Curriculum Committee Agenda
VIA CONFERZOOM

Date/Time: Tuesday, February 16, 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/u/acYOR3APtu

Or Skype for Business (Lync):
SIP:6631981863@lync.zoom.us

Curriculum Committee Agenda
VIA CONFERZOOM

Tuesday, February 16, 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	☐Michael Bowen (MB)	
Technical Review Chair	☐Michael Callahan (MC)	
Academic Senate President	☐Dan Clark (DC)	
AFT Rep.	Vacant	
Career Education I Division	☐Kelly Wellman (KW)	☐Nicole Falco (NF)
Career Education II Division	☐Dorothy Farias (DF)	☐John Clark (JC)
College Outcome Group Representative	☐Asher Sund or Aurora Meadows (AS)	
English & Math Division	☐Peter Yi (PY)	(Vacant)
Health, KIN, ICA, Performing & Visual Arts Division	☐Jeff Fischer (JF)	☐Krenly Guzman Gonzalez (KG)
Library, Languages, Behavioral & Social Sciences Division	☐Rubisela Gamboa (RG)	☐Maline Werness-Rude (MWR)
Librarian	☐Peter Sezzi (PS)	
Sciences Division	☐Chloe Branciforte (CB)	☐Jennifer Garner (JG)
Student Services Division	☐Mario Rivera (MR)	☐Gema Espinoza Sanchez (GS)
NON-VOTING MEMBERS		
CIO co-chair	☐Jennifer Kalfsbeek-Goetz	
ASVC Rep. (ASVC Director of Equity and Inclusion)	☐ Lisa Marie Ruiz	
Dean	☐Tim Harrison	☐Dan Kumpf
Dean	☐Lisa Putnam	☐Felicia Dueñas
Dean	☐Lynn Wright	☐Phil Briggs
Dean	☐Debbie Newcomb	☐Marnie Melendez (Interim)
Academic Data Specialist	☐Olivia Long	
Academic Data Specialist	☐Kelly Denton	
Recorder/Curriculum Technician	☐Sarah Ayala	
Distance Education Liaison	☐Sharon Oxford	
Registrar	☐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.   **First Year Experience Task Force Seeks Volunteers – D. Clark, D. Farias,
        J. Kalfsbeek-Goetz**

   B.   **DE Addenda for Fall 2021 – J. Kalfsbeek-Goetz**

        **Link to SharePoint spreadsheet: https://vcccdventura-
        my.sharepoint.com/:x:/g/personal/jkgoetz_vcccd_edu/EWsNkGzhqVhDIKCC2
        PdVOm4Bh9pQg5eRBLXIAr6g-_XZLA?e=wbyYBd**

   C.   **Banner Sync Issue – Testing - M. Bowen, J. Kalfsbeek-Goetz, O. Long**

   D.   **Deadlines for AA/AS GE Submissions - M. Bowen**

   E.   **Public Comments**

IV.   **APPROVAL OF MINUTES: February 2, 2021 (Discussion/Action)**

V.   **OLD BUSINESS (Discussion/Action)**

   A.   **None**

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

   A.   **Review of Curriculum process: CCT Task Force Updates (Standing Item;
        Discussion) - G. Wood**

   B.   **GE Removal Rubric (Discussion/Action; see attachment) – M. Bowen**

   C.   **Priority 1 Courses in CourseLeaf CIM Banner Step (Discussion; see
        attachment) – M. Bowen**

   D.   **Continuing Discussion/Process and Procedures (Standing Item;
        Discussion/Action) – D. Farias, C. Branciforte**

      1.   **Fall 2021 out of cycle DE Addendum/courses**

      2.   **Backlog of Programs (see attachment)**

      3.   **Second Readings**

      4.   **Curriculum Committee Members as part of initial Technical Review**

      5.   **Streamline Agenda Items (reports)**

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

   F.   **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**

   G.   **Curriculum Committee Training (Discussion) – M. Bowen
        https://mbowenvc.000webhostapp.com/curriculum/docs/(202008%20MB)%20C
        urriculum%20Committee%20Training.pptx**

---

[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. None

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

    A. New proposal: HIST V79

    B. Fall 2021 Blanket DE Addendum Courses: BUST V94, CD V11, CD V14, CD V19

VIII. MINIMUM QUALIFICATIONS (Discussion/Action)

    A. None

IX. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Action; see attachment)

    A. Inactivation: AES V61 (formerly co-listed with HIST V79; by specific request of the HIST Department)

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

    A. None

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

    A. None

XII. FIRST READING PROPOSALS:

    A. COURSE PROPOSALS REQUIRING SECOND READING (Discussion/Action; see attachment)

        1. None

    B. COURSE PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment)

        1. Revision: HIST V79 (disassociating from AES V61; by specific request of the HIST Department)

        2. Fall 2021 Blanket DE Addendum Courses: BUS V94, CD V11, CD V14*, CD V19

        *Dept. has asked this course be removed from CSU transferability list

    C. PROGRAMS: (Discussion/Action; see attachment)

        1. None

XIII. ADMINISTRATIVE CHANGES (Discussion/Action)

    A. None

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

    A. Next meeting: Tuesday, March 2, 2021, 3pm via zoom

XV. **REPORTS (Information)**

    A. **Co-Chairs**

    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. **Workgroup Reports**

    E. **New Curriculum Approvals at the State (CCCCO)**

        1. **All Fall 2021 courses from curriculum meetings to date have been submitted and approved (with the exception of those going to the Board in March).**

        2. **All Fall 2021 Programs from curriculum meetings to date have been submitted to the State and are awaiting approval (with the exception of those going to the Board in March).**

XVI. **DISCUSSION/INFORMATION (Information or Discussion/Action)**

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

XVII. **REQUESTS FOR FUTURE AGENDA ITEMS**

NEXT MEETING
Tuesday, March 16, 2021 – via Zoom

Please note, all Fall 2021 deadlines have passed

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.*

Curriculum Committee Minutes - <mark>DRAFT</mark>

Via Zoom
Tuesday, February 02, 2021 at 3:00pm

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

Called to order: 3:07 p.m.

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

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

Guests: Crystal Kallik (BUS), 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: D. Farias
Seconded by: C. Branciforte
Discussion: Proposed change for item VI. Policy and Process to be moved below Item VI with addition of the work group report at the top of Area XI.

                   XVI. D.1 Update item name to Workgroup Reports
Final resolution: Agenda approved as amended
Yes: M. Bowen, C. Branciforte, M. Callahan, N. Falco, D. Farias, R. Gamboa, J. Garner, M. Rivera, M. Werness- Rude, P. Yi

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	n/a	n/a	n/a	yes	n/a	n/a	yes	yes	yes	yes	yes	n/a	yes	yes

Recorder's Note: D. Clark arrived after the vote

III. INTRODUCTIONS, AND PUBLIC COMMENTS (Information)[1]

A. Credit for Prior Learning (CPL) district-wide meeting 1/28/21 – J. Kalfsbeek-Goetz

The state passed a law that all classes have to be eligible for CPL, unless they are presented as not eligible in the catalog. There is a group that is forming between the 3 campuses at the district to figure out the process moving forward. Essentially, in each catalog there will be a list of classes that are not eligible for CPL. If there is anyone interested in helping with this project, please contact Jennifer.

B. DE Addenda for Fall 2021 – J. Kalsbeek-Goetz (see attachment)
Link to SharePoint spreadsheet: https://vcccdventura-my.sharepoint.com/:x:/g/personal/jkgoetz_vcccd_edu/EWsNkGzhqVhDlKC C2 PdVOm4ByYo6ac-wTHut6tSStFOmDg?e=eJ2pzb

We're trying to assess if we have classes that need DE addenda for FALL 2021. We cannot offer courses that are DE for hybrid or online for Fall 2021 that do not have a DE addendum attached, emergency or permanent. A link has been sent out to all deans and chairs requesting a list of courses that need DE addenda and the contact person for the course. This will help plan moving forward on gauging the workload.
Recommendation when gathering the list of courses, is to first filter out the courses that have been offered within the past year since these should have DE addenda already attached. Next, go through the classes that weren't offered and check the old original COR. If you don't have access in CourseLeaf please contact M. Bowen, M. Callahan or D. Farias and they can get you the information. This will reveal the level of DE in CurricuNet.

C. Public Comments

G. Wood- The Canvas Curriculum Taskforce continues to make progress with organizing the canvas course. More updates will be provided as progress continues.

---

[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.

