



Curriculum Committee Agenda

Multidisciplinary Center West Conference Room (MCW-312)

February 2nd, 2016 at 3:30pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2016 UNLESS OTHERWISE NOTED.

- I. ROLL CALL (Quorum is 8 out of 15 voting members)
- II. ADOPTION OF THE PROPOSED AGENDA (Discussion/Action)
- III. GENERAL ANNOUNCEMENTS, INTRODUCTIONS, AND PUBLIC COMMENTS (Information)¹
 - A. Call for new members: CTE—Kathy Schrader; Athletics, HED, KIN—Will Cowen; Social Sciences & Humanities—Gwen Lewis-Huddleston; English & Communications—Lynn Wright
 - B. Programs Approved by CCCC (KO): COA Architectural Technology, COA Architectural Science, COA Architectural Design, COA Drafting Technology, COA Social Media Marketing, COA Business Management
 - C. [Webpage Updates](#) (KO)
- IV. APPROVAL OF MINUTES: January 19th, 2016 (Discussion/Action)
- V. POLICY AND PROCESS (Information or Discussion/Action)
 - A. Curriculum Committee Charter Amendment Proposals (Discussion/Action)
 1. None
 - B. DTRW-I and the VCCCD Making Decisions Document (KH, AK) (see attachment)—10 minutes
 - C. AP 5050 and AP 5070: Attendance and Fees discussions (AK) (see attachment)—10 minutes
- VI. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)
 - A. Course Updates: ANTH V01
 - B. Program Update: AA/COA Automotive Technology
- VII. SECOND READING: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)

¹ Five minutes is allotted to any member of the public who wishes to address the curriculum committee, with a maximum of twenty minutes per topic aggregated for all speakers, unless extended by vote of the committee. At the request of any speaker proposing to address a specific agenda item, the committee may also vote to permit that speaker's comments to be deferred until the meeting progresses to that topic.

- A. Reactivated Courses: ~~BESL N100A, BESL N100B, BESL N100C, BESL N100D~~ (approval subject to technical review)
 - B. Revised Program: AS/COA in Basic Law Enforcement Academy
- VIII. **FIRST READING: CURRICULAR PROPOSALS FOR APPROVAL**
(Discussion/Action; see attachment)
 - A. New Courses: POSC V01A
 - B. Revised Courses: MUS V31A, MUS V31B, MUS V31C, MUS V31D, MUS V31E, MUS V31F, MUS V31G, MUS V31H
- IX. **REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL** (Discussion/Action; see attachment)
 - A. Revised: MUS V31A, MUS V31B, MUS V31C, MUS V31D, MUS V31E, MUS V31F, MUS V31G, MUS V31H
- X. **DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL**
(Discussion/Action; see attachment)
 - A. New: ANTH V01 (1st time on new form), EDU V03 (retroactive approval)
- XI. **PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL** (Discussion/Action)
 - A. GE Classification Rubric still pending...will reschedule new meeting.
- XII. **DISCUSSION/INFORMATION** (Information or Discussion/Action)
 - A. Request(s) for future agenda items
 - B. Technical Correction: DANC Families
 - C. Undelete HMSV V95 and HMSV V96 (Discussion/Action)
- XIII. **REPORTS** (Information)
 - A. Co-Chairs
 - B. Articulation/C-ID
 - 1. C-ID Approvals:
 - a. HIST V01B for HIST 180
 - C. Board of Trustees/ DTRW-I
 - 1. DTRW-I: 01/14/2016
 - 2. Board of Trustees: 01/19/2016
 - D. Subcommittees/Workgroups
 - E. CurricUNET/Banner/TracDat
 - F. Other
 - 1. Training (if applicable)

NEXT MEETING

Tuesday, February 16th, 2016 - 3:30 PM

Multidisciplinary Center West Conference
Room (MCW-312)

DEADLINE

for effective date of Fall 2017

May 1, 2016

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:

Kim Hoffmans, Interim Vice President Academic Affairs
Ventura College - 4667 Telegraph Road - Ventura, CA 93003
(805) 289-6464

**Ventura College Curriculum Committee
Curricular Proposals for 02/02/2016**

CONSENT AGENDA: COURSES											NONSUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES		
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation, P=Prereq, C=Coreq, RP=Recom. Prep.	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE							
	ANTH V01	Biological Anthropology	CR	3	Update	None					X						
CONSENT AGENDA: PROGRAMS											SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES		
APPROVED	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS		EFFECTIVE									
	AS/COA	Automotive Technology	CR	38.5-40	Update	No substantial changes.		Fall 2016									
SECOND READING: COURSES											SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES		
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation, P=Prereq, C=Coreq, RP=Recom. Prep.	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE	BoT						
	B-ESL N100A	Low-beg Communication Skills for Non- and Ltd-Engl Prof Students Beginning Non-Credit ESL	NC	0	Reactivation	Add to catalog	OBJ, CC, LC	Fall 2016			X						
	B-ESL N100B	High-Beg Communication Skills for Ltd-Engl Prof Students High Beginning Non-Credit ESL	NC	0	Reactivation	Add to catalog	OBJ, CC, LC	Fall 2016			X						
	B-ESL N100C	Low-Inter Communication Skills for Ltd-Engl Prof Students Intermediate Non-Credit ESL	NC	0	Reactivation	Add to catalog	OBJ, CC, LC	Fall 2016			X						
	B-ESL N100D	High-int Communication Skills for Ltd-Engl Prof Students High Intermediate Non-Credit ESL	NC	0	Reactivation	Add to catalog	OBJ, CC, LC	Fall 2016			X						
SECOND READING: PROGRAMS											SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES		
APPROVED	AWARD TYPE	PRIMARY DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS		EFFECTIVE			BoT						
	AS	Basic Law Enforcement Academy	CR	35.5	Revision	Added POSC V01A (previously POSC V89A) due to CCCC Request		Fall 2016			X						
	COA	Basic Law Enforcement Academy	CR	35.5	Revision	Added POSC V01A (previously POSC V89A) due to CCCC Request		Fall 2016			X						

