

Academic Senate Agenda
December 10, 2009
3:00 p.m. BONH 330

I. ROUTINE MATTERS

1. Approval of Senate summary for November 12, 2009 (page 2)
2. Approval of Curriculum summary for November 19, 2009 (pages 2-31)
3. Approval of Curriculum summary for December 3, 2009 (pages 32-36)
4. Approval of Curriculum summary for December 8, 2009 (pages 37-39)
5. Discipline assignment:
 - a. Audrey Green (page 3)

II. REPORT/UPDATE

6. CCC update
7. Plagiarism/Academic Honesty
8. Program Review for Planning

III. DISCUSSION ITEMS

9. Chancellor Advisory on Catalog Rights (pages 4-5)
10. Curriculum Committee "Hot List"

IV. ACTION ITEMS

11. District's Proposed EEO plan (pages 6-15)
12. Proposed Board Policy 5900 (Grading) (pages 16-19)
13. Proposed Board Policy 5901 Course Repetition (pages 20-22)
14. Proposed Administrative procedures 5091 Course Repetition (pages 23-24)
15. Proposed Board Policy 5902 Academic Renewal (page 25)
16. Proposed Board Policy 5905 Credit by Examination (page 26)
17. Proposed Administrative Procedures 5905 Credit by Examination (page 27)

V. Open Forum - the next Senate meeting will be

February 11, 2010 at 3:00 p.m. in BONH 330.

Academic Senate Summary
November 12, 2009

This meeting was held at the Canyon Campus. Thanks to Dena for her hospitality and the cookies!

Attendance: Michael Dermody, Michael Sherry, James Lorigan, Joan Jacobson, Lea Templer, Jose Martin, Ann Lowe, David Andrus, Cindy Stephens, Pamela Borrelli, Wendy Brill, Stan Wright, David Martinez, Dena Maloney, Diane Fiero, Debbi Rio, Tammera Rice, Mike Wilding, Edel Alonso and Barry Gribbons

The consent calendar was approved, which included the Academic Senate Summary for October 22, 2009; the Curriculum summary for October 15, 2009 and November 5, 2009; discipline assignments for Kathy Alfano, Victor Jadaon, Philip Marcellin, Edel Alonso, Melanie Lipman, Sam Otoo, Chuck Lyon, Elizabeth Shaker, Danielle Butts, Chelley Maple, Diana Watkins, Barry Gribbons, Bruce Pelkey, Dena Maloney, Dianne Van Hook, Len Mohny, Michael Wilding and Floyd Moos; David Martinez was pulled from consent calendar for further information.

CCC update, Dena Maloney informed the Senate that enrollment and persistence was up from last Fall, and that currently CCC offers thirteen degrees and hopes to add five more. They are starting water-friendly “themed” gardens, and are looking forward to a coffee service and not getting their coffee out of a machine.

Proposed Modifications to 50% law were discussed. These system-wide changes would clarify the definition of serious hardship in the context of the state’s current fiscal crisis, and would be in effect for fiscal years 2009-10 through 2012-13.

The Plagiarism Subcommittee committee has met. They are investigating ideas such as a Student Honor Code. They are looking for anyone who is willing to share their syllabus with the committee to contact the committee.

A FLEX Survey was authorized by the Senate to get a “pulse of the faculty” on the current FLEX commitment.

The Program Review process held its “guinea pig” test last week, and produced some minor clarifications. The process, which was renamed “Program Review for Planning” was approved, with the understanding that the committee will continue to work on continued revisions/clarifications including possible “peer reviews”.

The Proposed EEO Plan, required by Title V, was presented by Diane Fiero. Although there was tentative consensus on the proposal, there were some clarifications that the Senate requested. Diane will return at the next meeting.

Proposed Board Policy 5900 (grading) and 5901 (course repetition) were discussed. Again, while there was general consensus, some clarifications were requested. Additional Board Policy proposals were tabled until next meeting.

Adjourned at 5:13 p.m.

Additional Discipline Assignment:

Ms. Audrey Green

Current discipline(s) on file: Counseling

The following information is provided for Audrey Green for an additional discipline assignment in Education:

- M.A., Education (Educational Psychology, Counseling & Guidance), CSUN
- B.A., History, UCLA

It would appear that Ms. Green meets the minimum requirements for the discipline of:

- Education

Catalog Rights

The Statewide Academic Senate requested a legal opinion from the Chancellor's Office regarding Catalog rights as students move from one college to another college. The original can be found on the Chancellors Office Website at

<http://www.cccco.edu/ChancellorsOffice/Divisions/Legal/LegalOpinions/tabid/293/Default.aspx>

Subject: Application of Catalog Rights to New Degree Requirements
Legal Opinion 09-04

QUESTION

Are colleges obligated to recognize catalog rights held by students at other colleges?

CONCLUSION

Catalog rights are based in contract law and students can enforce the catalog rights only against the original college. However, colleges are authorized to grant additional rights to students on a permissive basis.

ANALYSIS

In 2007, the Board of Governors adopted changes to title 5 increasing the minimum requirements for an Associate Degree. California Code of Regulations title 5, section 55063 now requires that a student entering a college in Fall 2009 or thereafter must satisfactorily complete Intermediate Algebra and Freshman Composition (or equivalent courses). Students who enrolled prior to Fall 2009 are subject to the old requirements of Elementary Algebra and an English course one level below Freshman Composition.

As a result of the new Math and English graduation requirements, a question has arisen regarding students who transfer units from a sister college. Colleges routinely accept units from sister colleges, but it's less clear how to deal with students who completed the lower level requirements at another institution prior to Fall 2009. Are colleges required to accept "catalog rights" from other colleges and grant degrees based on the old requirements, and if not required, are they permitted to do so?

In Legal Opinion 91-02, the California Community Colleges Chancellor's Office provided "ample authority for the proposition that a college catalog constitutes a written contract between the institution and the student where the student enters the school under the terms of the catalog." Catalog rights, therefore, are governed by the basic principles of contract law. However, because the specific application of contract law can be complex, the Chancellor's Office has indicated that Opinion 91-02 is "problematic." As there is no specific reference in Education Code or title 5 that refers to "catalog rights" for community college students, questions regarding catalog rights are best answered by legal counsel at the colleges with experience in contract law.

Title 5, section 55005 requires that colleges publish certain information about courses in "college publications" which usually include a college catalog and class schedules for every term, but neither type of document is specified. Title 5, section 55063 defines the minimum requirements for the associate degree at the California community colleges. In the fifth paragraph (not numbered), the section states, "The required 60 semester or 90 quarter units of course work must be fulfilled in a curriculum accepted toward the degree by a college within the district (as shown in its catalog)." The second and third

paragraphs (not numbered) begin, “Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter. . . .” and each states the standards for competence in composition and mathematics. It is implied that students who were admitted to a community college prior to the Fall 2009 term may be allowed to meet lower standards as they were described in a previous college catalog.

From these regulations and standards, it is clear that the college must maintain a catalog but there is no mention of “catalog rights” that determine which students must complete the requirements published in the catalog. Historically, districts and colleges have determined their own policy in regard to student enrollment and academic requirements. However, as stated above, catalog rights exist between a student and college and generally support the view that students should not be subjected to changes after entering the institution.

Title 5, section 55063 is very clear that the new competencies in English and mathematics are “Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter. . . .” Thus, they are required for students who are admitted and enroll in courses for the first time in Fall 2009 or any later term. In addition, section 55063(a)(2) also requires that these students must complete each course counted toward the major or area of emphasis “with a grade of C or better or a ‘P’ if the course is taken on a ‘pass-no pass’ basis.” Students enrolled prior to Fall 2009 have “catalog rights” and are not subject to the new degree requirements.

Many of our students attend multiple institutions and there is interest in allowing students who have pre-Fall 2009 catalog rights at one college to exercise those rights at a subsequent college. The legal answer to this question is clearly no because, under contract law principles, the new college does not have an obligation to recognize catalog rights gained at another institution. The student has catalog rights at the new college based on the written catalog in effect when the student enters the new college. Thus, the second or subsequent college is not required to recognize catalog rights from another college.

On the other hand, there is nothing to prevent a college from voluntarily recognizing the old catalog rights. This is most likely to occur within a community college district, but it is not limited to that circumstance. Some multi-college districts have established a policy whereby students may be allowed “catalog rights” to any college within the district in order to allow students to complete courses at more than one college in the district. This represents a permissive expansion of the student’s contractual catalog rights.

The same principle would apply to colleges outside the district; a college or district could adopt a policy that provides recognition for catalog rights gained elsewhere. However, colleges should be careful about doing this because once this door is opened it will be difficult to control and colleges could be asked to accept very old and outdated catalog rights. This concern could be addressed by careful drafting of such a policy, but because of the complexities of contract law, it is recommended that legal counsel at the colleges be consulted before allowing for an expansion of catalog rights.

College of the Canyons
Equal Employment Opportunity Plan
DRAFT – Revision IV

December 8, 2009

Santa Clarita Community College District

I. Introduction

The Santa Clarita Community College District Equal Employment Opportunity Plan (*Plan*) was adopted by the governing board on **(date tbd)**. The *Plan* reflects the District's commitment to equal employment opportunity. It is the District's belief that taking active and vigorous steps to ensure equal employment opportunity and creating a working and academic environment, which is welcoming to all, will foster diversity and promote excellence.

