drug Free Environment and Drug Prevention Program			HR	4/1/2021	10/22/2018		16/17								
3 General Institution	BP		Alcoholic Beverages		I	Bus Svcs	8/31/2011		12/13/2005	16/17								
3 General Institution	AP	3560	Alcoholic Beverages		I	Bus Svcs	4/23/2020	4/23/2020	12/9/2014	16/17								CCLC Update 04/20
	BP		Smoking on Campus			Inst Eff	3/31/2012					<u> </u>					<u> </u>	
	AP		Smoking on Campus			Inst Eff	4/3/2017	10/25/2018										
	BP	3600	7 6			Chancellor	11/1/2000		6/18/2013	18/19								
	AP		Auxiliary Organizations			Chancellor	10/1/2020	10/1/2020	6/18/2013									CCLC Update 10/2019
	BP		Securing of Copyright			Chancellor	2/1/2005		12/13/2005	16/17								
	AP		Securing of Copyright			Chancellor	2/1/2005		10/10/2005	12/12/2016								
	BP		Intellectual Property			Chancellor	2/1/2005		12/13/2005	1								
	AP BP	3720	Intellectual Property  Computer and Network Use			Chancellor Chancellor	2/1/2005 8/1/2006		6/21/2011	12/13/2016 16/17								
	AP	3720	1			Chancellor	4/23/2020	4/23/2020	7/14/2009	16/17					1			
	AP		B - Local Admin Permissions to I.T. Resources			Chancellor	4/23/2020	4/23/2020	7/14/2009	1								CCLC Update 04/20
	AP		Computer and Network Use			Chancellor	4/23/2020	4/23/2020	771 172009	16/17								Cele opane o 1/20
3 General Institution	BP		Information Security Standard			Bus Svcs/			3/10/2020	20/21					3/10/2020		3/16/2020	
3 General Institution	AP	3721	Information Security Standard		F	Bus Svcs/			3/10/2020	20/21					3/10/2020		3/16/2020	
3 General Institution	BP	3725	Information and Communications Technology Accessibility & Acceptable Use			11	4/22/2021	10/1/2020			DTRW-SS	9/10/2020	Approved					CCLC Update 10/20 2020 09.10 DTRW-SS; 2020 09.14 Chan Cab; 2021 08.10 Board of Trustees; 2021 09.14 Board of Trustees
3 General Institution	AP		Accessibility Standard				4/22/2021				DTRW-SS	9/10/2020	Approved					CCLC Update 10/20 2020 09.10 DTRW-SS; 2020 09.14 Chan Cab; 2021 08.10 Board of Trustees; 2021 09.14 Board of Trustees
3 General Institution	AP		Use of Copyrighted Material		C	Chancellor	2/1/2004			1								
3 General Institution 3 General Institution	DD YO		Personal Data Protection  Claims Against the District			Chancellor	10/21/2018 2/1/2003	3/17/2019	12/13/2005	16/17					1			
3 General Institution	AP		Claims Against the District  Claims Against the District			Chancellor	2/1/2003	6/16/2013	11/3/2009	16/17					+			
3 General Institution	BP	3820				Chancellor	10/30/2015	4/3/2017	12/13/2005				1					
	AP	3820				Chancellor	2/1/2000		11/3/2009	16/17								
3 General Institution	BP		Use of District Names			Chancellor	none		1/17/2012	17/18								
	BP	3900	Speech: Time, Place and Manner (formerly BP 5550)			Chancellor	11/1/2014		4/9/2013	19/20		·			12/17/2019		1/15/2020	
3 General Institution	AP	3900	Speech: Time, Place and Manner			Chancellor	11/1/2014		9/9/2014	19/20					12/17/2019		1/15/2020	2020 11.12 DTRW-I Recommended this go to
4 Academic Affairs	BP	4010				Chancellor	11/1/2000		2/16/2006	16/17								DCHR 2020 11.12 DTRW-I Recommended this go to
4 Academic Affairs 4 Academic Affairs	AP BP		Academic Calendar  Program, Curriculum, and Course Development  Standar	rd II.A & II.A.		Inst Eff	2/1/2000 4/24/2021	10/26/2017	6/23/2009 5/9/2017	16/17	DTRW-I	2/13/2020	Approved	4/23/2020	6/16/2020		8/10/2020	DCHR
4 Academic Affairs	AP	4020				Inst Eff	4/26/2021	10/29/2017	5/9/2017	20/21	DTRW-I	2/13/2020	Approved	4/23/2020	6/16/2020		8/10/2020	
4 Academic Affairs	BP		Program Discontinuance			Inst Eff	none		9/12/2017	17/18					9/12/2017		9/15/2017	
4 Academic Affairs	AP	4021		rd II.A.15		Inst Eff	4/20/2015		9/12/2017	16/17					9/12/2017		9/15/2017	
4 Academic Affairs	BP	4022	Program and Course Approval			Inst Eff	none		9/9/2014	19/20	DTRW-I	2/13/2020	Approved	4/23/2020	6/16/2020		8/10/2020	
4 Academic Affairs	AP	4022	Program and Course Approval			Inst Eff	4/23/2020	4/23/2020	5/9/2017	19/20	DTRW-I	2/13/2020	Approved	4/23/2020	6/16/2020		8/10/2020	
4 Academic Affairs	BP	4025	Philosophy and Criteria for Associate Degree and General Education Standar	ard II.A		Inst Eff	11/1/2014		6/18/2013	16/17						5/9/2017	8/25/2017	
4 Academic Affairs	AP	4025	Philosophy and Criteria for Associate Degree and General Education Standar	rd II.A		Inst Eff	11/1/2014		5/9/2017	16/17					5/9/2017		8/25/2017	
4 Academic Affairs	AP	4026	Philosophy and Criteria for International Education	ard I.C.7 &		Inst Eff	2/1/2003			16/17								Procedure is optional.
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Chapter			BP/AP Title (links to current policies/procedures)	Accreditation Standard	AP Not Reqd	Primary	CCLC Adopted/ Last Revision	CCLC Last Reviewed	Original Adoption / Last Revised Date	Fiscal Year Proposed 5- Year Review 2016-2021	Governance Committee	Last Date Reviewed	Recommendation	PPSS Board Committee	5-Year Cycle Last Revised /Adopted	5-Year Cycle Last Reviewed	BoardDocs Updated	Notes
4 Academic Affairs	AP	4030	Academic Freedom	Standard I.C.7 & Accred Eligibility Requiremt 20		Inst Eff	11/1/2014		9/12/2017	16/17					9/12/2017		9/15/2017	
4 Academic Affairs	BP		Library Services	Standard II		Inst Eff	11/1/2014		9/12/2017	16/17					9/12/2017		9/15/2017	
4 Academic Affairs	AP	4040	Library and Other Instructional Support Services	Standard II.B		Inst Eff	11/1/2014		9/12/2017	16/17					9/12/2017		9/15/2017	2020 11 12 DTDW I 2020 12 10 DTDW I
4 Academic Affairs	BP	4050	Articulation	Standard II.A.10		Inst Eff	11/1/2014		2/16/2006	20/21	DTRW-I	2/11/2021	Approved		4/13/2021			2020 11.12 DTRW-I, 2020 12.10 DTRW-I, 2021 01.14 DTRW-I, 2021 02.11 DTRW-I; 2021 03.01 Chan Cab; 2021 04.13 BoT 2020 11.12 DTRW-I, 2020 12.10 DTRW-I;
4 Academic Affairs	AP	4050	Articulation	Standard II.A.10		Inst Eff	11/1/2014	4/3/2017	4/14/2015	20/21	DTRW-I	2/11/2021	Approved		4/13/2021			2021 01.12 DTRW-I; 2021 02.11 DTRW-I; 2021 03.01 Chan Cab; 2021 04.13 BoT 2020 11.12 DTRW-I; 2020 12.07 Chan Cab;
4 Academic Affairs	AP	4051	Articulation between VCCCD and High School Institutions			Inst Eff	none		4/14/2015	20/21	DTRW-I	11/12/2020	Approved		12/15/2020		6/18/2021	2020 12.15 BoT
4 Academic Affairs	BP	4060	Delineation of Functions Agreements			Inst Eff	2/1/2007		9/12/2017	16/17					9/12/2017		9/15/2017	
4 Academic Affairs	AP	4060	Delineation of Functions Agreements			Inst Eff	2/1/2000		9/12/2017	16/17					9/12/2017		9/15/2017	
4 Academic Affairs	BP	4070	Auditing and Auditing Fees			Inst Eff	10/15/2015		2/16/2006	20/21	DTRW-SS	5/13/2021	Approved		8/10/2021		8/11/2021	2021 05.13 DTRW-SS; 2021 05.24 Chan Cab; 2021 08.10 Board of Trustees
4 Academic Affairs	AP		Auditing and Auditing Fees			Inst Eff	10/30/2015		5/12/2009	20/21	DTRW-SS	5/13/2021	Approved		8/10/2021		8/11/2021	2021 05.13 DTRW-SS; 2021 05.24 Chan Cab; 2021 08.10 Board of Trustees 2021 02.11 DTRW-I; 2021 03.11 DTRW-I;
4 Academic Affairs  4 Academic Affairs	BP AP		Graduation Requirements for Degrees and Certificates  Graduation Requirements for Degrees and Certificates			Inst Eff Inst Eff	2/1/2008	2/1/2008	2/16/2006 5/14/2019	19/20 19/20	DTRW-I DTRW-I	3/11/2021	Approved		4/13/2021	4/13/2021	6/17/2021	2021 03.15 Chan Cab; 2021 04.13 BoT 2021 02.11 DTRW-I; 2021 03.11 DTRW-I;
			1 0				8/1/2007	2/1/2008			רא אות	3/11/2021	Approved		4/13/2021	0/10/201		2021 03.15 Chan Cab; 2021 04.13 BoT
4 Academic Affairs 4 Academic Affairs	BP AP		Independent Study Independent Study			Inst Eff Inst Eff	9/1/2005	2/1/2008	6/23/2009 9/12/2017	16/17 16/17					9/12/2017	9/12/2017	9/15/2017 9/15/2017	
4 Academic Affairs	BP		Career Technical Education Programs			Inst Eff	none	2/1/2008	4/14/2015	20/21	DTRW-I	5/13/2021			7/12/2017		7/13/2017	2021 02.11 DTRW-I; 2021 03.11 DTRW-I; 2021 04.08 DTRW-I; 2021 05.13 DTRW-I
4 Academic Affairs	AP		Career Technical Education Programs	Standard II.A.14		Inst Eff	4/20/2015	10/30/2015	4/14/2015	20/21	DTRW-I	5/13/2021				0/10/2017		2021 02.11 DTRW-I; 2021 03.11 DTRW-I; 2021 04.08 DTRW-I; 2021 05.13 DTRW-I
4 Academic Affairs 4 Academic Affairs	BP AP		Work Experience Work Experience			Inst Eff Inst Eff	none 4/23/2018		10/11/2011 9/12/2017	16/17 16/17					9/12/2017	9/12/2017	9/15/2017 9/15/2017	
4 Academic Affairs	BP		Contract Education			Inst Eff	none		10/11/2011	16/17					9/12/2017	9/12/2017	9/15/2017	
4 Academic Affairs	AP		Contract Education			Inst Eff	2/1/2000		5/8/2018	16/17					9/12/2017	3,12,201,	9/15/2017	
4 Academic Affairs	BP	4105	Distance Education			Inst Eff	none		5/12/2015	20/21	DTRW-I	4/16/2020	Approved	4/23/2020	6/16/2020		8/10/2020	
4 Academic Affairs	AP		Distance Education	Standard II.A.1		Inst Eff	10/31/2019	10/31/2019	5/12/2015	20/21	DTRW-I	4/16/2020	Approved	4/23/2020	6/16/2020		8/10/2020	
4 Academic Affairs	BP		Nursing Program			Inst Eff	4/24/2021	4/3/2017	9/12/2017	16/17						9/12/2017	9/15/2017	
4 Academic Affairs	AP		Nursing Program		1	Inst Eff	4/26/2021	4/3/2017	9/12/2017	16/17					9/12/2017	0/10/2017	9/15/2017	
4 Academic Affairs 4 Academic Affairs	BP AP		Honorary Degrees Honorary Degrees			Inst Eff Inst Eff	11/1/2000 4/23/2018		2/16/2006 9/12/2017	16/17 16/17					9/12/2017	9/12/2017	9/15/2017 9/15/2017	
4 Academic Affairs	BP		Standards of Scholarship			Inst Eff	4/22/2020	4/22/2020	9/12/2017	16/17					9/12/2017			CCLC Update 04/20
4 Academic Affairs	AP		Standards of Scholarship – Delegation			Inst Eff	4/23/2020	4/23/2020	9/12/2017	16/17					9/12/2017			CCLC Update 04/20
4 Academic Affairs	BP		Remedial Coursework			Inst Eff	none		10/11/2011	19/20	DTRW-I	2/13/2020	Approved	4/23/2020	6/16/2020		8/10/2020	
4 Academic Affairs	AP	4222	Remedial Coursework	Standard II.A.4		Inst Eff	4/20/2015	10/22/2018	12/14/2010	19/20	DTRW-I	2/13/2020	Approved	4/23/2020	6/16/2020		8/10/2020	
4 Academic Affairs	BP	4225	Course Repetition For Substandard Grades			Inst Eff	9/30/2012	10/16/2016	2/16/2006	19/20	DTRW-I	10/8/2020	Approved	10/22/2020	11/10/2020			2020 09.10 DTRW-SS; 2020 10.08 DTRW-I; 2020 10.12 Chancellor's Cabinet; 2020 10.22 PPSS, 2020 11.10 BoT 2020 09.10 DTRW-SS; 2020 10.08 DTRW-I;
4 Academic Affairs	AP	4225	Course Repetition			Inst Eff	4/3/2017	10/29/2017	6/16/2010	19/20	DTRW-I	10/8/2020	Approved	10/22/2020	11/10/2020		2/3/2021	2020 09.10 D1 RW-5S, 2020 10.08 D1 RW-1, 2020 10.12 Chancellor's Cabinet; 2020 10.22 PPSS, 2020 11.10 BoT
4 Academic Affairs	BP	4226	Multiple and Overlapping Enrollments			Inst Eff	8/1/2007		10/11/2011	16/17						9/12/2017	9/15/2017	
4 Academic Affairs	AP	4226	Multiple and Overlapping Enrollments			Inst Eff	8/1/2007		9/12/2017	16/17					9/12/2017		9/15/2017	2020 05 07 DTDW 1/25 2020 05 11
4 Academic Affairs	ВР	4227	Course Repetition Absent Substandard Academic Work			Inst Eff	none		6/19/2012	19/20	DTRW-I	10/8/2020	Approved	10/22/2020	11/10/2020		2/3/2021	2020 05.07 DTRW-I/SS. 2020 05.11 Chancellor's Cabinet; 2020 06.18 PPSS (proposed); 2020 10.08 DTRW-I; 2020 10.12 Chancellor's Cabinet; 2020 10.22 PPSS, 2020 11.10 BoT
4 Academic Affairs	AP	4227	Course Repetition Absent Substandard Academic Work			Inst Eff	10/31/2013	10/29/2017	4/8/2014	19/20	DTRW-I	10/8/2020	Approved	10/22/2020	11/10/2020		2/3/2021	2020 05.07 DTRW-I/SS. 2020 05.11 Chancellor's Cabinet; 2020 06.18 PPSS (proposed); 2020 10.08 DTRW-I; 2020 10.12 Chancellor's Cabinet; 2020 10.22 PPSS, 2020 11.10 BoT
4 Academic Affairs	AP	4228	Course Repetition - Significant Lapse of Time			Inst Eff	10/29/2017											Included in AP 4225 Course Repetition
4 Academic Affairs	AP	4229	Course Repetition - Variable Units			Inst Eff	10/29/2017											Included in AP 4225 Course Repetition
4 Academic Affairs	BP		Grading and Academic Record Symbols			Inst Eff	9/1/2001	8/1/2007								12/17/2019	1/15/2020	
4 Academic Affairs	AP		Grading and Academic Record Symbols			Inst Eff	4/23/2018	10/22/2018		20/21	ļ				12/17/2019		1/15/2020	
4 Academic Affairs	BP		Grade Changes		1	Inst Eff	2/1/2008	0/1/00	10/11/2011	20/21	ļ	ļ			0/12/201-	9/12/2017	9/15/2017	
4 Academic Affairs	AP		Grade Changes		1	Inst Eff	8/1/2007	2/1/2008		20/21	1	1	1		9/12/2017	E 10 10 0 1 5	9/15/2017	
4 Academic Affairs 4 Academic Affairs	BP AP		Pass/No Pass Pass /No Pass		1	Inst Eff	8/1/2007	2/1/2008	10/11/2011 5/9/2017	16/17 16/17	<del> </del>	<del>                                     </del>			5/9/2017	5/9/2017	8/25/2017 8/25/2017	
+ Academic Affairs	AP	4232	1 855 /INU F855		1	Inst Eff	8/1/200/	2/1/2008	3/9/201/	10/1/	<del> </del>	<del> </del>	+		3/9/201/			2021 03.11 DTRW-I; 2021 04.08 DTRW-I;
4 Academic Affairs	BP	4235	Credit for Prior Learning			Inst Eff	4/22/2020	4/22/2020	2/16/2006	19/20	DTRW-I	4/8/2021	Approved		11/10/2020	5/25/2021	6/17/2021	2021 04.20 Chancellor's Cabinet; 2021 05.25 BoT