Ventura College Curriculum Committee

Curricular Proposals for 02/02/2016

FIRST READING: COURSES												SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES			
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation, P=Prereq, C=Coreq, RP=Recom. Prep.	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE	BoT								
	POSC V01A	Orientation for P.O.S.T. Regular and Modular Academy	CR	3.5	New	Add to catalog (previously POSC V89A)		Fall 2016	X		X								
	MUS V31A	Private Lessons: Woodwinds	CR	3 0.5	Revision	U, H, D, RP, EL, R	OBJ, CC, LC	Fall 2016	X		X								
	MUS V31B	Private Lessons: Brass	CR	3 0.5	Revision	U, H, D, RP, EL, R	OBJ, CC, LC	Fall 2016	X		X								
	MUS V31C	Private Lessons: Strings	CR	3 0.5	Revision	U, H, D, RP, EL, R	OBJ, CC, LC	Fall 2016	X		X								
	MUS V31D	Private Lessons: Keyboards	CR	3 0.5	Revision	U, H, D, RP, EL, R	OBJ, CC, LC	Fall 2016	X		X								
	MUS V31E	Private Lessons: Classical Guitar	CR	3 0.5	Revision	U, H, D, RP, EL, R	OBJ, CC, LC	Fall 2016	X		X								
	MUS V31F	Private Lessons: Orchestral Percussion Instruments	CR	3 0.5	Revision	U, H, D, RP, EL, R	OBJ, CC, LC	Fall 2016	X		X								
	MUS V31G	Private Lessons: Music Composition	CR	3 0.5	Revision	U, H, D, RP, EL, R	OBJ, CC, LC	Fall 2016	X		X								
	MUS V31H	Private Lessons: Voice	CR	3 0.5	Revision	U, H, D, RP, EL, R	OBJ, CC, LC	Fall 2016	X		X								
FIRST READING: PROGRAMS																			
APPROVED	AWARD TYPE	PRIMARY DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS	EFFECTIVE			BoT									
	None																		
REQUISITE APPROVALS																			
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE	EFFECTIVE											
	MUS V31A	Private Lessons: Woodwinds	CR	0.5	Revised	Recommended Preparation: ability to play an appropriate instrument Enrollment Limitation: Audition is required.	First Reading: Courses	Fall 2016											
	MUS V31B	Private Lessons: Brass	CR	0.5	Revised	Recommended Preparation: ability to play an appropriate instrument Enrollment Limitation: Audition is required.	First Reading: Courses	Fall 2016											
	MUS V31C	Private Lessons: Strings	CR	0.5	Revised	Recommended Preparation: ability to play an appropriate instrument Enrollment Limitation: Audition is required.	First Reading: Courses	Fall 2016											
	MUS V31D	Private Lessons: Keyboards	CR	0.5	Revised	Recommended Preparation: ability to play an appropriate instrument Enrollment Limitation: Audition is required.	First Reading: Courses	Fall 2016											

**Ventura College Curriculum Committee
Curricular Proposals for 02/02/2016**

REQUISITE APPROVALS										
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE	EFFECTIVE		
	MUS V31E	Private Lessons: Classical Guitar	CR	0.5	Revised	Recommended Preparation: ability to play an appropriate instrument — Enrollment Limitation: Audition is required.	First Reading: Courses	Fall 2016		
	MUS V31F	Private Lessons: Orchestral Percussion Instruments	CR	0.5	Revised	Recommended Preparation: ability to play an appropriate instrument — Enrollment Limitation: Audition is required.	First Reading: Courses	Fall 2016		
	MUS V31G	Private Lessons: Music Composition	CR	0.5	Revised	Prerequisite: MUS V02A; Enrollment Limitation: Audition is required.	First Reading: Courses	Fall 2016		
	MUS V31H	Private Lessons: Voice	CR	0.5	Revised	Recommended Preparation: ability to sing. — Enrollment Limitation: Audition is required.	First Reading: Courses	Fall 2016		
DISTANCE EDUCATION APPROVALS										
APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	DE TYPE		SOURCE	EFFECTIVE		
	ANTH V01	Biological Anthropology	CR	New (new form)	Hybrid (1-50%) Hybrid (51-99%) Full (100 %)		Consent Agenda: Courses	Fall 2016		
	EDU V03	Introduction to Elementary Teaching	CR	New	Hybrid (51-99 %)		Approved 11/03/15	Fall 2016		
** END OF LIST **										



Curriculum Committee Minutes- DRAFT

Multidisciplinary Center West Conference Room (MCW-312)

January 19th, 2016 at 3:30pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2016 UNLESS OTHERWISE NOTED.

I. ROLL CALL (Quorum is 8 out of 15 voting members)

VOTING MEMBERS		P=Present A=Absent				
Faculty co-chair/ Artic. Officer	Michael Bowen	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Academic Senate President	Alex Kolesnik	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
AFT Rep.	Vacant	<input type="checkbox"/> P	<input type="checkbox"/> A			
CTE Division	Debbie Newcomb	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Vacant	<input type="checkbox"/> P	<input type="checkbox"/> A
Athletics, HED, KIN Division	Nancy Fredrickson	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	Vacant	<input type="checkbox"/> P	<input type="checkbox"/> A
Social Sciences & HUM Division	David Young	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	Vacant	<input type="checkbox"/> P	<input type="checkbox"/> A
English & COMM Division	John Guelcher	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Vacant	<input type="checkbox"/> P	<input type="checkbox"/> A
Librarian	Peter Sezzi	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Math & Sciences Division	Chloe Branciforte	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Jennifer Garner	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
Student Services Division	Tom Dalton	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Lauren Wintermeyer	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
Technical Review Chair	Ryan Petitfils	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
NON-VOTING MEMBERS						
CIO co-chair (Interim)	Kimberly Hoffmans	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Assistant Dean	Karen Engelsen	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
ASVC Rep.	vacant	<input type="checkbox"/> P	<input type="checkbox"/> A			
Dean	Will Cowen	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	Dan Kumpf	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
Dean	Gwendolyn Lewis-Huddleston	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	Kathleen Schrader	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
Dean	Lynn Wright	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	Raeann Koerner	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
Dean	Karen Engelsen	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Instructional Data Specialist	Nan Duangpun	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Recorder/Curriculum Technician	Katie Owashi	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Registrar	Arlene Reed	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			

Guests: Maureen Eliot (Health/KIN)—proxy for Nancy Fredrickson; Karen Harrison (ESL)

M. Bowen called the meeting to order at 3:36 PM.

II. ADOPTION OF THE PROPOSED AGENDA (Discussion/Action)

M. Bowen called for a motion to amend the agenda to pull some courses from the agenda due to department requests. Courses that were pulled are indicated by highlighting and strikethrough text. These courses will be pulled from the agenda for consideration.

