

College of the Canyons Academic Senate Meeting  
**December 12, 2013 3:00 p.m. to 4:30 p.m. BONH 330**

A. Routine Matters

1. Call to order
2. Approval of the Agenda
3. Approval of the Consent Calendar
  - a. Academic Senate Meeting Summary: November 21, 2013 (pg.2)
  - b. Curriculum Committee Meeting Summary: December 5, 2013 (pg. 5)
4. President's Report
5. Vice-President's Report

B. Committee Reports

1. SLO Committee – Rebecca Eikey
2. Staffing Committee – Wendy Brill

C. Unfinished Business

1. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
2. Proposal for Revision of Prerequisite Policy – in Policy Committee
3. Orphan Courses – in SLO committee
4. 20+ policies from Administration – in Policy Review Committee
5. ISLO LEAP – under discussion at Division Level
6. Discipline Assignments for Adjunct Faculty Fall 2013 – HR compiling data
7. Proposal to split Manufacturing from Engineering Technologies Dept.- in Ad Hoc Committee
8. Proposal to split Alternative Energy Dept. into Alternative Energy and Plumbing-in Ad Hoc Committee

D. Discussion Items

1. Academic Freedom – Edel Alonso
2. BP 5529 Student Conduct (Grounds for Disciplinary Action) – David Andrus and Mike Joslin (pg.8)
3. Proposed Revisions to BP 4233 and AP 4233 Attendance – David Andrus

E. Action Items

1. Proposed Revisions to BP 4100 and AP 4100 AA Degree (pg. 12)
2. Proposed Revisions to BP 4225 and AP 4225 Course Repetition (pg. 24)
3. Proposed Revisions to BP 4106 and AP 4106 Nursing Program (pg. 34)
4. Proposed Revisions for Program Review Committee Procedures – Paul Wickline (pg. 40)
5. Nomination of Bob Segui for Emeriti Status
6. Nomination of Jia-Yi Cheng-Levine for the ASCCC Hayward Award

F. Division Reports

G. Announcements:

1. Faculty's Winter Break: December 16, 2013 to February 9, 2014
2. Faculty's FLEX Spring 2014 Offerings - February 3 to February 7, 2014
3. Deadline for course revisions at stage 7 to appear in fall 2014 College Catalog – February 7, 2014
4. First day of Spring 2014 semester - February 10, 2014
5. Deadline for submission of Program Reviews – February 24

H. Open Forum

I. Adjournment

The next Academic Senate Meeting will be **February 13, 2014**  
*As always everyone is welcomed*

### Summary of the Academic Senate Meeting November 21, 2013

Attendance: Edel Alonso, Paul Wickline, Peter Hepburn, Christy Richter, Thea Alvarado (Adjunct), Gary Sornborger (Guest), Ron Karlin, Juan Buriel, Anais Amin (ASG Rep), Rebecca Shepherd, Deanna Riveira, David Andrus, Chelley Maple, Lee Hilliard, Rebecca Eikey, Cindy Stephens, Ruth Rassool, Mike Sherry, Ann Lowe, Shane Ramey (Adjunct), Regina Blasberg, Wendy Brill-Wynkoop and Jasmine Ruys (A&R Director)

#### A. Routine Matters

1. Call to order: 3:05 p.m.
2. Approval of the Agenda: Name change from Nursing Screening Criteria it should read Nursing Programs. **Approved**
3. Approval of the Consent Calendar: **Approved**
4. Report of the Senate President, Dr. Edel Alonso:
  - ✓ At the Board meeting on November 5, Anne Marengo and Thea Alvarado Sociology instructors introduced a group of students to speak about their simulated society exercise. Bob Segui's retirement was approved. The Board also approved the hiring of Stephan Lewicki, Manager of Ticketing and Patron Services for the PAC. The rest of the Board meeting was dedicated operational business including modifications of construction orders for both the new Culinary and Administration buildings. Several Board Policies (2000s) were on the agenda for first reading; they are been reviewed for modifications and updates.
  - ✓ A couple of items from the Dept. Chairs Survey were mentioned at CPT. Edel reported that some departments have difficulty having dialog about SLOs and SLO results since they are 1FT faculty member departments and it's difficult to meet with all adjuncts for this purpose given their differing schedules. Part of the discussion of SLO results needs to be about how SLO results lead to department/program modifications for improvement. Edel found that 33% of our departments are 1 FT faculty departments. There was discussion about how it is possible for faculty to rank low the item on the survey, which asked whether department objectives are linked to strategic goals, since the link must be specifically made in order to submit the budget on the program review. Edel explained that it is not that we do not make that connection by clicking a button on the budget module but that faculty are interested in how the two are truly aligned and how meaningful the process is.
  - ✓ The Foundation reported that Oktoberfest netted a profit of \$2055 for the Senate's Emeriti Scholarship account. Edel sent thank yous to the Foundation and to the Interdisciplinary Committee for their efforts.
  - ✓ Katie Coleman, adjunct in the Sociology department, was the speaker at the Scholarly Presentation and spoke about Social Media. Edel complimented Katie on her presentation. The Committee has received eleven applications for the next Scholarly Presentations. Lita has made copies and put them in the committee boxes for review.

