



Curriculum Committee Agenda

Campus Center Conference Room (CCCR)

August 23rd, 2016 at 3:30pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2017 UNLESS OTHERWISE NOTED.

- I. ROLL CALL (Quorum is 8 out of 14 voting members)
- II. ADOPTION OF THE PROPOSED AGENDA (Discussion/Action)
- III. GENERAL ANNOUNCEMENTS, INTRODUCTIONS, AND PUBLIC COMMENTS (Information)¹
 - A. New member introduction
 - B. Curriculum workshops
 1. Tentative Dates: 09/09, 09/30, 10/07, 10/21, 11/04, 12/02
- IV. APPROVAL OF MINUTES: May 03, 2016 (Discussion/Action)
- V. POLICY AND PROCESS (Information or Discussion/Action)
 - A. Goals for Curriculum Committee 2016-17 (Information)
 - B. Minimum Qualifications (Discussion/Action)
 - C. [Curriculum Committee Handbook](#) (Information)
- VI. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)
 - A. Course Updates: CJ V01, CJ V02, V19, COUN V02, PSY V15, PSY V29.
- VII. SECOND READING: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)
 - A. New Courses: THA V02C, THA V02D, THA V03A, THA V07A, THA V08, THA V11C, THA V11D, THA V13C, THA V13D, THA V28
 - B. Revised Courses: BIOL V30 (same as BIOT V30), BIOT V30 (same as BIOL V30), ENGL V01A, THA V01, THA V02A, THA V02B, THA V11A, THA V11B, ~~THA V10A~~ THA V13A, ~~THA V10B~~ THA V13B
 - C. New Program: AS-T Public Health Science

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.

- VIII. FIRST READING: CURRICULAR PROPOSALS FOR APPROVAL
(Discussion/Action; see attachment)**
 - A. New Courses: DM V30, DM V30L, DM V34, DM V34L, DM V40, DM V40L, DM V42, DM V42L, DM V44, DM V44L, EMS V01**
 - B. Revised Courses: BIOL V23, CT V63, DM V10, DM V10L, DM V12, DM V12L, ITAL V02, MATH V21A, POSC V01A**
 - C. New Programs: AA-T Biology; AS Bookkeeping**
- IX. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
 - A. New: DM V30, DM V30L, DM V34, DM V34L, DM V40, DM V40L, DM V42, DM V42L, DM V44, DM V44L**
 - B. Review: CJ V02, CJ V19, DM V10, DM V10L, DM V12, DM V12L, ITAL V02**
 - C. Revised: MATH V21A, POSC V01A**
- X. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL
(Discussion/Action; see attachment)**
 - A. New: CJ V01, COUN V02, PSY V15, PSY V29**
- XI. PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action)**
- XII. DISCUSSION/INFORMATION (Information or Discussion/Action)**
 - A. Request(s) for future agenda items**
 - B. Military Credit discussion**
- XIII. REPORTS (Information)**
 - A. Co-Chairs**
 - B. Articulation/C-ID**
 - 1. C-ID Approvals**
 - a. ENGR V14 for ENGR 220**
 - b. ENGR V18 for ENGR 140**
 - c. AES V11 for SOCI 150**
 - C. Board of Trustees/ DTRW-I**
 - 1. DTRW-I: 09/08/2016**
 - 2. Board of Trustees: 09/13/2016**
 - D. Subcommittees/Workgroups**
 - E. CurricUNET/Banner/TracDat**
 - F. Other**

1. Degree progress report (KO)

NEXT MEETING

September 6th, 2016- 3:30 PM

Multidisciplinary Center West
Conference Room (MCW-312)

DEADLINE
for effective date of Fall 2018

MAY 1, 2017

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

Curricular Proposals for 08/23/2016

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 ¹ , P=Prereq ¹ , C=Coreq ¹ , RP=Recom. Prep. ¹ ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE							
	CJ V01	Introduction to Criminal Justice	CR	3	Update	None	None	Fall 2017		X							
	CJ V02	Concepts of Criminal Law	CR	3	Update	None	OBJ	Fall 2017	X								
	CJ V19	Anatomy of Murder	CR	3	Update	None	None	Fall 2017	X								
	COUN V02	Career Exploration and Life Planning	CR	3	Update	None	None	Fall 2017		X							
	PSY V15	Introduction to Abnormal Psychology	CR	3	Update	None	OBJ, CC	Fall 2017		X							
	PSY V29	Introduction to Personality Psychology	CR	3	Update	None	OBJ	Fall 2017		X							
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 ¹ , P=Prereq ¹ , C=Coreq ¹ , RP=Recom. Prep. ¹ ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE	BoT						
✓	THA V02C	Acting III - Advanced Characterization	CR	3	New	Add to catalog.		Fall 2017	X	X	X						
✓	THA V02D	Acting IV - Advanced Acting	CR	3	New	Add to catalog.		Fall 2017	X	X	X						
✓	THA V03A	Voice and Articulation I	CR	3	New	Add to catalog.		Fall 2017		X	X						
✓	THA V07A	Introduction to Stage Lighting	CR	3	New	Add to catalog.		Fall 2017		X	X						
✓	THA V08	Script Analysis	CR	3	New	Add to catalog.		Fall 2017		X	X						
✓	THA V11C	Technical Theatre in Production III	CR	2	New	Add to catalog.		Fall 2017	X		X						
✓	THA V11D	Technical Theatre in Production IV	CR	2	New	Add to catalog.		Fall 2017	X		X						
✓	THA V13C	Rehearsal and Performance III	CR	2	New	Add to catalog.		Fall 2017	X		X						
✓	THA V13D	Rehearsal and Performance IV	CR	2	New	Add to catalog.		Fall 2017	X		X						
✓	THA V28	Introduction to Cinematic Arts: Film Appreciation	CR	3	New	Add to catalog.		Fall 2017		X	X						
✓	BIOL V30 (same as BIOT V30)	Introduction to Biotechnology and Molecular Biology Introductory Biotechnology with Laboratory	CR	3 4	Revision	T, U, H, D, P, RP	OBJ, CC	Fall 2017	X		X						
✓	BIOT V30 (same as BIOL V30)	Introduction to Biotechnology and Molecular Biology Introductory Biotechnology with Laboratory	CR	3 4	Revision	T, U, H, D, P, RP	OBJ, CC	Fall 2017	X		X						
✓	THA V01	Introduction to Theatre Arts Appreciation	CR	3	Revision	T, D	OBJ, CC	Fall 2017		X							
✓	THA V02A	Fundamentals of Acting I	CR	3	Revision	T,D	OBJ, CC, LC	Fall 2017		X							
✓	THA V02B	Advanced Acting II	CR	3	Revision	T, D	OBJ, CC, LC	Fall 2017	X	X							