IV.   APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes from the 1/19/21 Curriculum Committee meeting
Motion by: *C. Branciforte*
Seconded by: *M. Rivera*
Discussion: *None*
Final resolution: *Meeting minutes from 1/19/21 approved as presented.*
Yes: *M. Bowen, C. Branciforte, M. Callahan, N. Falco, D. Farias, J. Garner, M. Rivera,*
                          M. Werness- Rude, P. Yi

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	n/a	n/a	n/a	yes	n/a	n/a	yes	yes	yes	yes	yes	n/a	yes	n/a

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)

Robust conversation of curriculum members helping actively in tech review and process of review.

b. Are Second Readings necessary? (Discussion/Action)

Topic briefly discussed with item a.

c. Course Inactivations that affect programs (Discussion)

Item not discussed due to time

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%20 College%20Curriculum%20Handbook%202020.docx

Item not discussed due to time

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)

Briefly discussed with item VI.1a

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

Item not discussed due to time

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

M. Bowen called for a motion to approve
Motion by: *D. Farias*
Seconded by: *P. Yi*
Discussion: *None*
Final resolution: *Approved*
Yes: *M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, J. Garner, R. Gamboa,*
           M. Rivera, M. Werness- Rude, P. Yi,

No: *None*

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

D. **Curriculum Committee Training (Discussion) – M. Bowen**
https://mbowenvc.000webhostapp.com/curriculum/docs/(202008%20MB)%20C urriculum%20Committee%20Training.pptx

Item not discussed due to time

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**](https://www.glendale.edu/about-gcc/faculty-and-staff/c-i-curriculum-and-instruction/creating-equitable-curriculum-guide)

Item not discussed due to time

VII. **REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
      A. **New: SWHS V10L**
      B. **Revision: SWHS V10L**

M. Bowen called for a motion to approve Requisite proposals
Motion by: *M. Werness-Rude*
Seconded by: *D. Farias*
Discussion: *None*
Final resolution: *Requisite proposals were approved*
Yes: *M. Bowen, C. Branciforte, M. Callahan, N. Falco, D. Farias, J. Garner, M. Rivera,*
           M. Werness- Rude, P. Yi

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	n/a	n/a	yes	n/a	n/a	n/a	yes	n/a	n/a	yes	yes	yes	yes	yes	n/a	yes	n/a

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

A. New SWHS V10, SWHS V10L

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

Motion by:	*J. Garner*
Seconded by:	*M. Werness-Rude*
Discussion:	*None*
Final resolution:	*Distance education proposals approved.*
Yes:	*M. Bowen, C. Branciforte, M. Callahan, N. Falco, D. Farias, J. Garner, M. Rivera, M. Werness- Rude, P. Yi*
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	n/a	n/a	n/a	yes	n/a	n/a	yes	yes	yes	yes	yes	n/a	yes	n/a

IX.   MINIMUM QUALIFICATIONS
A. None

X.   CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL
(Discussion/Action; see attachment)
A. Inactivation: PSY V01SL, PSY V02SL

These courses will not affect programs and have not been offered recently.

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

Motion by:	*D. Farias*
Seconded by:	*D. Clark*
Discussion:	*None*
Final resolution:	*Consent agenda proposal approved*
Yes:	*M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, J. Garner, M. Rivera, M. Werness- Rude, P. Yi*
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	yes	yes	n/a	n/a	n/a	yes	n/a	n/a	yes	yes	yes	yes	yes	n/a	yes	n/a

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)

PSY V04- Originally a course that only had one reading required, primary reason was to adjust it to qualify for an additional CID designation. The top code was updated to align with MATH, to qualify for student center funding (SCFF).

M. Bowen called for a motion to approve the Second Reading course proposals
Motion by: C. Branciforte
Seconded by: D. Farias
Discussion: Question- Do top codes impact where GE designation?
                          M. Bowen- This will not impact the GE designation.
Final resolution: Second reading course proposals approved (all)
Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, J. Garner, M. Rivera,
                          M. Werness- Rude, P. Yi

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	yes	yes	n/a	n/a	n/a	yes	n/a	n/a	yes	yes	yes	yes	yes	n/a	yes	n/a

XII. SECOND READING PROGRAMS: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)
1. Revision: AA-T Elementary Teacher Education

M. Bowen called for a motion to approve the Second Reading program proposals
Motion by: M. Rivera
Seconded by: C. Branciforte
Discussion: None
Final resolution: Second Reading program proposal approved
Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, J. Garner, M. Rivera,
                          M. Werness- Rude, P. Yi

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	yes	yes	n/a	n/a	yes	n/a	n/a	n/a	yes	yes	yes	yes	yes	n/a	yes	n/a

XIII. A. FIRST READING: CURRICULAR PROPOSALS REQUIRING SECOND READING (Discussion/Action; see attachment)
1. New: SWHS V01L
2. Revision: SWHS V10

M. Bowen called for a motion to approve the First Reading proposals
Motion by: C. Branciforte to amend the original motion and include first and second reading for
                          proposals presented
Seconded by: M. Werness-Rude
Discussion: None
Final resolution: First and second reading proposals approved as amended.
Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, J. Garner, M. Rivera,
                          M. Werness- Rude, P. Yi

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	yes	yes	n/a	n/a	yes	n/a	n/a	n/a	yes	yes	yes	yes	yes	n/a	yes	n/a

B. FIRST READING: CURRICULAR PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment)
   1. **None**

C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL
   1. **New: A.S. Food Safety, COA Food Safety, COCN Food Safety**

M. Bowen called for a motion to approve the First Reading proposals
Motion by: N. Falco to amend the original motion and include first and second reading
Seconded by: C. Branciforte
Discussion: None
Final resolution: First and second reading proposals approved as amended.
Yes: C. Branciforte, D. Clark, N. Falco, D. Farias, J. Garner, M. Rivera, M. Werness- Rude, P. Yi

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	yes	yes	n/a	n/a	n/a	yes	n/a	n/a	yes	yes	Ab	n/a	yes	n/a	yes	yes

XIV.   ADMINISTRATIVE CHANGES (Discussion/Action)

A. Correction/MQ Change: HED V87
Update to minimum qualifications made.

M. Bowen called for a motion to approve the Administrative Change proposals
Motion by: D. Clark
Seconded by: M. Rivera
Discussion: Question: What are the rules for co-listed or cross listed classes that are two different designations? Will faculty hired to teach the course need to meet just one of the discipline areas main min qualifications or will they need to meet both?

                      M. Bowen- The default is that if two or more disciplines are listed, a candidate possessing either one of the disciplines is eligible to be hired. There is the option for the department to request 2 or more designations.
Final resolution: Administrative change proposals approved
Yes: M. Bowen, C. Branciforte, M. Callahan, D. Clark, N. Falco, D. Farias, J. Garner, M. Rivera, M. Werness- Rude, P. Yi

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	yes	yes	n/a	n/a	n/a	yes	n/a	n/a	yes	yes	yes	yes	yes	n/a	yes	n/a

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**

    Item not discussed due to time

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**

    Item not discussed due to time

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)**

    Item not discussed due to time

D. **Subcommittees/Workgroups**

    1. **TADA Workgroup – D. Farias-**

    Update given in public comments.

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

    1. **None**

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

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

    Item not discussed due to time

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

    Item not discussed due to time

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

    Item not discussed due to time

XVIII. **GENERAL ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**

    Request for III.B to be a Priority 1 Discussion item for next agenda.

Meeting adjourned: 4:40 p.m.

NEXT MEETING

February 16, 2021 - 3:00 PM

| 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] ([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, 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] ([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
√	PSY V04	Introductory Statistics for the Social and Behavioral Sciences	CR	4	Revision	D, P, **TOP**	CC, OBJ	Psychology	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] ([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, 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] ([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		Sociology	Fall 2021	X	X	Yes
√	*SWHS V10	Fieldwork: Social Work and Human Services	CR	3	Revision	D, C, SAM	OBJ	Sociology	Fall 2021	X	X	Yes

FIRST READING: COURSES NOT REQUIRING SECOND READING

APPROVED	COURSE ID	COURSE TITLE	CR NC	UNITS	PROPOSAL TYPE	SUBSTANTIAL CHANGES TO CATALOG 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] ([1]see "Requisite Approvals" for specific changes)	ARTIC CHANGES OBJ=Course objectives CC=Course content LC=Lab content	Discipline * = Masters Required	EFFECTIVE	REQ	DE	BoT
		None										

FIRST READING: PROGRAMS

APPROVED	AWARD TYPE	DISCIPLINE:TITLE	CR NC	UNITS	PROPOSAL TYPE	CHANGES TO CATALOG COMMENTS	ARTIC CHANGES		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/REV	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 **										

VENTURA COLLEGE

Philosophy and General Education Workgroup
AA/AS (Local) General Education Removal Request and Recommendation

Host department faculty should complete all of the first page and the top half of the second page.

Course ID: [   ] Department: [   ]

Co-listed courses (if applicable): Co-listing ID #1 [   ] Co-listing ID #2 [   ]

Course title: [   ]

This course is being proposed for **removal** from the indicated AA/AS General Education area(s):

A1: ☐ A2: ☐ B1: ☐ B2: ☐ C1: ☐ C2: ☐ D1: ☐ D2: ☐ E1: ☐ E2: ☐ F: ☐

Refer to the GE approval rubric(s) (download from the Curriculum Committee page on the VC website) for the GE area(s) proposed for removal. State the specific approval criteria from the applicable rubric(s) that this course no longer satisfies.

If this change is (or will be) the result of a COR revision, the Curriculum Committee must approve that revision before you submit this request to the Philosophy and General Education Workgroup.

[   ]

If applicable, state the reason(s) for the COR change that made this course unsuitable for the GE area(s) to be removed (*e.g.*, focus, target audience, changes in the field, *etc.*) OR describe how the rubric criteria have evolved since the course's GE approval (or that approval occurred before establishment of rubrics).

[   ]

What was the last term that the course was offered, and how many academic years ago was that? What were the enrollments by student ethnicity over each of the last five academic years, and what was the overall success rate and the success rates by ethnicity?

[   ]

List five or more courses that award the same number of units as (or fewer units than) the course being proposed for inactivation, and that satisfy the affected GE area(s). When possible, include courses that are in the same discipline as the course under consideration.

[   ]

Total number of tenured/tenure-track faculty members in the host department: [　　　　　]

Signatures of department chair(s) and a majority (> 50%) of the host department's tenured/tenure-track faculty are required.

Department chair signature: _____ Date: [　　　　　]

Co-chair signature (if applicable): _____Date: [　　　　　]

Department faculty signatures (please use attachment if needed):

1._____   2._____   3._____

4._____   5._____   6._____

7._____   8._____   9._____

10._____   11._____   12._____

13._____   14._____   15._____

16._____17._____   18._____

19._____20._____   21._____

The area below is to be completed by P&GE Workgroup Chair, Articulation Officer, or designee.

