Curriculum Committee

Reviews and recommends new courses, new programs, modifications to existing courses and programs, and graduation requirements in support of the College mission. Curricular recommendations follow the prescribed on-campus processes which may include presentation to the District Technical Review Workgroup-Instruction (DTRW-I) and thereafter submission to the Board of Trustees for approval. All revised and new curriculum is submitted to the State Chancellor's Office for chaptering and/or approval.

GOALS for 2021-2022
Continue implementation of course cycle of review (5-Year Review)

- Continue implementation of COR/program review
- Ensure curriculum compliance with Title 5 regulations and the latest edition of PCAH
- Create new ADTs, review and if necessary update adopted ADTs for SB 1440 compliance
- Become familiar with course and program submission timeline, necessary documentation, and approval process
- Guide and support Culturally Responsive Curriculum
- Encourage the consideration of DEI (Diversity, Equity, Inclusion) across curriculum

- Encourage reduction of barriers to promote diversity, equity, and inclusion through curriculum
- Continue to explore options for granting Credit for Prior Learning (CPL)
- Review and if necessary update courses and propose new courses for C-ID
- Continue implementation of CTE 2-year program review processes
- Adhere to the approval processes of noncredit curriculum in accordance with VCCCD policy and Title 5 regulations

Curriculum Committee:		Members		Alternate
Co-chair, Interim VPAA (tie-breaking vote)	☒	Mary Rees		
Co-chair, Faculty (tie-breaking vote)	☒	Letrisha Mai		
Co-chair, Faculty (tie-breaking vote)	☒	Scarlet Relle		
AFT Representative (non-voting)	☐	Susan Kinkella		
Academic Data Specialist (non-voting)	☐	Alan Courter		
Academic Senate President (ex officio, non-voting)	☒	Erik Reese		
CTE Faculty Liaison (non-voting)	☐	*Vacant*		
Curriculum Technician (non-voting)	☒	Ana Barcenas		
Student Representative (non-voting)	☒	Chris Ojeda		
Faculty member per department (Quorum is 12 out of 23 voting members)				
Articulation Officer	☒	Letrisha Mai		
Dean	☒	Robert Cabral		
Dean	☒	Howard Davis		
Dean	☒	Carol Higashida		
ACCESS/Learning Skills	☒	Silva Arzunyan	☐	Jolie Herzig
Behavioral Sciences	☒	Veronique Boucquey		
Business	☒	Ruth Bennington	☐	Josepha Baca
Chemistry & Earth Sciences	☒	Tiffany Pawluk		
Child Development/Education	☒	Shannon Coulter	☐	Cindy Sheaks-McGowan
Counseling	☒	Jodi Dickey		
EATM	☐	*Vacant*		
English/ESL	☒	Wade Bradford		
Health Sciences	☒	Christina Lee		
Kinesiology, Athletics & HED	☐	Adam Black		
Librarian	☒	Danielle Kaprelian		
Life Sciences	☒	Beth Miller		
Mathematics	☒	Renée Butler		
Media Arts & Communication Studies	☒	Candice Larson		
Performing Arts	☒	Robert Salas	☐	Nathan Bowen
Physics, Astronomy & Engineering	☒	Erik Reese		
Social Science	☒	Hugo Hernandez		
Visual Arts	☒	Clare Sadnik		
World Languages	☐	Perry Bennett		

MINUTES

I. CALL MEETING TO ORDER

- Meeting began at 1:06pm

- Guests: Robert Darwin, Svetlana Kasalovic, Danielle Vieira

II. PUBLIC COMMENTS AND AMENDMENT TO THE AGENDA

- M. Rees: reminded the group about the Great American ShakeOut 2021 on Thursday, October 21st. First test using a new emergency alert system.
    - 10:21 a.m.: drill begins
    - 10:23 a.m.: evacuation
    - 10:30 a.m.: send an all clear

III. TIMELY BUSINESS

A. Brown Act Teleconference Suspensions During a State of Emergency

New legislation modified the Brown Act, enabling virtual meetings during a state of emergency (Gov code Section 54953). Curriculum Committee must agree that the emergency impacts the ability to meet safely in person and "make the findings" (reconsider emergency circumstances and its impact on meeting safely) every 30 days to continue virtual meetings.