- ✓ An Ad Hoc committee has been formed to address 2 requests for the reorganization of the CTE Division caused by splitting and merging the 2 programs under the Alternative Energy Department: Solar and Plumbing, with other CTE departments. Edel wrote Dr. Buckley to see if he is going to sit on the committee or appoint a designee.
- ✓ Edel has asked for faculty volunteers to serve on a new committee to develop recommendations/criteria for instructional space including appropriate configuration of desks, teacher desk, white boards/smart boards, etc. and to provide input to the Facilities Department.

Report of the Vice-President, Paul Wickline: Paul reported that he and Edel attended the ASCCC Fall 2013 Plenary. They attended workshops and voted on resolutions. He thought it was very interesting and had some very good takeaways. He said he feels he and Edel know a great deal more now that they have attended Plenary sessions and ASCCC Institutes and brought information back to the college.

#### B. Committee Reports:

##### 1. Curriculum Regional Meeting – Ann Lowe

Ann Lowe updated the Senate on two issues presented at the Regional Curriculum Meeting on 11-15-13. The first related to SB 440, which sets deadlines for colleges to have Associate Degrees for Transfer (ADT). Starting in fall 2013 every community college must create an ADT if a Transfer Model Curriculum (TMC) exists and the college offers that degree within 18 months of the approval of the TMC. The first deadline for complying with any existing TMCs is spring 2015. To ensure that the catalog is accurate, departments are encouraged to submit new ADTs to the Curriculum Committee in time for approval in spring 2014. The second issue presented was the movement to create non-credit to credit pathways. There is a movement to move basic skills courses into non-credit basic skills. This would be free to students and allow them to develop basic skills competencies at their own pace. At the same time, there is concern about no longer having a prerequisite to the lowest level of a sequence. Non-credit courses cannot be prerequisite to credit courses. This issue is just beginning to be explored by the Academic Senate.

#### C. Unfinished Business

1. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
2. Proposal for Revision of Prerequisite policy – in Policy Committee
3. Orphan Courses – in SLO Committee
4. 20+ policies from Administration – in Policy Review Committee
5. ISLO Leap – under discussion at Division Level
6. Discipline Assignments for Adjunct Faculty Fall 2013 – HR compiling data
7. Proposal to split Manufacturing from Engineering Technologies Dept.
8. Proposal to split Alternative Energy Dept. into Alternative Energy and Plumbing

#### D. Discussion items

##### 1. Proposed Revisions to BP 4100 and AP 4100 AA degrees – David Andrus

The Senate approved this policy last year but it was never presented to the College Policy

Council so the Policy Review Committee reviewed it again and is recommending a couple of minor changes. One of the changes is to allow multiple majors even if they share common courses. The policy number has also been changed. Jasmine Ruys and David Andrus reviewed the proposed changes. See cross outs of old language and bolded new language .This item will return as an Action item on the agenda at the next Senate meeting

2. Proposed Revisions to BP 4225 and AP 4255 Course Repetition – David Andrus

The Policy Committee is recommending a numbering change to this policy and some mandated updates. See cross outs of old language and bolded new language. This item will return as an Action item on the agenda at the next Senate meeting.

E. Action Items

1. Proposed Revisions to BP 4250 Probation, Disqualification and Re-Admission: **Approved**
2. Proposed Revisions to AP 4250 Probation: **Approved**
3. Proposed New AP 4255 Disqualification and Dismissal: **Approved**
4. Proposed Revisions to BP 4106 Nursing Programs: **Approved**
5. Proposed Revisions to BP 4220 Standards of Scholarship: **Approved**

F. Division Reports: The Math, Engineering and Science Division wants to propose that emails from any office on campus include a disclaimer on scientific information when dealing with issues related to science. It was suggested that such emails include a citation or reference to the source of the information as well.

G. Announcements: Edel reported she had looked into the question of contracting for shredding papers with confidential information such as tests, answer keys, class rosters, etc., as per the Senate's request on behalf of faculty. She spoke with Jasmine in A&R, since that office currently pays \$12.50 per month for such a service. Edel also spoke to Jia-Yi, Sustainability Committee Chair, who offered to have a bin in the Sustainability Center for the faculty. Jasmine explained that faculty must keep grade books for three years since students have a 2 year period after the end of a course to challenge grades.

H. Open Forum: N/A

I. Adjournment: 4:35 p.m.

## CURRICULUM COMMITTEE SUMMARY

December 5<sup>th</sup>, 2013

3:00 pm – 5:00 pm

BONH-330

Items on "Consent" are recommended for approval as a result of Technical Review meetings held on November 25<sup>th</sup>, 2013:

Members present: Backes, Patrick – Curriculum/Articulation Coordinator, Non-voting member; Bates, Mary – Math, Science & Engineering; Green, Audrey – Co-Chair, Administrator; Hilliard, Lee – Career & Technical Education; Karlin, Ron – Member at Large; Lowe, Ann – Co-Chair, Faculty; Matsumoto, Saburo – Member at Large; Marengo, Anne – Social Science & Business; Ramey, Shane – Adjunct Faculty; Solomon, Diane – Member at Large; Voth, Joseph – Humanities; Waller, Tina – Allied Health

