

College of the Canyons  
Academic Senate Agenda  
May 10, 2012 3:00 p.m. to 4:30 p.m. BONH 330

A. Routine Matters

1. Call to order
2. Approval of the Agenda
3. President's and Vice-President's Report
4. Adoption of the Consent Calendar
  - a) Approval of Academic Senate Meeting Summary: April 26, 2012 (pg.1)
  - b) Approval of Summary for Curriculum Committee Meeting: May 3, 2012 (pg. 5)

B. Committee Reports

1. Elections Committee – Jose Martin – Department Chair update for Computer Science

C. Unfinished Business

1. Proctoring Exams for Students in Online Classes – pending Library expansion
2. Senate's Proposal for New Procedures: Counseling Services – in Policy committee
3. SLO Committee Proposed Benchmarks for Proficiency – pending COCFA negotiations

D. Discussion Items

1. International Education – Claudia Acosta
2. Faculty Development Operating Procedures – Deanna Davis (pg. 7)

E. Action Items

1. Department Chair – Computer Science – Doug Forbes
1. BP 5901 Course Repetition, April 2012 (pg. 11)
3. AP 5901 Course Repetition, April 2012 (pg. 16)
4. SLO Committee Revised Procedures, Nicole Lucy (pg. 20)

F. Division Report

1. Feedback on Passing Time between Classes & Finals Week Schedule

G. Announcements

1. Date for party – May 22, 2012 3:00 pm to 5:00 pm. at Edel's home

H. Open Forum

I. Adjournment

The next Academic Senate Meeting will be **May 24, 2012**  
As always everyone is welcomed

## Summary of Academic Senate Meeting April 26, 2012

Attendance: David Andrus, Ann Lowe, Joan Jacobson, Sara Burns, Ruth Rassool, Lori Brown, Mark Daybell, Collette Gibson, Mehgen Andrade (Serving as a Proxy for Michelle LaBrie), Lee Hilliard, Lea Templer, Nicole Lucy, Cindy Stephens, Paul Wickline, Garrett Hooper, Regina Blasberg, Isao Uesugi, Jose Martin, Jennifer Brezina, Barry Gribbons, Daylene Meuschke and Theresa Zuevich

### A. Routine Matters

1. Call to order: David called the meeting to order at 3:00 p.m. He welcomed everyone and announced Edel was at a conference.
2. Approval of agenda: **Approved** with corrections of typos. There was a question regarding non-credit courses that were not being offered. A question was raised as to whether these courses should have to meet the requirements of the discontinuance policy and procedure before being suspended. Ann Lowe said the Discontinuance Policy and Procedures were not applicable in her opinion because these courses were not part of a recognized or existing program or course sequence. The Senate accepted the rationale offered by Ann Lowe.
3. Report of David Andrus, Vice President: David informed the Senate he would be pulling BP 5901 and AP 5901 as action items because those items would be more of a discussion item and the strikeouts and changes had not appeared on the document. He also informed the Senate he had attended the recent Chairs Retreat and hoped the Chairs would share the many interesting discussions that transpired at that meeting. He encouraged Departments to talk about the discussions that were had at that meeting.
4. Adoption of the Consent Calendar:
  - ✓ Academic Senate Summary of April 12, 2012: **approved**
  - ✓ Curriculum Summary of April 19, 2012: **approved**

### B. Committee Report:

1. Elections Committee: Jose informed the Senate that elections were over. He submitted a list of the newly elected chairs to the President of the Senate, Edel Alonso. Also there is no nominee for Fire Tech.
2. Curriculum Committee: Ann Lowe informed the Senate that the Curriculum Committee is almost finished recruiting representatives from divisions for that committee. The only division they are waiting on is Humanities. Since they are so close she is going to send out a COC-all email for At-Large representatives. In the past Curriculum has not had to conduct any elections, but if they should get five nominations then they will have an election. The Curriculum Committee does not currently have any election procedures. Consequently, they may be contacting the Elections Committee from Senate for its help. Lea suggested contacting Norris for assistance. Ann said she would be in contact with the Elections Committee if there should be a need for an election. David Andrus asked how long the term was for an At Large-representative. Ann indicated it was for two years. Ann informed the Senate that once again Title V is being revised. This time they are focusing on Repeatability. Ann indicated the state wide focus is on repetition and repeatability. For instances courses that are eligible for repetition are Mandated training and