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4 Academic Affairs	AP	4235	Credit for Prior Learning			Inst Eff	4/23/2020	4/23/2020	6/13/2017	19/20	DTRW-I	4/8/2021	Approved		5/25/2021		6/17/2021	2021 03.11 DTRW-I; 2021 04.08 DTRW-I; 2021 04.20 Chancellor's Cabinet; 2021 05.25 BoT
4 Academic Affairs	AP	4236	Advanced Placement Credit				10/29/2017											Included in AP 4235 Credit for Prior Learning
4 Academic Affairs	BP	4240	Academic Renewal			Inst Eff	2/1/2008		6/23/2009	19/20	DTRW-I	10/8/2020	Approved	10/22/2020	11/10/2020		2/3/2021	2020 09.10 DTRW-SS; 2020 10.08 DTRW-I; 2020 10.12 Chancellor's Cabinet; 2020 10.22 PPSS, 2020 11.10 BoT
4 Academic Affairs	AP	4240	Academic Renewal			Inst Eff	9/1/2008	4/1/2009	2/11/2014	19/20	DTRW-I	10/8/2020	Approved	10/22/2020	11/10/2020		2/3/2021	2020 09.10 DTRW-SS; 2020 10.08 DTRW-I; 2020 10.12 Chancellor's Cabinet; 2020 10.22 PPSS, 2020 11.10 BoT
4 Academic Affairs	BP	4250	Probation, Disqualification, and Readmission			Inst Eff	4/24/2021	4/24/2021	2/16/2006	19/20	DTRW-SS	12/10/2020	Approved		1/19/2021		2/4/2021	2020 10.08 DTRW-SS; 2020 11.12 DTRW-SS, 2020 12.10 DTRW-SS; 2021 01.19 BoT
4 Academic Affairs	AP	4250	Probation			Inst Eff	4/26/2021	4/23/2018	6/16/2010	19/20	DTRW-SS	12/10/2020	Approved		1/19/2021		2/4/2021	2020 10.08 DTRW-SS, 2020 11.12 DTRW-SS, 2020 12.10 DTRW-SS; 2021 01.19 BoT
4 Academic Affairs	AP	4255	Disqualification and Dismissal			Inst Eff	2/1/2008	10/31/2013	6/16/2010	19/20	DTRW-SS	12/10/2020	Approved		1/19/2021		5/19/2021	2020 10.08 DTRW-SS; 2020 11.12 DTRW-SS, 2020 12.10 DTRW-SS;
4 Academic Affairs	ВР	4260	Prerequisites, Co-requisites and Advisories on Recommended Preparation			Inst Eff	2/1/2008		2/16/2006	19/20	DTRW-I	2/13/2020	Approved	4/23/2020	6/16/2020		8/10/2020	2020 02.13 DTRW-I, 2020 02.24 Chancellor's Cabinet, 2020 04.23 PPSS, 2020 06.16 BoT
4 Academic Affairs	AP	4260	Prerequisites, Co-requisites and Advisories on Recommendation Preparation			Inst Eff	4/23/2020	4/23/2020	6/16/2010	19/20	DTRW-I	2/13/2020	Approved	4/23/2020	6/16/2020		8/10/2020	2020 02.13 DTRW-I, 2020 02.24 Chancellor's Cabinet, 2020 04.23 PPSS, 2020 06.16 BoT
4 Academic Affairs	BP	4300	Field Trips and Excursions			Inst Eff	8/1/2007	10/26/2017	4/9/2013	19/20	DTRW-I	11/12/2020	Approved			12/15/2020	2/3/2021	2020 09.10 DTRW-SS; 2020 10.08 DTRW-I; 2020 11.12 DTRW-I, 2020 11.16 Chancellor's Cabinet; 2020 12.15 BoT
4 Academic Affairs	AP		Field Trips and Excursions			Inst Eff	8/1/2007	10/29/2017	4/9/2013	19/20	DTRW-I	11/12/2020	Approved		12/15/2020			2020 09.10 DTRW-SS; 2020 10.08 DTRW-I; 2020 11.12 DTRW-I, 2020 11.16 Chancellor's Cabinet; 2020 12.15 BoT
4 Academic Affairs 4 Academic Affairs	BP AP		Community Services Programs Community Services Programs			Inst Eff Inst Eff	4/22/2020 4/23/2020	4/22/2020 4/23/2020	9/12/2017 9/12/2017	16/17 16/17	DTRW-I DTRW-I				9/12/2017 9/12/2017			CCLC Update 04/20 CCLC Update 04/20
4 Academic Affairs	BP	4500	Student News Media			Inst Eff	none		6/18/2013	19/20	DTRW-I/SS	5/7/2020	Approved	6/25/2020	6/16/2020		8/21/2020	2020 05.07 DTRW-I/SS
4 Academic Affairs 5 Student Services	AP BP		Student News Media Instructional Service Agreements			Inst Eff Inst Eff	10/1/2020 none	10/1/2020	6/18/2013 9/12/2017	19/20 16/17	DTRW-I/SS DTRW-I	5/7/2020	Approved	6/25/2020	9/12/2017	6/16/2020	8/21/2020 9/15/2017	2020 05.07 DTRW-I/SS
5 Student Services	AP	4610	Instructional Service Agreements			Inst Eff	4/4/2016	4/23/2018	6/16/2010	16/17	DTRW-I					9/12/2017	9/15/2017	CCLC Update 04/20 ; 2020 11.12 DTRW-SS,
5 Student Services	BP	5010	Admissions and Dual Enrollment	Standard II.C.6		Inst Eff	4/23/2020	4/23/2020	2/20/2018	19/20	DTRW-SS	11/12/2020	Approved		2/20/2018	12/15/2020	2/3/2021	2020 11.16 Chancellor's Cabinet; 2020 12.15 BoT
5 Student Services	AP		Admissions and Dual Enrollment	Standard II.C.6		Inst Eff	8/31/2011	4/20/2015	2/20/2018	19/20	DTRW-SS	11/12/2020	Approved		12/15/2020		2/3/2021	2020 11.12 DTRW-SS, 2020 11.16 Chancellor's Cabinet; 2020 12.15 BoT
5 Student Services	AP	50111	Admission/Concurrent Enrollment of High School/Other Young Students			Inst Eff	4/23/2020	4/23/2020		19/20	DTRW-I							CCLC Update 04/20
5 Student Services	AP		International Students			Inst Eff	11/1/2000				DTRW-SS							2021 02.11 DTRW-SS; 2021 03.01 Chan Cab;
5 Student Services	BP	5013	Students in the Military			Inst Eff	none		5/14/2013	20/21	DTRW-SS	2/11/2021	Approved			4/13/2021	6/18/2021	2021 04.13 BoT
5 Student Services	AP	5013	Students in the Military			Inst Eff	4/23/2018	3/18/2019	5/14/2019	20/21	DTRW-SS	2/11/2021	Approved		4/13/2021		6/18/2021	2021 02.11 DTRW-SS; 2021 03.01 Chan Cab; 2021 04.13 BoT
5 Student Services	BP	5015	Residence Determination			Inst Eff	9/1/2001	3/17/2019	4/18/2006	19/20	DTRW-SS	3/11/2021	Approved		4/13/2021		6/17/2021	2020 03.13 DTRW-SS; 2021 03.11 DTRW-SS; 2021 03.15 Chan Cab; 2021 04.13 BoT
5 Student Services	AP		Residence Determination			Inst Eff	4/27/2021	10/31/2019	11/11/2014	19/20	DTRW-SS	3/11/2021	Approved		4/13/2021		6/17/2021	2020 03.13 DTRW-SS; 2021 03.11 DTRW-SS; 2021 03.15 Chan Cab; 2021 04.13 BoT
5 Student Services	BP	5017	Responding to Inquiries of Immigration Status, Citizenship Status, and National Origin Information						4/13/2021	21/22	DTRW-SS	2/11/2021	Approved		4/13/2021		6/18/2021	2021 02.11 DTRW-SS; 2021 03.01 Chan Cab; 2021 04.13 BoT
5 Student Services	AP	5017	Responding to Inquiries of Immigration Status, Citizenship Status, and National Origin Information				3/18/2019		4/13/2021	21/22	DTRW-SS	2/11/2021	Approved		4/13/2021		6/18/2021	2021 02.11 DTRW-SS; 2021 03.01 Chan Cab; 2021 04.13 BoT
5 Student Services	BP		Nonresident Tuition			Inst Eff	4/28/2014	3/17/2019	4/18/2006	20/21	DTRW-I					5/14/2019	8/25/2019	
5 Student Services	AP		Nonresident Tuition	G: 1 11 G (		Inst Eff	4/27/2021	3/18/2019	5/14/2019	20/21	DTRW-I	2/12/2020		4/22/2020	5/14/2019		8/25/2019	COLOTT 1 - 04/20
5 Student Services	BP	5030 5030		Standard I.C.6 Standard I.C.6		Inst Eff	4/23/2020 4/27/2021	4/23/2020 10/1/2020	4/14/2015 5/10/2016	20/21 20/21	DTRW-SS DTRW-SS	2/13/2020 2/13/2020	Approved	4/23/2020 4/23/2020	6/16/2020 6/16/2020			CCLC Update 04/20 CCLC Update 04/20, 10/20
5 Student Services 5 Student Services	AP BP		Instructional Materials Fees	Standard 1.C.b		Inst Eff Inst Eff	4/2//2021	10/1/2020	6/16/2020	20/21	DTRW-SS	4/16/2020	Approved Approved	4/23/2020	6/16/2020			2020 03.16 DTRW-I
5 Student Services	AP		Instructional Materials Fees Instructional Materials Fees		<del>                                     </del>	Inst Eff	3/31/2012	9/30/2012	6/16/2020	20/21	DTRW-I	4/16/2020	Approved	4/23/2020	6/16/2020			2020 03.16 DTRW-I
5 Student Services	BP		Withholding of Student Records		1	11131 1211	4/24/2021	10/1/2020	6/18/2013	19/20	DTRW-SS	4/16/2020	Approved	4/23/2020	6/16/2020			CCLC 10/20 2020 03.16 DTRW-SS
5 Student Services	AP		Withholding of Student Records Withholding of Student Records			Inst Eff	4/27/2021	10/1/2020	6/18/2013	19/20	DTRW-SS	4/16/2020	Approved	4/23/2020	6/16/2020			CCLC 10/20 2020 03.16 DTRW-SS
5 Student Services	ВР		Student Records, Directory Information, and Privacy	Standard II.C.8		Inst Eff	2/1/2008	4/20/2015	6/18/2013	19/20	DTRW-I	10/8/2020	Approved	10/22/2020	11/10/2020			2020 09.10 DTRW-SS; 2020 10.08 DTRW- SS; 2020 10.12 Chancellor's Cabinet; 2020 10.22 PPSS, 2020 11.10 BoT
5 Student Services	AP	5040	Student Records, Directory Information, and Privacy			Inst Eff	10/1/2020	10/1/2020	6/18/2013	19/20	DTRW-I	10/8/2020	Approved	10/22/2020	11/10/2020		2/3/2021	CCLC Update 04/20; 2020 09.10 DTRW-SS; 2020 10.08 DTRW-SS; 2020 10.12 Chancellor's Cabinet; 2020 10.22 PPSS, 2020
				Standard II.C.8														11.10 BoT
5 Student Services	AP	5045	Student Records - Challenging Content and Access Log			Inst Eff	2/1/2008				DTRW-I							2020 02 12 DEDW GG 2020 04 16 DEDW
5 Student Services	BP	5050	Matriculation	Standard II.C.2		Inst Eff	4/20/2015	6/14/2016	4/18/2006	20/21	DTRW-I				6/14/2016		6/14/2016	2020 03.12 DTRW-SS; 2020 04.16 DTRW- SS; 2021 05.13 DTRW-SS