## TECHNICAL CHANGE MEMOS for consent:

Subject	#	Title	Description of action	Author	Effective
MLT	050	Phlebotomy	Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	L. Gregory	Spring 2014
MLT	110	Clinical Hematology Lecture	Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	L. Gregory	Spring 2014
MLT	110L	Clinical Hematology Lab	Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	L. Gregory	Spring 2014
MLT	112	Clinical Urinalysis Lecture	Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	L. Gregory	Spring 2014
MLT	112L	Clinical Urinalysis Lab	Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	L. Gregory	Spring 2014
MLT	114	Clinical Coagulation Lecture	Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	L. Gregory	Spring 2014
MLT	114L	Clinical Coagulation Lab	Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	L. Gregory	Spring 2014
MLT	116	Clinical Microbiology Lecture	Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	L. Gregory	Spring 2014
MLT	116L	Clinical Microbiology Lab	Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	L. Gregory	Spring 2014
MLT	118	Clinical Immunology -Immunohematology Lecture	Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	L. Gregory	Spring 2014
MLT	118L	Clinical Immunology -Immunohematology Lab	Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	L. Gregory	Spring 2014
MLT	120	Clinical Chemistry I Lecture	Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	L. Gregory	Spring 2014
MLT	120L	Clinical Chemistry I Lab	Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	L. Gregory	Spring 2014

MLT	124	Clinical Chemistry II Lecture	Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	L. Sawyer	Spring 2014
MLT	124L	Clinical Chemistry II Lab	Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	L. Sawyer	Spring 2014
MLT	128	Clinical Hematology -Urinalysis-Coagulation Practicum	Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	L. Sawyer	Spring 2014
MLT	129	Clinical Microbiology Practicum	Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	L. Sawyer	Spring 2014
MLT	130	Clinical Immunology -Immunohematology Practicum	Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	L. Sawyer	Spring 2014
MLT	131	Clinical Chemistry Practicum	Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	L. Sawyer	Spring 2014

#### MODIFIED COURSES for consent:

Subject	#	Title	Description of action	Author	Effective
BUS	100	Introduction to Business	Revised descriptions, revised objectives and content, updated texts. Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	D. Newman	Fall 2014
BUS	103	Introduction to International Business	<b>Revised SLO's (3)</b> , revised objectives and content, updated texts. Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	D. Walden	Fall 2014
BUS	110	Principles of Management	Revised descriptions, <b>revised SLO</b> , revised objectives and content, updated texts. Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	D. Stueker	Fall 2014
BUS	117	Business Entrepreneurship	Revised content, updated texts. Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	S. Wright	Fall 2014
BUS	132	Negotiation and Conflict Resolution	Revised objectives and content, updated text. Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	D. Walden	Fall 2014
BUS	142	Principles of Selling	Revised content, updated texts. Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	S. Wright	Fall 2014
BUS	185	Principles of Importing and Exporting	Revised objectives and content, updated texts. Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	D. Walden	Fall 2014
BUS	192	E-Business Strategy	Revised descriptions, <b>revised SLO</b> , revised objectives and content, updated texts. Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	D. Newman	Fall 2014
CIT	082	Adobe Acrobat	Revised descriptions, <b>added lab SLO</b> , revised objectives and content, updated texts, <b>removed recommended preparation of CIT-035, 110, and 111. Added DLA</b> . Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	A. Stueker	Fall 2014
NC.BCSK	E21	Grammar and Sentence Writing	Revised descriptions, <b>Revised SLO's (2)</b> , revised objectives and content, updated texts. Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	S. Lynch	Fall 2014

PHOTO	150	Cameras and Composition	Revised descriptions, <b>Revised SLO's (2)</b> , revised objectives and content, updated texts. Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	M. Belli - Wynkoop	Fall 2014
PHOTO	155	Photography	Revised descriptions, <b>Revised SLO's (2)</b> , revised objectives and content, updated texts. Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	M. Belli - Wynkoop	Fall 2014

#### NEW COURSES:

Subject	#	Title	Description of action	Author	Effective
ECE	127	Health, Safety, Nutrition for Children	3-units, 54 hours of lecture, not-repeatable, <b>new SLO</b> .	C. Stephens	Fall 2014
ECE	129	Observation and Assessment	3-units, 54 hours of lecture, not-repeatable, <b>new SLO. New prerequisite of ECE-123</b> .	C. Stephens	Fall 2014
ECE	131	Practicum-Field Experience	3-units, 27 hours of lecture, 81 hours of lab, not-repeatable, <b>new SLO. New prerequisite of ECE-129</b> .	C. Stephens	Fall 2014

**MODIFIED COURSES:**

Subject	#	Title	Description of action	Author	Effective
ECE	101	Child Growth and Development	<b>Changed course number and title, (formerly ECE-120 "Child Development").</b> Revised descriptions, <b>revised SLO</b> , revised objectives and content, updated textbooks, <b>added ENGL-101/101H as recommended preparation, added DLA.</b> Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	C. Stephens	Fall 2014
ECE	121	Principles and Practices of Teaching Young Children	<b>Changed course number and title, (formerly ECE-110 "Introduction to Early Childhood Education").</b> Revised descriptions, <b>revised SLO</b> , revised objectives and content, updated textbooks, <b>added ECE-101 as a prerequisite and ENGL-101/101H as recommended preparation.</b> Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	C. Stephens	Fall 2014
ECE	123	Introduction to Curriculum for Young Children	<b>Changed course number and title, (formerly ECE-115 "Curriculum &amp; Classroom Management of Early Childhood Education Programs").</b> Revised descriptions, <b>revised SLO</b> , revised objectives and content, updated textbooks, <b>prerequisite change to ECE-121 due to new course number.</b> Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	C. Stephens	Fall 2014
ECE	125	Child, Family, and Community	Revised descriptions, <b>revised SLO</b> , revised objectives and content, updated textbooks, <b>added ECE-101 as a prerequisite.</b> Adding "Healthcare Ancillaries" as discipline/minimum qualifications. - <b>Approved</b>	C. Stephens	Fall 2014
ECE	165	Teaching Children in a Diverse Society	<b>Changed course title, (formerly "Teaching in a Diverse Community").</b> Revised descriptions, <b>revised SLO</b> , revised objectives and content, updated textbooks. - <b>Approved</b>	C. Stephens	Fall 2014

