Curriculum Committee

Agenda

Multidisciplinary Center West Conference Room (MCW-312)
April 7, 2015 at 3:00pm

NOTE: ALL COURSES/PROGRAMS UP FOR APPROVAL FROM THIS DATE FORWARD WILL BE EFFECTIVE FALL 2016 UNLESS OTHERWISE NOTED.

I. CALL TO ORDER
II. ROLL CALL
III. APPROVAL OF THE AGENDA
IV. PUBLIC COMMENTS
V. APPROVAL OF MINUTES: March 17, 2015
VI. POLICY AND PROCESS DISCUSSION/ACTION:
   A. Curriculum Committee Workgroups Subcommittees (pending adoption by Academic Senate)
      1. Philosophy and General Education (Discussion)
         a. Spring Meeting Report
      2. Curriculum Technical Review & Prerequisites (Action)
         a. DRAFT Charter
      3. Distance Education Curriculum Review (pending adoption by Academic Senate)
   B. Curriculum Committee Bylaws (Discussion/Action)
   C. Proficiency Award Form(s)
      1. Updated form for New Proposals (Discussion/Action)
      2. Proposed form for Revisions (Discussion/Action)
      3. AP/BP 4100 Graduation Requirements for Degrees and Certificates (attached for reference)

VII. Curricular Proposals for Approval
   A. Credit Courses: Second Reading
      1. New
      2. Revise
         T=Title (substantial); U=Units, H=Hours (increased); EL=Enrollment Limitation, P=Prereq, C=Coreq (substantial), RP=Recom. Prep.; D=Description (substantial); F=Fees (required); FT=Field Trips; R=Repeat (added or increased)
         • CHEM V01B FT- from ‘Not Required’ to ‘May Be Required’
      3. Prerequisite(s)/Corequisite(s)/Recommended Preparation
         • CHEM V01B P-review: ‘CHEM V01A with grade of C or better’
      4. 88s and 89s
5. Distance Education

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions):

7. Noncredit Courses

8. Study Abroad/International Education

B. Credit Courses: First Reading

1. New *Effective Spring 2016 (First and Second Reading)*
   - **ICA V25** Intercollegiate Sand Volleyball: Women 4 units

2. Revise
   - T=Title (substantial); U=Units, H=Hours (increased); EL=Enrollment Limitation, P=Prereq, C=Coreq (substantial), RP=Recom. Prep.; D=Description (substantial); F=Fees (required); FT=Field Trips; R=Repeat (added or increased)

3. Prerequisite(s)/Corequisite(s)/Recommended Preparation/Enrollment Limitation(s)

4. 88s and 89s

5. Distance Education

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions):

7. Noncredit Courses *Effective Fall 2015 (First and Second Reading)*
   - **ATEB N106** Workplace and Business Essentials
   - **ATEC N101** Career Exploration and Discovery
   - **ATEC N105** Skills for Employability
   - **ATEM N102** Math for Employment
   - **ATET N104** Principals of Technology
   - **ATET N107A** Technical Reference interpretation and Blueprint Reading
   - **ATET N108** Occupational Safety in the Workplace
   - **ATET N109** Principals of Technology - Tool and Machines
   - **ATEW N103** Writing for Employment

8. Study Abroad/International Education

VIII. COURSE AND PROGRAM—CONSENT AGENDA
A. Curricular Activity: Technical Action

1. Delete (Remove from catalog)
   - **BUS V28B**
2. Technical Revisions (Nonsubstantial Changes in Catalog) *Effective Fall 2015*
ID=Course Number; T=Title; U=Units; H=Hours; P=Prereq; C=Coreq; RP=Rec Prep; EL=Enrollment Limitation; D=Description; F=Fees; FT=Field Trips; R=Repeat; Was=Formerly; Same as; RS=Record Symbol; Non-degree; TR=Transfer

- **GW V02Q COUN V10C** (ID, D, Was=Formerly)
  Formerly GW V02Q

- **GW V88 COUN V88** (Was=Formerly)
  Formerly GW V88

- **GW V89 COUN V89** (Was=Formerly)
  Formerly GW V89

3. Technical Revision (Articulation Purposes)

*Does not require DTRW-I or Board approval*

CO=Course Objectives (substantial); CC=Course Content (substantial); LC=Lab Content (substantial)

- **GW V02Q COUN V10C (CO)**

4. Course Review/Update (No catalog changes)

5. Prerequisite(s)/Corequisite(s)/Recommended Preparation Review

6. Distance Education (Revision/Update – No catalog changes)

7. Degrees, Certificates and Awards (Nonsubstantial)

- Nutrition and Dietetics
  Associate in Science for Transfer Degree

IX. DISCUSSION/INFORMATION (CONSENT and/or ACTION)

A. **ADT Progress Report** (Information) – P. Jefferson

- Elementary Teacher Education ADT

B. Other

**NEXT MEETING**
April 21, 2015 – 3:00 p.m.
Multidisciplinary Center West Conference Room (MCW-312)

**DEADLINE**
for effective date of Fall 2016
May 1, 2015
for all courses, degrees and distance education
Written materials relating to a Curriculum Committee meeting item that are distributed to at least a majority of the Curriculum Committee members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at Ventura College located at 4667 Telegraph Road, Ventura, CA 93003 or at the Curriculum Committee meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of Patrick Jefferson, Executive Vice President
Ventura College
4667 Telegraph Road
Ventura, CA 93003
(805) 289-6464
I. CALL TO ORDER
   P. Jefferson called the meeting to order at 3:20 p.m.

II. ROLL CALL

   [ABSENT: G. Arevalo, T. Dalton, A. Gonzales (co-chair), and D. Young. (Note vacant seats: AFT Representative, 1 representative from Distance Education, Professional Development, Social Science & Humanities Division, and 2 representatives from Communications & Learning Resources division)]


   GUESTS: Jennifer Parker and Ben Somoza

III. APPROVAL OF THE AGENDA
   P. Jefferson called for a motion to approve the agenda.
   Motion by M. Bowen, second by N. Fredrickson
   M. Bowen distributed an updated draft of the Curriculum Committee charge, and noted that the COUN V10C course ID revision should be effective fall 2015.
   Final Resolution: Motion was approved.

IV. PUBLIC COMMENTS
   None

V. APPROVAL OF MINUTES: March 3, 2015
   P. Jefferson called for a motion to approve the minutes.
   Motion by D. Newcomb, second by M. Bowen
   Final Resolution: Motion was approved.
VI. POLICY AND PROCESS DISCUSSION:
   A. Curriculum Committee Subcommittees Workgroups*
      1. Philosophy and General Education
         It was noted that a meeting has been scheduled for April 7, 2015 at 2 p.m.
      2. Curriculum Technical Review & Prerequisites
         a. DRAFT Charter
            M. Bowen noted that the draft was presented at the last meeting and input
            was solicited at that time. P. Jefferson requested members bring the charter
            to their divisions one more time. A brief discussion ensued regarding
            subcommittee versus workgroup. M. Bowen noted that the correct wording
            should be workgroup. P. Jefferson reiterated any revisions or notes send via
            email to M. Bowen.
      3. Distance Education Curriculum Review *pending senate adoption

VII. Curricular Proposals for Approval
   A. Credit Courses: Second Reading
      1. New
         • CD V22  Behavior Management  3 units
                     in Early Childhood Education
         Motion by M. Bowen, second by D. Newcomb
         Discussion: Jennifer Parker presented the new course and noted its inclusion
         (as CD V16) in the Child Development AS/COA.
         Final Resolution: Motion was approved.
         Yes: M. Bowen, C. Branciforte, N. Fredrickson, A. Gaines, P. King, R.

      2. Revise
         T=Title (substantial); U=Units, H=Hours (increased); EL=Enrollment Limitation, P=Prereq,
         C=Coreq (substantial), RP=Recom. Prep.; D=Description (substantial); F=Fees (required); FT=Field Trips; R=Repeat (added or
         increased)
         • GERM V01 (D)
            Motion by R. Petitfils, second by C. Branciforte
            Final Resolution: Motion was approved.
            Yes: M. Bowen, C. Branciforte, N. Fredrickson, A. Gaines, P. King, D.
            Newcomb, R. Petitfils, and C. Wendt.
            Abstain: R. Koerner

      3. Prerequisite(s)/Corequisite(s)/Recommended Preparation
         • CD V22
            RP-new: ‘CD V02 or CD V03’
            Motion by M. Bowen, second by R. Koerner
            Final Resolution: Motion was approved.
            Yes: M. Bowen, C. Branciforte, N. Fredrickson, A. Gaines, P. King, R.