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5 Student Services	ВР	5050 Student Success and Support Program				4/24/2021	10/31/2019										CCLC Update 10/2019. 2020 03.12 DTRW- SS; 2020 04.16 DTRW-SS; 2021 05.13 DTRW-SS
5 Student Services	AP	5050 Student Success and Support Program	Standard II.C.2		Inst Eff	4/27/2021	6/14/2016	4/14/2009	20/21	DTRW-I				6/14/2016		6/14/2016	2020 03.12 DTRW-SS; 2020 04.16 DTRW- SS; 2021 05.13 DTRW-SS
5 Student Services	BP	5052 Open Enrollment			Inst Eff	8/1/2003	4/28/2014	6/18/2013	20/21	DTRW-SS	4/8/2021	Approved		5/25/2021		6/17/2021	2021 04.08 DTRW-SS; 2021 04.12 Chancellor's Cabinet; 2021 05.25 BoT
5 Student Services	AP	5052 Open Enrollment			Inst Eff	8/1/2003		6/18/2013	20/21	DTRW-SS	4/8/2021	Approved		5/25/2021		6/16/2021	2021 04.08 DTRW-SS; 2021 04.12
5 Student Services	ВР	5055 Enrollment Priorities			Inst Eff	8/1/2003		4/18/2006	20/21	DTRW-I	10/8/2020	Approved	10/22/2020		11/10/2020	2/3/2021	Chancellor's Cabinent; 2021 05.25 BoT 2020 10.08 DTRW-SS; 2020 10.12 Chancellor's Cabinet; 2020 10.22 PPSS, 2020 11.10 BoT
5 Student Services	AP	5055 Enrollment Priorities			Inst Eff	4/23/2020	4/23/2020	3/7/2017	20/21	DTRW-I	10/8/2020	Approved	10/22/2020	11/10/2020			CCLC Update 04/20, 2020 10.08 DTRW-SS; 2020 10.12 Chancellor's Cabinet; 2020 10.22 PPSS, 2020 11.10 BoT
5 Student Services 5 Student Services	BP AP	5070 Attendance 5070 Attendance			Inst Eff Inst Eff	none 11/1/2000		7/13/2016 2/20/2018	20/21 20/21	DTRW-I DTRW-I				2/20/2018	2/20/2018	2/25/2018 2/25/2018	
5 Student Services	BP	5075 Course Adds and Drops			Inst Eff	none		9/13/2016		DTRW-I					5/14/2019	8/25/2019	
5 Student Services	AP	5075 Course Adds and Drops			Inst Eff	3/31/2012	4/23/2018	5/14/2019	17/18	DTRW-I				5/14/2019		8/25/2019	2021 02 11 DTDW 55, 2021 04 08 DTDW
5 Student Services	BP	5110 Counseling	Standard II.C.5		Inst Eff	4/20/2015		4/14/2015	20/21	DTRW-SS	4/8/2021	Approved			5/25/2021	6/17/2021	2021 03.11 DTRW-SS; 2021 04.08 DTRW-SS; 2021 04.12 Chancellor's Cabinet; 2021 05.25 BoT 2021 03.11 DTRW-SS; 2021 04.08 DTRW-
5 Student Services	AP	5110 Counseling	Standard II.C.5		Inst Eff	4/20/2015		4/14/2015	20/21	DTRW-SS	4/8/2021	Approved		5/25/2021		6/17/2021	SS; 2021 04.12 Chancellor's Cabinet; 2021 05.25 BoT
5 Student Services	BP	5120 Transfer Center			Inst Eff	2/1/2007		4/14/2015	20/21	DTRW-SS	3/11/2021	Approved			4/13/2021	6/17/2021	2021 03.11 DTRW-SS; 2021 03.15 Chan Cab; 2021 04.13 BoT
5 Student Services	AP	5120 Transfer Center			Inst Eff	2/1/2007		4/14/2015	20/21	DTRW-SS	3/11/2021	Approved		4/13/2021		6/17/2021	2021 03.11 DTRW-SS; 2021 03.15 Chan Cab; 2021 04.13 BoT
5 Student Services	BP	5130 Financial Aid	Standard III.D.15		Inst Eff	8/31/2011		4/18/2006		DTRW-SS	3/12/2020	Approved	4/23/2020		6/16/2020		2020 03.12 DTRW-SS
5 Student Services	AP	5130 Financial Aid	Standard III.D.15		Inst Eff	4/23/2018	4/10/2019	4/8/2014		DTRW-SS	3/12/2020	Approved	4/23/2020	6/16/2020		8/14/2020	2020 03.12 DTRW-SS 2021 02.11 DTRW-SS; 2021 03.01 Chan Cab;
5 Student Services	BP	5140 Disabled Students Programs and Services			Inst Eff	10/31/2013	4/4/2016	4/14/2015	20/21	DTRW-SS	02/11/221	Approved			4/13/2021	6/18/2021	2021 04.13 BoT
5 Student Services	AP	5140 Disabled Students Programs and Services			Inst Eff	10/31/2013	4/4/2016	4/14/2015	20/21	DTRW-SS	2/11/2021	Approved		4/13/2021		6/18/2021	Cab; 2021 04.13 BoT
5 Student Services	BP	5150 Extended Opportunity Programs and Services			Inst Eff	11/1/2000		4/18/2006	20/21	DTRW-SS	2/11/2021	Approved		4/13/2021		6/18/2021	2021 02.11 DTRW-SS; 2021 03.01 Chan Cab; 2021 04.13 BoT
5 Student Services	AP	5150 Extended Opportunity Programs and Services			Inst Eff	11/1/2000		9/9/2014	20/21	DTRW-SS	2/11/2021	Approved		4/13/2021		6/18/2021	2021 02.11 DTRW-SS; 2021 03.01 Chan Cab; 2021 04.13 BoT
5 Student Services	BP	5200 Student Health Services			Inst Eff	11/1/2000		6/18/2013	20/21	DTRW-SS	4/8/2021	Approved			5/25/2021	6/17/2021	Chancellor's Cabinent; 2021 05.25 Bo I
5 Student Services	AP	5200 Student Health Services			Inst Eff	11/1/2000		6/18/2013	20/21	DTRW-SS	4/8/2021	Approved		5/25/2021		6/1//2021	Chancellor's Cabinent; 2021 05.25 BoT
5 Student Services	AP	5203 Lactation Accommodation				3/18/2019				DTRW-SS	3/11/2021	Approved		4/13/2021		6/17/2021	2021 03.11 DTRW-SS; 2021 03.15 Chan Cab; 2021 04.13 BoT
5 Student Services	BP	5205 Student Accident Insurance			Inst Eff	11/1/2000		9/9/2014	20/21	DTRW-SS	5/13/2021	Approved			8/10/2021	8/11/2021	2021 05.13 DTRW-SS; 2021 05.24 Chan Cab; 2021 08.10 Board of Trustees
5 Student Services	AP	5205 Student Accident Insurance			Inst Eff	none		9/9/2014	20/21	DTRW-SS	5/13/2021	Approved			8/10/2021	8/11/2021	2021 08.10 Board of Trustees
5 Student Services	BP	5210 Communicable Disease			Inst Eff	11/1/2000		4/18/2006	20/21	DTRW-SS	2/11/2021	Approved			4/13/2021	6/18/2021	2021 02.11 DTRW-SS; 2021 03.01 Chan Cab; 2021 04.13 BoT
5 Student Services	AP	5210 Communicable Disease			Inst Eff	11/1/2000		2/11/2014	20/21	DTRW-SS	2/11/2021	Approved			4/13/2021	6/18/2021	2021 02.11 DTRW-SS; 2021 03.01 Chan Cab; 2021 04.13 BoT
5 Student Services 5 Student Services	BP AP	5220 Shower Facilities for Homeless Students 5220 Shower Facilities for Homeless Students			Inst Eff Inst Eff	10/16/2016 10/16/2016		6/16/2020 6/16/2020	19/20 19/20	DTRW-SS DTRW-SS	4/16/2020 4/16/2020	Approved Approved	4/23/2020 4/23/2020	6/16/2020 6/16/2020			2020 03.16 DTRW-SS 2020 03.16 DTRW-SS
5 Student Services	BP	5300 Student Equity			Inst Eff	11/1/2000		4/14/2015	20/21	DTRW-SS	3/11/2021	Approved	712312020	0/10/2020	4/13/2021	6/18/2021	2021 03.11 DTRW-SS; 2021 03.29 Chan Cab;
5 Student Services	AP	5300 Student Equity			Inst Eff	4/28/2014	4/23/2018	4/14/2015	20/21	DTRW-SS	3/11/2021	Approved			4/13/2021	6/18/2021	2021 04.13 BoT 2021 03.11 DTRW-SS; 2021 03.29 Chan Cab; 2021 04.13 BoT
5 Student Services	BP	5400 Associated Students Organizations			Inst Eff	11/1/2000		4/18/2006	19/20	DTRW-SS	10/8/2020	approved			11/10/2020	2/3/2021	2020 09.10 DTRW-SS; 2020 10.08 DTRW- SS; 2020 10.12 Chancellor's Cabinet; 2020 10.22 PPSS, 2020 11.10 BoT
5 Student Services	AP	5400 Associated Students Organizations			Inst Eff	11/1/2000		6/18/2013	19/20	DTRW-SS	10/8/2020	Approved		11/10/2020		2/3/2021	2020 09.10 DTRW-SS; 2020 10.08 DTRW- SS; 2020 10.12 Chancellor's Cabinet; 2020 10.22 PPSS, 2020 11.10 BoT
5 Student Services	BP	5410 Associated Students Elections (No AP required)			Inst Eff	11/1/2000		2/19/2019	Annual					2/19/2019		2/21/2019	
5 Student Services	AP	5410 Associated Students Elections			Inst Eff	11/1/2000					-						2021 02.11 DTRW-SS; 2021 03.11 DTRW-
5 Student Services	BP	5420 Associated Students Finance			Inst Eff	11/1/2000		4/18/2006	19/20	DTRW-SS	3/11/2021	Approved			4/13/2021	6/18/2021	SS; 2021 03.11 DTRW-SS; 2021 03.11 DTRW- SS; 2021 03.15 Chan Cab; 2021 04.13 BoT 2021 02.11 DTRW-SS; 2021 03.11 DTRW-
5 Student Services	AP	5420 Associated Students Finance			Inst Eff	11/1/2000		9/9/2014	19/20	DTRW-SS	3/11/2021	Approved		4/13/2021		6/18/2021	SS; 2021 03.15 Chan Cab; 2021 04.13 BoT 2021 04.08 DTRW-SS; 2021 05.13 DTRW-
5 Student Services	BP	5430 Clubs - Regulations			Inst Eff			8/10/2021	20/21	DTRW-SS	5/13/2021	Approved		8/10/2021		8/11/2021	SS; 2021 05.24 Chan Cab; 2021 08.10