**NEW PROGRAMS:**

Program	Degree/Certificate	Description of action	Author	Effective
Early Childhood Education for Transfer	A.S.-T-Degree	24 required units based on state approved Transfer Model Curriculum (TMC); <b>New Program SLO added.</b>	C. Stephens	Fall 2014

**NEW/MODIFIED PREREQUISITES:**

Title	#	Title	Suggested Enrollment Limitation	Author
CIT	082	Adobe Acrobat	Removed recommended preparation of CIT-035, 110, and 111. - <b>Approved</b>	A. Stover
ECE	101	Child Growth and Development	Added ENGL-101/101H as recommended preparation. - <b>Approved</b>	C. Stephens
ECE	121	Principles and Practices of Teaching Young Children	Added ECE-101 as a prerequisite and ENGL-101/101H as recommended preparation. - <b>Approved</b>	C. Stephens
ECE	123	Introduction to Curriculum for Young Children	Prerequisite change to ECE-121 due to new course number.	C. Stephens
ECE	125	Child, Family, and Community	Added ECE-101 as a prerequisite. - <b>Approved</b>	C. Stephens
ECE	129	Observation and Assessment	New prerequisite of ECE-123.	C. Stephens
ECE	131	Practicum-Field Experience	New prerequisite of ECE-129.	C. Stephens

**NEW DISTANCE LEARNING ADDENDUMS:**

Title	#	Title	TYPE OF DELIVERY	Author
CIT	082	Adobe Acrobat	100% Online. - <b>Approved</b>	A. Stover
ECE	101	Child Growth and Development	100% Online, Hybrid. - <b>Approved</b>	C. Stephens

**Summary**

New Courses Includes ISN's	-0-	Modified Non Credit Courses	1	Modified Prerequisites	2
New Programs	-0-	New DLM's	2	Deleted Courses	-0-
Modified Courses	15	New SLO's	1	Deleted Programs	-0-
Modified Programs	-0-	Modified SLO's	15	Proposals Reviewed in Technical Review Session	12
New Non Credit Courses	-0-	New Prerequisites	3	Proposals Returned from Technical Review Session	-0-

## DRAFT PROPOSAL FOR REVISIONS TO POLICY

### 5529 STUDENT CONDUCT

#### 5529.2 Grounds for Disciplinary Action

A student may be disciplined for one or more of the following causes, which must be College/District related and which may occur either on any District site or elsewhere off-site during a college-sponsored activity or event. This list is not intended to be exhaustive, but is an example of good and sufficient causes for disciplinary action.

- A. Any theft, conversion, or damage or destruction, including cutting, defacing, vandalizing, or marking with graffiti, of and/or to any property, real or personal, belonging to the College, a member of the College staff, a student, or a campus visitor, or knowingly receiving stolen College or District property or private property on campus.
- B. Forgery, alteration or misuse of College documents, keys, records, or identification, or knowingly furnishing false information to the College or one of its officials, or any fraud activity including reversing credit card charges to avoid paying fees, or failure to make good on returned checks cashed by the College.
- C. Cheating, plagiarism, fabrication, and other forms of academic dishonesty, and/or facilitating academic dishonesty, including having other students or non-students take courses, tests, placement exams, or write papers.
- D. Violation of classroom rules including: the use of cell phones, pagers, other unauthorized devices, attendance and punctuality standards, decorum standards, safety standards, and other standards found in the course syllabus.
- E. Physical or verbal abuse, including sexual assault, sexual harassment and stalking, or any threat of force or violence including flaming, bashing, bullying, sharking or any abusive, threatening, coercive, or hostile behavior, including online interaction, directed toward any member of the College, or members of his or her family, or a campus visitor, or any harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.
- F. Willful or blatant misuse of any student contact information obtained from another student either directly, or as part of a course assignment or study group, including sending harassing, stalking or threatening type correspondence or photos either through email or texting, or making harassing, stalking or threatening type phone calls to another student.
- G. Willful or blatant misuse of email or engaging in other inappropriate forms of communication with College faculty or staff, including communication by written notes, phone, voicemail, or any form of electronic communication.
- H. Manufacture, use, possession, distribution, sale, offer to sell, furnishing, arranging or negotiating the sale of any drug or drug paraphernalia, or being under the influence

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of alcohol, narcotics, or other dangerous drugs, or the abuse of any lawfully prescribed medication which causes the student to be so impaired as to be a danger to oneself or others, or to be disruptive to the educational or administrative process, on campus, or off campus at any College-sponsored event, including day and night while the student is under the supervision of the College and its personnel, even when formal activities of the event (athletic event, conference, field trip, etc.) have ended.

H.

F-I. Unauthorized entry into, unauthorized use of, possession of, or misuse of, College or District property, facilities, supplies or equipment, or vehicles, or unauthorized occupancy of any buildings or other facilities owned, rented, leased, or otherwise under the control of the College or District.

