



College of the Canyons Academic Senate

May 15, 2025

3:00 p.m. to 4:50 p.m.

Hybrid Format, via Zoom & in-person in BONH 330

Join Zoom Meeting

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Meeting ID: 813 0437 7307; Passcode: 734998

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Additional Teleconferencing locations can be found on page 2 of this agenda.

AGENDA

Notification: *The meetings may be audio recorded for note taking purposes. These recordings are deleted once the meeting summary is approved by the Academic Senate.*

ADA statement: If you need a disability-related modification or accommodation (including auxiliary aids or services) to participate in the public meeting, or if you need an agenda in an alternate form, please contact the Academic Senate Office at academicsenateinfo@canyons.edu College of the Canyons

A. Routine Matters

1. Call to order
2. Public Comment
 - *This portion of the meeting is reserved for persons desiring to address the Academic Senate on any matter not on the agenda. No action will be taken. Speakers are limited to three minutes. Public questions or comments can be submitted via email at academicsenateinfo@canyons.edu or asked via zoom chat feature.*
3. Approval of the Agenda
4. Committee Appointments:
 - David Michaels Tenure committee chair on Claudenice McCalister's committee. (Temporary while Regina Blasberg is out on sabbatical).
5. Sub-Committee Summaries:
 - Program Viability Committee Meeting Summary, April 24, 2025 (pg. 7-11)
 - Senate Executive Committee Meeting Summary, May 1, 2025 (pg. 12-15)
6. Approval of the Consent Calendar:

Academic Senate Summary, May 1, 2025 (pg. 3-6)	Curriculum Committee Summary , May 8, 2025
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B. Reports

These are informational items no discussion or action will be taken. However, clarification questions are welcomed.

1. Academic Freedom Committee Annual Chair Report, Karyl Kaczinski (pg. 16-17)
2. PAC-B Committee Annual Chair Report, Lisa Hooper
3. Academic Senate Vice President Report, Garrett Rieck
4. Academic Senate Presidents Report, Lisa Hooper
 - [ASCCC Resolution Packet SP 2025](#)

C. Action Items

Below is a list of items that the Senate will take action on. Discussion is welcomed by all attendees.

1. [Curriculum Recommendation – Local GE Grades](#), Tricia George
2. BP & AP 4225, AP 4227, AP4228, AP 4229 Course Repetition, Gary Collis
 - Program Review Committee, Summary of Changes (pg. 18)

- BP 4225 Course Repetition (pg. 19-23)
 - BP 4225 Course Repetition (Final for Senate) (pg. 24)
 - AP 4225 Course Repetition (pg. 25-28)
 - AP 4225 Course Repetition (Final for Senate) (pg. 29-32)
 - AP 4227 Repeatable Courses (Final for Senate) (pg. 33-34)
 - AP 4228 Course Repetition- Significant Lapse of Time (Final for Senate) (pg. 35)
 - AP 4229 Course Repetition – Variable Units (Final for Senate) (pg. 36)
3. Statement on Artificial Intelligence (AI), Shane Ramey
- Statement on Artificial Intelligence (pg. 37-39)

D. Discussion

Below are items that the Senate will discuss and no action will be taken. Discussion is welcomed by all attendees.

1. [ASG Syllabus, Orientation Letter and Learning Resource Considerations](#), Jesus Martinez (ASG Student Involvement Coordinator) & Sanjana Sudhir (ASG Student Trustee)
2. [Behavioral Intervention Program \(BIT\)](#), BIT Team
3. BP and AP 4020 (Program and Curriculum Development), Gary Collis
 - Policy Review Committee Executive Summary for Senate regarding Revisions (pg. 40)
 - BP 4020 (pg. 41-43)
 - AP 4020 (pg. 44-45)
4. BP & AP 4100 Graduation Requirements for Degrees & Certificates, Gary Collis
 - Policy Review Committee Executive Summary for Senate regarding Revisions (pg. 46-47)
 - BP 4100 (Final for Senate) (pg. 48)
 - AP 4100 (Final for Senate) (pg. 49-54)
 - BP 4100 Associate Degree & Certificate Requirements March 2014 (pg. 55-58)
 - AP 4100 Associate Degree & Certificate Requirements, December 2013 (pg. 59-63)
5. AP 4236 (AP Credit) – Gary Collis
 - Policy Review Committee Executive Summary for Senate regarding New AP (pg. 64)
 - AP 4236 (pg. 65)

E. Unfinished Business

Below is a list of items that can be discussed for a future date.

1. Revised Faculty Evaluation Instrument, Faculty Evaluation Taskforce
2. Facilities/Safety Considerations for Marginalized Student Populations

F. New Future Business

Request to place an item for a future agenda is welcomed. Below is a list of topics that will be discussed at a future business date.

1. Tenure Committee Training Workshops
2. Sabbatical Work Product (Archival and Presentation)
3. Adjunct Advisory Council

G. Announcements

1. [Next Academic Senate Meeting Dates Spring 2025](#): May 29th; Fall 2025: Aug. 28th, Sept. 11th, Sept. 25th, Oct. 9th; Oct. 23rd; Nov. 6th; Nov. 20th; Dec. 11th
2. [2025 ASCCC Curriculum Institute](#): July 9th- 12th, Ontario Convention Center, Ontario, CA.
3. [2025 ASCCC Faculty Leadership Institute](#): June 12th – 14th, Hyatt Regency, San Francisco Airport, CA.
4. [2025 ASCCC Fall Plenary](#), Nov. 6th-8th, Hyatt Regency, La Jolla, CA.
5. [2026 ASCCC Spring Plenary](#), April 9th – 11th, Hyatt Regency Santa Rosa, CA.

H. Adjournment

The teleconference is accessible through the following link:

<https://canyonsonline.zoom.us/j/83788078102?pwd=B3bKUsRrA4wOCQgggKayblQ9r7Hqa63.1>

Please note:

This meeting will be broadcast at the following locations via zoom

none

Academic Senate Meeting Summary for May 1, 2025

Voting Members					
Senate President	Lisa Hooper	X	Business Senator	<i>Nadia Monosov proxy for Gary Quire</i>	X
Vice President	Garrett Rieck	X	Learning Resources Senator	Jennifer Thompson	X
Curriculum Chair	Tricia George	X	Personal & Professional Learning Senator	Garrett Rieck	X
Policy Review Chair	Gary Collis	X	Public Safety	VACANT	
Communications Officer	Erica Seubert	X	At Large Senator	Sab Matsumoto	X
AT Senator	<i>Claudenice McCalister interim for Regina Blasberg</i>	X	At Large Senator	<i>Shane Ramey proxy for Michelle LaBrie</i>	X
MSHP-MSE Senator	Thomas Gisel	X	At Large Senator	<i>Gary Collis proxy for Rebecca Shepherd</i>	X
MSHP-HPPS Senator	Lak Dhillon	X	At Large Senator	Shane Ramey	X
VAPA Senator	<i>Mike Harutunian proxy for David Brill</i>	X	At Large Senator	Nadia Monosov	X
Student Services Senator	Jesse Vera	X	Adjunct Senator	Todd Fatta	A
Humanities Senator	Mike Harutunian	X	Adjunct Senator	<i>Linda Beauregard-Vasquez proxy for Lauren Rome</i>	X
Kinesiology/Athletics Senator	Leora Gabay	A	Adjunct Senator	Linda Beauregard-Vasquez	X
SBS Senator	Jennifer Paris	X	X= Present	A= Absent	

Non-voting Members			
Dr. Thea Alvarado (Interim, CIO)	X	Jennifer Brezina	X
Marilyn Jimenez	X	Jason Burgdorfer (COCFA President)	X
Dan Portillo (AFT President)	X	ASG Student Representative: Sanjana Sudhir (Student Trustee)	X

Guest							
Annie Aboulion	X	Dianne Avery	X	Maral Markarian	X	Siane Holland	X
Anzhela Grigoryan	X	Dilke Sanver-Wang	X	Michael Felix	X	Erin Delaney	X
April Reardon	X	Erik Altenbernd	X	Nathan Mendelyan	X	Ruth Rasool	X
Chad Peters	X	Eric Barnthouse	X	Paul Wickline	X	Victoria Leonard	X
Chase Dimock	X	Dr. Jim Temple	X	Sara Breshears	X		

A. Routine Matters

1. Call to order: 3:06 p.m.
2. Public Comment:
 - An announcement was made regarding the upcoming, "Coffee with Your Assemblymembers" event that will be held in the UCEN on Friday, May 2 from 12-4p.m. The event will raise money for homeless people as well as for students.
3. Approval of the Agenda:

- Motion to approve the agenda by Mike Harutunian, seconded by Claudenice Braga-McCalister. Nadia Monosov proxy for Gary Quire (yes, vote). Shane Ramey proxy for Michelle LaBrie (yes, vote). Mike Harutunian proxy for Dave Brill (yes, vote). Gary Collis will serve as proxy for Rebecca Shepherd (yes, vote). Linda Beauregard-Vasquez proxy for Lauren Rome (yes, vote). Unanimous. Approved
4. Committee Appointments:
 - Gary Quire, Peer Evaluator on Kevin Larsen’s Tenure committee
 - Hiring Committee list: (pg. 3)
 5. Sub-Committee Summaries:
 - Program Viability Committee Meeting Summary, March 20th, 2025 (pg. 8-11)
 - Senate Executive Committee Meeting Summary, April 3, 2025 (pg. 12-15)
 6. Approval of the Consent Calendar:
 - Motion to approve the consent calendar by Tom Gisel, seconded by Shane Ramey. Nadia Monosov proxy for Gary Quire (yes, vote). Shane Ramey proxy for Michelle LaBrie (yes, vote). Mike Harutunian proxy for Dave Brill (yes, vote). Gary Collis will serve as proxy for Rebecca Shepherd (yes, vote). Linda Beauregard-Vasquez proxy for Lauren Rome (yes, vote). Unanimous. Approved

Academic Senate Summary, April 17, 2025 (pg. 4-7)	Curriculum Committee Summary , April 24, 2025
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B. Reports

These are informational items no discussion or action will be taken. However, clarification questions are welcomed.

1. Honors Committee Annual Chair Report, Chase Dimock (pg. 16-17)
 - The goal of the Honors Committee is to navigate students’ progress. Some updates include the program moving to a new office and participation in Discover and Welcome Day. There will be an Honors Graduation where students will get an honor stole. The committee is revising the mutual responsibilities contract and is exploring new honors courses in areas that may fit in the fine arts and the ethnic studies. The committee wants to create a new handbook for honors students, so they understand what the guidelines are needed to complete the program.
2. Academic Staffing Committee Annual Chair Report, Erik Altenbernd (pg. 18-19)
 - The purpose of the committee is to make recommendations on the hiring of all full-time faculty. Erik Altenbernd is the new chair and has replaced Miriam Goldbert who has retired. Dr. Thea Alvarado is the new co-chair. The committee has some vacancies, and Lisa will work with Erik and the Deans to find replacements. The committee heard 30 presentations and retirements for spring and fall 2024. The committee is proposing a change in the way the list of recommendations is complied with. There was a request for adjuncts to serve on this committee as non-voting members.
3. Academic Senate Vice President Report, Garrett Rieck
 - The office lottery was run, and 8 faculty will receive new offices. The next lottery will be run in the fall. The Senate Executive committee held its deliberations meeting for faculty award. Nominees will be announced at the Collegial Celebration. The event will be held in the ICC.
4. Academic Senate Presidents Report, Lisa Hooper
 - **Graduation Ceremony:** This year’s graduation ceremony will be held in the evening on Friday, June 6, 2025, at 6:00pm. Lisa has been in communication with the bookstore regarding request for regalia. Faculty will convene in the Cougar Den from 5:00-5:30pm and there will be snacks. The idea is to create gauntlet/processional for students to walk. There are conversations being had about making graduation the plus 1 day vs. Opening day. COCFA may hold a faculty celebration before graduation, but the location has not been confirmed.
 - **Collegial Celebration:** This event will be held from 3:00-5:00pm. A save the date will be sent

soon.

- **ASCCC SP 25 Plenary:** Lisa attended and recognized it is a challenging time in education and to be in a leadership role to support all who are supporting their students.
 - This topic of CCN and Articulation was of much concern. It is important that when aligning on CCN that articulation is maintained.
 - There is also a need to create inclusive and equitable environments.
 - There were 3 new disciplines approved which include Art History, AdaptED Physical Education and Brewery & Distillery Science.
- **Scholarly Committee:** The committee reviewed many presentations. The committee also brought forward their operating procedures for review that now only allow for only one presentation a year. Dr. Eddie Becton will present on the “*SOUL of a Nation.*” There may be a need to do more than 1 presentation a year.
- **ASG Presentation:** ASG will attend next meetings regarding what students want to see on syllabi and orientation. There was a Delaney as ASG was not able to deploy a survey in time. The survey will be deployed in the fall.

Action Items

Below is a list of items that the Senate will take action on. Discussion is welcomed by all attendees.