Motion by: P. Sezzi

Seconded by: D. Newcomb

Discussion: Amended to remove ICA V31B, PSY V01SL, PSY V02SL, SPAN

V04S

Final resolution: Adopted as amended

Yes: M. Bowen, C. Branciforte, M. Eliot, J. Garner, J. Guelcher, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi

III. GENERAL ANNOUNCEMENTS, INTRODUCTIONS, AND PUBLIC COMMENTS (Information)¹

A. Announcement of new Interim Articulation Officer

R. Petitfils announced that M. Bowen was named as new interim articulation officer and expressed congratulations.

B. Other announcements: *K. Owashi extended congratulations to the Business department and Auto department for approval of programs.*

C. Catalog: *K. Owashi announced that due to accreditation, catalog deadlines would be moved up this year. Please look out for the memo being sent today regarding catalog changes.*

D. Starting with Summer '16 there will be no more PDF schedule: *N. Duangpun announced that the Office of Student Learning has agreed to no longer publish a PDF schedule starting with the Summer of 2016.*

IV. APPROVAL OF MINUTES: December 1st, 2015 (Discussion/Action)

M. Bowen called for a motion to approve the minutes as presented.

Motion by: D. Newcomb

Seconded by: R. Petitfils

Discussion: *A few small errors were pointed out for change.*

Final resolution: Approved

Yes: M. Bowen, C. Branciforte, T. Dalton, M. Eliot, J. Garner, J. Guelcher, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi

V. POLICY AND PROCESS (Information or Discussion/Action)

A. Curriculum Committee Charter Amendment Proposals (Discussion/Action)

1. None

VI. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)

A. Course Revisions: ART V11A, HED V32

B. Course Deletions: AES V10, ART V03, BIOL V40, BIOL V41, EAC V13, EAC V17, EAC V19, EAC V25, EAC V27, EAC V28, LS V01, LS V01L, LS V08, MATH V06, MATH V09, MUS V05, MUS V18, MUS V27, MUS V55A, MUS V55B, SPAN V90

¹ Five minutes is allotted to any member of the public who wishes to address the curriculum committee, with a maximum of twenty minutes per topic aggregated for all speakers, unless extended by vote of the committee. At the request of any speaker proposing to address a specific agenda item, the committee may also vote to permit that speaker's comments to be deferred until the meeting progresses to that topic.

M. Bowen presented the curricular proposals on the consent agenda.

Motion by: J. Garner

Seconded by: M. Eliot

Discussion: *There was a question about HED V32 title "Principles of Food with Lab." M. Eliot stated it was aligned with C-ID.*

Final resolution: Approved

Yes: M. Bowen, C. Branciforte, T. Dalton, M. Eliot, J. Garner, J. Guelcher, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi

**VII. SECOND READING: CURRICULAR PROPOSALS FOR APPROVAL
(Discussion/Action; see attachment)**

A. Course Revisions: BUS V94

B. No-SLO Course Deletions: AES V30, ART V38, ART V48, CS V04, CS V20, DANC V06B, DRFT V51, DRFT V99, EMT V10, ENGL V06B, ENGL V09, ESL V12, ESL V17A, ESL V17B, ESL V18A, ESL V18B, ESL V19A, ESL V19B, ICA V31B, MUS V02G, MUS V18, MUS V55C, MUS V57A, MUS V57B, MUS V61A, MUS V61B, POLS V30, PSY V01SL, PSY V02SL, SPAN V04S, SS V02, SS V04, WEL N94

M. Bowen presented the curricular proposals for second reading as amended. He called for another amendment to approve the course revisions and deletions together.

Motion by: R. Petitfils

Seconded by: P. Sezzi

Discussion: *None.*

Final resolution: Approved

Yes: M. Bowen, C. Branciforte, T. Dalton, M. Eliot, J. Garner, J. Guelcher, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi

**VIII. FIRST READING: CURRICULAR PROPOSALS FOR APPROVAL
(Discussion/Action; see attachment)**

A. New Course: POSC V89A

M. Bowen presented the experimental course POSC V89A

Discussion: *K. Schrader spoke about the experimental course being created for state compliance in the AS and COA in Basic Law Enforcement Academy. It is a two week, 80 hour class that is meant to be an orientation for those who are interested in applying for the P.O.S.T. academy. The goal of this course is to introduce students to the full academy who may not know what the course will be like. The Curriculum Committee stressed that a new proposal for the permanent version of this course will need to be created as soon as possible so it may begin undergoing the approval process.*

B. Reactivated Courses: ESL N100A, ESL N100B, ESL N100C, ESL N100D

M. Bowen presented the reactivated courses for first reading.

Motion by: P. Sezzi

Seconded by: A. Kolesnik

Discussion: *K. Harrison introduced the courses and spoke of how many students at the Ventura College Santa Paula location as well as those taking Ventura College night classes would be better served with noncredit*

courses in reading and writing to supplement their education. The goal of these courses is to build a noncredit certificate to supplement student education.

Final resolution: Approved

Yes: M. Bowen, C. Branciforte, T. Dalton, M. Eliot, J. Garner, J. Guelcher, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi

C. Revised Program: AS in Basic Law Enforcement Academy, COA in Basic Law Enforcement Academy

M. Bowen presented the revised programs for first reading.

Motion by: R. Petitfils

Seconded by: D. Newcomb

Discussion: *These programs are being revised at the request of the California Community Colleges Chancellor's Office.*

Final resolution: Approved

Yes: M. Bowen, C. Branciforte, T. Dalton, M. Eliot, J. Garner, J. Guelcher, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi

IX. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)

A. New Requisite: POSC V89A

M. Bowen presented the new requisite for the experimental course POSC V89A for approval.

Motion by: P. Sezzi

Seconded by: A. Kolesnik

Discussion: *K. Schrader explained that these requisites are added due to the extensive requirements of the P.O.S.T. academy. She noted that drug testing and polygraph screening would need to be added to the requisites.*

Final resolution: Approved as amended.

Yes: M. Bowen, C. Branciforte, T. Dalton, M. Eliot, J. Garner, J. Guelcher, A. Kolesnik, D. Newcomb, R. Petitfils, P. Sezzi

X. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)

A. None

XI. PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action)

A. GE Classification Rubric still pending...will reschedule new meeting.

XII. DISCUSSION/INFORMATION (Information or Discussion/Action)

A. Request(s) for future agenda items

A. Kolesnik requested that we add items regarding: courses needing to be sent to DTRW-I based on the recent changes in DTRW-I; Attendance and fees for the POSC courses in regards to AP 5050 and AP 5070.

XIII. REPORTS (Information)

A. Co-Chairs

B. Articulation/C-ID

1. November 2015 & December 2015 C-ID Newsletters (See Attached)

M. Bowen referenced attached C-ID Newsletters and encouraged Curriculum Committee members to keep up-to-date on C-ID news.

2. C-ID Approvals:

M. Bowen congratulated departments on attaining C-ID approval. He also reminded faculty that any CTE courses interested in being approved for C-ID must first be inputted and approved on ASSIST before they can be submitted for C-ID. Please contact M. Bowen with questions regarding CTE C-ID approval.

a. ECON V01A for C-ID ECON 202

b. ECON V01B for C-ID ECON 201

c. HIST V01B for C-ID HIST 180

d. MATH V38 for C-ID MATH 120

e. MATH V23 for C-ID MATH 240

f. ENGL V01B for C-ID ENGL 110 and C-ID ENGL 120

C. Board of Trustees/ DTRW-I

1. DTRW-I: 12/08/2015; 01/14/2015

M. Bowen referred to an email detailing the suggestions for changes in the courses submitted to DTRW-I on 12/08/2015. He pressed the importance of providing substantial course descriptions and also referenced that courses undergoing nonsubstantial changes will no longer be forwarded to the Board of Trustees.

2. Board of Trustees: 12/08/2015; 01/19/2015

All courses submitted were approved.