      4. 88s and 89s

      5. Distance Education
         • CD V22
            New: Hybrid (1-50% online)
Motion by N. Fredrickson, second by D. Newcomb
Final Resolution: Motion was approved.

- **GERM V01**
  **Review: Hybrid (51-99% online)**
  Motion by M. Bowen, second by R. Koerner
  Discussion: Ben Somoza presented the review of distance education for the course. A through discussion ensued regarding success rate, pedagogy, and amount of face to face time.
  Final Resolution: Motion was approved.
  No: M. Bowen and R. Koerner
  Abstain: R. Petitfils

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions):

7. Noncredit Courses

8. Study Abroad/International Education

**B. Credit Courses: First Reading**

1. New

2. Revise
   T=Title (substantial); U=Units, H=Hours (increased); EL=Enrollment Limitation, P=Prereq, C=Coreq (substantial), RP=Recom. Prep.; D=Description (substantial); F=Fees (required); FT=Field Trips; R=Repeat (added or increased)
   - **CHEM V01B** FT- from ‘Not Required’ to ‘May Be Required’
     Motion by R. Petitfils, second by M. Bowen
     Final Resolution: Motion was approved.
   - **GW V02Q COUN V10C* ID change**
     *Effective Fall 2015
     Motion for first and second reading effective for fall 2015, by M. Bowen, second by D. Newcomb
     Discussion: M. Bowen presented the course and noted that it needs further update after the ID change approval. After a brief discussion, consensus was to not approve the course until the COR was fully updated.
     Final Resolution: Motion was not approved.
     Yes: none
3. Prerequisite(s)/Corequisite(s)/Recommended Preparation/Enrollment Limitation(s)
   - **CHEM V01B**
     - **P-review:** ’CHEM V01A with grade of C or better’
     - Motion by M. Bowen, second by P. King
     - Final Resolution: Motion was approved.

4. 88s and 89s

5. Distance Education

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions):

7. Noncredit Courses

8. Study Abroad/International Education

VIII. COURSE AND PROGRAM INFORMATION ONLY—CONSENT AGENDA

A. Curricular Activity: Technical Action

1. Delete (Remove from catalog)
   - **GW V01A/V01G/V02T/V90**
     - *Effective Fall 2015*

2. Technical Revisions (Nonsubstantial Changes in Catalog)
   - ID=Course Number; T=Title; U=Units; H=Hours; P=Prereq; C=Coreq; RP=Rec Prep; EL=Enrollment Limitation; D=Description; F=Fees; FT=Field Trips; R=Repeat; Was=Formerly; Same as; RS=Record Symbol; Non-degree; TR=Transfer
   - **AUTO V27** (Was=Formerly, not NEW; correction from 04.29.14 meeting)
     - Formerly AUTO V14
   - **AUTO V27L** (Was=Formerly, not NEW; correction from 04.29.14 meeting)
     - Formerly AUTO V14LA
   - **AUTO V38** (Was=Formerly, not NEW; correction from 12.02.14 meeting)
     - Formerly AUTO V18
   - **AUTO V38L** (Was=Formerly, not NEW; correction from 12.02.14 meeting)
     - Formerly AUTO V18L
   - **AUTO V34** (Was=Formerly, not NEW; correction from 12.02.14 meeting)
     - Formerly AUTO V20
   - **AUTO V34L** (Was=Formerly, not NEW; correction from 12.02.14 meeting)
     - Formerly AUTO V20LA
   - **AUTO V30** (Was=Formerly, not NEW; correction from 11.18.14 meeting)
     - Formerly AUTO V22
   - **AUTO V30L** (Was=Formerly, not NEW; correction from 11.18.14 meeting)
     - Formerly AUTO V22LA

3. Technical Revision (Articulation Purposes)
   - *Does not require DTRW-I or Board approval*
4. Course Review/Update (No catalog changes)

5. Prerequisite(s)/Corequisite(s)/Recommended Preparation Review

6. Distance Education (Revision/Update – No catalog changes)

7. Degrees, Certificates and Awards (Nonsubstantial)

Motion by M. Bowen, second by N. Fredrickson
Discussion: M. Bowen noted that the GW courses have been changed to Counseling. He stated that the AUTO courses listed are technical errors to approve, as some were incorrectly approved as new but should have been revisions per automotive department.
Final Resolution: Motion was approved.

IX. DISCUSSION/INFORMATION (CONSENT and/or ACTION)

A. DTRW-I Report for Meeting Held 03.12.15 (Information) – P. Jefferson
   - AS-T Nutrition and Dietetics
   - Early Fall 2016 Registration (impact on curriculum submission)
   - POSC update
   P. Jefferson provided information as stated above.

B. Curriculum Committee Charge for Making Decisions at Ventura College Document (Information/Discussion) – P. Jefferson
   - Review and Submit Responses no later than March 27, 2015
   P. Jefferson requested the members review the handout provided by M. Bowen.

C. Non-Credit Instruction and Training (Information/Discussion) – P. Jefferson
   P. Jefferson stated this item was discussed at the last meeting.

D. C-ID Update (Information) – G. Arevalo
   This item was tabled due to absence of G. Arevalo.

E. Other
   D. Newcomb stated her intention to present a revised form for Proficiency Awards and a new form for Proficiency Award revisions.
   Motion to place revised/new PA form on next agenda made by M. Bowen, second by D. Newcomb
   Final Resolution: Motion was approved.

P. Jefferson adjourned the meeting at 4:25 p.m.
NEXT MEETING
April 7, 2015 – 3:00 p.m.
Multidisciplinary Center West Conference Room (MCW-312)

DEADLINE
for effective date of Fall 2016
May 1, 2015
for all courses, degrees and distance education

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Ventura College
4667 Telegraph Road
Ventura, CA 93003
(805) 289-6464
Curriculum Technical Review and Prerequisites Subcommittee
Charter

Background:

The Ventura College Curriculum Committee runs much more efficiently when the technical aspects of curriculum documents are in correct form before they are presented to the full committee. The Curriculum Committee can then concentrate on the essence of proposals (e.g., pedagogy, educational validity, appropriateness to mission, etc.). Therefore, the Curriculum Technical Review and Prerequisites Subcommittee will review the details of documents before they are presented to the Curriculum Committee for approval.

Charge:

The Curriculum Technical Review and Prerequisites Subcommittee (hereinafter, “Technical Review”) is a standing subcommittee of the Ventura College Curriculum Committee, which in turn is a standing subcommittee of the Ventura College Academic Senate.

Its purpose is to facilitate and expedite the curriculum development process by ensuring that curriculum documents (including, but not limited to, course outlines of record (CORs)) are in the proper form, correct, complete, and clearly communicated. It also ensures that curriculum documents meet the expectations of the District, the State, and (when applicable) the California public university systems and/or C-ID. Technical Review does not judge the content and/or educational validity of the proposed curriculum; that remains the purview of the Curriculum Committee.

Because this subcommittee does not have subject matter jurisdiction, and its meeting schedule is not fixed by charter, ordinance, resolution, or formal action of the Curriculum Committee, Academic Senate, or any other legislative body, it does not constitute a “legislative body” as this term is defined in California Government Code § 54952, and is therefore exempt from those provisions of the Ralph M. Brown Act (Cal. Govt. Code § 54950 et seq.) governing the conduct of legislative bodies and their members. The subcommittee nevertheless welcomes interested visitors (campus faculty and staff as well as members of the outside community) who desire assistance or advice in resolving technical issues related to the development and maintenance of CORs and programs. Please forward requests for consideration of any relevant issue(s) directly to the chair of the subcommittee.

Functions:

- Assists faculty in understanding and working through curriculum documents
- Applies education regulations, professional standards recommended by the Academic Senate for the California Community Colleges, and Board of Trustees policies to the format and structure of curriculum documents.
- Recommends structural improvements to proposers of CORs and communicates the readiness of CORs for approval to the Curriculum Committee.
Focus of Technical Review:

- Course numbering, units/hours (to Carnegie and PCAH standards), repeatability, lecture/lab structure, formatting, readability (e.g., spelling, grammar, and overall cohesion), and completeness of forms
- Clarity and accuracy of course description, and uniformity of course descriptions based on established college standards
- Clarity and measurability of course objectives, consistency with course title and description, and specification of an appropriate level of critical thinking skills (depending on whether a course is credit or non-credit); typically, 3–10 succinct statements of what students will be able to do after completing the class
- Consistency of course content with course objectives, with the understanding that course content is sufficiently generic to serve as a clarifying guide to instructors, not as a mandatory syllabus to be imposed on instructors in contravention of their academic freedom
- Validation of prerequisites, corequisites, recommended preparation, and enrollment limitations, and ensuring their consistency with education regulations
- Satisfaction of requirements concerning textbook information (current?) and appropriate writing, computational, and/or skill-based learning activities
- Overall completeness of the COR form
- Readiness for articulation input to the Curriculum Committee

Membership:

Technical Review is chaired by a faculty member designated by the Chief Instructional Officer. This faculty member is an ex officio voting member of the Curriculum Committee. He or she should possess expertise regarding the aspects of the Education Code, Title 5, statewide Academic Senate good practices, Board of Trustees policies, and college standards which relate to CORs, including requisites. Other members of this subcommittee include the Chief Instructional Officer or designee, the faculty Curriculum Committee co-chair, the Articulation Officer, the college Registrar or designee, the Recorder (Administrative Assistant to the Chief Instructional Officer or designee), the Instructional Data Specialist, the Technical Data Specialist, and other student learning office staff and/or Curriculum Committee members as needed for their expertise in curriculum structural review.

