



Curriculum Committee Agenda

Multi-Disciplinary Center – West 312 (MCW-312)

September 06th, 2016 at 3:30pm

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

- I. ROLL CALL (Quorum is 10 out of 18 voting members)
- II. ADOPTION OF THE PROPOSED AGENDA (Discussion/Action)
- III. GENERAL ANNOUNCEMENTS, INTRODUCTIONS, AND PUBLIC COMMENTS (Information)¹
- IV. APPROVAL OF MINUTES: August 23, 2016 (Discussion/Action)
- V. POLICY AND PROCESS (Information or Discussion/Action)
 - A. [Curriculum Committee Handbook](#) (Discussion/Action)
 - B. AP/BP 4025 (Discussion/Action)
 - C. Electing next year's faculty co-chair (Discussion) – Michael Bowen
 - D. Minimum Qualifications (Discussion)
 - E. Non-credit minimum qualifications (Discussion) – Kim Hoffmans
- VI. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)
- VII. SECOND 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/COA Bookkeeping
- VIII. FIRST READING: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)
 - A. Revised Courses: CS V17 (same as MATH V52), MATH V52 (same as CS V17), SPAN V04S*

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.

* Proposed for first and second reading.

- IX. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
 - A. CS V17 (same as MATH V52), MATH V52 (same as CS V17), SPAN V04S***
- X. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
 - A. SPAN V04S**
- 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**
 - 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. ASCCC Curriculum Committee updates**
 - G. Other**

Curricular Proposals for 09/06/2016

Curricular Proposals for 09/06/2016											
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	
	None.										
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
	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			
	DM V10	Diesel Preventive Maintenance	CR	2	Revision	D	OBJ, CC	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		

Curricular Proposals for 09/06/2016

SECOND 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 CCCC.					Fall 2017				X				
	AS	Bookkeeping	CR	17.5	New	Add to catalog.					Fall 2017				X				
	COA	Bookkeeping	CR	17.5	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)					EFFECTIVE	REQ	DE		BoT				
	CS V17 (same as MATH V52)	Discrete Structures	CR	3	Revision	P				None	Fall 2017	X							
	MATH V52 (same as CS V17)	Discrete Structures	CR	3	Revision	P				None	Fall 2017	X							
	SPAN V04S*	Spanish Heritage Language II	CR	5	Revision	ID, Was, P				OBJ, CC	Fall 2017	X	X	X					
FIRST READING: PROGRAMS												SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES			
APPROVED	AWARD TYPE	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							
	CS V17 (same as MATH V52)	Discrete Structures	CR	3	Revision	Prerequisite: MATH V20; or MATH V04 and MATH V05; or MATH V19 ; or placement as measured by the college assessment process. Recommended Preparation: CS V11 or equivalent.					First Reading: Courses	Fall 2017	X						

* Proposed 1st and 2nd Reading

Curricular Proposals for 09/06/2016

REQUISITE APPROVALS

APPROVAL	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE	EFFECTIVE			
	MATH V52 (same as CS V17)	Discrete Structures	CR	3	Revision	Prerequisite: MATH V20; or MATH V04 and MATH V05; or MATH V19 ; or placement as measured by the college assessment process. Recommended Preparation: CS V11 or equivalent.	First Reading: Courses	Fall 2017	X		
	SPAN V04S	Spanish Heritage Language II	CR	5	Revision	Prerequisite: SPAN V 03S or equivalent with a C or better	First Reading: Courses	Fall 2017			

DISTANCE EDUCATION APPROVALS

APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/REV	DE TYPE	SOURCE	EFFECTIVE			
	SPAN V04S	Spanish Heritage Language II	CR	New	Hybrid (51-99% online)	First Reading: Courses	Fall 2017			
** END OF LIST **										



Curriculum Committee Minutes—DRAFT

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 10 out of 18 voting members)