* Undergoing 1st and 2nd Reading

Curricular Proposals for 08/23/2016

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 ¹ , P=Prereq ¹ , C=Coreq ¹ , RP=Recom. Prep. ¹ ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE	BoT								
✓	THA V11A	Technical Theatre in Production I	CR	3 1	Revision	T, U, H, D, FT, RP	OBJ, CC, LC	Fall 2017	X		X								
✓	THA V11B	Technical Theatre in Production II	CR	3 1	Revision	T, U, H, D, FT, RP	OBJ, CC, LC	Fall 2017	X		X								
✓	THA V10A THA V13A	Rehearsal and Performance I	CR	3 1	Revision	ID, T, U, H, D, FT	OBJ, CC, LC	Fall 2017	X		X								
✓	THA V10B THA V13B	Rehearsal and Performance II	CR	3 1	Revision	ID, T, U, H, D, FT, RP	OBJ, CC, LC	Fall 2017	X		X								
SECOND READING: PROGRAMS												SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES			
APPROVED	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS		EFFECTIVE			BoT								
	AS-T	Public Health Science	CR	33	New	Add to catalog.		Fall 2017			X								
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 ¹ , P=Prereq ¹ , C=Coreq ¹ , RP=Recom. Prep. ¹ ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE	BoT								
	DM V30	Truck and Trailer Brake Systems	CR	2	New	Add to catalog.		Fall 2017	X		X								
	DM V30L	Truck and Trailer Brake Systems Laboratory	CR	1.5	New	Add to catalog.		Fall 2017	X		X								
	DM V34	Truck Suspension and Steering Systems	CR	2	New	Add to catalog.		Fall 2017	X		X								
	DM V34L	Truck Suspension and Steering Systems Lab	CR	1.5	New	Add to catalog.		Fall 2017	X		X								
	DM V40	Heating, Ventilation and Air Conditioning (HVAC)	CR	2	New	Add to catalog.		Fall 2017	X		X								
	DM V40L	Heating and Air Conditioning Laboratory	CR	1.5	New	Add to catalog.		Fall 2017	X		X								
	DM V42	Hydraulic Systems	CR	2	New	Add to catalog.		Fall 2017	X		X								
	DM V42L	Hydraulic Systems Laboratory	CR	1	New	Add to catalog.		Fall 2017	X		X								
	DM V44	Drive Train - Medium and Heavy Duty Vehicles	CR	2	New	Add to catalog.		Fall 2017	X		X								
	DM V44L	Drive Train Lab - Medium and Heavy Duty Vehicles	CR	1.5	New	Add to catalog.		Fall 2017	X		X								
	EMS V01	Emergency Medical Responder	CR	3	New	Add to catalog.		Fall 2017			X								
	BIOL V23	Introduction to Plant Biology	CR	4	Revision	T, D	OBJ, CC	Fall 2017											
	CT V63	Reinforced Concrete and Masonry Construction	CR	3	Revision	T, D	OBJ, CC	Fall 2017											

Curricular Proposals for 08/23/2016

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 ¹ , P=Prereq ¹ , C=Coreq ¹ , RP=Recom. Prep. ¹ ('see "Requisite Approvals" for specific changes)	OBJ=Course objectives, CC=Course content, LC=Lab content	EFFECTIVE	REQ	DE	BoT								
	DM V10	Diesel Preventive Maintenance	CR	2	Revision	D		Fall 2017	X										
	DM V10L	Diesel Preventive Maintenance Lab	CR	1.5	Revision	D	LC	Fall 2017	X										
	DM V12	Diesel Electrical/Electronic Systems	CR	3	Revision	D	CC	Fall 2017	X										
	DM V12L	Diesel Electrical/Electronic Systems Lab	CR	3	Revision	D	LC	Fall 2017	X										
	ITAL V02	Elementary Italian II	CR	5	Revision	D	OBJ	Fall 2017	X										
	MATH V21A	Calculus with Analytic Geometry I	CR	5	Revision	P	None	Fall 2017	X										
	POSC V01A	Orientation for P.O.S.T. Regular and Modular Academy	CR	3.5	Revision	P	None	Fall 2017	X										
FIRST READING: PROGRAMS												SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES			
APPROVED	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS		EFFECTIVE			BoT								
	AA-T	Biology	CR	35	New	ADT required by the CCCCCO.		Fall 2017			X								
	AS	Bookkeeping	CR	17.5	New	Add to catalog.		Fall 2017			X								
REQUISITE APPROVALS																			
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE	EFFECTIVE											
	DM V30	Truck and Trailer Brake Systems	CR	2	New	Recommended Preparation: DM V10, DM V10L, DM V12, DM V12L, DM V26, DM V26L, DM V28, and DM V28L Corequisite: DM V30L	First Reading: Courses	Fall 2017											
	DM V30L	Truck and Trailer Brake Systems Laboratory	CR	1.5	New	Recommended Preparation: DM V10, DM V10L, DM V12, DM V12L, DM V26, DM V26L, DM V28, and DM V28L Corequisite: DM V30	First Reading: Courses	Fall 2017											
	DM V34	Truck Suspension and Steering Systems	CR	2	New	Recommended Preparation: DM V10, DM V10L, DM V12, DM V12L, DM V26, DM V26L, DM V28, and DM V28L Corequisite: DM V34L	First Reading: Courses	Fall 2017											
	DM V34L	Truck Suspension and Steering Systems Lab	CR	1.5	New	Recommended Preparation: DM V10, DM V10L, DM V12, DM V12L, DM V26, DM V26L, DM V28, and DM V28L Corequisite: DM V34	First Reading: Courses	Fall 2017											

* Undergoing 1st and 2nd Reading

Curricular Proposals for 08/23/2016

REQUISITE APPROVALS

APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE	EFFECTIVE			
	DM V40	Heating, Ventilation and Air Conditioning (HVAC)	CR	2	New	Recommended Preparation: DM V10, DM V10L, DM V12, DM V12L, DM V26, DM V26L, DM V28, DM V28L, DM V30, DM V30L, DM V34, and DM V34L Corequisite: DM V40L	First Reading: Courses	Fall 2017			
	DM V40L	Heating and Air Conditioning Laboratory	CR	1.5	New	Recommended Preparation: DM V10, DM V10L, DM V12, DM V12L, DM V26, DM V26L, DM V28, DM V28L, DM V30, DM V30L, DM V34, and DM V34L Corequisite: DM V40	First Reading: Courses	Fall 2017			
	DM V42	Hydraulic Systems	CR	2	New	Recommended Preparation: DM V10, DM V10L, DM V12, DM V12L, DM V26, DM V26L, DM V28, DM V28L, DM V30, DM V30L, DM V34, and DM V34L Corequisite: DM V42L	First Reading: Courses	Fall 2017			
	DM V42L	Hydraulic Systems Laboratory	CR	1	New	Recommended Preparation: DM V10, DM V10L, DM V12, DM V12L, DM V26, DM V26L, DM V28, DM V28L, DM V30, DM V30L, DM V34, and DM V34L Corequisite: DM V42	First Reading: Courses	Fall 2017			
	DM V44	Drive Train - Medium and Heavy Duty Vehicles	CR	2	New	Recommended Preparation: DM V10, DM V10L, DM V12, DM V12L, DM V26, DM V26L, DM V28, DM V28L, DM V30, DM V30L, DM V34, and DM V34L Corequisite: DM V44L	First Reading: Courses	Fall 2017			
	DM V44L	Drive Train Lab - Medium and Heavy Duty Vehicles	CR	1.5	New	Recommended Preparation: DM V10, DM V10L, DM V12, DM V12L, DM V26, DM V26L, DM V28, DM V28L, DM V30, DM V30L, DM V34, and DM V34L Corequisite: DM V44	First Reading: Courses	Fall 2017			
	CJ V02	Concepts of Criminal Law	CR	3	Review	Recommended Preparation: ENGL V01A	Consent Agenda: Courses	Fall 2017			
	CJ V19	Anatomy of Murder	CR	3	Review	Recommended Preparation: CJ V01 and CJ V08	Consent Agenda: Courses	Fall 2017			
	DM V10	Diesel Preventive Maintenance	CR	2	Review	Corequisite: DM V10L	First Reading: Courses	Fall 2017			
	DM V10L	Diesel Preventive Maintenance Lab	CR	1.5	Review	Corequisite: DM V10	First Reading: Courses	Fall 2017			
	DM V12	Diesel Electrical/Electronic Systems	CR	3	Review	Corequisite: DM V12L	First Reading: Courses	Fall 2017			
	DM V12L	Diesel Electrical/Electronic Systems Lab	CR	3	Review	Corequisite: DM V12	First Reading: Courses	Fall 2017			
	ITAL V02	Elementary Italian II	CR	5	Review	Prerequisite: ITAL V01 or 2 years of high school Italian or equivalent	First Reading: Courses	Fall 2017			

Curricular Proposals for 08/23/2016

REQUISITE APPROVALS

APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE	EFFECTIVE			
	MATH V21A	Calculus with Analytic Geometry I	CR	5	Revision	Prerequisite: MATH V04 and MATH V05 with grades of C or better; OR MATH V20 with grade of C or better; OR MATH V19 ; OR the fourth year of high school mathematics with grade of C or better; OR placement as measured by the college assessment process.	First Reading: Courses	Fall 2017			

DISTANCE EDUCATION APPROVALS

APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	DE TYPE		SOURCE	EFFECTIVE			
	CJ V01	Introduction to Criminal Justice	CR	3	New (first time on new form)	Fully Online (100%)	Consent Agenda: Courses	Fall 2017			
	COUN V02	Career Exploration and Life Planning	CR	3	New	Hybrid (1-50%) Hybrid (51-99%) Fully Online (100%)	Consent Agenda: Courses	Fall 2017			
	PSY V15	Introduction to Abnormal Psychology	CR	3	New (first time on new form)	Hybrid (1-50%) Hybrid (51-99%) Fully Online (100%)	Consent Agenda: Courses	Fall 2017			
	PSY V29	Introduction to Personality Psycholgoy	CR	3	New (first time on new form)	Hybrid (1-50%) Hybrid (51-99%) Fully Online (100%)	Consent Agenda: Courses	Fall 2017			
		** END OF LIST **									



Curriculum Committee Minutes – DRAFT

Multidisciplinary Center West Conference Room (MCW-312)

May 3rd, 2016 at 3:30pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2017 UNLESS OTHERWISE NOTED.