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5 Student Services	AP	5430	Clubs - Regulations			Inst Eff			8/10/2021	20/21	DTRW-SS	5/13/2021	Approved		8/10/2021		8/11/2021	2021 04.08 DTRW-SS; 2021 05.13 DTRW- SS; 2021 05.24 Chan Cab; 2021 08.10
5 Student Services	BP	5500	Standards of Conduct	Standards I.C.8 & 1	10	Inst Eff	10/1/2020	10/1/2020	10/14/2014	20/21	DTRW-SS	12/10/2020	Approved		1/19/2021		2/4/2021	2020 11.12 DTRW-SS, 2020 12.10 DTRW- SS; 2020 12.14 Chan Cab, 2021 01.19 BoT
	AP	5500	Standards of Conduct	Standards I.C.8 & 1	10	Inst Eff	10/1/2020	10/1/2020	10/14/2014	20/21	DTRW-SS	12/10/2020	Approved		1/19/2021		2/4/2021	2020 11.12 DTRW-SS, 2020 12.10 DTRW- SS; 2020 12.14 Chan Cab, 2021 01.19 BoT
	BP AP		Off-Campus Student Organizations Off-Campus Student Organizations			Inst Eff Inst Eff	8/31/2011 8/31/2011											
	BP		Student Discipline Procedures			Inst Eff	none		10/14/2014	19/20	DTRW-SS	3/11/2021	Approved				6/18/2021	2020 11.12 DTRW-SS, 2020 12.10 DTRW- SS; 2021 01.14 DTRW-SS; 2021 02.11 DTRW-SS; 2021 03.11 DTRW-SS; 2021 03.15 Chan Cab; 2021 04.13 BoT
5 Student Services	AP	5520	Student Discipline Procedure			Inst Eff	4/27/2021	10/1/2020	10/14/2014	19/20	DTRW-SS	3/11/2021	Approved				6/18/2021	CCLC 10/20; 2020 11.12 DTRW-SS, 2020 12.10 DTRW-SS; 2021 01.14 DTRW-SS; 2021 02.11 DTRW-SS; 2021 03.11 DTRW- SS; 2021 03.15 Chan Cab; 2021 04.13 BoT
5 Student Services	ВР	5530	Student Rights and Grievances			Inst Eff	none		10/14/2014	20/21	DTRW-SS	2/11/2021	Approved			8/10/2021		2020 10.08 DTRW-SS, 2020 11.12 DTRW-SS, 2020 11.16 Chancellor's Cabinet; 2020 12. 15 BoT; 2021 01.14 DTRW-SS; 2021 02.11 DTRW-SS; 2021 03.01 Chan Cab; 2021 04.13 BoT; 2021 08.10 BoT; 2021 08.26 PPSS
5 Student Services	AP	5530	Student Rights and Grievances	Accred Eligibility F	Requirmt	Inst Eff	4/27/2021	7/27/2020	10/14/2014	20/21	DTRW-SS	2/11/2021	Approved		6/15/2021	8/10/2021	8/11/2021	CCLC Update 07/20; 2020 10.08 DTRW-SS; 2020 11.12 DTRW-SS, 2020 11.16 Chancellor's Cabinet; 2020 12.15 BoT; 2021 01.14 DTRW-SS; 2021 02.11 DTRW-SS; 2021 03.01 Chan Cab; 2021 04.13 BoT; 2021 06.15 BoT; 2021 08.10; 2021 08.26 PPSS
5 Student Services	BP	5550	Speech: Time, Place, and Manner - See BP/AP 3900			Inst Eff	none		4/18/2006		DTRW-I							See BP/AP 3900 Speech: Time, Place, Manner
	BP AP		Student Credit Card Solicitation Student Credit Card Solicitation			Inst Eff Inst Eff	8/1/2003 8/1/2003		4/18/2006 2/20/2018		DTRW-I DTRW-I				2/20/2018	2/20/2018	2/25/2018 2/25/2018	
	AP		Voter Registration			Inst Eff	2/1/2008		8/10/2021	20/21	DTRW-SS	4/8/2021	Approved		8/10/2021			2021 04.08 DTRW-SS; 2021 04.12 Chancellor's Cabinent; 2021 05.25 BoT; 2021 08.10 BoT
5 Student Services I	BP	5700	Athletics	Standard II.C.4		Inst Eff	11/1/2014	4/20/2015	2/10/2015	20/21	DTRW-I	5/13/2021	DTRW-SS Sept 21					2021 05.13 DTRW-SS
5 Student Services	AP	5700	Athletics	Standard II.C.4		Inst Eff	10/1/2020	10/1/2020	2/10/2015	20/21	DTRW-I	5/13/2021	DTRW-SS Sept 21					2021 05.13 DTRW-SS
5 Student Services I	BP	5800	Prevention of Identity Theft in Student Financial Transactions			Inst Eff	2/1/2011		8/10/2021	20/21	DTRW-SS	5/13/2021	Approved		8/10/2021		8/11/2021	2021 05.13 DTRW-SS; 2021 05.24 Chan Cab; 2021 08.10 Board of Trustees
6 Business & Fiscal Affairs			Prevention of Identity Theft in Student Financial Transactions			Inst Eff	2/1/2011		8/10/2021	20/21	DTRW-SS	5/13/2021	Approved		8/10/2021		8/11/2021	2021 05.13 DTRW-SS; 2021 05.24 Chan Cab; 2021 08.10 Board of Trustees
6 Business & Fiscal Affairs   6 Business & Fiscal Affairs   7			Delegation of Authority Delegation of Authority			Bus Svcs Bus Svcs			8/14/2012 10/13/2009		DTRW-B DTRW-B							
6 Business & Fiscal Affairs   1	BP	6150	Designation of Authorized Signatures			Bus Svcs	No Date		10/9/2007		DTRW-B							
6 Business & Fiscal Affairs 6 Business & Fiscal Affairs 1			Designation of Authorized Signatures Budget Preparation	Standard III.D		Bus Svcs Bus Svcs			10/13/2009 9/13/2016		DTRW-B DTRW-B				9/13/2016		9/17/2016	
6 Business & Fiscal Affairs		6200	Budget Preparation	Standard III.D		Bus Svcs			9/13/2016		DTRW-B				9/13/2016		9/17/2016	
6 Business & Fiscal Affairs   1			Budget Management			Bus Svcs			10/9/2007		DTRW-B							
6 Business & Fiscal Affairs A 6 Business & Fiscal Affairs I			Budget Management Fiscal Management	Standard III.D		Bus Svcs Bus Svcs		10/16/2016	11/13/2012 6/18/2013		DTRW-B DTRW-B							
6 Business & Fiscal Affairs			Fiscal Management	Standard III.D.9		Bus Svcs		10/16/2016	10/13/2009		DTRW-B							
6 Business & Fiscal Affairs			Cash Management			Bus Svcs			6/18/2013		DTRW-B							
6 Business & Fiscal Affairs A 6 Business & Fiscal Affairs I			Reserves Debt Issuance and Management			Bus Svcs Bus Svcs			10/13/2009		DTRW-B DTRW-B							
6 Business & Fiscal Affairs	AP		Debt Issuance and Management		L	Bus Svcs	4/23/2018				DTRW-B							
6 Business & Fiscal Affairs	AP	6310	Accounting			Bus Svcs	11/1/2000				DTRW-B							
6 Business & Fiscal Affairs 6 Business & Fiscal Affairs 1			Warrants Investments			Bus Svcs Bus Svcs			10/9/2007		DTRW-B DTRW-B							
6 Business & Fiscal Affairs 16 Business & Fiscal Affairs 17			Investments		+	Bus Svcs Bus Svcs			10/9/2007		DTRW-B							
6 Business & Fiscal Affairs	AP	6322	Employee Indemnity Bonds			Bus Svcs	11/1/2000				DTRW-B							
6 Business & Fiscal Affairs			Payroll			Bus Svcs			6/18/2013		DTRW-B							
6 Business & Fiscal Affairs   6 Business & Fiscal Affairs   7			Purchasing Purchasing			Bus Svcs Bus Svcs			4/14/2015 4/14/2015		DTRW-B DTRW-B							
6 Business & Fiscal Affairs			Procurement Cards			Bus Svcs			8/14/2013		DTRW-B							
6 Business & Fiscal Affairs	AP	6336	Travel			Bus Svcs	none		7/14/2015		DTRW-B							
6 Business & Fiscal Affairs			Mileage Reimbursement			Bus Svcs			11/3/2009		DTRW-B							
6 Business & Fiscal Affairs 6 Business & Fiscal Affairs 1			Business Meals and Light Refreshments (refer to BP 6330) Contracts	Standard III.D.1		Bus Svcs Bus Svcs		3/17/2019	9/9/2014 4/14/2015		DTRW-B DTRW-B							
6 Business & Fiscal Affairs A			Bids and Contracts	Standard III.D.1		Bus Svcs		3/18/2019	4/14/2015		DTRW-B							
6 Business & Fiscal Affairs	AP		Bids and Contracts - UPCCAA			Bus Svcs	3/31/2012	3/18/2019			DTRW-B							
6 Business & Fiscal Affairs			Contracts Construction  Tab Orden Contracts			Bus Svcs		8/1/2006	6/18/2013		DTRW-B							
6 Business & Fiscal Affairs	Αľ	0355	Job Order Contracts			Bus Svcs	4/23/2018		l		DTRW-B						l .	

