

COLLEGE OF THE CANYONS
Academic Senate Agenda
May 26, 2011
3:00 – 3:50 p.m. BONH 330

I. Routine Matters

- Call to Order
- Approval of Academic Senate Meeting Summary for May 12, 2011 (p.2-4)
- Report of Officers
- Report of Committees
 - Curriculum Committee – Ann Lowe (p.5-10)
 - Elections Committee – Lea Templer
 - Minimum Qualification/Equivalency Committee – Sherrill Pennington
 - ✓ Physics Instructor: David Michaels (p.11)
 - ✓ Nursing Instructor: Adina Kim (p.12)

II. Unfinished Business

- Proposal for New BP: Discontinuance of Program – in Policy Subcommittee
- Proctoring Exams for Students in Online Classes – pending Library expansion
- Proposal for New Procedures: Counseling Services – in Policy Committee
- Proposal for New BP and Procedures: Associate Degree & Certificates – in Policy Committee
- SLO Committee Proposed Benchmarks for Proficiency – pending COCFA negotiations
- Use of TAs –in Policy Committee

III. Discussion Items

- Proposal to Merge Departments: Engineering/Physics/Nanotechnology (p.13-16)

IV. Action items

- Proposal for Revision of BP: Academic Standards (p.17-19)
- Confirmation of Math/Science/Engineering Division Representative Ana Palmer to the Senate in Place of Senator on Maternity Leave Rebecca Eikey
- Proposal for Revision of Board Policy: Counseling Services (p.20-21)

V. Announcements

- Celebration of Life – Dr. Daniel Catán: May 26, 2011 at 4-6PM at University Center
- Commencement: June 3, 2011 - Starting 8:30AM

VI. Open Forum

VII. Adjournment

The next Academic Senate meeting will be **September 15, 2011**
 As always everyone is welcomed.

Have a wonderful summer!

Summary of Academic Senate Meeting of May 12, 2011

Attendance: David Andrus, Edel Alonso, Lee Hilliard, Joan Jacobson, Lea Templer, Sarah Burns, Michelle LaBrie, Ruth Rassool, Deanna Riveira, Jennifer Brezina, Barry Gribbons, Daylene Meuschke, Jose Martin, Mark Daybell, Michael Sherry, Pamela Borrelli, Ann Lowe, Mike Wilding, Debbi Rio, Regina Blasberg, Chris Blakey, Stan Wright, Michael Sherry, and Cindy Stephens

I. Routine Matters

1. **Call to order:** Edel Alonso called the meeting to order at 3:05 p.m. The Senate summary was approved. If there are any grammatical errors please let Lita know.
2. **Report of Officers**

Report of Dr. Edel Alonso, Senate President:

Edel reported on the Board meeting of May 11. There was a presentation from the Humanities Divisions about their recent “Celebrating the Humanities” week-long program. Several students spoke about their learning experiences in Humanities courses. The Student Trustee on the Board announced that ASG had passed a resolution in support of AB 515.

Edel reported that she had asked for faculty from the Fine & Performing Arts and Humanities Division for volunteers interested in serving on the Hiring Committees for the two Division Dean positions and that she had been overwhelmed by the interest. She thanked the faculty for their interest and willingness to serve and send the names of the appointees to Human Resources.

Report from the Senate Vice President, David Andrus:

David explained that at the last Senate meeting it was important to 1) hear from the Elections Chair, Lea Templer, and the outcome of the Senate elections; and 2) take the action of approving the results of the elections of at-large Senate representatives and the ratification vote on the Senate Constitution. Our new adopted Constitution Article 10 enactment clause section 2 states that elections are effective upon confirmation by the Senate of the election results. Any faculty member(s) who disputes the results can ask to meet with the Senate Officers in the Senate Office to look at the results. Edel added that she has uploaded the new ratified Constitution on the Senate website and left a link to the previous Constitution and recent amendments.

