

PG Handbook Excerpt

2.1.2.3 Curriculum Committee

Charter: The 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 ~~Council on Curriculum and Instruction~~ ~~Technical Review Workgroup~~ ~~Instruction (DTRW-I) (DCCI)~~ and thereafter submission to the Board of Trustees for approval. All revised and new curriculum is submitted to the State Chancellor's Office for charting and/or approval.

The Curriculum Committee's charge includes these academic and professional matters as identified in Education Code 53200(c):

- Curriculum, including establishing prerequisites and placing courses within disciplines;
- Degree, certificate requirements, proficiency awards; and
- Educational program development.

Participants make a minimum 2-year commitment to serve on the Curriculum Committee. Members are identified in the spring of each year. Members of the committee must satisfy training requirements on regulations and practices regarding course approval.

Co-chairs: Vice-President of Academic Affairs or designee
Faculty member(s) appointed by the Academic Senate Council

Members: One faculty member from each Academic Department, appointed by the Academic Senate Council
One faculty representative from the Accessibility coordination Center and Educational Support Services
~~One~~The Articulation Officer
One faculty Librarian
Three Deans, appointed by the Vice-President of Academic Affairs
One faculty member appointed by AFT (non-voting)
CTE Faculty Liaison (non-voting)
One classified staff representative recommended by the Classified Senate and appointed
by the College President (non-voting)
~~Registrar or designee (non-voting)~~
One student appointed by Associated Students who serves in an advisory role (non-voting)
Academic Senate President (ex-officio, non-voting)

The Curriculum Technical Review Workgroup, formed from members of the Curriculum Committee, meets regularly to review curriculum submissions for completeness before they come to the full Committee for review. See Chapter 3.7: Development and Approval of Curriculum.

The co-chairs may choose to form workgroups to help perform the charge of the Curriculum Committee. Some examples are a technical review workgroup to review curriculum submissions for completeness before review by the Curriculum Committee and a general education workgroup to provide expertise on general education matters. The development and approval of curriculum process is summarized in section 3.7.

3.7 Development and Approval of Curriculum

Responsible Party	Process
Faculty Member	Initiates new course, course revision, new program, program revision. Curriculum reviewed on a five-year cycle with CTE programs reviewed on a two-year cycle.
Department and Division Review	All members of the department/discipline and the Division Dean are given an opportunity to review the proposed new course, course revision, new program, or program revision.
Possible Specific Review Workgroups	<p>Workgroups of the Curriculum Committee may be formed at the discretion of the curriculum co-chairs. Some examples are:</p> <ul style="list-style-type: none"> • General Education • Honors • Distance Education • Technical Review <ul style="list-style-type: none"> ○ Suggested members of the Technical Review Workgroup include; <ul style="list-style-type: none"> ○ Faculty Co-Chair(s) ○ Vice-President of Academic Affairs or designee ○ Articulation Officer ○ Faculty Librarian ○ Curriculum Technician ○ Additional instructional faculty
Curriculum Committee Technical Review Workgroup	The Curriculum Committee meets semi-monthly to review new course proposals, course revisions, new program proposals, program revisions, graduation requirements, and other curricular matters. The committee is co-chaired by one or more faculty member(s) appointed by the Academic

