



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Opening the Door to Higher Education

Curriculum Committee Agenda

VIA CONFERZOOM

Date/Time: Tuesday, February 2, 2021 - 3:00 p.m.

Call information:

Join from PC, Mac, Linux, iOS or Android:

<https://cccconfer.zoom.us/j/6631981863>

**Or iPhone one-tap (US Toll): +16699006833,6631981863# or
+13462487799,6631981863#**

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 346 248 7799 (US Toll)

+1 253 215 8782 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

+1 646 876 9923 (US Toll)

Meeting ID: 663 198 1863

International numbers available: <https://cccconfer.zoom.us/j/6631981863>

Or Skype for Business (Lync):

[SIP:6631981863@lync.zoom.us](https://cccconfer.zoom.us/j/6631981863)

Curriculum Committee Agenda

VIA CONFERZOOM

Tuesday, February 2, 2021 at 3:00pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2021 UNLESS OTHERWISE NOTED.

I. ROLL CALL (Quorum is 10 out of 18 voting members)

VOTING MEMBERS		
Faculty co-chair/Interim Articulation Officer	<input type="checkbox"/> Michael Bowen (MB)	
Technical Review Chair	<input type="checkbox"/> Michael Callahan (MC)	
Academic Senate President	<input type="checkbox"/> Dan Clark (DC)	
AFT Rep.	Vacant	
Career Education I Division	<input type="checkbox"/> Kelly Wellman (KW)	<input type="checkbox"/> Nicole Falco (NF)
Career Education II Division	<input type="checkbox"/> Dorothy Farias (DF)	<input type="checkbox"/> John Clark (JC)
College Outcome Group Representative	<input type="checkbox"/> Asher Sund or Aurora Meadows (AS)	
English & Math Division	<input type="checkbox"/> Peter Yi (PY)	(Vacant)
Health, KIN, ICA, Performing & Visual Arts Division	<input type="checkbox"/> Jeff Fischer (JF)	<input type="checkbox"/> Krenly Guzman Gonzalez (KG)
Library, Languages, Behavioral & Social Sciences Division	<input type="checkbox"/> Rubisela Gamboa (RG)	<input type="checkbox"/> Maline Werness-Rude (MWR)
Librarian	<input type="checkbox"/> Peter Sezzi (PS)	
Sciences Division	<input type="checkbox"/> Chloe Branciforte (CB)	<input type="checkbox"/> Jennifer Garner (JG)
Student Services Division	<input type="checkbox"/> Mario Rivera (MR)	<input type="checkbox"/> Gema Espinoza Sanchez (GS)
NON-VOTING MEMBERS		
CIO co-chair	<input type="checkbox"/> Jennifer Kalfsbeek-Goetz	
ASVC Rep. (ASVC Director of Equity and Inclusion)	<input type="checkbox"/> Lisa Marie Ruiz	
Dean	<input type="checkbox"/> Tim Harrison	<input type="checkbox"/> Dan Kumpf
Dean	<input type="checkbox"/> Lisa Putnam	<input type="checkbox"/> Felicia Dueñas
Dean	<input type="checkbox"/> Lynn Wright	<input type="checkbox"/> Phil Briggs
Dean	<input type="checkbox"/> Debbie Newcomb	<input type="checkbox"/> Marnie Melendez (Interim)
Academic Data Specialist	<input type="checkbox"/> Olivia Long	
Academic Data Specialist	<input type="checkbox"/> Kelly Denton	
Recorder/Curriculum Technician	<input type="checkbox"/> Sarah Ayala / Tisa Medrano	
Distance Education Liaison	<input type="checkbox"/> Sharon Oxford	
Registrar	<input type="checkbox"/> Gaby Asamsama-Acuña	

- II. **ADOPTION OF THE PROPOSED AGENDA (Discussion/Action)**
- III. **INTRODUCTIONS, PUBLIC COMMENTS, AND GENERAL ANNOUNCEMENTS – Public Comments Limited to 5 minutes per person (Information)¹**
 - A. **Credit for Prior Learning (CPL) district-wide meeting 1/28/21 – J. Kalfsbeek-Goetz**
 - B. **DE Addenda for Fall 2021 – J. Kalfsbeek-Goetz (see attachment)**
Link to SharePoint spreadsheet: https://vcccdventura-my.sharepoint.com/:x/g/personal/jkgoetz_vcccd_edu/EWsNkGzhqVhDIKCC2PdVOM4ByYo6ac-wTHut6tSStFOMDq?e=eJ2pzb
- IV. **APPROVAL OF MINUTES: January 19, 2021 (Discussion/Action)**
- V. **OLD BUSINESS (Discussion/Action)**
 - A. **None**
- VI. **POLICY AND PROCESS (Information or Discussion/Action)**
 - A. **TADA Workgroup Items:**
 - 1. **Review of Curriculum Process (Discussion/Action)**
 - a. **Backlog of Programs from AY 19-20 (Discussion/Action)**
 - b. **Are Second Readings necessary? (Discussion/Action)**
 - c. **Course Inactivations that affect programs (Discussion)**
 - 2. **Creation/Dissemination of quick reference materials that can be used for minor COR updates (Discussion) – D. Farias (on behalf of TADA workgroup) Link to Curriculum Handbook:**
<https://mbowenvc.000webhostapp.com/curriculum/docs/Ventura%20College%20Curriculum%20Handbook%202020.docx>
 - 3. **Delegation of Curriculum Committee members to create working teams to assist in Curriculum Committee duties/tasks/backlog (Discussion/Action) – D. Farias (on behalf of TADA workgroup)**
 - B. **Banner Sync Issue (Discussion) – M. Bowen, J. Kalfsbeek-Goetz, O. Long**
 - C. **New Program Forms: CP-3, CP-4, NP-3, NP-4, CA1 (Discussion/Action; see attachments) – M. Bowen, M. Callahan**
 - D. **Curriculum Committee Training (Discussion) – M. Bowen**
[https://mbowenvc.000webhostapp.com/curriculum/docs/\(202008%20MB\)%20Curriculum%20Committee%20Training.pptx](https://mbowenvc.000webhostapp.com/curriculum/docs/(202008%20MB)%20Curriculum%20Committee%20Training.pptx)
 - E. **Standing Item: Anti-racism in curriculum (Discussion) – J. Kalfsbeek-Goetz**
<https://www.glendale.edu/about-gcc/faculty-and-staff/c-i-curriculum-and-instruction/creating-equitable-curriculum-guide>

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.

- VII. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
 - A. New: SWHS V10L**
 - B. Revision: SWHS V10**
- VIII. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
 - A. New: SWHS V10, SWHS V10L**
- IX. MINIMUM QUALIFICATIONS (Discussion/Action)**
 - A. None**
- X. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Action; see attachment)**
 - A. Inactivation: PSY V01SL, PSY V02SL**
- XI. SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
 - A. New: DM V11, DM V45**
 - B. Revision: ESRM V14, PSY V04 (TOP Code change since last meeting)**
- XII. SECOND READING PROGRAMS: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
 - A. Revision: AA-T Elementary Teacher Education**
- XIII. FIRST READING PROPOSALS:**
 - A. COURSE PROPOSALS REQUIRING SECOND READING (Discussion/Action; see attachment)**
 - 1. New: SWHS V10L**
 - 2. Revision: SWHS V10**
 - B. COURSE PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment)**
 - 1. None**
 - C. PROGRAMS: (Discussion/Action; see attachment)**
 - 1. New: A.S. Food Safety, COA Food Safety, COCN Food Safety**
- XIV. ADMINISTRATIVE CHANGES (Discussion/Action)**
 - A. Correction/MQ Change: HED V87**
- XV. PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action)**
 - A. Next meeting: Tuesday, March 2, 2020, 3pm via zoom**
- XVI. REPORTS (Information)**
 - A. Co-Chairs**

1. **Standing Item: Status of Outstanding Programs (see attachment) – D. Farias, M. Bowen**
- B. **Articulation**
 1. **CSUGE-Breadth and IGETC item requests for Fall 2021 implementation have been submitted to ASSIST, including the new CSUGE-B Area F (Ethnic Studies) courses**
- C. **Board of Trustees/ DTRW-I**
 1. **The body's recommendations for the revision of the Credit for Prior Learning policies BP/AP 4235 have been forwarded to Chancellor's Cabinet for review and approval by BOT (see attachments)**
- D. **Subcommittees/Workgroups**
 1. **TADA Workgroup – D. Farias**
- E. **New Curriculum Approvals at the State (CCCCO)**
 1. **None**

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

- A. **Updated Title 5 Index Spreadsheet (Information; see attachment) – M. Bowen**
- B. **Acronym Excerpt from Curriculum Handbook (Information; see attachment – M. Bowen**
- C. **Proposed Program Submission Excerpt from Curriculum Handbook (Information; see attachment) – M. Bowen**