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6 Business & Fiscal Affairs A	_		Contracts - Electronic Systems and Materials		Bus Svcs	8/1/2003				DTRW-B							
6 Business & Fiscal Affairs A	_	6365	Accessibility of Information Technology		Bus Svcs	10/31/2019	10/31/2019			DTRW-B							CCLC Update 10/2019
6 Business & Fiscal Affairs A 6 Business & Fiscal Affairs A		6370 6380			Bus Svcs Bus Svcs	4/1/2021 2/1/2004	4/26/2020	6/18/2013	)	DTRW-B DTRW-B							
6 Business & Fiscal Affairs E	_		Audits Standard III.D.	,	Bus Svcs	4/20/2015		10/9/2007	,	DTRW-B							
6 Business & Fiscal Affairs A	_	6400		,	Bus Svcs	2/1/2004	4/20/2015		2	DTRW-B							
6 Business & Fiscal Affairs   E	_	6450			Bus Svcs	3/31/2012	4/3/2017	6/18/2013	3	DTRW-B							
6 Business & Fiscal Affairs A	_		Wireless or Cellular Telephone Use		Bus Svcs	3/31/2012	4/3/2017		3	DTRW-B							
6 Business & Fiscal Affairs   B 6 Business & Fiscal Affairs   A	_		Property Management		Bus Svcs	No Date 11/1/2000		10/9/2007	7	DTRW-B DTRW-B							
6 Business & Fiscal Affairs   E	AP P		Property Management Security for District Property Standard III.B.		Bus Svcs Bus Svcs	11/1/2000		10/13/2009	7	DTRW-B							
6 Business & Fiscal Affairs A	AΡ		Security for District Property Standard III.B.		Bus Svcs	11/1/2014		10/7/2007		DTRW-B							
6 Business & Fiscal Affairs A	AΡ	6530	District Vehicles		Bus Svcs	4/24/2020	4/24/2020	10/13/2009	)	DTRW-B							
6 Business & Fiscal Affairs A	_		Use of District Equipment Standards III.B	3; III.C.4 &		4/20/2015		10/13/2009		DTRW-B							
6 Business & Fiscal Affairs E	_		Insurance	X	Bus Svcs	No Date	:	10/9/2007	7	DTRW-B							
6 Business & Fiscal Affairs A 6 Business & Fiscal Affairs B	_		Insurance Disposal of Property	X	Bus Svcs Bus Svcs	4/26/2021 7/31/2011	3/31/2012	10/9/2007	,	DTRW-B DTRW-B							
6 Business & Fiscal Affairs A	_		Disposal of Property  Disposal of Property		Bus Svcs	2/1/2008	3/31/2012		2	DTRW-B							
6 Business & Fiscal Affairs   E	3P		Environmental, Health, Safety, and Energy Management	X	Bus Sves	none		10/9/2007	7	DTRW-B							
6 Business & Fiscal Affairs   E			Capital Construction		Bus Svcs	2/1/2007		8/14/2012		DTRW-B							
6 Business & Fiscal Affairs A			Capital Construction		Bus Svcs	2/1/2008	4/4/2016			DTRW-B		F 15					
6 Business & Fiscal Affairs   B 6 Business & Fiscal Affairs   A			Naming of Buildings Naming of Buildings		Bus Svcs Bus Svcs	No Date 11/1/2000		10/9/2007 8/14/2012	16/17 2 16/17	DTRW-B DTRW-B		Eam 17 Eam 17					
6 Business & Fiscal Affairs   6 Business & Fiscal Affairs   1	_		Civic Center and Other Facilities Use		Bus Svcs Bus Svcs	11/1/2000	4/4/2016		10/1/	DTRW-B		Eaill I /					
6 Business & Fiscal Affairs A	_		Civic Center and Other Facilities Use		Bus Svcs	4/20/2015	4/4/2016			DTRW-B							
6 Business & Fiscal Affairs   E	3P	6740	Citizen's Oversight Committee (Bond Projects)		Bus Svcs	7/1/2002		10/9/2007	7	DTRW-B							
6 Business & Fiscal Affairs A	_		Citizen's Oversight Committee (Bond Projects)		Bus Svcs	4/4/2016		8/14/2012		DTRW-B							
6 Business & Fiscal Affairs E	_		Parking D. L.		Bus Svcs	10/1/2018	10/22/2019	10/9/2007		DTRW-B							
6 Business & Fiscal Affairs A 6 Business & Fiscal Affairs B	_		Parking Safety		Bus Svcs Bus Svcs	4/4/2016 8/1/2006	10/22/2018	5/8/2012 10/9/2007		DTRW-B DTRW-B							
6 Business & Fiscal Affairs A	_		Safety		Bus Svcs	10/30/2015	4/4/2016		2	DTRW-B							
6 Business & Fiscal Affairs E	_		Smoking	X	Bus Svcs	none		12/13/2011		DTRW-B							
6 Business & Fiscal Affairs A	_		Hazardous Materials		Bus Svcs	10/29/2017	1	6/18/2013	3	DTRW-B							
6 Business & Fiscal Affairs E			Bookstore(s)		Bus Svcs	8/1/2006	3/31/2012		5	DTRW-B							
6 Business & Fiscal Affairs A 6 Business & Fiscal Affairs B	_		Bookstore(s) Housing		Bus Svcs Bus Svcs	8/1/2006 4/24/2021		5/14/2013	)	DTRW-B DTRW-B							
6 Business & Fiscal Affairs A	_		Housing		Bus Svcs	4/24/2021				DTRW-B							
6 Business & Fiscal Affairs	_		Drug and Alcohol Testing		Bus Svcs	11/1/2000	)			DTRW-B							
7 Human Resources E	3P	7100	,		HR	4/24/2021		8/11/2015		DTRW-HR		om 21			5/9/2017	8/25/2017	
	AP	7100	7		HR	2/1/2003			N/A	DTRW-HR		om A					
7 Human Resources E 7 Human Resources A	AP		Delegation of Authority, Human Resources  Delegation of Authority, Human Resources  Standard III.A.	1	HR HR	4/20/2015 4/20/2015			N/A 16/17	DTRW-HR DTRW-HR		el A el 17					
7 Human Resources F	AP P		Recruitment and Hiring Standard III.A.	. 1	HR	4/20/2013	10/16/2016	9/13/2016		DTRW-HR		ec 21		9/13/2016	9/11/2018	9/20/2018	2019 09.18 PPSS
·	AΡ		A - Recruitment and Hiring: Vice Chancellor(s)		HR	4/27/2021	10/10/2010	9/13/2016		DTRW-HR		ecruitmen 21		9/13/2016	2/11/2010		2019 09.18 PPSS
7 Human Resources A			B - Recruitment and Hiring: College President		HR	4/27/2021		9/13/2016	20/21	DTRW-HR		ecruitme 21		9/13/2016			2019 09.18 PPSS
·			C - Recruitment and Hiring: Academic Managers		HR	4/27/2021		9/13/2016		DTRW-HR		ecruitme 21		9/13/2016			2019 09.18 PPSS
			D - Recruitment and Hiring: Full-Time Faculty		HR	4/27/2021		9/13/2016		DTRW-HR		ecruitmen 21		9/13/2016	0/11/2010		2019 09.18 PPSS
			E - Recruitment and Hiring: Part-Time Faculty  Recruitment and Hiring		HR	4/27/2021 4/27/2021		9/11/2018	20/21	DTRW-HR		ecruitmen 21		9/11/2018	9/11/2018	9/20/2018	2019 09.18 PPSS
			Criminal Record Check		HR	4/2 //2021 none		2/10/2015	20/21	DTRW-HR		ri 21					
	_		Criminal Record Check		HR	4/3/2017	<u> </u>	2/10/2015		DTRW-HR		ri 21					
	AΡ	7126			HR	2/1/2003			N/A	DTRW-HR		pp A					
			Compensation		HR	4/24/2021		5/17/2007		DTRW-HR		om 18					
7 Human Resources A 7 Human Resources E	AP DD		Compensation Collective Bargaining		HR HR	4/27/2021 No Date		5/17/2007	17/18	DTRW-HR DTRW-HR		om 18 ol 18					
	AP		Personnel Files		HR	11/1/2000		3/1//200/	16/17	DTRW-HR DTRW-HR		of 18 er 17					
*			Evaluation Standard III.A.		HR	11/1/2000			17/18	DTRW-HR		va 18					
	3P	7160	Professional Development Standard III.A.	.4	HR	4/24/2021			16/17	DTRW-HR		ro 17					
			Professional Development Standard III.A.	4	HR	4/27/2021	4/20/2015		16/17	DTRW-HR		ro 17					
,	3P		Employee Code of Ethics		HR	none		8/9/2011	17/18	DTRW-HR		mp 18					
7 Human Resources A 7 Human Resources E	AP BP		Employee Code of Ethics Academic Employees		HR HR	2/1/2004		11/13/2012 5/17/2007		DTRW-HR DTRW-HR		mp 18 ca 18					
			Academic Employees  Academic Employees		HR	2/1/2004		5/1//2007	1//18 N/A	DTRW-HR		ca 18					
7 Human Resources E			Minimum Qualifications and Equivalencies  Standards III.A	2, 3, & 4	HR	none		1/22/2013	20/21	DTRW-HR		in 21		1/22/2013	5/8/2018	5/9/2018	2020 02.20 PPSS; 2020 03.12 DTRW-I; 2020 04.16 DTRW-I; 2020 05.07 DTRW-I
7 Human Resources			Minimum Qualifications and Equivalencies  Standards III.A	2, 3, & 4	HR	10/31/2019	10/31/2019	5/8/2018	3 20/21	DTRW-HR		in 21		5/8/2018	5/8/2018		CCLC Update 10/2019, 2020 02.20 PPSS; 2020 03.12 DTRW-I; 2020 04.16 DTRW-I; 2020 05.07 DTRW-I
	AΡ	7212	Temporary Faculty		HR	4/23/2018			N/A	DTRW-HR		em A					
			Part Time Faculty: Benefits		HR	11/1/2000		· · ·	N/A	DTRW-HR		ar A	<u> </u>			-	
	_		Part Time Faculty: Office Hours  Academic Employees: Probationary Contract Faculty		HR	11/1/2000			N/A	DTRW-HR		ar A					
	AΡ	7215			HR	11/1/2000			N/A	DTRW-HR		ca A					
7 Human Resources	AP	7216	Academic Employees: Grievance Procedures for Contract Decisions		HR	11/1/2000			N/A	DTRW-HR		ca A					