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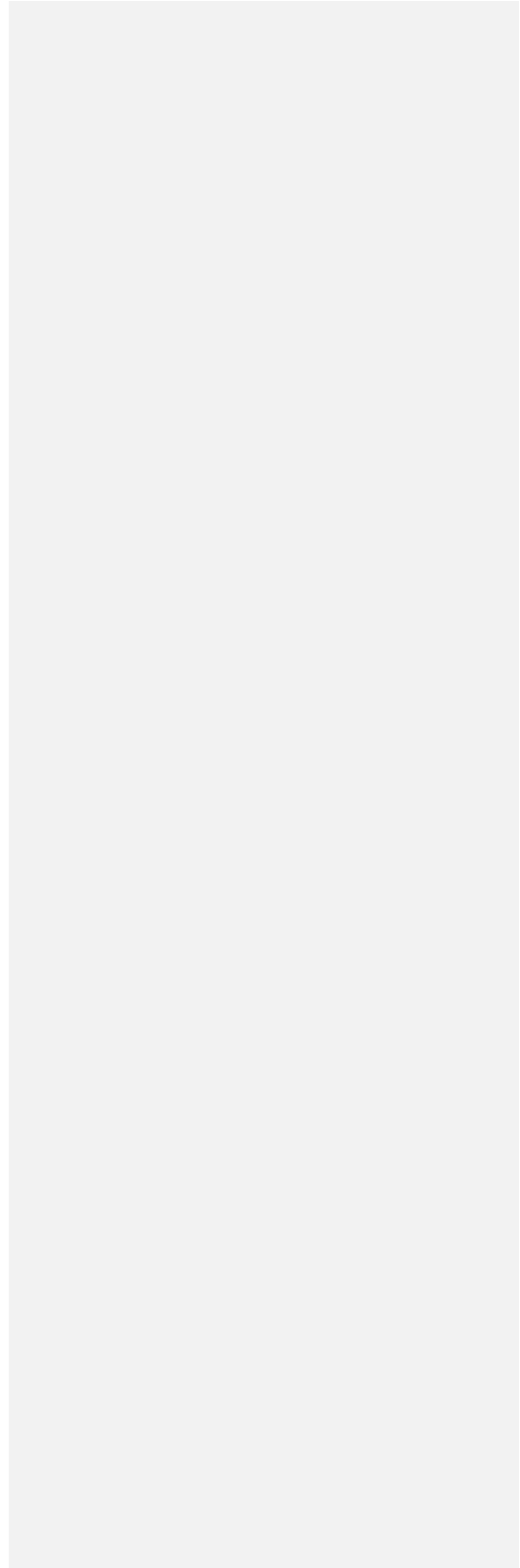
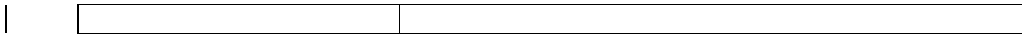
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	<p><u>Senate and by the Vice-President of Academic Affairs or administrative designee.</u> <u>A Workgroup of the Curriculum Committee meets semi-monthly to conduct a technical review of all curriculum proposals prior to being made available to the Curriculum Committee for approval. The Technical Review Workgroup includes the following individuals:</u></p> <ul style="list-style-type: none"> ● <u>Faculty Co-Chair(s)</u> ● <u>Vice President of Academic Affairs or designee</u> ● <u>Articulation Officer</u> ● <u>Faculty Librarian</u> ● <u>Curriculum Technician</u> ● <u>Additional instructional faculty</u>
<u>Academic Senate President/Designee and College President/Designee Curriculum Committee</u>	<p><u>Review and verify curriculum is ready to be presented at the District level for compliance. The Curriculum Committee meets semi-monthly to review new course proposals, course revisions, new program proposals, program revisions, and graduation requirements. The committee is co-chaired by one or more faculty member(s) appointed by the Academic Senate and by the Vice-President of Academic Affairs or administrative designee.</u></p>
<u>District Council on Curriculum and Instruction (DCCI) Academic Senate President/Designee and College President/Designee</u>	<p><u>District Council on Curriculum and Instruction reviews for regulations compliance. Membership includes:</u></p> <ul style="list-style-type: none"> ● <u>Chancellor's Representative</u> ● <u>One of the following from each college:</u> <ul style="list-style-type: none"> ○ <u>Faculty Curriculum Chair(s)</u> ○ <u>Academic Senate President or designee</u> ○ <u>Vice-President of Academic Affairs</u> ○ <u>Articulation Officer</u> <p><u>Review and verify curriculum is ready to be presented at the District level for compliance.</u></p>
<u>Chancellor's Cabinet District Technical Review Workgroup Instruction (DTRW-I)</u>	<p><u>Verification of curriculum and placement on Board of Trustees Meeting Agenda.</u> <u>District Technical Review Workgroup Instruction reviews for regulations compliance. Membership includes:</u></p> <ul style="list-style-type: none"> ● <u>Chancellor's Representative</u> ● <u>One of the following from each college:</u> <ul style="list-style-type: none"> ○ <u>Faculty Curriculum Chair(s)</u> ○ <u>Academic Senate President or designee</u> ○ <u>Vice-President of Academic Affairs</u> ○ <u>Articulation Officer</u>
<u>Chancellor's Cabinet</u>	<p><u>Verification of curriculum and placement of Board of Trustees Meeting Agenda</u></p>

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Responsible Party	Process
Chancellor's Consultation Council	District-wide review of the Board of Trustees Agenda, in which curriculum to be presented to the Trustees is reviewed.
Board of Trustees	Curriculum is reviewed and approved at the monthly meetings.
State Chancellor's Office	All revised and new curriculum is submitted to the State Chancellor's Office for chaptering and/or approval.

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Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title Degrees	AP 4100B Graduation Requirements for Baccalaureate
Code	AP 4100B
Status	New - Under Consideration
Legal	California Education code 78042 Education Code 66745 – 66747 Title 5, Section 55062 Title 5, Section 55063 Title 5, Section 55070
Adopted	
Last Reviewed	

As authorized by the California Education code 78042, Title 5 (Education) section 55063 (credit coursework), the Ventura County Community College District (VCCCD) Governing Board confers the Bachelor in Science degree to students who:

1. Provide required transcripts from any regionally accredited institution attended; and
2. Satisfy the respective major listed in this administrative procedure and the college catalog; and
3. Satisfy the General Education (GE) requirements to include either the California State University General Education (CSU GE) Breadth, the Intersegmental General Education Transfer Curriculum (IGETC), or the single General Education Plan (Cal-GETC); and
4. Meet all other VCCCD graduation requirements, including but not limited to residency, GPA, competency, minimum units; and
5. Submit an application for a degree.