1. Academic Staffing Committee procedures revisions, Erik Altenbernd
 - Academic Staffing Committee (ASC) Procedures 2021-2022 (*marked up version*) (pg. 20-27)
 - Academic Staffing Committee (ASC) Procedures revised March 2025 (*clean version*) (pg. 28-35)
 - A correction will made the footer of the document to read as, “May 1, 2025.”
 - **Motion to approve the revised clean version of the 2025 ASC Committee Procedures** by Linda Beauregard-Vasquez, seconded by Garrett Rieck. Nadia Monosov proxy for Gary Quire (yes, vote). Shane Ramey proxy for Michelle LaBrie (yes, vote). Mike Harutunian proxy for Dave Brill (yes, vote). Gary Collis will serve as proxy for Rebecca Shepherd (yes, vote). Linda Beauregard-Vasquez proxy for Lauren Rome (yes, vote). Unanimous. Approved
2. BP & AP 4023 Academic Departments, Gary Collis
 - BP 4023 Academic Departments (pg. 36)
 - AP 4023 Academic Departments (pg. 37-41)
 - **Motion to approve BP & AP 4023** by Linda Beauregard-Vasquez, seconded by Mike Harutunian. Nadia Monosov proxy for Gary Quire (yes, vote). Shane Ramey proxy for Michelle LaBrie (yes, vote). Mike Harutunian proxy for Dave Brill (yes, vote). Gary Collis will serve as proxy for Rebecca Shepherd (yes, vote). Linda Beauregard-Vasquez proxy for Lauren Rome (yes, vote). Unanimous. Approved

C. Discussion

Below are items that the Senate will discuss and no action will be taken. Discussion is welcomed by all attendees.

1. [Curriculum Recommendation – Local GE Grades](#), Tricia George
 - Recently Curriculum voted on the new GE sheet for the local degree. The next step is to vote on which grades will be accepted for those areas. A vote is now needed due to changes in Title 5 that removed competencies where a D is required for all categories. There were three options presented. Option #1 follows the new Title 5 minimum; Option #2 follows the current model, and Option #3 allows for an increase in standards and would mirror CALGETC. Students under option 2 would be allowed to retake a course if they earn a C due to being a sub-standard grade. The curriculum committee voted in favor of Option #3 to establish the lowest minimum grade to be “C’s” for all areas.
2. BP & AP 4225, AP 4227, AP4228, AP 4229 Course Repetition, Gary Collis
 - Policy Review Committee, Summary of Changes (pg. 42)
 - BP 4225 Course Repetition (Current) (pg. 43-47)

- BP 4225 Course Repetition (Final for Senate) (pg. 48-52)
 - AP 4225 Course Repetition (Current) (pg. 49-52)
 - AP 4225 Course Repetition (Final for Senate) (pg. 53-56)
 - AP 4227 Repeatable Courses (Final for Senate) (pg.57-58)
 - AP 4228 Course Repetition- Significant Lapse of Time (Final for Senate) (pg. 59)
 - AP 4229 Course Repetition – Variable Units (Final for Senate) (pg. 60)
 - The policies are being reconfigured to follow LACC Models that required to split the policy into a different AP and BP. There is now a new very basic BP that provides general overall college policy and 4 APs for different conditions under which a student can repeat a course. All current local rules would continue.
 - There is also repeatability and a repeatable course. If a student takes a course, they are allowed to repeat it 3 times to pass with a C or better. If a student does not pass a class with a C or better on the 3rd try, they need to retake at another college. Changing the local GE will require changing all documents that reference them. These policies will return on the next agenda.
3. Statement on Artificial Intelligence (AI), Shane Ramey
- Academic Integrity in the Age of AI: A Faculty Guide (pg. 61-81)
 - Statement on Artificial Intelligence (pg. 82-83)
 - The new Artificial Intelligence Statement will live on Senate page as the guide will serve as a more practical document. There was a suggestion to choose either “Generative AI” or “AI”, to remove “must” and replace with “may” and to include more language on the environmental impact of AI. There was a request to have a statement from the Senate outlining that there will be institutional support and resources for faculty. At ASCCC there were 2 resolutions demanding that the state of CA Chancellors Office create an AI repository. The ASCCC was tasked to complete this by fall 26. The statement will come back on the next agenda.

D. Unfinished Business

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1. Revised Faculty Evaluation Instrument, Faculty Evaluation Taskforce
2. Facilities/Safety Considerations for Marginalized Student Populations

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1. Tenure Committee Training Workshops
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F. Announcements

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3. 2025 ASCCC Faculty Leadership Institute: June 12th – 14th, Hyatt Regency, San Francisco Airport, CA.
4. 2025 ASCCC Fall Plenary, Nov. 6th-8th, Hyatt Regency, La Jolla, CA.
5. 2026 ASCCC Spring Plenary, April 9th – 11th, Hyatt Regency Santa Rosa, CA.

G. Adjournment: 5:03 pm

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<https://canyonsonline.zoom.us/j/83788078102?pwd=B3bKUsRrA4wOCQggKayblQ9r7Hqa63.1>

Please note:

This meeting will be broadcasted at the following locations via zoom

none

Program Viability Committee Summary

April 24, 2025, 10:00 a.m. to 11:30 a.m. – Zoom

Voting Committee Members:					
Garrett Rieck	Committee Chair	X	Kathrina Almero-Fabros	Transfer Discipline Rep./At-Large Member	X
Aivee Ortega (Erika Torgeson is out on Sabbatical)	Enrollment Services/Counseling	X	VACANT	Adjunct/AFT-Student Services	A
Jason Burgdorfer	MSE, COCFA President	X	VACANT	ASG Student Rep.	A
Jaya George	Health Professions	X	Administrator Voting Members		
Jennifer Paris	CTE Rep/ECE Rep/SBS	X	Jennifer Brezina (voted on behalf of Thea Alvarado)	Interim Asst. Superintendent/VP of Instruction	X
Jesse Vera	Enrollment Services /Counseling	X	Erin Tague	Assist. Superintendent/VP of Facilities	X
Karl Striepe	SBS/Transfer Discipline Faculty	X	Jason Hinkle	Associate, VP, Business Services	X
Ruth Rassool	Humanities (Adjunct)/AFT Designee	X	Dr. Jim Temple	Assist. Superintendent/VP Tech, Inst. Dev. & Tech Computer Support	X
Tricia George	Curriculum Committee Chair/Humanities	X	A= Absent	X = Present	

Guest:							
Anna Hillary	X	Harriet Happle	X	Lak Dhillon	X	Paul Wickline	X
Chad Peters	X	Jaya George	X	Marilyn Jimenez	X	Romina Macias	X
Diane Avery	X	Kathleen Welch	X	Nadia Cotti	X		

Note: There may be some discussion to change meetings to 1 hour and schedule one additional meeting in fall 2025.

I. Routine Matters

1. Call to order: 10:06 am
2. Approval of the 3/20/2025 meeting minutes:
 - a. Motion to approve the 3/20/2025 meeting minutes by Ruth Rassool, seconded by Jesse Vera. Unanimous. Approved.
3. Approval of the Agenda
 - a. The order for the reports was modified to have presenters present in reverse order of the agenda with report #1, Pharmacy Tech, report # Diagnostic Medical Sonography and report #3 Occupational Therapy Assistant.
 - b. **Motion** to approve the agenda by Jesse Vera, seconded by Kathrina Almero Fabros

II. Reports

1. Final Report: Pharmacy Tech - Jaya George
 - a. **Overview:** The new Faculty director is Jaya George. The program came through in 2020 and there is now curriculum approved, and a schedule built. The program will be housed at CCC. There is a Certificate of Completion and an AS degree. This program prepares students for entry level pharmacy technician skills to work in areas such as hospitals, clinics, retail, home health and insurance companies.
 - b. **Curriculum:** The curriculum is focused on students getting knowledge in pharmacology, pharmacy, calculations, sterile and non-sterile compounding retail and institutional pharmacy operations. The program will use simulation labs so students can get hands on experience in a pharmacy setting. Students are qualified to apply for California pharmacy, technician license from the Board of Pharmacy, and they can also

- sit for the national Certification exam to earn a credential referred to as CPHT, which is certified pharmacy technician.
- c. **Accreditation:** When the program starts the program will be applying for the national accreditation which is the American Society of Health System, Pharmacist and Accreditation Council for Pharmacy education.
 - d. **Externships:** Students need to complete a background check, drug screening test, physical exams and submit immunization records. If there is an MOU there may be additional requirements. Students can begin in the second semester.
 - e. **Status of Program Update:** The curriculum has been approved at a local and state level. The program has been approved to launch in fall 2025.
 - f. **Human Resources Required:**
 - I. A *Part-Time Lab Tech* was hired to support the lab operations and instructional preparation. This lab tech is shared with MDS and LMT.
 - II. The program needs to hire an *Adjunct Clinical Site Coordinator* and needs to establish clinical site. This person will help run labs and oversee equipment.
 - III. The program needs *designated administrative support* to help with student applications and tracking. There is also a need for continued support for professional development.
 - IV. There are adjuncts that need to be hired. Jaya received 20% and will not be teaching more than this as her priority is to establish clinical sites and work on self-study. She will only teach the courses that are required. The job postings are posted with HR and there are some candidates that have expertise in certain areas however, they may not always translate well to instruction. The challenges may be with hiring a clinical coordinator.
 - g. **Advisory Meeting/Committee:** There are members from Henry Mayo, Veterans Affairs Hospital, CVS, Walgreens and independent pharmacies.
 - h. **Physical locations:** The program will be located at CCC and there will be an instructional space in Room 305 and a smaller room and 305A which will be a hospital lab. The district will build a retail mock lab pharmacy that will be set up. The program needs to have labs set up to have the program running by August of 2025.
 - i. **Software:** There will be software technology to train students in pharmacy settings.
 - j. **Information Session:** These are scheduled through spring.
 - k. **Marketing/Student Outreach:** The program has a website, uses printed material and promotions to market the program. The program needs to be marketed to target enrollment. The program has gone to public visibility to marketing to the community and recruitment strategies.
 - l. **Standards of Accreditation:** The accreditation bodies are ASHP and ACPE.
Need program needs to wait to submit documents first before doing the self-study.
 - m. **CTE Advisory Committee meeting update:** A meeting was held last week. Henry Mayo, CVS and Walgreen expressed support to the program. They also expressed the importance of externships and soft skills. They are in support of incorporating labs and expanding externships and preparedness with students.
 - n. **Program Application Period:** Will open from May 1st to May 30th
 - o. **Clinical Externships:** Jaya is working on finding locations and sites and there are MOUs, and they are working on CVS and Walgreen. MOUs were sent to the stores, and they are waiting to hear back. Externships start in the second semester however Jaya began working in the second semester to make sure they are established. The program is about 1 year or so and their goal is to have more sites than needed. The district is having issues with clinical contracts due to much red lining as other

campuses do not have as many issues. The district cannot offer these programs without the clinicals.

- p. **Clinical Contracts:** The contracts department always does contracts with the interest of the district in mind. However, there may be areas that are not of interest to the district and administration may override this. The best solution is to meet with Jason Hinkle, April and Michelle in Contracts.
 - q. **Motion** to approve the Pharm Tech program as permanent status by Jesse Vera, seconded by Kathrina Almero Fabros. Unanimous. Approved.
2. Report #2: Diagnostic Medical Sonography - Lak Dhillon
- a. **Degrees:** Will offer the AS in Diagnostic Medical Sonography.
 - b. **Curriculum Update:** The program made some changes to the curriculum and program description and brought for to the curriculum committee 6 courses at a time. The South Center Local Regional consortium and are waiting on the state chancellor's office.
 - c. **Program Overview:** This program prepares students for entry level positions in abdominal, superficial, obstetric gynecology. The program does have the area of vascular included per accreditation standards. However, the way in which the program approved is in covering the general abdomen and obgyn. Vascular is included for the student's success in clinicals as all clinical sites have vascular.
 - d. **Accreditation Bodies:** Graduate students will be eligible for the ART and ARDMS. The program is pending KHAP Accreditation which put markets the program throughout the state. This allows students to get registered ahead of time. PSLO looks at enter level psychomotor skills and ethnical patient care.
 - e. **Clinical Site:** these will be needed as students cannot be successful without the clinical sites.
 - f. **Marketing:** Programs are advertised on the website, and this allows students to sign up clinicals.
 - g. **PSLO:** these are psychomotor skills and are needed.
 - h. **Updates:** This spring the program got through Curriculum and took 6 classes at a time to curriculum and these were approved. The South-Central Regional Consortium has approved and is waiting for the state chancellor's approval.
 - i. **Physical Location:** The program will be housed in Quad 3 at CCC in room 306. The lab is under construction and will be adding to electrical and other work orders and will be ready by the end of May. There is lab equipment that has been added. They were able to get local GE Machines refurbished contracts with a 5-year warranty. There are 2 endo cavitary transducers for use on phantoms. There is 1 pelvic phantom with early pregnancy and 1 breast phantom. The program has acquired 1 body works Eve simulator that allows students to practice identifying pathologies. This is all done with electrical signals and communication with the computer. There will also be additional storage and tables.
 - j. **Website:** Robyn Spurs has been working on updating the website for the program.
 - k. **Program Sessions:** They had their first information session on April 22nd and had about 40 prospective students. There is another information session scheduled soon.
 - l. **Human Resources:**
 - 1. **2 Adjunct Position pools:** There are positions that are being advertised and want to keep separate as an adjunct instructor and a clinical coordinator. More senior adjuncts can choose the classes they want to teach. The concern is that having with one pool for clinical coordination and they are not happy with the course. The program requested two adjunct pools instead for two adjunct positions for adjunct instruction and clinical coordinator. Adjuncts get placed on

the pool by the hire date and for example only a clinical adjunct is hired with one hire date sooner than the other instructor. This may not be fair to other adjuncts already hired as the new adjunct may have a hire pool number. The suggestion is to work with HR to work on the hire date so that the process is fair to adjuncts. AFT contract has a carved out for classes where 2 sections or less are being offered.