- L. Mai motioned to move this agenda item as the first order of business. C. Larson approved the motion. L. Mai motioned to approve to continue virtual meetings. The Curriculum Committee members unanimously voted in favor to continue virtual meetings.

IV. REVIEW AND APPROVAL OF MINUTES FROM SEPTEMBER 21, 2021

- Co-Chair L. Mai called for a motion to approve the September 21, 2021 Meeting Minutes. Erik Reese motioned for approval. The motion carried with no votes against, and no abstentions.

V. CURRICULUM REVIEW AND APPROVAL OF COURSE(S) AND PROGRAM(S)

A. Consent Agenda

1. Outline Revision(s):

    a. S. Kasalovic: Graphic Design and Multi Media are merging, and are now under the new discipline named Design (DES). Programs are in the process of being updated, and working on creating new DES programs.

COURSE	UNITS	GE	DE	C-ID	TITLE	EFFECTIVE SEMESTER	NOTES
DANC M11A	2		X		Jazz Dance I - Fundamentals	Fall 2022	Approved with 18 votes.
DANC M11B	2		X		Jazz Dance II - Beginning	Fall 2022	Approved with 18 votes.
DANC M11C	2		X		Jazz Dance III - Intermediate	Fall 2022	Approved with 18 votes.
DANC M11D	2		X		Jazz Dance IV - Advanced	Spring 2022	Approved with 18 votes.
DES M100	3	C1	X		Design and Society	Fall 2022	Formerly GR M10 Approved with 18 votes.
DES M100H	3	C1	X		Honors: Design and Society	Fall 2022	Formerly GR M10H Approved with 18 votes.

Outline Revisions (continued)

COURSE	UNITS	GE	DE	C-ID	TITLE	EFFECTIVE SEMESTER	NOTES
DES M121	3		X	ARTS 250	Introduction to Digital Media	Fall 2022	Formerly MM M10. Approved with 18 votes.
DES M125	3		X		Digital Illustration	Fall 2022	Formerly GR M26. Approved with 18 votes.
DES M130	3	C1	X	DMGR 110X	Design I	Fall 2022	Formerly GR M30. Approved with 18 votes.
DES M131	3		X		Design II	Fall 2022	Formerly GR M31. Approved with 18 votes.
DES M142	3		X		Motion Graphics	Fall 2022	Formerly MM M30. Approved with 18 votes.
DES M143	3		X		3D Fundamentals	Fall 2022	Formerly MM M40. Approved with 18 votes.
PSY M04	3	B2	X		Child Psychology	Fall 2022	Approved with 18 votes.
PSY M05	3	B2	X	PSY 170	Social Psychology	Fall 2022	Approved with 18 votes.
PSY M06	3	B2	X	PSY 200	Introduction to Behavioral Research Methods	Fall 2022	Approved with 18 votes.
PSY M07	3	B2	X	PSY 180	Developmental Psychology (Lifespan)	Fall 2022	Approved with 18 votes.
PSY M08	3	B2	X	PSY 120	Abnormal Psychology	Fall 2022	Approved with 18 votes.
PSY M13	3	B2	X	PSY 130	Human Sexuality	Fall 2022	Approved with 18 votes.
PSY M16	3	B2	X		Personality Theories	Fall 2022	Approved with 18 votes.