3. **Report of Standing and/or Special Committees/Task Forces**

Curriculum Committee: The summary of the May 5 meeting was approved. Committee Chair, Ann Lowe, reported that on Wednesday the committee held the second

of two special SLO meetings. They covered more than 50. We are down to only nine degrees/certificates missing a program SLO. The committee will continue to review any SLOs submitted in the next week and approve them at the Curriculum Committee retreat. Faculty has done a fantastic job working on SLOs.

Ann also explained that courses not required in any degree or a certificate is considered "stand alone" courses. They are recorded differently in the Curriculum Committee summary per the state requirements. They must be reviewed following specified guidelines. Ann trains the committee every September on the correct process to ensure that the committee follows the most current guidelines. Ann sends certification to the Chancellor's office verifying that everyone has been trained. This has been going on since 2007.

English/Mathematics prerequisites: New guidelines for approving Math and English prerequisites are being established. Ann will receive training on these guidelines, as well as the stand alone guidelines, at the July Curriculum Institute.

Elections Committee: Lea Templer, Chair, reported that she sent two email messages to the faculty in the Math/Science/Engineering Division asking for nominations to replace Rebecca Eikey who is out on maternity leave and will not be able to finish her term through 2011-2012. Lea is waiting for nominations.

II. Unfinished Business

The Senate was reminded that the following items remain unresolved:

- Proposal for New BP: Discontinuance of Program – in Policy Sub Committee
- Proposal for New BP: Associate Degree & Certificates – in Policy Sub Committee
- Proposals for Revision of BPs: 1) Counseling; 2) Academic Standards – in Policy Committee
- Proctoring Exams for Students in Online Classes – pending Library expansion

III. Discussion Items

Annual Student Survey: Presentation by Dr. Barry Gribbons and Daylene Meuschke explaining the process for collecting the annual student survey. They asked for faculty input on the items by fall 2011 for next year's survey.

Academic Standards: David reported that Chelley Maple has worked on the proposed revisions on this policy, worked with Mike Wilding and led the discussion on it with the Policy Committee. The Committee's consensus is in support of the proposed minimal changes in language. There was some discussion for clarification but no opposition voiced.

Revision of Board Policy and New Procedures Counseling Services: There was discussion on 5110.5a describing the role of Program Advisors in the Counseling Office. The Counseling Department would like the narrow scope of Program Advisor duties clearly defined and objected to the use of "advise" if it connotes the use of judgment and not solely

providing information to students. It was suggested that the policy be brought back to the Senate as an action item at the next Senate meeting but that Counseling procedures be sent back to the Policy Committee for further work on specific language and until resolution is reached on the language defining the role and scope of Program Advisor duties.

IV. Action Items

1. Emeriti designation for the following faculty members retiring at the end of the 2010-2011 academic year was approved:

- Pamela Borrelli
- Daniel Catan
- Russell Richardson
- Betty Rose
- Robert Walker

2. The Senate confirmed the upcoming vacancy on the Senate upon the retirement of Pamela Borrelli at the end of the 2010-2011 academic year and directed the Elections Chair, Lea Templer, to ask the Allied Health Division for nominations so a faculty member from that division can complete Pamela's term as the Allied Health Division Representative to the Academic Senate in the coming year.

3. The SLO Benchmarks proposed by the SLO Committee were tabled pending COCFA negotiations on the matter. There was a long discussion about the amount of work and time that SLOs take to develop, assess, and evaluate and what the expectations are for SLOs in the accreditation process. There was debate on the merits of the SLO process and whether faculty should participate fully given the lack of release time or compensation.

V. Announcements

1. The last Senate meeting of the 2010-20122 academic year will be a business meeting because we will have actions items on the agenda. It was suggested that there be refreshments to celebrate the end of the year and the hard work of the Senate given all that it has accomplished. Cindy Stephens, as Celebrations Chair, offered to organize the Senate to commit to bringing an assortment of items. Edel thanked the Senate for their dedication and for providing a forum to discuss important issues affecting the professional life of faculty. e.

2. Commencement: Ruth Rassool, Adjunct Senator and a member of the Commencement Planning Committee, explained that there will be a new seating arrangement for faculty at graduation and to notice the start time change to 8:30 a.m. Faculty need to meet at 7:45a.m. for commencement ceremony.