2. **Full-Time positions needed:** There is a need for a FTF in CCC. Lak will go back to ASC Committee to request a Full time ACCE/Clinical Coordinator. There is no date required to have the FTF in place by.
- m. **Program Launch:** The program is waiting on Chancellor's office approval for fall launch. Special thanks to Dr. Alvarado for approving courses. There is no date to launch the program.
- n. **CE Credits:** this will be offered for the techs to be able to take students for training.
- o. **Frist Cohort:** Looking to enroll a total of 18 students and as the program progresses, they will look to increase.
- p. **Accreditation application/self-study:** Must be submitted upon launch of the inaugural cohort. Once the cohort starts, they can start the self-study of the program. This will be submitted by the end of year 1. The district needs to committee to the full-time positions as this is needed for accreditation.
- q. **Equipment:** The space has been established.
- r. **Curriculum:** Some adjustments were made to courses based on the suggestions from the curriculum committee. Once students continue with the program they need to continue as it can be difficult to stop and restart a program. In Semester 3 in fall of 2026 is when students will go into clinicals. Lak is working with clinical sites, and many didn't want to partner until the program is established and approved.
- s. **Advisory Board meeting:** There is one meeting established and there is a meeting scheduled for May 19, 2025. There is a need to recruit a Medical Doctor or Radiologist for the Advisory Board.
- t. **Non-Credit Courses:** There are 33 students currently enrolled. Students will receive extra rubric points when signing up for non-credit courses.
3. Report #2: Occupational Therapy Assistant - Anna Hilary
 - a. **State Chancellors' Approval of the Program:** There is no update, and the State Chancellor's office is still looking at the program.
 - b. **Program Overview:** This program is for an AS degree in Occupation Therapy Assistant. This is a 16-month program with a cohort model and starting each fall. The max is 18 students per cohort. The focus is on developing the skills for various settings such as hospitals, skill nursing facilities, outpatients and preparing students for a licensure as a Certified Occupation Therapy Assistant (COTA). Student must pass the licensure before becoming a OTA assistant and need to register in the state they will practice.
 - c. **ACOTE Candidacy Information:** The candidacy application was submitted on Dec. 16th The project decision by august 2025 and is pending approval which is expected to begin fall 2025 or spring 2026
 - d. **Program Requirements:** There are 28 units of pre-requisites such as English 101 and HSLH 249 and BIO Sci 201. Students can also take Intro Psych and Intro Sociology. They need to enroll in Abnormal Psychology to make sure they have a strong mental health background.
 - e. **Associate in OTA:** The total is 43.5 units, 1,458 total hours, 450 lecture hours, 1,008 lab hours required. The total field work hours of 738. Leve 1 fieldwork is 90 hours and level II field work are 648 hours. There are two different settings for level 2 filed work doing 32 to 40 hours a week.

- f. **Goals:** They are to develop competent and ethical and social response Certified OTA assistant. Participate in independent daily activities, excelling in working in diverse settings and work effectively in occupation therapist. The learning outcomes to lean appropriate responses. Student can then be eligible to sit for the national board.
- g. **Status Update Success:** Hired a full-time academic fieldwork coordinator, Romina Macias. This is required by ACOTE. The program has recruited 7 adjunct who bring in range of clinical and instruction expertise. Spent all semester with the curriculum team and all 22 courses were completed on November 21, 2024. One course is a non-credit course and has received state approval.
- h. **Accreditation progress:** For the OTA assistant, the candidacy application submitted on Dec. 16th and many revisions were submitted by Feb. 13, 2025. On April 18th the program received a deferral for the program for 4 areas and the program has until June 20th to meet the deadline. They are optimistic in achieving the candidacy status. Need to make the 4 changes and this will be a later start, and this will be in the middle of august. This is why there is a late start of fall of 2025 or spring 2026. All 140 filed replacement have been securing sites. All clinical site contracts are finalized, and Romina is working on a few more areas that ACOTE is asking for.
- i. **Website:** This was finalized and launched on October 16th. The program has hosted 2 information session a month.
- j. **Facilities:** The program is West PE 112. The lab is coming along. There is a kitchen, appliances and beds that are installed. The complete living room, furniture and dining room and supplies are being organized in the lab.
- k. **Community and student engagement:** The program participated in Welcome Day, Cougar Fest, HOSA event and Discovery Day.
- l. **Challenges:** The challenge is getting state approval from the chancellor's office. Chad and Anna have reached out to the ACOTE President and are asking for an expedited review due to issues back on January 23rd as they are asking for 10 additional areas that they needed information on. However, there are now 4 new areas they need. They have not heard back and are hopeful they hear back before august.
- m. **Growth:** Need to hire the Academic Field Work Coordinator on August 8th and hire of 7 adjunct faculty members. Approval of 22 OTA courses, Secure 120 fieldwork placements for level 1 and level 11 and launched the OTA program website on De. 16th and set up of OTA lab.
- n. **Degree for clinical coordinator:** Writing from ACOTE stated there was no issue, however now there is and the person with ACOTE is no longer with ACOTE.
- o. **Conclusion:** The program remains on track and pending state and ACOTE approvals are being addressed.
- p. **PV Committee:** Reinstated their support for the program along with all administrators present.

4. **Final meeting:** Will be scheduled for May 8th

III. **Adjournment:** 11:20 am



COLLEGE OF THE CANYONS ACADEMIC SENATE EXECUTIVE COMMITTEE MEETING

May 1, 2025
10:00 a.m. to 12:00 p.m., Via Zoom

SUMMARY

Non-Voting Members:

Faculty Name	Title		Faculty Name	Title	
Lisa Hooper	<i>Academic Senate President</i>	X	Jason Burgdorfer	<i>COCFA President</i>	A
Garrett Rieck	<i>Vice President of Academic Senate</i>	X	Dan Portillo	<i>AFT President</i>	A

Voting Members:

Faculty Name	Title		Faculty Name	Title	
Jesse Vera <i>proxy for Alisha Kaminsky</i>	<i>MQE</i>	A	Jesse Vera	<i>Legislative Liaison</i>	X
Chase Dimock	<i>Honors Steering Committee</i>	A	Julie Jonhson & Robert Wonser	<i>CETL</i>	A
Dustin Silva	<i>Elections Committee</i>	X	Linda Beauregard Vasquez	<i>Lead Adjunct Senator</i>	X
Erik Altenbernd	<i>Academic Staffing Committee Faculty</i>	A	Lisa Hooper	<i>President's Advisory Committee on the Budget Faculty</i>	X
Erika Torgeson (on sabbatical)	<i>Program Review Committee</i>	A	Pamela William-Paez	<i>Scholarly Presentation (Tentative)</i>	A
Garrett Reick	<i>Noncredit Liaison</i>	X	Teresa Ciardi	<i>Faculty Professional Development Committee</i>	A
Garrett Rieck	<i>Vice President; Program Viability</i>	X	Tricia George	<i>Curriculum Committee</i>	X
Gary Collis	<i>Policy Review Committee</i>	X	VACANT	<i>College Planning Team Committee Faculty</i>	
Gary Quire	<i>Career Education Liaison</i>	A			

Additional Voting Members:

Faculty Name	Title		Faculty Name	Title	
Shane Ramey	<i>Academic Integrity Committee</i>	A	Katie Coleman	<i>Equity Minded Practitioners</i>	A
Karyl Kicenski	<i>Academic Freedom Committee</i>	X	VACANT	<i>Civic Engagement</i>	X

A. Routine Matters

1. Call to order: 5/1/25
2. Public Comment
 - I. An announcement was made regarding the upcoming "Coffee with your Assemblymember" with keynote speaker Pilar Schiavo on May 2nd from 12:00pm – 4:00pm at the UCEN. For information, please contact Linda Beauregard-Vasquez.
3. Approval of the Agenda
 - I. Motion to approve the agenda by Gary Collis, seconded by Lisa Hooper. Unanimous. Approved.

B. Consent Calendar

1. Adoption of April 3, 2025, Senate Executive Committee Summary (pg. 3-6)

- I. Motion to approve the April 3rd Senate Executive summary by Lisa Hooper seconded by Linda Beauregard-Vasquez. Dustin Silva abstained. Jesse Very proxy for Alisha Kaminsky (yes, vote). Approved.

C. Reports

1. Presidents Report, Lisa Hooper

- I. **Discussion at Senate on Academic Integrity and Artificial Intelligence:** There was a suggestion to have all senators and faculty review the documents as this will form the work of Artificial Intelligence locally.
- II. **Graduation Ceremony:** The college graduation will be held on Friday night and will have a keynote speaker. The hope is to have more families participate in the graduation ceremony due to the change of day and location. If anyone needs anything or has questions, please reach out to Lisa Hooper.

2. Vice President Report, Garrett Rieck

- I. **Faculty Office Lottery Results:** The Faculty office lottery ran for one round. There was one issue that was resolved.
- II. **Senate Exec Meeting Times:** Garrett will meet with Lisa to adjust meetings time to accommodate faculty teaching schedules. Garrett will send out an email during FLEX week with a doodle poll to identify a more suitable time. Award nominations may be ranked in advance to allow more time for discussion in the meetings.

D. Action:

1. Academic Senate Faculty Award Deliberations

- I. **Faculty Award Deliberation Guidelines:** Garrett provided an overview of the deliberation guidelines. There was a reminder that all committee members need to:
 - a. Maintain confidentiality of all deliberations for awards and nominations submitted.
 - b. Need to have a majority vote to award a faculty award.
 - c. If there are two nominees for an award a majority vote of the quorum of the committee needs to take place.
 - d. Proxy votes are allowed but do not count towards quorum. If there is a tie the Chair of the committee can vote.
 - e. The chair of the committee will only publish the winner and not all the nominees.
- II. **Excellence in Education Award:**
 - a. Katie was nominated for the Excellence in Education Award. Many are aware of the breath of Katie working as chairing the Ethnic Studies and Sociology program and helping to ask the district to provide support for the new Ethnic Studies instructors. Katie has worked on the Curriculum Committee Sand boxes with Tricia George. Garrett worked with Katie in Curriculum Development and Program Viability when Katie brought forward her proposal for the Ethnic Studies program. Katie also worked with the Scholarly Committee on a presentation along with Megan Andrade and presented two scholarly presentations. Katie is influential in brining programs to the college and working on CETL and Anti-Racism and the Title 5 grant.
 - b. **Motion to award Katie Coleman the Excellence in Education Award** by Lisa Hooper seconded by Garrett Rieck. Jesse Vera proxy for Alisha Kaminsky, (yes, vote). Unanimous. Approved

III. **Diversity Award:**

- a. There were two nominees submitted for the Diversity Award. Erin has gone outside her traditional line of work. She was hired to reach English and Assistant director of TLC and then runs a Trans Student Alliance. Erin has run the Trans Alliance for several years and has a quiet commitment to this population. Erin has been there for many students who are struggling and has supported many students in this population. Erin has mentored many students for Linda Beauregard-Vasquez who are struggling with the transition process.
- b. **Motion to nominate Erin Delaney for the Diversity Award by Robert Wonser**, seconded by Tricia George. Jesse Vera proxy for Alisha Kaminsky (yes, vote). Unanimous. Approved.

IV. **Collegiality and College Citizenship Award:**

- a. Jeremy Patrich has been nominated for the Collegiality and College Citizenship Award. Jeremy serves on the Curriculum Committee and the Non-Credit Curriculum Committee. Jeremy always provides very detailed feedback to the authors. He has also done a lot of work with non-credit courses. He has helped other faculty not in his discipline with their Program Viability and Curriculum Committee proposal. He is a huge advocate for Cultural Competency and has done trauma informed training. He has many skills beyond the area of Geology and Geography. He has found opportunities to grow as a colleague and finds the right path that suits his interest and talent. Dilek, Tricia and Jeremy have worked on the Listening Leader project that aims to help others heal from areas that have impacted people on a personal level or in an institutional setting. He aims to build cultural collegiality to reshape the college. He has worked with the Foundation and joined the board. He created a scholarship, using his own funds in the amount of \$10K to support non-credit students.
- b. **Motion** to approve the nomination of Jeremy Patrich for the Collegiality and College Citizenship Award, seconded by Linda Beauregard-Vasquez. Jesse Vera proxy for Alisha Kaminsky (yes, vote). Unanimous. Approved.

- V. **Collegial End of the Year Celebration:** Lisa will be changing the format of the celebration a bit and is looking for feedback. The event will be held in the ICC and will be the day before graduation on June 5th from 3-5pm. A RSVP meeting invite will be forwarded and will be sent to full-time faculty, those who nominated recipients and those who the Senate has worked closely with. A save the date will also be sent.

- VI. **Announcement of Award Nominee Winners:** Garrett will send out an email announcement.

E. **Discussion**

1. Future Meeting Times/Days
2. Future Discussion Topics

F. **Unfinished Business**

None

G. **Announcements**

- a. Next Academic Senate Meeting Dates Spring 2025: May 15th & May 29th; Fall 2025: Aug. 28th, Sept. 11th, Sept. 25th; Oct. 9th; Oct. 23rd; Nov. 6th; Nov. 20th; Dec. 11th
- b. [2025 ASCCC Curriculum Institute](#): July 9th- 12th, Ontario Convention Center, Ontario, CA.

- c. [2025 ASCCC Faculty Leadership Institute](#): June 12th – 14th, Hyatt Regency, San Francisco Airport, CA.
- d. [2025 ASCCC Fall Plenary](#), Nov. 6th-8th, Hyatt Regency, La Jolla, CA.
- e. [2026 ASCCC Spring Plenary](#), April 9th – 11th, Hyatt Regency Santa Rosa, CA.