Called to order at 3:34 PM

I. ROLL CALL (Quorum is 8 out of 14 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 checked="" type="checkbox"/> P	<input type="checkbox"/> A	Vacant	<input type="checkbox"/> P	<input type="checkbox"/> A
Social Sciences & HUM Division	David Young	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Ara Khanjian	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
English & COMM Division	John Guelcher	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Kelly Peinado	<input checked="" 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 type="checkbox"/> P	<input checked="" type="checkbox"/> A	Jennifer Garner	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
Student Services Division	Tom Dalton	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Lauren Wintermeyer	<input checked="" 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 checked="" type="checkbox"/> P	<input 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 type="checkbox"/> P	<input checked="" 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: Dan Clark (Voting member for Jennifer Garner), Nathan Cole (THA),

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

M. Bowen called for a motion to approve the agenda with amendments.

Motion by: N. Fredrickson

Seconded by: K. Peinado

Discussion: ART V01 was added to First Reading area for C-ID approval.
ENGL V01A had CC and OBJ changes since the agenda was sent out.

Final resolution: Approved

Yes: M. Bowen, T. Dalton, N. Fredrickson, J. Guelcher, A. Khanjian, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, P. Sezzi, D. Young

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

K. Hoffmans gave kudos to the entire committee for the hard work on getting curriculum approved this year.

IV. APPROVAL OF MINUTES: April 5th, 2016 (Discussion/Action)

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

Motion by: D. Newcomb

Seconded by: R. Petitfils

by:

Discussion: *None.*

Final resolution: Approved

resolution:

Yes: M. Bowen, T. Dalton, N. Fredrickson, J. Guelcher, A. Khanjian, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, P. Sezzi, D. Young

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

A. Minimum Qualification Changes (Discussion/Action)

M. Bowen addressed the issue that there is currently no official process for minimum qualification changes in CORs. A. Kolesnik expressed concern that Academic Senate had not yet given the Curriculum Committee approval to weigh in on minimum qualifications. After more discussion, the committee decided that they would approve the minimum qualification decision for today based on necessity, but A. Kolesnik would take it to Academic Senate for further review and approval.

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

A. Course Deletions: DANC V06A, DANC V06C

B. Course Updates: ENGL V01A, ANTH V01L, ATEW N103

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

Motion by: D. Newcomb

Seconded by: N. Fredrickson

Discussion: *None.*

Final resolution: Approved

Yes: M. Bowen, T. Dalton, N. Fredrickson, J. Guelcher, A. Khanjian, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, P. Sezzi, D. Young

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

A. New Courses: ART V58A, ART V58B

M. Bowen presented the new courses for second reading approval.

Motion by: D. Young

Seconded by: R. Petitfils

Discussion: *None.*

Final resolution: Approved

Yes: M. Bowen, T. Dalton, N. Fredrickson, J. Guelcher, A. Khanjian, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, P. Sezzi, D. Young

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

A. New Courses: DM V28*, DM V28L*, THA V02C, THA V02D, THA V03A, THA V07A, THA V08, THA V11C, THA V11D, THA V13C, THA V13D, THA V28

M. Bowen presented the new curricular proposals for first reading. Please note that courses indicated with an asterisk will be considered for first and second reading.

Motion by: J. Guelcher

Seconded by: N. Fredrickson

Discussion: *None.*

Final resolution: Approved –DM V28 and DM V28L approved for first and second reading.

Yes: M. Bowen, T. Dalton, N. Fredrickson, J. Guelcher, A. Khanjian, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, P. Sezzi

B. Revised Courses: ART V01, BIOL V30 (same as BIOT V30), BIOT V30 (same as BIOL V30), ENGL V01A, THA V01, THA V02A, THA V02B, THA V11A, THA V11B, ~~THA V10A~~ THA V13A, ~~THA V10B~~ THA V13B

M. Bowen presented the revised curricular proposals for first reading.

Motion by: R. Petitfils

Seconded by: D. Newcomb

Discussion: *None.*

Final resolution: Approved

Yes: M. Bowen, T. Dalton, N. Fredrickson, J. Guelcher, A. Khanjian, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, P. Sezzi, L. Wintermeyer

C. New Program: AS-T Public Health Science

M. Bowen presented the new curricular program for first reading.

Motion by: N. Fredrickson

Seconded by: L. Wintermeyer

Discussion: *None.*

Final resolution: Approved

Yes: M. Bowen, T. Dalton, N. Fredrickson, J. Guelcher, A. Khanjian, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, P. Sezzi, L. Wintermeyer

*** Undergoing 1st and 2nd reading**

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

A. New: DM V28, DM V28L, THA V02C, THA V02D, THA V11C, THA V11D, THA V13C, THA V13D

B. Review: THA V02B, ~~THA V10A~~ THA V13A

C. Revised: BIOL V30, BIOT V30, ENGL V01A, THA V11A, THA V11B, ~~THA V10B~~ THA V13B,

M. Bowen presented the requisite proposals for approval.

Motion by: R. Petitfils

Seconded by: D. Newcomb

Discussion: *Concern was raised over some inconsistencies with the Theatre courses. Because of the inconsistency between corequisites and recommended preparations between THA V02C, V02D, and V14, it was recommended that the wording be changed to be more inclusive for students who are interested in taking the course.*

Final resolution: Approved

Yes: M. Bowen, T. Dalton, N. Fredrickson, J. Guelcher, A. Khanjian, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, P. Sezzi, L. Wintermeyer

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

A. New: ~~ART V01~~, HIST V04B, THA V01, THA V02A, THA V02B, THA V02C, THA V02D, THA V03A, THA V07A, THA V08, THA V28

B. Review: ENGL V01A

M. Bowen presented the distance education proposals for approval.

Motion by: A. Kolesnik

Seconded by: R. Petitfils

Discussion: *ART V01 was removed from consideration.*

Final resolution: Approved

Yes: M. Bowen, T. Dalton, N. Fredrickson, J. Guelcher, A. Khanjian, A. Kolesnik, D. Newcomb, K. Peinado, R. Petitfils, P. Sezzi, L. Wintermeyer

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

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

A. Curriculum Committee year end self-evaluation summary

Highlights of the year end self-evaluation included:

-Accomplishments: approval of curriculum, following Roberts rules of order, formalizing GE process.

-Goals: deal with backlog, learn more about Associate Degrees for Transfer (ADTs), Distance Education and Student Learning Outcomes changes fast-tracked, assistance with ADT and C-ID alignment, knowledge and training of committee members, accreditation, workload of committee,

-Overall comments: more training that includes how to effectively review a course, and more information on PCAH, including the upcoming new edition.

B. AY 16-17 Curriculum Committee Calendar (see attachment)

C. Request(s) for future agenda items

D. Newcomb is interested in an efficient and accurate process for tracking Proficiency Award completions. She would also like to discuss who is maintaining the Credit by Examination list.

XIII. REPORTS (Information)

A. Co-Chairs

B. Articulation/C-ID

1. C-ID Approvals

- a. **MUS V02DL for MUS 155**
- b. **MUS V10 for MUS 180**
- c. **MUS V12 for MUS 180**
- d. **MUS V17 for MUS 180**
- e. **MUS V31A for MUS 160**
- f. **MUS V31B for MUS 160**
- g. **MUS V31C for MUS 160**
- h. **MUS V31D for MUS 160**
- i. **MUS V31E for MUS 160**
- j. **MUS V31F for MUS 160**
- k. **MUS V31H for MUS 160**
- l. **POLS V03 for POLS 150**

2. CIAC Report

PCAH 6th edition-Program and Course Approval Handbook coming out this summer. The document will be split into different subsections.