XVIII. REQUESTS FOR FUTURE AGENDA ITEMS

NEXT MEETING
Tuesday, February 16, 2021 – via Zoom

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:
Dr. Jennifer Kalfsbeek-Goetz, Vice President Academic Affairs
Ventura College - 4667 Telegraph Road, Ventura, CA 93003 - (805) 289-6464

DEADLINES

Type	Submission Deadline (CIM)	Final Reading Deadline
Major Revisions to credit courses and programs ALL Noncredit courses and programs	Monday, September 14, 2020	Tuesday, October 20, 2020
NEW credit courses and programs	Monday, October 5, 2020	Tuesday, November 3, 2020
Minor Revisions and Updates to credit courses and programs	Monday, December 7, 2020	Tuesday, January 19, 2021

2020-2021 Curriculum Committee Goals

1. *Reorganize the structure, process and function of how the Curriculum Committee works and redistribution of duties, evaluation of rules and whether they work for the committee.*
2. *Committee collaboration with faculty and students to ensure maximum equity and anti-racism*
3. *Recommend to VC Exec team to hire new permanent Articulation Officer.*
4. *Completing the backlog of programs and updating course outlines of record correctly in CourseLeaf, including but not limited to the catalog descriptions.*

Dear Deans and Chairs,

As we plan for a **significantly online Fall 2021**, we will need to make sure we have **DE addenda attached to all courses on the Fall schedule**. Many of us thought we would be “back to normal” in Fall 2021 – teaching most classes in-person. Now, we are faced with the reality that many classes that we postponed until the next academic year will have to be taught as hybrid or 100% online. **For those classes that you will offer in Fall 2021 that do not have a DE addendum (emergency or permanent), we need to attach and submit the DE addenda this spring.** To that end...

- **Please list the courses that will need DE addenda NO LATER THAN Friday, February 12th [HERE!](#)**
 - **A curriculum rep will work with your department to attach an appropriate DE addendum to your classes by Friday, FEB 19th** to be reviewed and approved by the Curriculum Committee - and submitted to the state - in March.
 - If you submit your list of classes earlier, we will work to attach the DE addenda as soon as we receive your list.
- **All classes on the Fall 2021 schedule must have a DE addendum.** Even if the intent is to offer some classes 100% in-person, we do not know if it will be possible to do so at this time. Therefore, all classes on the schedule must have DE addenda.

I know you are managing a lot, juggling multiple due dates, and responding to loads of requests and crises daily. I appreciate all that you do and hate to add any more tasks to your already full plates. I thank you in advance for getting this info. to us about your DE addenda needs over the next couple weeks. We will make this process as easy as we can for you all. The toughest part will be [clicking on the link and listing your courses!](#) 😊

Thank you,

- Jennifer

Jennifer Kalfsbeek-Goetz, Ph.D., Vice President of Academic Affairs

~ Chief Instructional Officer ~ Accreditation Liaison Officer

Senior Administrative Assistant -> Sebastian Szczebiot, sebastian_szczebiot1@vcccd.edu

Ventura College ~ 805-289-6380 ~ jkgoezt@vcccd.edu

Pronouns: she/her/ella



Curriculum Committee Minutes - **DRAFT**

Via Zoom

Tuesday, January 19, 2021 at 3:00pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2021 UNLESS OTHERWISE NOTED.

Called to order: 3:03 p.m.

I. ROLL CALL (Quorum is 10 out of 18 voting members)

VOTING MEMBERS		
Faculty co-chair / Interim Articulation Officer	<input checked="" type="checkbox"/> Michael Bowen (MB)	
Technical Review Chair	<input checked="" type="checkbox"/> Michael Callahan (MC)	
Academic Senate President	<input type="checkbox"/> Dan Clark (DC)	
AFT Rep.	Vacant	
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Librarian	<input checked="" type="checkbox"/> Peter Sezzi (PS)	
Sciences Division	<input checked="" type="checkbox"/> Chloe Branciforte (CB)	<input checked="" type="checkbox"/> Jennifer Garner (JG)
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Dean	<input type="checkbox"/> Tim Harrison	<input type="checkbox"/> Dan Kumpf
Dean	<input type="checkbox"/> Lisa Putnam	<input checked="" type="checkbox"/> Felicia Dueñas
Dean	<input checked="" type="checkbox"/> Lynn Wright	<input type="checkbox"/> Phil Briggs
Dean	<input checked="" type="checkbox"/> Debbie Newcomb	<input type="checkbox"/> Marnie Melendez (Interim)
Academic Data Specialist	<input checked="" type="checkbox"/> Olivia Long	
Academic Data Specialist	<input checked="" type="checkbox"/> Kelly Denton	
Recorder/Curriculum Technician	<input checked="" type="checkbox"/> Sarah Ayala / Tisa Medrano	
Distance Education Liaison	<input checked="" type="checkbox"/> Sharon Oxford	
Registrar	<input checked="" type="checkbox"/> Gaby Asamsama-Acuña	

Guests: Rachel Johnson (CD), Gabriella Wood (BIOL)

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

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

Motion by: M. Callahan

Seconded by: P. Sezzi

Discussion: M. Callahan made a motion to change the order of the agenda and prioritize courses and programs.

Seconded by P. Sezzi

Final resolution: Agenda approved as amended

Yes: M. Bowen, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, J. Garner, M. Rivera, P. Sezzi, M. Werness-Rude

No: None

Voting Tally:

AS/AM	CB	DC	DF	GES	JC	JF	JG	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	n/a	yes	yes	n/a	yes	yes	n/a	n/a	yes	yes	yes	yes	yes	yes	n/a	n/a

III. INTRODUCTIONS, AND PUBLIC COMMENTS (Information)¹

A. Advertisement for new Articulation Officer – J. Kalfsbeek-Goetz

B. Priority 1 list will be published in February – M. Bowen

List of courses that are due for 5-year review

C. Fall 2021 effective date for courses now closed

D. Public comments

No public comments made.

IV. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes from the 12/1/2020 Curriculum Committee meeting

Motion by: N. Falco

Seconded by: C. Branciforte

Discussion: None

Final resolution: Meeting minutes from 12/1/2020 approved as presented

Yes: M. Bowen, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, J. Garner, K. Guzman Gonzalez, M. Rivera, P. Sezzi

No: None

Voting Tally:

AS/AM	CB	DC	DF	GES	JC	JF	JG	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	n/a	yes	yes	n/a	yes	yes	n/a	yes	n/a	yes	yes	yes	yes	yes	n/a	n/a

Recorder's Note: M. Werness-Rude not present for vote.

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V. OLD BUSINESS (Discussion/Action)

A. Previous AO GE removal process and document (Discussion/Action; see attachment) – M. Bowen

Briefly discussed the GE Status Inactivation Request form that was approved in last year's CC meeting. Further discussion needed, please email M. Bowen with any recommendations for the form or process.

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

A. Canvas Curriculum Task-Force (Discussion; Action) – G. Wood

The Canvas Curriculum task force met prior to winter break and currently are working on developing the Canvas course and incorporating the Curriculum Committee handbook. More updates will be provided as progress continues.

B. TADA Workgroup Items:

Items B.1, B.2, B.3 not discussed due to time.

1. Review of Curriculum Process (Discussion/Action)

- a. Backlog of Programs from AY 19-20**
- b. Are Second Readings necessary?**
- c. Course Inactivations that affect programs**

2. Creation/Dissection of quick reference materials that can be used for minor COR updates (Discussion) – D. Farias (on behalf of TADA workgroup) Link to Curriculum Handbook:

<https://mbowenvc.000webhostapp.com/curriculum/docs/Ventura%20College%20Curriculum%20Handbook%202020.docx>

3. Delegation of Curriculum Committee members to create working teams to assist in Curriculum Committee duties/tasks/backlog (Discussion/Action) – D. Farias (on behalf of TADA workgroup)

C. Banner Sync Issue (Discussion) – M. Bowen, J. Kalfsbeek-Goetz, O. Long

Item not discussed due to time.

D. New Program Forms: CP-3, CP-4, NP-3, NP-4, CA1 (Discussion/Action; see attachments) – M. Bowen, M. Callahan

Item not discussed due to time.

E. Curriculum Committee Training (Discussion) – M. Bowen

Item not discussed due to time.

F. Standing Item: Anti-racism in curriculum (Discussion) – J. Kalfsbeek-Goetz

Item not discussed due to time.

VII. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment) * indicates a summer 2021 implementation date

A. Revision: ANPH V01*, PSY V04

ANPH V01 Summer 2021 implementation requested with intent to offer this course for summer 2021 Paramedic Studies Program.