Through an educational experience in an inclusive environment, our students will be better prepared to work and live in an increasingly global society. The *Plan's* immediate focus is equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable Title 5 regulations (section 53000 et seq.) The *Plan* also includes the requirements for a complaint procedure for noncompliance with the Title 5 provisions relating to equal employment opportunity programs; complaint procedures in instances of unlawful discrimination; establishment of an Equal Employment Opportunity Advisory Committee; methods to support equal employment opportunity and an environment which is welcoming to all; and procedures for dissemination of the *Plan*. To properly serve a growing diverse population, the District will endeavor to hire and retain faculty and staff who are sensitive to, and knowledgeable of, the needs of the continually changing student body it serves.

Dr. Dianne G. Van Hook

Chancellor

II. Definitions

- a. *Adverse Impact*: means a statistical measure (such as those outlined in the EEO Commission's Uniform Guidelines on Employee Selection Procedures) that is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group defined in terms of ethnic group identification, gender, or disability. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.
- b. *Business Necessity*: means circumstances which justify an exception to the requirements of Title 5 section 53021(b)(1) because compliance with that section would result in substantial additional financial cost to the District or pose a significant threat to human life or safety. Business necessity requires greater financial cost than mere business convenience. Business necessity does not exist where there is an alternative that will serve business needs equally well.

- c. *Cultural Proficiency*: means the level of knowledge-based skills and understanding that are required to successfully teach and interact with students and to work effectively with colleagues from a variety of cultures by holding all forms of cultural difference in high esteem; a continuing self-assessment of one's values, beliefs and biases grounded in cultural humility; an ongoing vigilance toward the dynamics of diversity, difference and power; and the expansion of knowledge of cultural practices that recognize cultural bridges as going both ways. Culturally proficient services require that both the individual and the institution be culturally proficient. (Based on *Cultural Proficiency: A Manual for School Leaders* by Randall B. Lindsey, Kkanza Nuri Robins, and Raymond D. Terrell Corwin Press, 2003)
- d. *Diversity*: means a condition of broad inclusion in an employment environment that promotes equal employment opportunity and respect for all persons. A diverse educational community recognizes the educational benefits that flow from employee populations that are varied by race, gender, disability status, belief, age, national origin, cultural background, life experience and other enriching characteristics. Diversity is not the same as the definition for monitored groups as defined by Title V of the California Code of Regulations referenced in item j of this section.
- e. *Equal Employment Opportunity (EEO)*: means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories listed in Title 5 section 53004(a). Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination by Title 5, section 53000 et seq.
- f. *Equal Employment Opportunity Officer*: means the designated person in charge of administering the District's EEO plan as well as investigating EEO complaints.
- g. *Equal Employment Opportunity Plan*: means a written document in which a district's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.
- h. *Equal Employment Opportunity Programs*: means all the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of California Code of Regulations, Title 5 section 53006.
 - 1. *Ethnic Minorities*: American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African-Americans, and Hispanics/Latinos.
 - 2. *Ethnic Group Identification*: means an individual's identification in one or more of the ethnic groups reported to the State Chancellor pursuant to California Code of Regulations, Title 5 section 53004. These groups shall be more

specifically defined by the State Chancellor consistent with state and federal law.

- i. *In-house or Promotional Only Hiring*: means that only existing District employees are allowed to apply for a position.
- j. *Monitored Group*: means those groups identified by the State Chancellor's Office ~~in California Code of Regulations, Title 5 section 53004(b)~~ for which monitoring and reporting is required pursuant to California Code of Regulations, Title 5 section 53004(a).

Current monitored groups include:

- 1. American Indian/Alaskan Native**
- 2. Asian**
- 3. Black/African-American**
- 4. Caucasian**
- 5. Hispanic**
- 6. Native Hawaiian/Other Pacific Islander**

- k. *Person with a Disability*: means any person who (1) has a physical or mental impairment as defined in California Government Code, section 12926 which limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.
- l. *Reasonable Accommodation*: means the efforts made on the part of the District to remove artificial or real barriers, which prevent or limit the employment and upward mobility of persons with disabilities. "Reasonable accommodations" may include the items designated in California Code of Regulations, Title 5 section 53025.
- m. *Screening or Selection Procedures*: means any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to: traditional paper and pencil tests; performance tests; physical, educational, and work experience requirements; interviews; and review of application forms.

III. Policy Statement

The Santa Clarita Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, **race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, marital status, veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.**¹ The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to

ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

IV. Delegation of Responsibility, Authority and Compliance

It is the goal of the Santa Clarita Community College District that all employees promote and support equal employment opportunity because equal employment opportunity requires a commitment and a contribution from every segment of the District. The general responsibilities for the prompt and effective implementation of this *Plan* are set forth below.

a. *Governing Board*

The governing board is ultimately responsible for proper implementation of the District's *Plan* at all levels of district and college operation, and for ensuring equal employment opportunity as described in the *Plan*.

b. *Chief Executive Officer*

The governing board delegates to the chief executive officer the responsibility for ongoing implementation of the *Plan* and for providing leadership in supporting the District's equal employment opportunity policies and procedures. The chief executive officer shall advise the governing board concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on *Plan* implementation. The chief executive officer shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the *Plan*.

c. *Equal Employment Opportunity Officer*

The District has designated the Assistant Superintendent/Vice President, Human Resources as its Equal Employment Opportunity Officer who is responsible for the day-to-day implementation of the *Plan*. If the designation of the Equal Employment Opportunity Officer changes before this *Plan* is next revised, the District will notify employees and applicants for employment of the new designee. The Equal Employment Opportunity Officer is responsible for administering, implementing and monitoring the *Plan* and for assuring compliance with the requirements of Title 5, sections 53000 et seq. The Equal Employment Opportunity Officer is also responsible for receiving complaints described in Section 6 and for ensuring that applicant pools and selection procedures are properly monitored.

d. *Equal Employment Opportunity Advisory Committee*

The District has established an Equal Employment Opportunity Advisory Committee to act as an advisory body to the Equal Employment Opportunity Officer and the District as a whole to promote understanding and support of equal employment opportunity policies and procedures. The Equal Employment Opportunity Advisory Committee assists in the development and implementation of the *Plan* in conformance with state and federal regulations and guidelines, monitors equal employment opportunity progress, and provides suggestions for *Plan* revisions as appropriate.

e. *Agents of the District*

Any organization or individual, whether or not an employee of the District, who acts on behalf of the governing board with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of this *Plan* and will be given a copy of it.

f. *Good Faith Effort*

The District shall make a continuous good faith effort to comply with all the requirements of its *Plan*.

V. Advisory Committee

The District has established an Equal Employment Opportunity Advisory Committee (EEOAC) to assist the District in implementing its *Plan*. The committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The committee may serve as a pilot group for the newly revised hiring committee training, sponsor events and/or additional training, or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity. The Equal Employment Opportunity Officer shall train the advisory committee on equal employment compliance and the *Plan* itself. The committee shall include a diverse membership whenever possible. A substantial good faith effort to maintain a diverse membership is expected. If the District has been unable to meet this requirement, it will document that efforts were made to recruit advisory committee members who are members of monitored groups. The committee will be composed of four faculty members, four classified members, four administrators/managers, and one to two students, if available. Ex officio members shall include the human resources director, the Equal Employment Opportunity Officer, the Title IX officer, and the ADA coordinator.

The Equal Employment Opportunity Advisory Committee will be chaired by the Equal Employment Opportunity Officer and shall hold a minimum of four (4) meetings per fiscal year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the advisory committee shall make recommendations to the Equal Employment Opportunity Officer, the Chief Executive Officer, and the Governing Board.

VI. Complaints

Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Title 5 Section 53026). The District established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation. Complaints involving current hiring processes must be filed as soon as possible after such occurrence of the alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify compelling reason for the District to waive the sixty (60) day limitation. Complaints alleging violations of the *Plan* that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing. As directed by the State Chancellor's office, the decision of the District in complaints pursuant to section 53026 is final.

The District may return without action any complaints that are inadequate because they do not state clear violation of the EEO regulations. All returned complaints must include a district statement of the reason for returning the complaint without action.

The complaint shall be filed with the Equal Employment Opportunity Officer. If the complaint involves the Equal Employment Opportunity Officer, the complaint may be filed with the Chief Executive Officer. A written determination on all accepted written complaints will be issued to

the complainant within ninety (90) days of filing the complaint. If this is not practical, a written notification will be provided to the complainant as to the reasons for the extension and estimated date of completion. The Equal Employment Opportunity Officer will forward copies of all written complaints to the State Chancellor's office upon receipt. In the event that a complaint filed under section 53026 alleges unlawful discrimination, it will be processed according to the requirements of section 59300 et seq.

Complaints Alleging Unlawful Discrimination or Harassment (Section 59300 et seq.). The District has adopted Board Policies # 811 and 812 for complaints alleging unlawful discrimination or harassment. The Assistant Superintendent/Vice President of Human Resources is responsible for receiving such complaints and for coordinating their investigation.

VII. Notification to District Employees

The commitment of the governing board and the Chief Executive Officer to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity policy statement and the *Plan*. The policy statement will be printed in the college catalogs and class schedules. The *Plan* and subsequent revisions will be distributed to all District employees, Foundation employees, and the Governing Board. The *Plan* will be available on the District's Website, and when appropriate, distributed by e-mail. The Office of Human Resources will provide all new employees with a copy of the written notice described above when they commence employment with the District. Each year, the District will inform all employees of the *Plan's* availability including a written summary of the provisions. The annual notice will:

- a. Emphasize the importance of the employee's participation and responsibility in ensuring the *Plan's* implementation, and;
- b. Provide notification on where complete copies of the *Plan* are available, including in every campus library, on the District Internet site, the Office of the Chief Executive Officer, and the Office of Human Resources.

