



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

**Zoom Meeting**

**1. Welcome and Announcements**

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1.01 Welcome and Announcements

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

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2.01 Approval of the September 09, 2021 Meeting Notes

**3. Curriculum Submissions**

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3.01 Moorpark College Curriculum

3.02 Oxnard College Curriculum

3.03 Ventura College Curriculum

**4. Old Business**

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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**

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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**

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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**

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7.01 Future Business and Next Meetings

7.02 AP 5012 International Students

**8. Adjournment**

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8.01 Adjournment



### **Agenda Item Details**

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.



### Agenda Item Details

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	<a href="#">View Minutes for Sep 9, 2021 - District Technical Review Workgroup - Instruction</a>

### 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  
Meeting Notes - DRAFT

**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.**

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 14<sup>th</sup> 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



### Agenda Item Details

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.*



**Agenda Item Details**

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	Graphic Design I	3 Units
ART R179	Introduction to Typography	3 Units
ENGL R134	African-American Literature	3 Units
ETHS R134	African-American Literature	3 Units
FILI R101	Elementary Filipino 1	4 Units
FILI R102	Elementary Filipino 2	4 Units

### Credit Course Unit Changes

EMT R169	Emergency Medical Technician	9 8 Units
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### 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

Associate in Science in Hospitality Management	60 units
Certificate of Achievement in Hospitality Management	18 units

## 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:	<b>130</b> <del>122.5</del> lecture, <b>60</b> <del>52.5</del> 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, oxy-acetylene 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.

## Deactivated Programs

### ~~Associate in Science in Hospitality Management Degree~~

<b>Required Core Courses</b>		<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	Introduction to Hotel Management	3
BUS R111	Business Law	3
<b>Total Required Major Units</b>		<b>18</b>
<del>Additional units/requirements to complete the A.A. Degree</del>		
<del>Oxnard College General Education Pattern</del>		<del>29</del>
<del>Double Counted Units</del>		<del>0</del>
<del>Free Electives Required</del>		<del>13</del>
<b>Total Units required for the A.S. Degree</b>		<b>60</b>

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~~

<b>Required Core Courses</b>		<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	Introduction to Hotel Management	3
BUS R111	Business Law	3
<b>Total Required Units for Certificate</b>		<b>18</b>

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.



### Agenda Item Details

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 <https://icangotocollege.com/associate-degree-for-transfer> 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.

<b>Required Core (28 units):</b>		<b>Units</b>
BUS V01A	Financial Accounting	4
BUS V01B	Managerial Accounting	4
BUS V30	Introduction to Business	3
or		
BUS V45	Business Communications	3
BUS V33	Business Law	3
or		
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	Calculus with Analytic Geometry I	5
or		
MATH V46	Applied Calculus	4
<hr/>		
Major Units		28-29
CSU General Education or IEGTC-CSU Pattern		37-39
Electives (CSU transferrable units to reach 60)		1-4
Double-Counted Units		(9)
<hr/>		
<b>DEGREE TOTAL</b>		<b>60</b>

*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.*



### Agenda Item Details

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

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

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

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

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

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

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

Policies and Procedures that may need to be reviewed

- AP 3225 Institutional Effectiveness 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.
- AP 5012 International Students: CCLC states this procedure is *legally required* if the District admits non-citizen students. VCCCD currently does not have this AP.

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

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



### Agenda Item Details

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 not use this petition. Instead, submit your official scores to Admissions and Records Office and schedule an appointment with a counselor to discuss how these will be applied to the degree and/or certificate.

**Deadline:** Approved petitions must be on file with the subject area instructor by **Friday of the tenth week of the semester.** The examination is to be administered following approval of all officials specified below and prior to the last day of the final examination period.

## Petition is for the following Credit for Prior Learning (CPL) Assessments.

Check all that apply and refer to page 2 for more information on each assessment method.