			Acquaditation	AP		CCLC	CCLC Last	Original Adoption /	Fiscal Year Proposed 5-				PPSS Board	T.W. G. I	5 W . C . 1	BoardDocs	
Chapter		BP/AP Title (links to current policies/procedures)	Accreditation Standard	Not Reqd	Primary	Adopted/ Last Revision	Reviewed	Last Revised	Year Review 2016-2021	Governance Committee	Last Date Reviewed	Recommendation	Committee	Last Revised /Adopted	5-Year Cycle Last Reviewed	Updated	Notes
7 Human Resources	BP	7220 Academic Employees: Honorific Academic Titles			HR	mama		7/14/2009	17/18	DTRW-HR		ca 18					
7 Human Resources	AP	7220 Academic Employees: Honorific Academic Titles 7220 Academic Employees: Honorific Academic Titles			HR	none		7/14/2009	17/18	DTRW-HR		ca 18					
7 Human Resources	BP	7230 Classified Employees			HR	2/1/2003		5/17/2007	17/18	DTRW-HR		la 18					
7 Human Resources	AP	7230 Classified Employees			HR	11/1/2000			N/A	DTRW-HR		la A					
7 Human Resources 7 Human Resources	AP AP	7231 Seniority 7232 Classification Review			HR HR	11/1/2000 11/1/2000			N/A N/A	DTRW-HR DTRW-HR		en A la A					
7 Human Resources	AP	7233 Claims for Work Out of Classification			HR	11/1/2000			N/A	DTRW-HR		la A					
7 Human Resources	AP	7234 Overtime			HR	11/1/2000			N/A	DTRW-HR		ve A					
7 Human Resources	AP	7235 Probationary period: Classified Employees			HR	11/1/2000			N/A	DTRW-HR		ro A					
7 Human Resources	AP	7236 Substitute and Short Term Employees			HR	11/1/2000			N/A	DTRW-HR		ub A					
7 Human Resources 7 Human Resources	AP BP	7237 Layoffs 7240 Confidential Employees			HR HR	11/1/2000 2/1/2004		5/17/2007	N/A 17/18	DTRW-HR DTRW-HR		ay A on 18					
7 Human Resources	AP	7240 Confidential Employees			HR	4/23/2018		3/1//2007	N/A	DTRW-HR		on A					
7 Human Resources	BP	7250 Educational Administrators			HR	4/24/2021		5/17/2007	17/18	DCHR	4/8/2021	du 18		4/13/2021		6/18/2021	
7 Human Resources	AP	7250 Educational Administrators			HR	11/1/2000		4/13/2021	N/A	DCHR	4/8/2021	du A		4/13/2021		6/18/2021	
7 Human Resources	BP	7260 Classified Supervisors and Managers			HR	No Date		11/13/2012	17/18	DTRW-HR		la 18					
7 Human Resources 7 Human Resources	AP BP	7260 Classified Supervisors and Managers 7270 Student Workers			HR HR	11/1/2000		12/11/2018	N/A 20/21	DTRW-HR DTRW-HR		la A tu 21		12/11/2018	12/11/2018	12/14/2018	
7 Human Resources	AP	7270 Recruitment and Hiring: Student Workers			HR	3/31/2012	6/23/2013	3/7/2017	20/21	DTRW-HR		ec 21		3/7/2017	12/11/2018	12/14/2018	
7 Human Resources	BP	7310 Nepotism			HR	10/26/2017	4/22/2018	4/9/2013	18/19	DTRW-HR		ep 19		5,7,2017	12/22/2010	12/11/2010	
7 Human Resources	AP	7310 Nepotism			HR	2/1/2011			N/A	DTRW-HR		ep A					
7 Human Resources	BP	7330 Communicable Disease (See also BP/AP 5210)			HR	10/28/2020	4/3/2017	5/17/2007	16/17	DTRW-HR		om 17					
7 Human Resources 7 Human Resources	AP BP	7330 Communicable Disease 7335 Health Examinations			HR HR	10/1/2020 10/30/2015	10/1/2020 4/4/2016	5/17/2007	16/17 17/18	DTRW-HR DTRW-HR		om 17					
7 Human Resources	AP	7335 Health Examinations 7335 Health Examinations			HR	11/1/2000	4/4/2010	3/1//2007	1//18 N/A	DTRW-HR		ea 18 ea A					
7 Human Resources	AP	7336 Certification of Freedom from Tuberculosis			HR	4/3/2017			16/17	DTRW-HR		er 17					
7 Human Resources	AP	7337 Fingerprinting			HR	10/31/2019	10/31/2019		16/17	DTRW-HR		in 17					CCLC Update 10/2019
7 Human Resources	BP	7340 Leaves			HR	4/3/2017	3/17/2019	5/17/2007	17/18	DTRW-HR		ea 18					
7 Human Resources	AP	7340 Leaves 7341 Sabbaticals			HR HR	2/1/2003 11/1/2000	4/20/2015		17/18 N/A	DTRW-HR DTRW-HR		ea 18					
7 Human Resources 7 Human Resources	AP AP	7341 Sabbaticais 7342 Holidays			HR	11/1/2000			17/18	DTRW-HR		ab A ol 18					
7 Human Resources	AP	7343 Industrial Accident and Illness Leave			HR	4/4/2016	4/3/2017		17/18	DTRW-HR		nd 18					
7 Human Resources	AP	7344 Notifying District of Illness			HR	11/1/2000			17/18	DTRW-HR		ot 18					
7 Human Resources	BP	7345 Catastrophic Leave			HR	4/24/2021		5/17/2007	17/18	DTRW-HR		at 18					
7 Human Resources	AP	7345 Catastrophic Leave			HR	4/27/2021	10/21/2010		17/18 17/18	DTRW-HR		at 18		-			CCI C.I. 1 . 10/2010
7 Human Resources 7 Human Resources	AP AP	7346 Employees Called to Millitary Duty 7347 Paid Family Leave			HR HR	10/31/2019 4/27/2021	10/31/2019 3/18/2019		17/18	DTRW-HR DTRW-HR		mp 18 ai 18					CCLC Update 10/2019
7 Human Resources	AP	7348 Accomodations			HR	4/24/2020	4/24/2020		17/10	DTRW-HR		ai io					
7 Human Resources	BP	7350 Resignations			HR	4/24/2021		5/17/2007	17/18	DTRW-HR		es 18					
7 Human Resources	AP	7350 Resignations			HR	4/27/2021		11/13/2012	17/18	DTRW-HR		es 18					
7 Human Resources	BP	7352 Emeritus Status			HR	none		2/9/2010	16/17	DTRW-HR		me 17		-			
7 Human Resources 7 Human Resources	BP AP	7360 Discipline and Dismissals – Academic Employees 7360 Discipline and Dismissals - Academic Employees			HR HR	10/16/2016 9/30/2012	4/23/2018	5/17/2007	17/18 17/18	DTRW-HR DTRW-HR		is 18 is 18					
	BP				HR	4/1/2009	7/23/2010	5/17/2007		DTRW-HR		is 18					
	AP	7365 Discipline and Dismissal - Classified Employees			HR	3/31/2012	4/23/2018		17/18	DTRW-HR		is 18					
	AP	7366 Reinstatement			HR	11/1/2000			N/A	DTRW-HR		ei A					
7 Human Resources 7 Human Resources	BP AP	7367 Employee Rehiring Prohibition 7367 Employee Rehiring Prohibition			HR HR	none		10/12/2009	17/18	DTRW-HR DTRW-HR		mp 18					
	BP	7370 Political Activity			HR	2/1/2003		12/8/2009 5/17/2007	17/18 16/17	DTRW-HR		mp 18 ol 17					
	AP	7370 Political Activity			HR	11/1/2000		3/1//2007	16/17	DTRW-HR		ol 17					
7 Human Resources	AP	7371 Personal Use of Public Resources			HR	2/1/2003			17/18	DTRW-HR		er 18					
	BP	7380 Retiree Health Benefits - Academic Employees			HR	2/1/2008			16/17	DTRW-HR		et 17					
	AP				HR	11/1/2000			16/17	DTRW-HR		et 17					
7 Human Resources 7 Human Resources	AP BP		+	X	HR HR	11/1/2000 No Date		5/17/2007	16/17 17/18	DTRW-HR DTRW-HR		ea 17 al 18		+			
	AP	7385 Salary Deductions 7385 Salary Deductions		X	HR	11/1/2000		5,11,12007	N/A	DTRW-HR		al A		1			
7 Human Resources	BP	7400 Travel			Bus Svcs	9/1/2001	10/26/2017		N/A	DTRW-B		ra A					
	AP	7400 Travel			Bus Svcs	10/18/2016	10/29/2017		N/A	DTRW-B		ra A					
	AP			V	HR	4/4/2016	10/29/2017	5/15/2005	17/18	DTRW-HR		ol 18		-			
7 Human Resources 7 Human Resources	BP BP	7510 Domestic Partners 7600 College Police		X	HR HR	4/23/2020 4/24/2021	10/16/2016	5/17/2007 1/22/2013	17/18 16/17	DTRW-HR DTRW-HR		om 18 ol 17					
7 Human Resources	AP	7600 College Police or Security			HR	4/24/2021	4/17/2020	1/44/4013	20/21	DTRW-HR		ol 21		1			
7 Human Resources	BP	7700 Whistleblower Protection			HR	4/20/2015	4/4/2016	5/17/2007	17/18	DTRW-HR		hi 18					
	AP	7700 Whistleblower Protection			HR	4/27/2021	4/15/2016	11/13/2012	17/18	DTRW-HR		hi 18	-			-	

8/31/2021 RWo!21 AM 10.14.21

7700 Whistleblower Protection
PPSS = Policy Planning Student Services Committee

Committee/Group Key:
Admin Cncl = District Administrative Council
DCAP = District Council on Accreditation and Planning
DCAS = District Council on Administrative Services
DCHR = District Council on Human Resources
DTRW-I = District Technical Review Workgroup – Instruction
DTRW-SS = District Technical Review Workgroup – Student Services









Meeting Oct 14, 2021 - District Technical Review Workgroup - Instruction

Category 5. New Business

Subject 5.03 2021 Policy, Planning, Student Success Meeting Agenda Preparation Calendar

Access Public

Type Information

#### **Public Content**

The members of DTRW-I to review the 2021 Policy, Planning and Student Success Meeting Agenda Preparation Calendar provided for information.

2021 PPSS Agenda Prep Calendar.pdf (151 KB)

DTRW-I 10.14.21



#### Ventura County Community College District Policy, Planning, Student Success Committee Agenda Preparation Calendar 2021

	FRIDAY	MONDAY	FRIDAY	MONDAY	THURSDAY	MONDAY	FRIDAY	TUESDAY
Board and Governance	12:00 p.m.  Submission Deadline for PPSS Committee Meeting Items for Chancellor's Cabinet Review	9:00 a.m. Chancellor's Cabinet Review	12:00 p.m.  Submission Deadline for Committee Meeting Agenda Items (in final format)	12:00 p.m.  Final Committee Agenda Uploaded to BoardDocs and Distributed to Public	4:00 p.m.  Committee Meeting	9:00 a.m. Chancellor's Cabinet - Board Agenda Review -Board Policy/ Procedure Review (followed by Board and Governance Committee Review)	9:00 a.m. Consultation Council	5:00 p.m. (subject to change) Board Meeting 761 East Daily Drive Lakin Boardroom Camarillo, CA
Committee						4-Jan	<del>8-Jan</del>	<del>19-Jan</del>
Meetings	15-Jan	20-Jan	<del>22 Jan</del>	25-Jan	<del>28-Jan</del>	<del>1-Feb</del>	5-Feb	<del>16-Feb</del>
8	29-Jan	<del>1-Feb</del>	11-Feb*	<del>16-Feb*</del>	<del>18-Feb</del>	<del>22-Feb</del>	<del>26-Feb</del>	9-Mar
	5-Mar	8-Mar	<del>12-Mar</del>	15-Mar	<del>18-Mar</del>	<del>29 Mar</del>	2-Apr	<del>13-Apr</del>
	9-Apr	<del>12-Apr</del>	<del>16-Apr</del>	<del>19-Apr</del>	<del>22-Apr</del>	25-Apr	<del>30-Apr</del>	11-May
	<del>30-Apr</del>	<del>3-May</del>	<del>14-May</del>	<del>17-May</del>	<del>20 May</del>	1-June*	4-June	15-June
	<del>11-June</del>	<del>14-June</del>	<del>18-June</del>	<del>21-June</del>	24 June	<del>26 Jul</del>	<del>30 Jul</del>	10-Aug
	<del>30 July</del>	<del>2-Aug</del>	<del>13-Aug</del>	23-Aug	<del>26-Aug</del>	<del>30-Aug</del>	3-Sept	14-Sept
	3-Sept	<del>7-Sept</del>	17-Sept	<del>20-Sept</del>	23-Sept	27-Sept	1-Oct	12-Oct
	8-Oct	11-Oct	15-Oct	18-Oct	21-Oct	25-Oct	29-Oct	9-Nov
	5-Nov	8-Nov	12-Nov	15-Nov	18-Nov	29-Nov	3-Dec	14-Dec

Revised: 08.29.2021

\*To accommodate Holidays Laura Brower <u>lbrower@vcccd.edu</u>









Meeting Oct 14, 2021 - District Technical Review Workgroup - Instruction

Category 6. Policies and Procedures

Subject 6.01 Board Policy 4102 Career Technical Education Programs and Administrative Procedure

4102 Career Technical Education Programs

Access Public

Type Discussion

#### **Public Content**

The members of DTRW-I to have a discussion surrounding the proposed drafts of Board Policy 4102 Career Technical Education Programs and Administrative Procedure 4102 Career Technical Education Programs.