C. Board of Trustees/ DTRW-I

1. DTRW-I: 04/12/16

2. Board of Trustees: 04/12/16, 05/10/16

D. Subcommittees/Workgroups

E. CurricUNET/Banner/TracDat

CURRICULUM

F. Other



DEADLINE
for effective date of Fall 2018
MAY 1, 2017
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 05/03/2016

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								
✓	DANC V06A	Dance Pedagogy I	CR	3	Deletion	Remove from catalog		Fall 2016										
✓	DANC V06C	Dance Pedagogy III	CR	3	Deletion	Remove from catalog		Fall 2016										
✓	ANTH V01L	Biological Anthropology Laboratory	CR	1	Revision	None	OBJ, LC	Fall 2017	X									
✓	ENGL V01A	English Composition	CR	4	Revision	P	None	Fall 2017	X	X								
✓	ATEW N103	Writing for Employment	NC	70 semester hrs	Update	None	None	Fall 2016										
CONSENT AGENDA: PROGRAMS																		
APPROVED	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS		EFFECTIVE										
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							
✓	ART V58A	Figure Sculpture I	CR	3	New	Add to catalog.		Fall 2017	X		X							
✓	ART V58B	Figure Sculpture II	CR	3	New	Add to catalog.		Fall 2017	X		X							
SECOND READING: PROGRAMS												SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES		
APPROVED	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS		EFFECTIVE			BoT							
	None																	

Ventura College Curriculum Committee

Curricular Proposals for 05/03/2016

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
✓ (1st & 2nd reading)	DM V28*	Diesel Fuel Management Systems	CR	2.5	New	Add to catalog.		Fall 2017	X		X
✓ (1st & 2nd reading)	DM V28L*	Diesel Fuel Management Systems Lab	CR	3	New	Add to catalog.		Fall 2017	X		X
✓	THA V02C	Acting III - Advanced Characterization	CR	3	New	Add to catalog.		Fall 2017	X	X	X
✓	THA V02D	Acting IV - Advanced Acting	CR	3	New	Add to catalog.		Fall 2017	X	X	X
✓	THA V03A	Voice and Articulation I	CR	3	New	Add to catalog.		Fall 2017		X	X
✓	THA V07A	Introduction to Stage Lighting	CR	3	New	Add to catalog.		Fall 2017		X	X
✓	THA V08	Script Analysis	CR	3	New	Add to catalog.		Fall 2017		X	X
✓	THA V11C	Technical Theatre in Production III	CR	2	New	Add to catalog.		Fall 2017	X		X
✓	THA V11D	Technical Theatre in Production IV	CR	2	New	Add to catalog.		Fall 2017	X		X
✓	THA V13C	Rehearsal and Performance III	CR	2	New	Add to catalog.		Fall 2017	X		X
✓	THA V13D	Rehearsal and Performance IV	CR	2	New	Add to catalog.		Fall 2017	X		X
✓	THA V28	Introduction to Cinematic Arts: Film Appreciation	CR	3	New	Add to catalog.		Fall 2017		X	X
✓	ART V01	Art Appreciation	CR	3	Revision	None	OBJ, CC	Fall 2017		X	
✓	BIOL V30 (same as BIOT V30)	Introduction to Biotechnology and Molecular Biology Introductory Biotechnology with Laboratory	CR	3 4	Revision	T, U, H, D, P, RP	OBJ, CC	Fall 2017	X		X
✓	BIOT V30 (same as BIOL V30)	Introduction to Biotechnology and Molecular Biology Introductory Biotechnology with Laboratory	CR	3 4	Revision	T, U, H, D, P, RP	OBJ, CC	Fall 2017	X		X
✓	THA V01	Introduction to Theatre Arts Appreciation	CR	3	Revision	T, D	OBJ, CC	Fall 2017		X	
✓	THA V02A	Fundamentals of Acting I	CR	3	Revision	T,D	OBJ, CC, LC	Fall 2017		X	
✓	THA V02B	Advanced Acting II	CR	3	Revision	T, D	OBJ, CC, LC	Fall 2017	X	X	
✓	THA V11A	Technical Theatre in Production I	CR	3 1	Revision	T, U, H, D, FT, RP	OBJ, CC, LC	Fall 2017	X		X
✓	THA V11B	Technical Theatre in Production II	CR	3 1	Revision	T, U, H, D, FT, RP	OBJ, CC, LC	Fall 2017	X		X
✓	THA V10A THA V13A	Rehearsal and Performance I	CR	3 1	Revision	ID, T, U, H, D, FT	OBJ, CC, LC	Fall 2017	X		X
✓	THA V10B THA V13B	Rehearsal and Performance II	CR	3 1	Revision	ID, T, U, H, D, FT, RP	OBJ, CC, LC	Fall 2017	X		X

* Undergoing 1st and 2nd Reading

Ventura College Curriculum Committee

Curricular Proposals for 05/03/2016

FIRST READING: PROGRAMS											SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES		
APPROVED	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS		EFFECTIVE			BoT						
✓	AS-T	Public Health Science	CR	32	New	Add to catalog.		Fall 2017			X						
REQUISITE APPROVALS																	
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE	EFFECTIVE									
✓	DM V28	Diesel Fuel Management Systems	CR	2.5	New	Corequisite: DM V28L Recommended Preparation: DM V10, and DM V10L, and DM V12, and DM V12L, and DM V26, and DM V26L	First Reading: Courses	Fall 2017									
✓	DM V28L	Diesel Fuel Management Systems Lab	CR	3	New	Corequisite: DM V28 Recommended Preparation: DM V10, and DM V10L, and DM V12, and DM V12L, and DM V26, and DM V26L	First Reading: Courses	Fall 2017									
✓	THA V02C	Acting III - Advanced Characterization	CR	3	New	Prerequisite: THA V02B Recommended Preparation: THA V14 or a course in movement	First Reading: Courses	Fall 2017									
✓	THA V02D	Acting IV - Advanced Acting	CR	3	New	Prerequisite: THA V02C Recommended Preparation: THA V14 Or a course in movement.	First Reading: Courses	Fall 2017									
✓	THA V11C	Technical Theatre in Production III	CR	2	New	Enrollment Limitation: Audition or interview Recommended Preparation: THA V05A and/or THA V05B	First Reading: Courses	Fall 2017									
✓	THA V11D	Technical Theatre in Production IV	CR	2	New	Enrollment Limitation: Audition or interview Recommended Preparation: THA V05A and/or THA V05B	First Reading: Courses	Fall 2017									
✓	THA V13C	Rehearsal and Performance III	CR	2	New	Enrollment Limitation: Audition and/or Interview	First Reading: Courses	Fall 2017									
✓	THA V13D	Rehearsal and Performance IV	CR	2	New	Enrollment Limitation: Audition and/or Interview	First Reading: Courses	Fall 2017									
✓	ANTH V01L	Biological Anthropology Laboratory	CR	1	Review	Prerequisite: ANTH V01 or concurrent enrollment	Consent Agenda	Fall 2017									
✓	THA V02B	Advanced Acting I	CR	3	Review	Prerequisite: THA V02A	First Reading: Courses	Fall 2017									
✓	THA V10A THA V13A	Advanced Acting II Rehearsal and Performance I	CR	3 1	Review	Enrollment Limitation: Audition and/or Interview	First Reading: Courses	Fall 2017									