I. Adjournment: 11:00 am

If you need a disability-related modification or accommodation (including auxiliary aids or services) to participate in the public meeting, or if you need an agenda in an alternate form, please contact the Academic Senate Office at academicsenateinfo@canyons.edu College of the Canyons.

Report from the Committee on Academic Freedom- Spring 2025

A. Committee on Academic Freedom; Karyl Kicenski; second and fourth Tuesdays: 3 PM to 4:30 PM; zoom & on-campus, (typically in 248 Bonelli Hall).

B. Karyl Kicenski, Chair; Chris Blakey, Member; Tricia George, Member; Garrett Hooper, Member; Urvashi Juneja, Member; Lauren Rome, Member; Collette Salvatierra, Member.

C.

D. First, the Committee on Academic Freedom will make formal recommendations and/or clarifications to the Academic Senate on matters of dispute or controversy relating to academic freedom, including alleged violations of Board Policy 4030 (Academic Freedom).

Second, the CAF will offer informal advice or guidance on matters of academic freedom to faculty members who request it.

Third, the CAF will undertake initiatives to provide educational opportunities to the campus community with respect to academic freedom.

E. The 2024-2025 academic year was busy. The committee worked on the following items:

1. Education/Campus Collaboration contributions for 24-25 school year

2. The report to the Senate entitled: Faculty and Grading: Grade Penalties & Due Process in the Era of Generative AI. This report addressed the relative recent explosion of cheating and plagiarism amongst the student population at the College of the Canyons driven in part by the development of large-language models of generative artificial intelligence (GAI) available to the student population. In light of the issue, we spoke to the question as to whether a faculty member has the right to assign a score of zero on a particular assignment if they have found the student to have cheated or committed plagiarism. Because of the tensions existing between legal requirements, the current Santa Clarita Community College District's administrative policy surrounding academic dishonesty, and academic freedom on the part of faculty, the committee felt it best to review the relevant legal requirements, the Academic Policy at COC being used currently, and principles of academic freedom of faculty to assign grades.

3. The Chair of our committee Joined the nationwide Heterodox Academy (HxA). Heterodox is "a nonpartisan, nonprofit organization that advocates for open inquiry, viewpoint diversity, and constructive disagreement in higher education. They aim to improve the quality of research and education by promoting these principles across universities. HxA's mission is to create a more inclusive and intellectually vibrant academic environment where diverse perspectives are welcomed and valued."

4. The Committee held a Spring Flex session Roundtable in Feb 25 and invited several scholars from our faculty to discuss the issues of academic freedom that they believed were coming to bear upon their work here at COC. The session was well attended, held in person, and created

robust dialogue across curricular disciplines.

5. In April, faculty member, Gary Collis was invited to speak with the committee as we began to consider our next conditional report. He helped us to understand legal issues related to academic freedom that may figure into our work.

F. The AF committee is in the process of composing this new report which we have loosely called an *Academic Freedom Primer*—a document we realized could be helpful since so many attendees in our FLEX sessions have been confused about exactly what AF is and what it is not. We plan to bring this conditional report to the Senate in the next academic year. The report will be a shorter paper we hope can be distributed across campus to help our community with clarifying concepts and boundaries of AF. Additionally, we are prioritizing more FLEX sessions to get information and share information about AF challenges and issues.

G. We have not faced any challenges that are noteworthy.

H. No, we do not need any resource support at this time.

I. We plan to bring our finished report, “Academic Freedom Primer,” to the Senate next semester.

TO: College of the Canyons Academic Senate
FROM: Gary Collis, Chair of Policy Review Committee
DATE: March 18, 2025
RE: Explanation of Proposed Revisions to BP 4225 (Course Repetition)

California law governing community college operations, largely expressed in Title 5 of the California Code of Regulations, outlines elaborate rules regarding the circumstances under which a student may be allowed to repeat a course. Presently, COC's local governing rules concerning course repetition are contained in BP/AP 4225 (Course Repetition), which were adopted more than eleven years ago and which vary considerably from the "model" policies and procedures published by the Community College League of California (CCLC). As only one example, much of the content in COC's BP 4225 is procedural in nature (rather than policy) and appears in one of the CCLC's APs. One District goal should be, in my opinion, to more closely align COC's governing documents with the CCLC models when possible and desirable to allow for easier, and more timely updates necessitated by legal changes. COC's local-drafted policy and procedure language, while sometimes better than CCLC's and sometimes inevitable because the CCLC models are incomplete, is one significant reason for COC's consistent struggle to review and update its policies and procedures.

The CCLC model policies and procedure include a single, rather basic, BP 4225, and four "nested" Administrative Procedures (numbered AP 4225, AP 4227, AP 4228, and AP 4229), each addressing a different legal basis upon which a student may be allowed to repeat a course (i.e., because of a substandard grade, because the college has designated the course as "repeatable" as allowed by law, because of a "significant time lapse" since the student last completed the course, or because the class to be repeated has "variable units.").

The documents presented for Senate consideration would repeal the current BP/AP 4225 and, instead, follow the CCLC model's organizational structure, i.e., by adopting one board policy and four nested administrative procedures. Splitting the content in this manner across documents precluded the use of tracked changes to easily display the word-for-word language changes, unfortunately.

The proposed documents are not intended or designed to alter anything substantive regarding the circumstances under which COC will allow a student to repeat a course. Indeed, Title 5 leaves very little room for local discretion in this area even if COC wanted to go its own way on repeatability. Essentially, these changes are about document organization, with some wordsmithing to improve clarity and readability. All the language in the proposed documents is consistent with Title 5 and the CCLC model documents.

(Current)

BP 4225 COURSE REPETITION

Reference:

Education Code Sections 66700, 70901, 70902; Title 5, Sections 55000 – 55043, 55253 and 58161

4225 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.

4225.1 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," "NC", 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 an "A," "B," "C," "CR", 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 "Active Participatory Courses" are courses where individual study or group assignments are the basic means by which learning objectives are obtained. Active Participatory courses consist of courses in physical education, visual and performing arts, music, fine arts, theater, or dance.
- F. For the purpose of this policy "Enrollment" occurs when a student receives an evaluative or non-evaluative symbol (A, B, C, D, F, FW, CR, NC, P, NP or W) on their transcript.

4225.2 The policies and procedures adopted allow course repetition under the following circumstances:

A.) Repeatable Courses

The District will designate certain types of courses 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.

Districts may only designate the following types of classes as repeatable:

1. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree.
2. Intercollegiate athletics.

3. Intercollegiate academic or vocational competition.

Students may repeat courses listed as repeatable up to the limit set forth by the course outline of record. Students may repeat these courses for not more than three times, even if one of the grades received is substandard, unless an exception provides for an additional repeat. The grade received each time shall be included for purposes of calculating the student's GPA.

B. Alleviate Substandard Grades

The District may permit a student to repeat a course in an effort to alleviate substandard grades.

- i. Students may enroll in a course for which they have earned a substandard grade or a withdrawal no more than three times.
- ii. If a student repeats a course for which he or she has earned a substandard grade or a withdrawal and receives a non-substandard grade (A, B, C, CR or P), he or she cannot repeat the course a second time.
- iii. If the student repeats a course for which he or she has earned a substandard grade or a withdrawal and receives a second substandard grade or a withdrawal, he or she can repeat the course one more time. If the student receives a withdrawal or a substandard grade on the third enrollment, the student cannot repeat the course again. A withdrawal does not alleviate the substandard grade on the previous enrollment.
- iv. After course repetition occurs to alleviate substandard grades, the previous grade and unit credit will be disregarded in computing the student's GPA for the previous two instances of substandard repetition. The course will be annotated such that the GPA calculation occurs for the most recent grade. A withdrawal does not alleviate a substandard grade.

C. Significant Lapse of Time

The District may permit or require a student to repeat a course 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 (36 months) and:

- i. the district has established a recency prerequisite established for a course or program; or,
- ii. another institution of higher education to which the student seeks transfer to has established a recency requirement which the student will not be able to satisfy without repeating the course in question. The student may petition if 36 months has not elapsed and the student provides documentation the repetition is necessary for the student's transfer to the institution of higher education.
- iii. The district determines a student must repeat an active participatory experience course due to significant lapse of time. If the student has exhausted all repetitions for the course, the district may permit one additional repetition.

Course repetition for a significant lapse of time can only occur once. All course work shall remain on the student's permanent record. When a course is repeated pursuant to this section, the previous grade and unit credit will be disregarded in computing the GPA.

D. Open Entry/ Open Exit Courses

The District may permit a student to repeat a portion of a variable unit open-entry/open-exit course. 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.

E. Legally Mandated Training

The District may permit a student to repeat a course to meet a legally mandated training requirement as a condition of continued or volunteer employment. Students may repeat a course to meet legally mandated training requirements as a condition of their continued or volunteer employment. The student may repeat the course, for credit, any number of times, regardless of whether 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.

F. Extenuating Circumstances

The District may permit a student to repeat a course, which is not designated repeatable, regardless of whether substandard academic work was previously recorded, when there are extenuating circumstances which justify the repetition. Course repetition due to extenuating circumstances may 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.

G. Cooperative Work Experience Course

The District may permit a student to repeat a course in occupational work experience. Students may repeat cooperative work experience courses for a total of 16 semester units. General work experience courses may be taken one time for up to 6 semester units of credit. Occupational work experience course may be repeated multiple semesters up to 8 units of credit per semester. The combination of both types of work experience classes cannot exceed 16 semester units total. The grade

and unit credit received each time shall be included for purposes of calculating the student's GPA.

H. Special Courses for Students with Disabilities

The District may 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. Students with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student. The previous grade and unit credit will be disregarded in computing the student's GPA each time the course is repeated.

I. Significant Change in Industry or Licensure Standards

The District may permit a student to repeat a course as a result of significant changes in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Such courses may be repeated for credit any number of times. The District reserves the right to require a student to certify or document that course repetition is necessary for employment or licensure pursuant to this section.

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.

4225.3 Apportionment for Course Repetition

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

- A. The attendance of a student enrolled in credit activity course may be claimed for a maximum of four times, regardless of standard, substandard grades, or withdrawals.
- B. Where substandard academic work has been recorded, apportionment may be claimed for a maximum of three enrollments to alleviate substandard grades.
- C. 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.
- D. The attendance of a student repeating a portion of a variable unit open entry/open exit credit course may be counted for state apportionment each time the student enrolls to complete one time the entire curriculum of the course.
- E. The attendance of students in legally mandated training may be claimed without limitation.
- F. The attendance of a student repeating a credit course by petition for extenuating circumstances may be claimed for one additional enrollment.
- G. The attendance of a student repeating a cooperative work experience course may be

- H. The attendance of students in special courses for students with disabilities may be claimed without limitation.
- I. The attendance of students in courses necessary for employment or licensure due to a change in industry or licensure standards may be claimed without limitation.

4225.4 Transfer Coursework

- A. Course Repetition Outside the District

The Santa Clarita Community College District (SCCCD) shall permit repetition of a course which was taken in an accredited college or university and for which substandard academic work is recorded.

- B. Transfer Coursework

In determining transfer student's credits, the SCCC, will honor similar, prior course repetition actions by other accredited colleges and universities.

- C. Grade Alleviation

The SCCC will not alleviate substandard coursework earned at SCCC with passing coursework from another accredited institution. Students may only alleviate SCCC coursework with courses taken at SCCC. Passing coursework earned at SCCC will not alleviate a substandard grade from another accredited institution on the College of the Canyons transcript.

- D. Inclusion of Transfer Coursework

The SCCC will include coursework taken at other accredited colleges and universities to count towards, unit totals, graduation requirements, and area requirements where applicable and appropriate.

Board Approved: 3/26/14

Next Review Date: Spring, 2020

(Final for Senate)



BP 4225 Course Repetition for Credit Courses

References:

Title 5 Sections 55040, 55041, 55042, 55043, 55044, 55045 and 58161

Students may repeat credit courses in which substandard grades (less than “C,” and including “FW”) were earned. The District shall identify reasonable limitations on credit course repetition in AP 4225 (Course Repetition).

Under special circumstances, consistent with AP 4225 (Course Repetition), 4227 (Repeatable Courses), 4228 (Course Repetition – Significant Lapse of Time), and 4229 (Course Repetition – Variable Units), students may repeat a course in which a grade of C or better was earned.

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.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

(Current)

AP 4225 COURSE REPETITION

Reference:

Education Code Sections 66700, 70901, 70902, 76224; Title 5, Sections 55000 – 55043, 55253, 56029 and 58161

J. In accordance with section BP 4225.2:

(A) Repeatable Courses

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 may be repeated as required by Title 5 section 55041 and outlined in BP 4225.2 (A).

(B) Alleviate Substandard Grades

The computer system is programmed to allow two course enrollments with a substandard grade or withdrawal notation for all appropriate courses. Students attempting to enroll in the course for a third time shall file a "Course Repeat Petition" with the Admissions & Records department. The student must watch the video posted on the College's website www.canyons.edu/vll entitled "How to Successfully Repeat a College Course." The student must include the code at the end of the video with the petition and submit it for approval.

The college catalog and schedule of classes will reflect each course's repetition limit. The student's academic record will be annotated to disregard previous grade and unit credit for each of the two allowable repetitions and shall reflect that the most recent grade is calculated into the student's GPA. No more than two grades will be alleviated.