DTRW-I

10.14.21

VCCCD BP 4102 Career and Technical Education

VCCCD AP 4102 Career and Technical Education

**Presenters** 

Curriculum Co-Chairs

BP 4102 Career Technical Education Programs.pdf (49 KB)

AP 4102 Career Technical Education Programs.pdf (75 KB)

CCLC AP 4102 Career and Technical Education Programs Rev. 10-30-15.pdf (257 KB)









Book VCCCD Board Policy Manual

Section Chapter 4 Academic Affairs

Title BP 4102 Career Technical Education Programs

Code BP 4102

Status Under Consideration

Legal California Education Code, Section 78016

Title 5, Sections 55600 et seq.

Adopted April 14, 2015

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

See Administrative Procedure 4102 Career Technical Education Programs.

#### Governance Review

2021 09.09 DTRW-I

2021 05.13 DTRW-I

2021 04.08 DTRW-I

2021 03.11 DTRW-I

2021 02.11 DTRW-I

Page 55 of 72









Book VCCCD Administrative Procedure Manual

Section Chapter 4 Academic Affairs

Title AP 4102 Career Technical Education Programs

Code AP 4102

Status Under Consideration

Legal California Education Code, Section 78016

Title 5, Sections 55600 et seq.

Adopted July 14, 2009

Last Revised April 14, 2015

#### Career Technical Education (CTE) Program Development and Approval

This procedure applies only to programs with a taxonomy of Programs (TOP) code that designates it as vocational or career technical in nature. All CTE program development must also follow the steps outlined in AP 4020 Program, Curriculum and Course Development. However, new CTE programs and those with substantive changes development must also include the following:

- 1. South Coast Regional Consortium Submission (SCRC): After local Board of Trustees approval, the proposed CTE program must be submitted to the South Coast Regional Consortium (SCRC) for review and support, where applicable.
- 2. Additional supporting documentation as guided by the most recent Program and Course Approval Handbook, including, but not limited to:
  - · Labor market information and analysis
  - Employer survey
  - Explanation of employer relationship
  - · Membership roster and minutes from most recent 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 should be no more than 20% of the committee membership.

#### **CTE Program Review**

CTE program review is required every two years (<u>California Education Code Section 78016</u>), in accordance to established program review practices at each District College. In addition to the established program review elements, the review process must include at a minimum:

- · 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

See Board Policy 4102 Career Technical Education Programs.

Governance Review

2021 09.09 DTRW-I

2021 05.13 DTRW-I

2021 04.08 DTRW-I

DTRW-I Page 56 of 72 10.14.21

#### **AP 4102 Career and Technical Education Programs**

#### References:

Title 5 Sections 55600 et seq.;

2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2nd Edition);

34 Code of Federal Regulations Part 600 (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);

ACCJC Accreditation Standard II.A.14

**NOTE:** This procedure is **legally required**. Local practice may be inserted here, which must address:

- Establishment of an appointment process for related advisory committees;
- Provisions for documenting the competence of students completing career and technical programs; and
- Written procedures mandated by The Federal Education Department General Administrative Regulations 2nd Edition.

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

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

Revised 7/11, 4/15, 10/15









Meeting Oct 14, 2021 - District Technical Review Workgroup - Instruction

Category 6. Policies and Procedures

Subject 6.02 Board Policy 4220 Standards of Scholarship and Administrative Procedure 4220

Standards of Scholarship

Access Public

Type Discussion

#### **Public Content**

The members of DTRW-I to have a discussion surrounding the proposed drafts of Board Policy 4220 Standards of Scholarship and Administrative Procedure 4220 Standards of Scholarship.

BP 4220 Standards of Scholarship

AP 4220 Standards of Scholarship

#### **Presenters**

Instructional Faculty

BP 4220 Standards of Scholarship Draft.pdf (67 KB)

AP 4220 Standards of Scholarship Draft.pdf (96 KB)

CCLC BP 4220 Standards of Scholarship Rev. 4-22-20.pdf (245 KB)

CCLC AP 4220 Standards of Scholarship - Delegation Rev. 4-23-20.pdf (257 KB)

Book VCCCD Board Policy Manual

Section Chapter 4 Academic Affairs

Title BP 4220 Standards of Scholarship

Code BP 4220

Status Active

Legal ADD: 51002 and 55040

Title 5, Section 55020 et. seq. Title 5, Sections 55031 et. seq. Title 5, Sections 55040 et. seq.

California Education Code, Section 70902(b)(3)

Adopted February 16, 2006

Last Revised September 12, 2017 (October 1, 2021)

The Chancellor shall, in consultation with the Academic Senates, establish procedures that define standards of scholarship consistent with the provisions of Title  $5_7$  Sections 51002, 55020, et seq., 55030 et. seq., 55040 et. seq., 55050 et seq., and Board policy.

These procedures shall address: grading practices, academic record symbols, grade point average, credit-by examination for prior learning, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

These procedures shall be described in the Ventura County Community College District catalogs.

See Administrative Procedure AP 4220.

Book VCCCD Administrative Procedure Manual

Section Chapter 4 Academic Affairs

Title AP 4220 Standards of Scholarship

Code AP 4220

Status Active

Legal <u>California Education Code, Section 70902(d)</u>

Adopted December 14, 2010

Last Revised September 12, 2017 (October 1, 2021)

Matters identified by Title 5 as standards of scholarship are grading practices, <u>credit/noncredit optionspass/no-pass options</u>, <u>credit by examination credit for prior learning</u>, standards for probation and dismissal, remedial course work, academic record symbols, grade changes, course repetition, <u>and-academic renewal, probation and dismissal, and alternative methods of awarding credit</u>.

The following Educational Services Administrative Procedures address the standards cited above:

- AP 4100 Graduation Requirements for Degrees and Certificates
- AP 4222 Remedial Course Work
- AP 4225 Course Repetition
- AP 4227 Course Repetition Absent Substandard Academic Work
- AP 4230 Grading and Academic Record
- AP 4231 Grade Changes
- AP 4232 Pass/No-pass Options
- AP 4235 Credit by Examination
- AP 4240 Academic Renewal
- AP 4250 Probation
- AP 4255 Disqualification and Dismissal

Authority and responsibility are delegated to the Chief Instructional Officer or Academic Officer and the Academic Senate as described in the policies and procedures on participation in local decision-making.

See Board Policy BP 4220.

### **BP 4220 Standards of Scholarship**

#### References:

Education Code Section 70902 subdivision (b)(3);

Title 5 Sections 51002, 55020 et seq., 55031 et seq., 55040 et seq., and 55050 et seq.

#### **NOTE**: This policy is legally required.

The [ **CEO**] shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5 Sections 51002, 55020 et seq., 55030 et seq., 55040 et seq., 55050 et seq., and Board policy.

These procedures shall address: grading practices, academic record symbols, grade point average, credit for prior learning, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

These procedures shall be described in the [ District ] catalogs.

Revised 9/05, 2/08, 4/16, 4/18, 4/20

#### AP 4220 Standards of Scholarship – Delegation

#### References:

Education Code Section 70902 subdivisions (b)(3) & (d); Title 5 Section 51002

**NOTE:** This procedure is **optional**. This procedure is included to identify the designated authorities and processes for the other administrative procedures and documents related to standards of scholarship. Local practice may be inserted.

Matters identified by Title 5 as standards of scholarship are grading practices, creditnoncredit options, credit for prior learning, standards for probation and dismissal, remedial course work, academic record symbols, grade changes, course repetition, academic renewal, probation and dismissal, and alternative methods of awarding credit. Authority and responsibility is delegated to the chief instructional or academic officer and the Academic Senate as described in the policies and procedures on participation in local decision-making.

Revised 4/18, 4/20









Meeting Oct 14, 2021 - District Technical Review Workgroup - Instruction

Category 6. Policies and Procedures

Subject 6.03 Board Policy 4020 Program, Curriculum and Course Development and Administrative

Procedure 4020 Program, Curriculum and Course Development

Access Public

Type Discussion

#### **Public Content**

The members of DTRW-I to have a discussion regarding Board Policy 4020 Program, Curriculum and Course Development and Administrative Procedure 4020 Program, Curriculum and Course Development. There are currently no submitted drafts.

DTRW-I

10.14.21

BP 4020 Curriculum Development

AP 4020 Curriculum Development

#### **Presenters**

Curriculum Co-Chairs

CCLC AP 4020 Program and Curriculum Development Rev. 4-26-21.pdf (266 KB)

CCLC BP 4020 Program, Curricu, and Course Devel Rev. 4-24-21.pdf (264 KB)

### **AP 4020 Program and Curriculum Development**

#### References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;

34 Code of Federal Regulations Part 600.2;

ACCJC Accreditation Standard II.A;

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.

**NOTE:** The following procedure is **legally required**. Districts may insert local procedures for program and curriculum development, which may include or address procedures for new, added, provisional or experimental, reinstated and deleted courses and procedures for changes in course number, title, units, or hours. Procedures for each action should, as good practice, address:

- initiation, review, approval, and evaluation processes and related criteria
- designated responsibility and authority for initiation, review, and approval of courses (e.g., the academic affairs office, academic senate, faculty, departments, related disciplines, divisions, curriculum committee, articulation officer, etc.)
- time lines and limits for the process
- publication of changes and maintenance of records
- use of a range of delivery systems and modes of instruction

[ **Optional**: The District shall develop and offer programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.

The District shall provide annual certification to the California Community Colleges Chancellor's Office pertaining to the approval of credit courses and credit programs as required under Title 5 Sections 55100 and 55130.

#### **Credit Hour**

One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work or 33 quarter hours of total student work, which may include inside and/or outside-of-class hours. [Select one of the following based on whether the district uses a semester or quarter system. For semester system: A course requiring 96 hours or more total student work shall provide at least 2 units of credit. For quarter system: A course requiring 66 hours or more of total student work shall provide at least 2 units of credit. ] Cooperative work experience courses shall

adhere to the formula for credit hour calculations identified in Title 5 Section 55256.5. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

**NOTE**: The following language is **legally required**. Districts should insert their locally developed policy defining the standards for credit hour calculations which must include the following:

- credit hour calculation method for all academic activities
- expected ratios of in-class to outside-of-class hours for each type of academic activity
- · standards for incremental award of credit
- standard term length
- calculation methods for short term and extended term courses, and provisions for monitoring compliance with state and federal regulations related to credit hour calculations

**NOTE:** The following language is **legally required** in an effort to show good faith compliance with the applicable federal regulations

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.