P&GE Workgroup meeting date(s) on which proposal was considered: [　　　　　]

P&GE Workgroup recommended removing course from the indicated AA/AS (local) GE area(s):

    A1: ☐   A2: ☐   B1: ☐   B2: ☐   C1: ☐   C2: ☐   D1: ☐   D2: ☐   E1: ☐   E2: ☐   F: ☐

    —OR—   P&GE Workgroup recommended **not** to remove any AA/AS (local) GE area(s): ☐

The area below is to be completed by Faculty Curriculum Committee Co-chair or designee.

Curriculum Committee meeting date on which request was approved or denied: [　　　　　]

Curriculum Committee approved removing course from the indicated AA/AS (local) GE area(s):

    A1: ☐   A2: ☐   B1: ☐   B2: ☐   C1: ☐   C2: ☐   D1: ☐   D2: ☐   E1: ☐   E2: ☐   F: ☐

    —OR—   Curriculum Committee voted **not** to remove any AA/AS (local) GE area(s): ☐

Effective term of GE inactivation: **Fall** [　　　　　]
                             (Year)

Due to Degree Works limitations, all GE changes should only have Fall effective terms.

2021-2022 P1 Year Courses at Banner Level - 02-10-21

Course ID
ANTH V36
ARCH V10
ARCH V21
ARCH V33
ARCH V41
ARCH V58
ARCH V60
ARCH V64
ARCH V95
ARCH V96
ATET N108
AUTO V11
AUTO V12
AUTO V26
AUTO V26L
AUTO V27L
AUTO V28
AUTO V28L
AUTO V30
AUTO V30L
AUTO V33
AUTO V33L
AUTO V38L
AUTO V43L
AUTO V96
BIOL V04
BIOL V90
BUS V49
CD V04L
CD V66
CD V66L
CHEM V01B
CHEM V21
CHEM V21L
CJ V28
CS V11
CS V13
CS V19
CS V30
CS V40
CT V12
CT V43
CT V50
CT V59
CT V66

CT V72
CT V75
CT V76
CT V77
CT V95
DANC V10A
DANC V10B
DANC V10C
DANC V10D
DANC V15A
DANC V15B
DANC V15C
DANC V15D
DANC V30A
DANC V30B
DANC V30C
DANC V30D
DANC V50A
DM V12
DM V12L
DM V26
DM V26L
DM V28
DM V28L
DM V30
DM V30L
DM V34
DM V34L
DM V40
DM V40L
DM V42L
DM V44
DM V44L
DRFT V02A
DRFT V05B
DRFT V41
DRFT V42
DRFT V44
DRFT V50
ENGL V01B
ENGL V02
ENGL V34
ENGM V22
ENGR V14
ENGR V16
ENGR V16L
ENGR V18

ENGR V18L
ESL N100A
ESL N100B
ESL N100C
ESL N100D
GEOG V01
GEOG V01L
ICA V02
ICA V03
ICA V04
ICA V05
ICA V06
ICA V07
ICA V08
ICA V13
ICA V14
ICA V15
ICA V16
ICA V17
ICA V18
ICA V19
ICA V20
ICA V22
ICA V23
ICA V24
ICA V30A
ICA V30B
ICA V31A
ICA V31B
ICA V69
INTR V95
KIN V50A
MATH V03
MATH V04
MATH V05
MATH V20
MATH V21A
MATH V52
MUS V02A
MUS V02AL
MUS V02B
MUS V09A
MUS V09B
MUS V10
MUS V14A
MUS V14B
MUS V14C

MUS V17
MUS V31A
MUS V31B
MUS V31C
MUS V31D
MUS V31E
MUS V31F
MUS V31G
MUS V31H
PHSO V01
PHYS V02AL
PHYS V04
PHYS V04L
PHYS V05
PHYS V05L
SPAN V01
SPAN V02
THA V02A
THA V02B
THA V02C
THA V02D
THA V03A
THA V08
THA V11A
THA V11B
THA V11C
THA V11D
THA V13A
THA V13B
THA V13C
THA V13D
THA V21
THA V22B
THA V90
WEL V13A
WEL V13B
WEL V14A
WEL V14B

initials - initial those pro	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	On March BoT agenda for approval	2020-07-09
MB	Food Safety, COA	410	2 VC Tech Review 1	On March BoT agenda for approval	2020-07-29
MB	Food Safety, COCN	413	2 VC Tech Review 1	On March BoT agenda for approval	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	Submitted to state - awaiting approval	
Tech review complete	Agriculture Field Supervisor, COCN	414	5 VC Curriculum Technician	Submitted to state - awaiting approval	
Tech review complete	Administrative Office Assistant, AS	396	5 VC Curriculum Technician	Submitted to state - awaiting approval	
Tech review complete	Administrative Office Assistant, COA	397	5 VC Curriculum Technician	Submitted to state - awaiting approval	
Tech review complete	Spanish for Transfer, AA-T	394	5 VC Curriculum Technician	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 eExternal eExam Pprocess (AP/IB/CLEP), Iinternal Eexam Pprocess (locally administered exams), or Hhigh Sschool to cCollege Aarticulation Pprocess, 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.

Documentationing 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 Sectin 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.

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 transcripted for the term in which it was earned.
- A sStudent 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 Profciency 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 learningCredit by Examination for transfer purposes.
- A sStudents 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

Programs: Documentation, Procedures, and Guide to Technical Review and Style

Introduction

This section discusses technical aspects of writing and reviewing a program outline. The comments (particularly those containing second-person pronouns such as "you" or "your") are aimed primarily at program outline originators, but technical reviewers and Curriculum Committee members should also be alert to deviations from these guidelines when reviewing a program outline. Technical reviewers may either correct them during review or refer them back to the program originator for correction. Curriculum Committee members (including non-voting members and classified professionals) may make comments in the course management system (CMS), email the originator with questions, and/or bring up remaining concerns when the program outline is forwarded to the Curriculum Committee for discussion and approval. The earlier in the approval process that a question or error is identified and reported, the easier it is to correct.

Required Documentation

Much of the information requested in the program Narrative is also needed to complete the program outline in CIM. Depending on the program type and goal, completion of some of the data fields may be optional. Transfer degrees (AA-T, AS-T, and UCTP) generally require the least information. CTE degrees and certificates require additional information, typically including a Labor Market Information (LMI) report, and minutes of meetings of the regional consortium and local advisory group documenting these bodies' recommendations. Apprenticeship programs require an approval letter from the state Division of Apprenticeship Standards (DAS).

Attach electronic copies of program-related documents (including, but not limited to, those appearing in the following list) to the program proposal in the CMS if the PCAH or supplemental guidance from the CCCCO (such as that documented in the subsection titled *Program Revision Development and Approval Procedure* on page 87) requires them for the type of program being prepared:

- Narrative (for all degrees, certificates, and proficiency awards, whether new or revised, although some sections may be omitted depending on the type of award, as prescribed in the PCAH)
- Transfer Model Curriculum (TMC) form (only for ADT and UCTP degrees)
- AAM/BCT/GECC articulation documentation as appropriate (only for ADT and UCTP degrees); typically furnished by the articulation officer using ASSIST reports
- New Program forms CP-3 and CP-4 (credit) or NP-3 and NP-4 (noncredit) (for all **new** degrees, certificates, and proficiency awards); these are available on the Curriculum Committee website
- LMI analysis (for all CTE degrees, credit and noncredit certificates, and proficiency awards)
- Regional consortium minutes (for all **new CTE** degrees, credit and noncredit certificates, and proficiency awards)
- Local advisory group minutes (for all **new CTE** degrees, credit and noncredit certificates, and proficiency awards)

- DAS approval letter (only for apprenticeship programs)
- Transfer information (for new AA and AS degrees, other than transfer degrees, but including apprenticeships, that may nevertheless contain a transfer component)
- Letters of support (for local and, optionally, CTE degrees that support or address community needs; other forms of documentation may be more appropriate in some instances)

Originators: please attach only **ONE** copy of each required document to the program proposal in the CMS. Also please submit the Narrative and (for transfer degrees) the TMC as Word documents so the technical review team may edit them if necessary. All other documents listed above are not subject to editing during technical review; you may submit them in any commonly used document format (Word, PDF, *etc.*) that is convenient for you. Again, please **upload** CTE-related documentation to the CMS as attachments rather than incorporating the information as appendices to the Narrative.

New Program Development and Approval Procedure

The Curriculum Committee adopted this procedure beginning Fall 2020.