VOTING MEMBERS		P=Present A=Absent				
Faculty co-chair	Michael Bowen	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Articulation Officer	Thao Brabander	<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			
WED Division	Debbie Newcomb	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	Eric Irwin	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
	Ellen Rearick	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Health, KIN, ICA, and Performing Arts Division	Nancy Fredrickson	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Krenly Guzman	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
Vis. Arts, Behv/Soc Sciences, and Lang Division	Ann Bittl	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Scott Corbett	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
English & Math Division	Peter Yi	<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			
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	Kimberly Hoffmans	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
ASVC Rep.	vacant	<input type="checkbox"/> P	<input type="checkbox"/> A			
Dean	Tim Harrison	<input type="checkbox"/> P	<input type="checkbox"/> A	Dan Kumpf	<input type="checkbox"/> P	<input type="checkbox"/> A
Dean	Gwendolyn Lewis-Huddleston	<input type="checkbox"/> P	<input type="checkbox"/> A	Kathleen Schrader	<input type="checkbox"/> P	<input type="checkbox"/> A
Dean	Lynn Wright	<input type="checkbox"/> P	<input type="checkbox"/> A	David Bransky	<input type="checkbox"/> P	<input type="checkbox"/> A
Dean	Karen Engelsen	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Instructional Data Specialist/Recorder	Katie Owashi	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Curriculum Technician	Sarah Ayala	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Registrar	Arlene Reed	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			

Guests: Chuck Rockwood (DM), Blake Schloo (DM), Laura Weck (BUS), Ted Prell (CJ/POSC), Michelle Kone (COUN)

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

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

Motion by: K. Peinado

Seconded by: P. Sezzi

Discussion: *None.*

Final resolution: Approved

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T.

Dalton, N. Fredrickson, J. Garner, E. Irwin, A. Kolesnik, K. Peinado,
R. Petitfils, E. Rearick, P. Sezzi, P. Yi

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

Congratulations was given to Michael Bowen for being chosen to serve on the ASCCC Curriculum Committee.

A. New member introduction

New Curriculum Committee members were introduced.

B. Curriculum workshops

1. Tentative Dates: 09/09, 09/30, 10/07, 10/21, 11/04, 12/02

Ryan Petitfils will be hosting Curriculum workshops where faculty will be able to work on their courses and programs with Ryan and the Curriculum Technician. More information to come!

IV. APPROVAL OF MINUTES: May 03, 2016 (Discussion/Action)

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

Motion by: R. Petitfils

Seconded by: N. Fredrickson

Discussion: *An error was pointed out that Lauren Wintermeyer was marked as both present and absent. K. Owashi said she would fix this error.*

Final resolution: Approved

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T.
Dalton, N. Fredrickson, J. Garner, E. Irwin, A. Kolesnik, K. Peinado,
R. Petitfils, E. Rearick, P. Sezzi, P. Yi

P. Sezzi proposed to rearrange agenda to postpone Item V to after Item XII.

Motion by: P. Sezzi

Seconded by: P. Yi

Discussion: *None*

Final resolution: Approved

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T.
Dalton, N. Fredrickson, J. Garner, E. Irwin, A. Kolesnik, K. Peinado,
R. Petitfils, E. Rearick, P. Sezzi, P. Yi

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.

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

A. Course Updates: CJ V01, CJ V02, CJ V19, COUN V02, PSY V15, PSY V29.

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

Motion by: P. Sezzi

Seconded by: S. Corbett

Discussion: *None.*

Final resolution: Approved

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, N. Fredrickson, J. Garner, E. Irwin, A. Kolesnik, K. Peinado, R. Petitfils, E. Rearick, P. Sezzi, P. Yi

VI. 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

M. Bowen presented the curricular proposals for second reading. R. Petitfils made a motion to consider all second reading curricular proposals together.

Motion by: R. Petitfils

Seconded by: N. Fredrickson

Discussion: *After a brief discussion, it was determined the ENGL V01A should be pulled from consideration until the Articulation Officer is able to review it.*

M. Bowen asked if it was acceptable to those who made the motion to amend it removing ENGL V01A. Both R. Petitfils and N. Fredrickson agreed to the amendment.

Final resolution: Approved: all courses except for ENGL V01A which was postponed until further notice.