- Internal Departmental Examinations** (Locally Administered Examinations)
- Industry-Recognized Credentials or Licensure:** Industry recognized credential documents or license copies must be attached to this petition for assessment of prior learning.
- Student-Created Portfolio:** Prior to meeting with a counselor, the student must meet with the department chair or faculty designee to receive further instructions for student-created portfolio assessment. After student meets with the department chair or faculty designee, student must meet with a counselor and attach the portfolio documents to this petition for assessment of prior learning.
- Military Joint Service Transcripts:** Military transcripts must be on file with Admissions and Records Office prior to meeting with a counselor. Refer to Section II **Credit for Military Service/Training (page 2)** for acceptable documentation:

## Limits of Credit for Prior Learning {All methods, except External Examinations (AP/IB/CLEP) and High School Articulation}:

- Students may apply for Credit for Prior Learning (CPL) for a given course only once.
- Students should be aware that other colleges and universities may not accept CPL for transfer purposes, including but not limited to meeting general education (GE), pre-major, major and/or other requirements.
- Students should be advised that the use of units granted through the CPL policy towards establishing eligibility for athletics, financial aid, and veterans' benefits are subject to the rules and regulations of the external agencies involved. (Exceptions to the above may be made when necessary to meet provisions of California state law or the rules and regulations of state agencies governing programs of the California Community Colleges.)
- Credits earned through the CPL process are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.
- Credit by Examination (Internal Departmental Examination) may be granted in only one course in a sequence of courses within a single discipline, as determined by prerequisites.
- If a student is currently enrolled in a course or has completed the course, he/she will not be eligible to earn credit through CPL for any prerequisite to that course.
- A student who attempted a course one or more times and did not successfully complete the course is not eligible to apply for CPL for that course or for a comparable course at another district college.
- Credits earned by CPL are not counted in determining the 12 semester units of credit in residency required for an associate degree.
- A maximum of 50% of the units required for an associate degree (except the Associate Degree for Transfer and UC Transfer Pathways degrees, which have no limit) or Certificate of Achievement may be applied through CPL. Additional units may be granted upon review and approval by the VPAA or his/her designee. The limitation does not apply to units of credit earned through external examinations (AP/IB/CLEP or High School Articulation).

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.



**TO BE COMPLETED BY COUNSELOR**

Certificate  
  Degree  
  Proficiency Award  
 Major \_\_\_\_\_  
 Catalog Year \_\_\_\_\_  
 Planned Graduation Date \_\_\_\_\_  
 CPL Assessment Process Selected: \_\_\_\_\_  
 Petitioned Course Subject \_\_\_\_\_  
 Course ID: \_\_\_\_\_  
 Units \_\_\_\_\_  
 Other Colleges Attended \_\_\_\_\_

The petitioning student:	Yes	No	N/A
Is currently registered.			
Is in good academic standing (not on academic and progress probation or dismissal)			
Has submitted transcripts of all previous course work to verify that college credit have not been earned in more advanced subject-matter and the student has not received a grade (A, B, C, D, F, W, CR, P, CRE, NC or NP or equivalent) in the course seeking CPL.			
Is attempting to receive credit for this course through the Internal Departmental Examination process for the first time at this or any other college.			
Credit for Military Service/Training: Are official transcript on file in the Admissions and Records Office?			
Industry-Recognized Credentials or Licensure Documentation: Are all industry recognized credential documents or license copies attached to this petition for assessment of CPL?			
Student-Created Portfolio Assessment: Are all portfolio documents attached to this petition for assessment of CPL?			