(C) Significant Lapse of Time

Students repeating a course due to "significant lapse of time" shall file a "Course Repeat Petition" with the Admissions & Records department. Designated staff will ensure that 36 months have elapsed since the last grade was earned before granting the request and that the student has not requested such action previously on the same course. The lapse of time may be less than 36 months if the student's course repetition is necessary for transfer to another institution of higher education. The student must provide documentation of a recency requirement with the petition.

The designated staff member will also verify the course must be repeated due to:

- a recency prerequisite established by the course curriculum; or,
- a recency requirement as established by a transfer institution;

Permission to repeat a course based on a significant lapse of time can only be allowed once. The first grade and corresponding unit credit will be disregarded when computing the student's GPA.

(D) Open Entry/Open Exit Courses

The District may permit a student to repeat a portion of a variable unit open-entry/open-exit course. 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. The District will program the computer to allow a student to enroll in an open entry/open exit class until the student has completed the curriculum of the course.

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 will be disregarded in computing the student's GPA.

(E) Legally Mandated Training

Students repeating a course due to "legally mandated training" shall file a "Course Repeat Petition" with the Admissions & Records department. The student must provide documentation proving the course repetition is necessary due to a legal mandate from their continued or volunteer employment.

Students may repeat the course, for credit, any number of times, regardless of whether 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.

(F) Extenuating Circumstances

Students requesting a fourth attempt due to "extenuating circumstances" shall file a "Course Repeat Petition" with the 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 been previously approved. The student's academic record will be annotated to disregard previous grade and unit credit and shall reflect that the most recent grade is calculated into the student's GPA.

Students may not file a petition for "extenuating circumstances" to eliminate a substandard grade or withdrawal in one of the allowable course repetitions for activity courses. 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.

(G)Cooperative Work Experience

Occupational and General Work Experience courses (CWEE) will be listed in the college catalog and schedule of classes along with 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.

(H)Special Courses for students with disabilities

Student with disabilities courses (GENSTU) may be allowed additional course repetitions as determined by the Director of Disabled Students and Programs. The student's academic record will be annotated to disregard previous grade and unit credit each time the student repeats a course.

(I)Significant Change in Industry or Licensure Standards

Students repeating a course due to "significant change in industry standards" shall file a "Course Repeat Petition" with the Admissions & Records department. The student must provide documentation proving the course repetition is necessary for employment or licensure as a result of significant changes in industry or licensure standard.

Students may repeat the course, for credit, any number of times, regardless of whether substandard work was previously recorded. The grade and unit credit shall be included each time for the purpose of calculating the student's GPA.

2. The CCFS-320 Attendance Accounting report shall be modified to include all apportionment limits outlined in BP 4225.3.

3. In accordance with BP 4225.4:

Students who would like to include the units from external accredited colleges and universities must submit an "Inclusion of External Coursework" form. Once the courses, units, and grades from another accredited college or university are posted to the student's permanent record, they cannot be removed.

- a) All external courses will be included in the student's cumulative units, grades, and grade points.

- b) College of the Canyons will honor prior coursework repetition actions by other accredited colleges and universities.
- c) A student's substandard coursework at College of the Canyons will not be alleviated by coursework completed at an external college or university. Nor will external courses be used to determine COC academic standings.
- d) A student's substandard coursework at an external college or university will not be alleviated on a College of the Canyons transcript with College of the Canyons coursework.
- e) All coursework taken at an accredited college or university will count towards unit totals, degree or certificate requirements, CSU Breadth and UC IGETC requirements, where applicable and appropriate.

Policy Approved on 3/26/14



AP 4225 Course Repetition for Credit Courses

References:

Title 5 Sections 55040, 55041, 55042, 55043, 55044, 55045 and 58161

Course Repetition for Credit Courses and Academic Records

1. Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.
2. Annotating the permanent academic record shall be done in a manner that all coursework remains legible, ensuring a true and complete academic history.
3. The Office of Instruction shall 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 may be repeated as required by Title 5 Section 55041.
4. When a credit course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student's grade point average, except if the course is repeated pursuant to another section of this procedure that allows the previous grade(s) to be disregarded.

Repeatable Courses

5. When a student repeats a course designated as repeatable to alleviate substandard academic work (a "D," "F," "FW," "NP," or "NC"), the previous grade and credit shall be disregarded in the computation of the grade point averages. No more than two substandard grades per course may be alleviated.

Nonrepeatable Courses

6. The Student Information System shall be programmed to allow two course enrollments with a substandard grade or withdrawal notation for all nonrepeatable courses. Students attempting to enroll in the course for a third time shall file a "Course Repeat

Petition” with the Admissions & Records department. The petition shall direct students to watch a video outlining how to successfully repeat a college course. The student must include the code at the end of the video with the petition and submit it for approval.

7. The student’s academic record will be annotated to disregard previous grade and unit credit for each of the two allowable repetitions and shall reflect that the most recent grade is calculated into the student’s GPA. No more than two grades will be alleviated.

Significant Lapse of Time

8. Students repeating a course due to “significant lapse of time” shall file a “Course Repeat Petition” with the Admissions & Records department. Designated staff will ensure that 36 months have elapsed since the last grade was earned before granting the request and that the student has not requested such action previously on the same course. The lapse of time may be less than 36 months if the student’s course repetition is necessary for transfer to another institution of higher education. The student must provide documentation of a recency requirement with the petition.
9. The designated staff member will also verify the course must be repeated due to:
 - a. a recency prerequisite established by the course curriculum; or,
 - b. a recency requirement as established by a transfer institution.
10. The previous grade and corresponding unit credit will be disregarded when computing the student’s GPA.

Variable Unit Courses

11. The District may permit a student to repeat a portion of a variable unit course. Students may enroll in a variable unit course as many times as necessary to complete the entire curriculum of the course one time as described in the course outline of record. The District shall program the Student Information System to allow a student to enroll in an open entry/open exit class until the student has completed the curriculum of the course one time.
12. 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 will be disregarded in computing the student's GPA.

Extenuating Circumstances

13. Students requesting an additional attempt, beyond the maximum allowable repetitions of a course, due to “extenuating circumstances” shall file a “Course Repeat Petition” with the 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 been previously approved. The student’s academic record will be

annotated to disregard previous grade and unit credit and shall reflect that the most recent grade is calculated into the student's GPA.

14. Students may not file a petition for "extenuating circumstances" to eliminate a substandard grade or withdrawal in one of the allowable course repetitions for activity courses. 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 Student Information 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.

Courses for Students with Disabilities

15. Students with disabilities may be allowed additional course repetitions in identified courses for students with disabilities upon approval by the Director of the Academic Accommodation Center. The student's academic record will be annotated to disregard previous grade and unit credit each time the student repeats a course.

Legally Mandated Training

16. Students repeating a course due to "legally mandated training" shall file a "Course Repeat Petition" with the Admissions & Records department. The student must provide documentation proving the course repetition is necessary due to a legal mandate from their continued or volunteer employment.

Students may repeat the course, for credit, any number of times, regardless of whether 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.

Significant Change in Industry or Licensure Standards

17. Students repeating a course due to "significant change in industry standards" shall file a "Course Repeat Petition" with the Admissions & Records department. The student must provide documentation proving the course repetition is necessary for employment or licensure as a result of significant changes in industry or licensure standard. Students may repeat the course, for credit, any number of times, regardless of whether substandard work was previously recorded. The grade and unit credit shall be included each time for the purpose of calculating the student's GPA.

Limitations on Active Participatory Courses

18. The District may not permit student enrollment in active participatory courses, as defined in Title 5 Section 55000, in physical education, visual arts or performing arts that are related in content, as defined in section 55000, more than four times. This limitation applies even if a student receives a substandard grade or “W” during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in section 55045.

External Coursework, Repetition, and Grade Alleviation

19. Students who would like to include the units from external accredited colleges and universities must submit an “Inclusion of External Coursework” form. Once the courses, units, and grades from another accredited college or university are posted to the student’s permanent record, they cannot be removed.
 - a. All external courses will be included in the student’s cumulative units, grades, and grade points.
 - b. College of the Canyons will honor prior coursework repetition actions by other accredited colleges and universities.
 - c. A student’s substandard coursework at College of the Canyons will not be alleviated by coursework completed at an external college or university. Nor will external courses be used to determine COC academic standings.
 - d. A student’s substandard coursework at an external college or university will not be alleviated on a College of the Canyons transcript with College of the Canyons coursework.
 - e. All coursework taken at an accredited college or university will count towards unit totals, degree or certificate requirements, CSU Breadth and UC IGETC requirements, where applicable and appropriate.

Limitations on Apportionment

20. The CCFS-320 Attendance Accounting report shall be modified to include all apportionment limits identified in Title 5 Section 58161.



AP 4227 Repeatable Credit Courses

Reference:

Title 5 Sections 55040, 55041, 55253, and 56029

1. Only the following types of credit courses may be designated as repeatable:
 - a. Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree;
 - b. Intercollegiate athletics courses; and
 - c. Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times.
2. The District shall identify and designate courses as repeatable in its catalog.
3. Under special circumstances, students may repeat courses in which a "C," or better, grade was earned.
4. Students are allowed to repeat a course when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment.
 - a. Students repeating a course due to "legally mandated training" shall file a "Course Repeat Petition" with the Admissions & Records department. The student must provide documentation proving the course repetition is necessary due to a legal mandate from their continued or volunteer employment.
 - b. Students may repeat the course, for credit, any number of times, regardless of whether 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.
5. Students may petition to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure. Students can repeat such courses any number of times.
 - a. Students repeating a course due to "significant change in industry standards" shall file a "Course Repeat Petition" with the Admissions & Records department. The student must provide documentation proving the course repetition is necessary for employment or licensure as a result of significant changes in industry or licensure standard.
 - b. Students may repeat the course, for credit, any number of times, regardless of whether substandard work was previously recorded. The grade and unit credit shall be included each time for the purpose of calculating the student's GPA.

6. Students may enroll in activity courses in physical education, visual arts, or performing arts that are related in content (course families). Such courses may not be repeated more than four times. This limit applies even if the student receives a substandard grade or “W” during one or more enrollments or if a student petitions for repetition due to extenuating circumstances.
7. Students with disabilities can repeat specific classes for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.
8. A student may repeat a work experience course any number of times as long as they do not exceed the limit on the number of units of work experience set forth in Title 5 Section 55253; however, the grade received by the student each time will be included in calculations of the student’s grade point average.
9. The District shall develop and implement mechanisms to allow it to properly monitor course repetition.

Approved XX/XX/XX



AP 4228 Course Repetition – Significant Lapse of Time

Reference:

Title 5 Section 55043

1. Students may be permitted or required to repeat courses in which a “C” or better grade was earned where there was a significant lapse of time of no less than 36 months since the grade was obtained and:
 - a. The District has established a recency prerequisite for a course or program; or
 - b. An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.
2. Students repeating a course due to “significant lapse of time” shall file a “Course Repeat Petition” with the Admissions & Records department. Designated staff will ensure that 36 months have elapsed since the last grade was earned before granting the request and that the student has not requested such action previously on the same course. The lapse of time may be less than 36 months if the student’s course repetition is necessary for transfer to another institution of higher education. The student must provide documentation of a recency requirement with the petition. The designated staff member will also verify the course must be repeated due conditions outlined in 1.A or 1.B of AP 4228.
3. When a student needs to repeat an active participatory experience course in physical education, or visual or performing arts, or that is related in content due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.
4. When a course is repeated due to a significant lapse of time, the prior grade and corresponding unit credit will be disregarded when computing the student’s GPA.

Approved XX/XX/XX



AP 4229 Course Repetition – Variable Units

Reference:

Title 5 Section 55044

1. Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course once. The District will program the Student Information System to allow a student to enroll in an open entry/open exit class until the student has completed the curriculum of the course.
2. After initial completion of the curriculum one time, students may not repeat variable unit open- entry/open-exit courses unless:
 - a. The course is required for legally mandated training; or
 - b. The course is a special class for students with disabilities which needs to be repeated; or
 - c. Repetition of the course is justified by extenuating circumstances; or
 - d. The student wishes to repeat the course to alleviate substandard work.
3. A student may not enroll in a variable unit open-entry/open exit active participatory course in physical education, visual arts, or performing arts more than one time.

Approved XX/XX/XX

College of the Canyons Academic Senate

Statement on Artificial Intelligence in Education

The rapid development and proliferation of Artificial Intelligence (AI) tools bring significant changes and considerable challenges for higher education. As generative AI becomes increasingly integrated into the tools and workflows used by students and professionals, College of the Canyons recognizes its lasting impact on the educational landscape. This statement from the Academic Senate serves to articulate **guiding principles** for our faculty community as we navigate this evolving environment.

Principle: Recognizing AI's Role and Responding Thoughtfully

Artificial Intelligence is not a passing trend but a development with considerable effects on academia and the future workforce. Regardless of individual perspectives on its merits or drawbacks, AI tools are now accessible to our students and are influencing how information is generated, accessed, and utilized. Consequently, the Academic Senate asserts that all faculty ~~must~~ **should** engage thoughtfully with AI's presence and proactively develop pedagogical strategies and clear course policies to address its use. This requires a commitment to balancing the potential benefits AI may offer for learning and efficiency with the critical need to mitigate risks to academic integrity, including heightened challenges related to plagiarism, cheating, and ensuring the authenticity of student assessment and grades.