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, N. Fredrickson, J. Garner, E. Irwin, A. Kolesnik, K. Peinado, R. Petitfils, E. Rearick, P. Sezzi, P. Yi

VII. 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

Michael Bowen presented the curricular proposals for first reading for approval. C. Branciforte made a motion to consider all first reading curricular proposals together.

Motion by: C. Branciforte

Seconded by: N. Fredrickson

Discussion: *Regarding the Diesel Mechanics (DM) courses, there were a brief discussion regarding the courses and how it will fulfill an upcoming program. P. Sezzi asked if the Diesel Mechanics department could provide information on possible library resources he could order for them.*

Another brief discussion ensued regarding the Associate in Science in Biology for Transfer degree. A. Kolesnik suggested adding MATH V46 to the pattern and was advised to consult with the department.

Final resolution: Approved

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, N. Fredrickson, J. Garner, E. Irwin, A. Kolesnik, K. Peinado, R. Petitfils, E. Rearick, P. Sezzi, P. Yi

VIII. 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

M. Bowen presented the requisite proposals for approval.

Motion by: R. Petitfils

Seconded by: E. Irwin

Discussion: *None.*

Final resolution: Approved

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, N. Fredrickson, J. Garner, E. Irwin, A. Kolesnik, K. Peinado, R. Petitfils, E. Rearick, P. Sezzi, P. Yi

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

A. New: CJ V01, COUN V02, PSY V15, PSY V29

M. Bowen presented the distance education proposals for approval.

Motion by: R. Petitfils

Seconded by: A. Bittl

Discussion: *None.*

Final resolution: Approved

Yes: A. Bittl, M. Bowen, T. Brabander, C. Branciforte, S. Corbett, T. Dalton, N. Fredrickson, J. Garner, E. Irwin, A. Kolesnik, K. Peinado, R. Petitfils, E. Rearick, P. Sezzi, P. Yi

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

A. None.

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

A. Request(s) for future agenda items

B. Military Credit discussion

A brief discussion ensued regarding the VCCCD policies on awarding credit for Military experience, but there was no real conclusion. It was determined that this would continue to be an ongoing discussion and would be addressed again in the following Curriculum Committee meeting.

XII. REPORTS (Information)

A. Co-Chairs

None.

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

T. Brabander pointed out that there are two courses that need immediate attention for C-ID approval: SPAN V04S and ART V06.

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)

K. Owashi presented the new degree progress report and explained that degrees, certificates, and awards are now available for creation, editing, and review through CurricUNET. Please make an appointment with K. Owashi before creating your first degree through CurricUNET.

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

A. Goals for Curriculum Committee 2016-17 (Information)

M. Bowen revisited the goals for this years Curriculum Committee which are: finalize the Curriculum Handbook and take a look at courses that have not been offered in a significant amount of time to potentially delete them.

B. Minimum Qualifications (Discussion/Action)

There was a discussion regarding how Minimum Qualifications should be approved and if the Curriculum Committee was the most appropriate body to approve them. It was determined that the Curriculum Committee is the most appropriate body to approve Minimum Qualifications; A, Kolesnik and P. Sezzi offered to write up a draft proposal on how Minimum Qualifications would be reviewed and approved by the Curriculum Committee. The subject will be revisited at the next Curriculum Committee meeting.

C. Curriculum Committee Handbook (Information)

M. Bowen requested that the Curriculum Committee review the draft version of the Curriculum handbook and forward any comments, corrections, or suggestions to him via email.

Meeting adjourned at 5:00 PM.

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, 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							
X	ENGL V01A	English Composition	CR	4	Revision	D, P,-	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 CCCC.		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											

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	Units	New/Revised	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 Psychology	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 **											



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION
Number	AP 4025
Status	Active
Legal	Title 5, Section 55061 Title 5, Section 55062 Title 5, Section 55063 ACCJC Accreditation Standard II.A.3
Adopted	July 14, 2009
Last Reviewed	June 18, 2013 (Insert new date here)

Philosophy and Criteria for Associate Degree

The philosophy and criteria for the associate degree and general education of the Ventura County Community College District address the considerations contained in the references listed above. These include, but are not limited to:

- The programs of District colleges are consistent with the District mission, objectives, demographics, and economics of its community.
- The philosophy and criteria regarding the associate degree reference the policy of the Board of Governors that the associate degree symbolizes a successful attempt to lead students through patterns of learning experiences designed to develop certain capabilities and insight, including but not limited to:
 - ~~To~~ [The ability to](#) think communicate, speak, and write clearly and effectively
 - ~~To~~ [The ability to](#) understand and apply mathematical concepts
 - ~~To~~ [The ability to](#) understand the modes of inquiry of the major disciplines
 - ~~To be~~ [Being](#) aware of other cultures and time periods
 - ~~To achieve~~ [Achieving](#) insights gained through experience in thinking about ethical problems
 - ~~To develop~~ [Developing](#) the capacity for self-understanding

The Curriculum Committee of each District college establishes a curriculum proposal and review process that methodically and consistently validate the above principles within the college's course and program inventory.

At a secondary level, the District Technical Review Workgroup-Instructional (DTRW-I) provides technical oversight to ensure that the colleges' course and program curriculum are in regulatory compliance.

Philosophy and Criteria for General Education

The philosophy and criteria regarding general education reference the policy of the Board of Governors that general education should lead to better self-understanding, including:

- Understand the modes of inquiry and critique used in the natural, social, and behavioral sciences and the humanities
- Understand and appreciate the role of culture and the arts in society and in one's personal life
- Think logically and communicate effectively
- Understand and adopt the concepts of personal health and fitness to enhance the quality of life
- Recognize the multitude of diversities in the physical and human environments and how these diversities impact individuals and society
- Understand the connections among the various disciplines
- Use a variety of means to find information, examine it critically, and apply it appropriately
- Work ethically and effectively with others
- Apply the skills necessary for successful living in an ever-changing and global environment
- Become productive workers and life-long learners
- Meet the objectives of general education

General education is designed to introduce students to the variety of means through which people comprehend the modern world.

General education introduces the content and methodology of the major areas of knowledge and provides an opportunity for students to develop intellectual skills, information technology proficiency, affective and creative capabilities, social aptitude, and an appreciation for cultural diversity.

To meet the objectives of general education, each District college shall place GE courses in the following areas:

- (A) **Natural Sciences**: A minimum of 6 units including one course in Biological Sciences and one course in Physical Science.
- (B) **Social and Behavioral Sciences**: A minimum of 6 units including one course in American History/Institutions and one course in other Social and Behavioral Science.
- (C) **Humanities**: A minimum of 6 units including one course in Fine Arts/Performing Arts and one course in any other Humanities.
- (D) **Language and Rationality**: A minimum of 6 units including one course in English Composition and one course from Communication/Analytical Thinking. **Additional District requirements may be met by courses in the previous General Education area.**
- (E) **Health/Physical Education and Kinesiology**: No unit minimum. One Health Education course and one Physical Education Activity course.
- (F) **Ethnic/Gender Studies**: Students selecting an Associate in Arts degree in General Studies must complete a course in Ethnic/Gender Studies.

The Curriculum Committees of the colleges, as part of the curriculum proposal and review process, **shall will** specifically address the placement of courses into the general education areas.

(A) Natural Sciences

Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in **Natural Sciences**, a course shall be designed to help the student develop an appreciation and understanding of the scientific methods, and encourage an understanding

of the relationship between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics, and other scientific disciplines.

(B) Social and Behavioral Sciences

Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in Social and Behavioral Sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and an appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology, and related disciplines.

(C) Humanities

Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

(D) Language and Rationality

Courses in Language and Rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses. Such courses include:

- (i) English Composition. Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.
- (ii) Communication and Analytical Thinking. Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

(E) Health/Physical Education and Kinesiology

Courses in Health, Physical Education, and Kinesiology should help students develop the an understanding of integrated wellness strategies and the skills necessary for designing, implementing, and maintaining a healthy lifestyle.

(F) Gender Studies

Courses in ethnic and gender studies should help students develop an awareness of the diverse historical roots and an appreciation of the cultural contribution of minorities and women; and/or should lead to an understanding of the causes and consequence of socio-economic inequality based on race, sex, sexual orientation, gender identity, or ethnicity; and explore ways of eliminating such inequities.