1. **Host department** (discusses program concept and votes to approve its development)
2. **Originator** (Initiates the new program proposal in CIM but, at this stage, only completes the data fields in the upper portion of the CIM program form, up to and including the Program Goals and Objectives field in the Program Narrative section, and does NOT submit to workflow yet)
3. **Originator** (completes New-Program forms, TMC [for transfer degrees only], and draft Narrative, and attaches these to CIM in the area immediately below the *Program Goals and Objectives* field)
4. **Extended technical review meeting** (the program originator and [if possible] the area dean will normally attend to answer questions and receive comments and recommendations)
5. **Originator** (meets with technical review team member[s] for consultation and training on how to complete the rest of the program form)
6. **Originator** (completes CIM, adjusts the Narrative, compiles other state-required documentation [LMI, advisory committee recommendation, regional consortium recommendation, *etc.*] and uploads to CIM as file attachments, submits completed package to workflow and [NEW!] submits copies of CIM program outline [PDF export] and program file attachments to the department chair and division office for safekeeping to back up the Student Learning Office's records)
7. **Technical review team** (works with originator behind the scenes to check and correct format and legal/articulation issues)
8. **Curriculum technical review meeting** (originator or designee and area dean are invited to discuss program and answer questions)
9. **Curriculum committee** (full review and final campus-level approval)
10. **DTRW-I** (initial district-level technical review and preparation for submission to BOT)
11. **Chancellor's Cabinet** (review) and **Policy, Planning, and Student Success Committee** (review)
12. **BOT** (final district-level approval)
13. **Curriculum technician** (submits program information to COCI at the state chancellor's office and forwards program proposal to the Banner step in CIM)
14. **CCCCO** (conducts state-level review, approval, and/or chaptering)
15. **Academic data specialists** (enter program data into the SIS, DegreeWorks, *etc.*)
16. **CIO** (to ACCJC so students enrolling in program become eligible for federal financial aid)

Program Revision Development and Approval Procedure

As courses are added or removed, it may become necessary to revise program descriptions or requirements. ADTs must be periodically revised to conform to the most recent template (TMC), even in the absence of course changes. The procedure is like that for new programs, except that the new program paperwork and extended technical review, district-level review and approval, and submission to ACCJC are not required if the focus and purpose of the program are not significantly changing. Programs undergoing significant change should be treated as new so that the CCCCO may assign a new control number. Per CCCCO Memorandum AA 18-56, it is no longer necessary to distinguish between substantial and nonsubstantial changes to programs.

In a memo dated 12/06/2019, David Garcia, Program Analyst in the CCCCO's Educational Services and Support Division, stated that while narrative items 1 through 7 are required for new program submissions, only items 1 through 3 are required for program modification submissions. This is notwithstanding contradictory information published in the 7th edition of the PCAH.

Narrative

All program proposals intended to be approved and chaptered by the CCCCO require a Narrative containing elements as described in the PCAH or as clarified (for modified programs only) in CCCCO Memorandum AA 18-56 and subsequently published CCCCO memoranda.

Narrative templates for all program types (degrees, credit certificates, proficiency awards, and noncredit certificates) are provided on the Curriculum Committee forms web page.

Many of the free-form data fields in the CourseLeaf CIM program form correspond directly to elements required in the Narrative. The Narrative (**not** CIM!) is therefore often the best place to begin working on a program proposal (except that for new programs, the originator should start with the New Program forms instead, as described in the subsection titled *New Program Development and Approval Procedure* above). For transfer degrees, the TMC should be completed before documenting the program requirements in the Narrative. Some elements of the general narrative are not required, depending on the program type and goals, and whether it is a new or revision proposal. To the extent that the PCAH does not require preparation of a Narrative element for a certain program, the program originator may simply enter "(Not required)" for the corresponding data field(s) in the CIM program form.

Proficiency awards (PAs) do not require CCCCO approval and chaptering; however, Curriculum Committee may, at its discretion, still require the host department to prepare a narrative-like document so that key information about the PA may be provided to DTRW-I and BOT; the latter must approve PAs and all other new programs (as well as all program inactivations).

If, as recommended, a program originator completes the narrative before beginning data entry activities in CIM, the originator may simply copy-and-paste the requested information from the narrative directly to the corresponding field in CIM. The only exception is that tables from the narrative (such as requirements lists, TMCs, study plans, enrollment projections, *etc.*), whether text-based or graphical, will not paste successfully into the CIM program form. It is therefore necessary to reconstruct these manually in CIM using CIM's built-in table construction and formatting tools. Also, the originator should paste an electronic copy of the complete Narrative document into the Program Goals and Objectives section of the CIM program outline. Copies of the new program forms (CP-3 and CP-4 for credit programs, or NP-3 and NP-4 for noncredit programs) should also be uploaded there.

Details concerning the information required in each section of the Narrative and the specific Narrative sections required for each type of degree proposal will be addressed in the applicable subsections of the *Technical Review and Style Guide for CMS Data Fields* section. A summary table of recommended correlations between CIM data fields and the Narrative items, ordered by the location of the CIM data field in the program outline data entry form, is provided in the following tables. Each table contains the same information, but the first is sorted according to the order in which CIM field names are laid out in the program outline, and the second table is sorted by the order in which items appear in the Narrative.

(Text resumes following Table 2.)

Table 1. CIM/Narrative relationship sorted by the order in which CIM field names appear in the program outline form.

CIM FIELD NAME	CORRESPONDING SECTION OF NARRATIVE
Net Annual Labor Demand*† (required for credit CTE programs only; this field will not be visible for transfer, local, or noncredit programs)	Item 5 Part B*† (credit CTE only); compare to Enrollment and Completer Projections data to provide a measure of program need
Program Goals and Objectives (do not include career opportunities or PSLOs in this field)	Item 1 Part A
Career Opportunities (required for CTE programs; highly recommended for non-CTE programs)	Item 1 Part B
Catalog Description (do not list course requirements or PSLOs here as these are documented in other CIM fields; for ADTs, also include Catalog Description statutory language)	Item 2 Part A
Program Requirements (for ADTs, insert Program Requirements statutory language followed by the course requirements table; for ADTs and UCTPs, course requirements are based on the TMC; for all others, copy the list from the Narrative)	ADT and UCTP degrees: Item 2 Part C (statutory language only; omit course requirements from the Narrative, as the TMC contains this list) All other program types: Item 3 Part A*
Plan of Study* (may be combined with Program Requirements if a certificate or proficiency award can be completed in one semester)	Item 3 Part B*
Enrollment and Completer Projections*† (course enrollment numbers from the Narrative may be omitted in the CMS; but provide support for the number of completers based on the enrollment figures from Item 5 of the Narrative)	Item 5 Part A*† (when required, include two years of the most recent available end-of-term enrollment numbers [to the extent they are available] for each required course; these may be aggregated by year rather than by term)
Place of Program in Curriculum/Similar Programs*†	Item 6*†
Similar Programs at Other Colleges in Service Area*†	Item 7 Part A*†
Master Planning*	Item 4*
Advisory Committee Recommendation (credit CTE only; text AND attachment are required)*†	Item 3 Part C*† (credit CTE only; attach to CIM rather than appending to the Narrative)
Regional Consortia Meeting Minutes*† (credit CTE only; attachment is required, and CIM/Narrative text is optional)	Item 7 Part B*† (credit CTE only; attach document to CIM rather than appending it to the Narrative)
Program Student Learning Outcomes (ensure that these match the outcomes in TracDat)	ADT and UCTP degrees: Item 1 Part C All other program types: Item 2 Part B

* Not required for transfer (ADT and UCTP) degrees.   †Not required for noncredit programs

Table 2. CIM/Narrative relationship sorted by the order in which information appears in the program Narrative.

CIM FIELD NAME	CORRESPONDING SECTION OF NARRATIVE
Program Goals and Objectives (do not include career opportunities or PSLOs in this field)	Item 1 Part A
Career Opportunities (required for CTE programs; highly recommended for non-CTE programs)	Item 1 Part B
Program Student Learning Outcomes (ensure that these match the outcomes in TracDat)	ADT and UCTP degrees only: Item 1 Part C
Catalog Description (do not list course requirements or PSLOs here as these are documented in other CIM fields; for ADTs, also include Catalog Description statutory language)	Item 2 Part A
Program Student Learning Outcomes* (ensure that these match the outcomes in TracDat)	All program types other than ADT and UCTP degrees: Item 2 Part B*
Program Requirements (for ADTs, insert Program Requirements statutory language followed by the course requirements table; for ADTs and UCTPs, course requirements are based on the TMC)	ADT and UCTP degrees: Item 2 Part C (statutory language only; omit course requirements from the Narrative, as the TMC contains this list)
Program Requirements* (for all program types other than ADTs and UCTPs, copy the list from the Narrative)	All program types other than ADT and UCTP degrees: Item 3 Part A*
Plan of Study* (may be combined with Program Requirements if a certificate or proficiency award can be completed in one semester)	Item 3 Part B*
Advisory Committee Recommendation (credit CTE only; text AND attachment are required)*†	Item 3 Part C*† (credit CTE only; attach to CIM rather than appending to the Narrative)
Master Planning*	Item 4*
Enrollment and Completer Projections*† (course enrollment numbers from the Narrative may be omitted in the CMS; but provide support for the number of completers based on the enrollment figures from Item 5 of the Narrative)	Item 5 Part A*† (when required, include two years of the most recent available end-of-term enrollment numbers [to the extent they are available] for each required course; these may be aggregated by year rather than by term)
Net Annual Labor Demand*† (required for credit CTE programs only; this field will not be visible for transfer, local, or noncredit programs)	Item 5 Part B*† (credit CTE only); compare to Enrollment and Completer Projections data to provide a measure of program need
Place of Program in Curriculum/Similar Programs*†	Item 6*†
Similar Programs at Other Colleges in Service Area*†	Item 7 Part A*†
Regional Consortia Meeting Minutes*† (credit CTE only; attachment is required, and CIM/Narrative text is optional)	Item 7 Part B*† (credit CTE only; attach document to CIM rather than appending it to the Narrative)

* Not required for transfer (ADT and UCTP) degrees.   †Not required for noncredit programs

Program Titles

A single program generally has several versions of the title. The official title ("catalog title") appears in the heading of the catalog program description and in the main heading of the program Narrative. The title used in the CMS ("program title") is a rearranged version of the catalog title that optimizes the location and identification of programs in the CMS system. A third version of the program title is the Banner title, the abbreviated version of the title that appears on student records such as transcripts. The "Banner title" is limited to 30 characters in length, including spaces and punctuation. The Banner title is usually an abbreviation of the program title, although these two are identical if the full program title contains 30 or fewer characters. The following comparison illustrates the differences in the title structures for an example of each award type.