D. Subcommittees/Workgroups

1. None

E. CurricUNET/Banner/TracDat

M. Bowen solicited a motion to edit the Program and New Course Approval Form to include reactivations that are being treated as new courses and not revisions.

Motion by: D. Newcomb

Seconded by: M. Eliot
Discussion: None.
Final resolution: Approved
Yes: M. Bowen, C. Branciforte, T. Dalton, M. Eliot, J. Garner, J. Guelcher, D. Newcomb, R. Petitfils

SLO tracking (DN): *D. Newcomb addressed the Curriculum Committee regarding SLO matching in TracDat and CurricuNET. Her team is currently checking all SLOs to ensure they are identical, but was concerned that the SLOs are not matching syllabi. Departments should work to make sure that faculty syllabi have the same SLOs as are in CurricuNET and TracDat.*

F. Other

1. Training (if applicable)

M. Bowen adjourned meeting at 4:59 PM.

NEXT MEETING

Tuesday, February 2nd, 2016 - 3:30 PM
Multidisciplinary Center West Conference
Room (MCW-312)

DEADLINE

for effective date of Fall 2017

May 1, 2016

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:

Kim Hoffmans, Interim Vice President Academic Affairs
Ventura College - 4667 Telegraph Road - Ventura, CA 93003
(805) 289-6464

Ventura College Curriculum Committee

Curricular Proposals for 01/19/16

CONSENT AGENDA: COURSES											NONSUBSTANTIAL CHANGES TO CATALOG			ARTIC CHANGES		
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation, P=Prereq, C=Coreq, RP=Recom. Prep.	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE						
✓	ART V11A	Color and Design: Two-Dimensional Design	CR	3	Revision		OBJ, CC	Fall 2016								
✓	HED V32	Principles of Food with Lab	CR	3	Revision		LC	Fall 2016								
✓	AES V10	Introdcution to African and Pre-Columbian Art	CR	3	Deletion	Remove from catalog		Fall 2016								
✓	ART V03	Introdcution to African and Pre-Columbian Art	CR	3	Deletion	Remove from catalog		Fall 2016								
✓	BIOL V40	Biology of Cardiovascular Disease	CR	3	Deletion	Remove from catalog		Fall 2016								
✓	BIOL V41	Biology of Cancer	CR	3	Deletion	Remove from catalog		Fall 2016								
✓	EAC V13	Holistic Health and Disabilities	CR	1.5	Deletion	Remove from catalog		Fall 2016								
✓	EAC V17	Grief: Death, Loss and Disability	CR	1.5	Deletion	Remove from catalog		Fall 2016								
✓	EAC V19	Learning Strategies and Technology	CR	1.5	Deletion	Remove from catalog		Fall 2016								
✓	EAC V25	Introduction to Dance: Adaptive	CR	1.5	Deletion	Remove from catalog		Fall 2016								
✓	EAC V27	Introduction to Swimming and Aquatic Fitness: Adaptive	CR	1.5	Deletion	Remove from catalog		Fall 2016								
✓	EAC V28	Exploring Multicultural Dance Forms: Adaptive	CR	1.5	Deletion	Remove from catalog		Fall 2016								
✓	LS V01	Assessment of Learning Skills	CR	3	Deletion	Remove from catalog		Fall 2016								
✓	LS V01L	Assessment of Learning Skills Lab	CR	0.5	Deletion	Remove from catalog		Fall 2016								
✓	LS V08	Spelling Improvement	CR	3	Deletion	Remove from catalog		Fall 2016								
✓	MATH V06	Math Summer Bridge	CR	1	Deletion	Remove from Catalog		Fall 2016								
✓	MATH V09	Beginning Mathematics	CR	3	Deletion	Remove from Catalog		Fall 2016								
✓	MUS V05	Musicianship	CR	3	Deletion	Remove from catalog		Fall 2016								
✓	MUS V18	Band	CR	1	Deletion	Remove from catalog		Fall 2016								
✓	MUS V27	Choral Conduction	CR	3	Deletion	Remove from catalog		Fall 2016								
✓	MUS V55A	Beginning Recorder	CR	1.5	Deletion	Remove from catalog		Fall 2016								
✓	MUS V55B	Intermediate Recorder	CR	1.5	Deletion	Remove from catalog		Fall 2016								
✓	SPAN V90	Directed Studies in Spanish	CR	1-6	Deletion	Remove from catalog		Fall 2016								
CONSENT AGENDA: PROGRAMS																
APPROVED	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS	EFFECTIVE									
X	None															

Ventura College Curriculum Committee

Curricular Proposals for 01/19/16

SECOND READING: COURSES											SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES		
APPROVED	COURSE ID	COURSE TITLE	CR NC		PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation, P=Prereq, C=Coreq, RP=Recom. Prep.	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE	BoT						
✓	BUS V94	Professional Reception Business Office Skills	CR	4	Revision	T, D	OBJ, CC	Fall 2016									
✓	AES V30 (Same as ENGL V06B)	Reading Multicultural Literature	CR	3	Deletion	Remove from Catalog		Fall 2016									
✓	ART V38	Landscape Painting	CR	3	Deletion	Remove from Catalog		Fall 2016									
✓	ART V48	Introduction to Printmaking	CR	3	Deletion	Remove from Catalog		Fall 2016									
✓	CS V04	Computers and Computer Literacy	CR	3	Deletion	Remove from Catalog		Fall 2016									
✓	CS V20	Beginning Visual Basic	CR	3	Deletion	Remove from Catalog		Fall 2016									
✓	DANC V06B	Dance Pedagogy II	CR	3	Deletion	Remove from Catalog		Fall 2016									
✓	DRFT V51	Design Animation and Modeling	CR	2	Deletion	Remove from Catalog		Fall 2016									
✓	DRFT V99	AutoCAD Job Training Program	CR	4	Deletion	Remove from Catalog		Fall 2016									
✓	ENGL V06B (Same as AES V30)	Reading Multicultural Literature	CR	3	Deletion	Remove from Catalog		Fall 2016									
✓	ENGL V09	Individualized Reading	CR	1	Deletion	Remove from Catalog		Fall 2016									
✓	ESL V12	English Proficiency for Citizenship	CR	1.5	Deletion	Remove from Catalog		Fall 2016									
✓	ESL V17A	Communication Skills I	CR	1.5	Deletion	Remove from Catalog		Fall 2016									
✓	ESL V17B	Communication Skills II	CR	1.5	Deletion	Remove from Catalog		Fall 2016									
✓	ESL V18A	Communicative Grammar 1	CR	1.5	Deletion	Remove from Catalog		Fall 2016									
✓	ESL V18B	Communicative Grammar II	CR	1.5	Deletion	Remove from Catalog		Fall 2016									
✓	ESL V19A	Interactive Pronunciation I	CR	1.5	Deletion	Remove from Catalog		Fall 2016									
✓	ESL V19B	Interactive Pronunciation II	CR	1.5	Deletion	Remove from Catalog		Fall 2016									
✓	MUS V02G	Music Theory VII: Eighteenth Century Counterpoint	CR	3	Deletion	Remove from Catalog		Fall 2016									
✓	MUS V55C	Advanced Recorder	CR	1.5	Deletion	Remove from Catalog		Fall 2016									
✓	MUS 57A	Early Music Ensemble	CR	1	Deletion	Remove from Catalog		Fall 2016									
✓	MUS V57B	Advanced Early Music Ensemble	CR	1	Deletion	Remove from Catalog		Fall 2016									
✓	MUS V61A	Recorder Choir	CR	1	Deletion	Remove from Catalog		Fall 2016									
✓	MUS V61B	Advanced Recorder Choir	CR	1	Deletion	Remove from Catalog		Fall 2016									
✓	POL S V30	Lectures in International and Global Studies	CR	0.5	Deletion	Remove from Catalog		Fall 2016									
Pulled	PSY V01SL	Introduction to Psychology: Service Learning	CR	0.5	Deletion	Remove from Catalog		Fall 2016									
Pulled	PSY V02SL	Personal Growth and Social Awareness: Service Learning	CR	0.5	Deletion	Remove from Catalog		Fall 2016									
Pulled	SPAN V04S	Spanish Heritage Language II	CR	5	Deletion	Remove from Catalog		Fall 2016									
✓	SS V02	Study Skills: Preparation for Academic and Vocational Courses	CR	3	Deletion	Remove from Catalog		Fall 2016									
✓	SS V04	Expert Learner II	CR	2	Deletion	Remove from Catalog		Fall 2016									
✓	WEL N94	Welding Specialty	NC	0	Deletion	Remove from Catalog		Fall 2016									