Elements of the review process shall will include, at a minimum, the following:

- The alignment of the course outcome to the general education outcome of the proposed area
- The rigor and comprehensive nature of the course as a lower-division introduction into the discipline
- Applicability of the course for fulfilling CSU GE-Breadth or Intersegmental General Education Transfer Curriculum (IGETC) for transfer

Each college shall will have student learning outcomes (SLO) to assess these GE courses.

Completion of the District College General Education pattern shall be required for all Associate degrees except:

1. When prohibited by legislated transfer degrees (Associate in Art for Transfer and Associate in Science for transfer) that require completion of CSU GE-Breadth and/or Intersegmental General Education Transfer Curriculum (IGETC) and forbid additional District graduation requirements.
2. General Studies Pattern II requires students to complete a transfer institution's own GE pattern while also meeting the 18 units of general education minimum established in Title 5. The additional District graduation requirements of Health/PE and Kinesiology and Ethnic/Gender Studies still apply.
3. General Studies Pattern III requires students to complete either CSU GE-Breadth or IGETC. The additional District graduation requirements of Health/PE and Kinesiology and Ethnic/Gender Studies still apply.
4. When the degree is designed specifically for transfer and another general education pattern (such as CSU GE-Breadth, IGETC, or a university's native GE pattern) more adequately serves the needs of the students.

Last Modified by Laurie Nusser on July 1, 2013 (Insert new date here)



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION
Number	BP 4025
Status	Active
Legal	Title 5, Section 55805.55061 ACCJC Accreditation Standard II.A.9
Adopted	February 16, 2006
Last Reviewed	June 18, 2013 (Insert new date here)

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy.

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

In establishing or modifying a general education program, ways shall be sought to create cohesion and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

The Chancellor shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

See [Administrative Procedure 4025](#).

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 (PSLOs):

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

1. 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. A "P" (Pass) grade is not an acceptable grade for courses in the major.

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	General Chemistry I	3
and		
CHEM V01AL	General Chemistry I Lab	2
CHEM V01B	General Chemistry II	3
and		
CHEM V01BL	General Chemistry II Lab	2
MATH V21A	Calculus with Analytic Geometry I	5
PHYS V02A	General Physics I: Algebra/Trigonometry-Based	4
and		
PHYS V02AL	General Physics I Laboratory: Algebra/Trigonometry-Based	1
PHYS V02B	General Physics II: Algebra/Trigonometry-Based	4
and		
PHYS V02BL	General Physics II Laboratory: Algebra/Trigonometry-Based w/Lab	1
<hr/>		
Major units		35
General Education IGETC units		35
Double-Counted units		(10)
Elective units		2
<hr/>		
DEGREE TOTAL		60

Program Student Learning Outcomes (PSLOs):

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

1. 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 Certificate of Achievement 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 a Certificate of Achievement which can be readily attained in one year or an Associates in Science Degree which can 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 Bookkeeping or 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 Certificate of Achievement 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 Bookkeeping or an Associate Degree Accounting.

Required Courses:		Units
BUS V02	Income Tax Fundamentals	3
BUS V03	Introduction to Accounting	3
BUS V04	Computerized Payroll Accounting	4
BUS V07A	Business Calculations	3
BUS V08	Computerized Accounting	3
BUS V17	Computer Applications	3

Major Units	19
Completion of Local General Education Pattern	41
Double-Counted Units	-
Electives (CSU transferrable units to reach 60)	-

DEGREE TOTAL	60
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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

Certificate of Achievement 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 Core Total 19 units

TOTAL UNITS 19 units

Proposed Sequence:
Year 1, Fall = 10 units

Year 1, Spring = 9 units
TOTAL UNITS: 19 units

Or

Year 1, Fall = 6 units
Year 1, Spring = 7 units
Year , Summer = 3 units
Year 2, Fall = 3 units
TOTAL UNITS: 19 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 Certificate of Achievement in Bookkeeping 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 Bookkeeping or 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 Certificate of Achievement 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 a Certificate of Achievement 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.