Substandard grades. Repeatability is for activity courses, such as PE and Fine and Performing Arts. In the discipline of Fine and Performing Arts it is being said that one cannot repeat unless it is part of a sequence for transfer. There are currently many ups and downs with this matter. We will not have any final guidelines until July after the meeting of the Curriculum Institute. David stated that with this being said it further explains the need to pull BP 5901 and AP 5901 so that the Policy Review Committee can discuss it further. Unfortunately all these actions are going to take mid-academic year which is going to be awkward for our catalog. Performing Arts is where many changes will probably have to be made.

#### C. Unfinished Business

1. Proctoring Exams for Students in Online Classes – pending Library expansion
2. Senate's Proposal for New Procedures: Counseling Services – in Policy committee
3. SLO Committee Proposed Benchmarks for Proficiency – pending COCFA negotiations

#### D. Discussion items

1. SLO committee: Nicole Lucy and Paul Wickline brought back the exact same procedures from the last time they came to Senate. No changes were made. The procedures were modeled after similar procedures at Cabrillo College. Nicole said they would like to have representatives from all disciplines, but that may not be possible. Ed's previous suggestion that we combine the SLO and Program Review committee was brought up. Having discussed it, Nicole and Paul suggested it was something to consider, but in the long term. For now, the SLO Committee should move forward as planned. David Andrus agreed. So the Committee would like to pilot its new procedures for one or two years with the possibility of merging it with Program Review. David said the procedures would come back as an Action item for the next agenda. Nicole passed around the information they received from ACCJC which is our accrediting institution. The handout explained how we are going to report our SLO progress in October. This report will indicate what the SLO committee is doing here at COC. The paperwork is called Proficiency Rubric Statement.

B.SLO Data Collection Process: One of the struggles for faculty, and more specifically for the SLO Committee, is the collection of SLO data. Two options were presented to the Chairs at their recent retreat that Barry came up with. The first option would be Webgrade. The second option would be to have Norris create an entirely new data base for SLO collection. Nicole explained how Webgrade would look on the page when you opened it. Norris would have to design this and it would have to be put in manually. Nicole indicated that Webgrade would also require a protracted amount of time to create the additional data collection fields. Overwhelming, Webgrade is what the Chairs wanted. Lea stated she had a major problem using Webgrade because it would no longer maintain anonymity of the instructors who had their sections assessed for SLO purposes. Lea stated it is out for all to see. Lea stated that every student and every faculty is identified. Lea stated they fought this for many years. She feels it can be used against faculty members directly, or indirectly, once it is put out there. Several of the Senators were in agreement that they would like to keep this anonymous. Nicole said that

this issue was the number one argument against Webgrade. However, she said that grades are already public knowledge and can be accessed with a formal request for public information. SLO data is also currently available as a matter of requested public information. There was more discussion on the pros and cons of having Webgrade. It was stated by many faculty members that as long as they have been here, SLO's were supposed to be anonymous. How can we maintain anonymity of instructors and still remain in compliance? Where are we able to draw the line and still be legal? It was suggested that we listen to the rest of the faculty and what they think. David asked when we needed to move forward with this and what it is that Nicole would like to see happen. Nicole said we can table it and talk about it in the Fall. This will not affect us for Accreditation. David suggested the SLO Committee put together FAQ's that could be given to chairs and division deans to pass along to faculty to facilitate a discussion that will eventually be reported back to the Academic Senate.