B. Review: ANTH V03, ANTH V05, BIOL V03, HED V90, MATH V40

M. Bowen called for a motion to approve Requisite proposals (all)

Motion by: C. Branciforte to approve all requisite approvals presented

Seconded by: K. Guzman Gonzalez

Discussion: None

Final resolution: Requisite Proposals were approved (all)

Yes: M. Bowen, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, J. Garner, K. Guzman Gonzalez, M. Rivera, P. Sezzi, M. Werness-Rude

No: None

Voting Tally:

AS/AM	CB	DC	DF	GES	JC	JF	JG	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	n/a	yes	yes	n/a	yes	yes	n/a	yes	yes	yes	yes	yes	yes	yes	n/a	n/a

VIII. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment) * indicates a summer 2021 implementation date; + indicates a spring 2021 blanket DE addendum course (late start)

A. New: AG V10, DM V11, DM V45, ESRM V14, FILM V10+, HED V90

B. Revision: HED V76

C. New/Review: ANTH V05, HED V01, HED V20, HED V24, HED V87

D. Review: ANPH V01*, ANTH V03, BIOL V03, MATH V40, PSY V04

M. Bowen called for a motion to approve the Distance Education proposals (all)

Motion by: P. Sezzi to approve all distance education approvals presented

Seconded by: C. Branciforte

Discussion: None

Final resolution: Distance education proposals approved as presented (all)

Yes: M. Bowen, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, J. Garner, K. Guzman Gonzalez, M. Rivera, P. Sezzi, M. Werness-Rude

No: None

Voting Tally:

AS/AM	CB	DC	DF	GES	JC	JF	JG	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	n/a	yes	yes	n/a	yes	yes	n/a	yes	yes	yes	yes	yes	yes	yes	n/a	n/a

IX. MINIMUM QUALIFICATIONS

A. None

X. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

A. Update: AG V10, ANTH V03, HED V01, HED V90

Minor updates that includes 5-year review changes, these do not impact the catalog.

M. Bowen called for a motion to approve the Consent Agenda proposals

Motion by: C. Branciforte

Seconded by: D. Farias

Discussion: None

Final resolution: Consent Agenda proposal approved

Yes: M. Bowen, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, J. Garner, K. Guzman Gonzalez, M. Rivera, P. Sezzi, M. Werness-Rude

No: None

Voting Tally:

AS/AM	CB	DC	DF	GES	JC	JF	JG	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	n/a	yes	yes	n/a	yes	yes	n/a	yes	yes	yes	yes	yes	yes	yes	n/a	n/a

XI. SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL

(Discussion/Action; see attachment)

A. New: BUS V52, FILM V12 (same as ENGL V12)

B. Revision: BUS V50

M. Bowen called for a motion to approve the Second Reading course proposals (all)

Motion by: N. Falco to approve all second reading approvals presented

Seconded by: P. Sezzi

Discussion: None

Final resolution: Second Reading course proposals approved

Yes: M. Bowen, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, J. Garner, K. Guzman Gonzalez, M. Rivera, P. Sezzi, M. Werness-Rude

No: None

Voting Tally:

AS/AM	CB	DC	DF	GES	JC	JF	JG	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	n/a	yes	yes	n/a	yes	yes	n/a	yes	yes	yes	yes	yes	yes	yes	n/a	n/a

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

1. None

**XIII. A. FIRST READING: CURRICULAR PROPOSALS REQUIRING SECOND READING
(Discussion/Action; see attachment)**

1. New: DM V11, DM V45

DM V11 and DM V45 courses are agriculture related training of vehicles used in industry.

2. Revision: ESRM V14

M. Bowen called for a motion to approve all the First Reading proposals (XIII. A.1 & A.2)

Motion by: P. Sezzi

Seconded by: C. Branciforte

Discussion: Discussion on advisory board involvement and outside industry input.

Final resolution: First reading proposals approved (XIII. A.1 & A.2)

*Yes: M. Bowen, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, N. Falco, D. Farias,
J. Fischer, J. Garner, K. Guzman Gonzalez, M. Rivera, P. Sezzi, M. Werness-Rude*

No: None

Voting Tally:

AS/AM	CB	DC	DF	GES	JC	JF	JG	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	n/a	yes	yes	n/a	yes	yes	n/a	yes	yes	yes	yes	yes	yes	yes	n/a	n/a

B. FIRST READING: CURRICULAR PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment) * indicates a summer 2021 implementation date; +indicates a spring 2021 blanket DE addendum course (late start)

1. Revision: ANPH V01*, ANTH V05, BIOL V03, FILM V10+, HED V20, HED V24, HED V76, HED V87, MATH V40, PSY V04

Most of these are 5-year reviews, update to PSY V04 prerequisites due to some courses no longer being available and MATH V40 course title update.

M. Bowen called for a motion to approve the First Reading proposals (XIII. B.1)

Motion by: C. Branciforte

Seconded by: D. Farias

Discussion: None

Final resolution: First reading proposals approved (XIII. B.1)

*Yes: M. Bowen, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, N. Falco, D. Farias,
J. Fischer, J. Garner, K. Guzman Gonzalez, M. Rivera, P. Sezzi, M. Werness-Rude*

No: None

Voting Tally:

AS/AM	CB	DC	DF	GES	JC	JF	JG	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	n/a	yes	yes	n/a	yes	yes	n/a	yes	yes	yes	yes	yes	yes	yes	n/a	n/a

C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL

1. Revision: AA-T Elementary Teacher Education

M. Bowen called for a motion to approve the First Reading proposals (XIII. C.1)

Motion by: C. Branciforte

Seconded by: N. Falco

Discussion: Update to current TMC and revision of course list based on better alignment with CSUCI.

Conversation on adding biology for educators' course, similar to Concepts of Biology but for educators.

*Final resolution: Note-CourseLeaf indicates an error under section B, course EDU M08 should be EDU V08
First reading proposal approved*

Yes: M. Bowen, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, J. Garner, K. Guzman Gonzalez, M. Rivera, P. Sezzi, M. Werness-Rude

No: None

Voting Tally:

AS/AM	CB	DC	DF	GES	JC	JF	JG	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	n/a	yes	yes	n/a	yes	yes	n/a	yes	yes	yes	yes	yes	yes	yes	n/a	n/a

XIV. ADMINISTRATIVE CHANGES (Discussion/Action)

A. Update: ANTH V01

B. Inactivation: AES V67 (same as ART V02C), ART V02C (same as AES V67)

C. Correction: MT V15 (add back to BCT list – removed in error)

M. Bowen called for a motion to approve the Administrative Change proposals (all)

Motion by: P. Sezzi

Seconded by: C. Branciforte

Discussion: Question- How we intend to address the inactivation of ART V02C that is listed in multiple degrees?

The list of degrees this change impacts will need to be addressed in the catalog asap. This includes but is not limited to updating the Art History ADT, Ceramics AA & COA, Fine Arts AA & COA, Global and International Studies AA, several of the General Studies AA/AS degrees and removal from CSU breadth list. Robust discussion of inactivation process moving forward.

Final resolution: Administrative Changes approved (all)

Yes: M. Bowen, C. Branciforte, M. Callahan, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, J. Garner, K. Guzman Gonzalez, M. Rivera, P. Sezzi

No: None

Voting Tally:

AS/AM	CB	DC	DF	GES	JC	JF	JG	KW	KGG	MWR	MR	MB	MC	NF	PS	PY	RG
n/a	yes	n/a	yes	yes	n/a	yes	yes	n/a	yes	n/a	yes	yes	yes	yes	yes	n/a	n/a

Recorder's Note: M. Werness- Rude not present for vote.

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

A. Next meeting: Tuesday, March 2, 2020, 3pm via zoom

Announcement of next P&GE meeting made.

XVI. REPORTS (Information)

Items A.1, B.1, C.1, D.1, E.1 not discussed due to time.

A. Co-Chairs

1. **Standing Item: Status of Outstanding Programs (see attachment) – D. Farias, M. Bowen**

B. Articulation/C-ID

1. **CSUGE-Breadth and IGETC item requests for Fall 2021 implementation have been submitted to ASSIST, including the new CSUGE-B Area F (Ethnic Studies) courses**

C. Board of Trustees/ DTRW-I

1. **The body's recommendations for the revision of the Credit for Prior Learning policies BP/AP 4235 have been forwarded to Chancellor's Cabinet for review and approval by BOT (see attachments)**

D. Subcommittees/Workgroups

1. **TADA Workgroup – D. Farias**

E. New Curriculum Approvals at the State (CCCCO) – S. Ayala

All DE addendum (summer 2020 and spring 2021) submitted and approved at the State (with the exception of FILM V10 on this agenda)

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

Items A., B., C., and D. not discussed due to time.

A. Pass/No Pass Grading Issue between CurricUNET and CourseLeaf (Information) – M. Bowen

B. Updated Title 5 Index Spreadsheet (Information; see attachment) – M. Bowen

C. Acronym Excerpt from Curriculum Handbook (Information; see attachment – M. Bowen

**D. Proposed Program Submission Excerpt from Curriculum Handbook
(Information; see attachment) – M. Bowen**

XVIII. GENERAL ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

Meeting adjourned: 4:32 p.m.