Adjournment: 4:48 p.m.

CURRICULUM COMMITTEE SUMMARY

May 19th, 2011

3:00 pm – 5:00 pm

BONH-330

Items on “Consent” are recommended for approval as a result of a Technical Review meeting that took place on May 11th, 2011:

Members present: Backes, Patrick – Curriculum/Articulation Coordinator, Non-voting member; Bates, Mary – Math & Sciences; Brill, David – Fine & Performing Arts; Cheng-Levine, Jia-Yi – Humanities; Green, Hilliard, Lee – Career & Technical Education; Jacobson, Joan – Student Services; Lucy, Nicole – Social Science & Business; Lowe, Ann – Co-Chair, Faculty; Marengo, Anne – Member at Large; Ramey, Shane – Adjunct Faculty; Richter, Solomon, Diane – Member at Large.

Members absent: Green, Audrey – Co-Chair, Administrator; Richter, Christy – Member at Large; Stanich, Diana – Physical Education & Athletics; Waller, Tina – Allied Health.

TECHNICAL CHANGE MEMOS on consent:

Program	Degree/Certificate	Description of action	Author
Academic Skills	Certificate of Competency	Add Program SLO – Approved.	K. Kistler
Administrative Assistant	A.S. Degree	Add Program SLO – Approved.	M. Lipman
Administrative Assistant	Certificate of Achievement	Add Program SLO – Approved.	M. Lipman
Administration of Justice	A.S. Degree	Add Program SLO – Approved.	R. Brode
Administration of Justice	Certificate of Achievement	Add Program SLO – Approved.	R. Brode
American Sign Language Interpreting	A.A. Degree	Add Program SLO – Approved.	D. Sison
Animation Production	Certificate of Achievement	Add Program SLO – Approved.	J. Baker
Architectural Computer Aided Drafting	Certificate of Specialization	Add Program SLO – Approved.	D. Minarsch
Architectural Drafting	Certificate of Achievement	Add Program SLO – Approved.	D. Minarsch
Art	A.A. Degree	Add Program SLO – Approved.	J. Lorigan
Athletic Training	A.S. Degree	Add Program SLO – Approved.	C. Peters
Automotive Technology	A.S. Degree	Add Program SLO – Approved.	G. Sornborger
Automotive Technology	Certificate of Achievement	Add Program SLO – Approved.	G. Sornborger
Baking and Pastry	Certificate of Specialization	Add Program SLO – Approved.	C. Schwanke
Building Inspection	Certificate of Achievement	Add Program SLO – Approved.	R. Blasberg
Certified Nurse Assistant	Certificate of Specialization	Add Program SLO – Approved.	S. Carroll
Commercial Photography	Certificate of Achievement	Add Program SLO – Approved.	W. Brill
Computer Applications	A.S. Degree	Add Program SLO – Approved.	M. Lipman
Computer Applications	Certificate of Achievement	Add Program SLO – Approved.	M. Lipman
Construction Management Technology	A.S. Degree	Add Program SLO – Approved.	R. Blasberg
Construction Management Technology	Certificate of Achievement	Add Program SLO – Approved.	R. Blasberg
Culinary Arts	Certificate of Achievement	Add Program SLO – Approved.	C. Schwanke
Emergency Medical Technician I	Certificate of Specialization	Add Program SLO – Approved.	P. Haley
Engineering	A.S. Degree	Add Program SLO – Approved.	D. Martinez
ESL/Beginning Level	Certificate of Competency	Add Program SLO – Approved.	K. Kistler
ESL /Intermediate Level	Certificate of Competency	Add Program SLO – Approved.	K. Kistler