2. Update on Institutional Research and Grants: Barry Gribbons gave the Senate an update as to what they are currently doing and said that he would like to come back more often and update the Senate. Paperwork was passed out by Daylene explaining what they are currently working for research projects. Theresa passed out paperwork on what grants are currently in the works. The Grants Committee meets every other Wednesday at 10:00 a.m. If you are interested in attending. Please give Theresa a call and be sure to put your name down if you want to attend.

#### E. Action Items

1. Approval of Department Chairs – David read the names of the new department chairs and it was discovered that Doug Forbes had nominated himself and then subsequently put paperwork in for retirement. Jose will go back to verify the status of Doug and who in that department is willing to be department chair. He will bring that back to the Senate for our next meeting. In the meantime the other department chairs read into the record were **approved** with the removal of Doug Forbes from Computer Science.
2. BP 5901 and AP 5901 Course Repetition were **tabled** and will be going back to Policy Committee for review.
3. BP 5040 and AP 5040 Student Records were **approved**.

#### F. Division Reports

1. There was a discussion on the passing time between classes and finals week. There was no answer as to what can be done. Lots of suggestions and ideas. David will speak with Edel and tell what was discussed. However, there was a general belief that there is not enough time between scheduled classes and the 10 minute passing time is just not enough. Regina Blasberg indicated that for her sections, and seemingly other CTE areas, the current structure works fine. It was also made clear that there are often differences of opinion between a majority of faculty and the CTE faculty because many issues, such as this, play out differently for the different types of disciplines and programs offered on campus.

G. Announcements: none

H. Open Forum: no comments made

I. Adjournment: 4:40 p.m.

## CURRICULUM COMMITTEE SUMMARY

**May 3<sup>rd</sup>, 2012**

**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 April 25<sup>th</sup>, 2012:**

Members present: Backes, Patrick – Curriculum/Articulation Coordinator, Non-voting member; Bates, Mary – Math, Science & Engineering; Cheng-Levine, Jia-Yi – Humanities; Hilliard, Lee – Career & Technical Education; Jacobson, Joan – Student Services; Lowe, Ann – Co-Chair, Faculty; Maple, Shelley – Member at Large; Marengo, Anne – Social Science & Business; Ramey, Shane – Adjunct Faculty; Richter, Christy – Member at Large; Solomon, Diane – Member at Large; Stanich, Diana – Physical Education & Athletics; Waller, Tina – Allied Health  
Members absent: Brill, David – Fine & Performing Arts; Green, Audrey – Co-Chair, Administrator

### MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author
ENGL	101	English Composition & Literature	<b>Added ENGL-096 as a prerequisite option - Approved</b>	J. Backes
SOCI	105	Multiculturalism in the United States	Revised content, updated texts - <b>Approved</b>	P. Backes
SOCI	110	Self and Society	Revised descriptions, <b>revised SLO</b> , added objectives, revised content, updated texts - <b>Approved</b>	S. Ramey
SOCI	208	Sociology of Death and Dying	Revised descriptions, <b>revised SLO</b> , added objectives, revised content, updated texts - <b>Approved</b>	A. Marengo
SOCI	210	Sociology of Deviance, Crime, and Social Control	<b>Revised SLO</b> , revised objectives and content, updated texts - <b>Approved</b>	P. Backes
SOCI	233	Sociological Issues of Life and Longevity	Revised descriptions, <b>revised SLO</b> , added objectives, revised content, updated texts - <b>Approved</b>	A. Marengo

### NEW ISA COURSES on consent:

Subject	#	Title	Description of action	Author
PUBSAF	200A	Regular Basic Course 1	12.00 units, 226 hours lecture, 94 hours lab, not repeatable. <b>Added SLO's (2), added POST prerequisite - Approved</b>	R. Backes S. McLean A. Green

### MODIFIED PROGRAMS on consent:

Program	Degree/Certificate	Description of action	Author
English	A.A. Degree	Removed ENGL-285 from degree, course was archived at 4/19/2012 Curriculum Committee meeting - <b>Approved</b>	J. Backes