NEXT MEETING

February 2, 2021 - 3:00 PM

Location: via Zoom

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:

Dr. Jennifer Kalfsbeek-Goetz, Interim Vice President Academic Affairs
Ventura College - 4667 Telegraph Road - Ventura, CA 93003
(805) 289-6464

Ventura College Curriculum Committee															
Curricular Proposals for 01/19/2021															
CONSENT AGENDA: COURSES					NONSUBSTANTIAL CHANGES TO CATALOG			ARTIC CHANGES							
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, I=Iitle, 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	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BOT			
	✓	AG V10	Introduction to Agriculture Business	CR	3	Update	None	None	Agriculture	Fall 2021		X	No		
	✓	ANTH V03	Introduction to Archaeology	CR	3	Update	None	None	Anthropology	Fall 2021	X	X	No		
	✓	HED V01	Health and Wellness	CR	3	Update	None	None	Health	Fall 2021		X	No		
	✓	HED V90	Directed Studies in Health Education	CR	1-6	Update	None	None	Health	Fall 2021	X	X	No		
SECOND READING: COURSES					SUBSTANTIAL CHANGES TO CATALOG			ARTIC CHANGES							
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, I=Iitle, 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	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BOT			
	✓	BUS V52	Digital Content Marketing	CR	3	New	Add to catalog		Business	Fall 2021	X	X	Yes		
	✓	FILM V12 (same as ENGL V12)	Introduction to Media Writing	CR	3	New	Add to catalog		English	Fall 2021	X	X	Yes		
	✓	BUS V50	Public Relations	CR	3	Revision	TOP, FT	None	Business	Fall 2021		X	Yes		
	SECOND READING: PROGRAMS					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	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BoT			
			None												
FIRST READING: COURSES REQUIRING SECOND READING					SUBSTANTIAL CHANGES TO CATALOG			ARTIC CHANGES							
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, I=Iitle, 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	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BoT			
	✓	DM V11	Introduction to Agriculture and Heavy-Duty Diesel Repair	CR	5	New	Add to catalog		Diesel Mechanics	Fall 2021		X	Yes		
	✓	DM V45	Agriculture and Heavy-Duty Diesel Powertrains	CR	6	New	Add to catalog		Diesel Mechanics	Fall 2021		X	Yes		
	✓	ESRM V14	Conservation of Natural Resources	CR	3	Revision	SAM	None	Geography	Fall 2021		X	Yes		

FIRST READING: COURSES NOT REQUIRING SECOND READING					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	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BoT
✓	ANPH V01	Introduction to Human Anatomy and Physiology	CR	5	Revision	P, RP	None	Biological Sciences	Sum 2021	X	X	No
✓	ANTH V05	Linguistic Anthropology: Culture and Communication	CR	3	Revision	FT	None	Anthropology	Fall 2021	X	X	No
✓	BIOL V03	Introduction to Organismal Biology and Ecology	CR	5	Revision	None	CC	Biological Sciences	Fall 2021	X	X	No
✓	FILM V10	Contemporary American Cinema	CR	3	Revision	D, *course is round 3 of the Spring 21 DE addendum	None	Film Studies	Spring 2021		X	No
✓	HED V20	Introduction to Public Health	CR	3	Revision	None	OBJ	Health	Fall 2021		X	No
✓	HED V24	Drugs, Health, and Society	CR	3	Revision	None	CC, OBJ	Health	Fall 2021		X	No
✓	HED V76	Managing Stress	CR	3	Revision	None	CC, OBJ	Health	Fall 2021		X	No
✓	HED V87	Nutrition	CR	3	Revision	None	OBJ	Health	Fall 2021		X	No
✓	MATH V40	Math Topics: College Students <i>Mathematics for Liberal Arts</i>	CR	3	Revision	T, D	None	Mathematics	Fall 2021	X	X	No
✓	PSY V04	Introductory Statistics for the Social and Behavioral Sciences	CR	4	Revision	D, P	CC, OBJ	Psychology	Fall 2021	X	X	No
FIRST READING: PROGRAMS					CHANGES TO CATALOG	ARTIC CHANGES						
APPROVED	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS			EFFECTIVE			BOT
✓	AA-T	Elementary Teacher Education	CR	37-39	Revision	General Updates			Fall 2021			No
ADMINISTRATIVE CHANGES												
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS		CHANGE			EFFECTIVE			
✓	AES V67 (same as ART V02C)	Intro to Non-Western Art	CR	3		Inactivation - Motion not made at 12/1/20 CC meeting			Fall 2021			
✓	ANTH V01	Biological Anthropology	CR	3		Update - Motion not made at 12/1/00 CC Meeting						
✓	ART V02C (same as AES V67)	Intro to Non-Western Art	CR	3		Inactivation - Motion not made at 12/1/20 CC meeting			Fall 2021			
✓	MT V15	Manufaturing Processes	CR	3		Request to remove this course from the CSU transferable list was an error. It is still CSU transferable)		Course was on DE addendum list	Sum 2020			

REQUISITE APPROVALS													
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE		EFFECTIVE				
✓	ANPH V01	Introduction to Human Anatomy and Physiology	CR	5	Revision	year of high school chemistry with grades of C or better Recommended Preparation: CHEM V20-V20L or CHEM V30-V30L or 1 year of high school chemistry with grades of C or better BIOL V01-V01L	First Reading: Courses		Sum 2021				
✓	PSY V04	Introductory Statistics for the Social and Behavioral Sciences	CR	4	Revision	Prerequisite: MATH V03 with grade of C or better , or any CSU-accepted statistics pathway curriculum prerequisite , MATH V12 or MATH V13B or MATH V14 or MATH V35 or 1 year of high school intermediate algebra (Algebra II) with grade of C or better; or placement as determined measured by the college's multiple measures college assessment process.	First Reading: Courses		Fall 2021				
✓	ANTH V03	Introduction to Archaeology	CR	3	Review	Recommended Preparation: ANTH V01 or ANTH V02	Consent Agenda: Courses		Fall 2021				
✓	ANTH V05	Linguistic Anthropology: Culture and Communication	CR	3	Review	Recommended Preparation: ANTH V02	Consent Agenda: Courses		Fall 2021				
✓	BIOL V03	Introduction to Organismal Biology and Ecology	CR	5	Review	Prerequisite: CHEM V20-V20L or equivalent, and MATH V03 or equivalent or placement as determined by the college's multiple measures assessment process. Recommended Prep: BIOL V01-V01L or BIOL V10 or BIOL V12 or BIOL V14 or BIOL V23 or BIOL V29-V29L or 1 year of high school biology with a grade of "C" or better.	First Reading: Courses		Fall 2021				
✓	HED V90	Directed Studies in Health Education	CR	1-6	Review	Prerequisite: Varies with topic	Consent Agenda: Courses		Fall 2021				
✓	MATH V40	Mathematics for Liberal Arts Math Topics: College Students	CR	3	Review	Prerequisite: MATH V03 or MATH V35 or placement as determined by the college's multiple measures assessment process	First Reading: Courses		Fall 2021				
DISTANCE EDUCATION APPROVALS													
APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/RE	DE TYPE		SOURCE		EFFECTIVE				
✓	AG V10	Introduction to Agriculture Business	CR	New	Hybrid (1-50% online) Hybrid (51-99% online) Fully online (100% online)		Consent Agenda: Courses		Fall 2021				
✓	DM V11	Introduction to Agriculture and Heavy-Duty Diesel Repair	CR	New	Hybrid (1-50% online) Hybrid (51-99% online)		First Reading: Courses		Fall 2021				
✓	DM V45	Agriculture and Heavy-Duty Diesel Powertrains	CR	New	Hybrid (1-50% online) Hybrid (51-99% online)		First Reading: Courses		Fall 2021				