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author
ENERGY	070	Introduction to Energy Management Technology	Course will not be offered in the near future – Approved.	A. Green
ENERGY	071	The Building Envelope	Course will not be offered in the near future – Approved.	A. Green
ENERGY	072	Heating, Ventilating and Air Conditioning (HVAC) Systems	Course will not be offered in the near future – Approved.	A. Green
ENERGY	073	Electric Motors and Drives	Course will not be offered in the near future – Approved.	A. Green
ENERGY	074	Lighting Distribution Systems	Course will not be offered in the near future – Approved.	A. Green
ENERGY	075	Electric Power Systems	Course will not be offered in the near future – Approved.	A. Green
ENERGY	077	Energy Reliability and the Organization	Course will not be offered in the near future – Approved.	A. Green
ENERGY	078	Energy Management Systems and Controls	Course will not be offered in the near future – Approved.	A. Green
ENERGY	079	Renewable and Alternative energy Systems	Course will not be offered in the near future – Approved.	A. Green
HLHSCI	120	Interpreting in Health Care I	Course no longer offered – Approved.	P. Haley
HLHSCI	122	Interpreting in Health Care II	Course no longer offered – Approved.	P. Haley
HLHSCI	124	Field Experience in Health Care Interpreting	Course no longer offered – Approved.	P. Haley
NC.BCSK	M01	HSD Algebra I A/B/C	Course will not be offered in the near future – Approved.	K. Kistler
NC.BCSK	M03	HSD Geometry I A/B/C	Course will not be offered in the near future – Approved.	K. Kistler
NC.BCSK	M04	HSD Algebra II A/B	Course will not be offered in the near future – Approved.	K. Kistler
POLISC	210	Model United Nations	Course no longer offered – Approved.	D. Andrus
SPECED	101	Autism Spectrum Disorders	Course no longer offered – Approved.	D. Stewart
SPECED	102	Behavior Management in Special Education	Course no longer offered – Approved.	D. Stewart

DELETED PROGRAMS on consent:

Program	Degree/Certificate	Description of action	Author
Basic Secondary Math Skills	Certificate of Completion	Courses no longer offered – Approved.	K. Kistler
Energy Management	Certificate of Specialization	Courses no longer offered – Approved.	A. Green
Health Care Interpreter	Certificate of Specialization	Courses no longer offered – Approved.	P. Haley
Instructional Aide	Certificate of Specialization	Courses no longer offered – Approved.	S. Carroll
Medical Assistant	Certificate of Achievement	Courses no longer offered – Approved.	S. Carroll
Network Engineering	Certificate of Specialization	Courses no longer offered – Approved.	L. Hilliard

TECHNICAL CHANGE MEMOS:

Subject	#	Title	Description of action	Author
MLT	050	Phlebotomy	Change to 3.5 units: 2.5 lecture units (no change) 1 lab unit – Approved.	H. Salva-Cruz

MODIFIED PROGRAMS:

Program	Degree/Certificate	Description of action	Author
Security Technologies	Certificate of Specialization	Removed archived course (CMPNET-187), total units reduced to 14 – Approved.	L. Hilliard

APPROVAL OF GENERAL EDUCATION COURSES TO BE ADDED TO THE PARALEGAL AA Degree:

Subject	#	Title	General Education Area
ECON	170H	Economic History of the U.S. - Honors	American Institutions and Social Science – Approved.
ENVRMT	101	Introduction to Environmental Studies	Social Science – Approved.
ENVRMT	103	Introduction to Environmental Science	Natural Science – Approved.
ENVRMT	104	Energy Resources and Conservation	Natural Science – Approved.
GEOG	104	World Regional Geography	Social Science – Approved.
GERO	101	Introduction to Healthy Aging	Social Science – Approved.
HIST	120H	The Role of Women in U. S. History - Honors	American Institutions and Social Science – Approved.
HIST	170H	Economic History of the U.S. - Honors	American Institutions and Social Science – Approved.
MATH	140H	Introductory Statistics - Honors	Language & Rationality and Math Competency – Approved.
PSYCH	172H	Developmental Psychology - Honors	Social Science – Approved.