### NEW COURSES:

Subject	#	Title	Description of action	Author
PARLGL	150	Family Law	3.00 units, 54 hours lecture, not repeatable. <b>Added SLO - Approved</b>	M. Lucy
POLISC	210	Model United Nations	3.00 units, 54 hours lecture, <b>may be taken two times for credit. Added SLO's (2) - Approved</b>	P. Gossin D. Andrews

### MODIFIED PROGRAMS:

Program	Degree/Certificate	Description of action	Author
Paralegal	A.A. Degree	Added PARLGL-150 to required courses, moved POLSCI-150/150H to recommended electives. No change in total units - <b>Approved</b>	M. Lucy

### NEW PREREQUISITES:

Subject	#	Title	Description of action	Author
ENGL	101	English Composition & Literature	Added ENGL-096 as a prerequisite option - <b>Approved</b>	J. Backes
PUBSAF	200A	Regular Basic Course-Module 1	Added POST prerequisite - <b>Approved</b>	R. Backes S. McLean A. Green

### Discussion Items:

- Approval of 2012-2013 Curriculum Committee Calendar.**  
Members of the Curriculum Committee present approved the 2012-2013 Curriculum Committee Calendar.
- Update on Curriculum Committee Representatives for 2012-2013.**  
Mary Bates – Math, Science & Engineering, David Brill – Fine & Performing Arts, Lee Hilliard – Career & Technical Education, and Anne Marengo – Social Sciences & Business, Shane Ramey – Adjunct Faculty, Christy Richter – Student Services, Diana Stanich – Physical Education & Athletics, Humanities – not yet selected.
- 2012-2013 five year revision list.**  
A draft of the 2012-2013 five year revision list was sent out to the committee members and reviewed.

New Courses Includes ISA's	3	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	-0-	New DLA's	-0-	Deleted Courses	-0-
Modified Courses	6	New SLO's	5	Deleted Programs	-0-
Modified Programs	2	Modified SLO's	4	Proposals Reviewed in Technical Review Session	14
New Non Credit Courses	-0-	New Prerequisites	2	Proposals Returned from Technical Review Session	3

## **Faculty Development Committee Operating Procedures May 2012**

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### Place of the Faculty Development Committee within the Professional Development Program Model

The Professional Development Program Model document that was approved by the Academic Senate in Fall of 2007 explains that one of the Constituent Development Committees will be the Faculty Development Committee, which will develop, plan, and implement professional development activities for faculty.

### Faculty Development Committee Structure

The structure of the Faculty Development Committee is described in the Professional Development Program Model document:

- The committee will be led by a chair and vice chair.
- The committee chair and vice chair will be elected by the committee members, and will serve a two-year term. It is recommended that each chair be on their respective committee at least one year prior to becoming chair.
- The chair will work with the vice chair and Director of Professional Development to develop the agenda for the meetings.
- The chair will run the meetings.
- The Faculty Development Committee will include two representatives from each division.
- The Faculty Development Committee chair and vice chair will also serve on the Professional Development Coordinating Committee.

### Operating Procedures for the Faculty Development Committee

- The Faculty Development Committee meets on the fourth Monday of the month during Feb., March, April, May, September, October, and November. During March and October, the committee also meets on the third Monday of the month to allow more time to review and act on requests for individual Flex project proposals.
- The chair, vice chair, and Professional Development Director meet on the second Monday of Feb., March, April, May, September, October, and November to set the agenda for the committee meeting(s) that month.

- The Faculty Development Committee reviews and either approves or denies all requests from faculty for Flex credit for conferences, off-campus training, on-campus workshops and presentations, and independent Flex projects. Decisions are made in full committee meetings using the following criteria:
  - The primary goal of the activity must be professional growth and achievement of the mission of the college, its vision, and the mission of professional development in staff improvement, student improvement, or instructional improvement.
  - Accomplishment of the activity must be of sufficient benefit to justify the time spent.
  - The activity must be designed to foster an analytical or reflective approach to professional development.
  - You must not be compensated in any other way for this activity.
  - The majority of the event must not be recreational or social.
  - The activity must fall outside expected departmental and other contractual faculty duties.
- Because decisions are made in full committee meetings rather than by an individual, decisions made by the Faculty Development Committee are final; there is no appeals process if a request for Flex credit is denied.