Revised 7/11, 11/14, 10/17, 4/21

#### **BP 4020 Program, Curriculum, and Course Development**

#### References:

Education Code Sections 70901 subdivision (b), 70902 subdivision (b), and 78016; Title 5 Sections 51000, 51022, 55002.5, 55100, 55130, and 55150;

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;

34 Code of Federal Regulations Parts 600.2, 602.24, 603.24, and 668.8; ACCJC Accreditation Standards II.A and II.A.9

**NOTE:** This policy is **legally required**. The following policy indicates that the Governing Board retains authority to approve new programs and courses, and discontinue programs, and delegates the authority for all other actions to the CEO. It is the option we legally advise, but options that delegate all authority to the CEO or that require Board approval for new courses and discontinue courses are legal. However, it is suggested that Boards not require staff to submit program or course modifications to them for approval.

The portion of this policy regarding credit hour definition is **legally required** in an effort to show good faith compliance with the applicable federal regulations.

The programs and curricula 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 [ **CEO** ] 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 career and technical education programs.

#### **NOTE:** The following language is **Optional**:

The Board encourages the District to develop and offer programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.

All new programs and program discontinuances shall be approved by the Board of Trustees

All new programs shall be submitted to the California Community Colleges Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

#### **Credit Hour**

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

The [ **CEO** ] shall establish procedures which prescribe the definition of "credit hour" consistent with applicable Title 5 and federal regulations, as they apply to community college districts.

The [ **CEO** ] shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.

The [ **CEO** ] shall also establish procedures for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

Revised 8/04, 2/07, 8/07, 7/11, 3/12, 11/14, 4/16, 10/17, 4/21









Meeting Oct 14, 2021 - District Technical Review Workgroup - Instruction

Category 7. Future Business/Next Meetings

Subject 7.01 Future Business and Next Meetings

Access Public

Type Discussion

#### **Public Content**

The next DTRW-I Meeting is scheduled for October 28, 2021.

The members of DTRW-I to discuss items for inclusion in future agendas.

DTRW-I 10.14.21









Meeting Oct 14, 2021 - District Technical Review Workgroup - Instruction

Category 7. Future Business/Next Meetings

Subject 7.02 AP 5012 International Students

Access Public

Type Discussion

#### **Public Content**

The members to discuss AP 5012 International Students as a Future Business item.

CCLC AP 5012 International Students.pdf (252 KB)

Page 70 of 72

#### AP 5012 International Students

#### References:

Education Code Sections 76141 and 76142; Title 5 Section 54045; Title 8 U.S. Code Sections 1101 et seq.

**NOTE:** This procedure is **legally required** if the District admits non-citizen students. Local procedures may be inserted. Districts should include provisions for adherence to federal requirements regarding immigration documentation. The procedures should address or provide for:

- An application process that includes submission of appropriate visa information from the country of residence, including INS forms.
- Students who will be attending pursuant to an F-1 visa, submission of paperwork to substantiate issuance by the District of form I-20.
- Required TOEFL (Test of English as a Foreign Language) scores, if applicable.
- Residence determination, including review of whether student holds a visa that requires the student have a residence outside of the U.S., or entered the U.S. under a visa that permits entry solely for a temporary purpose.
- Exemptions from nonresident tuition as authorized by Education Code Section 76140 subdivision (a)(2) for financial need.

#### **NOTE:** The following language is **optional**.

Calculation of nonresident tuition fee applicable to noncitizens who have not or cannot establish residence, in an amount not to exceed the amount expended by the District for capital outlay in the preceding fiscal year divided by the total full-time equivalent students. This fee cannot exceed 50 percent (50%) of the nonresident tuition charged other nonresidents.











Meeting Oct 14, 2021 - District Technical Review Workgroup - Instruction

Category 8. Adjournment

Subject 8.01 Adjournment

Access Public

Type Procedural

#### **Public Content**

1











# Thursday, October 14, 2021 District Technical Review Workgroup – Instructional <u>Meeting Notes</u>

#### **Attendees**

Co-Chairs: Cynthia Herrera; Michael Bowen

Patti Blair, Dan Clark, Shannon Davis, Amy Edwards, Jennifer Kalfsbeek-Goetz, Letrisha Mai, Erik Reese, Scarlet Relle, Art Sandford, Peter Sezzi, Catalina Yang

#### <u>Recorder</u>

Veronica Hardy

#### 1. Welcome and Announcements

The meeting commenced at 1:08pm.

#### 2. Approval of the September 09, 2021 Meeting Notes

E. Reese moved to approve the meeting notes and was seconded by P. Sezzi. The meeting notes were approved.

#### 3. Curriculum Submissions

#### Discussion: 3.01 Moorpark College Curriculum

S. Relle presented the curriculum for two new courses in accounting. They have similarities including preparing students to take exams for different certifications, which will be part of a new certificate program. It was clarified that Math M01 is a prerequisite or equivalent for Taxation of Business Entities and a recommended prep for Volunteer Income Tax Assistance II. L. Mai explained that their practice is to add a statement regarding multiple measures in the Math courses but not the other courses which require Math or English.

The role of this workgroup is to review curriculum as opposed to approving it. The members were in agreement that Moorpark's curriculum was ready to move on.

#### Discussion: 3.02 Oxnard College Curriculum

S. Davis presented the new credit courses which are graphic design courses. They are intended to align with the C-ID descriptors which are expected to be finalized with the TMC template (they are still waiting to hear back on this). These will be kept in the Art discipline.

The African-American Literature course is co-listed and they will be submitting it for approval for Area F. L. Mai pointed out that on CourseLeaf, the R is missing in front of the number and that is why this course wasn't showing up. The members discussed concern over Ethnic Studies faculty wanting to make sure the curriculum is taught by discipline experts. J. K-Goetz agreed that they would need to have both literature and ethnic studies background. The members will wait until the Title 5 regulations come out in order to determine the sameness between the three colleges regarding common course numbering.

The new language courses were created based on local demand from high schools who were interested in dual enrollment opportunities. They hired a professor who teaches

Filipino language to write this curriculum and the members agreed that this will be a great expansion. It will be offered in a hybrid setting for students online and in person. The members discussed using an equivalency process for finding teachers for this subject as well as other colleges currently offering this course.

There was a unit change in the existing EMT course because they're incorporating the EMT National Registry Examination into the class in order to do the licensure. D. Clark recommended to take out the comma after "final exam." The members discussed how the fee field was not completed and as to whether the college will be absorbing this as costs. The unit/hour conversion formula suggests that this course should award 8.5 units rather than 9.0.

S. Davis explained the mirrored noncredit versions of their existing Auto Body courses. They will be putting the program through shortly and these will be offered as full term courses with lecture and lab (total of 210 hours of student learning). There is a new Tutoring Methods course as a noncredit course to train tutors. The members discussed the deactivation of the A.S./COA in Hospitality Management and the co-listed HM courses. CRM courses will remain since they are tied to the Culinary Arts and Restaurant Management degrees and certificates.

#### **Information: 3.03 Ventura College Curriculum**

P. Sezzi discussed a replacement of the existing ADT for Business which was named "Business Administration 2.0" by the state. There were no questions on this item and it was respectfully submitted.

#### 4. Old Business

#### Discussion: 4.01 2021-2022 BP/AP Review List

The members discussed the BP/AP Review list and how it will keep the committee in alignment with all of their policies. P. Sezzi asked to call BP/AP 4102 Career Education and S. Davis said it had already been discussed to leave as CTE. The Curriculum Co-Chairs didn't have time to review BP/AP 4020. The ASPs will be assigned to AP 5012 International Students.

#### Discussion: 4.02 Update: Credit for Prior Learning and CPL Petition

L. Mai presented the Credit for Prior Learning Petition. The MC HS counselor (Trevor Hess), who consulted with his colleague at OC, had them add a statement to clarify the difference between AP versus HS Articulation. She sent a copy of this to the Counseling Department for feedback. This is the start of the process to put together a list of courses which are eligible for CPL and the transcript will need to be discussed District-wide. This process will depend on the pace of the department and campus. M. Bowen received feedback from VC Student Services to reword "Petition" as it could be intimidating to students and that the form was too long and complicated. It was discussed if counselors need to be a part of the process and S. Relle said they do need to be involved. This is the first time implementing this process and there are opportunities for change. A. Sanford pointed out a typo and to change the line from "that college credit have not been earned" to "that college credit has not been earned." L. Mai will make the edits and then send to V. Hardy to send out to the committee. In summary, the HS Articulation line was added, the title was left as is and the grammatical error was corrected.

#### Information, Discussion: 4.03 Update: Low Textbook Costs

J. K-Goetz presented that the Academic Senate worked with faculty and came up with the amount of \$40. She described the new logo and being able to search low textbook costs by

selecting it. The members discussed the wording of "zero textbook cost" and J. K-Goetz said she wasn't at one of the last meetings and the language was left as it was. A. Sandford recommended taking out the word "symbol" after the actual symbol and J. K-Goetz will ask IT for this change. This tool is ready to go and able to be utilized. J. K-Goetz and P. Sezzi will talk privately about labeling certain textbooks as ZTC. This item no longer needs to be on the agenda. It was clarified that \$40 or less is the cost of a new book in the bookstore and that Low Textbook Costs currently has no link but it certainly could.

#### **Discussion: 4.04 Goals and Outcomes**

The members reviewed the summary of goals and outcomes of DTRW-I from the last year. They also reviewed the new 2021-2022 Summary Narrative and the following changes were made:

- On #1, remove the numbers and add "xx" so these numbers can be added later
- Change #3 to "Work with faculty on the implementation of CPL procedures"
- Add "Remain responsive to changes in legislation that impact curriculum and instruction" regarding "Ethnic studies requirements, AB928 and AB1111"
- Add "Facilitate to the extent needed implementation of the online catalogs" This item will remain on the agenda for one more month.

#### 5. New Business

**Information, Discussion: 5.01 Review the DTRW-I Charge and Membership**The members didn't have time to review the DTRW-I Charge and Membership yet. They mentioned there were a few changes they were going to add such as how the Chancellor's Office uses the term modifications now and there are different things required to have their approval. M. Bowen and the Curriculum Co-Chairs will review the charge and bring it back to the next meeting.

#### **Discussion: 5.02 Five-Year Policy/Procedure Review Cycle**

The members briefly looked at the spreadsheet for information purposes. C. Herrera and V. Hardy will update the committee of any CCLC changes.

### Information: 5.03 2021 Policy, Planning, Student Success Meeting Agenda Preparation Calendar

The members reviewed the 2021 Calendar for timing purposes. C. Herrera and V. Hardy will update the committee when the 2022 Calendar is ready.

#### **6. Policies and Procedures**

### **6.01** Board Policy 4102 CareerTechnical Education Programs and Administrative Procedure 4102 Career Technical Education Programs

S. Davis said they didn't have enough time to work on this item. P. Blair confirmed that any updated policies will be posted to the SharePoint Drive. This item will be rescheduled for the December or January meeting to be reviewed.

## Discussion: 6.02 Board Policy 4220 Standards of Scholarship and Administrative Procedure 4220 Standards of Scholarship

A. Edwards and E. Reese discussed the changes they made to BP 4220. Under Legal, they added the Title 5 sections and also changed the words "by examination" since now they are using "Credit for Prior Learning." V. Hardy will make the corrections to the links. On AP 4220, they changed the language from "pass/no Pass" to "credit/noncredit." At the bottom "Academic Officer" was added. They also changed AP 4235 "Credit by examination" to "Credit for Prior Learning." E. Reese moved to approve as amended and was seconded by A. Edwards.

## Discussion: 6.03 Board Policy 4020 Program, Curriculum and Course Development and Administrative Procedure 4020 Program, Curriculum and Course Development

S. Davis said they didn't have enough time to work on this item. It will be rescheduled for the December meeting to be reviewed by the Curriculum Co-Chairs.

#### 7. Future Business/Next Meetings

#### **Discussion: 7.01 Future Business and Next Meetings**

L. Mai brought up a transcript for CPL and M. Bowen will report on DTRW-SS regarding a CPL Transcript for the October 28<sup>th</sup> Agenda. The members discussed needing to consult with IT regarding this due to limitations in Banner.

#### **Discussion: 7.02 AP 5012 International Students**

The ASPs will have this draft ready for the next committee meeting.

#### 8. Adjournment

The meeting adjourned at 3:02pm.