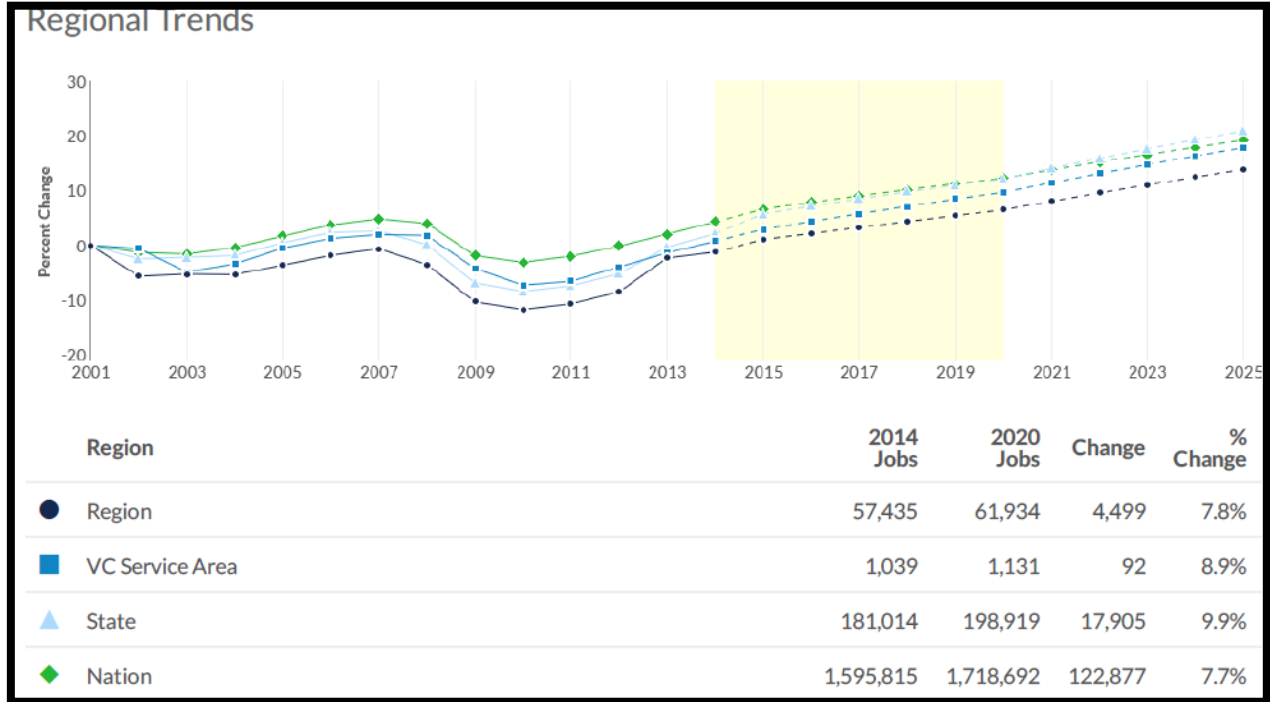
Attachment B: Labor Market Information

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.

Occupation Summary for Bookkeeping, Accounting, and Auditing Clerks		
58,772 Jobs (2015) 5% <i>above</i> National average	+7.8% % Change (2014-2020) Nation: +7.7%	\$19.43/hr Median Hourly Earnings Nation: \$17.51/hr

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).



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 2

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>
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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 Certificate of Achievement as well as 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			

	<p>handout of the PowerPoint presentation was provided 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 			

	<p>Science Center is focused largely on tactical skills.</p> <ul style="list-style-type: none"> • Suggestion for the use of cross-course case studies. • 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.			
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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):

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.