Ventura College Curriculum Committee

Curricular Proposals for 05/03/2016

REQUISITE APPROVALS

APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE	EFFECTIVE			
✓	BIOL V30	Introduction to Biotechnology and Molecular Biology Introductory Biotechnology with Laboratory	CR	3-4	Revision	Prerequisite: BIOL V01-V01L or BIOL V04 or BIOL V12 or MICR V01 or equivalent; and CHEM V20-V20L or equivalent with grades of C or better Recommended Preparation: BIOL V01 and BIOL V01L and MATH V04 and ENGL V01A and CHEM V20 and CHEM V20L	OBJ, CC	Fall 2017			
✓	BIOT V30	Introduction to Biotechnology and Molecular Biology Introductory Biotechnology with Laboratory	CR	3-4	Revision	Prerequisite: BIOL V01-V01L or BIOL V04 or BIOL V12 or MICR V01 or equivalent; and CHEM V20-V20L or equivalent with grades of C or better Recommended Preparation: BIOL V01 and BIOL V01L and MATH V04 and ENGL V01A and CHEM V20 and CHEM V20L	OBJ, CC	Fall 2017			
✓	ENGL V01A	English Composition	CR	4	Revision	Prerequisite: ENGL V02 with grade of C or better; or ENGL V03A ; or placement as measured by the college assessment process	Consent Agenda	Fall 2017			
✓	THA V11A	Technical Theatre in Production I	CR	3-1	Revision	Recommended Preparation: THA V05A or THA V05B or THA V10A or THA V10B Enrollment Limitation: Audition and/or interview is required	First Reading: Courses	Fall 2017			
✓	THA V11B	Technical Theatre in Production II	CR	3-1	Revision	Recommended Preparation: THA V05A or THA V05B or THA V11A Enrollment Limitation: Audition and/or interview	First Reading: Courses	Fall 2017			
✓	THA V10B THA V13B	Rehearsal and Performance II	CR	3-1	Revision	Enrollment Limitation: Audition and/or Interview Recommended Preparation: THA V10A	First Reading: Courses	Fall 2017			

**Ventura College Curriculum Committee
Curricular Proposals for 05/03/2016**

DISTANCE EDUCATION APPROVALS

APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	DE TYPE	SOURCE	EFFECTIVE			
✓	ART V01	Art Appreciation	CR	3	New (first time on new form) Hybrid (51-99%)	First Reading: Courses	Fall 2017			
✓	HIST V04B	History of the Americas II	CR	3	New Fully Online (100%)	Agenda: Technical Correction	Fall 2016			
✓	THA V01	Introduction to Theatre Arts Appreciation	CR	3	New Hybrid (51-99%)	First Reading: Courses	Fall 2017			
✓	THA V02A	Fundamentals of Acting I	CR	3	New Hybrid (1-50%)	First Reading: Courses	Fall 2017			
✓	THA V02B	Advanced Acting II	CR	3	New Hybrid (1-50%)	First Reading: Courses	Fall 2017			
✓	THA V02C	Acting III - Advanced Characterization	CR	3	New Hybrid (1-50%)	First Reading: Courses	Fall 2017			
✓	THA V02D	Acting IV - Advanced Acting	CR	3	New Hybrid (1-50%)	First Reading: Courses	Fall 2017			
✓	THA V03A	Voice and Articulation I	CR	3	New Hybrid (1-50%)	First Reading: Courses	Fall 2017			
✓	THA V07A	Introduction to Stage Lighting	CR	3	New Hybrid (1-50%)	First Reading: Courses	Fall 2017			
✓	THA V08	Script Analysis	CR	3	New Hybrid (1-50%)	First Reading: Courses	Fall 2017			
✓	THA V28	Introduction to Cinematic Arts: Film Appreciation	CR	3	New Hybrid (1-50%) Hybrid (51-99%) Fully Online (100%)	First Reading: Courses	Fall 2017			
✓	ENGL V01A	English Composition	CR	4	Review Hybrid (1-50%) Hybrid (51-99%) Fully Online (100%)	First Reading: Courses	Fall 2017			
	** END OF LIST **									

Associates in Science in Public Health Science for Transfer Degree

Item 1. Statement of Program Goals and Objectives

The Associate in Sciences Degree in Public Health Science for Transfer (Public Health Science AS-T) is intended for students who plan to complete a bachelor's degree in Health Science or a similar major at a California State University. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

The Public Health Science 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 such as Health Science, Health Education, and Public Health.

Item 2. Catalog Description

The Public Health Science 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 such as Health Science, Health Education, and Public Health.

The Associate in Sciences Degree in Public Health Science for Transfer (Public Health Science AS-T) is intended for students who plan to complete a bachelor's degree in Health Science or a similar major at a California State University. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

To earn a Public Health Science AS-T degree, students must complete:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.
3. Obtainment of a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is not an acceptable grade for courses in the major.

Required Courses:

		Units
HED V01	Health and Wellness	3
HED V20	Introduction to Public Health	3
MATH V44	Elementary Statistics	4
PSY V01	Introduction to Psychology	3
BIOL V01	Principles of Biology	3

and BIOL V01L	Principles of Biology Laboratory	1
ANAT V01	General Human Anatomy	4
and PHSO V01	Introduction to Human Physiology	4
CHEM V20	Elementary Chemistry	4
and CHEM V20L	Elementary Chemistry Laboratory	1

or

CHEM V01A	General Chemistry	3
and CHEM V01AL	General Chemistry Laboratory	2

List A:

Select one (1) of the following courses:

ECON V01A	Principles of Macroeconomics	3
ECON V01B	Principles of Microeconomics	3
HED V22	Health and Social Justice	3
HED V24	Drugs, Health and Society	3
HED V76	Stress Management	3
HED V87	Nutrition	3
HED V95	Health and Wellness: Designed for Women	3
KIN V80	First Aid, Safety, AED and CPR for the Professional	3
PSY V25	Psychology of Human Sexuality	3
SOC V01	Introduction to Sociology	3

Major Units	33
CSU General Education or IEGTC-CSU Pattern	37-39
Double-Counted Units	
Electives (CSU transferrable units to reach 60)	

DEGREE TOTAL **60**

VENTURA COLLEGE

Associate in Arts in Biology for Transfer degree

Item 1. Statement of Program Goals and Objectives

The Associate in Arts in Biology for Transfer degree is designed to prepare students for a seamless transfer into the California State University system to complete a baccalaureate degree in Biology or a similar major. Students completing the Associate in Arts in Biology for Transfer degree are guaranteed admission to the CSU system, but not to a particular CSU campus or major.

It is the mission of Ventura College to "transform students' lives, develop human potential, create an informed citizenry", in part by advocating "associate degree completion, and transfer, workforce preparation, and basic skills". In the context of the exponential expansion of knowledge and applications in many biology-related fields, the Associates in Arts in Biology for Transfer degree is consistent with and critical to this mission.

Program Student Learning Outcomes:

Upon successful completion of the Associate in Arts in Biology for Transfer degree, students will be able to:

1. Using appropriate tools and techniques, collect, organize, analyze, and interpret data using the scientific method and will contrast ideas resulting from this method with non-scientific ideas.
2. Demonstrate a coherent understanding of the characteristic themes and concepts that pervade and/or unify the discipline of biology, specifically evolution, information transfer and energetics.
3. Locate, identify, evaluate and discuss information from current primary and secondary literature on biological topics.
4. Identify, explain, and evaluate in an analytical matter the hierarchical structure of biological organization.

Item 2. Catalog Description

The Associate in Arts in Biology for Transfer degree is designed to prepare students for a seamless transfer into the California State University system to complete a baccalaureate degree in Biology or a similar major. Students completing the Associate in Arts in Biology for Transfer degree are guaranteed admission to the CSU system, but not to a particular CSU campus or major. Students should consult with a counselor for the best transfer option to a CSU campus or major that will fulfill their educational needs.

To earn an Associate in Arts in Biology for Transfer degree, students must complete:

1. Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

- a. The Intersegmental General Education Transfer Curriculum (IGETC-CSU) or the California State University General Education-Breadth requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.
 3. Obtainment of a "C" grade or better in all courses required for the major or area of emphasis.