✓	ESRM V14	Conservation of Natural Resources	CR	New	Hybrid (1-50% online) Hybrid (51-99% online) Fully online (100% online)	First Reading: Courses		Fall 2021				
✓	FILM V10	Contemporary American Cinema	CR	New	Hybrid (1-50% online) Hybrid (51-99% online) Fully online (100% online)	First Reading: Courses		Spring 2021				
✓	HED V90	Directed Studies in Health Education	CR	New	Hybrid (1-50% online) Hybrid (51-99% online) Fully online (100% online)	Consent Agenda: Courses		Fall 2021				
✓	HED V76	Managing Stress	CR	Revision	Hybrid (1-50% online) - Review Hybrid (51-99% online) - Review Fully online (100% online) - Review							
✓	ANTH V05	Linguistic Anthropology: Culture and Communication	CR	New /Review	Hybrid (1-50% online) - Review Hybrid (51-99% online) - Review Fully online (100% online) - Review	First Reading: Courses		Fall 2021				
✓	HED V01	Health and Wellness	CR	New /Review	Hybrid (1-50% online) - Review Hybrid (51-99% online) - Review Fully online (100% online) - Review	Consent Agenda: Courses		Fall 2021				
✓	HED V20	Introduction to Public Health	CR	New /Review	Hybrid (1-50% online) - Review Hybrid (51-99% online) - Review Fully online (100% online) - Review	First Reading: Courses		Fall 2021				
✓	HED V24	Drugs, Health, and Society	CR	New /Review	Hybrid (1-50% online) - Review Hybrid (51-99% online) - Review Fully online (100% online) - Review	First Reading: Courses		Fall 2021				
✓	HED V87	Nutrition	CR	New /Review	Hybrid (1-50% online) - Review Hybrid (51-99% online) - Review Fully online (100% online) - Review	First Reading: Courses		Fall 2021				
✓	ANPH V01	Introduction to Human Anatomy and Physiology	CR	Review	Hybrid (1-50% online) Hybrid (51-99% online) Fully online (100% online)	First Reading: Courses		Sum 2021				
✓	ANTH V03	Introduction to Archaeology	CR	Review	Hybrid (1-50% online) Hybrid (51-99% online) Fully online (100% online)	Consent Agenda: Courses		Fall 2021				
✓	BIOL V03	Introduction to Organismal Biology and Ecology	CR	Review	Hybrid (1-50% online) Hybrid (51-99% online) Fully online (100% online)	First Reading: Courses		Fall 2021				
✓	MATH V40	Mathematics for Liberal Arts Math Topics: College-Students	CR	Review	Hybrid (1-50% online) Hybrid (51-99% online) Fully online (100% online)	First Reading: Courses		Fall 2021				
✓	PSY V04	Introductory Statistics for the Social and Behavioral Sciences	CR	Review	Hybrid (1-50% online) Hybrid (51-99% online) Fully online (100% online)	First Reading: Courses		Fall 2021				
MINIMUM QUALIFICATIONS												
APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/RE	"P" - Primary MQ, "A"= additional MQ, "C" - required certifications	SOURCE		EFFECTIVE				
		None										
** END OF LIST **												

Ventura College
Office of Student Learning

NEW COURSE - APPROVAL FORM

Proposal Type

Course ID

Requestor Information

Department: Pick from list or type in department Division: Pick from list or type in division

Faculty Originator

Email Address

Phone Number

Course Information

Course Title:

Purpose or Justification

(Briefly state the reason/s for development *or* reactivation and provide supporting documentation if applicable.)

Department Review of Proposal

This proposal was reviewed and discussed by the department on the following date:

Number of department faculty at the meeting:

Number and percentage of faculty at the meeting who approved the proposal: %

(A simple majority, 51% or greater, is required for the proposal to receive departmental approval.)

Approval Signatures (Append an additional Approval Signatures sheet if more space is required)

Signatures (***or typed names***) of the following individuals attest to their approval of the proposal:

_____ Originator	_____ Date	_____ Department Chair	_____ Date
_____ Department Faculty	_____ Date	_____ Department Faculty	_____ Date
_____ Department Faculty	_____ Date	_____ Department Faculty	_____ Date
_____ Department Faculty	_____ Date	_____ Department Faculty	_____ Date
_____ Department Faculty	_____ Date	_____ Department Faculty	_____ Date
_____ Department Faculty	_____ Date	_____ Department Faculty	_____ Date
_____ Department Faculty	_____ Date	_____ Department Faculty	_____ Date

Reviewed by the Dean and the Vice President of Academic Affairs (Optional)

_____ Division Dean	_____ Date	_____ Vice President of Academic Affairs	_____ Date
------------------------	---------------	---	---------------

Attach completed form to CourseLeaf proposal below Need Statement - Click on Attach File button

Ventura College
Office of Student Learning

CREDIT DEGREE OR COA - INFORMATION FORM

PROPOSAL ATTRIBUTES

Department:

Division:

Proposal Type:

Updates Only: Indicate area/s of the program that are being proposed for change/s.

Program Title:

Program Goal:

Program Award:

PROGRAM SUMMARY

TOP Code & Desc.:

(Refer to TOP-SIC Crosswalk)

CIP Code & Desc. :

(Refer to TOP-SIC Crosswalk)

Effective Start: (mm-yy)

Review Date:

The 1st review after local approval (CTE: 2 yrs; Others: 5 yrs)

PROGRAM DETAILS / UNITS AND HOURS

Distance Education:

Percentage of the entire program which will be able to be completed online.

Employment Potential:

For CTE programs; choose source used to estimate potential employment.

Core Courses

Total Core Courses:

Total Core Hours:

-

Elective Courses

Total Elective Courses:

Total Elective Hours:

-

Units for Degree or COA

Minimum:

(ADT is 60 units)

Maximum:

(ADT is 60 units)

Units for Major/Area of Emphasis

Minimum:

(ADT is 18 units)

Maximum:

Program Completion:

Non-ADTs only: Weeks required to complete the program; a semester is 17.5 weeks.

Registrar/Admissions:

Any special application requirements or scheduling that need the Registrar's review?

PROGRAM RESOURCE REQUIREMENTS

Where will the program be offered?

Faculty Workload:

FTEF (Estimate the FTEF that will be dedicated to teaching courses in this program each year.)

Additional Resources Necessary to Offer the Program

Faculty Positions:

Provide the number of identified new positions, both FT and PT - Consult with area Dean.

Classified Positions:

Provide the number of identified new positions, both FT and PT - Consult with area Dean.

Equipment: \$

Estimate cost of new equipment necessary for the program - Consult with area Dean et al.

Facilities: \$

Estimate cost of any necessary new / remodeled facilities – Consult with F, M & O Director.

Library: \$

Estimate cost of additional library acquisitions – Consult with the college Librarian.

Software/IT: \$

Estimate cost of any software licensing and/or IT expenses – Consult with IT Supervisor.

Miscellany: \$

Estimate any substantive costs, not reflected in the items above; explain below.

Total Cost: \$

0 Sum of above cost estimates is performed automatically.

Grant/Contribution:

Is a grant or an in-kind contribution expected to cover some or all of the above costs?

Annual Completers:

Estimated annual number of students getting degree/COA after program fully established.

Gainful Employment:

COA only: Will program prepare students for gainful employ in a recognized occupation?

**Ventura College
Office of Student Learning**

CREDIT DEGREE OR COA - APPROVAL FORM

Proposal Type

Requestor Information

Department:

Division:

Faculty Originator

Email Address

Phone Number

Program Information

Program Title:

Purpose or Justification

(Briefly state the reason/s for development *or* update and provide supporting documentation if applicable.)

Department Review of Proposal

This proposal was reviewed and discussed by the department on the following date: _____

Number of full-time (FT) faculty in the department: _____

Number and percentage of FT department faculty who approved the proposal: _____ %

(A simple majority, 51% or greater, is required for the proposal to receive departmental approval.)

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_____ Department Faculty	_____ Date	_____ Department Faculty	_____ Date
_____ Department Faculty	_____ Date	_____ Department Faculty	_____ Date
_____ Department Faculty	_____ Date	_____ Department Faculty	_____ Date
_____ Department Faculty	_____ Date	_____ Department Faculty	_____ Date
_____ Department Faculty	_____ Date	_____ Department Faculty	_____ Date
_____ Department Faculty	_____ Date	_____ Department Faculty	_____ Date
_____ Division Dean	_____ Date	_____ Vice President of Academic Affairs	_____ Date

Ventura College
Office of Student Learning

NONCREDIT PROGRAM - INFORMATION FORM

PROPOSAL ATTRIBUTES

Department:

Division:

Proposal Type:

Updates Only: Indicate area/s of the program that are being proposed for change/s.

Program Title:

Program Goal:

Program Award: Noncredit Program (NIL)

Noncredit Program Type:

PROGRAM SUMMARY

TOP Code & Desc.:

(Refer to [TOP-SIC Crosswalk](#))

CIP Code & Desc. :

(Refer to [TOP-SIC Crosswalk](#))

Effective Start: (mm-yy)

Review Date:

The 1st review after local approval (CTE: 2 yrs; Others: 5 yrs)

PROGRAM DETAILS / HOURS

Distance Education:

Percentage of the entire program which will be able to be completed online.

Employment Potential:

For CTE programs; choose source used to estimate potential employment.

CDCP Eligibility Criteria:

Core Courses

Total Core Courses:

Total Core Hours:

Elective Courses

Total Elective Courses:

Total Elective Hours:

Program Completion:

Non-ADTs only: Weeks required to complete the program; a semester is 17.5 weeks.

Registrar/Admissions:

Any special requirements (e.g., Nursing) or scheduling needing Registrar's review?

PROGRAM RESOURCE REQUIREMENTS

Where will the program be offered?

Faculty Workload:

FTEF (Estimate the FTEF that will be dedicated to teaching courses in this program each year.)

Additional Resources Necessary to Offer the Program

Faculty Positions:

Provide the number of identified new positions, both FT and PT - Consult with area Dean.

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Provide the number of identified new positions, both FT and PT - Consult with area Dean.

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Estimate cost of new equipment necessary for the program - Consult with area Dean et al.

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Estimate cost of any necessary new / remodeled facilities – Consult with F, M & O Director.

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Miscellany: \$

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Total Cost: \$

Sum of above cost estimates is performed automatically.