#### Procedures for Faculty Requesting FLEX Credit

- For Flex credit for an on-campus workshop or presentation that has not already been included in the Professional Development Schedule, for training provided by a non-COC provider, or for attending a conference, faculty must submit a FLEX Application Form to the Faculty Development Committee requesting FLEX credit at least 6 days prior to the event date.
- For Flex credit for an independent Flex project, faculty must submit a Flex application form to the Faculty Development Committee by the sixth Friday of the semester. Faculty who want to propose an independent Flex project for the summer (the first day after graduation through Opening Day) must submit an application form by the Friday of the thirteenth week of the Spring semester. (Flex for any independent project completed before June 30 will apply to the academic year ending June 30, while flex for an independent project being completed in July or August will apply to the new academic year; there is no provision for banking Flex hours for the next academic year.) Application forms submitted after these dates will not be considered



for the semester in question but can be resubmitted for the next semester provided that the activity has not already been completed. Independent Flex projects that have not been pre-approved will not earn Flex credit. If an application for an independent Flex project is approved by the Faculty Development Committee, the faculty member who proposed it must submit a project report to the Professional Development Office by June 30th.

- The FLEX Application form is available online at <http://www.canyons.edu/offices/pd/Forms/AppCreditFlex.asp>. Forms not completed properly or thoroughly will not be reviewed by the Faculty Development Committee and will be returned to the applicant.
- Notification of the Faculty Development Committee's decisions regarding FLEX application will be emailed to the faculty member who submitted the application.
- Faculty can also earn Flex credit through the FLEX Exchange Program by attending FLEX activities and workshops at other institutions of higher learning.
- Faculty who present a workshop on the COC campus for employees will receive double FLEX credit. (Example: A one hour workshop = two hours of FLEX credit for the presenter).
- Faculty and staff who would like to present a workshop should complete a Workshop Proposal Form, available online at [http://www.canyons.edu/offices/pd/Forms/activity\\_presenters\\_proposal.asp](http://www.canyons.edu/offices/pd/Forms/activity_presenters_proposal.asp). The Faculty Development Committee will review all proposals and decide which proposals should be forwarded to the Director of Professional Development for implementation.

#### Additional procedures regarding Flex credit

- The allowable number of FLEX hours for physical activity classes is 10 hours per year, and the allowable number of FLEX hours for International Film Festival and Friday Night Screening sessions is 10 hours per year.\*
- The allowable number of Flex hours for independent Flex projects is 20.5 per year.

- The allowable number of Flex hours for conference attendance is 20.5 per year.
- Normal course preparation and reading or study to stay current in one's discipline will not be given FLEX credit, as this is considered part of one's professional responsibilities as a faculty member.
- Faculty who present workshops for students will not receive FLEX credit, as this is considered part of one's professional responsibilities as a faculty member.

\* It has been common practice to give FLEX credit for physical activity classes held on campus because the state FLEX guidelines allow FLEX credit for wellness activities. Also, the International Film Festival and the Friday Night Film Series (excluding the family fun films) have been eligible for FLEX credit because they relate to the college's strategic goal of supporting cultural diversity.

The Faculty Development Committee reassessed this practice in the fall of 2011 because of questions raised about the extent to which these activities and film series relate to professional development. The Committee affirmed that it was appropriate to award FLEX credit for professional development for these types of activities. However, the Committee also acknowledged during its discussion on this issue that it was desirable that faculty seek to engage in a *variety* of professional development activities and not focus exclusively on only a few activities. For this reason, the Faculty Development Committee voted to limit the allowable number of FLEX hours for physical activity classes to 10 hours per year, and also to limit the allowable number of FLEX hours for film screenings and discussions to 10 hours per year. Therefore, faculty can use physical activity classes and film screenings and discussions to fulfill 20 hours of their annual FLEX commitment.