Procedures and Timelines:

- Technical Review takes place for new, revised, updated, and deleted courses and programs.
- Technical Review takes place via Curricunet (all courses) and/or email (programs and new courses) year-round, including summer when workloads are unusually heavy. Every
effort is made to complete the technical review within a reasonable time from the date a curriculum proposal reaches Technical Review. To be placed on the curriculum agenda, all technical review issues must be resolved no fewer than 7 calendar days prior to a curriculum meeting. If technical issues remain unresolved with fewer than 7 calendar days remaining until the next meeting, the request will ordinarily be delayed until such time that all technical issues are resolved within 7 days prior to the meeting.

- Per Curriculum Committee policy, program proposals are not forwarded to the curriculum committee until all courses in the program pattern have been approved or are ready for approval.

**Approvals:**

Approved by the Curriculum Technical Review and Prerequisites Subcommittee, (date)

Approved by the Curriculum Committee, (date)

Approved by the Academic Senate, (date)
**Curriculum Committee (GOVERNANCE)**

**Purpose and Mission:** As mandated by A.B. 1725 (1989) and Title 5,¹ the Ventura College Academic Senate "assumes primary responsibility for making recommendations [to the Board of Trustees] in the areas of curriculum and academic standards."² At Ventura College, the Academic Senate has delegated this responsibility to the Curriculum Committee, a subcommittee of the Academic Senate constituted, charged, and empowered in accordance with the Senate’s bylaws. The mission of the Ventura College Curriculum Committee is to provide guidance, advocacy, and oversight for the programs and curricula of Ventura College. The Curriculum Committee ensures that the curricula and programs of the college are academically sound, comprehensive, and responsible to the evolving needs of the community so that the college’s mission, goals, values, and educational delivery modalities of our students are well served. A representative of the Curriculum Committee shall make regular reports to the Academic Senate, no less often than once per month during the academic year, regarding the committee’s activities and issues.

**Charge:** The Ventura College Curriculum Committee, a subcommittee of the Academic Senate, has the sole responsibility and authority to initiate and evaluate the programs and curricula of the college in terms of purpose, objectives, content, revision, and methods of instruction. The Curriculum Committee makes direct recommendations to the Governing Board of Trustees with respect to all academic, occupational, and technical education courses and instructional programs of study. The Curriculum Committee conducts review of all credit and non-credit programs and curricula in accordance with the California Code of Regulations, Title 5, and as guided by the Program and Course Approval Handbook published by the California Community Colleges Chancellor’s Office. The Curriculum Committee conducts curricular reviews in a timely and regular basis to ensure that all courses are updated on a periodic cycle to ensure currency and viability for articulation. The Curriculum Committee conducts annual training for persons involved in curriculum development and review, in compliance with the California Community College Chancellor’s Office requirement for local curriculum approval certification. In addition, the Committee monitors compliance with portions of Accreditation Standard IIA. The faculty Co-Chair of the Curriculum Committee serves as a member of the Accreditation Steering Committee, and is also an ex officio voting Academic Senate senator.

**Responsibilities:** It is the responsibility of the Curriculum Committee to establish and enforce three standards for course and program approval. These standards include, but are not limited to, review and discussion of the following aspects of course and program proposals:

1. Philosophy and Applicability for general Education;  
2. Curriculum Technical Review & Prerequisites, corequisites, recommended preparation, and limitations on enrollment (including content review, statistical validation, and/or other forms of justification as authorized or required from time to time by Title 5);  
3. Distance Education Curriculum Review;  
4. Minimum qualifications;  
5. Feasibility (are there sufficient college resources (e.g., library, equipment, available faculty, etc.) to offer the course, and for major and transferable courses will it be offered with reasonable frequency, i.e., at least once every two years, enabling students to achieve their academic goals?);  
6. Student learning outcomes;  
7. Textbooks (currency and appropriateness);  
8. Exemptions for credit by examination; and  
9. All other technical and pedagogical issues falling within the purview of the curriculum committee, as

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¹ 5 CCR § 55002(a)(1)  
² Cal Ed. Code § 70902(b)(7)
authorized by statute, regulation (particularly Title 5), policy, or local practice. These subcommittees will respond directly to the Curriculum Committee on an “as needed” basis and whenever courses and/or programs related to the topics listed above are placed on the Curriculum Committee agenda. The charge and composition of all Curriculum Committee subcommittees shall be determined, reviewed and approved by the Curriculum Committee and on an annual basis and no later than Sept 15 of each academic year. The Curriculum Committee will appoint additional subcommittees, ad hoc workgroups, committees or task forces for such special studies as are needed.

Membership:
The Curriculum Committee has a defined membership, with three classes of members.

1. Voting divisional members of the Curriculum Committee shall be full-time faculty members appointed or elected by their respective divisions on or before May 1 of the prior to the start of the academic year preceding each division member’s term, which lasts for two years (beginning June 1 and ending May 31). Membership shall be non-proportional, with each division receiving having two voting faculty members. Appointment/election of the two voting divisional members for any single division shall be staggered so that only one of the two members is appointed/elected each year. Replacement of voting divisional members who cannot complete their terms of service is addressed in the Curriculum Committee Bylaws.

2. Voting ex officio members shall include Additionally, one AFT representative (as mandated by Article 17 of the AFT contract), a librarian, one at-large part-time faculty representative, the Articulation Officer, the Curriculum Technical Review Chair (if one is appointed), and the Faculty Co-Chair. These shall also be voting faculty members of the Committee, but shall not serve as Divisional representatives to the Committee.

3. Non-voting ex officio, non-voting members of the Curriculum Committee shall include the following: Recorder (Curriculum Technician, Administrative Assistant to the Chief Instructional Officer, or designee), the Instructional Data Specialist, the Technical Data Specialist, the college Registrar, the Chief Instructional Officer or designee (who shall also serve as Administrative Co-Chair of the Committee), the Faculty Co-Chair-Elect (when not serving as a voting member in another capacity), the Immediate Past Chair (when not serving as a voting member in another capacity), the ASB President, or designee, and the college Academic Deans.

Co-Chairs:
The Curriculum Committee is co-chaired by: (1) a faculty member (the Faculty Co-Chair) nominated and voted on by the Curriculum Committee, and (2) the Executive Vice President/Chief Instructional Officer of Ventura College or designee (the Administrative Co-Chair). The Faculty Co-Chair shall serve a two-year term commencing on June 1 of an odd-numbered calendar year and ending on May 31 of the subsequent odd-numbered calendar year, or (if an election cannot be held as scheduled) when a successor is elected. The Faculty Co-Chair does not serve as one of the Division representatives.

The Curriculum Committee shall accept nominations and vote for the Faculty Co-Chair by secret ballot for the upcoming two-year academic term of office no later than the last Curriculum Committee meeting in October of the academic year preceding the beginning of his/her term. Eligibility for nomination or election to the position of Faculty Co-Chair is stated in the Curriculum Committee Bylaws, as is the title and status of a Faculty Co-Chair who has been elected but who has not yet taken office.

The Faculty Co-Chair of the Curriculum Committee shall serve a two-year term commencing in June and ending in May and does not serve as one of the Division representatives.

Quorum: Quorum shall consist of a majority of the voting membership.

Meetings: The Curriculum Committee meets twice monthly during the academic year, on the 4th and 3rd Tuesdays of the month, unless the Committee votes to change the date of, or cancel, any single meeting due to a holiday or other event. As a legislative body which is stipulated in Title 5 and in the Academic Senate for California Community Colleges Handbook, the Curriculum Committee is subject
to the Ralph M. Brown Act, so its meetings are open to all interested parties. 3:00 – 5:00 p.m., Campus Center Conference Room
VENTURA COLLEGE CURRICULUM COMMITTEE BYLAWS

ARTICLE I: NAME AND ABBREVIATIONS

The name of this organization is the Ventura College Curriculum Committee. It may also be referred to as the Curriculum Committee or as the Committee. As the Curriculum Committee is a subcommittee of the Ventura College Academic Senate, these Bylaws frequently refer to that body as well; and may abbreviate its name to Academic Senate or to Senate. In these Bylaws, these abbreviated references shall be consistently capitalized for clarity.