Counselor Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT PAYS FEES AT STUDENT BUSINESS OFFICE**  
 Fee is only applicable for Internal Departmental Examination (Locally administered examination)

**Pay Fee at Student Business Office:** Amount Paid \_\_\_\_\_ Date \_\_\_\_\_ SBO Signature \_\_\_\_\_

**SUBJECT AREA INSTRUCTOR AND DEAN APPROVAL**

**PETITION ACTION:** CPL Assessment Petition Status *Approve   Disapprove*

Instructor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Division Dean\* \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

**\*Dean, please return the petition to the instructor to initiate the CPL assessment process.**  
**If petition is disapproved by any of the above, please write a reason below and forward the petition to A&R for processing.**  
 Reason for disapproval, if checked:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CPL RESULT:** Date of CPL assessment completion: \_\_\_\_\_ Grade Earned/Received: \_\_\_\_\_

Notes: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Dean: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



**Agenda Item Details**

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.

Presenter

Jennifer Kalfsbeek-Goetz





### Agenda Item Details

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.
5. 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.



### Agenda Item Details

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 \(125 KB\)](#)

~~\_\_\_\_\_ Vice Chancellor, Educational Services~~  
~~Effectiveness~~ ~~Associate Vice Chancellor, Strategic Partnerships, Enrollment, and Advancement~~  
~~Administrative Officer to the Chancellor and Board of~~  
~~Trustees~~ ~~Director, Public Affairs and Marketing~~  
\_\_\_\_\_ One College Chief Student Services Officer (appointed by  
Chancellor)  
\_\_\_\_\_ One College Chief Business Officer (appointed by  
Chancellor)  
\_\_\_\_\_ ~~One~~ Director, ~~of~~ Information Technology, Software and Applications Development (or  
designee)  
\_\_\_\_\_ One DAC Data Analyst

Members From Each College:

\_\_\_\_\_ 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.

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

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the three VCCCD College Curriculum Committees. ~~The DTRW-I is 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.~~ DCCI DTRW-I is 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 DCCI DTRW-I may choose to review and provide advice on questions regarding the interpretation of curricular regulations. To fulfill these charges, members of this workgroup are assigned responsibility for remaining g-current on regulations and laws related to curriculum.

In addition to the general operating agreements for District groups included previously in this Handbook, DCCI DTRW-I follows these additional operating agreements:

- Membership in DCCI DTRW-I 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 DCCI DTRW-I 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 DCCI DTRW-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 DCCI DTRW-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 DCCI DTRW-I determines that element(s) of a new or substantially revised course or program do not comply with regulation or law, the DCCI DTRW-I, 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 DCCI DTRW-I.
- Should the College Curriculum Committee's determination vary from

the advice of the ~~DTRW-IDCCI~~, 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 ~~DCCI/DTRW-I~~.

Substantial Change-Revision - 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) chaptering and/or 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 CCCCCO 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 CCCCCO 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 CCCCCO 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 aAction 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.

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Co-Chairs: ~~— The Chancellor~~ Administrative Appointees 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 f~~ Faculty 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.~~

Co-Chairs: Chancellor Administrative Appointee 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 workgroup a College Chief Student Services



### Agenda Item Details

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 \(198 KB\)](#)























### Agenda Item Details

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 \(151 KB\)](#)



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

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



## Agenda Item Details

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.

[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



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 ([California Education Code Section 78016](#)), 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



2021 03.11 DTRW-I  
2021 02.11 DTRW-I

## 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**



## Agenda Item Details

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, 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 [California Education Code, Section 70902\(d\)](#)  
Adopted December 14, 2010

Last Revised September 12, 2017 ([October 1, 2021](#))

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

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, credit-noncredit 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**



### Agenda Item Details

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.

[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**



**Agenda Item Details**

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.



### Agenda Item Details

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 \(252 KB\)](#)

## 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.



**Agenda Item Details**

Meeting	Oct 14, 2021 - District Technical Review Workgroup - Instruction
Category	8. Adjournment
Subject	8.01 Adjournment
Access	Public
Type	Procedural

**Public Content**





**Thursday, October 14, 2021**  
**District Technical Review Workgroup – Instructional**  
**Meeting Notes**

**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

**Recorder**

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 Career Technical 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.