VIII. Training for Screening/Selection Committees

Any individual, whether or not an employee of the District, acting on behalf of the District with regard to recruitment and screening/selection of personnel, is subject to the equal employment opportunity requirements of Title 5¹ and the District's Equal Employment Opportunity Plan. Such an individual shall receive appropriate training on the following:

- a. The requirements of the Title 5 regulations on equal employment opportunity (section 53000 et seq.),
- b. The requirements of federal and state nondiscrimination laws,
- c. The requirements of the District's Equal Employment Opportunity Plan,
- d. The District's policies on nondiscrimination, recruitment, and hiring,
- e. Principles of diversity and cultural proficiency²,
- f. The value of a diverse workforce, and
- g. Recognizing bias.

Persons serving in the above capacities will be required to receive training within the 12 months prior to service. This training is mandatory; individuals who have not received this

training will not be allowed to serve on screening/selection committees. The District's Equal Employment Opportunity Officer ensures that the required training is provided.

IX. Annual Written Notice to Community Organizations

The Equal Employment Opportunity Officer will provide annual written notice to appropriate community-based and professional organizations concerning the *Plan*. The notice will include a summary of the *Plan*, inform these organizations how they may obtain a copy and shall solicit their assistance in identifying diverse qualified candidates. The notice will also include the Internet address where the District advertises its job openings and the Office of Human Resources phone number to call in order to obtain employment information. The District will actively seek to reach those institutions, organization, and agencies that may be recruitment sources, especially for underrepresented populations. A list of organizations, which will receive this notice, is attached to this *Plan*. This list may be revised from time to time as necessary.

X. Analysis of District Workforce and Applicant Pool

The Human Resources Office will annually survey the District's workforce composition and shall monitor applicants for employment on an ongoing basis to evaluate the District's progress in implementing the *Plan*, to provide data needed for the reports required by this *Plan* and to determine whether any monitored group is underrepresented. Monitored groups include men, women, American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, Caucasians, and persons with disabilities.

For purposes of the survey and report each applicant or employee will be afforded the opportunity to voluntarily identify her or his gender, ethnic group identification and, if applicable, her or his disability. Persons may designate two ethnicities they identify with, but shall be counted in only one ethnic group for reporting purposes. This information will be kept confidential and will be separated from the applications that are forwarded to the screening/selection committee and hiring administrator(s). If additional colleges are added to the District, this survey will be done for each college in the District. The District will annually report to the State Chancellor the results of its annual survey of employees. At least every three years the *Plan* will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender and disability composition of existing staff and of those who have applied for employment in each of the following identified job categories:

1. Executive/Administrative/Managerial

- Full-time and Part-time Faculty and other Instructional Staff in the following departments/programs:

- | | | |
|--|--|-----------------------------|
| • Admin. of Justice | • Cinema | • Counseling |
| • Animation | • Communication Studies | • Culinary Arts |
| • Anthropology | • Computer Electronics | • Dance |
| • Art | • Computer Information Technology | • Early Childhood Education |
| • Astronomy/Physics | • Computer Networking/Telecommunications | • Economics |
| • Auto Technology | • Computer Science | • Engineering |
| • Biological Science/ Physical Science | • Construction Tech./ Mftg. Technology | • English |
| • Business | | • ESL |
| • Chemistry | | • Fire Technology |
| | | • Geography |

- Geology
- Graphic and Multimedia Design
- Health Science
- History
- Hotel Restaurant Management
- Humanities
- Interior Design/ Architecture
- Kinesiology/P.E.
- Library
 - Other Student Services, Non-Instructional Faculty
 2. Professional Non-faculty
 3. Secretarial/Clerical
 4. Technical/Paraprofessional
 5. Skilled Crafts
 6. Service and Maintenance
- Library Media Tech.
- Mathematics
- Media Entertainment Arts
- Modern Languages
- Music
- Nursing Science
- Paralegal
- Philosophy
- Photography
- Political Science
- Psychology
- Recreation Management
- Sign Language
- Sociology
- Surveying
- Theater
- Tutoring Learning Center
- Water Systems Technology
- Welding
- Wine Studies

XI. Other Measures Necessary to Further Equal Employment Opportunity

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination. To that end the District will implement a diversity program. Having a district that has accepted principles of diversity and multiculturalism can make implementation and maintenance of an effective equal employment opportunity program much easier. For that reason, institutionalizing a diversity program that is visible, well planned out, well funded, and supported by the leadership of the District can be of great value. The District will sponsor cultural events and speakers on issues dealing with diversity, and explore how to infuse diversity into the classroom and curriculum. The District will promote the concept of cultural proficiency ~~and will work with the collective bargaining units towards developing an evaluation form that integrates diversity into the evaluation of employees. The District will also promote~~ learning opportunities and personal growth in the area of diversity and evaluate how the physical environment can be responsive to its diverse employee and student populations. Pending budget availability, in implementing a diversity program the District shall strive to:

- a. Establish an Office of Diversity that is part of the structure of the District and that will be ~~adequately funded and~~ supported by the District leadership;
- b. Conduct campus climate studies to identify hidden barriers;
- c. Include guest speakers from monitored groups who are in leadership positions and who may inspire students and employees alike;
- d. Highlight the District's equal employment opportunity and diversity policies in job announcements and in its recruitment, marketing, and other publications;
- e. Conduct diversity dialogues, forums, and cross-cultural workshops;
- f. Work with the District's ~~Curriculum Committee and the~~ Professional Development's Faculty Development Committee to assist in the development of a "Diversity Instructional Tool Kit" as a resource for faculty to infuse diversity and multiculturalism into their instruction or services to students;
- g. Review and revise college/district publications and other marketing tools to reflect diversity in pictures, graphics, and text to project an inclusive image;
- h. Recognize and value staff and faculty who have promoted diversity and equal employment opportunity principles by awarding a yearly diversity recognition award;
- i. Offer a series of EEO/diversity workshops at instructional improvement days (flex week or staff development day) accessible to all employees;
- j. Evaluate administrators on their efforts to meet the District's equal employment opportunity and diversity efforts;
- k. Establish an "Equal Employment Opportunity and Diversity" online presence by highlighting the District's diversity and equal employment opportunity, ADA, sexual harassment and nondiscrimination policies, procedures and programs on the District's Website. The Website will also list contact persons for further information on all of these topics;
- l. Promote sabbaticals that will assist the District in achieving its equal employment opportunity and diversity objectives;
- m. Promote various cultural celebrations and diversity activities on campus through the District's Diversity Partnership Committee;
- n. Recognize multilingualism and knowledge of multiculturalism as a desired, and when appropriate, required skill and qualification for community college employees;
- o. Consider alternative educational or experience requirements for nonacademic positions;
- p. Ensure that top administrative staff support diversity objectives and that the diversity and/or Equal Employment Opportunity Officer position is maintained as a cabinet or other high-level administrative position;
- q. Consider seeking input from student, professional, community and other organizations that represent the diverse community we serve on matters related to the District's EEO and diversity efforts, as appropriate;
- r. Make progress on diversity activities designed to promote student success for all students which have been identified in the District's Student Equity Plan.

XII. Persons with Disabilities

Reasonable Accommodations

Applicants and employees with disabilities shall receive reasonable accommodations consistent with the requirements of Government Code, sections 11135 et seq. and 12940(m); section 504 of the Rehabilitation Act of 1973; and the Americans with

Disabilities Act. Such accommodations may include, but are not limited to, job site modifications, job restructuring, part-time work schedules, flexible scheduling, reassignment to a reasonably equivalent vacant position, adaptive equipment, and auxiliary aides such as readers, interpreters, and notetakers.

The Human Resources Benefits Coordinator is responsible for handling requests for accommodations from current employees. The Senior Human Resources Generalist facilitating the applicable recruitment is responsible for handling requests from applicants seeking such accommodations during the application process. Requests for accommodation must be made in writing.

1) **Monitoring Representation of Persons with Disabilities**

The District will monitor representation of persons with disabilities in applicant pools, throughout the recruitment process, and in its employee population. The District will make every effort to remove barriers in hiring and employment processes to ensure these processes do not adversely affect persons with disabilities.

XIII. Benefits of Employment in Community Colleges

The District will encourage community college students to become qualified for, and seek employment as, community college employees. The District shall research and inform students about programs that may assist them to complete their graduate studies and become community college employees. The District will disseminate information through a variety of mediums likely to reach or be accessible by students. Efforts will be made to inform graduate students in local colleges and universities about the benefits of employment at a community college.

END NOTES:

¹Individuals in the protected categories bolded above, and those perceived as having or associated with persons or groups having one or more of these characteristics, are covered by the nondiscrimination regulations adopted by the Board of Governors (Title 5, sections 59300 et seq.). Individual districts may broaden the scope of protected categories, and in some cases may be required to do so by other law or local ordinance. Although districts may broaden who is protected under their nondiscrimination statement, these additional groups will not be entitled to the safeguards under the Title 5 regulations in regards to appeal and/or review by the State Chancellor's Office.