**Ventura College Curriculum Committee
Curricular Proposals for 01/19/16**

SECOND READING: PROGRAMS											
APPROVED	AWARD TYPE	PRIMARY DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS	EFFECTIVE				BoT
X	None										
FIRST READING: COURSES				SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES			
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, T=Title, U=Units, H=Hours, D=Description, X=Transfer, F=Fees, FT=Field Trips, R=Repeat, Was=Formerly, RS=Record Symbol, EL=Enrollment Limitation, P=Prereq, C=Coreq, RP=Recom. Prep.	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE	BoT
N/A	POSC V89A	Orientation for P.O.S.T. Regular and Modular Academy	CR	3.5	New	Add to catalog		Fall 2016	X		
✓	ESL N100A	Beginning Non-Credit ESL	NC	0	Reactivation	Add to catalog	OBJ, CC, LC	Fall 2016			X
✓	ESL N100B	High Beginning Non-Credit ESL	NC	0	Reactivation	Add to catalog	OBJ, CC, LC	Fall 2016			X
✓	ESL N100C	Intermediate Non-Credit ESL	NC	0	Reactivation	Add to catalog	OBJ, CC, LC	Fall 2016			X
✓	ESL N100D	High Intermediate Non-Credit ESL	NC	0	Reactivation	Add to catalog	OBJ, CC, LC	Fall 2016			X
FIRST READING: PROGRAMS											
APPROVED	AWARD TYPE	PRIMARY DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS	EFFECTIVE				BoT
✓	AS	Basic Law Enforcement Academy	CR	35.5	Revision	Added POSC V89A due to CCCCCO Request	Fall 2016				X
✓	COA	Basic Law Enforcement Academy	CR	35.5	Revision	Added POSC V89A due to CCCCCO Request	Fall 2016				X
REQUISITE APPROVALS											
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE	EFFECTIVE			
✓	POSC V89A	Orientation for P.O.S.T. Regular and Modular Academy	CR	3.5	New	Enrollment Limitation: Application form; reading and writing assessment; fingerprint check (DOJ); criminal history; driver's history; medical screening; psychological screening and interview; POST physical agility test; POST background check; citizenship: a citizen of the United States or a resident alien who is eligible for and has applied for citizenship; and at least 18 years of age.	First reading: Courses	Fall 2016			

Ventura College Curriculum Committee

Curricular Proposals for 01/19/16

DISTANCE EDUCATION APPROVALS

APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	DE TYPE		SOURCE	EFFECTIVE			
X	None										
** END OF LIST **											

District Technical Review Workgroup - Instructional

The purpose of the District Technical Review Workgroup - Instructional (DTRW-I) is:

- 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 approved by each College's Curriculum Committee; and
- To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs.

The DTRW-I is an advisory group to the Chancellor through Cabinet and the District Consultation Council. It reviews curriculum submitted by 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. DTRW-I is responsible for ensuring the technical and legal accuracy of all components of new and substantially revised courses and programs. In addition, the DTRW-I may choose to review and provide advice on questions regarding the interpretation of curricular regulations. To fulfill these charges, members of this workgroup are assigned responsibility for remaining current on all regulations and laws related to curriculum.

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

- Membership in 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 DTRW-I meeting schedule.
- The Colleges' Curriculum Committees forward new and substantially revised courses, degrees, certificates and proficiency awards to the 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 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 DTRW-I meeting.
- Substantially revised courses and programs are presented to the 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 DTRW-I determines that element(s) of a new or substantially revised course or program do not comply with regulation or law, the 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 DTRW-I.
 - Should the College Curriculum Committee's determination vary from the advice of the DTRW-I, documentation articulating the varying interpretations of technical/legal point(s) in dispute are forwarded to Cabinet.
 - New and substantially revised courses and programs will be placed on the Board Agenda only after approval by the originating College Curriculum Committee and review by DTRW-I.

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

Substantial Change of a 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

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

Nonsubstantial Change of a Program:

- 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

Nonsubstantial Change of a Course:

- Deleted 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 Action which will not issue a new control number:

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

The Board Agenda template for new and-substantially revised courses and programs will include the notation “Reviewed by–Chancellor’s Cabinet.”

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

Chair: The Chancellor appoints a member to serve as the administrative

chair on this workgroup. This member co-chairs the workgroup with a faculty member.

Co-Chair: The faculty co-chair is rotated among the three Colleges, and the maximum term is two years.

From Each College:

Executive Vice President/Vice President of Academic Affairs and Student Learning

Faculty Co-Chair of the College Curriculum Committee

Articulation Officer

Academic Senate President or designee

Typically, this workgroup meets monthly during the academic year.