## BP 5901 COURSE REPETITION

### Reference:

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

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

### 5901.1 Definitions

- A. "Course repetition" occurs when a student who has previously received a grade in a particular course reenrolls in that course and receives a subsequent grade.
- B. For the purposes of course repetition, academic renewal, and all other grade related issues, **substandard** grades shall be defined as meaning course work for which the student has earned a "D," "F," "FW," "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 a "A," "B," "C," "B," "A," "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 "Activity Courses" are those that allow the student to meet course objectives by repeating a similar primary educational activity and gain expanded educational experience each time the course is taken. Activity courses consist of courses in physical education, visual and performing arts courses in music, fine arts, theater or dance.

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- E-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.

- 5901.2 ~~Course repetition conditions in this policy will:~~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.~~

- A. Designate certain types of course as "repeatable courses" consistent with Title 5 section 55041 and the number of course repetitions allowed for each course will be published annually in the College catalog. ~~Students may repeat courses listed~~

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

#### B. Alleviate Substandard Grades

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

- 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. there is an established recency prerequisite established by the course curriculum; or,
- ii. there is an established recency requirement as established by a transfer institution; or,
- iii. an employer mandates an employee repeat a course as a direct result of a substantiated change in industry standards. The lapse of time may be less than 36 months if the student must repeat the course due to their employer requiring the course at a sooner date.

E. 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

D. 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.

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#### E. Legally Mandated Training

E. 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. Such courses may be repeated, for credit, any number of times, regardless of whether or not substandard work was previously recorded and the grade and unit credit shall be included each time for the purpose of calculating the student's GPA. The District reserves the right to require a student to certify or document that course repetition is necessary to complete legally mandated training pursuant to this section.

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#### F. Extenuating Circumstances

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

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#### G. Cooperative Work Experience Course

G. The District may permit a student to repeat a course in general or occupational work experience. Students may repeat cooperative work experience courses for a total of 16 semester units. General work experience courses may be repeated for up to 6 semester units of credit. Occupational work experience course may be repeated 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. When an occupational course is repeated, the grade received each time shall be included in calculating the student's grade point average.

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#### H. Special Courses for Students with Disabilities

H. 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. The previous grade and credit will be disregarded in computing the student's GPA each time the course is repeated.

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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.

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### 5901.3 — Course Repetition to Alleviate Substandard Grades

- i. — Students may repeat a course for which they have earned a substandard grade two times.
- ii. — If a student repeats a course for which he or she has earned a substandard grade and receives a non-substandard grade (A, B, C, 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 and receives a second substandard grade, he or she can repeat the course one more time or a substandard grade A.
- 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.

5901.4 — Students cannot repeat courses where a non-substandard grade was received, unless there has been a significant lapse of time or extenuating circumstances. Course repetition for a significant lapse of time can occur only once. A significant lapse of time is defined as at least two years. All course work shall remain on the student's permanent record. The course will be annotated such the grade point calculation and unit credit occurs for the first grade received.

5901.5 — Course repetition due to extenuating circumstances can 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 each time it is recorded.

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5901.6 — Students may repeat activity courses for not more than three semesters, even if one of the grades received is substandard. The grade received each time shall be included for purposes of calculating the student's GPA.

5901.7 — Students may repeat cooperative work experience courses for a total of 16 semester units. General work experience courses can be repeated for up to six semester units of credit. Occupational work experience course can be repeated up to 8 units of credit per semester. The combination of both types of work experience classes cannot exceed 16 units total. The grade received each time shall be included for purposes of calculating the student's GPA.