Graduation Requirements for Baccalaureate Degree

For the Bachelor in Science (BS) degree, a student must:

- I. Complete a total of **120 semester units** (or 180 quarter units) consisting of both upper and lower division coursework. This must include a minimum of **60 lower-division and 40 upper-division** semester units.

1. Lower-division major and elective coursework.

- a. Lower-division courses applicable toward the baccalaureate degree must be designated as CSU or UC transferable or determined to be at the baccalaureate level.
- b. Lower-division courses from other U.S. regionally accredited institutions will be evaluated by faculty to determine baccalaureate credit based on course description, comparable content, appropriate prerequisites, or C-ID number.
- c. International courses will be evaluated for baccalaureate major requirements only when course descriptions are submitted in English, along with a transcript evaluated by an approved foreign transcript service and determined to be comparable to the associate or baccalaureate degree level.

2. Lower-division general education

At least 36 semester or 54 quarter units of lower division general education, which can be completed in the following manner:

The California State University (CSU) GE Breadth, the University of California (UC) Intersegmental General Education Transfer Curriculum (IGETC) or the single General Education Plan (Cal-GETC).

- a. Previously completed lower-division general education courses will be evaluated according to the CSU GE Breadth, IGETC, or Cal-GETC certification guidelines.
- b. Students enrolled in the baccalaureate program who have not completed the CSU GE Breadth, IGETC, or Cal-GETC pattern must complete any remaining CSU GE Breadth, IGETC, or Cal-GETC Areas.
- c. Submission of an official transcript verifying completion of a bachelor's degree from a U.S. regionally accredited institution.

3. Upper-division coursework

At least forty (40) units of upper-division coursework completed with a minimum grade of "C" or a "P" if the course is taken on a "pass-no-pass" basis. Although some courses are available for "pass-no-pass", it is recommended that students complete the major course with a letter grade.

- a. Courses designated as upper-division at a college within VCCCD or a California Community College (CCC) are applicable only to the baccalaureate degree and may not be used to satisfy associate degree requirements.

- b. Upper-division courses from other U.S. regionally accredited institutions will be evaluated for appropriate major, general education, or elective baccalaureate degree credit.
- c. When a previously completed lower-division course from another U.S. regionally accredited institution is determined by faculty to be equivalent to an upper-division baccalaureate requirement, the student will be granted "subject" credit for that requirement, but will still be required to complete an additional upper-division course to meet the total upper-division unit requirement.

4. Upper-division general education

At least nine (9) semester or 13.5 quarter units of upper division general education coursework must be completed. These nine units of upper division general education can be included in the 40 unit minimum for upper division units or can be added to the 40 units, depending on the major requirements for the particular program.

- II. Satisfy competency in reading, writing, and mathematics through the completion of the CSU GE
- III. Breadth, IGETC or Cal-GETC general education pattern, or an associate or bachelor's degree from a U.S. regionally approved institution.
- III. Complete a minimum of twelve (12) units in residence at the college granting the bachelor's degree.
- IV. Achieve a cumulative grade point average (GPA) of 2.0 or better in all bachelor degree level courses. Courses completed with a "P" may be used toward meeting baccalaureate degree requirements.

Graduation Application Procedure

1. Students must file a petition for a degree.
2. District Colleges offer three graduation dates: fall semester, spring semester, and summer term.
3. Graduation ceremonies are conducted at the end of the spring semester.
4. Graduation petition deadline dates are locally announced at each District College.

Academic Year

The fall semester is the first term of an academic year. A summer term, whether one or more sessions, constitutes the last term of an academic year.

Catalog Rights/Continuous Enrollment

A student remaining in continuous enrollment at one or more of the colleges of the Ventura County Community College District (VCCCD) or at any other regionally accredited college or university, may meet the VCCCD graduation requirements in effect at the time of his/her entering or at any time thereafter. This applies only to graduation requirements and not to policies, procedures, or other regulations. Catalog rights/continuous enrollment are defined as attendance in at least one term each calendar year. Any academic record symbol entered on

a transcript (A-F, CRE, P, NP, SP, I, IP, RD, W, MW, EW and prior to fall 2009: CR and NC) shall constitute enrollment or attendance.

A student who has not maintained continuous enrollment is considered to be under new requirements when returning unless the student is granted a petition/waiver for extenuating circumstances. This petition must be initiated by the student through a college counselor and approved by the appropriate dean or designee.