Required Core (10 units):

BIOL V03	Introduction to Organismal Biology and Ecology	5
BIOL V04	Introduction to Cell and Molecular Biology	5

LIST A (25 units):

CHEM V01A and CHEM V01AL	General Chemistry I General Chemistry I Lab	3 2
CHEM V01B and CHEM V01BL	General Chemistry II General Chemistry II Lab	3 2
MATH V21A	Calculus with Analytic Geometry I	5
PHYS V02A and PHYS V02AL	General Physics I: Algebra/Trigonometry-Based General Physics I Laboratory: Algebra/Trigonometry-Based	4 1
PHYS V02B and PHYS V02BL	General Physics II: Algebra/Trigonometry-Based General Physics II Laboratory: Algebra/Trigonometry-Based w/Lab	4 1

Major units	35
General Education IGETC units	35
Double-Counted units	10
Elective units	2

DEGREE TOTAL 60

Program Student Learning Outcomes:

Upon successful completion of the Associate in Arts in Biology for Transfer degree, students will be able to:

1. Using appropriate tools and techniques, collect, organize, analyze, and interpret data using the scientific method and will contrast ideas resulting from this method with non-scientific ideas.
2. Demonstrate a coherent understanding of the characteristic themes and concepts that pervade and/or unify the discipline of biology, specifically evolution, information transfer and energetics.
3. Locate, identify, evaluate and discuss information from current primary and secondary literature on biological topics.
4. Identify, explain, and evaluate in an analytical matter the hierarchical structure of biological organization.

VENTURA COLLEGE

Associate of Science in Bookkeeping degree

Item 1. Program Goals and Objectives

The Associate of Science Degree in Bookkeeping is designed to prepare students for entry-level bookkeeping jobs in industry, education, and government. Both private and public businesses and organizations need bookkeeping clerks in order to maintain their financial records. Bookkeepers record financial transactions undertaken by an individual or organization. They compute, classify, and record numerical data to keep financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

The Bookkeeping Program is directed at the appropriate level for community colleges. It leads to an Associate in Science degree which can readily be attained in two years. This program addresses a valid occupational role, that of a Bookkeeper. The program is designed to provide students with the skills to meet employers' needs. Both students entering the workforce and incumbent employees desiring content knowledge or promotion will benefit from this program. Students who successfully complete this program may continue their education by taking additional courses that lead to an Associate Degree in Accounting.

Program Competencies

Upon successful completion of this course, the student will be able to demonstrate the following competencies:

- Apply generally accepted accounting principles to record common financial transactions
- Receive and record cash, checks, and vouchers
- Maintain accounts
- Update statements
- Prepare basic financial statements, such as income statements, equity statements and balance sheets
- Check financial records for accuracy and note discrepancies
- Use bookkeeping software, online spreadsheets, and databases to record financial information and produce reports.

Program Student Learning Outcomes (PSLOs) are:

1. Demonstrate an understanding of basic accounting procedures.
2. Analyze, process and prepare financial information within established protocols.
3. Present and interpret financial information.

Occupational Preparedness

Students who successfully complete the program will be trained to work as a bookkeeper, accounting clerk, or auditing clerk.

The design of this program is consistent with the mission of Ventura College as stated below:

Vision

Ventura College will be a model community college known for enhancing the lives and economic futures of its students and the community.

Mission

At Ventura College, we transform students' lives, develop human potential, create an informed citizenry, and serve as the educational and cultural heart of our community. Placing students at the center of the educational experience, we serve a highly diverse student body by providing quality instruction and student support, focusing on associate degree and certificate completion, transfer, workforce preparation, and basic skills. We are committed to the sustainable continuous improvement of our college and its services.

The college is dedicated to enhancing the lives of students, developing their potential and improving the economic future of both students and the community. This program will enable students to develop or enhance their business skills, increase employability skills, and contribute to increasing success for the businesses for which they will work.. The AS Degree in Bookkeeping is in alignment with the mission of the college.

This program prepares students for careers with job titles that include the following:

- Bookkeeper
- Accounts Receivable Clerk
- Accounts Payable Clerk
- Accounts Receivable Assistant
- Payroll Accounting Clerk
- Accounting Clerk
- Auditing Clerk

This program is not selective and there is no specific entry criterion. There are no additional fees for students beyond the standard community college registration fees, tuition, and textbooks.

Item 2. Catalog Description

Successful completion of the Bookkeeping Program will provide the skills necessary for an entry-level job as a bookkeeper, accounting clerk or auditing clerk. Students will learn how to keep accurate

accounting records for assets, liabilities, and equity, including revenues, expenses, accounts receivable, accounts payable and payroll. They will be able to complete bank reconciliations, payroll tax reports, and simple federal and state income tax returns. A code of ethics will be stressed throughout the program. Students who successfully complete this program may continue their education by taking additional courses that lead to an Associate Degree in Accounting.

Program Student Learning Outcomes (PSLOs) are:

1. Demonstrate an understanding of basic accounting procedures.
2. Analyze, process and prepare financial information within established protocols.
3. Present and interpret financial information.

Item 3. Program Requirements

Associates of Science Degree in Bookkeeping

Requirements	Dept. Name/#	Name	Units	CSU-GE	IGETC	Sequence
Required Core	BUS V02	Income Tax Fundamentals	3			Yr 2, Fall
	BUSV03	Introduction to Accounting	3			Yr 1, Fall
	BUSV04	Computerized Payroll Accounting	4			Yr 1, Spring
	BUSV07A	Business Calculations	3			Yr 1, Fall
	BUS V08	Computerized Accounting	3			Yr 2, Fall
	BUSV17	Computer Applications	3			Yr 1, Spring

Required Major Total	19 units
Completion of VC GE pattern	41 units
TOTAL UNITS	60 units

Proposed Sequence:
 Year 1, Fall = 15 units
 Year 1, Spring = 15 units
 Year 2, Fall = 14 units
 Year 2, Spring = 16 units
TOTAL UNITS: 60 units

Approval of Business Advisory Council

On March 24, 2015, the Business Advisory Council met and was presented with an update on the Ventura College Business Department activities. They were also asked to vote on the proposed Certificate of Achievement and Associates of Science Degree for Bookkeeping. Of the total respondents, 93% voted in favor of both the COA and AS Degree. The above requirements for the Bookkeeping AS degree are in accordance with the Business Advisory Council's approval. The minutes from that meeting can be found in Appendix A of this narrative document.

Item 4. Master Planning

The Accounting Program at Ventura College has been a strong, exemplary program for many years. It is well-respected by universities to which our students transfer. In reviewing the strength of the program, the Business Department faculty determined that there was a need for an entry-level program for the accounting field.

Looking at The California Labor Market Data Library, according to the California Employment Development Department, clerical jobs in bookkeeping, accounting and auditing in Ventura County are projected to increase by 19% between the years 2012-2022. Robert Half Finance and Accounting, a national accounting placement firm, shows in their 2016 Salary Guide that salaries for bookkeepers and accounting clerks have increased by 4.7% and 4.8%, respectively, over the past year. Starting salaries are between \$33,250 and \$49,500 for 2016. Ventura College, consistent with its vision of being a beacon of learning and a source of inspiration and guidance for its students and the community, would be serving its students and community well by providing training for upcoming, desirable employment opportunities in this field. Successful students may want to continue their education and scaffold their courses into an Associate Degree in Accounting.

The Ventura Community College District has three strategic goals. Strategic Goal 2 is to “Partner more effectively to meet community needs”. As part of that goal, the district has created objectives, including to “Create clear pathways for students that lead from education to careers”. The Bookkeeping Program aligns with Strategic Goal 2.

Item 5. Enrollment and Completer Projections

(A) Enrollment Data

		2013-2014		2014-2015	
CB01: Course Department Number	CB02: Course Title	Annual # Sections	Annual Enrollment Total	Annual # Sections	Annual Enrollment Total
BUS V02	Income Tax Fundamentals	1	19	1	13
BUSV03	Introduction to Accounting	9	288	13	435
BUSV04	Computerized Payroll Accounting	2	32	1	15
BUSV07A	Business Calculations	5	51	2	42
BUSV08	Computerized Accounting	2	70	2	78
BUSV17	Computer Applications	9	296	12	347

Item 6. Place of Program in Curriculum/Similar Programs

In reviewing the college's existing programs, there would not be any needed changes in the active inventory records. No new courses are being added to the college's curriculum inventory and this program will not replace any existing program. In fact, this program will enhance the current Accounting Program. Currently, the only option for students seeking validation of bookkeeping training is a Bookkeeping Proficiency Award. The proposed Bookkeeping Program will be a more comprehensive program, as the Associate Degree will include the tax training necessary for clerical positions in accounting firms and many government offices and will garner greater influence when students seek employment. Students would be employable before, or without, receiving an Associate Degree in Accounting.