Principle: AI Literacy and Life-long Learning

Effective engagement with AI necessitates AI literacy among faculty. The Academic Senate strongly encourages and supports the principle of life-long learning, recognizing that understanding AI is now an essential component of ongoing professional development. **AI Literacy**, in this context, involves understanding not only the capabilities and functionalities of current AI tools (particularly Large Language Models) but also their inherent limitations, potential biases, and the broader ethical considerations surrounding their use, including issues of data privacy, intellectual property, and equity. This literacy is fundamental for making informed pedagogical decisions, designing relevant learning experiences, and guiding students responsibly.

Principle: Academic Freedom and AI Policies

The Academic Senate underscores that academic freedom is a cornerstone of higher education, affirming the right and responsibility of individual faculty members to determine the specific policies regarding AI use that are most appropriate for their courses, disciplines, and learning objectives. This includes the freedom to prohibit, restrict, permit with conditions, or integrate AI tools into coursework. However, this freedom is coupled with the crucial responsibility to develop **clear, unambiguous AI policies** for each course. Furthermore, these policies ~~must~~ **should** be **communicated effectively and consistently** to students through syllabi, assignment instructions, and classroom discussion. Clearly articulated expectations are essential for avoiding confusion, preventing misunderstandings, and upholding academic integrity.

Principle: Upholding Educational Goals Through Adaptive Teaching

Across disciplines, College of the Canyons faculty strive to cultivate intellectual curiosity, foster creativity, and develop students' capacity for critical thinking, rigorous analysis, and effective communication. The emergence of AI does not alter this fundamental goal; rather, in light of the challenges AI presents to verifying original student work and ensuring authentic assessment, it requires us to adapt our methods to ensure these essential skills are developed authentically. Faculty are encouraged to design assessments and learning activities that prioritize higher-order thinking, process over product, and the application of knowledge in ways that AI cannot replicate, thereby ensuring that technology serves rather than subverts our educational objectives.

Principle: Preparing Students Through AI Literacy Education

Parallel to developing our own literacy, faculty have a vital role in fostering AI literacy among students. This includes educating students on the definition, capabilities, limitations, and ethical dimensions of AI tools they will encounter both in academia and their future careers. Students ~~must~~ **should** be guided on how to use AI effectively, responsibly, and ethically (if permitted under course policy), how to properly cite AI assistance when required, and how to critically evaluate AI-generated content. Preparing students to navigate an AI-influenced world and leverage these tools appropriately in their professional lives is an essential aspect of their education at College of the Canyons.

Principle: Providing Institutional Support and Fostering Collaboration

Navigating the complexities of AI in education is a collective endeavor. The Academic Senate, in collaboration with the College, is committed to supporting faculty through professional development opportunities, resources, and ongoing dialogue. We encourage faculty to engage with these opportunities and with colleagues to share best practices, challenges, and innovative approaches.

Furthermore, the Academic Senate recognizes the need for additional support and resources at the District and State levels to effectively address the challenges and opportunities presented by AI. This includes advocating for:

- *Dedicated funding targeted towards AI-specific professional development and ensuring equitable access to relevant AI tools and software across the system.*
- *Clear, coordinated guidance on navigating ethical considerations, data privacy regulations (like FERPA) in the context of AI, and consistent academic integrity frameworks.*
- *Support for developing and maintaining the necessary technological infrastructure and IT support required for effective and secure AI implementation in educational settings.*

Conclusion

The integration of Artificial Intelligence into education requires proactive, informed, and ethically grounded engagement from the College of the Canyons faculty. Embracing life-long learning, developing AI literacy, establishing clear course policies within the framework of academic freedom, adapting pedagogy to foster critical thinking while addressing integrity challenges, and educating our students responsibly for their future are all essential steps. Through these commitments, faculty can successfully navigate the complexities and leverage the opportunities presented by AI to fulfill our core educational mission. The Academic Senate encourages all faculty to approach this evolving landscape thoughtfully and collaboratively.

TO: College of the Canyons Academic Senate
FROM: Gary Collis, Chair of Policy Review Committee
DATE: May 12, 2025
RE: Summary of Revisions to BP/AP 4020 (Program and Curriculum Development)

The District last revised BP/AP 4020 (Program and Curriculum Development) in 2018. Since that time, the Community College League of California (CCLC) has issued revised model documents in 2021 and 2024 to reflect legal changes. Dr. Torres sent revisions of these documents to the Policy Review Committee in the summer of 2024. The Policy Review Committee approved them in late Fall 2024. The documents closely track the CCLC model documents.

A brief summary of the noteworthy changes:

Board Policy

- Expands the detailed definitions of credit hour including online and distance education considerations, incremental awarding of credit hour (e.g., 0.15, 0.25), and Work Experience credit hour calculations.
- Requires that direct assessment competency-based education modules adhere to the terms of Title 5 section 55270.12.

Administrative Procedure

- States that Career Technical Education (CTE) programs and courses must also be recognized by the South Central Regional Consortium prior to submission to the Chancellor's Office.
- Confirms that the Academic Senate reviews and approves "modes of instruction."
- Specifies that California General Education Transfer Curriculum (Cal-GETC) begins fall 2025, while IGETC is used through summer 2025.
- Requires that the District meet annual certification requirements for approval of credit courses and programs required by Title 5 sections 55100 and 55130.



BP 4020 Program and Curriculum Development

References:

34 CFR sections 600.2, 602.24, 603.24, and 668.8;
[U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended](#);
Education Code sections ~~66700~~, 70901, 70901(b), 70902(b), and 78016;
Title 5 sections 51000, 51022, ~~55002(b)(1)(B)~~, 55002.5, 55100, 55130, and 55150;
~~57001, 58023, 58022, and 58050~~;
[ACCJC Accreditation Standard 2](#)

- A. The programs and curricula of the Santa Clarita Community College District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the [Academic Senate and its sub-committees](#)~~CEO~~ shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.
- B. These procedures shall include: (a) appropriate involvement of the faculty and Academic Senate in all processes; (b) regular review and justification of programs and course descriptions; (c) opportunities for training for persons involved in aspects of curriculum development; and (d) consideration of job market and other related information for vocational and occupational programs.
- C. All new programs and program deletions shall be approved by the Board of Trustees.
- D. All new programs shall be submitted to the California Community Colleges Chancellor's Office for approval as required.
- E. Individual degree applicable credit courses offered as part of a permitted educational program shall be approved by the Board of Trustees. Non-degree applicable credit and degree applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board of Trustees.
- F. ~~Consistent~~ with federal regulations applicable to federal financial aid eligibility,

the District has designated each class hour as a credit hour and established the definition of credit hour. The class hour is the basic unit of attendance for computing the number of full-time equivalent students (FTES) for apportionment.

1. Established procedures, pursuant to Title 5 and the California Community College ~~2~~ Chancellor's Office Student Attendance Accounting Manual, define a credit hour as a clock hour of a total of 60 minutes composed of a segment of no less than 50 minutes of scheduled contact for instruction and/or examination and a segment of 10 minutes for passing time between classes or a break.
2. District procedures assure that curriculum complies with the definition of credit hour. It uses a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to ensure that a credit hour program has an appropriate minimum number of clock hours of instruction for each hour unit of credit it claims.
3. A credit hour of work (one unit of credit) shall require a minimum of 48 semester hours of total student work, which may include inside and/or outside-of-class hours. For example, one credit hour (50 minutes) of lecture classroom instruction per week involves two credit hours (100 minutes) of outside-of-class student work per week, for 150 minutes of total student work per week for 16 weeks for one semester. Both inside and outside-of-class hours of total student work are found in the official course outline of record.
4. A credit hour at the District College of the Canyons represents the amount of work necessary to achieve intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency.
5. A credit hour is assumed to be a 50-minute period. In courses, such as those offered online, in which seat time does not apply, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement in academic activities as established by the institution including laboratory work, internships, studio work, and other academic work leading to the award of credit hours.
6. A credit hour may be awarded in increments less than one unit (e.g., 0.15, 0.25, 0.50).
76. ~~W~~Cooperative work experience education courses shall adhere to the formula for credit hour calculations identified in Title 5 section 55253 and

award one semester credit hour for ~~54~~75 hours of paid work or ~~60 hours~~ of non-paid work.

G. Direct assessment competency based education modules shall adhere to the formula for credit hour calculations identified in Title 5 section 55270.12.



~~See Administrative Procedure 4020~~

~~Board Approved June 13, 2018~~

Next Review Date: Spring, 20~~30~~24



AP 4020 Program and Curriculum Development

References:

34 CFR sections 600.2, ~~602.24~~, ~~603.24~~, and ~~668.8~~;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; ~~Education Code sections 70901, 70901(b), 70902(b), and 78016~~;
Title 5 sections ~~51000~~, ~~51021~~, ~~55000 et seq.~~, ~~2-5~~, and ~~55100 et seq.~~, ~~55130~~, and ~~55150~~;
ACCJC Standard 2

- A. Programs and curricula of the Santa Clarita Community College District are academic and professional matters which are initiated by faculty within the departments and submitted through the appropriate approval process established by the Curriculum Committee under the jurisdiction of the Academic Senate in alignment with the policies and procedures approved in Board Policy 4021 and Administrative Policy 4021: Board and Administrative Policy regarding Program Viability – Initiation, Modification, and Discontinuance.
- B. The Instruction Office ~~and Office of Academic Affairs~~ provides the administrative support for this process through shared governance with the Academic Senate ~~and Curriculum Committee and its sub-committees~~. Proposals are then forwarded to the Board of Trustees for review and approval before final submission to the California Community Colleges Chancellor's Office. Career Technical Education programs and courses must also be ~~recognized~~approved by the ~~South Central~~ Regional Consortium before being sent to the California Community Colleges Chancellor's Office. The college catalog is a collaborative publication reflecting these approvals.
- C. The primary responsibility of the ~~Curriculum Committee~~Academic Senate and its sub-committees ~~are~~is assuring academic excellence in curriculum matters by ensuring that curriculum is academically ~~sound~~rigorous, comprehensive, and responsive to the evolving needs of the institution and the community through review and approval of:
1. New and modified course proposals for Title 5 compliance
 2. Courses as they relate to programs of study
 3. Appropriate requisites

4. Modes of instruction
5. CSU and UC general education proposals in collaboration with the articulation officer
6. Policy changes pertaining to curricula issues
7. Implementation of state regulations and guidelines pertaining to the curriculum development process
8. Proposed programs of study (e.g., Associate Degrees, Certificates of Achievement)
9. Recommend associate degree requirements to the Academic Senate, administration, and Board of Trustees
10. Recommend additions, deletions, and modifications in general education patterns for the associate degree, the California State University General Education Breadth Requirements, ~~and the Intersegmental General Education Transfer Curriculum (IGETC)~~ through summer 2025, and the California General Education Transfer Curriculum (Cal-GETC) beginning fall 2025
11. Review all curriculum proposals to ensure they meet the —the college's mission; needs of students, quality and; feasibility of the course, align with the college's mission, and ~~compliance~~ with Title 5V.

D. An ongoing review of courses and programs is conducted to maintain compliance with internal and external policies. Courses are reviewed on a five-year rotational cycle and updated as needed. CTE programs are reviewed on a two-year cycle through the District's program review process. CTE prerequisites are validated every two years.

E. Curriculum proposals shall be accepted according to the annual Curriculum Committee calendar. Proposals and catalog changes meeting Curriculum Office deadlines shall be reflected in the following academic year's college catalog.

~~F.~~ The District shall provide annual certification to the California Community Colleges Chancellor's Office pertaining to the approval of credit courses and credit programs as required under Title 5 sections 55100 and 55130.

Next Review Date: Spring, 2030~~24~~

TO: College of the Canyons Academic Senate
FROM: Gary Collis, Chair of Policy Review Committee
DATE: May 9, 2025
RE: Summary of Revisions to BP/AP 4100 (Graduation Requirements for Degrees and Certificates)

The District last reviewed BP 4100 (Graduation Requirements for Degrees and Certificates) over eleven years ago. In 2023, the Board of Governors approved rather extensive changes to Title 5, sections 55060-55062, which revised associate degree requirements. Those changes become effective in Fall 2025. Therefore, COC must update all its policies and procedures that implement the legal requirements for the award of associate degrees. The Senate recently approved revisions to BP/AP 4025 (Philosophy and Criteria for Associate Degree) in response to the same legal changes that necessitate revisions of BP/AP 4100 (Graduation Requirements).

In connection with the review of these documents, the Policy Review Committee has both integrated the many new or different Title 5 requirements and moved much of the content currently outlined in BP 4100 into the newly proposed administrative procedure, because a great deal of that content is procedural in nature and belongs in an AP rather than a BP. We have tried to align with the model policy and procedure published by the Community College League of California (CCLC), where possible. The extent of the revision of the documents, partly due to the passage of eleven years since they were last considered, made use of insertions and deletions impracticable, unfortunately.

Important changes/clarifications are:

- Increases required general education units from 18 to 21 semester units to align with Title 5 updates.
- Adds Ethnic Studies as a required general education area. Removes the Physical Education and Wellness requirement as a local associate degree graduation requirement.
- States that students holding a bachelor's degree from an accredited institution have fulfilled general education requirements for the associate degree, as now required by Title 5.
- Allows students to count "P" (Pass) grades earned in major coursework to earn an AA degree that uses COC's local GE pattern, but not AA degrees following other general education patterns (such as AS-T and AA-T degrees) unless the student petitions for approval to use of the "P" grade and speaks with a Counselor. This restriction on using "P" grading for major coursework to earn a transfer AA does not apply when the grade is assigned as part of Credit for Prior Learning (CPL) because,

in that case, the student must speak with a Counselor anyway. The goal is to prevent students from electing P/NP grading for major courses that the student intends to transfer to other institutions without discussing with a Counselor the fact that many transfer institutions will not accept a “P” grade.