*Abstention(s): R. Bennington, H. Hernandez

2. **Course Deletion(s): no items to discuss.**

3. **Curricular Modification(s):**

COURSE	UNITS	GE	DE	C-ID	TITLE	EFFECTIVE SEMESTER	NOTES
MATH M05	4	D2	X	MATH 150	College Algebra for STEM Studies	Spring 2022	C-ID and course content. Approved with 18 votes.
MATH M06	3	D2	*X*	MATH 851	Trigonometry	Spring 2022	C-ID and course content. Approved with 18 votes.
MUS M02AL	1		X	MUS 125	Musicianship I	Fall 2022	Added textbook. Approved with 18 votes.
PSY M01	3	B2	X	PSY 110	Introduction to Psychology	Fall 2022	Number change from PSY M100. Approved with 18 votes.
PSY M01H	3	B2	X	PSY 110	Honors: Introduction to Psychology	Fall 2022	Number change from PSY M100H. Approved with 18 votes.
PSY M02	3	A1	X	PSY 150	Introduction to Behavioral Neuroscience	Fall 2022	Number change from PSY M106. Approved with 18 votes.
PSY M02H	3	A1	X	PSY 150	Honors: Introduction to Behavioral Neuroscience	Fall 2022	Number change from PSY M106H. Approved with 18 votes.

*Abstention(s): R. Bennington, H. Hernandez

4. **Revised Program(s): no items to discuss.**

B. **Action Agenda:**

1. **New Course(s):**

COURSE	UNITS	GE	DE	C-ID	TITLE	EFFECTIVE SEMESTER	NOTES
DES M135	3		X	DMGR 120X	Social Media Design	Fall 2022	Approved with 18 votes.
DES M137	3		X		Biotechnology Media Design	Fall 2022	Approved with 17 votes.
DES M140	3		X		Character Design	Fall 2022	Approved with 17 votes.
DES M141	3		X		Animation Basics	Fall 2022	Approved with 17 votes.
DES M191	3		X	DMGR 130X	Design Business Practices	Fall 2022	Approved with 18 votes.

*Abstention(s): R. Bennington, H. Hernandez

2. Revision(s):

COURSE	UNITS	GE	DE	C-ID	TITLE	EFFECTIVE SEMESTER	NOTES
DES M101	3	C1	X		Design History	Fall 2022	Formerly GR M11. SAM Code change. Approved with 18 votes.
DES M101H	3	C1	X		Honors: Design History	Fall 2022	Formerly GR M11H. SAM Code change. Approved with 18 votes.
DES M120	3		X		Introduction to Computer Graphics	Fall 2022	Formerly GR M23. TOP Code change. Approved with 18 votes.
DES M126	3		X		Image Editing	Fall 2022	Formerly GR M27. Same as PHTC M33. TOP and SAM Code change. Approved with 18 votes.
DES M127	3		X		Digital Layout	Fall 2022	Formerly GR M24. SAM Code change. Approved with 17 votes.
DES M132	3		X		Design III	Fall 2022	Formerly GR M32. TOP Code change. Approved with 17 votes.
DES M133	3		X		Typography I	Fall 2022	Formerly GR M34. TOP Code change. Approved with 17 votes.
DES M134	3		X		Typography II	Fall 2022	Formerly GR M25. TOP Code change. Approved with 17 votes.
DES M136	3		X		Advertising Design	Fall 2022	Formerly GR M33. TOP Code change. Approved with 17 votes.
DES M150	3		X		Web Design	Fall 2022	Formerly MM M20. TOP Code change. Approved with 17 votes.
DES M151	3		X		UI/UX Design	Fall 2022	Formerly MM M50. Title change. TOP Code change. Approved with 17 votes.
DES M190	3		X		Design Portfolio	Fall 2022	Formerly MM M90. Same as MM 90. TOP Code change. Approved with 17 votes.
DES M80	1-4		X		Internship in Design	Fall 2022	Formerly GR M80. TOP Code change. Approved with 17 votes.
PHTC M33	3		X		Image Editing	Fall 2022	Same as DES M126. TOP and SAM Code change. Approved with 17 votes.
PSY M80	1-4		X		Internship in Psychology	Fall 2022	TOP and SAM code changes. Approved with 17 votes.
RADT M34A	4.5				Nuclear Medicine Clinic Lab IA	Fall 2022	Approved with 17 votes.
RADT M34B	4.5				Nuclear Medicine Med Clinical Lab IB	Fall 2023	Approved with 17 votes.
RADT M44A	4.5				Nuclear Medicine Clinical Lab IIA	Spring 2023	Approved with 17 votes.
RADT M44B	4.5				Nuclear Medicine Clinical Lab IIB	Spring 2024	Approved with 17 votes.
RADT M52A	2.5				Nuclear Medicine Clinical Lab IIIA	Summer 2023	Approved with 17 votes.
RADT M52B	2.5				Nuclear Medicine Clinical Lab IIIB	Summer 2024	Approved with 18 votes.