Students should be made aware that other governing agencies may impose more restrictive limitations concerning the definitions of continuous enrollment or continuous attendance. Some agencies define continuous enrollment as remaining in attendance both fall and spring semesters. Some will not accept selected academic record symbols (such as Ws). Those who may be affected by more restrictive guidelines include students receiving financial aid, veterans and international students.

Double Counting for Credit Course

While a course might satisfy more than one general education requirement of CSU GE, IGETC, or Cal-GETC, it may not be counted more than once for these purposes within the GE areas. A course may be used to satisfy both a general education requirement and a major requirement. A credit course may also be used to satisfy requirements in two (2) or more different majors, whether for a Bachelor degree, Associate degree, Associate degree for Transfer, Certificate of Achievement, or Proficiency Award. The units, however, may never be counted more than once toward the units required for the bachelor's degree.

Meeting Major and/or General Education Requirements through Credit for Prior Learning (CPL)

Colleges shall apply course credit obtained through CPL towards major and/or general education requirements in the same manner as a course that is taken at the college granting the degree and/or certificate.

Course Substitution for Major and/or General Education Requirements

Occasionally, a student may have difficulty in completing exact major and/or general education requirements as specified in the college catalog due to circumstances of class schedule conflicts, class cancellation, related but nonequivalent coursework taken outside of this college district, or circumstances beyond the control of the student. Under such circumstances, a student may file a Petition for Course Substitution/Petition for Variance for Major and/or General Education Requirements to seek approval from the appropriate college officials to substitute one or more courses in a designated major and/or in general education. The petition forms are available in the Counseling Office/Center.

Reciprocity for CSU GE-Breadth or Intersegmental General Education Transfer Curriculum (IGETC) Requirements

Students who are required to complete CSU GE-Breadth or IGETC shall have their courses evaluated for reciprocity according to the rules set forth by either Executive Order (EO) 1065, EO 1100 Revised, or in the most recent version of the IGETC Standards.

Reciprocity for Credit for Prior Learning

Colleges shall apply Credit for Prior Learning (CPL) credit completed at other regionally accredited colleges or universities toward general education, major requirements, or electives in the areas where the student would have received credit at the institution where they were originally taken, or in the area where the college granting the degree places a similar course, or in the area where the course meets the college's GE criteria and objectives, whichever best facilitates the student's degree completion.

Recognized Regional Accrediting Bodies

Coursework completed at any institution in the United States accredited by one of the following regional accrediting bodies may be applied towards a bachelor degree:

- Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges
- Higher Learning Commission (HLC)
- Middle States Commission on Higher Education (MSCHE)
- New England Commission of Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC).

International Coursework

Coursework from any international institution accredited by one of the above accepted regionally U.S. accrediting bodies, or evaluated as equivalent to a regionally accredited institution by one of the member agencies of the National Association of Credential Evaluation Services, may be applied towards a bachelor degree.

Exceptions to Graduation Requirements

Appeals to the above policy may be submitted to the Chief Instructional Officer or a designee. Exceptions may be granted under extenuating circumstances or when there has not been sufficient opportunity to enroll in required courses.

Governance Review

DCCI – 4.13.2023

Spring 2023 C-ID Update



ASCCC Communications <communications@asccc.org>

To Letrisha Mai



1:00 PM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

As a faculty driven system, we always welcome faculty to participate as COREs and FDRG members. If you are interested in participating with C-ID, please see below for further details.

C-ID is seeking CCC faculty to participate as FDRG members for the following disciplines:

- Accounting
- Chemistry
- Child & Adolescent Development
- Communication Studies
- Geography
- Geology
- History
- Physics
- Social Justice Studies
- Spanish
- Studio Arts

CCC Course Outline of Record Evaluators (COREs) Needed

Currently the following disciplines need CCC COREs:

- Business
- Film, Television & Electronic Media
- Hospitality Management
- Nutrition/Dietetics
- Social Justice Studies
- Sociology

If you are interested in participating as a CCC CORE for C-ID, please complete the [CORE interest survey](#). If you are interested in becoming a CCC FDRG member for C-ID, please complete the [FDRG interest survey](#).

Title 5 Implementation of Ethnic Studies

Are You Ready?

Webinar Agenda

May 5, 2023

10:00 – 11:00 a.m.

<https://cccconfer.zoom.us/j/89720736157>

1. Welcome and Introductions
2. Current status of core competencies (local/CSU)
3. Issues and Concerns developing programs
 - Hiring/MQ's
 - Establishing Ethnic Studies departments
4. Best practices
5. Panel Discussion –
 - Where to start
 - Ethnic Studies departments vs. Ethnic Studies disciplines
 - How did we implement new requirements?
 - Shared experiences
6. Open Q&A