Book VCCCD Administrative Procedure Manual
Section Chapter 5 Student Services
Title AP 5050 STUDENT SUCCESS AND SUPPORT PROGRAM
Number AP 5050
Status Active
Legal [California Education Code, Section 76001](#)
[California Education Code Sections 78210 et seq.](#)
[Title 5, Section 54600](#)
[Title 5, Section 55003](#)
[Title 5, Section 55023](#)
[Title 5, Section 55031](#)
[Title 5 Section 55500 et seq.](#)
[Title 5, Section 55520](#)
[Title 5, Section 55521](#)
[Title 5, Section 55522](#)
[Title 5, Section 56000](#)
[Title 5, Section 56200](#)
[Title 5, Section 58108](#)
[Title 5, Section 58612](#)
[Title 5, Section 59300](#)
[Title 5, Section 59327](#)

Adopted April 14, 2009

Last Reviewed September 9, 2014

The Student Success and Support Program (3SP) in the Ventura County Community College District recognize that student success is the responsibility of the District's three colleges and its students. The program creates a framework for the provision of core matriculation services, including orientation, assessment and placement, and counseling/advising/educational planning services that are intended to increase student access and academic success. 3SP services also include the provision of intervention and follow-up services to academically at-risk students such as those that are on academic or progress probation, or are otherwise identified as at-risk

AP 5050_1.14.16 revision from Registrars and with edits made during the meeting

students.

College and District Responsibilities

The District and its colleges shall develop processes to ensure that information regarding its matriculation policies under the Student Success and Support Program are accessible and available to all students during or prior to enrollment, and are included in class schedules, catalogs or other appropriate communications describing student rights and responsibilities under the 3SP. The colleges shall make reasonable effort to avoid duplication of services that are funded through the 3SP or funded through other programs.

Each of the District's colleges shall develop internal processes for the delivery of 3SP services to students. Appropriate college and District staff shall collaborate in the development of such processes to ensure accurate data collection and MIS reporting. No 3SP process will subject a person to unlawful discrimination as prohibited by subchapter 5 (commencing with section 59300) of chapter 10. Failure of a nonexempt student to meet the requirements of the 3SP may result in a hold placed on registration or loss of registration priority.

At a minimum the colleges and District shall provide students, as mandated and except as exempted, with the following 3SP services:

- a) Orientation (via online or in-person delivery modes or a combination thereof);
- b) Assessment through placement tests, evaluation of external course work, evaluation of other colleges' assessment test scores, evaluation of other types of test instruments and scores, and other multiple measures;
- c) Counseling, advising and/or other educational planning service culminating in the development of an abbreviated and/or comprehensive student educational plan, identification of the student's educational goal, and course of study;
- d) Follow-up services to at-risk students;
- e) Referral of students to appropriate support services including but not limited to financial aid, support services for foster youth and military veterans, tutorial or other instructional support services, campus child care services, EOPS and/or DSPS programs and services; and to appropriate curriculum offerings that may be available including, but not limited to basic skills, ESL and noncredit instructional programs.

Orientation (Title 5, section 55521)

Each college shall provide students with information on a timely basis, as determined by the college, regarding policies, procedures, and information including, but not limited to:

- 1) Academic expectations and progress and probation standards pursuant to section 55031;
- 2) Maintaining registration priority pursuant to section 58108;
- 3) Prerequisite or corequisite challenge process pursuant to section 55003;
- 4) Maintaining Board of Governors Fee Waiver eligibility pursuant to section 58612;
- 5) Description of available programs, support services, financial aid assistance, and campus facilities, and how they can be accessed;
- 6) Academic calendar and important timelines;
- 7) Registration and college fees;
- 8) Available education planning services;
- 9) Other issues, policies, and procedures the college determines as necessary to provide a comprehensive orientation to students.

Assessment (Title 5, section 55522)

Each college will provide assessment and placement services using multiple measures that include, but are not limited to:

- 1) Assessment test instruments for use in placing students in English, mathematics or English as a Second Language (ESL) courses that are approved by the California Community Colleges Chancellor's Office and appropriately validated for the college;
- 2) Self-assessment instruments;
- 3) Evaluation of college coursework, assessment scores and placement recommendations from other colleges and universities;
- 4) Evaluation of other test scores including but not limited to AP, SAT, IB tests and EAP results.

No assessment test process shall be used in a manner or for a purpose other than that for which it was developed or has been otherwise validated; assessments tests including the TOEFL, in conjunction with multiple measures may be used to determine the admission of minors as special part-time or full-time students, and of international students. No assessment test, method, or procedure shall be used to exclude students from any particular course or educational program, except that districts may establish appropriate prerequisites pursuant to sections 55002 and 55003.

The colleges may use an assessment test to select students for its nursing program, provided that:

- 1) They comply with all other provisions of this subchapter;
- 2) The assessment test or other measures are used in conjunction with other assessment tests, methods, or procedures to select students for enrollment in the nursing program; and
- 3) The Chancellor has determined that the assessment test predicts likelihood of success in nursing programs has approved use of the assessment test for that purpose and has established statewide proficiency cut-off scores for that test pursuant to Education Code section 78261.

Counseling, Advising, and Other Educational Planning Services

Each college shall provide counseling, advising and educational planning services which include, but are not limited to:

- 1) Assistance to students in the identification of an education and career goal and course of study, including, but not limited to, preparation for transfer, associate degrees, and career technical education certificates and licenses;
- 2) The provision of information, guided by sound counseling principles and practices, using a broad array of delivery, including technology-based strategies, to serve a continuum of student needs and abilities to enable students to make informed choices;
- 3) Guidance and assistance in the development of an education plan to accomplish a course of study related to a student's education and career goals;
- 4) Assistance to students in the exploration of education and career interests and aptitudes.

Each college shall make a reasonable effort to do all of the following:

- 1) Ensure that all nonexempt students who are on academic or progress probation or facing dismissal participate in counseling as provided in section 55023;
- 2) Ensure that all nonexempt students who do not have a course of study participate in counseling, advising, or other education planning services to assist them in the process of selecting an educational goal and course of study pursuant to section 55520;

- 3) Ensure that all nonexempt students who are enrolled in non-degree-applicable basic skills courses participate in counseling, advising, or other education planning services.

Notifications: Requirements of the Student Success and Support Program and Loss of Eligibility for the Board of Governors' Fee Waiver

The District and its colleges notify students who are at risk of losing their enrollment priority due to their academic standing or due to exceeding the maximum unit limit as established under Board Policy and Administrative Procedure 5055. ~~The District and its colleges will, beginning spring 2015, notify students~~ Students will be notified about the requirements of the Student Success and Support Program including notifying students who are at risk of losing Board of Governors Fee Waiver eligibility due to their being placed on academic or progress probation for two consecutive terms. Students will be notified of their status no later than thirty days following the end of the term that resulted in the student being placed on academic or progress probation.

The colleges will ensure that, within a reasonable time of receiving such notice, students shall have the opportunity to receive appropriate counseling, advising, or other educational planning services in order to provide students with an opportunity to maintain enrollment priority and fee waiver eligibility.

Appeals for the reinstatement of enrollment priority and the Board of Governor's Fee Waiver are initiated by students with the college Counseling office.

- Reinstatement decisions for the Board of Governor's Fee Waiver may be handled at each college through a committee process or by individual Counselors. The reinstatement decision for the Board of Governor's Fee Waiver is determined at each college. The reinstatement approval is based on verifiable evidence of extenuating circumstances, untimely accommodation for disabled students that applied for but did not receive accommodation, academic and/or progress improvement, economic situation, inability to obtain essential support services, no enrollment and special consideration factors for CaWORKs, DSPS (EAC/ACCESS), EOPS and Veterans. Foster Youth and Former Foster Youth (up to 24 years of age) are not subject to the loss of fee waiver under the regulations.