Associate in Science for Transfer:

- Catalog title: Associate in Science in Mathematics for Transfer
- Program title: Mathematics for Transfer, AS-T
- Banner title: Mathematics for Transfer, AS-T (*same as program title since both fit within 30 characters*)

Associate in Arts for Transfer:

- Catalog title: Associate in Arts in Film, Television, and Electronic Media for Transfer
- Program title: Film, Television, and Electronic Media for Transfer, AA-T
- Banner title: Film/TV/Electron Media Tr, AA-T (*heavily abbreviated version of program title*)

Associate in Science for UC Transfer:

- Catalog title: Associate in Science in Chemistry for UC Transfer
- Program title: Chemistry for UC Transfer, AS-UCTP
- Banner title: Chemistry/UC Transfer, AS-UCTP (*slightly abbreviated version of program title*)

Associate in Science (traditional):

- Catalog title: Associate in Science in Advanced Manufacturing
- Program title: Advanced Manufacturing, AS
- Banner title: Advanced Manufacturing, AS

Associate in Arts (traditional):

- Catalog title: Associate in Arts in Pre-Allied Health Sciences
- Program title: Pre-Allied Health Sciences, AA
- Banner title: Pre-Allied Health Sci, AA

Certificate of Achievement (credit):

- Catalog title: Certificate of Achievement in Automotive Career Education: Automotive Maintenance Technician
- Program title: Automotive Career Education: Automotive Maintenance Technician, COA
- Banner title: ACE: Auto Maint Tech, COA

Certificate of Completion (noncredit):

- Catalog title: Certificate of Completion in Technology and Workplace Competencies
- Program title: Technology and Workplace Competencies, COCN
- Banner title: Tech&Workplace Competenc, COCN

Proficiency Award (credit):

- Catalog title: Proficiency Award in Technical Theatre Production
- Program title: Technical Theatre Production, PA
- Banner title: Technical Theatre Prod, PA

Technical Review and Style Guide for CMS Data Fields

This subsection contains detailed instructions for completing every field that may appear on the program outline form. Not all these fields may be visible in any given program proposal; the CMS populates the form fields dynamically according to the originator-selected program award and program goals, and hides fields that are not applicable. When completing the fields, keep in mind that the purpose of the Narrative-related items listed in the preceding table is to document that the development criteria for credit and noncredit programs enumerated in the PCAH are satisfied. These are

1. Appropriateness to Mission
2. Need
3. Curriculum Standards
4. Adequate Resources
5. Compliance

Unless stated otherwise, appropriate data must be selected or typed into each of the fields described below. When applicable, the text entered should address the preceding development criteria.

This is a long section not designed to be read in one sitting. It is recommended that you use it as a reference rather than as a tutorial. The discussion of each field is self-contained (although it may refer to other related data fields). If you are stuck on just one or two data fields, you may skip down to the heading corresponding to the field name(s) of interest. The following instructions may not address all conceivable situations. If reading them does not fully answer your questions, please consult with the curriculum leadership team for additional details and guidance.

Originator

This field has no correspondence with any program Narrative item.

This field is normally populated automatically; it indicates the user ID of the first person to click the silver "Save" button for a new or modified program proposal. Do not edit this field unless that person has also been added as a co-contributor; otherwise he/she will be blocked from making future edits to the proposal.

Co-Contributors

This field has no correspondence with any program Narrative item.

These are the names of other faculty members authorized to edit the proposal. In keeping with the philosophy of the 10+1, deans and classified professionals should not be listed as Co-Contributors. Either

the Originator or other Co-Contributors may edit this field. Click the green plus-sign button to add a Co-Contributor using the drop-down menu. Click the red "x" button to remove a Co-Contributor.

College

This field has no correspondence with any program Narrative item.

Select "Ventura College" from the drop-down menu. Otherwise you may be blocked from saving the proposal.

Division

This field has no correspondence with any program Narrative item.

Select the host division from the drop-down menu. If it does not appear there, then a user with administrative privileges must add it to the system; please bring this to the attention of the curriculum leadership team. You must select a choice for the College field before the drop-down menu for this field will populate with appropriate division names.

Program Title

This field has no correspondence with any program Narrative item. However, it should be closely related to the catalog title, which should also be used in the Narrative main title preceding Item 1 and at the beginning of the catalog description.

The Program Title, should specify the discipline, GE pattern, or area of emphasis name, followed by a comma and a short identifying suffix stating the specific type of award. This should exactly match LOCAL TITLE in the curriculum tracking database. However, it will usually not match the catalog title, which should also be the main title used to start off the Catalog Description field. The title should be fully descriptive and not contain any abbreviations except

- The identifying suffix stating the award type
- The "UC" in "UC Transfer" (for UCTP degrees only)

ADT program titles must include the phrase "for Transfer" placed just before the comma and award type identifying suffix. UCTP program titles must include the phrase "for UC Transfer" placed similarly. Specify the Program Title in title case; most words should be capitalized. However, the following words should **not** be capitalized unless they are the first word in the Program Title:

- Prepositions of four or fewer letters (*e.g.*, "in," "for," "with")
- Conjunctions of four or fewer letters (*e.g.*, "and," "or")
- Articles containing any number of letters (*e.g.*, "a," "an," "the")
- The word "to," whether used as a preposition or as part of an infinitive (if used as part of an infinitive, the verb following "to" is capitalized)

Use "and" rather than "&." Use the Oxford comma for lists containing three or more items ("red, white, and blue" rather than "red, white and blue"). Examples of properly stated Program Titles include

- Mathematics for Transfer, AS-T
- Film, Television, and Electronic Media for Transfer, AA-T (note the Oxford comma following "Television")
- Chemistry for UC Transfer, AS-UCTP
- Advanced Manufacturing, AS

- Pre-Allied Health Sciences, AA
- Technical Theatre Production, PA
- Technology and Workplace Competencies, COCN

ADTs should be classified as either AA-T or AS-T based on the designation provided in the degree title in the TMC. Local and CTE degrees should be classified as AS if the degree is in a STEM or CTE discipline. Local degrees in other disciplines should be classified as AA.

The full **catalog** title (*e.g.*, "Associate in Science in Mathematics for Transfer") will appear in the Catalog Description section. It should also appear in the title of the program Narrative. The slightly abbreviated format shown in the list above makes the awards easier to locate and identify via the CMS search function and will not be published in the catalog.

When describing traditional associate degrees in the program Narrative, please use consistent terminology:

- Associate in Arts (not Associate of Arts or Associates in Arts or Associates of Arts)
- Associate in Science (not Associate of Science or Associates in Sciences or Associates of Science)
- (Generic) Associate Degree (not Associates Degree or Associate's Degree or Associates' Degree)

When describing transfer degrees in the program Narrative, please use consistent terminology:

- Associate in Arts in <discipline> for Transfer or AA-T in <discipline> or <discipline> AA-T
- Associate in Science in <discipline> for Transfer or AS-T in <discipline> or <discipline> AS-T
- (Generic) Associate Degree for Transfer or ADT

Banner Title

This field has no correspondence with any program Narrative item.

If the Program Title contains 30 or fewer characters (including spaces and punctuation), use the Program Title as the Banner Title without abbreviating it. Otherwise create an abbreviated (no more than 30 characters) but readable form of the program name. Slashes are acceptable here to save space; for example, you may abbreviate "Red, White, and Blue" as "Red/White/Blue." The trailing comma and award type suffix should match what is used in the Program Title field exactly. The suffix is necessary because most credit certificates have a companion AA or AS degree with the same name; without the suffix, the programs are indistinguishable in the SIS and CMS. For better readability, omit letters from long words in blocks rather than individually; for example, abbreviate "Vocabulary" as "Vocab" rather than as "Vcblry". Exceptions to this rule of thumb would include widely understood abbreviations such as "Mgmt" for "Management" or "Bldg" for "Building" or "Acct" for "Account" or "Accounting." Examples of properly stated Banner titles for programs include

- Mathematics for Transfer, AS-T
- Film/TV/Electron Media Tr, AA-T
- Chemistry/UC Transfer, UCTP
- Basic Law Enforcement, COCN

When submitting affiliated degrees and certificates of achievement, use parallel naming and abbreviations in the Banner title for the degree and for the certificate.

Type of Program

This field has no correspondence with any program Narrative item.

If the program is an Associate Degree (including ADTs and UCTPs), a Certificate of Achievement, or a Proficiency Award, then select "Credit" from the drop-down menu. If the program is a Certificate of Completion, Certificate of Competency, or another noncredit program (such as an Adult High School Diploma Program or a Noncredit Apprenticeship Program), then select "Noncredit."

Noncredit Programs Type

This field has no correspondence with any program Narrative item.

This field is only visible for noncredit programs (as determined by the response given in the Type of Program field). If this field is visible, select the award type from the drop-down menu. If the award type does not appear in the menu, it may be the first of its type created in the VCCCD (ask your curriculum leadership team to update the list), or it may be a credit program (verify the choice selected in the preceding field).

CDCP Eligibility Criteria

This field has no correspondence with any program Narrative item.

This field is only visible for noncredit programs (as determined by the response given in the Type of Program field). If this field is visible and the program is eligible for CDCP enhanced funding, select the program classification from the drop-down menu. If the program classification does not appear in the drop-down menu, then the program is not eligible for enhanced funding; in this case, do not select any of the menu choices. Note that "Elementary and Secondary Basic Skills (C)" only applies to programs whose purpose is to teach mathematics or English skills to the general population; it should not be selected for special-population programs, *e.g.*, programs that are aimed at EAC students.