²Cultural proficiency means the level of knowledge-based skills and understanding that are required to successfully teach and interact with students and to work effectively with colleagues from a variety of cultures by holding all forms of cultural difference in high esteem; a continuing self-assessment of one's values, beliefs and biases grounded in cultural humility; an ongoing vigilance toward the dynamics of diversity, difference and power; and the expansion of knowledge of cultural practices that recognize cultural bridges as going both ways. Culturally proficient services require that both the individual and the institution be culturally proficient. (Based on Cultural Proficiency: A Manual for School Leaders by Randall B. Lindsey, Kkanza Nuri Robins, and Raymond D. Terrell Corwin Press, 2003)

Santa Clarita Community College District
POLICY MANUAL

(Second Viewing by Senate)

NOTE: Numbering changed to reflect proposed sections

POLICY: STUDENT SERVICES

SECTION 5000

PAGE 1 OF x

BP 5900 GRADING

DATE ADOPTED 7/11/01 (Revised 12/7/05)

Reference: Education Code Sections 76224; Title 5, Sections 55020 - 55025

5900 ~~In accordance with Education Code Section 76224, w~~When grades are given for any course of instruction, the grade given to each student shall be the grade determined by the instructor of the course. The determination of the student's grade, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

5900.1

~~In accordance with Title 5, Section 55758, t~~The grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The following equivalent symbols shall be used:

Symbol	Definition	Grade Point
A	Excellent	4 grade points per unit
B	Good	3 grade points per unit
C	Satisfactory	2 grade points per unit
D	Passing (less than satisfactory)	1 grade points per unit
F	Failing	0 grade points per unit
FW FW	Failing; stopped attending after W deadline Failing (stopped attending after the W deadline	0 grade points per unit - 0 grade points per unit
CR	Credit (at least satisfactory)	Units not counted in GPA
NC	No Credit (less than satisfactory or failing)	Units not counted in GPA

5900.1A: ~~Credit, No Credit~~ Pass, No Pass Grading

The District may offer courses in either or both of the following categories and shall specify in the catalog the category into which each course falls:

5900.1A (1) Courses wherein all students are evaluated on a "~~credit-no credit~~pass-no pass" basis.

5900.1A(2) Courses wherein each student may elect on registration, or no later than the end of the first 30% of the term, whether the basis of evaluation is to be "~~credit-no credit~~pass-no pass" or a letter grade. Once selected a student may not reverse the grading option for the course.

5900.1A(3) All units earned on a "~~credit-no credit~~pass-no pass" basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

5900.1A(4) Units earned on a "~~credit-no credit~~pass-no pass" basis shall not be used to calculate grade point averages. However, units attempted for which "~~NC~~NP" is recorded shall be considered in probation and dismissal procedures.

5900.1A (5) Independent study courses may be graded on a "~~credit-no credit~~pass-no pass" basis in accordance with this policy.

5900.1A(6) For courses in which there is a single standard of performance for which unit credit is assigned, the "~~CR, NC~~ P/NP" grading system shall be used to the exclusion of other grades. ~~Credit~~ Pass shall be assigned for meeting that standard, ~~no credit~~No Pass for failure to do so.

5900.2 The "FW" grade symbol will be used to indicate that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw from the course under extenuating circumstances.

5900.2A For the purposes of calculating grade points, and for determining academic standing per District Policy 5906, the "FW" symbol will be treated in the same manner as the "F".

5900.2B For the purposes of determining course repetition per District Policy 5901. The FW symbol will be treated in the same manner as the "F".

5900.3 Per the California Code of Regulations, Title 5, Section 55023(e) the District will use the following non-evaluative symbols:

5900.3A: Incomplete (I)

Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for the removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

5900.3A (1) The "I" must be made up prior to the end of the ensuing semester in which the Incomplete was assigned.

5900.3A (2) Students who have been issued an "I" symbol may not re-enroll in the same course while the "I" is pending completion.

5900.3A (3) An Incomplete may not be issued unless the withdrawal deadline for the course has passed

5900.3A (4) The instructor and student must mutually agree ~~to issue an~~ that the instructor can issue an Incomplete.

5900.3A(5) The "I" symbol shall not be used in calculating units attempted or for grade points. However, per District Policy 5906, the "I" is used when calculating progress probation and dismissal.

5900.3 A (6) The District board shall adopt and publish a process whereby a student may petition for a time extension due to unusual circumstances.

5900.3B: In Progress (IP)

The "IP" symbol shall be used only in those courses that extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed.

5900.3B (1) The "IP" shall not be used in calculating grade point averages

5900.3B(2) If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) in accordance with this policy to be recorded on the student's permanent record for the course.

5900.3C: Report Delayed (RD)

The “RD” symbol may be assigned by the ~~registrar~~ Admissions & Records office only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible.

5900.3C(1) “RD” shall not be used in calculating grade point averages.

54900.3D: Withdrawal (W)

Withdrawal from a class or classes shall be authorized through 50% of the term.

5900.3D(1) The academic record of a student who remains in a class beyond the time allowed by district policy must reflect a symbol as authorized in this Section other than a “W.”

5900.3D(2) In accordance with Title 5, section 55024, a student may receive no more than four withdrawals for any one course. The withdrawals may be submitted by a student, an instructor, or by petition. A student may not earn a fifth withdrawal for any one course. On the fifth attempt to take the same course, a grade other than a “W” must be assigned by the instructor and will appear on the student's academic record beyond the fourth week, or 30% of the term, whichever is less.

5900.3D(3) Students may withdraw from a class or classes in verifiable extenuating circumstances after 50% of the term upon petition (to the Academic Standards Committee) ~~ef~~by the student, or his or her representative, and after consultation with the instructor(s) or appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

5900.3D(4) No notation (“W” or other) shall be made on the academic record of the student who withdraws during the first four weeks, or 30% of a term, whichever is less. A student who misses the established deadline to withdraw with no notation (“W” or other) may petition for a complete withdrawal without a “W” by submitting documentation of verifiable extenuating circumstances that occurred during the first four weeks or 30% of the term.

5900.3D(5) Withdrawal after the end of 50% of a term when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a “W.” A student who completes a course, for example, by taking a final exam, turning in a final paper or project, or giving a final speech or performance, is not eligible for a late withdrawal under any circumstance.

5900.3D(6) For purposes of withdrawal policies, the term “appropriate faculty” means the instructor of each course in question or, in the event the instructor cannot be contacted, the department chair, ~~or~~ division dean, or appropriate administrator, will act on behalf of the instructor.

NOTE FOR SENATE DISCUSSION: Title 5 language: 55024 (a)(6): “For purposes of withdrawal polices, the term “appropriate faculty” means the instructor of each

course section in question, or in the event the instructor cannot be contacted, the department chair, or appropriate administrator.” In the proposal this was expanded to include the Division Dean.

5900.3D(7) The “W” shall not be used in calculating grade point averages, but excessive “W”s (as defined in District Policy 5906 shall be used as factors in probation and dismissal procedures.

5900.3D (8) All petitions for withdrawals without a “W” or withdrawals with a “W” must be completed and submitted to the Academic Standards Committee no later than one year subsequent to the end of the term for which the student is requesting the withdrawal. This one- year timeframe also applies to student’s who enroll in a class or classes and never attend. Students may appeal to the Chief Student Services Officer for an extension of this time limit. Appeals must be based upon extenuating circumstances as defined elsewhere in this policy.

5900.3D (9) A maximum of 15 cumulative units taken at College of the Canyons may be notated as “W” through the petition process, unless a recommendation is made by an academic counselor. This does not preclude students from withdrawing themselves using the standard method.

5900.3D(10) ccording to Title 5, section 55024, a “W” shall not be assigned, or if assigned shall be removed, from a student’s academic record, if a determination is made that the student withdrew from the course due to discriminatory treatment, or due to retaliation for alleged discriminatory treatment, or that the student reasonably believed that remaining in the course would subject him or her to discriminatory treatment.

5900.3D(11)A “W” shall not be assigned to a student subject to fire, flood or other natural disasters. Students affected by this type of situation should file a petition to the academic standards committee to remove the “W.”

5900.4E: Military Withdrawal (MW)

“Military Withdrawal” occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the district during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be a “MW.”

5900.4E(1) Military withdrawals shall not be counted in progress probation and dismissal calculations.

5900.4E(2) In no case would a military withdrawal result in a student being assigned an “FW” grade.

5900.4E(3) Military withdrawals shall not be counted in the total of four withdrawal limitation of any one course.

BP 5901 COURSE REPETITION

(Second Review by the Senate – numbering changed to reflect proposal)

Note: ~~original change or deletion~~

Revised change ~~or deletion~~

Reference: Education Code Sections 66700, 70901, 70902; Title 5, Sections 55040 – 55043, 55253 and 58161

5901 The Santa Clarita Community College District has adopted the following policy with regard to course repetition. Nothing in this policy shall conflict with Education Code section 76224 or Title 5 section 55025 that pertains to the finality of grades assigned by instructors or pertaining to the retention and destruction of student records.

5901.1 Definitions

- A. “Course repetition” occurs when a student who has previously received a grade in a particular course reenrolls in that course and receives a subsequent grade.
- B. For the purposes of course repetition, academic renewal, and all other grade related issues, **substandard** grades shall be defined as meaning course work for which the student has earned a “D,” “F,” “FW,” and/or “NP.”
- C. For the purpose of course repetition, academic renewal, and all other grade related issues, **non-substandard** grades shall be defined as meaning course work for which the student has earned a “C,” “B,” “A,” or “P”
- D. For the purpose of this policy “Extenuating Circumstances” is taken to mean verified cases of accidents, illness, or other life changing events beyond the control of the student.
- E. For the purpose of this policy “Activity Courses” are those that allow the student to meet course objectives by repeating a similar primary educational activity and gain expanded educational experience each time the course is taken. Activity courses consist of courses in physical education, visual and performing arts courses in music, fine arts, theater or dance.