G-J. Disorderly, lewd, indecent, obscene or offensive conduct or language on College/District-owned or controlled property or at College-sponsored or supervised functions, or engaging in expression which is libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on College or District premises, or the violation of lawful College or District regulations, or the substantial disruption of the orderly operation of the College or District.

H-K. Possession, or use, or sale of any weapons including firearms, knives, explosives, dangerous chemicals, or other potentially harmful implements, or substances, or objects, which could be classified as a weapon, or any imitation or replica weapons, which may cause alarm to the College community while on the College campuses or at a College or District-sponsored function without prior authorization of the College President/CEO or designee.

I-L. Failure to identify oneself to or failure to comply with directions of College officials acting in performance of their duties including, but not limited to, the provisions of the Penal Code Sections 626.6 and 626.8

J-M. Obstruction or disruption, on or off campus, of the College's education process, administrative process, or other College function, or the open and persistent defiance of authority. This includes all extracurricular activities including, but not limited to, internships, service-learning activities, athletic events, conference travel, and field trips during all hours the student is under supervision of the College and its personnel.

K-N. Violation of any order of the College President, notice of which has been given prior to such violation and which order is not inconsistent with any of the other provisions of this policy. This notice may be given by publication in the College newspaper, web site, social network, or by posting on an official bulletin board designated for this purpose.

L-O. Soliciting or assisting another to undertake any act, which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.

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M.P. Abusive behavior directed toward, or hazing of, a member of the College community, or any act, which injures, degrades, disgraces or tends to injure, degrade, or disgrace any fellow student or member of the campus community.

N.O. Any other cause not listed above which is identified as good cause by Education Code Sections 76032 and 76033.

Q-R. Abuse of computing facilities or computer time, including but not limited to unauthorized entry into a file to use, read, or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or College official; and/or use of computing facilities to interfere with a College computing system. For specifics, refer to the College of the Canyons Acceptable Use Agreement.

P-S. Committing any act or engaging in any behavior that threatens or endangers the health or safety of another individual on campus or at any college sponsored activity or event.

Q-T. Willful misconduct that results in injury or death to a student or to College or District personnel or a campus visitor.

R-U. Unauthorized preparation, selling, giving, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, or any materials that are the intellectual property of a faculty member, except as permitted by any district policy or administrative procedure;

S-V. Gambling on College or District property.

T-W. Willful or persistent smoking of tobacco products, or the use of an electronic cigarette, hookah pen or pipe, or similar device used to ingest flavored serums, with or without nicotine and which dispense vapors, in any area where smoking or use of vapor emitting electronic cigarettes, pens, pipes or similar devices has been prohibited by law or by regulation of the College or District.

U-X. Failure to follow and comply with established guidelines and regulations of off-site entities while participating in college-sponsored, off-campus activities including, but not limited to, conferences, retreats, field trips, excursions, internships, externships, service-learning or volunteer placements, and athletic events.

V-Y. Violation of College or District policies or of campus regulations including those concerning chartering and registration of student organizations, use of College or District facilities, or the time, place and manner of public expression.

Z. Attempting to perform any actions that are cause for disciplinary action identified above.

AA. Any attempt to misuse a campus parking permit issued by the College or District including selling a College-issued student parking permit to another student, giving an expired student parking permit to another student, allowing a current or expired

student parking permit to be borrowed by another student, making use of any stolen College-issued parking permit, creating or making any form of falsified or fake student or faculty/staff parking permit with the intent for use on a District campus.

BB. Violations of California Vehicle Code or local traffic violations, which cause a threat to persons or property, or the orderly operation of the College by virtue of the nature or frequency of the violations.

CC. Failure to pay, in a timely manner, parking citations written by the College's Campus Safety Officers for parking violations, which occur on the College's campuses.

DD. \_\_\_\_\_ False accusations or malicious charges against another student or member of the campus community.

EE. Violation of federal, state, or local statute or ordinance, or District policy, rule, or regulation while on College property and during all hours, off campus, while the student is under the supervision of the College and its personnel.

FF. Attempting to perform any actions that are cause for disciplinary action identified above

## DRAFT PROPOSAL FOR NEW POLICY

### BP 4233 Attendance

*Reference: Title 5, Sections 58003, 58004; Student Attendance Accounting Manual; HEA Sec. 103 and 484(l); 34 CFR 600.2; 34 CFR 668.3*

The Santa Clarita Community College District has adopted the following policy with regard to attendance. Nothing in this policy shall conflict with Title 5 section 58003 that pertains to state requirements for monitoring and reporting attendance for apportionment purposes. The Santa Clarita Community College District authorizes specified designated District personnel to develop and implement those procedures necessary to comply with state mandated attendance reporting requirements. This policy is applicable to all courses, regardless of delivery format, offered by the Santa Clarita Community College District.