If the choice "Short-Term Vocational (I)" is selected, then an LMI analysis must be obtained (*e.g.*, from Centers for Excellence) and attached to the CIM proposal. The LMI analysis is not required for a noncredit program if any other code is selected for this field, or if none of the CDCP codes apply.

Program Award/Degree

This field has no correspondence with any program Narrative item.

This should describe the program type. It should also correspond to the suffix used in the Program Title and Banner Title fields, as defined in the table below. Note that COCI and the SIS do not yet support UCTP degrees, so we will treat them as ADTs until these systems are updated with the new degree type.

PROGRAM AWARD/DEGREE FIELD ENTRY	SUFFIX IN PROGRAM TITLE & BANNER TITLE FIELD ENTRIES
A.A. Degree (A)	AA
A.S. Degree (S)	AS
AA-T Degree (Y)	AA-T
AS-T Degree (X)	AS-T

PROGRAM AWARD/DEGREE FIELD ENTRY	SUFFIX IN PROGRAM TITLE & BANNER TITLE FIELD ENTRIES
AA-UCTP Degree	AA-UCT[1]
AS-UCTP Degree	AS-UCT[1]
Certificate of Achievement (credit) requiring 8 to less than 16 semester units (M)	COA
Certificate of Achievement (credit) requiring 16 to less than 30 semester units (N)	COA
Certificate of Achievement (credit) requiring 30 to less than 60 semester units (T)	COA
Certificate of Achievement (credit) requiring 60 or more semester units (F)	COA
Proficiency Award (credit) (local award, does not require state approval but does require BOT approval)	PA
Certificate of Completion (noncredit) (NIL)	COCN
Certificate of Competency (noncredit) (NIL)	COCY
Other	(consult with the curriculum leadership team)

Program Goals

This field has no correspondence with any program Narrative item.

This should describe the program goals as defined in the PCAH. Select a goal according to the criteria in the table that follows:

PROGRAM GOAL FIELD ENTRY	APPLICABLE PROGRAM TYPES
C—CTE	A.A. and A.S. degrees (other than ADT or UCTP degrees) in a CTE TOP code and Certificates of Achievement in a CTE TOP code; includes degrees and certificates that may also prepare students for transfer
T—Transfer	All ADT and UCTP degrees (including those with a CTE TOP code), and Certificates of Achievement for IGETC or CSU GE-Breadth
O—Local	All other A.A. and A.S. degrees and certificates not in a CTE TOP code

The PCAH is not specific regarding the classification of noncredit programs. Our local convention is to use either CTE or Local depending on the noncredit program's TOP code, in accordance with the criteria set out in the above table for credit programs. Do not use "T—Transfer" as the goal for any noncredit program.

---

[1] The SIS field for this information allows a maximum of six characters; therefore the "P" is omitted.

Start Semester

This field has no correspondence with any program Narrative item.

This should ordinarily be Fall. Due to issues with scheduling and catalog preparation, Spring or Summer start semesters are accepted only in emergency situations as agreed to by both Curriculum Committee co-chairs and subsequently approved by the full Curriculum Committee.

Start Year

This field has no correspondence with any program Narrative item.

This should be determined in accordance with the Curriculum Committee's published deadlines for submission and approval. Ordinarily, programs submitted and approved during Fall semester are approved for the immediately following Fall semester, and programs submitted and approved during Spring semester are approved for the **second** Fall semester following submission.

Discipline/Department

This field has no correspondence with any program Narrative item.

Select the host department from the drop-down list provided. If there has been a recent reorganization, the department name may not appear. If so, please bring this to the attention of the curriculum leadership team so the department may be added to your division in the SIS and CMS.

Area of Emphasis

This field has no correspondence with any program Narrative item, but, if not blank, it should be made part of the catalog title and the main title of the program Narrative.

Leave blank except for General Studies AOE degrees. For AOE degrees, enter the emphasis such as "Arts and Humanities."

Option

This field has no correspondence with any program Narrative item, but, if not blank, it should be made part of the catalog title and the main title of the program Narrative.

Leave blank unless the degree or certificate provides options that will have distinct control numbers in CCCCO MIS. Each option should have its own program outline. These programs are unusual, but examples of such programs include Construction Technology: Building Inspection Option and Construction Technology: Construction Management Option.

Collaborative/Joint Program

This field has no correspondence with any program Narrative item. However, if a program is collaborative or joint, this fact should be noted in the applicable portion of the program Narrative.

"No" is usually the correct choice. An exception would be the Biomedical Device Manufacturing COA or any other program developed in conjunction with another college. If the response is "Yes" then an additional field "Collaborated College" will become visible requesting the name(s) of the other college(s) that collaborate in the program, perhaps by offering some of the required courses in the program or offering laboratory space not available at Ventura College. A file attachment option will also open; upload a copy of the written agreement between the colleges delineating responsibility for curriculum and scheduling.

Apprenticeship

This field has no correspondence with any program Narrative item.

It is visible for all program types except for ADTs. If visible, "No" is usually the correct choice. There are currently no apprenticeship programs in the VCCCD. If "Yes" is selected, then additional fields will become visible, including a field requesting you to upload a copy of the California DAS approval letter, a field allowing the upload of other apprenticeship-related documents, and fields requesting the RSI year and RSI hours.

Gainful Employment

This field has no correspondence with any program Narrative item.

In the past, this was a required field that would usually be answered "Yes" for certificates. Its purpose was to determine whether students selecting the major would qualify for federal financial aid. Due to recent regulatory changes, this information is no longer required, and the field should be left blank.

Employment Potential

This field has no correspondence with any program Narrative item.

This drop-down menu field is only visible for CTE programs (as determined by the response given in the Program Goals field). If the Employment Potential field is visible, select the source of the LMI data file attached to the proposal. Usually this is "LMID EDD Consultant"; select this response if the LMI report was obtained through the Centers for Excellence. The response here should be consistent with the corresponding field in the CP-3 (credit) or NP-3 (noncredit) new program form.

Net Annual Labor Demand

This field, if visible, corresponds to the applicable paragraph(s) of Item 5(B) "Survey" of the completed Narrative.

This free-form text field is only visible for CTE programs (as determined by the response given in the Program Goals field). In this field (and in the Narrative), the Enrollment and Completer information from Item 5(A) of the Narrative must be compared to the net annual labor demand projection stated in the Labor Market Inventory and Analysis document to show that there is sufficient labor demand for the projected number of program completers. The net annual labor demand information must also be consistent with the corresponding information inserted into the corresponding fields of the CP-3 (credit) or NP-3 (noncredit) new program form if this is a new CTE program.

Justification/Reason for Revision

This field has no correspondence with any program Narrative item.

This field is not visible for new programs. For program revisions, list what aspects of the program are changing (*e.g.*, new or inactivated courses, change of focus, *etc.*) and whether this represents a minor or significant change to the program goals or structure. If there are significant changes, the proposal should be treated as a new program rather than as a revision. The CCCCO no longer distinguishes between substantial and non-substantial changes to programs.

Program Goals and Objectives

This field corresponds to most elements of Item 1 of the completed Narrative. However, do **not** include program-related career opportunities or PSLOs in this field (even though Item 1 of the Narrative may

include these), as these are addressed in other fields in the CMS program outline. The information provided must match the applicable portions of the description provided on the Narrative template.

This field is required for all new and modified programs. The program goals and objectives must be consistent with the mission of the community colleges as established in the California Education Code (section 66010.4); this includes lower division academic and vocational instruction, remedial instruction, and adult noncredit education.

For transfer degrees, the statement in this field must include the preparation of students for one or more baccalaureate majors. It must describe how the courses listed in the requirements will meet the lower division requirements of related majors at baccalaureate institutions. It must also indicate whether the degree is aimed at students transferring to a specific institution or class of institutions (*e.g.*, CSU or UC).

If the program is selective (*e.g.*, students must apply to be accepted), include a summary of the entry criteria (courses completed, minimum GPA, sponsorship, *etc.*), the selection process, and how the program will satisfy Title 5 requirements relating to open course enrollment (section 51006) and students' ability to challenge prerequisites (section 55003(b)(5)).

If the program, or any courses in the program, require fees or costs that students will incur, document them in this field.

In addition to completing the free-form text box for this field, please append a copy of the completed Narrative document to this field using the green "Attach File" button located immediately below this field's text box. (This information should no longer be sent as a separate attachment to the Student Learning Office; please incorporate into the CIM program proposal instead.) Please use a Microsoft Word (.doc or .docx) file rather than a PDF file for the Narrative in case it becomes necessary to make corrections during technical review. Also send a copy of the Narrative to your division office for their records. It is very helpful to have a date included in the title of the Narrative document, as several versions are typically created during the technical review process, and the dates make it easier to distinguish between these versions when they are stored in the technical review archives.

For new program proposals, also attach a completed copy of the CP-3 (credit) or NP-3 (noncredit) new program form, which you may download from the Curriculum Committee forms web page. CTE-related attachments such as LMIs and consortium recommendations should be attached later in the proposal.

Proposals not having a Narrative document attached will be held until the originator provides one, or they will be rolled back to the originator for action.

Career Opportunities
This field is visible for all program types. It must be completed for all CTE programs and is optional (but highly recommended) for transfer and local programs. It corresponds to the paragraph(s) of Item 1 of the completed Narrative that describe the specific occupation(s) or field(s) that students will be able to enter upon completing this program, and the basic occupational competencies that students will acquire as a result of completing the program.

Catalog Description
This field corresponds to the applicable paragraph(s) of Item 2 of the completed Narrative. Include the introduction to the catalog description of the program. Do **not** list program requirements (lists of

required courses) or PSLOs in this field, as CIM provides separate fields for these elsewhere in the program outline.