Discussion Items:

1. CurricUNET Update
2. Proposed Curriculum Committee Procedures
3. New Program Assistance Form
4. Archived versus deleted designations for courses
5. Curriculum Calendar for 2011-2012
6. Other Business/Discussion

New Courses Includes ISA's	-0-	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	-0-	New DLA's	-0-	Deleted Courses	18
Modified Courses	-0-	New SLO's	78	Deleted Programs	6
Modified Programs	1	Modified SLO's	-0-	Proposals Reviewed in Technical Review Session	103
New Non Credit Courses	-0-	New Prerequisites	-0-	Proposals Returned from Technical Review Session	-0-

HUMAN RESOURCES OFFICE

Date: May 23, 2011

To: Dr. Edel Alonso
President, Academic Senate

From: Julianna D. Mosier
Sr. Human Resources Generalist

Subject: Discipline Assignment – David Michaels

The following information is provided for discipline assignment

Mr. David Michaels

Mr. Michaels has been hired as a full-time Physics/Astronomy Instructor, effective start date August 12, 2011. The following is provided for discipline assignment.

M.S., Physics, University of California, Davis
B.S., Physics, University of Arizona
B.A., Psychology, University of California, Santa Barbara

It would appear that Mr. Michaels qualifies for the discipline(s) of:

- Physics/Astronomy

cc: Lita Wangen

HUMAN RESOURCES OFFICE

Date: May 23, 2011

To: Dr. Edel Alonso
President, Academic Senate

From: Julianna D. Mosier
Sr. Human Resources Generalist

Subject: Discipline Assignment – Adina Kim

The following information is provided for discipline assignment:

Ms. Adina Kim

Ms. Kim has been hired as a Nursing Instructor, effective start date August 12, 2011. The following are the requirements for a Nursing Instructor:

- **Master's degree in Nursing**
- **At least one year's experience as a registered nurse providing direct patient care**
- **Completion of at least one year's experience teaching courses related to nursing or a course which includes practice in teaching nursing.**

The following is provided for discipline assignment.

- **MSN Nursing, University of California, Los Angeles**
- **6+ years experience as an RN**
- **5 years experience as an adjunct teaching nursing courses at COC**

Also with an MSN in Nursing, Ms. Kim meets the minimum qualifications for the discipline of Health.

Therefore, it would appear that Ms. Kim qualifies for the discipline(s) of:

- **Nursing**
- **Health**

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cc: Lita Wangen

PROPOSAL TO MERGE THE ENGINEERING DEPARTMENT, THE PHYSICS DEPARTMENT, AND THE NANOTECHNOLOGY PROGRAM

Dr. David Martinez, Engineering Department Chair
SPRING 2011

Per the official procedures provided by the Academic Senate, I am requesting that the Engineering Department, the Physics Department, and the Nanotechnology Program be merged into one department. I am also requesting that the name of the merged department become the Engineering & Physics Department.

Currently, I am chair of the Engineering Department, one of the smaller departments at COC that has two full-time faculty members (David Martinez & Regina Blasberg). In addition, I am the only full-time faculty member currently teaching Physics at COC. The Department of Physics currently has no department chair and relies on adjunct instructors to teach most of the department's course offerings. I have served as the Physics Department coordinator for the Fall 2010 & Spring 2011 semesters. A new full-time Physics faculty member is currently being hired and will teach for COC starting Fall 2011.

The merger of the departments will provide stability to Physics at COC since the departments are closely aligned together in terms of courses offered, equipment/classrooms utilized, and student transfer objectives. In addition, since Nanotechnology has its closest ties, in terms of curriculum and student learning objectives, to engineering it is important to ensure that Nanotechnology has a home department (Engineering & Physics) since it is considered a new program.

3a. How will this proposal help the students of the college?

The majority of Physics students are declared Engineering majors. In addition, most of the Physics courses are prerequisites for Engineering courses. In fact, two Physics courses and requirements for the A.S. in Engineering degree. Upon combining the departments, the department chair can ensure that Engineering and Physics courses required for an A.S. degree/university transfer do not overlap and are scheduled at times that are more convenient for students. Physics students have voiced their concerns to myself and the Dean regarding the need to have a department chair of the Physics Department to provide the necessary advisement and support that is required of a calculus-based curricula. Without a department chair, the student's concerns cannot be addressed adequately.

3b. Is the proposal part of a program review recommendation? If not, what changed since the last program review that would support the proposal?