ARTICLE II: PURPOSE AND MISSION

As mandated by A.B. 1725 (1988) and Title 5,¹ the Ventura College Academic Senate “assumes primary responsibility for making recommendations [to the Board of Trustees] in the areas of curriculum and academic standards.”² At Ventura College, the Academic Senate has delegated this responsibility to the Curriculum Committee, a subcommittee of the Senate constituted, charged, and empowered in accordance with the Senate’s bylaws. The mission of the Ventura College Curriculum Committee is to provide guidance, advocacy, and oversight for the programs and curricula of Ventura College. The Curriculum Committee ensures that the curricula and programs of the college are academically sound, comprehensive, and responsible to the evolving needs of the community so that the college’s mission, goals, values, and educational delivery modalities of our students are well served. A representative of the Curriculum Committee shall make regular reports to the Academic Senate, no less often than once per month during the academic year, regarding the Committee’s activities and issues.

ARTICLE III: MEMBERSHIP

The Curriculum Committee has a defined membership, with three classes of members.

(1) Voting divisional members shall be full-time faculty members appointed by their respective divisions on or before May 1 of the academic year preceding the beginning of each divisional member’s term of service, which lasts for two years (beginning June 1 and ending May 31). Membership shall be non-proportional, with each division having two voting faculty members. Appointment/election of the two voting divisional members for any single division shall be staggered so that only one of the two voting

¹ 5 CCR § 55002(a)(1)
² Cal Ed. Code § 70902(b)(7)
divisional members is appointed/elected each year. If for some reason a division appoints/elects both of its voting divisional members at the same time, then the term of service of one voting divisional member shall be set to expire on May 31 immediately following the appointment/election, and the term of service of the other voting divisional member shall be set to expire one year thereafter, with the determination of each voting divisional member’s term length to be made by the division in accordance with its established practices. If a voting divisional member must be replaced during the course of his/her term, then the term of service of the replacement shall terminate at the same time that the predecessor’s term of service would have expired had he/she continued to serve. The appropriate division dean shall notify the Co-Chairs and the Recorder promptly whenever a voting divisional member is appointed/elected, withdraws from service, or is replaced.

(2) Voting ex officio members shall include one AFT representative (as mandated by Article 17 of the AFT contract), one librarian, one at-large part-time faculty representative, the Articulation Officer, the Curriculum Technical Review Chair (if one is appointed), and the Faculty Co-Chair. These shall also be voting faculty members of the Committee, but shall not serve as Divisional representatives to the Committee.

(3) Non-voting ex officio members shall include the Recorder (Curriculum Technician or designee), the Instructional Data Specialist, the Technical Data Specialist, the college Registrar, the Chief Instructional Officer or designee (who shall also serve as Administrative Co-Chair of the Committee), the Faculty Co-Chair-Elect (when not serving as a voting member in another capacity), the Immediate Past Faculty Co-Chair (when not serving as a voting member in another capacity), the ASB President or designee, and the college Deans.

When used elsewhere in these Bylaws, the terms “voting member” or “voting membership” refer to Curriculum Committee members who are either voting divisional members or voting ex officio members.

ARTICLE IV: CO-CHAIRS

The Curriculum Committee is co-chaired by (1) a faculty member (the Faculty Co-Chair) nominated and voted on by the Curriculum Committee, and (2) the Chief Instructional Officer of Ventura College or designee (the Administrative Co-Chair). The Faculty Co-Chair shall serve a two-year term commencing on June 1 of an odd-numbered calendar year and ending on May 31 of the subsequent odd-numbered calendar year, or (if an election cannot be held as scheduled or if the election of the Faculty Co-Chair is rescinded) when a successor is elected. The Faculty Co-Chair does not serve as one of the Division
representatives. The Curriculum Committee shall accept nominations and vote for the Faculty Co-Chair by secret ballot for the upcoming two-year term of office no later than the last Curriculum Committee meeting in October of the academic year preceding the beginning of the Faculty Co-Chair's term. If the Curriculum Committee does not re-elect the seated Faculty Co-Chair, the person elected shall immediately become the Faculty Co-Chair-Elect, and, unless he/she is already a voting member of the Curriculum Committee, the Faculty Co-Chair-Elect shall become a non-voting ex officio member of the Committee until the Faculty Co-Chair-Elect's term as Faculty Co-Chair begins. If the Faculty Co-Chair-Elect is already a voting member of the Committee, the Faculty Co-Chair-Elect shall retain his/her voting member status until the Faculty Co-Chair Elect's term of office as the new Faculty Co-Chair begins. The outgoing Faculty Co-Chair shall, at the end of his/her last term of office, become the Immediate Past Faculty Co-Chair. The Immediate Past Faculty Co-Chair shall become a non-voting ex officio member of the Committee, except that he/she may acquire voting rights by serving in another capacity (e.g., as Curriculum Technical Review Chair, as the Articulation Officer, or as a voting divisional member) to which voting rights appertain.

To be eligible for nomination or election to the position of Faculty Co-Chair, a nominee must have at least two years of service as a voting member of the Curriculum Committee, and must be a current voting member, the present Faculty Co-Chair, or Immediate Past Faculty Co-Chair of the Curriculum Committee. Due to the small size of the Committee, nominations shall be made from the floor rather than by a nominating subcommittee. The Committee shall confirm that all prospective nominees are willing and eligible to serve before the election is held. Any prospective nominee who states he/she is not willing to serve, or who is found to be ineligible, shall not be listed on the ballot. The nomination process shall begin at the first Curriculum Committee meeting held during the fall semester of even-numbered calendar years, to allow sufficient time for an orderly nomination and election process. Any person eligible to become Faculty Co-Chair may nominate himself/herself. Any voting member of the Curriculum Committee may also recommend another eligible nominee. In accordance with Robert’s Rules of Order, if a person is elected as Faculty Co-Chair but is later found to be ineligible, the election is null and void, and a new election must be held as soon as practicable.

At the time of the election for the Faculty Co-Chair position, the Faculty Co-Chair shall appoint two tellers from among the Committee members who are not nominees (preferably non-voting members other than the Administrative Co-Chair, or, if unavailable, two voting members other than the Faculty Co-Chair who have openly expressed a preference for different nominees) to count the ballots. Each
voting member is entitled to one vote, even if that voting member has multiple roles on the Committee. Proxy voting is not permitted. Electronic voting (from a remote location, via telephone, email, text message, or other means) is only permitted if the method of voting is in full compliance with provisions of the Ralph M. Brown Act\(^3\), and if the tellers are both convinced of the legality and authenticity of the vote (if either teller expresses doubt, the ballot is deemed illegal, and is not counted in favor of any nominee). A winner shall be declared if and only if one nominee or write-in candidate is named on a majority of ballots cast. In accordance with Robert's Rules of Order, the number of votes cast includes illegal ballots (i.e., those cast for an ineligible person or for a person who has declined to serve, those which are unintelligible, and those consisting of multiple marked ballots folded together) and legal ballots, but does not include abstentions (blank ballots) or ballots cast by anyone not eligible to vote.

If no nominee or write-in candidate amasses a majority vote, additional balloting rounds shall be taken as needed to determine a winner, although voting members may introduce and approve a motion to adjourn and resume the balloting at a future meeting if desired. To expedite the selection of a winner (if the first or subsequent balloting rounds do not produce one), Committee members may also introduce and approve (by a two-thirds vote, between balloting rounds) motions to limit voting to the top few nominees from the previous round, or to prohibit voting for write-in candidates. Each such motion, if approved, applies only to the balloting round immediately following; if that round still does not yield a winner, any such motions must be reintroduced and reapproved (by two-thirds vote each time) if they are to apply to the subsequent balloting round.

In the event that either Co-Chair is unable to attend a particular Curriculum Committee meeting, the other Co-Chair shall preside at the meeting. However, if a Faculty Co-Chair is unable to attend, and has sufficient advance notice, the Faculty Co-Chair may designate the Immediate Past Faculty Co-Chair or the Faculty Co-Chair-Elect (if one has been elected) to co-preserve at the meeting as a substitute Faculty Co-Chair, with the same powers as the regular Faculty Co-Chair would have had if he/she had been in attendance (including voting powers and the power to establish the meeting agenda, if not already established by the regular Faculty Co-Chair). The regular Faculty Co-Chair shall make any such designation of a substitute Faculty Co-Chair in writing, and a copy thereof shall be transmitted to the Recorder so that it may be incorporated within, or appended to, the meeting minutes.