Required Courses:		Units
BUS V02	Income Tax Fundamentals	3
BUS V03	Introduction to Accounting	3
BUS V04	Computerized Payroll Accounting	4
BUS V07A	Business Calculations	3
BUS V08	Computerized Accounting	3
BUS V17	Computer Applications	3
<hr/>		
Major Units		19
Completion of Local General Education Pattern		41
Double-Counted Units		-
Electives (CSU transferrable units to reach 60)		-
<hr/>		
DEGREE TOTAL		60

Program Student Learning Outcomes (PSLOs) are:

1. Demonstrate an understanding of basic accounting procedures.
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Item 3. Program Requirements

Associates of Science Degree in Bookkeeping

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	BUS V07A	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 Local General Education pattern	41 units
<hr/>	
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.

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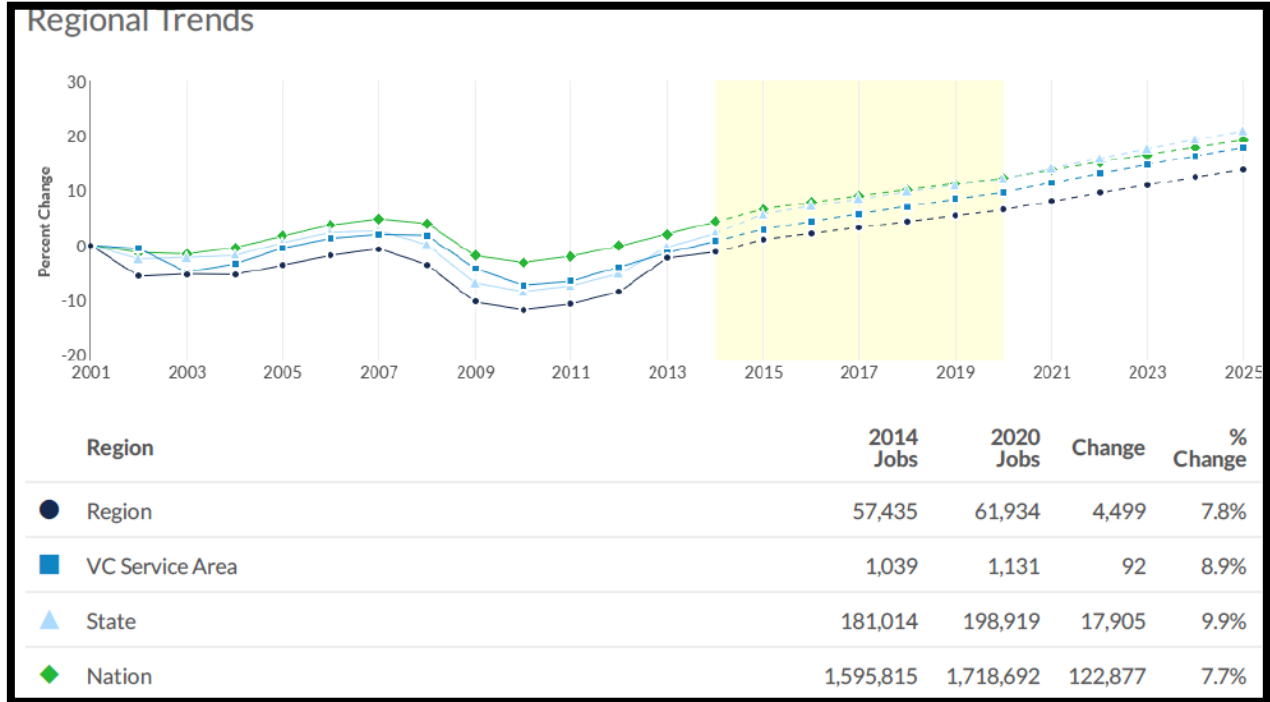
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Further data analysis demonstrates that the growth trend is seen locally, statewide and nationwide as evidenced in the following tables (Tables 2 and 3).



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

<p>57,435</p> <p>2014 Jobs</p>	<p>61,934</p> <p>2020 Jobs</p>	<p>4,499</p> <p>Change (2014-2020)</p>	<p>7.8%</p> <p>% Change (2014-2020)</p>
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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.</p> <p>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			

	<p>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 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	The following comments were made by the participants regarding skills they need from their			

	<p>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.• 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			
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	<p>produce an employee with a comprehensive set of skills.</p> <ul style="list-style-type: none"> • 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.			