#### 4233.1 Definitions:

- A. No show drop – a drop that occurs as a result of a student not attending the first class meeting.
- B. Census drop - a drop occurs when a student stops attending a class prior to the first census drop or 20% of the course. The “drop date” shall be the end of business of the day immediately preceding the census day.
- C. Withdrawal drop –a withdrawal occurs when a student stops attending prior to 75% of the term or the 12<sup>th</sup> week of classes for full-term classes.
- D. Absences
  - 1) Excessive absences- an accumulation of excused and/or unexcused absences amounting to more than 10% of the class meetings.
  - 2) Excused absence- an absence caused by documented extenuating circumstances.
  - 3) Unexcused absence- an absence with no documented extenuating circumstance.
- E. Extenuating circumstances- verified cases of accidents, illness, and other circumstances beyond the control of the student. A student must have documentation to prove an extenuating circumstance.
- F. The last date of attendance - is either the mid-point of the financial aid payment period, as the effective withdrawal date, or the student’s last date of attendance as determined by his or her last known academically related activity. Academic related activity requires more than attendance in the student’s face to face or electronic classroom.
- G. Academically related activities include but are not limited to:
  - 1) Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
  - 2) Submitting an academic assignment;
  - 3) Taking an exam, an interactive tutorial or computer-assisted instruction;

- 4) Attending a supplemental learning activity and/or study group that is assigned by the instructor;
- 5) Participating in an online discussion about academic matters; and
- 6) Initiating contact with the instructor of record to ask a question about the academic subject studied in the course.
- 7) Academically related activities do not include activities where a student may be present but not academically engaged, such as:
  - 1. Logging into an online class without active participation; or
  - 2. Participating in academic counseling or advisement<sup>1</sup>.
- H. Academic Engagement in Distance Education– is academically related activities, described in the relevant course outline of record, including, but not limited to regular or substantive interaction between the students and initiated by the faculty through discussion board posts, completed assignments, or electronic conversations with faculty. This does not include passive activity in the course; e.g. watching a lecture, downloading an assignment, or other non-interactive activities.
- I. Distance Education- courses that deliver instruction online using the Internet (synchronously and/or asynchronously), provide for regular and substantive contact and interaction online between instructor and students that is initiated by the instructor, and require online activities as part of a student's grade.

4233.2 For the purposes of attendance and in application of census procedures, the Santa Clarita Community College District shall clear the rolls of students with inactive enrollment for the following time periods:

- A. Been identified as a no show, or
- B. Stopped attendance prior to the Census date, or
- C. Stopped attendance prior to the Withdrawal date.

4233.3 A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. "No longer participating" includes, but is not limited to, excessive unexcused absences related to nonattendance.

4233.4 Regular and punctual attendance is an integral part of the learning process. Students of the Santa Clarita Community College District are expected to attend all scheduled classes in which enrolled. An instructor has the authority to drop a student who violates written attendance policies. Instructors are not obligated to hold seats for students who are enrolled but do not attend the first class meeting.

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<sup>1</sup> Participation in academic counseling and advising are no longer considered to be academic attendance or attendance at an academically related activity. (*Federal Student Aid Handbook, June 2012; Chapter 1 – Withdrawals and the Return of Title IV Funds*)

- A. Only persons who are registered for a class at the Santa Clarita Community College District may attend that class. Students are expected to attend all class meetings for those courses in which they are enrolled. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be dropped or withdrawn from the course.
- B. Students who fail to attend the first scheduled class meeting or fail to obtain permission from the instructor regarding absence before the first scheduled class meeting shall be dropped as a no show from the course.
- C. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.
- D. Any student with excused or unexcused absences amounting to more than 10% of the class meetings may be dropped or withdrawn from the class. An instructor may drop a student up until 20% of the course (the 2<sup>nd</sup> week of a full semester length class) or withdraw a student from a course up until 75% of the course (the 12<sup>th</sup> week of a full semester length class) due to excessive absences.
- E. Absence due to an extenuating circumstance may be accepted by the instructor as an excused absence for a limited period of time. Students are expected to notify their instructor by e-mail and/or phone message if they are absent for a medical reason. Students anticipating or encountering extended absences due to medical, personal or family emergencies should remove him or herself from the course.
- F. It is the student's responsibility to officially drop or withdraw from a course. Students failing to officially drop or withdraw from a course may receive an "FW" grade.

#### 4233.5 Distance Education Courses

- A. Distance education courses require regular and substantive interaction between students and initiated by the faculty.
- B. A student's absence from a distance education course shall be determined by the last day on which the student was academically engaged and participated in an academically related activity in the class.
- C. The last date of attendance for students enrolled in a distance education course will be used in determining a student's absences and subsequent drop or withdrawal from a class.

#### 4233.6 Financial Aid Repayment

Any student who receives Federal financial aid and completely withdraws or fails to complete any units during the payment period or period of enrollment, will be required to repay any unearned financial aid funds.

## DRAFT PROPOSAL FOR NEW ADMINISTRATIVE PROCEDURES

### AP 4233      Attendance

Reference: Title 5, Sections 58003, 58004; Student Attendance Accounting Manual; *HEA Sec. 103 and 484(l)*; *34 CFR 600.2*; *34 CFR 668.3*

- 4233.1      (A) The faculty shall drop students for no-show and census drops. The faculty member will no show drop a student via My Canyons during the first week of the course if the student did not attend the first day of the course. Instructors are not obligated to hold a seat for a student that does not attend the first day of the course.
- (B) The faculty member will drop a student via My Canyons prior to the census date of the course if the student stopped attending the course after the first day of the course.
- (C) The faculty member has the opportunity to withdrawal a student from the course if the student stopped attending after the census date and missed more than 10% of the course meetings up until 75% of the course.
- 4233.2      Students must attend all courses, in person or on-line, that show on their schedule. If the student stops attending the course, it is the responsibility of the student to drop the course from his or her record.
- 4233.3      An instructor may approve a reinstatement for a student into their course if the student shows the excessive absences were a result of a documented extenuating circumstance. An instructor does not have to approve a reinstatement back into his or her course.
- 4233.4      Students must actively participate in online courses to prove attendance. Attendance in an online course will be counted when a student participates in an academically related activity. If the student does not participate in an academically related activity throughout the course, the instructor may drop the student for non-attendance.
- 4233.5      Students who receive federal financial aid, and are dropped for non-attendance, will be responsible for repayment of any unearned financial aid funds. The Financial Aid office will provide students with the repayment amount based on the last day of attendance in courses dropped. The student must repay the

money back to the college or a hold will be placed on the student's record. The student will not receive college services until the unearned financial aid funds are repaid and the hold is removed.