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\(^3\) Cal. Gov. Code § 54950 \textit{et seq.}
If the Faculty Co-Chair (or an interim Faculty Co-Chair) resigns or is unable to complete the two-year term of office for any reason, and there are more than six months remaining in the Faculty Co-Chair’s term of office, or if a Faculty Co-Chair-Elect has not been selected, then the Curriculum Committee shall nominate and elect an interim Faculty Co-Chair, following the nomination and election processes previously described, to complete this two-year term as soon as practicable after it becomes clear that the Faculty Co-Chair will not be able to complete the term of office. (If possible, this shall be accomplished before the current Faculty Co-Chair actually leaves office, in order to allow for a smooth transition period for the interim Faculty Co-Chair-Elect.) Any nominee for interim Faculty Co-Chair must meet the same eligibility requirements as a regularly elected Faculty Co-Chair. These eligibility requirements are described earlier in this Article. If the remaining term of the departing Faculty Co-Chair is six months or less, and a Faculty Co-Chair-Elect has been designated, then the Faculty Co-Chair-Elect shall fill out the remainder of the departing Faculty Co-Chair’s term as interim Faculty Co-Chair.

ARTICLE V: DUTIES, RESPONSIBILITIES, AND RIGHTS OF THE CO-CHAIRS

- The Co-Chairs shall keep informed regarding curriculum standards, including statutes, regulations, CCCCCO publications such as The Program and Course Approval Handbook, accreditation, CSU Executive Orders, and district and college policies regarding curriculum and programs. They (or a designee) shall also share information regarding changes to these standards and their consequences, and all other important written communication (e.g., program approvals, communications from the statewide Academic Senate or the California Community Colleges Chancellor’s Office, etc.) concerning curricula or programs, in a timely manner with Curriculum Committee members. As part of their professional development commitment, the Co-Chairs shall attend curriculum workshops at the local, regional, and state levels.
- The Co-Chairs shall represent Ventura College at meetings of the District Technical Review Workgroup-Instruction (DTRW-I) or its successor bodies, and shall report back to the Curriculum Committee at least monthly (during the academic year) with regard to actions taken.
- The Co-Chairs shall be ex officio members of all ad hoc workgroups, subcommittees, or task forces, whether temporary or permanent, and whether currently in existence or brought about through the introduction and approval of motions at Curriculum Committee meetings to establish such groups. The only exception would be any such group established for the purpose of administering or tabulating elections for the position of Faculty Co-Chair.
- The Co-Chairs shall review catalog drafts for concurrence with approved changes.
The Faculty Co-Chair shall serve as a member of the Accreditation Steering Committee, and shall report to the Curriculum Committee regarding decisions or tasks to be undertaken which affect curricula, programs, or the processes by which the Committee operates.

The Faculty Co-Chair shall be an ex officio voting member of the Ventura College Academic Senate. The Faculty Co-Chair (or designee) shall report to the Academic Senate at least monthly regarding the Curriculum Committee’s activities and issues.

The Faculty Co-Chair shall speak as the voice for the Curriculum Committee and act as liaison for the Committee with regard to any other campus or district committees or workgroups, individual faculty members and classified staff members, district officials, and the Board of Trustees, as appropriate. However, the Faculty Co-Chair shall consult with the Curriculum Committee before seeking action from non-Curriculum Committee bodies, including the Academic Senate and the Board of Trustees.

The Faculty Co-Chair shall notify the appropriate division dean or other authority (as defined elsewhere in these Bylaws), and the Academic Senate Executive Committee, of Curriculum Committee vacancies and the timeline for election of voting divisional members.

The Faculty Co-Chair shall set the calendar of Committee meetings, and shall direct and coordinate the preparation of the agenda for each Curriculum Committee meeting. The latter duty will typically entail requesting the support and assistance of the Administrative Co-Chair, the Articulation Officer, and classified staff members in the student learning office.

The Co-Chairs shall co-preside at Curriculum Committee meetings; however, the Faculty Co-Chair shall normally oversee the conduct of Committee business at the meetings. If one Co-Chair cannot attend a single Committee meeting, the determination of who shall preside or co-preside at the meeting is specified elsewhere in these Bylaws. The Co-Chairs shall also review and, if necessary, edit meeting minutes before they are presented for approval at a subsequent meeting of the Committee.

The Faculty Co-Chair shall assure that Curriculum Committee functions occurring outside of meetings take place smoothly; e.g., technical review, prerequisite review, distance education review, general education review, library review, articulation, program review, etc.

The Faculty Co-Chair shall sign off on IGETC and CSU-GE Breadth submittal forms.

The Faculty Co-Chair shall assist discipline faculty in the curriculum development process, or direct faculty members to the appropriate resource persons for the resolution of specific issues (e.g., the student learning office, the Articulation Officer, or one of the voting divisional members representing the discipline).
• At the end of each academic year, as an integral part of the Curriculum Committee’s planning and review process, the Faculty Co-Chair shall survey members of the Curriculum Committee regarding its most important accomplishments of the past academic year, its most important goals for the academic year to come, and/or the most important problems or issues facing the Committee which should be prioritized for discussion and resolution. The Faculty Co-Chair shall tabulate the results of the survey, and report these to the Committee as early as possible during the subsequent fall semester.

• The Faculty Co-Chair (with the support and assistance of the Administrative Co-Chair, the Articulation Officer, and the student learning office) shall create and/or coordinate mandatory training activities for new and returning voting Curriculum Committee members, with one or more focused training sessions of at least eight hours in total duration, to be held no less often than once per year, preferably in summer or early fall of each year, and at other times as circumstances require.

• The Faculty Co-Chair shall perform additional duties as mutually agreed upon by the Co-Chairs and the Curriculum Committee, subject to the reassigned-time provisions of the following paragraph.

In acknowledgment of the significant time commitment required to carry out these responsibilities in a competent and professional manner, the reassigned time for the Faculty Co-Chair shall be no less than 40%. This amount should be increased as appropriate for any semester in which the Faculty Co-Chair is assigned substantial additional duties not specifically enumerated above.

ARTICLE VI: AUTHORITY, DUTIES, AND RESPONSIBILITIES OF THE CURRICULUM COMMITTEE

By action of the Ventura College Academic Senate, as documented in its bylaws, the Curriculum Committee exercises the authority granted to the Senate by A.B. 1725 (1988) ⁴ and Title 5 ⁵ to make recommendations to the Board of Trustees in the areas of curriculum and academic standards. Only under extraordinary circumstances, if ever, does the Senate concern itself with these recommendations. With this authority comes the responsibility to establish and enforce standards for course and program approval. These standards include, but are not limited to, review and discussion of the following aspects of course and program proposals:

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⁴ Cal Ed. Code § 70902(b)(7)
⁵ 5 CCR § 55002(a)(1)
• Applicability for general education;
• Prerequisites, corequisites, recommended preparation, and limitations on enrollment (including content review, statistical validation, and/or other forms of justification as authorized or required from time to time by Title 5);
• Distance education;
• Minimum qualifications;
• Feasibility (are there sufficient college resources (e.g., library, equipment, available faculty, etc.) to offer the course, and (for major and transferable courses) will it be offered with reasonable frequency, i.e., at least once every two years, enabling students to achieve their academic goals?);
• Student learning outcomes;
• Textbooks (currency and appropriateness);
• Exemptions for credit by examination; and
• All other technical and pedagogical issues falling within the purview of the curriculum committee, as authorized by statute, regulation (particularly Title 5), policy, or local practice. The Curriculum Committee will appoint ad hoc workgroups or task forces for such special studies as are needed.

ARTICLE VII: MEETINGS, QUORUM, AND VACANCIES

The Curriculum Committee meets twice monthly during the academic year, on the first and third Tuesdays of the month, provided that these dates are contractual dates as determined by the official district academic calendar. The meeting calendar is set by the Faculty Co-Chair; however, the Committee may introduce and approve (by majority vote) a motion to change the date of, or cancel, any single meeting due to a holiday or other event. Special meetings (including training-only meetings) not falling on these dates may be called by the Faculty Co-Chair as necessary. The Curriculum Committee may also call a special meeting by introducing and approving (by majority vote) a motion to do so. Meeting times may be extended for as long as a quorum exists. In accordance with Robert’s Rules of Order, no business may be conducted (other than a motion to recess, to take measures to obtain a quorum, or to adjourn) if a quorum does not exist at any time during a meeting. Robert’s Rules of Order also obligates a Committee member who notices that a quorum no longer exists to notify the Co-Chairs of this fact promptly (raising the issue as a point of order, but not interrupting anyone who may be speaking) so that the conduct of further business may be suspended.
As a legislative body which is stipulated in Title 5 and in the *Academic Senate for California Community Colleges Handbook*, the Curriculum Committee is subject to the Ralph M. Brown Act\(^6\). Therefore, all of the Curriculum Committee’s regular and special meetings must be noticed to the public 72 hours in advance, and its meetings are open to all interested parties. However, the language in § 54952.2(a) of the Brown Act appears to exempt training sessions (in which the Curriculum Committee neither hears, discusses, deliberates, nor takes action on any item which is within its subject matter jurisdiction) from noticing and open-access requirements.