Both this field and the Narrative should include at least the following information to the extent that each item is applicable:

- A discussion of the degree or certificate's goals and objectives; if the college offers similar programs, the discussion should distinguish this program from the others, perhaps by describing how its goals, intended audience, targeted careers or transfer majors, or expected outcomes are unique
- A listing of prerequisite skills or enrollment limitations such as TB tests, criminal background checks, *etc.*
- Advice and warnings to students regarding their employability upon completing the degree or certificate; warnings may include information such as whether the degree trains students for competitive or low-salaried occupations, or occupations in which inexperienced graduates are unlikely to be hired
- For CTE degrees and certificates, an enumeration of potential careers students may enter upon completion
- For high-unit programs (more than 60 units), a discussion of how the unit total may impact completion
- For degree- or certificate-related occupations in which a license or certification is generally expected, a statement as to whether completing the program bestows the license or certification immediately, or prepares students to take a licensing or certification examination; if applicable, the discussion should include whether the program departs from accreditation or licensing standards, and in what specific ways
- If the program is part of a progressive award structure (*e.g.*, it is part of a sequence of stackable certificates), a discussion of the award's place in the progression

For ADTs (but not UCTPs or other awards), the following statutory language must appear at the end of the catalog description:

The Associate in <Arts|Science> in <discipline> for Transfer (<discipline> <AA-T|AS-T>) is intended for students who plan to complete a bachelor's degree in <discipline> or a similar major at a CSU campus. For a current list of what majors (and what options or areas of emphasis within that major) have been designated as "similar" to this degree at each CSU campus, please refer to https://adegreewithaguarantee.com/en-us/find-your-path and seek guidance from a Ventura College counselor. Students completing this degree are guaranteed admission to the CSU system, although not necessarily to a particular CSU campus or major.

Students transferring to a CSU campus that accepts the <discipline> <AA-T|AS-T> will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major at a particular campus). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Program Requirements

This field corresponds to the applicable paragraph(s) of Item 2 (ADTs and UCTPs only) or Item 3 (all other program types) of the completed Narrative. (This is one of the few CIM fields for which it may make sense to complete it in CIM before transferring the information to the Narrative, to take advantage of the table formatting features in CIM.)

Complete for all new or revised awards. At minimum, this should include a list of all major courses, including core courses and restricted electives, and total units in the major. Do not include courses that are GE but do not apply to the major. However, for transfer degrees only (ADTs and UCTPs), obtain this information from the TMC instead (but do not copy and paste the TMC form directly into CIM; use CIM's formatting tool instead to structure the course lists).

Within each subsection (Core, List A, List B, *etc.*), alphabetize courses by discipline and ID number whenever possible. This makes the requirements easier for counselors and students to read.

Do not include course sequencing or plan(s) of study in this section; there is another field in CIM for this information.

For ADTs (but not UCTPs or other awards), the following statutory language should precede the list of required courses:

To earn an Associate in <Arts|Science> in <discipline> for Transfer degree, students must meet the following requirements:

(1) Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

   (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSUGE-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) Obtain a minimum grade point average (GPA) of 2.0 in all CSU transferable coursework. While a minimum GPA of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA. Please consult with a counselor for more information.

(3) Obtain a grade of "C" or better or "P" in all courses required in the major. Even though a "P" grade is allowed (Title 5 section 55063), it is recommended that students complete their major courses with a letter grade ("A," "B," or "C") due to unit limitations on "P/NP" courses.

(4) Complete a minimum of 12 units in residence at Ventura College.

The basis for items (1) and (2) above is SB 1440 (Ed Code Section 66746), and the basis for items (3) and (4) is Title 5 Section 55063.

Plan of Study

This field corresponds to the portion of Item 3 of the completed Narrative that relates to course sequencing. (This is one of the few CIM fields for which it may make sense to complete it in CIM before transferring the information to the Narrative, to take advantage of the table formatting features in CIM.)

This field is not required for transfer degrees but should be completed for all other proposals. If certain required courses for the program are not offered every semester, this field should give an idea of the

specific semesters in which students may reasonably expect these courses to be offered. Program-applicable courses should be run at least once every two years, regardless of enrollment; otherwise students cannot complete the program in a reasonable amount of time, in contravention to accreditation requirements. Programs whose required courses do not make at least once per biennium should be modified to exclude problematic courses or provide alternative course selections.

Plans of study for local and CTE associate degrees should aim for completion within two years, except for high-unit programs. For these degrees, listing recommended GE courses is optional, but the number of units per semester allotted for major courses should be low enough (typically 8–10) to allow for concurrent completion of general education requirements. Prerequisite relationships must also be accounted for (*e.g.*, advanced courses should not be scheduled in earlier terms than beginning courses).

Enrollment and Completer Projections

Ideally, this field should correspond to Item 5(A) of the completed Narrative; however, there is no good way to enter the required tabular data for Item 5(A) into the CMS. A statement of the estimated annual enrollments and completers in the CMS data field will therefore have to suffice. This field is not required for transfer degrees but should be completed for all other proposals. In the Narrative, provide enrollment data from the past two years for each course satisfying program (major) requirements. A tabular format is often helpful, and the Narrative templates provide examples. The figures presented should be end-of-term enrollments, not census enrollments.

Simply stating a one-line estimate of program completers in the CMS without supporting data is not sufficient. Enlist the assistance of the Institutional Effectiveness division or the (state) Chancellor's Office Data Mart to obtain the expected supporting data, or include a brief discussion of the relationship between recent enrollment numbers and expected completers.

Place of Program in Curriculum/Similar Programs

This field corresponds to Item 6 of the completed Narrative. It is not required for transfer degrees but should be completed for all other proposals. This data entered should provide answers to the three following questions:

a) Do any active inventory records (other active programs) need to be made inactive or changed in connection with the approval of the proposed program? If yes, please specify.
b) Does the program replace any existing program(s) on the college's inventory? Provide relevant details if this program is related to the termination or scaling down of another program(s).
c) What related programs are offered by the college?

If related programs are offered, the information presented in the Catalog Description field (and corresponding portion of the Narrative) should clearly distinguish this program from the related programs so students have a better idea which program would be most beneficial for them to pursue.

Similar Programs at Other Colleges in Service Area

This field corresponds to the portion of Item 7 of the completed Narrative that relates to similar programs offered at colleges within commuting distance of Ventura College, including Oxnard and Moorpark as well as nearby colleges in other districts. It is not required for transfer degrees but should be completed for all other proposals. The data provided should briefly describe each such program (catalog descriptions of the other colleges' programs may suffice; use the Attach Files button immediately following this field if needed). Describe similarities and differences between this program

and the other colleges' programs and justify why Ventura College should also have this program. Possible reasons include, but are not limited to, any of the following:

- Other colleges' programs do not satisfy regional demand
- Ventura College's program would have a different emphasis or market from the other colleges' programs
- Transportation or other logistical issues make it unlikely that the Ventura College program would cause the other colleges' similar programs to suffer an enrollment decline
- Ventura College's program would have industry or university partnerships that could not be matched by the other colleges' programs
- Ventura College's program would include state-of-the-art offerings not available through the other colleges' programs
- The program is a collaboration between Ventura College and one or more of the other colleges that, if approved, would increase program completions, perhaps by making it easier for more students to enroll in or complete required courses

Transfer Preparation Information

This field has no correspondence with any program Narrative item.

It is only visible for transfer programs. Attach any supporting documents that do not fit elsewhere in the program proposal. Do not attach TMC, AAM, BCT, or GECC documentation here, as there are places for these elsewhere in the CIM program outline. Supplemental articulation agreements with feeder CSU institutions might be included here.

Master Planning

This field corresponds to Item 4 of the completed Narrative. It is not required for transfer degrees but should be completed for all other proposals. Its contents should discuss the anticipated role of the program in fulfilling the college's mission, the district's master plan, and (for credit programs) statewide master planning, as required by Title 5 sections 55130(b)(6) and 55130(b)(7).

The discussion may also include (as appropriate to illustrate the program's role)

- The history or other context for the program
- How the program is relevant to the college or region, including statements of community support
- Documentation of the need for the program (references may be provided to other sections of the Narrative rather than duplicating information provided elsewhere)
- Discussion of how the need for the program was identified through the program review process, and how it is expected that program review will periodically assess the continuing need for the program
- Documentation of the need and justification for expenditures for new faculty hires, facilities (including renovation or new construction), and equipment to establish and maintain the program (programs requiring large expenditures for facilities and equipment must itemize expected program-related costs and revenues for the next several years)
- Justification of required courses if there is not a clear relationship between the course and program goals
- Justification for high-unit programs (those exceeding 60 units including GE)

- For CTE programs only, if offered in close cooperation with one or more specific employers (*e.g.*, Haas, Ohana, *etc.*), a discussion of any employer facilities or support-in-kind the program will use, and how the college will satisfy open enrollment requirements in this context
- For CTE, references to attached recommendations from regional consortia and/or advisory committees

Labor Market Information and Analysis

This field has no correspondence with any program Narrative item.

It is only visible for new CTE programs. Use the Attach File button below the text box to attach a copy of the LMI report. The originator may optionally include a summary or other discussion of the LMI in the text box portion of the field.

Advisory Committee Recommendation

This field corresponds to the portion of Item 3 of the completed Narrative in which the advisory committee's thinking (in relation to formulating its recommendation) is documented. The field is only visible for new CTE programs. Use the text box portion of the field to discuss the advisory committee's approach in developing the recommendation. The advisory committee may recommend against implementing the program but cannot block the college from creating it. However, if the college departs from the advisory committee's recommendation, it must also explain the departure here.