5901.2 Course repetition conditions in this policy will:

- A. Designate certain types of course as “repeatable courses” consistent with Title 5 section 55041 and the number of course repetitions allowed for each course will be published annually in the College catalog.
- B. Allow a student to repeat a course in an effort to alleviate substandard grade.
- C. Permit or require a student to repeat a course due to significant lapse of time.
- D. Permit a student to repeat a portion of a variable unit open-entry/open-exit course.
- E. Permit a student to repeat a course to meet a legally mandated training requirement as a condition of continued or volunteer employment.
- F. Permit a student to repeat a course, which is not designated repeatable, regardless of whether or not substandard academic work was previously recorded, when there are extenuating circumstances which justify the repetition.

- G. Permit a student to repeat a course in **general or** occupational work experience. When an occupational course is repeated, the grade received each time shall be included in calculating the student's grade point average.
- H. Permit a student with a disability to repeat a special class for students with disabilities any number of times based on an individual determination that such repetition is required as a disability-related accommodation for that student. The previous grade and credit will be disregarded in computing the student's GPA each time the course is repeated.

In all conditions described above, the student's permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and annotated in such a manner that work remains legible, insuring a true and complete academic history.

5901.3 Course Repetition to Alleviate Substandard Grades

- A. Students may repeat course for which they have earned a substandard grade two times.
- B. If a student repeats a course for which he or she has earned a substandard grade and receives a non-substandard grade (A, B, C or P), he or she cannot repeat the course a second time.
- C. If the student repeats a course for which he or she has earned a substandard grade and receives a second substandard grade, he or she can repeat the course one more time.
- D. After course repetition occurs to alleviate substandard grades, the previous grade and unit credit will be disregarded in computing the student's GPA for ~~each~~ **the previous two** instances of substandard repetition. The course will be annotated such that the GPA calculation occurs for the most recent grade.

5901.4 Course Repetition due to Significant Lapse of Time

Students cannot repeat courses where a non-substandard grade was received, unless there has been a significant lapse of time or extenuating circumstances. Course repetition for a significant lapse of time can occur only once. A significant lapse of time is defined as at least two years. All course work shall remain on the student's permanent record. The course will be annotated such the grade point calculation and unit credit occurs for the first grade received.

5901.5 Course Repetition due to Exenuating Circimstances

Course repetition due to extenuating circumstances can be granted when the student files a petition and the academic standard committee ~~or its designee~~ grants written approval of the petition based on a finding that the student's previous grade (whether substandard or non-substandard) was, at least in part, the result of extenuating circumstances. The previous grade and unit credit will be disregarded in computing the student's GPA each time it is recorded.

5901.6 Course Repetition for Activity Courses

Students may repeat activity courses for not more than three semesters, even if one of the grades received is substandard. The grade received each time shall be included for purposes of calculating the student's GPA.

5901.7 Course Repetition for Cooperative Work Experience Courses

Students may repeat cooperative work experience courses for a total of 16 semester units. General work experience courses can be repeated for up to six semester units of credit. Occupational work experience course can be repeated up to 8 units of credit per semester. The combination of both types of work experience classes cannot exceed 16 units total. The grade received each time shall be included for purposes of calculating the student's GPA.

5901.8 Course Repetition for Variable Open Entry/Open Exit Courses

Students may enroll in a variable unit open entry/open exit course as many times as necessary to complete the entire curriculum of the course one time as described in the course outline of record. Each time a student enrolls in a physical education activity course offered on an open entry/open exit basis, regardless of the number of units for which the student enrolls, the enrollment shall count as a repetition of the course. When course repetition of a portion of a course is permitted under these circumstances, the previous grade and unit credit are to be disregarded in computing the student's GPA.

5901.9 Apportionment for Course Repetition

The District may claim the attendance of students who repeat credit course for state apportionment as follows:

- A. Where substandard academic work has been recorded, apportionment may be claimed for a maximum of two repetitions to alleviate substandard grades.
- B. The attendance of students in legally mandated training may be claimed without limitation.
- C. The attendance of students enrolled in credit activity course may be claimed for a maximum of four semesters, regardless of standard or substandard grades
- D. The attendance of a student with a disability may be claimed each time the student repeats a credit special class as a disability related accommodation.
- E. The attendance of a student repeating a credit course by petition for extenuating circumstances may be claimed for a maximum of two repetitions.
- F. The attendance of a student repeating a credit course by petition for a significant lapse of time may be counted only once beyond the prior enrollment.
- G. The attendance of a student repeating a cooperative work experience course may be claimed for state apportionment ~~without limitation~~ up to the 16 unit limit.

PROPOSAL – ADMINISTRATIVE PROCEDURES 5901
AP 5901 COURSE REPETITION

Reference:

Education Code Sections 66700, 70901, 70902; Title 5, Sections 55040 – 55043, 55253 and 58161

1. Admissions & Records will work with the office of Academic Affairs to ensure that all courses published in the college catalog and schedule of classes include information regarding each course's repetition limitations, including the number of times the course can be repeated as required by Title 5 section 55041 and outlined in BP 5901.2 (A).
2. As outlined in BP 5901.2 (E), students may repeat a course to meet a legally mandated training requirement as a condition of continued or volunteer employment. Such courses may be repeated, for credit, any number of times, regardless of whether or not substandard work was previously recorded and the grade and unit credit shall be included each time for the purpose of calculating the student's GPA. The District reserves the right to require a student to certify or document that course repetition is necessary to complete legally mandated training pursuant to this section.
3. As outlined in BP 5901.2 (G) and 5901.7, Occupational and General Work Experience courses (CWEE) will be listed in the college catalog and schedule of classes the appropriate number of units a student may complete under Title 5 section 55253. The computer system will be programmed to ensure compliance with the unit limitation and the student's academic record will be annotated accordingly.
4. As outline in BP 5901.2 (H), "student with disabilities courses (GENSTU)," allow additional course repetition based on individual determination, which will be made by the Director of Disabled Students and Programs. The student's academic record will be annotated to disregard previous unit credit and grade each time the student repeats a course. [\(GENSTU 081,082, 090, 091 and 092 courses are currently set to unlimited repeats, should we say that in here?\)](#)
5. As outline in BP 5901, the computer system will be programmed to allow two course repetitions for all appropriate courses. The college catalog and schedule of classes will reflect the each course's repetition limit. The student's The student's academic record will be annotated to disregard previous unit credit and grade for each of the two allowable repetitions and shall reflect that the most recent grade is calculated into the student's GPA.
6. Students repeating a course due to "significant lapse of time," as outlined in BP 5901.4, shall file a "Course Repetition Repeat" form with Admissions & Records department. Designated staff will ensure that two years have elapsed before granting the request and that the student has not requested such action previously on the same course. The course repetition will not affect the student's previous grade and unit credit. The academic record will be annotated accordingly.

7. Students requesting a repeat due to “extenuating circumstances,” as outline in BP 5901.5, shall file a “Course Repetition Repeat” form with Admissions & Records department. Designated staff will ensure that the extenuating circumstances are verified cases of accidents, illness, or other life changing events beyond the control of the student, and that a petition for extenuating circumstances has not occurred more than twice before for the same course. The student’s academic record will be annotated to disregard previous unit credit and grade for each of the two allowable repetitions and shall reflect that the most recent grade is calculated into the student’s GPA.
8. As outlined in BP 5901.6, students may not file a petition for “extenuating circumstances” to eliminate a substandard grade that occurs in one of the allowable course repetitions for activity courses beyond the allowable unit limit (maximum of four times depending on the course). The college catalog and schedule of classes shall list the course repetition limit for all activity courses in physical education, and visual and performing arts courses in music, fine arts, theater or dance. The computer system will be programmed to ensure compliance with the unit limitation of each activity course, and the student’s academic record will be annotated accordingly.
9. The CCFS-320 Attendance Accounting report shall be modified to include all apportionment limits outlined in 5901.9.

Santa Clarita Community College District
POLICY MANUAL
(Numbering changed to reflect new proposal)
PROPOSAL – BOARD POLICY 5902

POLICY: STUDENT SERVICES

Section 5000

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5902. ACADEMIC RENEWAL

DATE ADOPTED: MAY 24, 2000

Reference: Title 5, Sections 55046

5902 Academic Renewal Policy

If the following conditions are met the Santa Clarita Community College District may disregard from all consideration associated with the computation of a student's cumulative grade point average, up to a maximum of two (2) semesters of coursework or three (3) quarters taken at ~~any college~~ **the Santa Clarita Community College District.**

5902.1 These conditions are:

A. The coursework to be disregarded is substandard. The semester/quarter grade point average of the courses to be disregarded is less than 2.0.

B. A minimum of 24 semester units have been completed at a college in the Santa Clarita Community College District with a grade point average of at least 2.0, subsequent to the coursework to be disregarded.

C. At least 3 (three) calendar years have elapsed since the most recent coursework to be disregarded.

D, Academic renewal cannot be used to set aside semester containing units or course work which hs been used to meet graduation requirements.

5902.2 Even though academic renewal is granted, all coursework will remain legible on the student's permanent record (transcript), ensuring a true and complete academic history. The student's permanent record will be annotated, however, so that it is readily evident to all users of the records that the units, even if satisfactory, are to **be** disregarded. This notation will be made at the time that the appropriate college office has received notification of approval. ~~from the Academic Standards Committee.~~

5902.3 All units and grade points earned during such a semester shall be disregarded, even satisfactory units. Subject credit may be allowed for work completed satisfactorily during disregarded terms.