Quorum shall consist of a majority of the voting membership. However, if a vacancy exists in a voting membership position, then that position shall be temporarily removed from the count of voting members (for the purpose of determining quorum) until such time as the vacancy is filled. A voting membership position shall be declared vacant if either of the following events has occurred:

1. A division fails to fulfill its obligation to elect or appoint one or both of its voting divisional members by the calendar deadline stated earlier in these Bylaws. One vacancy shall be declared for each voting divisional member position not filled by election or appointment in the prescribed time frame.

2. A voting member misses, without excuse, three or more consecutive Curriculum Committee meetings, or misses any five or more Curriculum Committee meetings (not necessarily consecutive) for any reason over the course of a single semester, and the appropriate authority (as defined below) has not acted to replace the absent voting member.

One of the Co-Chairs shall notify the appropriate authority as soon as practicable after a vacancy in a voting membership position has been declared. The appropriate authority to notify is the appropriate division dean (for a voting divisional member, the librarian, or the at-large part-time faculty representative), the president of AFT (for the AFT representative), or the Chief Instructional Officer (for the Articulation Officer, the Curriculum Technical Review Chair (if one is appointed), or the Faculty Co-Chair). The Co-Chair shall also notify the Academic Senate Executive Committee of the vacancy. The notification should include language to the effect that the division’s/union’s/college’s interests and concerns are not being adequately represented, and/or to the effect that the college’s curriculum integrity may be compromised by the absent member’s lack of involvement and representation. The vacancy shall not be considered filled until the appropriate authority notifies the Co-Chairs and the

\(^6\) Cal. Gov. Code § 54950 et seq.
Recorder of the name(s) of the replacement member(s) AND the replacement member(s) are declared present at the roll call when they attend their first Curriculum Committee meeting.

ARTICLE VIII: CONDUCT OF MEMBERS AND VISITORS

Nearly a century ago, writing in a well-known First Amendment case, Supreme Court Justice Louis Brandeis observed that "[t]hose who won our independence believed that the final end of the state was to make men free to develop their faculties, and that in its government the deliberative forces should prevail over the arbitrary....They believed that freedom to think as you will and to speak as you think are means indispensable to the discovery and spread of...truth; that without free speech and assembly discussion would be futile...."7 In keeping with the spirit of this opinion, the Ventura College Curriculum Committee endorses the democratic process, the right to assemble, and the right of freedom of speech. However, the right of freedom of speech is not absolute, and recent case law supports "limiting [a public] meeting to discussion of specified agenda items and in imposing reasonable restrictions to preserve the civility and decorum necessary to further...the purpose of conducting public business," provided that no speaker is discriminated against on the basis of his/her viewpoint.8

Proper conduct of Curriculum Committee members and of visitor speakers is essential to maintaining the balance between free speech rights and the effective conduct of public business addressed in the preceding paragraph. This becomes an especially important consideration when any controversial topic is discussed. To this end, each member of the Curriculum Committee shall therefore cooperate with the Co-Chairs in preserving order and decorum. No member or visitor shall, by conversation or otherwise, delay or interrupt the proceedings of the Committee, nor disturb any member while speaking, or fail to abide by the orders of the Co-Chairs, except as specifically permitted by these Bylaws. Curriculum Committee meetings shall be conducted in a courteous manner; visitor speakers and Committee members shall be allowed to state their positions in an atmosphere free of slander, threats of violence, or the use of the meeting as a forum for politics. A member of the Committee or a visitor desiring to speak shall, upon recognition by the presiding Co-Chair, confine remarks to the question under debate, avoiding all indecorous language or reference to personalities. A member or a visitor, once recognized, shall not be interrupted when speaking unless it is for the purpose of calling such person to order. When two or more individuals request the floor at the same time, the presiding Co-Chair shall name the one entitled to the floor. If a majority of Committee members agree to place a time limit on how long each

8 Steinburg v. Chesterfield County Planning Commission, 527 F. 3d 377 (4th Cir. 2008).
person may speak concerning a given topic, then equal time shall be given to all speakers addressing that topic, except that if a group of visitors wishes to address the Committee on the same subject matter, it shall be proper for the presiding Co-Chair to limit the number of persons addressing the Committee on the same matter so as to avoid unnecessary repetition. All remarks of visitors shall be addressed to the Curriculum Committee as a whole, and not to any individual member thereof.

More serious violations of decorum may include, but are not limited to, making offensive, insulting, threatening, insolent, slanderous, or obscene remarks, acting in a boisterous manner, or making threats against any person or against public order and security during a Committee meeting. In the event that any individual shall violate the rules of decorum heretofore set forth, sufficient warnings may be given by either Co-Chair at any time during the remarks. If the individual thereafter persists in violating these rules, either Co-Chair may then cut off that person's right to comment or debate for the remainder of that meeting. In extreme cases (e.g., in the event of behavior deemed threatening to the Committee or its members, or if a violation impedes the conduct of business), the Committee may vote to remove the person from the meeting room. If necessary, the presiding Co-Chair or designee may summon a campus police officer to enforce the removal and/or recess or adjourn the meeting, as determined by the nature of the situation. The action taken shall be proportionate to the nature and extent of the violation(s).

ARTICLE IX: AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular meeting of the Curriculum Committee by a two-thirds vote, provided that the amendment(s) have been submitted in writing at the previous regular meeting. Amendments may be originated by the Faculty Co-Chair, a temporary task force created through the introduction and approval (by majority vote) of a motion to do so, or by a petition signed by at least four voting members. The Co-Chairs may review and refine amendment proposals not originated by them into parliamentary language before the proposals are submitted to the Curriculum Committee for adoption. In so doing, the Co-Chairs shall not change the essence of the proposal(s). Amendments which the Curriculum Committee adopts according to the procedure specified above shall be forwarded to the Academic Senate for final approval, and shall become effective immediately upon approval by the Academic Senate, unless a later effective date is specified in the amendments.
ARTICLE X: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Curriculum Committee in all cases to which they are applicable, and in which they are not inconsistent with statutes, regulations, accreditation requirements, district and college policies, the Bylaws of the Ventura College Academic Senate, these Bylaws, and any special rules of order which the Committee may adopt.
Ventura College Curriculum Committee

REQUEST FOR ESTABLISHMENT OF A PROFICIENCY AWARD

1. Proposed name for the proficiency award:

2. Provide a statement of purpose for this award. Include a description of the program:

3. Which department would take stewardship of the award (updating, revising, etc.):

4. Briefly describe a job or career that a student would be able to attain with this award:

5. Please address, if applicable, whether this award scaffolds into an existing Certificate of Achievement or Associates Degree. If so, which one(s):

6. If the award is in a Career/Technical area, has your Advisory Committee reviewed and recommended it?
   □ Yes   □ No   □ Not applicable (not a CTE award)

   Please provide supporting evidence (e.g., minutes from your Advisory Committee) either below or attached to this form:
### Requirements for a Proficiency Award

- Minimum of 9 units (exceptions are possible with explanation)
- Maximum of 17.5 units
- Requirement of at least one course in residence
- Earn a cumulative grade point average of not less than 2.0 in all degree-applicable coursework attempted.

7. List the course ID, title, and units for each required course(s) and each required additional course(s) or restricted elective(s).

#### REQUIRED COURSES

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**TOTAL REQUIRED UNITS:**

___________________________  _______________________
Department Chair                        Date

___________________________  _______________________
Dean                              Date
Ventura College Curriculum Committee

REQUEST FOR REVISION OF A PROFICIENCY AWARD

1. Name of the proficiency award:

2. Explain reasoning for revision of the existing proficiency award:

3. Did the department that took stewardship of the award approve the proposed changes?
   
   □ Yes  □ No

Complete the form on page two to reflect proposed changes.
4. List the course ID, title, and units for each required course(s) and each required additional course(s) or restricted elective(s).