Yes. As part of the outreach recommendations for the Engineering Department, this proposal will allow for more potential engineering transfer students to be identified and recruited into pursuing an engineering degree. Of major importance to the Engineering Department is the retention of students that initially plan on pursuing an Engineering degree. Students are required to take a

rigorous study plan that includes four calculus-based math courses and two calculus-based physics courses with Engineering courses interspersed throughout. The sooner the department can identify these students and provide them the academic resources needed for success, the better chance they have to complete the required coursework. This will enhance the effectiveness of both departments.

In addition, the strategic goals of the Instruction Office have clearly emphasized the need to reduce the number of department chairs and programs on campus through the merging of departments. This proposal will not increase the number of department chairs on campus and will reduce the number of departments on campus.

3c. What is the opinion of the impacted faculty members?

The only full time faculty members impacted by this change are Regina Blasberg (Engineering Technology Chair and Engineering faculty member) and myself. Regina supports this proposal.

This proposal has also received the support of Omar Torres (Dean of MSE), Susan Crowther (MESA Director), and the Department Chairs of MSE.

3d. Does the Instruction Office support the proposal?

Yes. Extensive meetings and discussions have occurred within the MSE division to decide the best course of action to present to the Instruction Office. This proposal was agreed upon with the support of the Instruction Office.

Mitjl Capet and Floyd Moos have both expressed their approval of the merger to Dean Omar Torres and myself.

3e. Will the proposal provide for a more effective use of time, resources, and faculty?

Yes. Currently, Dean Omar Torres and I are managing the Department Chair duties of the Physics department. The proposal will free up the Dean's time to focus on more important responsibilities. Having the disciplines under one department will allow the chair to maintain a more cooperative perspective of the departmental course offerings and outreach efforts.

The two departments currently share a stockroom (ALLB 111A) and use similar type equipment for electrical and physics experiments. This proposal will save the school money on equipment replacement costs on equipment that both departments can share. Combining the departments will also free up space within the ALLB 111A stockroom, which currently houses the ENGR & PHYSIC department equipment.

If the departments are combined, I will assume department chair duties of the new department. I currently have five and a half years of experience as department chair of ENGR and understand the needs of PHYSIC and ENGR students through my involvement with MESA and various outreach efforts. Utilization of my experience as department chair will be an effective use of faculty especially since the ENGR and PHYSIC departments are closely tied together.

Additionally, the structure of the Engineering & Physics Department will readily be able to provide a home for new, related, transfer-oriented programs that already exist (e.g. GET LAB TECH Program, Nanotechnology) or will be developed in the future.

3f. Is the proposal similar to the departmental structures at other institutions?

Yes. Many of the other community colleges I have reviewed have Physics and Engineering combined into one department. Their structure is similar to this proposal in that the two departments do maintain their identities, but both are a part of a larger umbrella. In addition, the community colleges listed below each have one department chair that heads the umbrella department.

Los Angeles City College has a Physics & Engineering Department which includes Engineering, Physics, and Astronomy. Jayesh Bhakta is the Department Chair.

Santa Rosa Junior College has an Engineering & Physics Department which includes Engineering and Physics. Vincent Bertsch is the Chairperson.

Cypress College has their Engineering, Physics, and Astronomy departments all chaired by the same person, Ron Armale.

3g. Will this proposal increase or alleviate the “Goldilocks Factor” (e.g., “too big...too small...just right!)?

This proposal will alleviate the “Goldilocks Factor”. Currently the Engineering Department is a very small department and the Physics Department has no full-time faculty members besides myself. By combining the Engineering Department with the Physics Department under the Engineering & Physics Department umbrella, we are, in effect, increasing the size of the Engineering Department and bringing stability to the Physics department.

3h. Would the proposal have any impact on negotiated agreements with either of the two faculty unions?

COCFA has no problem with the merge/change on condition that it is understood that the compensation calculation will be redone for the “new” department most likely for Fall 2012. A memorandum of understanding would be provided to COCFA indicating that the ENGR, PHYSIC departments, and the NANO program have been merged and will now be called the Engineering & Physics Department.