Item 7. Similar Programs at Other Colleges in Service Area

A current study shows that no colleges in Ventura College's local service area offer an Associate of Science in Bookkeeping.

- Santa Barbara City College does have an Accounting/Bookkeeper Certificate of Achievement but does not have an Associate of Science degree in Bookkeeping. The Certificate of Achievement at Santa Barbara City College requires a large amount of units (43-44 units).
- Pierce College, Moorpark College, and Oxnard College do not offer a Certificate of Achievement or an Associate of Science Degree in Bookkeeping.

Since transportation to and from classes is a major factor with the students taking this type of courses, there is little concern that competition would be created between any of the colleges listed above. Both Santa Barbara City College and Ventura College have well-established courses in this area and no new courses are being recommended, so it is unlikely that any competition would result.

Ventura College is a member of the South Central Coast Regional Consortium. The consortium reviews all new programs for appropriateness and competition. The Bookkeeping Certificate of Achievement and Associates Degree were presented to the SCCRC and met with their full approval and support. Confirmation as indicated from the SCCRC will be included as Attachment D.

Attachments:

- A. Business Advisory Council Minutes
- B. Labor Market Information
- C. South Central Regional Consortium Minutes

Attachment A: Business Advisory Council Minutes

The Business Advisory Council held a meeting on April 24, 2015. The council members were updated on the status of the Business Department activities. A copy of the minutes can be found in Attachment A. There was overwhelming support of the proposed certificate and associates degree. The vote was 93% in favor of these awards.

Attachment B: Labor Market Information

A labor market report was obtained from EMSI . A copy of the report can be found in Attachment B. A summary can be found in Table 1 below. There is an expected growth of nearly 8% in occupations in bookkeeping, accounting and auditing clerks.

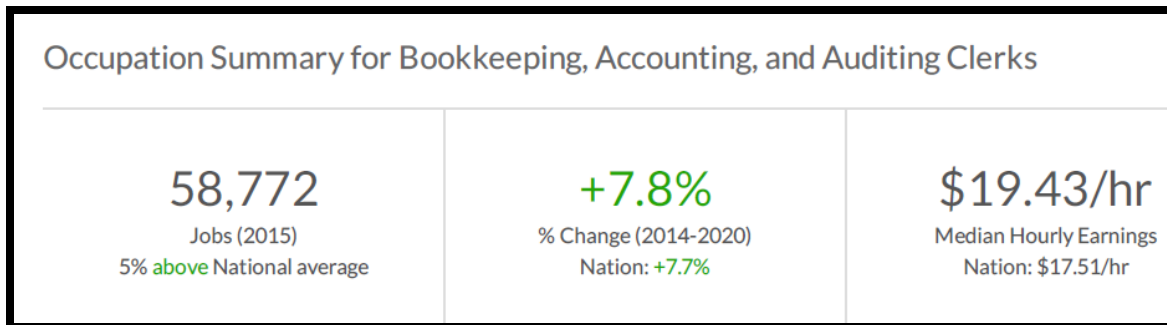


Table 1

Further data analysis demonstrates that the growth trend is seen locally, statewide and nationwide as evidenced in the following tables (Tables 2 and 3).

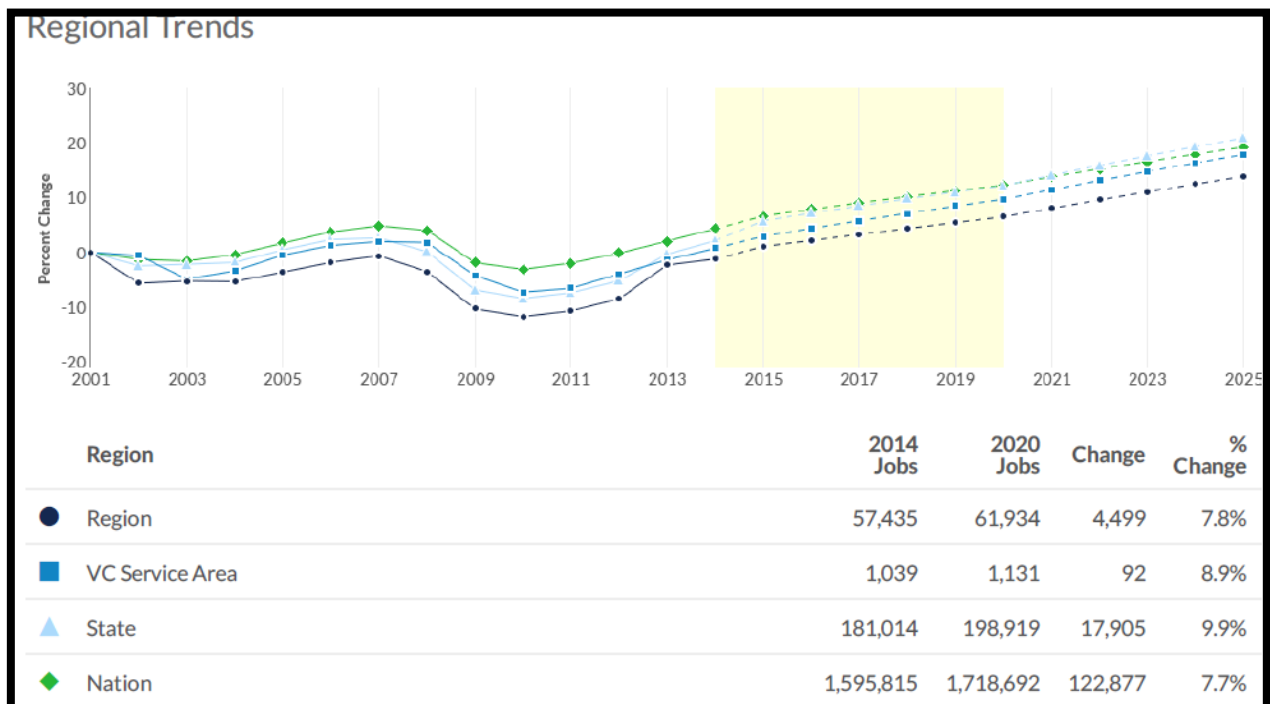


Table 2

Growth for Bookkeeping, Accounting, and Auditing Clerks (43-3031)

57,435 2014 Jobs	61,934 2020 Jobs	4,499 Change (2014-2020)	7.8% % Change (2014-2020)
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Table 3

Looking at The California Labor Market Data Library, according to the California Employment Development Department, clerical jobs in bookkeeping, accounting and auditing in Ventura County are projected to increase by 19% between the years 2012-2022 (see Table 4 below).

Employment Development Department		2012-2022 Occupational Employment Projections									
Labor Market Information Division		Oxnard-Thousand Oaks-Ventura Metropolitan Statistical Area									
Published: February 2015		(Ventura County)									
SOC Code*	Occupational Title	Estimated Employment 2012**	Projected Employment 2022	Numeric Change 2012-2022 [1]	Percent Change 2012-2022	Annual Average Percent Change	Average Annual Job Openings			2014 First Quarter Wages [5]	
							New Jobs [2]	Replacement Needs [3]	Total Jobs [4]	Median Hourly	Median Annual
43-2000	Communications Equipment Operators	240	210	-30	-12.5%	-1.3%	0	5	5	N/A	N/A
43-2011	Switchboard Operators, Including Answering Service	190	170	-20	-10.5%	-1.1%	0	4	4	\$14.25	\$29,628
43-3000	Financial Clerks	8,790	10,310	1,520	17.3%	1.7%	152	179	331	N/A	N/A
43-3011	Bill and Account Collectors	880	1,010	130	14.8%	1.5%	13	25	38	\$17.91	\$37,253
43-3021	Billing and Posting Clerks	1,300	1,580	280	21.5%	2.2%	28	24	52	\$18.40	\$38,265
43-3031	Bookkeeping, Accounting, and Auditing Clerks	4,050	4,820	770	19.0%	1.9%	76	37	113	\$20.22	\$42,052
43-3051	Payroll and Timekeeping Clerks	460	530	70	15.2%	1.5%	7	10	17	\$19.62	\$40,817

Table 4 Taken from <http://www.labormarketinfo.edd.ca.gov/data/employment-projections.html>
Accessed 02-06-16

Robert Half Finance and Accounting, a national accounting placement firm, shows in their 2016 Salary Guide that salaries for bookkeepers and accounting clerks have increased by 4.7% and 4.8%, respectively, over the past year. Starting salaries are between \$33,250 and \$49,500 for 2016.