5902.4 If another accredited college has acted to remove previous coursework from consideration in computing the grade point average such action shall be honored in terms of its policy. However, such units/semesters disregarded shall be deducted from the two semester maximum of coursework eligible to be disregarded in the Santa Clarita Community College District.

5902.5 Academic renewal actions are irreversible. Students should meet with a counselor before taking such an action.

5902.6 If the student is otherwise eligible for graduation, academic renewal may not be used to raise the grade point average in order to qualify for graduation with honors.

5902.7 This policy is adopted for use in the Santa Clarita Community College District. Other institutions may have adopted different policies. The transfer status of such action depends upon the policy of the college to which a student transfers.

Santa Clarita Community College District
PROPOSAL – BOARD POLICY 5905
POLICY MANUAL
(Numbering changed to reflect proposal)

POLICY: STUDENT SERVICES

SECTION 5000

PAGE 1 OF X

5905 CREDIT BY EXAMINATION

DATE ADOPTED 8/9/00 (Revised 1/18/06)

Reference:: Title 5, Section 55050

- 5905.1 Credit by Examination may be granted for proficiency previously accomplished by other than an accredited institution; for study; travel; or other experiences in College of the Canyons approved courses. Credit attempted by this method shall be so marked on the student's permanent record on an A-F grading system. Exceptions will be given if the course in question is graded using Pass/No Pass only. Units and grade points earned shall be counted toward the Associate degree.
- 5905.2 Units earned by Credit by Examination are not considered as part of the student's official program and will not be used for reports to insurance companies or other similar agencies.
- 5905.3 Students must obtain permission from the lead instructor of the department from which the course is offered (or division dean if there is no lead instructor) and obtain approval from a counselor. Lead instructors (or division deans) will forward the results of the examination to the Admissions and Records Office for processing and recording.
- 5905.4 Requirements for Credit by Examination:
Students wishing to receive credit by examination must be ~~a student~~ in good academic standing at College of the Canyons and be currently enrolled ~~in a minimum of six units~~ as a half time student.
- A. Petitions for credit by examination in approved courses must be submitted ~~by the eighth week of the semester~~ no later than fifty percent of the term. Grades for courses taken through credit by examination are due in the Admissions and Records Office by the last day of finals for the semester or term.
 - B. Courses taken through credit by examination are subject to A – F grading. Exceptions are given for courses that are offered for Pass/No Pass grading only. Incompletes, withdrawals, or no-credit ~~pass~~ grades are not allowed.
 - C. Unit credit may not be granted after credit has been earned for a more advanced College of the Canyons course. Additionally, unit credit may not be granted for pre-requisites once the more advanced course has been completed.
 - D. A second examination may not be attempted for the same course, but the course may be taken for credit following regular enrollment requirements.
 - E. The student must be eligible to take the particular course for credit in terms of any prerequisites and other enrollment requirements.
 - F. A maximum of 18 units may be ~~taken~~ awarded through credit by examination.
 - G. Students will be charged the current enrollment fee at the time of exam plus an additional \$9.00 per unit to cover the cost of creating and administering the examination by faculty. Students will be charged these fees prior to the time the examination is attempted.
 - H. Credit by exam fees must be paid prior to taking the exam. Fees are non-refundable.

PROPOSED ADMINISTRATIVE POLICIES - 5905

AP 5905 CREDIT BY EXAMINATION

Reference:

Title 5, Section 55050

5905 Credit By Examination

5905.1 Students must obtain and complete the first portion of the "Petition for Credit by Examination" form and submit it for approval to the Admissions & Records office before 50% of the term has passed.

5901.2 The Admissions & Records staff will verify and approve the following:

- A. The student's in good academic standing (meaning a 2.0 cumulative GPA or better to date).
- B. The student has not completed a more advanced course,
- C. The student is not petitioning for the prerequisite of a more advanced course.
- D. The student is attending at least half time in the current term.
- E. The student has completed less than 18.0 units of Credit by Examination to date.
- F. Fifty percent of the term has not passed.

5901.3 Once verified and approved by Admissions & Records, the student must submit the petition to the Department Chair or Lead Faculty member and the Division Dean for approval of the course.

5901.4 Once approved by the department and division, the petition must be approved by the Counseling department to ensure the course will transfer appropriately.

5901.5 Once all approvals are obtained, the student submits the petition to the Student Business Office and pays fees. Fees are non-refundable, regardless of the outcome of the examination. The student and the business office will retain a copy of the petition.

5901.6 The student will then submit the completed original form to the Instructor administering the examination.

5901.7 Once the exam has been administered, the Instructor of record will sign, forward and retain a copy of the completed form with course information, examination date, and grade received to his or her department chair or division dean.

5901.8 The division will then forward the form to the Admissions & Records office with the grading information prior to the last day of the semester/term the exam was taken.

5901.9 Admissions & Records staff will post the grade on the student's academic record (transcript) and the original petition will be filed in the student's permanent record

CURRICULUM COMMITTEE SUMMARY

November 19, 2009

3:00 pm – 5:00 pm

BONH-330

Items on “Consent” are recommended for approval as a result of a Technical Review meeting that took place on November 12th, 2009:

Members present: Backes, Patrick – Curriculum Coordinator, Non-voting member; Benedicto, Alto – Math & Science; Brezina, Jennifer – Humanities; Brill, David – Fine & Performing Arts; Hilliard, Lee – Member at Large; Jacobson, Joan – Student Services; Ann Lowe – Co-Chair, Faculty; Lucy, Nicole – Social Science & Business; Marenco, Anne – Member at large; Parker, Catherine – Adjunct Faculty; Solomon, Diane – Member at Large; Stanich, Diana – Physical Education & Athletics; Waller, Tina – Allied Health

Members absent: Green, Audrey - Co-Chair, Administrator, Articulation Officer

DELETED Courses on Consent:

Subject	#	Title	Description of action	Author
ANIM	092L	Open Animation Lab	Changing curriculum standards, replacing with open access, non-instructional lab - Approved	J. Baker
ANIM	093L	Draw Animation Open Lab	Changing curriculum standards, replacing with open access, non-instructional lab - Approved	J. Baker
CIT	135	The Internet	Replacing with CIT 036-Outlook Brief, CIT 035 will be equivalent to CIT 135 - Approved	M. Lipman
PHOTO	205	Advanced Digital Photography	Outdate course replaced by a new course. No longer a part of a degree or certificate program - Approved	W. Brill Wynkoop

MODIFIED Courses on Consent:

Subject	#	Title	Description of action	Author
ENGL	270	Introduction to African American Literature	Revised SLO's, Added DLA , Increased reading & writing assignments, revised descriptions - Approved	T. Sherard
FIRETC	106	Fire Company Organization/Procedure	Added SLO's , updated course objectives and outline, added optional textbook - Approved	S. Dixon
FIRETC	107	Fire Apparatus and Equipment	Updated SLO's , updated course objectives, outline and text. Added optional textbook - Approved	S. Dixon

FIRETC	108	Fire Hydraulics	Updated & Added SLO's , updated course objectives and outline, updated textbook - Approved	S. Dixon
FIRETC	109	Fundamentals of Personal Fire Safety	Updated & Added SLO's , updated course objectives and outline, added optional textbook - Approved	S. Dixon
FIRETC	123	Fire Investigation	Updated & Added SLO's , updated course objectives and outline, updated textbook choice - Approved	S. Dixon
FIRETC	125	Firefighting Tactics and Strategies	Updated & Added SLO's , updated course objectives and outline, updated textbook - Approved	S. Dixon
FIRETC	201	Incident Command System 200	Updated & Added SLO's , updated course objectives and content - Approved	S. Dixon
FIRETC	202	300 Intermediate Incident Command System (ICS)	Updated & Added SLO's , updated course objectives and content - Approved	S. Dixon
HS	221	Casework Management in Human Services	Added Form A . Updated objectives and methods of evaluation - Approved	A. Green
PSYCH	101	Introduction to Psychology	Revised DLA From (New Form) . Revised required materials - Approved	M. LaBrie
PSYCH	101H	Introduction to Psychology-Honors	Reduced from 4 units to 3 units . Revised required materials. English 101 as Pre-requisite - Approved	M. LaBrie
PSYCH	235	Psychology of Gender Roles	Revised SLO's, Added DLA . Updated course objectives and textbooks - Approved	D. Riveira
REC	101	Recreation and Leisure in Contemporary Society	Added SLO . Updated objectives - Approved	R. Hyatt
REC	102	Planning Programs and Events for Recreation Experiences	Added SLO . Updated objectives – Approved	R. Hyatt
REC	103	Recreation and the Natural Environment	Added SLO . Updated objectives – Approved	R. Hyatt
SOCI	101	Introduction to Sociology	Updated DLA, Revised SLO . Revised descriptions and objectives – Approved	S. Helfing
SOCI	101H	Introduction to Sociology-Honors	Added DLA, Revised SLO. Reduced from 4 units to 3 units . Revised descriptions and objectives – Approved	S. Helfing
SOCI	108	Thinking Critically About Social Issues	Added SLO. Added Form A . Added and updated objectives, updated textbook - Approved	A. Marengo

NEW Courses:

Subject	#	Title	Description of action	Author
CIT	036	Microsoft Outlook – Brief	1.5 units, 16 hours of lecture, 24 hours lab. Class size 35. Not repeatable. Recommended prep – Proficiency with PC and Microsoft Windows - Approved	A. Strozer
CIT	178	Dynamic Website Development	3 units, 36 hours of lecture, 54 hours of lab. Class size of 32. Not repeatable.	A. Strozer
COUNS	112	Transition Strategies for Intercollegiate Student Athletes	2 units, 36 hours of lecture. Not repeatable. Class size 30 - Approved	M. Sanders
HS	100	Introduction to Human Services	3 units, 54 hours of lecture. class size 35, not-repeatable - Approved	K. Bonfiglio
HS	101	Documentation in Human Services	1 unit, 18 hours of lecture. class size 35, not-repeatable.	K. Bonfiglio
HS	103	Ethical Issues in Human Services	3 units, 54 hours of lecture. class size 35, not-repeatable - Approved	K. Bonfiglio
HS	104	Multicultural Issues in Human Services	3 units, 54 hours of lecture. class size 35, not-repeatable - Approved	K. Bonfiglio
HS	150	Understanding Alzheimer's Disease I	1 unit, 18 hours of lecture. class size 35, Repeatable 2 times.	P. Robinson
HS	152	Eldercare Basics I	1 unit, 18 hours of lecture. class size 35, Repeatable 2 times.	P. Robinson
HS	153	Eldercare Basics II	1 unit, 18 hours of lecture. class size 35, Repeatable 2 times.	P. Robinson
HS	286	Resources and Programs for Older Adults	3 units, 54 hours of lecture. class size 35, not-repeatable.	K. Bonfiglio
HS	290	Fieldwork Practicum in Human Services	3 units, 36 hours of lecture, 54 hours of lab. class size 35, not-repeatable.	P. Robinson

NEW PROGRAMS:

Program	Degree / Certificate	Description of action	Author
Hotel	Certificate of Specialization	15 units of required courses: BUS-211, BUS-117, HRMGT-220, HRMGT-225, HRMGT-235 - Approved	K. Anthony

Restaurant Entrepreneurship			
Human Services — Gerontology Option	Certificate of Achievement	25 units. 16 units required courses, 9 units of required electives. 8 courses listed as recommended electives.	A. Green
Web Development	Associate of Science Degree	32.5 Required units, no recommended courses or electives – Approved (originally approved on 10/15/09)	A. Strozer
Web Development	Certificate of Achievement	29.5 Required units, no recommended courses or electives – Approved (originally approved on 10/15/09)	A. Strozer

MODIFIED PROGRAMS:

Program	Degree / Certificate	Description of action	Author
Computer Applications	Associate of Science Degree	33 units. 27 units required courses, 6 units required electives. No recommended electives – Approved	M. Lipman
Computer Applications	Certificate of Achievement	33 units. 27 units required courses, 6 units required electives. No recommended electives - Approved	M. Lipman

NEW DISTANCE LEARNING ADDENDUMS:

Title	#	Title	TYPE OF DELIVERY	Author
ENGL	270	Introduction to African American Literature	100% Online – Approved	T. Sherard
PSYCH	235	Psychology of Gender Roles	Online Hybrid, 100% Online – Approved	D. Riveira
SOCI	101 H	Introduction to Sociology-Honors	Online Hybrid, 100% Online, PACE – Approved	S. Helfing

NEW PREREQUISITES:

Title	#	Title	Suggested Enrollment Limitation	Author
HS	221	Casework Management in Human Services	HS-100 as prerequisite – Approved	A. Green
SOCI	108	Thinking Critically About Social Issues	ENGL-101 as prerequisite – Approved	A. Marengo

CURRICULUM COMMITTEE SUMMARY

December 3rd, 2009

3:00 pm – 5:00 pm

BONH-330

Items on “Consent” are recommended for approval as a result of a Technical Review meeting that took place on November 30th, 2009:

Members present: Backes, Patrick – Curriculum Coordinator, Non-voting member; Benedicto, Alto – Math & Science; Brezina, Jennifer – Humanities; Brill, David – Fine & Performing Arts; Green, Audrey - Co-Chair, Administrator, Articulation Officer; Hilliard, Lee – Member at Large; Jacobson, Joan – Student Services; Ann Lowe – Co-Chair, Faculty; Lucy, Nicole – Social Science & Business; Marenco, Anne – Member at large; Parker, Catherine – Adjunct Faculty; Solomon, Diane – Member at Large; Waller, Tina – Allied Health

Members absent: Stanich, Diana – Physical Education & Athletics

DELETED Courses on Consent:

Subject	#	Title	Description of action	Author
COUNS	085	Career and Job Search Preparation	Will no longer be offering this course- Approved	E. Alonso
COUNS	090	New Student Advisement	Will no longer be offering this course- Approved	E. Alonso
COUNS	095	Intensive Workshop for Positive Change	Will no longer be offering this course- Approved	E. Alonso
COUNS	098	Special Topics: Counseling	Will no longer be offering this course- Approved	E. Alonso
GERMAN	201	Intermediate German I	Course will not be offered in the next two years- Approved	C. Acosta
HUMAN	105	Cultural Eras in Humanities I	Deletion- Approved	K. Carlson
HUMAN	106	Cultural Eras in Humanities II	Deletion- Approved	K. Carlson
POLISC	198	Special Topics in Political Science	Archiving - Approved	D. Andrus
SPAN	098	Spanish Language and Culture	Has not been offered, needs to be rewritten- Approved	C. Acosta
SPAN	098A	Spanish Social Conversation I	Has not been offered, needs to be rewritten- Approved	C. Acosta
SPAN	098B	Spanish Social Conversation II	Special Topics – Needs to be Rewritten- Approved	C. Acosta
SPAN	098C	Spanish Social Conversation III	Special Topics – Needs a new course to be written- Approved	C. Acosta
SPAN	098E	Spanish Language & Culture:Peninsular	Needs to be Rewritten - Special Topics- Approved	C. Acosta
SPAN	198	Special Topics in Spanish Language, Literature, and Culture	Not offered and needs to be rewritten- Approved	C. Acosta

MODIFIED Programs on Consent:

Program	Degree /Certificate	Description of action	Author
Administrative Assistant	A.S. Degree	Increased units from 24 to 33. Updated program description- Approved	M. Lipman
Administrative Assistant	Certificate of Achievement	Increased units from 24 to 33. Updated program description- Approved	M. Lipman
Mechanical Drafting	Certificate of Specialization	Removed ENGR 112 from required courses, added MFGT 121 & 131 to required electives- Approved	D. Martinez
Social Science	A.A. Degree	Overall update of degree program- Approved	A. Green

MODIFIED Courses on Consent:

Subject	#	Title	Description of action	Author
GENSTU	104	Tutoring Methods	Revised & Reduced SLO's, Split SLO #2 into two separate SLO's. Changed from 1-3 variable units to 1 unit. Modified descriptions, objectives, updated textbook.- Approved	M. Mahn
GMD	242	Graphic Design II	Revised SLO's, Added recommended Prep of GMD 144. Updated descriptions, objectives, and content.- Approved	K. Jenkins
HLHSCI	151	Emergency Medical Technician I	Changed to reflect actual ride along hours. Updated textbooks.- Approved	P. Halley
KPET	107	Theory and Analysis of Basketball	Changed from 1.5 lecture units/ 1.5 lab units to 3 units of lecture only. Changed repeatability from 2 to none. Revised SLO's. Updated descriptions, objectives, updated textbook editions.- Approved	H. Fisher
LMTECH	101	Introduction to Library Services	Added DLA. Added objectives.- Approved	I. Uesugi
MEA	159	Music for Film, Television and New Media	Changed course title and number, Changed SAM Code from D to C. Revised SLO. Increased class size from 20 to 25, cross listed with MUSIC-159, course changed from RTVF-129 to MEA 159, Removed recommended prep, updated descriptions, added objectives, updated texts.- Approved	J. Amador
MUSIC	159	Music for Film, Television and New Media	Changed course title and number, Changed SAM Code from D to C. Revised SLO. Increased class size from 20 to 25, cross listed with MEA-159, changed from MUSIC-129 to MUSIC 159, Removed recommended prep, updated	J. Amador

			descriptions, added objectives, updated texts. - Approved	
MUSIC	165	Symphony of the Canyons	Decreased class size from 80 to 60.- Approved	B. Feldman
MUSIC	175	Festival Choir: Voices of the Canyons	Decreased class size from 100 to 48.- Approved	B. Feldman
PARLGL	105	Tort Law	Added DLA, Revised SLO's. Added objectives, updated texts, revised - Approved descriptions.- Approved	N. Lucy
PARLGL	107	Legal Ethics	Added DLA, Revised SLO's, Changed units from 3 to 1. Added objectives, updated descriptions, updated texts.- Approved	N. Lucy
PHILOS	215	Introduction to Bioethics	Revised SLO's. Added objectives, updated texts, updated descriptions. - Approved	C. Blakey
POLISC	150	Introduction to American Government and Politics	Updated DLA. Updated texts. - Approved	D. Andrus

NEW ISA Courses on Consent:

Subject	#	Title	Description of action	Author
PUBSAF	10AK	Academy Instructor Certification Course	2.25 units, 40 hours of lecture, unlimited repeatability, pass/no pass.- Approved	S. McLean
PUBSAF	20AM	Radio Car Procedures for First Responder	.5 units, 6 hours of lecture, 2 hours of lab, unlimited repeatability, pass/no pass.- Approved	R. Burns
PUBSAF	50AD	Electronic Weapons (Taser)	.25 units, 4 hours of lecture, 2 hours of lab, unlimited repeatability, pass/no pass.- Approved	R. Burns