3i. What impact could this have on any governance proposals?

There would not be an impact to any governance proposals.

3j. Are there any possible negative impacts of such a change?

There are no negative impacts that I can foresee at this time.

3k. Would there be any resulting changes to curriculum, and if so, what is the intended timeline for implementation and approval by the curriculum committee?

There will be no resulting changes in curriculum

3l. Are there any additional issues raised by the Senate or the Instruction Office?

The Instruction Office supports this proposal and has not raised any additional issues. The Senate has not brought any issues to my attention and I believe the Senate will support this request.

BP 5906 Academic Standards

5906.1 Definitions

- (A) Units attempted, For probation, subject to dismissal, and dismissal purposes only, all units of credit in which the student is enrolled at College of the Canyons.
- (B) Units enrolled, All units of credit for which the student is enrolled after the first four weeks or 30 percent of the time the class is scheduled to meet, whichever is less, at the College.
- (C) Consecutive Semesters. Enrollment in two semesters (fall and spring) or enrollment in one semester, followed by a break, then enrollment in another full semester. Summer sessions and **Winter** intersessions shall not be considered when calculating consecutive semesters.

5906.2 Standards for Academic Probation

Academic Probation. A student at College of the Canyons shall be placed on academic probation if the student has attempted a minimum of 12 graded semester units and the student has a cumulative grade-point average of less than a 2.0.

5906.3 Standards for Progress Probation

Progress Probation. A ~~College~~-student shall be placed on progress probation if the student has enrolled in a total of at least 12 units and the percentage of all units in which a student has enrolled for which entries of W (Withdrawal), I (Incomplete), and ~~NC (No Credit)~~ **NP (No Pass)** are recorded reaches or exceeds fifty percent.

5906.4 Removal from Probation

- (1) Academic probation. A student on academic probation for a grade-point deficiency shall be removed from probation when the student's cumulative grade-point average is 2.0 or higher.
- (2) Progress probation. A student on progress probation, because of excess units, for which entries of W (Withdrawal), I (Incomplete), and ~~NC (No Credit)~~ **NP (No Pass)** are recorded, shall be removed from probation when the percentage of units in this category drops below fifty percent.

5906.5 Standards for Subject to Dismissal

A student shall be subject to dismissal for academic performance after being placed on probation and having earned a cumulative grade-point average of below 2.0 for two consecutive semesters.

A student shall be subject to dismissal for progress after two consecutive semesters of progress probation as defined above.

A registration hold will be in place until the student has met the conditions required for continuance.

5906.6 Standards for Dismissal

A student shall be dismissed under the following conditions:

- (1) Academic dismissal: When the student has earned a cumulative grade-point average of less than 2.0 in all units attempted for three consecutive semesters.
- (2) Progress dismissal: When the cumulative percentage of units in which the student has been enrolled for which entries of W, I, and ~~NC~~ NP are recorded in three consecutive semesters reaches or exceeds fifty percent.
- (3) Students will be dismissed for one semester after the first dismissal and for two semesters after multiple dismissals. A registration hold will be in place until the student has met the requirements for continuance.**

5906.7 Exceptions to Dismissal

~~A student who is dismissed may be continued in subject to dismissal status under the following conditions:~~

Each semester that a student meets the conditions stated below, he/she will be continued on subject to dismissal status until the student earns a cumulative GPA of 2.0 in COC coursework and/or until the completion rate of units attempted at COC exceeds 50%”.

- (1) Academic: When, in the most recent semester of enrollment, the student enrolled in ~~at least six new units and~~ earned a semester grade-point average of 2.25 or higher.
- (2) Progress: When, in the most recent semester, the student completed ~~more than~~ **at least** 75 percent of the units in which the student enrolled.