*Abstention(s): R. Bennington, H. Hernandez

3. New Program(s): no items to discuss.

VI. DISCUSSION ITEMS

A. Credit for Prior Learning (CPL)

- District CPL meeting next Tuesday, 10/26
  - Group to discuss courses to consider for CPL
  - Bring back to each college for discussion
  - S. Relle to email invitation for Moorpark College CPL meeting
  - CPL form attached

MOORPARK COLLEGE

B. **Catalog Course Draw (Oxnard College Catalog)**

- Shared new catalog course description layout.
  - o CourseLeaf Consultation meeting on Tuesday, October 26

VII. **REPORTS AND INFORMATION**

A. **Co-Chair Report**

- CourseLeaf training is available. Please email Scarlet.

B. **DTRW-I**

- No issues with the two new courses submitted, and they continue to move through the approval process.

- Discussion on CPL and college to determine which courses are eligible.

- IT Department to work on how CPL will appear on transcript

C. **Articulation**

D. **Subcommittee/Workgroups**

Meeting adjourned at 1:58pm

Next Curriculum Committee meeting:

November 2, 2021

2021-2022 1st Tuesday 1:00pm - 2:20pm & 3rd Tuesday 1:00pm - 2:20pm	
2021	**2022**
~~09-07-21~~	01-18-22
~~09-21-21~~	02-01-22
10-19-21	02-15-22
11-02-21	03-01-22
11-16-21	03-15-22
12-07-21	04-05-22
	04-19-22
	05-03-22

Ventura County Community College District
Credit for Prior Learning Assessment Petition

Student Name: _____   Student ID No. 900 - _____

Mailing Address _____ City _____ St _____ Zip_____ Phone No _____

AP/IB/CLEP: Do not use this petition. Instead, submit your official scores to Admissions and Records Office and schedule an appointment with a counselor to discuss how these will be applied to the degree and/or certificate.

HS Articulation: Do not use this petition. Instead, contact the lead college counselor or staff member for high school articulation to confirm completion of articulated coursework and eligibility for college credit, and the credit will be applied to the degree and/or certificate.

Deadline: Approved petitions must be on file with the subject area instructor by **Friday of the tenth week of the semester.** The examination is to be administered following approval of all officials specified below and prior to the last day of the final examination period.

Petition is for the following Credit for Prior Learning (CPL) Assessments.
Check all that apply and refer to page 2 for more information on each assessment method.

☐ **Internal Departmental Examinations** (Locally Administered Examinations)

☐ **Industry–Recognized Credentials or Licensure:** Industry recognized credential documents or license copies must be attached to this petition for assessment of prior learning.

☐ **Student-Created Portfolio**: Prior to meeting with a counselor, the student must meet with the department chair or faculty designee to receive further instructions for student-created portfolio assessment. After student meets with the department chair or faculty designee, student must meet with a counselor and attach the portfolio documents to this petition for assessment of prior learning.

☐ **Military Joint Service Transcripts:** Military transcripts must be on file with Admissions and Records Office prior to meeting with a counselor. Refer to Section **II Credit for Military Service/Training (page 2)** for acceptable documentation:

Limits of Credit for Prior Learning {All methods, except External Examinations (AP/IB/CLEP) and High School Articulation}:

- Students may apply for Credit for Prior Learning (CPL) for a given course only once.
- Students should be aware that other colleges and universities may not accept CPL for transfer purposes, including but not limited to meeting general education (GE), pre-major, major and/or other requirements.
- Students should be advised that the use of units granted through the CPL 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.)
- Credits earned through the CPL process are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.
- Credit by Examination (Internal Departmental Examination) may be granted in only one course in a sequence of courses within a single discipline, as determined by prerequisites.
- If a student is currently enrolled in a course or has completed the course, he/she will not be eligible to earn credit through CPL for any prerequisite to that course.
- A student who attempted a course one or more times and did not successfully complete the course is not eligible to apply for CPL for that course or for a comparable course at another district college.
- Credits earned by CPL are not counted in determining the 12 semester units of credit in residency required for an associate degree.
- A maximum of 50% of the units required for an associate degree (except the Associate Degree for Transfer and UC Transfer Pathways degrees, which have no limit) or Certificate of Achievement may be applied through CPL. Additional units may be granted upon review and approval by the VPAA or his/her designee. The limitation does not apply to units of credit earned through external examinations (AP/IB/CLEP or High School Articulation).

Student's Signature _____   Date_____

Ventura County Community College District

Additional information on CPL Assessment

I. Internal Department Examinations (Locally Administered Examinations)

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 Internal Departmental Examination is permitted for the course. See the Courses Excluded from Internal Departmental Examination list maintained by each District College. A letter grade (A, B, C, D, F and/or P/NP) will be awarded for each attempt (if P/NP 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. Students may challenge a given course via the Internal Departmental Examination (locally administered exam) process only once.

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.

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.

II. 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:

a) The student shall complete the Credit for Prior Learning assessment petition.

b) Official transcripts must be on file in the Admissions and Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.

c) Credit course equivalency shall be determined by the faculty of the appropriate discipline.

III. 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:

a) The student shall complete the Credit for Prior Learning assessment petition.

b) 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.

c) 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 determines 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.

IV. 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) The department approved portfolio assessment rubric for the course is on file.

b) The student shall complete the Credit for Prior Learning assessment petition.

c) The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment.

d) The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning.

e) If the department chair or faculty designee determines 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.

Ventura County Community College District

☐ Certificate ☐ Degree ☐ Proficiency Award Major _____Catalog Year_____

Planned Graduation Date _____ CPL Assessment Process Selected: _____

Petitioned Course Subject _____ Course ID: _____ Units _____

Other Colleges Attended _____

The petitioning student:	Yes	No	N/A
Is currently registered.			
Is in good academic standing (not on academic and progress probation or dismissal)			
Has submitted transcripts of all previous course work to verify that college credit has not been earned in more advanced subject-matter and the student has not received a grade (A, B, C, D, F W, CR, P, CRE, NC or NP or equivalent) in the course seeking CPL.			
Is attempting to receive credit for this course through the Internal Departmental Examination process for the first time at this or any other college.			
Credit for Military Service/Training: Are official transcript on file in the Admissions and Records Office?			
Industry-Recognized Credentials or Licensure Documentation: Are all industry recognized credential documents or license copies attached to this petition for assessment of CPL?			
Student-Created Portfolio Assessment: Are all portfolio documents attached to this petition for assessment of CPL?			

Counselor Name_____ Signature _____ Date: _____

STUDENT PAYS FEES AT STUDENT BUSINESS OFFICE
Fee is only applicable for Internal Departmental Examination (Locally administered examination)

Pay Fee at Student Business Office: Amount Paid _____ Date_____ SBO Signature _____

SUBJECT AREA INSTRUCTOR AND DEAN APPROVAL

PETITION ACTION: CPL Assessment Petition Status   *Approve   Disapprove*

Instructor Name: _____Signature _____ Date: _____   ☐   ☐

Division Dean* _____ Signature _____ Date: _____   ☐   ☐

*Dean, please return the petition to the instructor to initiate the CPL assessment process.
If petition is disapproved by any of the above, please write a reason below and forward the petition to A&R for processing.
Reason for disapproval, if checked:

_____

_____

_____

CPL RESULT: Date of CPL assessment completion: _____ Grade Earned/Received: _____

Notes: _____

Instructor Name: _____ Signature: _____ Date: _____

Division Dean: _____ Signature: _____ Date: _____

Return the completed CPL Assessment Petition to A&R for processing.

Last update: 9/22/2021