Student Education Plan

Each college shall provide students with an opportunity to develop student education plans that are either:

- 1) Abbreviated. Abbreviated student education plans are one to two terms in length, designed to meet the immediate needs of entering students and those for whom a comprehensive plan is not appropriate; or
- 2) Comprehensive. The comprehensive student education plan is tailored to meet the individual needs and interests of the student and may include other elements to satisfy participation requirements for programs such as EOPS, DSPS, CaWORKS, veterans' education benefits, athletics. It will address a student's education goal and program of study requirements, applicable course prerequisites or co-requisites, assessment for placement results, potential transfer institutions, the need for basic skills, and the need for referral to other support and instructional services as appropriate; and will include the steps the student needs to take on their educational path to complete their identified course of study. The planning process will take into account a student's interests, skills, and career goals.

Each college shall develop processes to ensure that all continuing, nonexempt students have

selected an educational goal, program of study and have developed a comprehensive student educational plan once they have completed 15 units of degree-applicable college coursework.

The District and its colleges will ensure that comprehensive educational plans are accessible and recorded in electronic form, and will make a reasonable effort to not duplicate educational planning processes for students participating in special programs.

If a student believes the District or college has failed to make good faith efforts to develop a plan, has failed to provide programs and services specified in the student education plan, or has otherwise violated the requirements of this section, the student may file a complaint pursuant to section 55534(a). See the section on Violations and Appeals further down in this document for complaint procedures.

Accommodations

a) Student Success and Support Program services for students with disabilities shall be appropriate to their needs, and colleges shall, where necessary, make modifications to the services provided or use alternative tests, methods, or procedures to accommodate the needs of such students. Colleges may require students requesting such accommodations to provide proof of need. Disabled Students Programs and Services (DSPS) is authorized consistent with the provisions of subchapter 1 (commencing with section 55600) to provide specialized services and modified or alternative services as identified in section 55520. Notwithstanding this authorization, participation in the DSPS program is voluntary and no student may be denied necessary accommodations in the assessment process because he or she chooses not to use specialized matriculation services provided by these programs.

b) Student Success and Support Program services for students served by the Extended Opportunity Programs and Services (EOPS) who are disadvantaged by economic, social, and educational status shall be appropriate to their needs, and colleges shall, where necessary, make modification to the services provided or use alternative supports to meet the needs of such students. EOPS is authorized, consistent with the provisions of subchapter 2.5 (commencing with section 56200) of chapter 7 to provide services that are over, above, and in addition to services otherwise provided to all credit-enrolled students. Notwithstanding this authorization, participation in the EOPS program is voluntary and no student may be denied necessary supports because he or she chooses to not use specialized services provided by this program.

c) Colleges shall ensure that Student Success and Support Program services are accessible for English language learners and are appropriate to their needs. Colleges shall, where necessary, make modifications to the services provided to accommodate the needs of such students. Modified or alternative services for limited or non-English speaking students may be provided in English as a Second Language programs.

Student Responsibilities, Exemptions, and Appeals Student Responsibilities

a) All students shall be required to:

- 1) identify an education and career goal;
- 2) diligently engage in course activities and complete assigned coursework; and
- 3) complete courses and maintain progress toward an education goal and completing a course of study.

b) Nonexempt first time students shall, within a reasonable period of time, be required to:

- 1) identify a course of study;
- 2) be assessed to determine appropriate course placement;
- 3) complete an orientation activity provided by the college;

c) Participate in counseling, advising, or another education planning service pursuant to section 55523 to develop, at a minimum, an abbreviated student education plan.

d) For the purposes of this section, a first time student is a student who enrolls at the college for the first time, excluding students who transferred from another institution of higher education. For purposes of this section, first time enrollment does not include concurrent enrollment during high school. To the extent that a college has the capacity to require and provide the services identified in (b)(1) through (4) to other students, nothing in this section would preclude a college from doing so.

e) Nonexempt students who have completed the services identified in (b)(1) through (4) shall be required to complete a comprehensive education plan after completing 15 semester units of degree applicable credit course work or prior to the end of the 3rd semester.

f) Failure to fulfill the required services listed in (b) may result in a hold on a student's registration or loss of registration priority pursuant to section 58108 until the services have been completed.

g) Information obtained from the matriculation process shall be considered student records and shall be subject to the requirements of subchapter 6 (commencing with section 54600) of chapter 5.

Exemptions

Students may opt to exempt themselves from orientation, assessment, counseling, advising, or education plan development services if they meet one or more of the following criteria:

- 1) has completed an associate degree or higher;
- 2) has enrolled at the college solely to take a course that is legally mandated for employment as defined in section 55000 or necessary in response to a significant change in industry or licensure standards;
- 3) has enrolled at the college as a special part-time or full-time admit student pursuant to Education Code section 76001.

Exempt students shall be notified that they may participate in those services.

Students who opt to exempt themselves from one or more of the services shall be advised that they will not receive priority registration that is granted to students who complete all of the services.

Violations and Appeals

The District and its colleges shall notify students of their right to challenge any alleged violation of the provisions of this administrative procedure, and the steps required to do so.

- 1) Challenges and complaints relative to this administrative procedure shall be submitted pursuant to the requirements of the District Student Grievance Process.
- 2) If a challenge contains an allegation that a college or the District has violated the provisions of

Title 5, section 55522(2), the District shall, upon completion of the challenge procedure established herein, advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10. Completion of the challenge procedure shall be deemed to be an effort at information resolution of the complaint under section 59327.

Book	Administrative Procedures
Section	Chapter Five, Student Services
Title	Attendance
Number	AP 5070
Status	PROPOSED
Legal	Title 5 Sections 58000 et seq

Adopted

AP 5070 Attendance

References:

~~Title 5 Sections 58000 et seq.~~

This procedure implements Board Policy 5070, as well as section 70901.5 of the California Education Code and section 58000 et seq of Title 5, California Code of Regulations to ensure accurate Attendance Accounting practices.

A. The District shall develop and adopt an academic calendar annually.

1. The calendar shall contain at least 175 days during the fiscal year, shall identify and include holidays and other non-instructional days.
2. The calendar will include at least 32 weeks.
3. Adult or continuing education calendars may be scheduled differently than the college calendar due to facility use and program need.
4. Class hours will be scheduled in accordance with State regulations, regardless of the number of weeks in the session.

B. The District shall schedule classes in accordance with State regulations including observance of the following attendance accounting methods and requirements.