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**TOTAL REQUIRED UNITS:**

Department Chair

_________________________________________________________ Date

Dean

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

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

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

**Associate Degrees and Associate Degrees for Transfer**
For the Associate in Arts (AA) or Associate in Science (AS) degree, a student must:

- Demonstrate competency in reading, in written expression, and in mathematics as defined in Title 5 section 55063 for the appropriate catalog year.
- Satisfactorily complete at least 60 semester units of degree-applicable college work.
- Achieve a cumulative grade point average of no less than 2.0 in all degree-applicable college and university coursework attempted.
- Complete the major and/or area of emphasis coursework, a minimum of 18 semester units, prescribed in a State Chancellor’s Office approved AA or AS degree with no less than a “C” or “P” (formerly “CR”) in each course.
- Complete the required specified subjects and units in general education as defined in AP 4025.
- Complete a minimum of 12 semester units in residency at the college granting the degree. Exceptions to the residency requirement can be made by the Board when an injustice or undue hardship would result.

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

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

**Certificates of Achievement**
For a Certificate of Achievement, a student must successfully complete a course of study that has been approved by the CCCCCO and that consists of 18 or more semester units of degree applicable credit coursework. The Certificate of Achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education. Certificate programs may also be approved for fewer units (a minimum of 12 and a maximum of 17.5 semester units of degree-applicable credit coursework), in this case, the same scholarship and residency standards would apply.

For a Certificate of Achievement, a student must:

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

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

- Complete all applicable coursework in a Ventura County Community College District (VCCCD) Board approved Proficiency Award with no less than a “C” or “P” (formerly “CR”) in each course.

**Graduation Application Procedure**

1. Students must file a petition for a degree and, certificate, through the Counseling Office/Center. For proficiency awards, check with the issuing department for the application procedure.
2. District Colleges offer three graduation dates: fall semester, and spring semester, and summer term.
3. Graduation ceremonies are conducted at the end of the spring semester.
4. Graduation petition deadline dates are locally announced at each District College.

**Course Substitution for Major and/or General Education Requirements**

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

**Reciprocity for Local General Education Requirements**

Colleges shall apply courses taken at other regionally accredited colleges or universities toward general education requirements in the areas where the student would have received credit at the institution where they were originally taken or in the area where the college granting the degree places or meets our GE criteria/description or would place a comparable course, whichever best facilitates the student’s degree completion. (ASCCC Resolution 09.02 spring 2010)

**Reciprocity for CSU GE-Breadth or Intersegmental General Education Transfer Curriculum (IGETC) Requirements**

Students who are required to complete CSU GE-Breadth or IGETC for their particular degree, such as General Studies pattern III or Associate Degrees for Transfer, or Certificates of Achievement in CSU GE-Breadth or IGETC, shall have their courses evaluated for reciprocity according to the rules set forth by either CSU GE-Breadth in Executive Order (EO) 1065 or in the most current version of the IGETC Standards.

**Course Substitution within approved Associate Degrees for Transfer (AA-T/AS-T)**

While the C-ID system establishes course-to-course reciprocity, where C-ID descriptors are not in place or where the substitution does not involve deeming two courses comparable, substitution decisions must be informed by the judgment of counseling or discipline faculty. When an AA-T or AS-T degree is being conferred, any substitutions made must result in the awarding of a degree that is consistent with the parameters defined by the TMC (Transfer Model Curriculum). The colleges are encouraged to apply courses successfully completed as part of a TMC-aligned degree at one college for requirements within their own degrees to the greatest extent deemed possible and reasonable, but substitutions should only be made in instances where the TMC allows flexibility, as the local AA-T or AS-T degree awarded must remain consistent with parameters of the TMC for the specific discipline. (ASCCC Resolution 15.01 Spring 2011 and ASCCC statements on Reciprocity, Course Substitution and Credit by Exam - in light of AA-T and AS-T degrees August 2012.)

**Double Counting**

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

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

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

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

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

**Guidelines for Additional Degrees, Certificates of Achievement, and Proficiency Awards**
Any college in the Ventura County Community College District will award additional associate degrees, certificates of achievement and proficiency awards to students under certain criteria which follow below. Students seeking an associate degree(s) and who have a previous degree from an accredited institution will only be required to complete minimum (1) residency, (2) competency, (3) general education minimum Title 5 requirements, (4) major and (5) scholarship requirements. There will be no additional local GE or health/PE requirements (see below).

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

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

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

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

- Residency requirements: Students must complete a minimum of 12 semester units at the community college granting the degree.
- Competency requirements in reading, written expression and mathematics as defined by Title 5 section 55063. Students pursuing an AA-T or AS-T will have met these competency requirements by completion of either CSU GE-Breadth or IGETC.
- General Education - Title 5 minimums include 18 units of General Education with:
  - 3 semester units of Natural Sciences
  - 3 semester units of Social and Behavioral Sciences
  - 3 semester units of Arts and Humanities
  - 3 semester units in English Composition
  - 3 semester units in Communication and Analytical Thinking
  - 3 additional semester units in one of the five areas above.
- Major Requirements: Students must complete all required courses listed in the college catalog for the appropriate year for the specific major, Associate Degree for Transfer, area of emphasis or area of option for the additional degree(s).
- Scholarship: Students must meet the standards of scholarship in effect for the catalog year covering the additional degree(s) including the following:
  - Courses for Associate degree majors must have a grade of “C” or “P” or better beginning fall 2009.
  - Courses for Certificates of Achievement must have a grade of “C” or “P” or better beginning fall 2012.
  - Courses for Proficiency Awards must have a grade of “C” or “P” or better beginning fall 2012.

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

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

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

**Exceptions to Graduation Requirements**

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

**Transfer Limitations**

Students should be aware that the conferring of additional degrees by any college within the VCCCD does not always guarantee admission or the accomplishment of general education or major requirements at transfer institutions.
The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations. Students may be awarded a Certificate of Achievement upon successful completion of courses of study or curriculum for which the District offers a certificate. The District has certificate programs that upgrade and develop occupational and vocational proficiency.

The Chancellor, in consultation with the Academic Senates, shall establish procedures to determine degree and certificate requirements and to assure that graduation requirements are published in the district's catalog(s) and included in other resources that are convenient for students.

See Administrative Procedure 4100.
Memo

To: VC Curriculum Committee
From: Debbie Newcomb, Business Department Chair
Date: 03-23-15
Re: Deletion of BUS V28B

The Business Department has decided to delete BUS V28B. This course is not appropriate as a 3-unit lecture course and content cannot be effectively covered without clinical practice and additional in-class time. It is not part of any of the Medical Assisting degrees or certificates so we prefer to delete it.

As Department Chairman, I concur with the above deletion.

Respectfully submitted,

Debbie Newcomb
Department Chair
Business Department
The Nutrition and Dietetics degree and courses offer students an opportunity to enrich their education with an emphasis on improved health as well as prepare students for transfer to bachelor degree programs in Nutrition, Food Science, Dietetics, Family and Consumer Science, Food and Nutritional Sciences, Hospitality Management, Food Science and Technology, and Clinical Nutrition. Typical employment opportunities in the field are in areas of Hospitals/Health Care Facilities, Wellness/Rehab Programs, Community and Public Health Nutrition Programs, Child Nutrition Programs, Food Industry, Health Departments, Long-Term Care Facilities, Diabetes Education Programs, and Cardiac Rehabilitation Programs.

The Associate in Sciences in Nutrition/Dietetics for Transfer (Nutrition/Dietetics AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with an Associate in Science in Nutrition and Dietetics may transfer to a CSU Campus to complete a bachelor’s Degree in Nutrition, Dietetics, Food Science or similar degrees.