5901.8 — ~~Students may enroll in a variable unit open entry/open exit course as many times as necessary to complete the entire curriculum of the course one time as described in the course outline of record. Each time a student enrolls in a physical education activity course offered on an open entry/open exit basis, regardless of the number of units for which the student enrolls, the enrollment shall count as a repetition of the course. When course repetition of a portion of a course is permitted under these circumstances, the previous grade and unit credit are to be disregarded in computing the student's GPA.~~

~~5901.9 The previous grade and credit will be disregarded in computing the student's GPA each time the course is repeated.~~ 5901.3 Apportionment for Course Repetition

The District may claim the attendance of students who ~~repeat 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 semesters, regardless of standard, substandard grades, or withdrawals.~~

~~vi-B.~~ Where substandard academic work has been recorded, apportionment may be claimed for a maximum of ~~two repetitions~~ three enrollments to alleviate substandard grades.

~~A-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.~~

~~vi-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 claimed for state apportionment up to the 16 unit limit.~~

~~vii.~~ The attendance of students enrolled in credit activity course may be claimed for a maximum of four semesters, regardless of standard or substandard grades

~~viii.~~ The attendance of a student with a disability may be claimed each time the student repeats a credit special class as a disability related accommodation.

~~ix. The attendance of a student repeating a credit course by petition for extenuating circumstances may be claimed for a maximum of two repetitions.~~

~~x-H.~~ 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.

The attendance of a student repeating a cooperative work experience course may be claimed for state apportionment up to the 16 unit limit. 5901.4 Transfer Coursework

~~A. Course r~~Repetition ~~from o~~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 t~~Transfer ~~e~~Coursework

A: 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.

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## AP 5901 COURSE REPETITION

### Reference:

Education Code Sections 66700, 70901, 70902, 76224; Title 5, Sections 55040 – 55043, 55253, 56029 and 58161

1. In accordance with section BP 5901.2:

#### **(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 5901.2 (A).

#### **(B) Alleviate Substandard Grades**

The computer system will be 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](http://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 must repeat the course due to their employer requiring the course at a sooner date. 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; or,



- an employer mandates that an employee repeat a course as a direct result of a substantiated change in industry standards.

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.

Such courses may be repeated, for credit, any number of times, regardless of whether or not substandard work was previously recorded and the grade and unit credit shall be included each time for the purpose of calculating the student's GPA.

#### **(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.

2. The CCFS-320 Attendance Accounting report shall be modified to include all apportionment limits outlined in BP 5901.3.
3. In accordance with BP 5901.4:

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.

## **Student Learning Outcomes Committee & Outcomes Steering Committee**

### *Student Learning Outcomes Committee*

**Purpose** – to review department course SLOs and program SLOs for quality of assessments and themes. To provide a summary of the quality as well as themes and trends recognized during review of the course and program SLOs. Report identified themes and quality of assessments to Outcomes Steering Committee.

**Membership** – 1 to 2 faculty members from each Division.

**Process** – each division representative would review on a rotating basis a department's SLO data, assessment results, and plan of action. To do this review, members would review the SLO table from Program Review (or CurricuNet once functioning) and evaluate based upon a rubric created by the SLO Committee. The review of a department's SLO table would be completed by the department's Division Representatives, the SLO Coordinator(s), and one other member of the SLO Committee. At the appointed SLO Outcomes Committee meeting, the Division representatives, coordinator(s), and committee member would orally report on the quality of the SLO data and plan as well as themes that emerged from the review. Observations and recommendations would be noted in the minutes of the committee and kept for the summary at the end of the semester. The Committee's observations and recommendations would also be forwarded to the department chair of the department whose SLO data was reviewed and analyzed. Observations and recommendations would also be recorded to review the next time the department SLO data are analyzed to see if progress was made on the suggested improvements.