1. Census Week – credit classes that meet on a regular basis each week for a full semester (primary term); applicable only to fall and spring semesters. The enrollment count is taken on the Census date as determined by attendance accounting requirements.
2. Census Day – short-term credit classes which meet on a regular basis for at least 5 days but do not meet for a full semester (primary term). This includes classes held during summer sessions and Intersession. The enrollment count is taken on the census day which is 20% of the class meeting days, excluding holidays.
3. Positive Attendance – classes which do not meet on a regular basis or which operate on an open entry/open exit basis. Requires the collection and reporting of the actual hours of attendance of each student for each hour are counted. The following classes are always positive attendance: in-service academy, non-credit, and apprenticeship.
4. Independent Study or Work Experience – classes which are identified as independent study or work experience during the curriculum approval process.

C. FTES reporting

1. All scheduled classes shall be advertised and open to the public unless special circumstances provide for an allowable restriction of enrollment in accordance with state regulation.
2. In-service training courses in the areas of police, fire, corrections, and other criminal justice system occupations will conform to all apportionment attendance and course of study requirements imposed by law, and be fully open to the enrollment and participation of the public. Prerequisites for these courses

shall not be established or construed so as to prevent academically qualified persons who are not employed by agencies in the criminal justice system from enrolling in and attending the courses.

a. Preference in enrollment may be given to persons who are employed by, or serving in a voluntary capacity with a fire protection or fire prevention agency in any course of in-service fire prevention agency or association.

b. In-service training courses which are restricted to employees of police, fire, corrections, and other criminal justice agencies, shall not report attendance for the restricted courses for purposes of state funding.

3. Scheduled classes where the full cost of instruction is paid by an organization, ~~or~~ agency or third party may not be claimed for apportionment.

CD. Faculty shall maintain accurate attendance records.

1. Faculty shall take and record attendance at each regularly scheduled class meeting up to the census date for census week based (full-semester length) and census day based (short-term) classes.

2. Faculty shall record the actual attendance hours of each student for each class meeting for positive attendance classes. The records must be in a legible manner that can be clearly interpreted by others. The attendance records must be submitted to the division office and/or the Admissions and Records Office.

3. Where a class has both scheduled meeting times and ~~positive attendance hours~~ hours by arrangement, faculty shall record the attendance hours of each student for both the scheduled meeting times and the ~~positive attendance hours~~ hours by arrangement, and shall document the instructional activities that take place during the ~~positive attendance hours~~ by arrangement.

4. Any student absent from the first class meeting may be dropped by the instructor.

5. All rosters must be cleared of inactive enrollment (drop students) as of the ~~end of the business day~~ census deadline, which is the day before the census date (full semester classes) or census day (short-term classes). Inactive enrollment is defined as:

a. "No shows" or

b. "Is no longer attending or actively participating" such as students who have accumulated excessive unexcused absences.

6 Instructors of distance education classes, especially those that are 100% online, must incorporate drop policies into their syllabus that include the following:

- Students enrolled in online classes must meet a standard of participation to be considered actively enrolled by regularly logging in and actively participating in the course, or they may be considered inactive and may thus be dropped by the instructor.
- Specific assignments within an online course can act as attendance or student activity indicators. If the assignment or activity is not completed by a given date, then a student may be considered inactive and may be dropped. Attendance assignments or student activity indicators will be determined by individual instructors.

7. Faculty may include a statement in the course syllabus to the effect that it is the student's responsibility to drop or withdraw from the class; however, this does not alleviate the faculty member from the requirement to clear his/her roster of inactive enrollments ~~before the census day/date~~ as of the census deadline of each course.

8. Faculty may, but are not required to drop students for lack of attendance or participation after the census date deadline and are not required to notify the student after having provided every student access to the drop policy in the course syllabus. ~~After the census date, it is the instructor's discretion to drop students who have accumulated excessive absences as stated in the course syllabus.~~

9. Tardiness and/or leaving class early may be treated in the same manner as absences per the class syllabus.

10. Final grades may be affected by attendance to the extent that the instructor has included attendance, noted as participation, in the "method by which the final grade is determined," and has provided this information in the class syllabus.

11. Faculty may excuse absences when the absence results from illness, accident, other circumstances beyond the student's control, or participation in authorized professional or college activities.

12. Faculty will determine if work missed during any absence can be made up.
13. All drops (administrative, instructor or student initiated) shall be recorded in the same manner.
14. Students remaining in a class beyond the published withdrawal deadline as stated in the class schedule will receive an evaluative grade.
15. Faculty will be required to enter the last date of ~~known activity~~ attendance and/or participation for all students ~~enrolled in specified Federal programs~~ who receive F or NP grades.

DRAFT

**Associate in Science
Certificate of Achievement**

AUTOMOTIVE TECHNOLOGY

REQUIRED COURSES:		Units
AUTO V26	Automotive Brakes Service and Repair	2
AUTO V26LA	Automotive Brakes Service and Repair Lab A	1
AUTO V26LB	Automotive Brakes Service and Repair Lab B	1
AUTO V26L	Automotive Brakes Service and Repair Lab	1.5
AUTO V27	Automotive Electrical	2
AUTO V27L	Automotive Electrical Lab	1.5
AUTO V28L	Automotive Suspension Systems	2
AUTO V28LA	Automotive Suspension Systems Lab A	1
AUTO V28LB	Automotive Suspension Systems Lab B	1
AUTO V28L	Automotive Suspension Systems Lab	1.5
AUTO V30	Automatic Transmissions	2
AUTO V30L	Automatic Transmissions Lab	2
AUTO V33	Manual Transmissions and Driveline	2
AUTO V33L	Manual Transmissions and Driveline Lab	1.5
AUTO V34	Engine Repair	2
AUTO V34L	Engine Repair Lab	2
AUTO V38	Heating and Air Conditioning	2
AUTO V38L	Heating and Air Conditioning Lab	1.5
AUTO V42	Automotive Engine Management	4
AUTO V43	Automotive Electronics	2
AUTO V43L	Automotive Electronics Lab	1.5
AUTO V47	Engine Drivability	4

REQUIRED ADDITIONAL COURSES:

Select one (1) of the following groups and complete courses as listed:

GROUP A One Course (1.5 units):

AUTO V10	Introduction to Automotive Technology	1.5
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GROUP B Two courses (3 units):

AUTO V11	Vehicle Maintenance for the Technician	2
AUTO V12	Introduction to Automotive Industry	1

TOTAL UNITS

38.5-40

Recommended courses:

Students should take AUTO V27 and V27L in first semester preparation for the automotive degree/certification path.

Students needing to complete dealership internship requirement for the Toyota T-TEN certification should also take AUTO V96 (3 units).

In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking the following course: ~~WEL-V01~~ **AUTO V48**. Although this supplemental course may be of value to the student, please note that it does **NOT** satisfy the requirements for this degree.

**Associate in Science
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Basic Law Enforcement Academy

REQUIRED COURSES:		Units
POSC V01	Basic Law Enforcement Academy	32
<i>POSC V01A</i>	<i>Orientation for P.O.S.T. Regular and Modular Academy</i>	<i>3.5</i>
<hr/>		
TOTAL		35.5