**REQUIRED CORE (15 units):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM V01A</td>
<td>General Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHEM V01AL</td>
<td>General Chemistry I Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>HED V87</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PSY V01</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MICR V01</td>
<td>General Microbiology</td>
<td>4</td>
</tr>
</tbody>
</table>

**LIST A:**

*Select one of the following for five (5) units:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM V01B</td>
<td>General Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM V01BL</td>
<td>General Chemistry II Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM V12A</td>
<td>General Organic Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM V12AL</td>
<td>General Organic Chemistry I Laboratory</td>
<td>2</td>
</tr>
</tbody>
</table>

*Select one of the following for four (4) units:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT V01</td>
<td>General Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>PHSO V01</td>
<td>Introduction to Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>PSY V04</td>
<td>Introductory Statistics for the Social and Behavioral Sciences</td>
<td>4</td>
</tr>
<tr>
<td>MATH V44</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

**LIST B:** *Select one of the following for three(3) to four (4) units*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HED V32</td>
<td>Principles of Food with Lab</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL V01</td>
<td>Principles of Biology</td>
<td>3</td>
</tr>
<tr>
<td>and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL V01L</td>
<td>Principles of Biology Laboratory</td>
<td>1</td>
</tr>
</tbody>
</table>

**Major Units**

27-28
In the four columns to the right under the **College Program Requirements**, enter the college’s course identifier, title and the number of units comparable to the course indicated for the TMC. If the course may be double-counted with either CSU-GE or IGETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor’s Office Academic Affairs page, RESOURCE section located at: [http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx](http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx)

The units indicated in the template are the **minimum** semester units required for the prescribed course or list. All courses must be CSU transferable. *All courses with an identified C-ID Descriptor must be submitted to C-ID prior to submission of the Associate Degree for Transfer (ADT) proposal to the Chancellor's Office.*

Where no **C-ID Descriptor** is indicated, discipline faculty should compare their existing course to the example course(s) provided in the TMC at: [http://www.c-id.net/degreereview.html](http://www.c-id.net/degreereview.html)

Attach the appropriate ASSIST documentation as follows:
- **Articulation Agreement by Major (AAM)** demonstrating lower division preparation in the major at a CSU;
- **CSU Baccalaureate Level Course List by Department (BCT)** for the transfer courses; and/or,
- **CSU GE Certification Course List by Area (GECC).**

The acronyms **AAM, BCT, and GECC** will appear in **C-ID Descriptor** column directly next to the course to indicate which report will need to be attached to the proposal to support the course's inclusion in the transfer degree. To access ASSIST, please go to [http://www.assist.org](http://www.assist.org).

### Associate in Science in Nutrition and Dietetics for Transfer Degree

<table>
<thead>
<tr>
<th>College Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TRANSFER MODEL CURRICULUM (TMC)</strong></td>
<td><strong>COLLEGE PROGRAM REQUIREMENTS</strong></td>
</tr>
<tr>
<td><strong>Course Title (units)</strong></td>
<td><strong>C-ID Descriptor</strong></td>
</tr>
<tr>
<td><strong>REQUIRED CORE:</strong> (15-21 units)</td>
<td></td>
</tr>
<tr>
<td>Introduction to Nutrition Science (3)</td>
<td></td>
</tr>
<tr>
<td>Introductory Psychology (3)</td>
<td></td>
</tr>
<tr>
<td>General Chemistry with Lab for Science Majors 1, (5)</td>
<td></td>
</tr>
<tr>
<td>OR General Chemistry for Science Majors Sequence A (10)</td>
<td></td>
</tr>
<tr>
<td>Microbiology with Lab (4–5)</td>
<td><strong>AAM</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>LIST A: Select one to two</strong> (3-13 units) (* See Notes section)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Chemistry for Science Majors Sequence A (5) (If not already used above)</td>
<td>CHEM 120S</td>
</tr>
<tr>
<td>OR General Chemistry with Lab for Science Majors I, (4)</td>
<td>CHEM 150</td>
</tr>
<tr>
<td>Organic Chemistry with Lab for Science Majors</td>
<td>CHEMV 12A</td>
</tr>
</tbody>
</table>
**NOTES:**

1. *Students cannot be awarded credit for BIOL 110B or BIOL 120B and BIOL 115S. BIOL 115S is a sequence descriptor that effectively consists of both BIOL 110B and BIOL 120B.*

2. * List A:
   a. Select one course if CHEM-120S is used in Required Core.
   b. Select two courses if CHEM-110 is used in Required Core.
In the four columns to the right under the **College Program Requirements**, enter the college’s course identifier, title and the number of units comparable to the course indicated for the TMC. If the course may be double-counted with either CSU-GE or IGETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor’s Office Academic Affairs page, RESOURCE section located at: http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx or the ASSIST website: http://web1.assist.org/web-assist/help/help-csu_ge.html.

The units indicated in the template are the **minimum** semester units required for the prescribed course or list. All courses must be CSU transferable. *All courses with an identified C-ID Descriptor must be submitted to C-ID prior to submission of the Associate Degree for Transfer (ADT) proposal to the Chancellor’s Office.*

Where no reference **C-ID Descriptor** is indicated, discipline faculty should compare their existing course to the example course(s) provided in the TMC at: http://www.c-id.net/degreereview.html

Attach the appropriate ASSIST documentation as follows:
- **Articulation Agreement by Major (AAM)** demonstrating lower division preparation at a CSU,
- **CSU Baccalaureate Level Course List by Department (BCT)** for the transfer courses, and/or
- **CSU GE Certification Course List by Area (GECC).**

The acronyms **AAM, BCT,** and **GECC** will appear in **C-ID Descriptor** column directly next to the course to indicate which report will need to be attached to the proposal to support the course’s inclusion in the transfer degree. To access ASSIST, please go to http://www.assist.org.

<table>
<thead>
<tr>
<th>Course Title (units)</th>
<th>C-ID Descriptor</th>
<th>Course ID</th>
<th>Course Title</th>
<th>Units</th>
<th>GE Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIRED CORE: (41 units)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Elementary Classroom Teaching (3)</td>
<td></td>
<td>EDUC 200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Growth and Development (3)</td>
<td></td>
<td>CDEV 100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology for Educators (4) <strong>OR</strong> General Biology with Lab (4)</td>
<td></td>
<td>AAM <strong>OR</strong> AAM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Survey of Chemistry and Physics (4) <strong>OR</strong> Physical Sciences for Educators (4) <strong>OR</strong> Introduction to Chemistry (5) <strong>AND</strong> Introduction to Physics (4)</td>
<td></td>
<td>CHEM 140/PHYS 140 <strong>OR</strong> AAM <strong>AND</strong> AAM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earth Science (3) <strong>AND</strong> Earth Science Laboratory (1) <strong>OR</strong> Earth Science with Lab (4) <strong>OR</strong></td>
<td></td>
<td>GEOL 120 <strong>AND</strong> GEOL 120L <strong>OR</strong> GEOL 121 <strong>OR</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Associate in Arts in Elementary Teacher Education for Transfer Degree

**College Name:**

---

**Template #: 1012**
Elementary Teacher Education

**Template Date:** 04/11/12
Rev. 1: 06/25/12; Rev. 2: 08/31/12; Rev. 3: 03/01/13
<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earth Science for Educators (4)</td>
<td>AAM</td>
</tr>
<tr>
<td>Mathematical Concepts for Elementary School Teachers - Number Systems (3)</td>
<td>MATH 120</td>
</tr>
<tr>
<td>Public Speaking (3)</td>
<td>COMM 110</td>
</tr>
<tr>
<td>College Composition (3)</td>
<td>ENGL 100</td>
</tr>
<tr>
<td>Introduction to Literature (3)</td>
<td>ENGL 120</td>
</tr>
<tr>
<td>World Regional Geography (3)</td>
<td>GEOG 125</td>
</tr>
<tr>
<td>World History to 1500 (3)</td>
<td>HIST 150</td>
</tr>
<tr>
<td>United States History to 1877 (3)</td>
<td>HIST 130</td>
</tr>
<tr>
<td>Introduction to American Government and Politics (3)</td>
<td>POLS 110</td>
</tr>
</tbody>
</table>

**LIST A: Select one (3-4 units)**

- Any course articulated as fulfilling CSU GE Area A3 with Freshman Composition as a prerequisite.

**LIST B: Select one (3 units)**

- Art Appreciation (3) | ARTH 100
- Introduction to Dance (3) | AAM
- Music Appreciation (3) | MUS 100
- Introduction to Theatre (3) | THTR 111

**LIST C: (0-12 additional units)**

- Any course(s) not already used above and/or any course articulated as lower division preparation in the Liberal Arts, Integrated Teacher Education, or other similar major at a CSU.

**Total Units for the Major:** 48

**Total Units for the Major:**

- General Education (CSU-GE or IGETC) Units: 39
- Elective (CSU Transferable) Units: 37
- Total Degree Units (maximum): 60

**NOTE:**

1. Additional requirements for the Elementary Teacher Education major vary at each CSU campus. It is highly recommended that counselors at community colleges discuss other possible courses that are part of the major preparation at a local CSU campus and encourage students to take some of these additional courses prior to transfer.
2. This TMC has been designed to meet the introductory content area subject matter requirements for teaching at the elementary school level. Careful consideration was given to identify a specific match to CSU general education requirements for transfer.

3. Due to considerable overlap between the major requirements and general education (GE), this TMC presumes that all courses in the TMC do fill the indicated CSU-GE requirement. If the courses at a given college do not currently fill all the indicated GE requirements, colleges may want to pursue further CSU-GE approval, or a TMC-aligned degree may not be possible within the SB 1440-mandated 60 unit maximum for the total degree.