In addition, use the Attach File button below the text box to attach a copy of the minutes from the advisory committee meeting(s) during which the committee formulated its recommendation for the program. These minutes should be referenced in the text box portion of the field and in Item 3 of the Narrative.

Regional Consortia Approval Meeting Minutes

This field has no correspondence with any program Narrative item.

This field is only visible for new CTE programs. Use the Attach File button below the text box to attach a copy of the minutes from the regional consortium meeting during which the group formulated a recommendation for the program. The regional consortium may recommend against implementing the program but cannot block the college from creating it. The originator may optionally use the text box portion of the field to summarize or discuss the recommendation. These minutes should be referenced in Item 7 of the Narrative.

Supporting Documents Required for Transfer Program

This field has no correspondence with any program Narrative item.

This field is visible for all programs, but only needs to be completed for transfer programs. Check the boxes indicating the supporting transfer documentation that will be attached to the CIM proposal. This is where the TMC, AAM, BCT, GECC, and other articulation support documents may be attached. The articulation officer will usually generate and attach these documents. Documentation may also be provided via the text boxes when appropriate.

Local Program

This field has no correspondence with any program Narrative item.

If a local program is intended to address community need, this is where the documentation for the need may be attached or input to the program proposal.

Program Student Learning Outcomes

This field corresponds to the last portion of Item 1 (ADTs and UCTPs only) or the last portion of Item 2 (all other program types) of the completed Narrative. Enumerate the PSLOs for the program, using a separate box for each outcome. These must agree with the PSLOs in TracDat.

Required Major Units/Hours

This field has no correspondence with any program Narrative item. However, the information requested may be obtained from the Narrative item in which course requirements for the program are listed.

Document the minimum and maximum number of major units (credit) or hours (noncredit) a student must successfully complete to earn the program award. The curriculum leadership team can assist faculty in determining these numbers. For transfer degrees, it is often best to refer this task to the articulation officer. Do not include GE units in this total.

Units for Area of Emphasis/Option

These fields have no correspondence with any program Narrative item. However, the information requested may be obtained from the Narrative item in which course requirements for the program are listed.

They are only visible for credit programs. Leave these blank. The articulation officer or technical review team will complete these fields if they are necessary.

Clock Hours for Program

These fields have no correspondence with any program Narrative item.

They are generally not visible. Leave them blank if you see them. Ventura College does not offer any clock-hour programs.

VCCCD GE

This field has no correspondence with any program Narrative item.

It is only visible for traditional degree programs. For new programs, select "YES" if the field is visible; for revisions, retain the current setting. Do not edit the text boxes (leave these for the articulation officer to complete unless you know what you are doing).

GE Pattern of a Transfer Institution

This field has no correspondence with any program Narrative item.

It is only visible for traditional degree programs. For new programs, select "NO" if the field is visible; for revisions, retain the current setting. Do not edit the text boxes (leave these for the articulation officer to complete unless you know what you are doing).

CSU GE-Breadth

This field has no correspondence with any program Narrative item.

It is only visible for degree programs. For new programs, select "YES" for an ADT and "NO" for a traditional AA or AS degree or a UCTP degree; for revisions, retain the current setting. Do not edit the text boxes (leave these for the articulation officer to complete unless you know what you are doing).

CSU GE-Breadth for STEM

This field has no correspondence with any program Narrative item.

It is only visible for AS-T degree programs. For new programs, select "NO" in most cases unless the TMC specifies use of this pattern; for revisions, retain the current setting. Do not edit the text boxes (leave these for the articulation officer to complete unless you know what you are doing).

IGETC

This field has no correspondence with any program Narrative item.

It is only visible for degree programs. For new programs, select "YES" for an ADT or UCTP and "NO" for a traditional AA or AS degree; for revisions, retain the current setting. Do not edit the text boxes (leave these for the articulation officer to complete unless you know what you are doing).

IGETC for STEM

This field has no correspondence with any program Narrative item.

It is only visible for AS-T degree programs. For new programs, select "NO" in most cases unless the TMC specifies use of this pattern; for revisions, retain the current setting. Do not edit the text boxes (leave these for the articulation officer to complete unless you know what you are doing).

Total General Education Units

These fields have no correspondence with any program Narrative item.

They are only visible for degree programs. Do not edit these (leave them for the articulation officer to complete unless you know what you are doing).

Total Double-Count Units

These fields have no correspondence with any program Narrative item.

They are only visible for degree programs. Do not edit these (leave them for the articulation officer to complete unless you know what you are doing).

Elective Units

These fields have no correspondence with any program Narrative item.

They are only visible for credit programs. Do not edit these (leave them for the articulation officer to complete unless you know what you are doing).

Total Units/Hours for Program

These fields have no correspondence with any program Narrative item.

They are only visible for credit programs. Do not edit these (leave them for the articulation officer to complete unless you know what you are doing).

Program TOP Code

This field has no correspondence with any program Narrative item.

Select a Taxonomy of Programs code for the program. Use a CTE TOP code (with an asterisk in the TOP Code Manual) for CTE programs, a non-CTE TOP code for local programs, and the TOP code specified in the TMC for transfer degrees. For revisions, do not change the TOP code without good cause.

Program CIP Code

This field has no correspondence with any program Narrative item.

For new programs, either leave this blank for the technical review team to complete, or use a crosswalk to look up the CIP code associated with the TOP code. If several CIP codes are available, select the one most closely representing the purpose of the program. For revisions, do not change the CIP code without good cause.

SOC (Standard Occupational Classification) Code

This field has no correspondence with any program Narrative item.

Do not modify this field. For new programs, it will be completed during technical review.

All C-ID Eligible Courses Have Been Submitted and Approved

This field has no correspondence with any program Narrative item.

This field is only visible for ADT programs. Do not modify this field. For new programs, leave it for the articulation officer to complete.

Annual Completers

This field has no correspondence with any program Narrative item. It should, however, agree with the annual completer projection stated in Item 5.

This field is not required for transfer programs. For CTE and local programs, summarize the projected number of completers from the discussion in the Enrollment and Completer Projections field. For new programs, it should match the value provided on the CP-3 (credit) or NP-3 (noncredit) form.

Faculty Workload

This field has no correspondence with any program Narrative item.

Estimate the FTEF that will be dedicated to teaching all sections of all courses in this program each year. Include all required courses, not just the ones added recently to support the program, even if some of the courses also support other programs. For new programs, the number should match the value provided on the CP-3 (credit) or NP-3 (noncredit) form.

New Faculty Positions

This field has no correspondence with any program Narrative item.

In consultation with your dean, estimate the number of identified faculty positions required to support the program. Include both full-time and adjunct faculty. For new programs, the number should match the value provided on the CP-3 (credit) or NP-3 (noncredit) form. Discuss and justify new faculty positions in Item 4 of the program Narrative and in the Master Planning field in the program outline.

New Equipment Narrative

This field has no correspondence with any program Narrative item.

Itemize new equipment needed to support the program, including costs. For new programs, the total cost should match the value provided on the CP-3 (credit) or NP-3 (noncredit) form. Discuss and justify new equipment expenditures in Item 4 of the program Narrative and in the Master Planning field in the program outline.

New or Remodel Facility

This field has no correspondence with any program Narrative item.

Itemize new facilities needed to support the program, including estimated costs. For new programs, the total cost should match the value provided on the CP-3 (credit) or NP-3 (noncredit) form. Discuss and justify facility costs in Item 4 of the program Narrative and in the Master Planning field in the program outline.

Library Acquisitions

This field has no correspondence with any program Narrative item.

In consultation with the librarian, estimate the cost of required library acquisitions needed to support the program. This may include books, journal or database subscriptions, software, or other items. For new programs, the total cost should match the value provided on the CP-3 (credit) or NP-3 (noncredit) form.

Distance Education

This field has no correspondence with any program Narrative item.

Estimate the percentage of the program that students may complete by taking distance education courses. Select the corresponding range from the drop-down menu. Select 100% if there is any pathway to the degree for which all the core courses and a sufficient number of restricted electives and general education courses are approved for offering via distance education such that a student could complete the program (at least theoretically) by enrolling only in classes taught via distance education modalities (51% or more online). For degree programs, include general education courses as well as major courses. Weight the percentage estimate by number of courses rather than by number of units.

Example 1: A certificate of achievement with five core courses, four of which were approved to be offered online, would be 80% online, even if not all the courses awarded the same number of units.

Example 2: Another certificate of achievement with four core courses (all approved to be offered online) plus a restricted elective could be either 80% online (if none of the restricted electives were approved for an online modality) or 100% online (if one or more of the restricted electives were approved to be offered online). In the latter case, the certificate would be 100% online even if not all the restricted electives were approved for DE, provided that at least one of them was.

It does not matter whether the courses are offered online in practice, only that they could be in principle. However, do not count courses for which distance education is only approved for use in emergency situations. The curriculum leadership team can provide you with data to help you determine which courses are approved for DE.

Approval Dates

Do not edit the approval dates or state control number if they are visible. These are the responsibility of the curriculum technician to complete. Exception: If you created a program by making a copy of an

existing program (for example, if you created an Associate Degree program by copying a Certificate of Achievement program outline in the CMS), the new program outline may still display the original program's state control number. Please blank this out so the curriculum technician may complete it later with the new number assigned by the state following chaptering or approval. Every program has a different control number, even linked AS and COA programs; do not re-use an old control number from a COA when creating a linked AS or vice-versa.

If you still have questions regarding any of these fields after reading about them, please refer them to the curriculum leadership team.