## DRAFT PROPOSAL FOR NEW POLICY

### BP ~~5920~~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:

#### ~~a.~~ 4100.1 Graduation Requirements

5920~~4100.1a~~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 ~~5920~~4100.3

5920~~4100.1b~~ A minimum of a 2.0 grade point average in a curriculum, which the District accepts toward the degree.

5920~~4100.1c~~ A student must earn 12 semester units in residence at the Santa Clarita Community College District.

5920~~4100.1d~~ A student must be in good standing at College of the Canyons.

5920~~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.

#### 5920~~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.

#### 5920~~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

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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.

A student may opt to complete more than one major field of study. See BP 5911 for specific definitions and requirements.

b. 4100.4 General Education Requirements

The awarding of an Associate Degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Central to an Associate Degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, General Education should lead to better self-understanding.

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.

59204100.4a Natural Sciences (minimum 3 semester units) ~~—Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.~~

59204100.4b Social and Behavioral Sciences (minimum 3 semester units) ~~—Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways~~

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people act and have acted in response to their societies and should

~~59204100.4c~~ Humanities (minimum 3 semester units) ~~—Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.~~

~~59204100.4d~~ Language and Rationality – (minimum of 6 units required) ~~Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.~~

(1) English Composition (minimum 3 semester units) ~~—Courses fulfilling the written composition requirement should include both expository and argumentative writing.~~

(2) Communication and Analytical Thinking (minimum 3 semester units) ~~—Courses fulfilling the communication and analytical thinking requirements include oral and written communication, mathematics, logic, statistics, computer language and programming, and related disciplines.~~

~~59204100.4e~~ American Institutions Requirement (minimum ~~36~~ semester units): ~~one course needed from category (1) and one course needed from category (2); or complete courses in category (3))~~ Units completed must cover categories 1 and 2 below. ~~— Courses in American Institutions are those which focus on the historical development of American institutions and ideals, the operation of representative democratic government under the Constitution of the United States, and the principles of state and local government established under the Constitution of this State.~~

(1) United States History

(2) U.S. Constitution, State and Local Government

~~(3) History 111 or 111H AND 112 or 112H at College of the Canyons~~

~~59204100.4f~~ Physical Education and Wellness (~~2 courses or~~ minimum 2 semester units)

~~59204100.4g~~ Diversity Requirement – (minimum ~~3 semester units~~ 1 course) – ~~Courses in Diversity examine general issues of diversity, equity, ethnocentricity, and/or ethnicity; and relationships to problems facing contemporary society, especially those resulting from prejudice, discrimination, and cultural conflict. Attention is paid to critical thinking skills which allow students to address cultural, racial, and/or gender issues in a sensitive and responsible manner and to evaluate their own attitudes and those of others.~~

The course used to satisfy this area may also be used to satisfy another area of General Education, if applicable.

#### 59204100.5 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.

#### 59204100.6 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 ~~59204100.4~~. 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.

59204100.6a 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.

59204100.6b The Liberal Arts and Sciences majors (as well as the former Transfer Studies major) are exempt from the Physical Education and Wellness requirement.

59204100.6c The RN and LVN-to-RN majors are exempt from Physical Education and Wellness and the Diversity requirement.

59204100.6d The Paralegal Studies major must meet the American Bar Association criteria. Therefore a separate General Education pattern is required for this major.

#### 59204100.7 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.

5920~~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:

5920~~4100~~.8a All major requirements for the additional degree must be satisfied, per student's catalog rights.

~~5920.8b — A minimum of 18 unduplicated semester units are completed in the new major.~~

5920~~4100~~.8~~b~~<sup>e</sup> Courses used towards the first degree may be used towards the major in the second degree, ~~unless either degree is the Liberal Arts and Sciences major (as well as the former Transfer Studies and General Arts and Sciences majors).~~

5920~~4100~~.8~~c~~<sup>d</sup> 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.

5920~~4100~~.8~~d~~<sup>e</sup> 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.

5920~~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.

5920~~4100~~.10a Cum Laude Graduate – requires a cumulative Associate degree applicable grade point average of 3.5 - 3.69.

5920~~4100~~.10b Magna Cum Laude Graduate - requires a cumulative Associate degree applicable grade point average of 3.7 - 3.89.

5920~~4100~~.10c Summa Cum Laude Graduate - requires a cumulative Associate degree applicable grade point average of 3.9 - 4.0.

5920~~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.

5920~~4100~~.10e Valedictorian – the student or students with the highest cumulative Associate degree applicable grade point average.