5906.8 Appeal of Dismissal

~~A student who has been dismissed and wishes to continue the next semester may: submit a written appeal in compliance with the following College procedures: To appeal a dismissal a student may request an appointment with a counselor (or in the case of repeated dismissal, a designated administrator) to review the mitigating circumstances which may have led to the student's dismissal.~~

~~Appeals should be based on the following:~~

- ~~1. Evidence, based on the academic record, that subject to dismissal status does not reflect the student's usual level of performance.~~

- ~~2. Circumstances beyond the control of the student, for example, accident or illness.~~
- ~~3. Evidence that the student has enrolled in a prescribed corrective program designed to assist him/her in improving academic skills.~~

~~Continuation may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. Students are continued in subject-to-dismissal status in accordance with policy 536.5.~~

- 1. Complete a designated Workshop facilitated by Counseling faculty or,
(Note: A designated Workshop may be completed only once.)**
- 2. File a Dismissal Appeal with the Counseling Office.**

When the designated workshop is completed or the appeal approved, a one-semester extension will be granted. At the end of the extension semester, continuance will be subject to the conditions of 5906.6 or 5906.7 as appropriate.

5906.9 Readmission after Dismissal

A student who has been dismissed **for the first time** may request reinstatement after one semester has elapsed (excluding ~~S~~summer sessions and **Winter** intersessions). The student shall ~~must consult~~ **meet** with a counselor, prior to the start of the semester, to formulate a corrective educational plan and to obtain approval to enroll. **to sign a Reinstatement Contract.** ~~Students with multiple dismissals may be referred to a designated administrator for a case review.~~ **Students who have been dismissed more than once may request reinstatement after two semesters have elapsed (excluding Summer sessions and Winter intersessions). The student must meet with a counselor to sign a Reinstatement Contract.**

Re-admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. Readmitted students are returned in subject-to-dismissal status in accordance with policy ~~536.5.~~ **5906.7.**

DRAFT of Proposed Revisions to Counseling Policy

Santa Clarita Community College District POLICY MANUAL

POLICY: STUDENT SERVICES
5110 COUNSELING SERVICES

SECTION 5000
DATE ADOPTED

PAGE 1 OF 1

5110 COUNSELING SERVICES

Reference:

Education Code Section 72620 and 72621; Title 5 Section 51018

5110 Counseling Services

The Santa Clarita Community College District College will provide students with the opportunity for educational, vocational, career, and personal social counseling. Upon entering the College, ~~a student who is undecided as to major~~ students will have the opportunity to avail themselves of Counseling services in order to receive assistance ~~meet with a counselor~~ counseling faculty, educational advisors, or staff, who will assist the student in planning an educational program and in making a career choice. Students are encouraged to request counseling for personal social problems which might interfere with their studies ~~meet with counseling faculty to develop educational and career goals, explore educational options, and develop an educational plan that outlines appropriate courses to reach their educational goals.~~ Professional counseling requires critical evaluation and analysis of the unique characteristics, needs and skill sets of students. To that end, counseling involves facilitating self-awareness, establishing goals, exploring alternative plans of action and possible consequences, considering possible obstacles and how to overcome them, establishing a support network, and evaluating actions.

The Counseling services ~~will be primarily responsible for~~ include:

- 5110.1 ~~Providing guidance in program planning — immediate and long range~~
Academic counseling, in which the student is assisted in assessing academic history, establishing immediate and long-range academic goals, providing a program of intervention strategies for students in academic difficulty, and developing and implementing a student education plan to reach stated goals;
- 5110.2 ~~Administering and interpreting tests and assessing other pertinent information about the student.~~
Career counseling, in which the student is assisted in assessing his or her aptitudes, abilities, and interests and provided guidance to explore and plan for career opportunities;
- 5110.3 ~~Counseling students with prior low scholastic achievement and students enrolled in basic skills classes.~~
Personal counseling, in which the student is assisted in developing decision-making and problem-solving strategies to manage personal, family, and social concerns, when that assistance is related to the student's education;
- 5110.4 ~~Counseling on educational, vocational, or personal problems.~~
Coordination and referral to other student services and learning resources which support student academic success, including but not limited to those services

provided in programs for students with special needs, health and wellness, financial assistance programs, tutoring services, and career services.

~~Providing an occupational information service.~~

~~Providing assistance in the securing of employment.~~

~~Providing help in obtaining financial assistance.~~

~~Referrals to other services including Mental Health Services.~~