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Is a grant or an in-kind contribution expected to cover some or all of the above costs?

Annual Completers:

Estimated annual number of students getting certificate after program fully established.

Gainful Employment:

Will program prepare students for gainful employ in a recognized occupation?

Ventura College
Office of Student Learning

NONCREDIT PROGRAM- APPROVAL FORM

Proposal Type

Requestor Information

Department:

Division:

Faculty Originator

Email Address

Phone Number

Program Information

Program Title:

Purpose or Justification

(Briefly state the reason/s for development *or* update and provide supporting documentation if applicable.)

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_____ Department Faculty	_____ Date	_____ Department Faculty	_____ Date
_____ Department Faculty	_____ Date	_____ Department Faculty	_____ Date
_____ Department Faculty	_____ Date	_____ Department Faculty	_____ Date
_____ Department Faculty	_____ Date	_____ Department Faculty	_____ Date
_____ Department Faculty	_____ Date	_____ Department Faculty	_____ Date
_____ Department Faculty	_____ Date	_____ Department Faculty	_____ Date
_____ Department Faculty	_____ Date	_____ Department Faculty	_____ Date
_____ Division Dean	_____ Date	_____ Vice President of Academic Affairs	_____ Date

Ventura College Curriculum Committee
Curricular Proposals for 2/2/2021

CONSENT AGENDA: COURSES						NONSUBSTANTIAL CHANGES TO CATALOG									ARTIC CHANGES				
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, I=Iitle, 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	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BOT							
	PSY V01SL	Intro to Psych:Service Learn	CR	0.5	Inactivation	Remove from catalog			Fall 2021										
	PSY V02SL	Personal Growth:Service Learn	CR	0.5	Inactivation	Remove from catalog			Fall 2021										
SECOND READING: COURSES						SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES									
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, I=Iitle, 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	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BOT							
	DM V11	Introduction to Agriculture and Heavy-Duty Diesel Repair	CR	5	New	Add to catalog			Fall 2021		X	Yes							
	DM V45	Agriculture and Heavy-Duty Diesel Powertrains	CR	6	New	Add to catalog			Fall 2021		X	Yes							
	ESRM V14	Conservation of Natural Resources	CR	3	Revision	SAM	None		Fall 2021		X	Yes							
	PSY V04	Introductory Statistics for the Social and Behavioral Sciences	CR	4	Revision	D, P, TOP	CC, OBJ		Fall 2021	X	X	No							
SECOND READING: PROGRAMS						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	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BoT							
	AA-T	Elementary Teacher Education	CR	37-39	Revision	General Updates			Fall 2021			No							
FIRST READING: COURSES REQUIRING SECOND READING						SUBSTANTIAL CHANGES TO CATALOG				ARTIC CHANGES									
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, I=Iitle, 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	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BoT							
	SWHS V10L	Fieldwork: Social Work and Human Services Laboratory	CR	1	New	Add to catalog			Fall 2021	X	X	Yes							
	SWHS V10	Fieldwork: Social Work and Human Services	CR	3	Revision	D, C, SAM	OBJ		Fall 2021	X	X	Yes							

FIRST READING: COURSES NOT REQUIRING SECOND READING					SUBSTANTIAL CHANGES TO CATALOG	ARTIC CHANGES							
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	ID=Course ID, I=I 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	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BoT	
		None											
FIRST READING: PROGRAMS					CHANGES TO CATALOG	ARTIC CHANGES							
APPROVED	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	COMMENTS			EFFECTIVE			BOT	
	AS	Food Safety	CR	31-32	New	Add to catalog			Fall 2021			Yes	
	COA	Food Safety	CR	18	New	Add to catalog			Fall 2021			Yes	
	COCN	Food Safety	NC	0	New	Add to catalog			Fall 2021			Yes	
ADMINISTRATIVE CHANGES													
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS		CHANGE			EFFECTIVE				
	HED V87	Nutrition	CR	3		Exchange primary and secondary MQs: Nutritional Science/Dietetics - Health Health - Nutritional Science/Dietetics			Fall 2021				
REQUISITE APPROVALS													
APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	REQUISITE TYPE	REQUISITE TEXT	SOURCE		EFFECTIVE				
	SWHS V10L	Fieldwork: Social Work and Human Services Laboratory	CR	1	New	Prerequisite: SWHS V01 Corequisite: SWHS V10	First Reading: Courses		Fall 2021				
	SWHS V10	Fieldwork: Social Work and Human Services	CR	3	Revision	Prerequisite: SWHS V01 Corequisites HMSV V95 SWHS V10L	First Reading: Courses		Fall 2021				
DISTANCE EDUCATION APPROVALS													
APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/RE	DE TYPE		SOURCE		EFFECTIVE				
	SWHS V10	Fieldwork: Social Work and Human Services	CR	New	Hybrid (1-50% online) Hybrid (51-99% online) Fully Online (100% online)		First Reading: Courses		Fall 2021				
	SWHS V10L	Fieldwork: Social Work and Human Services Laboratory	CR	New	Hybrid (1-50% online) Hybrid (51-99% online) Fully Online (100% online)		First Reading: Courses		Fall 2021				

MINIMUM QUALIFICATIONS											
APPROVED	COURSE ID	COURSE TITLE	CR NC	NEW/RE	"P" - Primary MQ, "A"= additional MQ, "C" - required certifications	SOURCE		EFFECTIVE			
		None									
	** END OF LIST **										

<i>initials - initial those pro</i>	Programs currently in the system				
Name/Initials	Program Name	CourseLeaf #	Current Level of Review	Comments	Last Contact with Originator
MB	Acting, PA	355	0 Originator	Sent back to Nathan for corrections in October 2019; no response received	2019-11-12
MB	Agriculture Business, COA	409	0 Originator	Returned to add CTE documentation	2020-07-09
Not ready	Biological Sciences, AA	238	0 Originator	Under construction by originator	Proposal never submitted
Not ready	Biological Sciences, COA	239	0 Originator	Under construction by originator	Proposal never submitted
Not ready	Construction Technology - Building Inspection Option, AS	293	0 Originator	Under construction by originator	Proposal never submitted
Not ready	Construction Technology - Building Inspection Option, COA	294	0 Originator	Under construction by originator	Proposal never submitted
MB	Costuming, PA	356	0 Originator	Sent back to Nathan for corrections in October 2019; no response received	2019-10-20
MB	Directing, PA	357	0 Originator	Partially reviewed; awaiting response from originator on PSLOs	2019-10-22
Not ready	Environmental Studies Proficiency Award, PA	379	0 Originator	Under construction by originator	Proposal never submitted
MB	Film Production, COA	390	0 Originator	Sent back to Bob for corrections in September 2019; no response received	2019-09-22
MB	Makeup, PA	358	0 Originator	Sent back to Nathan for corrections in October 2019; no response received	2019-10-22
MB	Pathway to Law, AA	406	0 Originator	Returned to add file attachments and make corrections	2020-06-28
MB	Technical Theatre Production, PA	359	0 Originator	Sent back to Nathan for corrections in September 2019; no response received	2019-09-18
	Environmental Studies, PA	314	2 VC Tech Review 1		
	General Studies Patterns II/III--Arts and Humanities Emphasis, AA	162	2 VC Tech Review 1		
	General Studies Patterns II/III--Liberal Studies Emphasis, AA	163	2 VC Tech Review 1		
	General Studies Patterns II/III--Natural Sciences or Mathematics Emphasis, AA	160	2 VC Tech Review 1		
	General Studies Patterns II/III--Social and Behavioral Sciences Emphasis, AA	161	2 VC Tech Review 1		
	Pre-Allied Health Sciences, AA	393	2 VC Tech Review 1		
	Pre-Allied Health Sciences, COA	242	2 VC Tech Review 1		
	Social Media Marketing, AS	257	2 VC Tech Review 1		
	Social Media Marketing, COA	258	2 VC Tech Review 1		
	Physics for Transfer, AS-T	386	2 VC Tech Review 1		
MB	Physics for UC Transfer, AS-UCTP	385	2 VC Tech Review 1	In Workflow/Review	
	Film, Television, and Electronic Media for Transfer, AS-T	389	2 VC Tech Review 1		
	Manufacturing Applications, COA	332	2 VC Tech Review 1		
	CNC Machine Operator, COA	331	2 VC Tech Review 1		
	Chicana/o Studies, AA	405	2 VC Tech Review 1		
MB	Chemistry for UC Transfer, AS-UCTP	388	2 VC Tech Review 1	In Workflow/Review	
	Basic Law Enforcement, AS	471	2 VC Tech Review 1		
MB	Pathway to Law, AA	406	0 Originator	Returned to add file attachments and make corrections	2020-06-28
MB	Agriculture Business, COA	409	0 Originator	Returned to add CTE documentation	2020-07-09
MB	Food Safety, AS	419	2 VC Tech Review 1	In Workflow/Review	2020-07-09
MB	Food Safety, COA	410	2 VC Tech Review 1	In Workflow/Review	2020-07-29
MB	Food Safety, COCN	413	2 VC Tech Review 1	In Workflow/Review	2020-07-09
MB	Film Studies, COA	395	2 VC Tech Review 1	Partially reviewed; awaiting response from originator and deans on course availability	2020-07-30
Tech review complete	Elementary Teacher Education, AA-T	308	5 VC Curriculum Technician	Fully reviewed; second reading at curriculum committee on 2/2/21	
Tech review complete	Agriculture Field Supervisor, COCN	414	5 VC Curriculum Technician	Approved at BOT 1/19/21 - submitted to state. Awaiting approval.	
Tech review complete	Administrative Office Assistant, AS	396	5 VC Curriculum Technician	Approved at BOT 1/19/21 - submitted to state. Awaiting approval.	
Tech review complete	Administrative Office Assistant, COA	397	5 VC Curriculum Technician	Approved at BOT 1/19/21 - submitted to state. Awaiting approval.	
Tech review complete	Spanish for Transfer, AA-T	394	5 VC Curriculum Technician	Approved at BOT 1/19/21 - submitted to state. Awaiting approval.	