NEW Courses:

Subject	#	Title	Description of action	Author
HS	080	Documentation in Human Services	1 unit, 18 hours of lecture. class size 35, not-repeatable.- Approved	K. Bonfiglio A. Green
HS	085	Understanding Alzheimer's Disease I	1 unit, 18 hours of lecture. class size 35, not repeatable.- Approved	P. Robinson A. Green
HS	088	Eldercare Basics I	1 unit, 18 hours of lecture. class size 35, not repeatable.- Approved	P. Robinson A. Green

HS	089	Eldercare Basics II	1 unit, 18 hours of lecture. class size 35, not repeatable.- Approved	P. Robinson A. Green
HS	286	Resources and Programs for Older Adults	3 units, 54 hours of lecture. class size 35, not-repeatable.- Approved	K. Bonfiglio A. Green
HS	290	Fieldwork Practicum in Human Services	1 unit, 18 hours of lecture. class size 35, not-repeatable.- Approved	P. Robinson A. Green
NC.BCSK	80	Academic Skills I	0 Units-non credit, 240 hours of lab. class size 35, unlimited repeatability- Approved	J. Brezina
NC.BCSK	85	Academic Skills II	0 Units-non credit, 240 hours of lab. class size 35, unlimited repeatability- Approved	J. Brezina

MODIFIED COURSES:

Subject	#	Title	Description of action	Author
HS	221	Casework Management in Human Services	Removed SOCI-220 prerequisite – Approved	A. Green

NEW PROGRAMS:

Program	Degree /Certificate	Description of action	Author
Academic Skills	Certificate of Competency	0 Units, Non-Credit. Required Courses: NC.BCSK 80 & 85- Approved	J. Brezina
Human Services – Gerontology Option	Certificate of Achievement	26 units of required courses, 2 units of CWEXP, 2 units of required electives. – Approved	A. Green

NEW DISTANCE LEARNING ADDENDUMS:

Title				
LMTECH	101	Introduction to Library Services	100% Online- Approved	I. Uesugi
PARLGL	105	Tort Law	Online Hybrid, 100% Online- Approved	N. Lucy
PARLGL	107	Legal Ethics	Online Hybrid, 100% Online- Approved	N. Lucy

NEW PREREQUISITES:

Title	#	Title	Suggested Enrollment Limitation	Author
HS	290	Fieldwork Practicum in Human Services	HS 080, 100, 103, 104, and 221- Approved	P. Robinson A. Green
NC.BCSK	085	Academic Skills II	NC.BCSK 080 or appropriate placement as determined by COC assessment process.- Approved	J. Brezina
PUBSAF	10AK	Academy Instructor Certification Course	Required statute/regulation: written examination, physical agility and strength test, medical evaluation, background investigation, and psychiatric investigation - Approved	S. McLean
PUBSAF	20AM	Radio Car Procedures for First Responder	Required statute/regulation: written examination, physical agility and strength test, medical evaluation, background investigation, and psychiatric investigation- Approved	R. Burns
PUBSAF	50AD	Electronic Weapons (Laser)	Required statute/regulation: written examination, physical agility and strength test, medical evaluation, background investigation, and psychiatric investigation- Approved	R. Burns
New Courses Includes ISA's		Modified Non Credit Courses	Modified Prerequisites	
New Programs	2	New DLA's	3	Deleted Courses
Modified Courses	14	New SLO's	13	Deleted Programs
Modified Programs	4	Modified SLO's	8	Proposals Reviewed in Technical Review Session
New Non Credit Courses	2	New Prerequisites	9	Proposals Returned from Technical Review Session

Discussion items/Notes:

- 1) Members of the Curriculum Committee agreed that we need to begin adding Program SLO's into the program outlines in WebCMS.

CURRICULUM COMMITTEE SUMMARY

December 8th, 2009

Items on "Consent" are recommended for approval as a result of a Technical Review meeting that took place on December 8th, 2009: **Email Meeting**

Members present: Backes, Patrick – Curriculum Coordinator, Non-voting member; Benedicto, Alto – Math & Science; Brezina, Jennifer – Humanities; Brill, David – Fine & Performing Arts; Green, Audrey - Co-Chair, Administrator, Articulation Officer; Hilliard, Lee – Member at Large; Jacobson, Joan – Student Services; Ann Lowe – Co-Chair, Faculty; Lucy, Nicole – Social Science & Business; Marengo, Anne – Member at large; Parker, Catherine – Adjunct Faculty; Solomon, Diane – Member at Large; Stanich, Diana – Physical Education & Athletics; Waller, Tina – Allied Health

MODIFIED COURSES ON CONSENT:

Subject	#	Title	Description of action	Author
ADMJUS	110	Principles and Procedures of the Justice System	Added SLO's (2) , revised descriptions, objectives, book and content - Approved	R. Brode
ADMJUS	125	Criminal Law	Added SLO's (2) , revised descriptions, objectives, book and content - Approved	R. Brode
ADMJUS	126	Substantive Criminal Law	Added SLO's (2) , revised descriptions, objectives, book and content - Approved	R. Brode
ADMJUS	180	Dangerous Drugs & Narcotics	Added SLO , revised descriptions, objectives, book and content - Approved	R. Brode
ADMJUS	185	Police – Community Relations	Added SLO's (2) , revised descriptions, objectives, book and content - Approved	R. Brode
ADMJUS	190	Police Administration	Added SLO's (2) , revised descriptions, objectives, book and content - Approved	R. Brode
ENGL	262	American Multicultural Literature	Added SLO , revised descriptions, objectives, evaluation, books and content - Approved	T. Sherard
ESL	060	College Writing & Grammar I	Pre-requisite changed to NC.ESL 4A and COC credit or Non-Credit ESL placement process. Added SLO's (2). Changed course title. revised descriptions, objectives, and books - Approved	H. MacLean
ESL	061	College Listening and Speaking I	Changed course title. Removed repeatability. Added SLO. Revised descriptions, added objectives - Approved	H. MacLean

ESL	071	College Listening and Speaking II	Changed course title. Removed repeatability. Added SLO. Revised descriptions, added objectives - Approved	H. MacLean
ESL	081	College Listening and Speaking III	Changed course title. Removed repeatability. Revised SLO. Revised descriptions, added objectives. Updated books - Approved	H. MacLean
HS	290	Human Services Seminar	Changed course title - Approved	A. Green
ID	093	Home Staging and Applications	Changed course title and number. Changed units from 1 to 1.5, added half unit of lab. Added lab SLO. Added lab objectives, revised descriptions - Approved	D. Minarsch
ID	113	Interior Design Materials and Specifications	Added DLA. Changed units from 4 to 3, 2 units lecture, 1 unit lab. Added ID-101A & 101B as pre-requisites. Revised SLO's (2), added 1 SLO. Added lab objectives and content. Revised books - Approved	D. Minarsch
ID	295	Professional Practices for Interior Design	Added DLA - Approved	D. Minarsch
MEA	106	Introduction to Animation	Changed course prefix and number (Formerly ANIM-101). Changed repeatability from 1 time to 2 times. Revised SLO's. Class size reduced from 24 to 22. Revised descriptions, and objectives - Approved	J. Baker
MEA	109	Story Development and Storyboarding	Changed course prefix and number (Formerly ANIM-120). Added SLO's (2). Class size reduced from 25 to 22. Revised descriptions, added objectives, revised and added books - Approved	J. Baker
MEA	232	Character and Prop Design for Animation	Changed course prefix and number (Formerly ANIM-222). Changed repeatability from 1 time to 2 times. Added SLO's (2). Increased class size from 20 to 22. Revised descriptions and objectives - Approved	J. Baker

MEA	233	Layout for Animation	Changed course prefix, title and number (Formerly ANIM-221). Added Pre-requisite of MEA-106. Added SLO's (2). Changed repeatability from 1 time to 2 times. Class size reduced from 25 to 22. Revised descriptions and objectives. Revised books - Approved	J. Baker
MUSIC	189	Individualized Music Lessons	Changed units from 1-2 variable to 1 - Approved	B. Feldman
NC.TUTR	094	Supervised Tutoring	Changed course prefix from NC.BCSK. Added SLO's (2). Revised descriptions & content, added objectives - Approved	M. Mahn
THEATR	175	Introduction to Stage Direction	Changed repeatability from 3 times to none. Added SLO. Added recommended prep of THEATR 140. Revised descriptions, added objectives, updated books - Approved	P. Wickline

MODIFIED PROGRAMS ON CONSENT:

Program	Degree /Certificate	Description of action	Author
Human Services – Gerontology Option	Certificate of Achievement	Revised program to reflect new title of HS-290 - Approved	A. Green

NEW DISTANCE LEARNING ADDENDUMS:

Title	#	Title	TYPE OF DELIVERY	Author
ID	113	Interior Design Materials and Specifications	Online hybrid, 100% online - Approved	D. Minarsch
ID	295	Professional Practices for Interior Design	Online hybrid, 100% online - Approved	D. Minarsch

NEW PREREQUISITES:

Title	#	Title	Suggested Enrollment Limitation	Author
ESL	060	College Writing & Grammar I	NC.ESL 4A, COC Non-Credit ESL placement process - Approved	H. MacLean
ID	113	Interior Design Materials and Specifications	ID-101A & ID-101B - Approved	D. Minarsch
MEA	233	Layout for Animation	MEA-106 - Approved	J. Baker