- Explicitly states that a course cannot be counted in more than one general education area, even if approved in multiple categories.
- Allows a course to satisfy both a local general education requirement and a CSU or UC general education requirement if accepted by the university.
- Allows the Board of Trustees to waive the 12-unit residency requirement to alleviate injustice or undue hardship, as now allowed by Title 5.
- Reduces minimum units for a Certificate of Achievement from 18 units to 16 units, aligning with current Title 5 regulations.
- Documents a process whereby students may petition for restoration of lost catalog rights and a rule allowing students to retain general education catalog rights while adopting a newer catalog for major requirements.
- Establishes a grade of C- as the minimum grade required in a general education course (pending separate approval of this proposed change from the Curriculum Committee by the Academic Senate).
- Integrates CPL throughout degree and certificate requirements, recognizing CPL as a valid method for earning credit toward graduation.
- Acknowledges the possibility of Competency Based Education programs.



BP 4100 Graduation Requirements for Certificates and Associate Degrees

References:

Education Code Section 70902 subdivision (b)(3);
Title 5 Sections 55060 et seq.

The Santa Clarita Community College District ("District") grants the degrees of Associate in Arts and Associate in Science, including Associate in Arts for Transfer and Associate in Science for Transfer, to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in degree-applicable courses. The Associate in Science degree shall include degrees in the Science, Technology, Engineering, Mathematics (STEM) and most Career Technical Education (CTE) programs. The Associate in Arts shall include all other disciplines. Students must also complete the general education, residence, and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 16 or more semester units of degree-applicable credit coursework designed as a pattern of learning experiences to develop certain capabilities that may be oriented to career or general education.

Students may be awarded a Certificate of Specialization upon successful completion of a program of study requiring less than 16 units of coursework. The issuance of a Certificate of Specialization shall not be recorded on a student's official transcript.

Students may be awarded a Certificate of Completion or a Certificate of Competency upon successful completion of a noncredit program of study.

The CEO shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the District's curriculum committee.



AP 4100 Graduation Requirements for Degrees and Certificates

References:

Title 5 Sections 55060 et seq. and 55270 et seq.

Coursework for Associate Degrees

The student must satisfactorily complete at least 60 semester units of degree-applicable lower division credit courses, including courses that apply to the major or area of emphasis in career technical fields and courses in composition, reading, and mathematics or quantitative reasoning not more than one level below transfer. Below transfer level course requirements must align with Education Code section 78213.

The courses must include at least 18 semester units of focused study in a major or interdisciplinary area of emphasis.

A “major” is a focused program of study within a specific discipline, which may include some coursework outside the primary discipline. Programs designed to provide transfer preparation must be designed to meet specific lower-division requirements in comparable baccalaureate majors.

An “area of emphasis” is an interdisciplinary program of study encompassing a broad range of courses from multiple related academic disciplines, providing the student with an academic pathway broader than a specific major but more focused than general education.

The courses must include at least 21 semester units of general education. General education must include a minimum of work in (1) English Composition, Oral Communication, and Critical Thinking, (2) Mathematical Concepts and Quantitative Reasoning, (3) Arts and Humanities, (4) Social and Behavioral Sciences, (5) Natural Sciences, and (6) Ethnic Studies.

The District shall specify in its catalog the courses that may be taken by a student in each of the required areas listed above.

As outlined below, the Santa Clarita Community College District ("District") offers Associate Degrees with exceptions made to the general education requirements based on current law or requirements placed on the degree by external certifying boards.

1. Requirements for Associate in Arts for Transfer ("AA-T") and Associate in Science for Transfer ("AS-T") degrees permitted by California law are exempt from any additional local general education requirements.
2. The Paralegal Studies major must meet the American Bar Association criteria. Therefore, restricted general education course requirements apply to this major.

Associate Degree requirements are determined according to the catalog in effect at the time of first enrollment. If enrollment is continuous, then graduation requirements are taken from the catalog in effect at the time of first enrollment or any other subsequent catalog the student chooses.

When a break in enrollment occurs, graduation requirements are determined according to the catalog in effect at the time of re-entry into continuous enrollment. A break is defined as any four consecutive terms; e.g. fall, winter, spring, and summer in which the student is not enrolled.

The District may grant petitions requesting restoration of lost catalog rights upon demonstration of good cause.

A student may choose to meet the requirements of any subsequent catalog for the major while retaining the general education requirements from the original catalog to which the student has rights.

Courses that meet or exceed the standards of the California Community Colleges completed at other institutionally accredited institutions shall be counted toward associate degree unit requirements. A course may not be counted in more than one general education area, even if the course is approved in multiple general education areas. Students may use the same course to meet a local general education requirement and to satisfy a general education requirement at the California State University or the University of California if that segment accepts the course for this purpose.

Students may receive credit for knowledge or skills acquired through District's procedures for awarding CPL as described in District policy and procedure.

Students who have been awarded a bachelor's degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the associate degree.

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree, as permitted by the District's policies and procedures regarding CPL.

Students who intend to transfer shall be advised of limitations transfer institutions may place on the transferability of credits, based on institutional accreditation, course modality, and any other relevant factors.

The District may obtain approval of a direct assessment competency-based program from the California Community Colleges Chancellor's Office.

Other Conditions for Awarding Associate Degrees

The District will award an associate degree to students who fulfill the coursework requirements described above or complete the requirements for an approved intersegmental lower-division general education pattern used for transfer to the University of California or the California State University and who met the following conditions:

1. The student satisfactorily completed at least 12 semester units of study in residence. The Board may excuse the residence requirement to alleviate injustice or undue hardship.
2. The student satisfactorily completed each general education course required for graduation with a grade of "C-" or better, or of "P" if the course is taken on a "pass-no pass" basis. Students completing general education patterns other than the District's local general pattern are subject to the limitations of that pattern in the number of general education units allowed as P/NP.
3. Students may use a "P" grade, when that grading option is available for students enrolled in the course, to satisfy major requirements for any associate degree that includes the District's local general education pattern.
4. Students may not use a "P" grade in major courses needed to earn associate degrees that do not include the District's local general education pattern, unless a student (1) submits a petition to the Counseling Department requesting an exception to the prohibition and (2) dialogues with a counselor regarding the potential impact of electing P/NP grades for major coursework on the student's educational goals. As an exception to this limitation, students may use a "P" grade in major courses needed to earn associate degrees using any general education pattern if that "P" grade is assigned as Credit for Prior Learning ("CPL"), including Advanced Placement ("AP") credit, approved pursuant to the District's CPL and AP related policies and procedures.
5. The student completed the requirements for the associate degree with a minimum cumulative grade point average of 2.0 in the degree-applicable courses.

To receive an associate degree, a student must submit a request according to District processes. Specific dates are published each term in the District calendar.

Multiple Majors (Simultaneous Completion)

Multiple majors are acceptable and occur when a student works toward the simultaneous completion of more than one major field of study. Declaring multiple majors does not alter the requirements for completing any of the declared majors.

An Associate in Science or Associate in Arts degree with a multiple major may be earned by completing all general education requirements and the courses required for the majors as outlined in the District catalog.

Additional Degrees Awarded by the District (Sequential Completion)

The District is authorized to award an additional Associate Degree provided all the following conditions are met:

1. All major requirements for the additional degree and all general education requirements have been satisfied, per the student's catalog rights.
2. Courses used towards the first degree may count towards the major in the second degree.
3. A minimum of 12 semester units have been completed in residence.

Academic Recognition at Graduation

Academic recognition at graduation will be based upon all degree applicable units from the District and from all other regionally accredited colleges where the student has completed units. Categories of academic recognition include the following.

1. Cum Laude Graduate – requires a cumulative associate degree applicable grade point average of 3.5 - 3.69.
2. Magna Cum Laude Graduate - requires a cumulative associate degree applicable grade point average of 3.7 - 3.89.
3. Summa Cum Laude Graduate - requires a cumulative associate degree applicable grade point average of 3.9 - 4.0.
4. President's Honors Scholar – the student or students with the highest cumulative associate degree applicable grade point average and has completed the College of the Canyons Honor's Program requirements; including at least a 3.5 grade point average in all UC transferable courses.
5. Valedictorian – the student or students with the highest cumulative associate degree applicable grade point average.

The grade point averages listed above will be evaluated at the end of the fall term prior to spring and summer graduates and at the end of summer term for fall graduates.

The Admissions and Records office will post the academic recognition on the District's official transcript once all requirements for graduation are verified.

The Cum Laude, Magna Cum Laude, and Summa Cum Laude graduation recognition will be included on the diploma.

Certificates of Achievement and Other Credit Programs

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 16 or more semester units of degree-applicable credit coursework that meets the requirements for an approved program of study as specified in the District's catalog. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

1. For all Certificates of Achievement except the CSU General Education Breadth, the UC-IGETC, CSU-IGETC, and Cal-GETC, students must complete at least half of the units required for the certificate program in residence and must earn a grade of "C" or better, "P" or "CR" in each course required for the certificate.
2. For the CSU General Education Breadth Certificate of Achievement, a student must complete a minimum of 12 units in residence and complete a minimum of 30 of the 39 required units with a grade of "C" or better, "P" or "CR", including the following areas: A1- Oral Communication, A2- Written Communication, A3 – Critical Thinking, and B4- Mathematical /Quantitative Reasoning.
3. For the Cal-GETC, UC-IGETC, and CSU-IGETC Certificates of Achievement, a student must complete at least one course in residence and complete all courses with a "C" or better, "P" or "CR". "P/NP" or "CR/NC" courses are acceptable up to a total of 14 units.
- 4.

Shorter credit programs that lead to a certificate may be established by the District.

For a certificate of specialization, a student must successfully complete a course of study or curriculum that requires fewer than 16 semester units of coursework that meets the requirements for an approved program of study as specified in the District catalog. The issuance of this departmental award is not recorded on a student's official transcript.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the District's mission, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.

Certificates for which California Community Colleges Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

To receive a credit certificate, a student must submit a request according to District processes. Specific dates are published each term in the District calendar.

The District may obtain approval of a direct assessment competency-based program from the California Community Colleges Chancellor's Office.

Noncredit Certificate Requirements

Certificates of Completion and Competency are noncredit awards granted by the District to students who have demonstrated mastery skills within a noncredit area.

1. Students must complete required courses in an approved program of study as specified in the District catalog.
2. For the Certificate of Competency within the noncredit ESL program, the student must meet the criteria for the certificate based on the combination of placement and successful course completion with a grade of "P".
3. For the Certificate of Completion the student must complete all required courses in the approved program of study as listed in the District catalog.

To receive a noncredit certificate, a student must submit a request according to District processes. Specific dates are published each term in the District calendar.

BP 4100 Associate Degree and Certificate Requirements

Reference: Title 5, Section 55063
Academic Senate Resolution 9.03 F08

The Associate in Science degree shall include degrees in the Science, Technology, Engineering, Mathematics (STEM) and most Career Technical Education (CTE) programs. The Associate in Arts shall include all other disciplines.

In accordance with law and with the rules and regulations of the California Community College Board of Governors and the Santa Clarita College District Board of Trustees, the requirements for the degree Associate in Arts or Associate in Science are defined below:

4100.1 Graduation Requirements

- 4100.1a Satisfactory completion of a minimum of 60 semester units of degree applicable coursework including general education, major courses, and competencies required by the catalog of which the student has rights. Catalog rights are defined in AP 4100.3
- 4100.1b A minimum of a 2.0 grade point average in a curriculum, which the District accepts toward the degree.
- 4100.1c A student must earn 12 semester units in residence at the Santa Clarita Community College District.
- 4100.1d A student must be in good standing at College of the Canyons.
- 4100.1e A maximum of 18 semester units of coursework with the grade "P" or "CR" can be used towards the 60 degree applicable units required.

4100.2 Major Field of Study

A student must satisfactorily complete a minimum of 18 semester units in a major field of study or an area of emphasis from those specified in the District course catalog. A minimum grade of "C" in each course in the major field of study is required. Courses taken with a grade of "P" or "CR" may not be used to meet the major requirements or area of emphasis, for the Associate Degree.

4100.3 Multiple Majors

Multiple majors are acceptable and occur when a student works simultaneously toward the completion of more than one major field of study. Completion of the major field of study does not change if a student has declared multiple majors. Students must complete a minimum of 18 semester units in each major. An Associate in Science or Associate in Arts degree with a multiple major can be earned by completion of all general education requirements plus the courses required for the majors as outlined in the College catalog under Associate Degree Programs.

4100.4 General Education Requirements

Students receiving an Associate Degree must satisfactorily complete the requirements in general education selected from the following areas indicated below. A given course may meet requirements in only one area, with the exception of the Diversity Requirement, which may count in another area, if applicable.

- 4100.4a Natural Sciences (minimum 3 semester units)
- 4100.4b Social and Behavioral Sciences (minimum 3 semester units)
- 4100.4c Humanities (minimum 3 semester units)
- 4100.4d Language and Rationality – (minimum of 6 units required)
 - (1) English Composition (minimum 3 semester units)
 - (2) Communication and Analytical Thinking (minimum 3 semester units)
- 4100.4e American Institutions Requirement (minimum 3 semester units) Units completed must cover categories 1 and 2 below. -
 - (1) United States History
 - (2) U.S. Constitution, State and Local Government
- 4100.4f Physical Education and Wellness (minimum 2 semester units)
- 4100.4g Diversity Requirement – (minimum 1 course)
The course used to satisfy this area may also be used to satisfy another area of General Education, if applicable.