Tech review complete	Theatre Arts for Transfer, AA-T	354	7 VC Curriculum Technician	Submitted to state. Awaiting approval	
Tech review complete	Communication Studies for Transfer, AA-T	268	7 VC Curriculum Technician	Submitted to state. Awaiting approval	
Fully approved but not entered into Banner	Advanced Manufacturing, AS	391	8 Banner	Already approved at state	
Fully approved but not entered into Banner	Agriculture Business for Transfer, AS-T	383	8 Banner	Already approved at state	
Fully approved but not entered into Banner	Automotive Career Education, AS	429	8 Banner	Already approved at state	
Fully approved but not entered into Banner	Basic Law Enforcement Academy, COCN	457	8 Banner	Already approved at state	
Fully approved but not entered into Banner	Basic Law Enforcement, COA	350	8 Banner	Already approved at state	
Fully approved but not entered into Banner	Mathematics for Transfer, AS-T	333	8 Banner	Already approved at state	
Fully approved but not entered into Banner	Plant Science, COA	411	8 Banner	Already approved at state	
Fully approved	Agriculture Plant Science for Transfer, AS-T	404	Synchronized with Banner	Already approved at state	
Fully approved	Social Justice Studies: Chicana/o Studies Emphasis for Transfer, AA-T	408	Synchronized with Banner	Already approved at state	
Fully approved	Veterinary Assistant, COA	412	Synchronized with Banner	Already approved at state	
Fully approved	Veterinary Technology, AS	421	Synchronized with Banner	Already approved at state	



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4235 Credit for Prior Learning
Code	AP 4235
Status	Under Consideration
Legal	Education Code, Section 66025.71 Education Code, Section 78212 Education Code, Section 79500 Title 5, Section 55002 Title 5, Section 55023 Title 5, Section 55050 Title 5, Section 55051 Title 5, Section 55052
Adopted	July 14, 2009
Last Revised	June 13, 2017

*Changed Legal References

*Changed title from "Credit by Examination" to "Credit for Prior Learning"

Granting unit credit for prior learning ~~a course-y examination~~ is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught by the college. Course and unit credit can be obtained through the credit for ~~e~~External ~~e~~Exam ~~P~~rocess (AP/IB/CLEP), ~~i~~internal ~~E~~exam ~~P~~rocess (locally administered exams), ~~or H~~high ~~S~~school to ~~c~~College ~~A~~rticulation ~~P~~rocess, or evaluation of Joint Services Transcripts (JST), student-created portfolios, or industry-recognized documentation, credentials or licensure.

Courses Eligible for Credit by Examination:

- All courses shall be open to credit by examination unless specifically exempted by the District College.
- Academic divisions of the District Colleges determine the courses for which credit by examination may be granted. The Office of the Vice President of Academic Affairs-Student Learning at each District College maintains a current list of courses excluded from Credit by Examination.

Documentation of Credit for Prior Learning ~~Earned by Examination:~~

- For credit earned through the credit for prior learning ~~by examination~~ provisions, the student's academic record shall be clearly annotated to reflect that credit was earned by examination, through articulation, or by another evaluation of prior learning.

Credit for Prior Learning ~~by Examination~~ may be obtained by one of the following methods:

I. External Examinations: ~~(Title 5-Section 55052)~~

a) Advanced Placement (AP): Students who earn scores of 3, 4 or 5 on the College Board AP Examinations taken before high school graduation will receive credit for each exam as specified in the catalog of the District College.

b) International Baccalaureate (IB): Students who complete the IB diploma with a score of 30 or above, ~~and/or~~ will receive 20 units of credit. Students

who complete the IB Higher Level examinations with scores of 4, 5, 6 or 7 will receive credit for each exam as specified in the catalog of the District

College. A score of 4 or higher on the IB Mathematics HL exam will satisfy the math competency requirement for the associate degree. Students will not receive credit for Standard Level exams.

c) College Level Examination Program (CLEP): Students who earn scores of 50 or higher on a CLEP exam will receive credit for each exam as specified in the catalog of the District College.

Cut Scores

- The number of units awarded for each type of examination is subject to change based on the establishment of cut scores and/or other evaluative measures developed by District College faculty in collaboration with Academic Senates and/or a CSU Chancellor's Office policy pursuant to AB 1985, and/or Intersegmental General Education Transfer Curriculum (IGETC) Standards, Policies, and Procedures latest version.

Credit for External Examinations (AP, IB and CLEP):

- The evaluation of credit for AP, IB and CLEP examination scores is done by a college counselor. Counselors may require additional documentation or information as necessary to determine eligibility for external credit.
- Credit granted for the examinations may be counted as credit toward an associate degree. The Counseling faculty at each District College will determine how the credit is used to satisfy general education and major requirements for the associate degree.
- Credit granted for these examinations may also be counted toward the satisfaction of IGETC or CSU-GE areas as allowed by the applicable standards for each form of transfer general education certification.
- Credit awarded for AP, IB and CLEP examinations shall not impact the student's GPA.
- Students granted credit for AP, IB or CLEP examinations shall not earn credit toward an associate degree for duplicated college courses.
- Other colleges or universities may have different policies concerning the granting of credit for AP, IB and CLEP examinations, and will evaluate the examinations based upon their own policies and practices.

II. Internal Departmental Examinations: (Locally administered exams):

a) Students will receive credit by satisfactory completion of an examination administered by the District College in lieu of completion of a course listed

in the college catalog, provided that Credit by Examination is permitted for the course. See the Courses Excluded from Credit by Examination list

maintained by each District College. Credit will be awarded with a letter grade and/or P/NP (if the latter is ordinarily available for the course). If a

letter grade is awarded, it will be incorporated in the computation of the student's grade point average.

b) A student may be granted credit if he or she satisfactorily passes an examination approved and conducted by the District College discipline faculty.

Such credit may be granted only to a student who is registered at the District College and not on either academic probation or progress probation,

and only for a course listed in the District College's catalog.

c) The nature and content of the exam shall be determined solely by the District College discipline faculty in accordance with Title 5 Section 55002. ~~The~~

~~examination must be conducted on the campus of a District College or at a District satellite site.~~

d) Units for which credit is given pursuant to this provision shall not be counted in determining the 12 semester hours of credit in residency requirement

for an associate degree.

e) A District College shall charge a student a fee for administering an examination pursuant to this provision which is equal to the enrollment fee for the course.

Credit for Internal Credit by Examination:

1. Determination of Eligibility

- The examination is to be administered prior to the last day of the final examination period.
- The course to which the units will apply must be listed in the college catalog.
- The student must be currently registered and in good standing and not on academic probation, progress probation, or dismissal at any District College.

2. Receiving Credit by Examination:

- The student has not earned college credit in more advanced subject matter, and, has not received a grade (A, B, C, D, F, W, CR, P, CRE, NC or NP or equivalent), in the course for which he or she is seeking Credit by Examination at a District College or at any other educational institution.
- The appropriate petition, (a "Petition for Credit by Examination" form) will be completed by the student and a college counselor, and forwarded to the appropriate academic division for administration of the examination.
- Petitions must be approved by the division dean and received by the administering instructor no later than Friday of the tenth week of the full-length semester.

3. Units and Grades Recorded for Credit by Examination:

- Transcript entries shall distinguish credit units obtained by examination from credit units obtained as a result of regular course enrollment.
- A student seeking credit by examination will receive the appropriate letter grade (A, B, C, D, F, or P/NP) and will be charged the current enrollment fee per unit regardless of the grade received. Students who are unsuccessful in an attempt to challenge a course by examination will receive a D, F, or NP, and a record of the attempt for credit by examination will appear on a student's transcript.