**Proposed Timeline** [randomly drawn from list of departments by division, so as not to overwhelm one division's representatives]

Fall 2012 – two 1-hour meetings per month

**August** – planning meeting

**September**

- ✓ Anthropology (Social Science & Business)
- ✓ Plumbing (Career Technical Education)
- ✓ Humanities (Humanities)
- ✓ Music (Fine & Performing Arts)
- ✓ Cinema (Humanities)

## October

- ✓ Modern Languages (Humanities)
- ✓ Fire Technology (Allied Health & Public Safety)
- ✓ Paralegal (Social Science & Business)
- ✓ Solar (Career Technical Education)
- ✓ ECE (Early Childhood Ed./ Training Programs)

## November

- ✓ English (Humanities)
- ✓ Nanotechnology (Mathematics, Sciences & Engineering)
- ✓ Health Science (Allied Health & Public Safety)
- ✓ Recreation (Physical Education & Athletics)
- ✓ Health Sciences/EMT (Allied Health & Public Safety)
- ✓ Land Surveying (Career Technical Education)

**December** – finalize summary of quality & themes identified during fall semester. Critical review of the committee timeline and process of review of the SLO tables.

Spring 2013 – two 1-hour meetings per month

**January** – planning meeting

## February

- ✓ Interior Design (Career Technical Education)
- ✓ Nursing (Allied Health & Public Safety)
- ✓ Chemistry (Mathematics, Sciences & Engineering)
- ✓ Electronic Systems (Career Technical Education)
- ✓ History (Social Science & Business)

## March

- ✓ Mathematics (Mathematics, Sciences & Engineering)
- ✓ Sociology (Social Science & Business)
- ✓ MESA
- ✓ Photography (Fine & Performing Arts)

**April**

- ✓ Automotive Technology (Career Technical Education)
- ✓ Culinary Arts (Career Technical Education)
- ✓ Counseling (Enrollment Services/ Counseling)
- ✓ Art (Fine & Performing Arts)
- ✓ Dance (Fine & Performing Arts)

**May**

- ✓ Anthropology (Social Science & Business)
- ✓ Business (Social Science & Business)
- ✓ Non-credit

Fall 2013 – two 1-hour meetings per month

**August** – planning meeting

**September**

- ✓ Wine Studies (Career Technical Education)
- ✓ Computer Sciences (Mathematics, Sciences & Engineering)
- ✓ Real Estate (Social Science & Business)
- ✓ MLT/Phlebotomy (Allied Health & Public Safety)
- ✓ Computer Networking (Career Technical Education)
- ✓ TLC

**October**

- ✓ Construction Management (Career Technical Education)
- ✓ Graphic/Multimedia Design (Fine & Performing Arts)
- ✓ Economics (Social Science & Business)
- ✓ LM Tech (Distance Learning Programs/Training)
- ✓ Sign Language (Humanities)

**November**

- ✓ English as a Second Language (Humanities)
- ✓ Political Science (Social Science & Business)
- ✓ Administration of Justice (Allied Health & Public Safety)
- ✓ Manufacturing Technology (Career Technical Education)

**December** – finalize summary of quality & themes identified during fall semester. Critical review of the committee timeline and process of review of the SLO tables.

Spring 2014 – two 1-hour meetings per month

**January** – planning meeting

## **February**

- ✓ Architecture (Career Technical Education)
- ✓ Special Education (Early Childhood Ed./ Training Programs)
- ✓ Philosophy (Humanities)
- ✓ Engineering (Mathematics, Sciences & Engineering)
- ✓ Welding (Career Technical Education)

## **March**

- ✓ Physics (Mathematics, Sciences & Engineering)
- ✓ Theatre (Fine & Performing Arts)
- ✓ Water Systems Technology (Career Technical Education)
- ✓ Welding (Career Technical Education)

## **April**

- ✓ Hotel Restaurant Management (Career Technical Education)
- ✓ MEA (Fine & Performing Arts)
- ✓ Psychology (Social Science & Business)
- ✓ Biological Sciences (Mathematics, Sciences & Engineering)
- ✓ Earth, Space, and Environmental Science (Mathematics, Sciences & Engineering)

## **May**

- ✓ Kinesiology & Physical Education (Physical Education & Athletics)
- ✓ Communication Studies (Social Science & Business)
- ✓ ISAs
- ✓ CIT (Social Science & Business)

Finalize summary of quality & themes to be sent to Outcomes Steering Committee