4100.5 Competency Requirements

All students granted an AA or AS degree shall have demonstrated college-level competence in reading, written expression, and mathematics. Courses meeting these competencies may double count in the Language and Rationality General Education area and are listed in the college catalog. A grade of “C” or higher or “P” or “CR” must be earned in the math and English courses used to fulfill this requirement.

4100.6 Associate Degrees with General Education Exceptions

The Santa Clarita Community College District offers transfer Associate Degrees with exceptions made to the General Education Requirements listed in section 4100.4. The specific exceptions are listed below. The Associate Degrees listed below have exceptions made based on current law or requirements placed on the degree by external certifying boards.

- 4100.6a Requirements for AA-T and AS-T transfer majors prescribed by SB 1440 are exempt from all local General Education Requirements and may not be changed by local authorities.
- 4100.6b The Liberal Arts and Sciences majors (as well as the former Transfer Studies major) are exempt from the Physical Education and Wellness requirement.

- 4100.6c The RN and LVN-to-RN majors are exempt from Physical Education and Wellness and the Diversity requirement.
- 4100.6d The Paralegal Studies major must meet the American Bar Association criteria. Therefore a separate General Education pattern is required for this major.

4100.7 Courses Specified

The Santa Clarita Community College District shall specify in its college catalog the courses that may be taken by a student in each of the required areas listed above.

4100.8 Additional Associate Degrees Subsequent to the First Associate Degree Earned

The Santa Clarita Community College District is authorized to award an additional Associate Degree provided all of the following conditions are met:

- 4100.8a All major requirements for the additional degree must be satisfied, per student's catalog rights.
- 4100.8b Courses used towards the first degree may be used towards the major in the second degree.
- 4100.8c A minimum of 12 semester units are completed in residence within Santa Clarita Community College District after the awarding of the first degree. Students are exempt if they completed the first Associate Degree in the Santa Clarita Community College District.
- 4100.8d All current Santa Clarita Community College District general education requirements listed above will have been met with the awarding of the first degree. If not, these additional general education courses will also be required.

4100.10 Academic Recognition at Graduation

Academic recognition at graduation will be based upon all degree applicable units from College of the Canyons and from all other regional accredited colleges where the student has completed units. Categories of academic recognition include the following.

- 4100.10a Cum Laude Graduate – requires a cumulative Associate degree applicable grade point average of 3.5 - 3.69.
- 4100.10b Magna Cum Laude Graduate - requires a cumulative Associate degree applicable grade point average of 3.7 - 3.89.
- 4100.10c Summa Cum Laude Graduate - requires a cumulative Associate degree applicable grade point average of 3.9 - 4.0.
- 4100.10d Chancellor's Honors Scholar – the student or students with the highest cumulative Associate degree applicable grade point average and has completed the College of the Canyons Honor's Program requirements;

including at least a 3.5 grade point average in all University of California transferable courses.

- 4100.10e Valedictorian – the student or students with the highest cumulative Associate degree applicable grade point average.

4100.11 Credit Certificate Requirements

A Certificate of Achievement is awarded by the District when a student has successfully completed the required courses in an approved program of study as specified in the Degree Curricula and Certificate Programs in the college catalog. The Certificate of Achievement has a minimum of 18 units required.

A Certificate of Specialization is awarded by a Department in an area of specialization requiring less than 18 units of coursework. The issuance of the departmental award is not recorded on a student's official transcript.

- 4100.11a For all Certificates of Achievement except the CSU General Education Breadth and the UC-IGETC and CSU-IGETC, Students must complete at least half of the units required for the certificate program in residence and must earn a grade of "C" or better, "P" or "CR" in each course required for the certificate.
- 4100.11b For the CSU General Education Breadth Certificate of Achievement, a student must complete a minimum of 12 units in residence and complete a minimum of 30 of the 39 required units with a grade of "C" or better, "P" or "CR", including the following areas: A1- Oral Communication, A2- Written Communication, A3 – Critical Thinking, and B4- Mathematical /Quantitative Reasoning.
- 4100.11c For the UC-IGETC and CSU-IGETC Certificates of Achievement, a student must complete at least one course in residence and complete all courses with a "C" or better, "P" or "CR". "P/NP" or "CR/NC" courses are acceptable up to a total of 14 units.

4100.12 Non-Credit Certificate Requirements

Certificates of Completion and Competency are noncredit awards granted by the District to students who have demonstrated mastery skills within a noncredit area.

- 4100.12a Students must complete required courses in an approved program of study as specified in the Continuing Education section of the course catalog.
- 4100.12b For the Certificate of Competency within the noncredit ESL program, the student must meet the criteria for the certificate based on the combination of placement and successful course completion with a grade of "P".
- 4100.12c For the Certificate of Completion the student must complete all required courses in the approved program of study as listed in the college catalog.

Approved 03/26/14

DRAFT PROPOSAL FOR NEW ADMINISTRATIVE PROCEDURES

AP 4100 Associate Degree and Certificate Requirements

Reference: Title 5, Section 55063

- 4100.1 In order to receive a degree, a student must file a Petition for an Associate Degree in the Counseling Office by the Friday of the first week for the Fall, Spring, or Summer term, in which they will complete their degree requirements. Specific dates are published each term in the Schedule of Classes.
- 4100.1a A student must send all external transcripts that include coursework to be used for the Associate Degree to the Admissions and Records Office prior to filing a petition for the Associate Degree.
- 4100.1b Transcripts with coursework in progress during the final term must be sent to the Admissions and Records Office prior to the awarding of the degree.
- 4100.1c A student must file a Request for Inclusion of External Coursework form with the Admissions and Records Office to have external coursework included in the program evaluation.
- 4100.1d Good standing is defined as not being on academic or progress probation, subject to dismissal, or dismissal status at College of the Canyons. A student's academic standing is based only on units earned at College of the Canyons.
- 4100.1e Students may request the substitution of a course/s for a required Associate degree or certificate course/s by filing a Request for Substitution form with a Counselor. The Request will be forwarded to the Graduation Technician for approval from the appropriate Department Chair and Division Dean. If approved, the Graduation Technician will modify the Program Evaluation to include the substitution. For the AA-T or AS-T the CID number of the course requested for substitution must match the original course.
- 4100.1f A student may be granted subject credit (for example- an upper division course). Awarding subject credit is defined as the use of a course passed with a "C" or better without unit or grade point value to meet a general education or major requirement without the units being required for that particular general education area/major. However, students must complete the Title 5 minimum 18 units in a major, the Title 5 minimum 18 units in Associate Degree General Education, the Title 5 minimum 60 units

- for the Associate Degree, and the total number of units required for CSU General Education and IGETC certification.
- 4100.1g If a student misses the petition for an Associate Degree deadline for a given term, the student may petition the following term. If the student loses catalog rights, the student will need to meet all the requirements of the new catalog year.
- 4100.2 The Counseling Office will review the Petition for an Associate Degree and verify the catalog year prior to submitting the petition to the Graduation Technician. The Graduation Technician will verify the student's progress towards completion of their program.
- 4100.3 Associate Degree requirements are determined according to the catalog in effect at the time of first enrollment. If enrollment is continuous, then graduation requirements are taken from the catalog in effect at the time of first enrollment or any other subsequent catalog the student chooses.
- When a break in enrollment occurs, graduation requirements are determined according to the catalog in effect at the time of re-entry into continuous enrollment. A break is defined as any four consecutive terms; e.g. fall, winter, spring, and summer in which the student is not enrolled.
- 4100.4 A student may choose to meet the requirements of any subsequent catalog for the major while retaining the General Education requirements from the original catalog to which the student has rights.
- 4100.5 The Santa Clarita Community College District offers transfer Associate Degrees with exceptions made to the General Education Requirements listed in section 4100.4. The specific exceptions are listed below. The Associate Degrees listed below have exceptions made based on current law or requirements placed on the degree by external certifying boards.
- 4100.5a Requirements for transfer majors prescribed by SB 1440 are exempt from all local General Education Requirements and may not be changed by local authorities.
- 4100.5b The Liberal Arts and Sciences majors (as well as the former Transfer Studies major) are exempt from the Physical Education and Wellness requirement.
- 4100.5c The RN and LVN-to-RN majors are exempt from Physical Education and Wellness and the Diversity requirement.
- 4100.5d The Paralegal Studies major must meet the American Bar Association criteria. Therefore a separate General Education pattern is required for this major.

4100.6 Academic recognition at graduation will be based upon all degree applicable units from College of the Canyons and from all other regional accredited colleges where the student has completed units. Categories of academic recognition include the following.

Cum Laude Graduate – requires a cumulative Associate degree applicable grade point average of 3.5 - 3.69.

Magna Cum Laude Graduate - requires a cumulative Associate degree applicable grade point average of 3.7 - 3.89.

Summa Cum Laude Graduate - requires a cumulative Associate degree applicable grade point average of 3.9 - 4.0.

Chancellor's Honors Scholar – the student or students with the highest cumulative Associate degree applicable grade point average and has completed the College of the Canyons Honor's Program requirements; including at least a 3.5 grade point average in all University of California transferable courses.

Valedictorian – the student or students with the highest cumulative Associate degree applicable grade point average.

4100.6a The grade point averages listed above will be evaluated at the end of the fall term prior to spring and summer term graduates and at the end of the summer term for fall graduates.

4100.6b The Admissions and Records office will post the academic recognition on the College official transcript once all requirements for graduation are verified.

4100.6c The Cum Laude, Magna Cum Laude, and Summa Cum Laude graduation recognition will be included on the College of the Canyons' diploma.

4100.7 Students must file a petition for a Certificate of Achievement or a Certificate of Specialization in the Counseling Office during the term in which they will complete their certificate requirements.

4100.7a Students must send all external transcripts that include coursework to be used for the certificate to the Admissions and Records Office prior to filing a petition for the certificate.

- 4100.7b Transcripts with coursework in progress during the final term must be sent to the Admissions and Records Office prior to the awarding of the degree.
- 4100.7c Students must file a Request for Inclusion of External Coursework form with the Admissions and Records Office to have external coursework included in their program evaluation.
- 4100.7d Certificates in CSU General Education Breadth, IGETC-CSU, or IGETC-UC will be evaluated at the time a student requests certification on the transcript request.
- 4100.7e The Admissions and Records office will identify students who have earned a Certificate of Competency or Certificate of Completion for continuing education program at the end of fall, spring, and summer terms.

4100.8 In addition to coursework, students may meet the unit and course requirement for the Physical Education and Wellness area of the degree requirements by meeting one of the criteria below. The student must bring in appropriate documentation to the Admissions and Records Office.

- 4100.8a A student can provide a DD-214 or a SMART transcript from the military. The DD-214 or transcript must show a discharge of any status other than dishonorable discharge and evidence of continuous United States active duty military service for more than 181 days ~~on~~ to have the requirement fulfilled.
- 4100.8b A student receives credit for training which meets the standards of the California Peace Officers Standards and Training (POST) Commission. One unit of credit will be granted for every 50 hours completed for a maximum of 10 units toward the Associate Degree.

The units will be posted once one unit has been completed by a student at College of the Canyons who completes the Inclusion of Law Enforcement Training form provided in the Admissions and Records Office. The Physical Education and Wellness requirement will then be waived.
- 4100.8c A student may receive credit for public safety academy training which meets the standards of any POST certification course taken outside the District. The credit must be certified by a state government agency. This documentation may be an external transcript or a letter provided by the agency including the course outline, hours of training, and time period for which the training

occurred. The Physical Education and Wellness requirement will then be waived.

Revised May 4, 2011
Revised May 5, 2011 JR
Revised May 14, 2011 JJ
Revised October 31, 2011 JJ
Revised November 3, 2011 JR
Revised November 7, 2011 JJ
Revised November 10, 2011 JJ
Revised November 14, 2011 JJ
Revised December 12, 2011 JR
Revised January 4, 2012 JJ/JR
Revised February 9, 2012 JR

Approved by Academic Senate February 9, 2012
Revised October 23, 2013 JR Submitted to the Policy Committee
Revised December 2013- JR Submitted to Academic Senate

TO: College of the Canyons Academic Senate
FROM: Gary Collis, Chair of Policy Review Committee
DATE: May 12, 2025
RE: Summary of AP 4236 (Advanced Placement Credit)

This would be a nice Administrative Procedure. The Community College League of California (“CCLC”) describes the adoption of an AP regarding Advanced Placement Credit to be “legally required.” This proposed AP closely follows the CCCL model and incorporates the requirements of Title 5 section 55052.

The AP outlines the procedure for the District’s award of Advanced Placement (AP) credit. Students who score at least a 3 on an AP exam will receive credit toward general education courses if the district offers a comparable course; if not, credit will be applied based on the California Community College General Education AP List or as elective credit. The policy also requires that AP credit be noted on student records and that the procedure be published online and in the college catalog.



AP 4236 Advanced Placement Credit

Reference:

Education Code Section 79500

Title 5 Section 55052

1. Any student who passes a College Board Advanced Placement (AP) examination with a minimum score of three in a subject matter will be awarded credit in a general education course or area with a subject matter similar to that of the AP examination.
2. For any AP examination that the District does not offer a course similar in content, as determined by discipline faculty, the District will award credit in the General Education area shown on the California Community College General Education AP List. If there is no General Education area that fits the AP Examination, the District may award elective credit.
3. A student's academic record will be annotated to reflect credit earned through an AP examination.
4. The District shall post its Advanced Placement Credit procedure on its Internet Web site and in the College Catalog.

Approved XX/XX/XX