Operational Support: Bookkeepers – All Companies				
Full Charge (Financial Statements)	\$ 46,750 - \$ 62,750	\$ 49,000 - \$ 65,750		4.8%
Full Charge (General Ledger)	\$ 43,000 - \$ 55,500	\$ 45,000 - \$ 58,250		4.8%
Bookkeeper	\$ 38,000 - \$ 47,250	\$ 39,750 - \$ 49,500		4.7%
Accounting Clerk	\$ 31,750 - \$ 41,500	\$ 33,250 - \$ 43,500		4.8%

(Taken from https://www.roberthalf.com/sites/default/files/Media_Root/images/at-pdfs/robert_half_2016_salary_guide.pdf Accessed 02-06-16)

The evidence from multiple labor market reports indicates that the field of bookkeeping is continuing to grow and provides a living wage.

Attachment C: South Central Coast Regional Consortium

The South Central Coast Regional Consortium has supported the creation of the Associates Degree in Bookkeeping. Confirmation of the affirmative vote of support can be found below.

Debbie Newcomb

From: Leana Bowman <lbowman@sbcc.edu>
Sent: Monday, March 07, 2016 2:10 PM
To: Debbie Newcomb
Subject: ***PROGRAM APPROVAL***

Hello Debbie,

I am pleased to report that I have now heard from all eight voting deans from the region. The bookkeeping program for Ventura College was approved unanimously by all the deans.

Good luck!

Leana Bowman
Grant Coordinator
Santa Barbara City College
805-892-3718



"Life should not be a journey to the grave with the intention of arriving safely in a pretty and well preserved body, but rather to skid in broadside in a cloud of smoke, thoroughly used up, totally worn out, and loudly proclaiming "Wow! What a Ride!" Hunter S. Thompson

VENTURA COLLEGE
Minutes of the Business Advisory Council
Date: March 24, 2015
Wright Event Center

Present: Norbert Tan, Patricia Duffy, Bernie Luskin, David Keebler, Kay Falconer, Laurie Flack, David Fleisch, Mike Pettit, Barbara Quaid, Chris Merritt, Ray Bowman, Herach Safarian, Anne King, Mike Anderson, Lu Setnicka, Martha Groszewski, Celine Park, Lynn Mikelatos, Ken Drake, Kathleen Schrader, Debbie Newcomb, Alan Walker, Stephanie Branca

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome	Meeting was called to order at 12:08 p.m.			
Introductions				
	Alan Walker welcomed everyone and introduced David Keebler and Kathy Schrader. Dr. Schrader thanked the participants and commented on the purpose of the council and how the feedback of the council contributes to the decisions and directions of the Business program. Alan Walker introduced Celine Park, Stephanie Branca, Ken Drake, Mike Anderson, and Debbie Newcomb. Next, Bernie Luskin was introduced. He briefly explained his role at VCCCD. Lastly, the industry council members introduced themselves by stating their name, occupation, and general background.			
Announcements				
	Debbie Newcomb announced that the next			

	communication with the council will be by email in October.			
Discussion Items				
Business Program Update	<p>The handout titled "Spring 2015 Business Department Updates" was distributed. Debbie Newcomb discussed several of the items in the handout: Title V – Velocidad Grant, new courses and programs, Bookkeeping Certificate of Achievement proposal, and Business Information Worker Pathway. Debbie Newcomb explained the proposed Bookkeeping Certificate of Achievement and asked the members of the council to each cast a vote on whether or not they support this new certificate. Ballots for voting were distributed by Ken Drake. There were 14 votes in favor and one opposed.</p> <p>David Fleisch requested that a listing with descriptions of all Certificates and Proficiency Awards offered be distributed so they can be included in their hiring process as an educational requirement for employment.</p>	Prepare a listing of COAs, AS Degrees, and PA for members and send out.		Newcomb
Applied Science Center	A roundtable discussion about the new Applied Science Center was initiated by David Keebler. He delivered a presentation that included an overview of funding, costs, and completion dates, mock-ups of the interior and exterior areas of the center. David Keebler also explained how the center will help Ventura College achieve its academic and fiscal goals, the benefits to students, and the possibility for furthering relationships with local high schools. A handout of the PowerPoint presentation was provided			

	<p>to the participants.</p> <p>Further discussion ensued on the following topics:</p> <ul style="list-style-type: none"> • Purpose of the new Applied Science Center • Utilization of the center by outside groups • Benefits of the center by the Business Program • Value of the center to business partners and community <p>Questions and comments from participants:</p> <ul style="list-style-type: none"> • Will certificates be granted to students who complete training at the Applied Science Center? – YES • How many hours for each certification? – Number of hours will vary, depending on the course of study. • Haas Automotive expressed concern for their workers ability to handle an online teaching environment. • Request for classes and certification on more advanced manufacturing techniques. 			
Employer Needs	<p>The following comments were made by the participants regarding skills they need from their employees:</p> <ul style="list-style-type: none"> • Need for stronger work ethic - Celine Park commented on the VC Innovates initiative and the work it is doing in this area to better prepare high schools for the college programs. • Suggestion that strategic and critical thinking skills be part of the curriculum. Applied Science Center is focused largely on tactical skills. • Suggestion for the use of cross-course case studies. 			

	<ul style="list-style-type: none"> • Member expressed support for the bookkeeping certificate. • Member commented that Ventura College is responding to the changing employers needs and acknowledged the role that the employer must play in partnering with the college and supporting these initiatives. • Ray Bowman of the Small Business Development Center collects detailed data on the businesses they assist and they are willing to share this information with us. • Members validated the importance of the content of the ATEB N106 and ATEC N105 courses that will be offered at the Applied Science Center. • Member commented that the entire college needs to promote the workplace preparedness courses for students in all majors. • Member commented that some of the pathways may be too isolated and not produce an employee with a comprehensive set of skills. • Lack of free thinkers • Math skills • Spelling • Skills gap – particularly in manufacturing and engineering • Business English 			
Adjournment	The meeting was adjourned at 1:45. Tours of the Applied Science Center were given to those who were interested.			

Degree/Certificate/Award – Progress Report

Type Awarded	Name	Proposal Type	Status	Notes
AA-T	Elementary Teacher Education	New	Approved by the CCCC 08/18/2016	
AS-T	Nutrition and Dietetics	New	Secondary Review @ State	
COC—Noncredit	Technology and Workplace Competencies	New	Awaiting State submission	-Waiting for course nonsubstantial changes to be approved
AA-T	Economics	New	DTRW-I on 09/08/2016 B.O.T. on 10/11/2016	
AS-T	Public Health Science	New	CC 2 nd reading on 08/23/16	
AA-T	Biology	New	CC 1 st reading on 08/23/16	
AA (local)	Bookkeeping	New	CC 1 st reading on 08/23/16	
AA-T	Child and Adolescent Development	New	In CurricUNET review	On level 2.75, awaiting Division Dean review
COA (local)	Associate Teacher (Child Development)	New	In CurricUNET review	On level 2.75, awaiting Division Dean review
AA-T	Global Studies	New	In development by faculty	
AA-T	Social Justice Studies	New	In development by faculty	
AA-T	Film, Television, and Electronic Media	New	In development by faculty	
AA-T	Theatre Arts	Revision	In development by faculty	-going to need major revisions due to course revisions
AA/COA (local)	Biological Sciences	Revision	In development by faculty	-has been entered into CurricUNET
AA/COA (local)	Diesel Mechanics	New	In development by faculty	-needs to be entered into CurricUNET
AS-T	Chemistry	New	In development by faculty	-unit issue

AA-T	Associate in Arts for Transfer degree
AS-T	Associate in Science for Transfer degree
AA	Associate in Arts (local) degree
AS	Associate in Science (local) degree
COA	Certificate of Achievement (local)
COC	Certificate of Completion (Noncredit)
PA	Proficiency Award (locally awarded only)