III. High School to College Articulation: ~~(Title 5 Section 55051)~~

High school students may be granted college credit pursuant to established articulation agreements between the high school and a District College. The

Board of Trustees shall permit articulated courses to be applied to certificate or associate degree requirements in accordance with this provision. The

per-unit fee for high school credit by examination will not be charged. Articulated high school courses may be accepted in lieu of comparable District

College courses to partially satisfy:

- a) Certificate requirements, including the total number of units required for the certificate; or
 - b) The major or area of emphasis requirements in a degree program. Students who complete articulated comparable courses must pass an exam to
- earn college credit for general education and/or major requirements for the associate degree.

Cut Scores

- ~~The number of units awarded for each type of examination is subject to change based on the establishment of cut scores and/or other evaluative measures developed by District college faculty in collaboration with the Academic Senates and/or a CSU Chancellor's Office policy as pursuant to the AB 1985, and/or Intersegmental General Education Transfer Curriculum (IGETC) Standards, Policies and Procedures latest version.~~

Credit for External Examinations (AP, IB and CLEP):

- ~~The evaluation of credit for AP, IB and CLEP examination scores is done by a college counselor. Counselors may require additional documentation or information as necessary to determine eligibility for external credit.~~
- ~~Credit granted for the examinations may be counted as credit toward an associate degree. The Counseling faculty at each District College will determine how the credit is used to satisfy general education and majors requirements for the associate degree.~~
- ~~Credit granted for these examinations may also be counted toward the satisfaction of IGETC or CSU-GE areas as allowed by the applicable standards for each form of transfer general education certification.~~
- ~~Credit awarded for AP, IB and CLEP examinations shall not impact the student's GPA.~~
- ~~Students granted credit for AP, IB or CLEP examinations shall not earn credit toward an associate degree for duplicated college courses.~~
- ~~Other colleges or universities may have different policies concerning the granting of credit for AP, IB and CLEP examinations, and will evaluate the examinations based upon their own policies and practices.~~

Credit for Internal Credit by Examination:

1. Determination for Eligibility

- ~~The examination is to be administered prior to the last day of the final examination period.~~
- ~~The course that the units will apply to must be listed in the college catalog.~~
- ~~The student must be currently registered and in good standing and not on academic probation, progress probation, or dismissal at any District College.~~

2. Receive Credit by Examination:

- ~~The student has not earned college credit in more advanced subject matter, and, has not received a grade (A, B, C, D, F, W, CR, P, CRE, NC or NP or equivalent), in the course for which he or she is seeking Credit by Examination at a District College or any other educational institutions.~~

- ~~The appropriate petition, (a "Petition for Credit by Examination" form) will be completed by the student and a college counselor, and forwarded to the appropriate academic division for administration of the examination.~~
- ~~Petitions must be approved by the division dean and received by the administering instructor no later than Friday of the tenth week of the full-length semester.~~

3. Units and Grades Recorded for Credit by Examination:

- ~~Transcript entries shall distinguish credit units obtained by examination from credit units obtained as a result of regular course enrollment.~~
- ~~A student seeking credit by examination will receive the appropriate letter grade (A, B, C, D, F, or P/NP) and will be charged the current enrollment fee per unit regardless of the grade received. Students who are unsuccessful in an attempt to challenge a course by examination will receive a D, F, or NP, and a record of the attempt for credit by examination will appear on a student's transcript.~~

Credit by Examination for a High School Articulated Course:

1. Determination of Eligibility

- The course ~~that to which~~ the units will apply ~~to~~ must be listed in the college catalog.
- The student must be currently registered at a high school with which a District College has an articulation agreement and in good standing as defined by their cumulative GPA at a minimum of 2.0 at the time the Credit by Examination is granted.
- The student has not earned college credit in more advanced subject matter, and has not received a grade (A, B, C, D, F, W, CR, CRE, NC, NP, or equivalent), in the course for which he or she is seeking Credit by Examination at a District College or at any other educational institutions.

2. Receiving Credit by Examination

- The student will apply online to one of the colleges in the VCCCD and create an account in a District tracking system.
- The student passes the college's course via a comprehensive exam or evaluation determined solely by a District College faculty in the discipline.

3. Units and Grades Recorded

- A student who successfully passes the examination will be given a letter grade (A, B, or C) "Credit by Examination" will be transcribed for the term in which it was earned.
- A student who is unsuccessful in obtaining a standard grade of "C" or better will not be allowed to petition for credit and no record of the attempt for credit by examination will appear on ~~a~~ the student's transcript.

IV. Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of a District College under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment petition.
- Official transcripts must be on file in the Admissions and Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
- Credit course equivalency shall be determined by the faculty of the appropriate discipline.

V. Industry-Recognized Credentials or Licensure Documentation

Students interested in Credit for Prior Learning using industry recognized credential(s) or licensure shall receive credit as determined solely by the faculty of the appropriate discipline:

- The student shall complete the Credit for Prior Learning assessment petition.
- Admissions and Records shall grant credit for industry recognized credential(s) or licensure that have already been evaluated and approved by the appropriate department chair or faculty designee.
- If an industry recognized credential(s) or licensure has not yet been evaluated and approved by the appropriate faculty:
 - The student meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) or licensure assessment.

- The student submits all industry recognized credential documents or license copies to the department chair or faculty designee for assessment of prior learning.
- If the department chair or faculty designee determine the industry certification or licensure adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s) or license copies, and forward the completed petition and supporting documents to the Admissions and Records Office to be kept on file and recorded on the student's transcript.

VI. Student-Created Portfolio Assessment

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- A department approved portfolio assessment rubric for the course is on file.
- The student shall complete the Credit for Prior Learning assessment petition.
- The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment.
- The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning.
- If the department chair or faculty designee determine the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to the Admissions and Records Office to be kept on file and recorded on the student's transcript

Limits of Credit for Prior Learning by Examination (All Methods):

- Students may challenge a given course by internal departmental examination (locally administered exam)~~credit-by-examination course~~ only once.
- ~~Credits acquired by examination are not counted in determining the 12 semester units of credit in residency required for an associate degree.~~
- Students should be aware that other colleges and universities may not accept credit for prior learning~~Credit by Examination~~ for transfer purposes.
- ~~A s~~Students should be advised that the use of units granted through the credit for prior learning by examination policy towards establishing eligibility for athletics, financial aid, and veterans' benefits are subject to the rules and regulations of the external agencies involved. (Exceptions to the above may be made when necessary to meet provisions of California state law or the rules and regulations of state agencies governing programs of the California Community Colleges.)
- ~~A student may challenge no more than 12 units under the credit-by-examination policy towards an associate degree or a certificate of achievement, except that units awarded for AP and IB examinations shall not be subject to such limit.~~
- Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.
- Credit by Examination may be granted in only one course in a sequence of courses, as determined by prerequisites, and may not be granted for a course which is a prerequisite to the one in which the student is currently enrolled, except that credit may be granted for more than one course in a sequence of required courses when approved by an administrator or his/her designee responsible for vocational programs, or where the curriculum in occupational programs makes it necessary.
- Credits acquired by credit for prior learning are not counted in determining the 12 semester units of credit in residency required for an associate degree.

Documentation of Allowable Credit Awards

Each District College shall maintain records of the courses for which units of credit may be granted through Credit for Prior Learning ~~by Examination~~. These records shall be maintained either in the Office of Academic Affairs or in the Student Services Office.

Advisement

- A student, upon completion of their educational plan, shall be referred to the college's appropriate authority for assessment of prior learning if the student is a veteran or an active-duty member of the armed forces, holds industry-recognized credentials or licensure, or requests credit for a course based on their prior learning.
- Colleges shall consider the credit recommendations of the American Council on Education (ACE) pursuant to Education Code section 66025.71
- Grading shall be according to the regular grading system approved by the governing board pursuant to section 55023, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.

- Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to AP 4230 Grading and Academic Record Symbols and AP 4231 Grade Changes

~~See~~Reference Board Policy [4235](#), Board Policy [4050](#) and Administrative Procedure [4050](#), and Administrative Procedure [4051](#).

Governance Review

2020 10.22 Policy, Planning and Student Success Committee

2020 10.12 Chancellor's Cabinet

2020 09.10 DTRW-I



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4235 Credit for Prior Learning
Code	BP 4235
Status	Under Consideration
Legal	Title 5, Section 55050
Adopted	February 16, 2006
Last Reviewed	June 13, 2017

*Changed to title from "Credit by Examination" to "Credit for Prior Learning"

~~Credit may be earned by students who satisfactorily pass authorized examinations.~~ The Chancellor shall, in consultation with the Academic Senates, establish administrative procedures to allow students to earn credit if they satisfactorily pass authorized examinations or are assessed by other means. Authorized assessments may include, but are not limited to, the evaluation of approved external standardized examinations (AP/IB/CLEP), Joint Services Transcripts, student-created portfolios, and credit by examination. ~~implemen this policy.~~

~~See~~ Reference Administrative Procedure 4235.

Governance Review

2020 10.22 Policy, Planning and Student Success Committee
2020 10.12 Chancellor's Cabinet (proposed)
2020 09.10 DTRW-I