#### 5920~~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.

5920~~4100~~.11a For all Certificates of Achievement except the CSU General Education Breadth and the UC-IGETC and CSU-IGETC, ~~sStudents-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.

5920~~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.

5920~~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.

#### 5920~~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.

5920~~4100~~.12a Students must complete required courses in an approved program of study as specified in the Continuing Education section of the course catalog.

5920~~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”.

5920~~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.

Revised May 4, 2011

Revised May 4, 2011 JR

Revised May 5, 2011 JJ

Revised May 14, 2011 JJ

Revised November 10, 2011 JJ

Revised November 14, 2011 JJ

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Revised February 9, 2012

Approved by the Academic Senate February 9, 2012

Revised June 3, 2013 JR

Revised October 23, 2013 JR Submitted to Policy Committee

Revised December 2013- resubmitted to Academic Senate- JR

## DRAFT PROPOSAL FOR NEW ADMINISTRATIVE PROCEDURES

AP ~~5920~~4100 Associate Degree and Certificate Requirements

**Reference: Title V, Section 55063**

5920~~4100~~.1 ~~The~~ 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.

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5920~~4100~~.1a ~~The~~ 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.

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5920~~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.

~~5920~~4100.1c ~~The~~ 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. ~~The program evaluation is a tool used by students, Counselors, and the Graduation Technician to determine a student's progress to completion of their program.~~

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5920~~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 ~~CEE~~ units earned at College of the Canyons.

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5920~~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.

5920~~4100~~.1f ~~Occasionally, a~~ 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 V minimum 18 units in a major, the Title V minimum 18



units in Associate Degree General Education, the Title V minimum 60 units for the Associate Degree, and the total number of units required for CSU General Education and IGETC certification.

59204100.1g 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.

59204100.2 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.

59204100.3 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.

~~59204100.4 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. Associate Degrees for Transfer as defined by SB 1440, will be exempt from the following local requirements: American Institutions, Physical Education and Wellness, and the Diversity. The program evaluation will reflect the requirements specific to these particular degrees. The Associate of Arts Transfer degree will have an abbreviation of AA-T. The Associate of Science Transfer degree will have an abbreviation of AS-T.~~

59204100.5 ———The Santa Clarita Community College District offers transfer Associate Degrees with exceptions made to the General Education Requirements listed in section 59204100.4. 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.

59204100.56a Requirements for transfer majors prescribed by SB 1440 are exempt from all local General Education Requirements and may not be changed by local authorities.

59204100.56b The Liberal Arts and Sciences majors (as well as the former Transfer Studies major) are exempt from the Physical Education and Wellness requirement.

59204100.56c The RN and LVN-to-RN majors are exempt from Physical Education and Wellness and the Diversity requirement.

59204100.56d The Paralegal Studies major must meet the American Bar Association criteria. Therefore a separate General Education pattern is required for this major.

**~~The General Education requirements for the Paralegal Studies major must meet American Bar Association criteria. Therefore, a separate General Education pattern is required for this major.~~** The Liberal Arts and Sciences major (as well as the former Transfer Studies major) are exempt from the Physical Education and Wellness unit and course requirements.

~~§9204100.6 — Graduation with honors will include all degree applicable units from College of the Canyons and from all other regionally accredited colleges where the student has completed units. The cumulative degree applicable grade point average of 3.5 or above will be considered **required** for graduation with honors. The grade point average of 3.5 or above will be evaluated at the end of the semester prior to the term in which the student is petitioning for an Associate Degree. 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 eCum Laude Graduate - requires a cumulative Associate degree applicable grade point average of 3.98-4.0.

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.

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59204100.6a 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.

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59204100.6b The Admissions and Records office will post the academic recognition on the College official transcript once all requirements for graduation are verified.

59204100.6c The Cum Laude, Magna Cum Laude, and Summa Cum Laude graduation recognition will be included on the College of the Canyons' diploma.

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59204100.7 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.

59204100.7a 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.

59204100.7b 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.

59204100.7c 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.

59204100.7d 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.

59204100.7e 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.

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59204100.8 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.

59204100.8a ~~The~~ A student can provide a DD-214 or a SMART transcript from the military. The DD-214 or transcript must show a discharge of

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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.

5920~~4100~~.8b ~~The~~ 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.

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The units will be posted once one unit has been completed by ~~the~~ 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.

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5920~~4100~~.8c ~~The~~ 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.

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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 Senat

#### DRAFT PROPOSAL FOR REVISIONS TO POLICY

BP ~~59014~~225

COURSE REPETITION

Reference:

Education Code Sections 66700, 70901, 70902; Title 5, Sections 550400 – 55043, 55253 and 58161

59014225 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.

59014225.1 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 "Activist Participatory Courses" are those courses where individual study or group assignments are the basic means by which learning objectives are obtained, 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.~~ Activist Participatory courses consist of courses in physical education, visual and performing arts, ~~courses in~~ 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.

59014225.2 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 ~~activity these~~ courses for not more than three ~~semester 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.

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#### **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. there is ~~an~~ the district has-established a recency prerequisite established ~~by~~ for course or program curriculum; or,

- ii. ~~there is another institution of higher education to which the student seeks established a recency requirement which the student will not be able to satisfy without repeating the course in question, an established recency requirement as 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.~~
- or,
- ii. ~~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.~~

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 ~~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.

#### F. Extenuating Circumstances

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.

#### G. Cooperative Work Experience Course

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~~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.

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#### 59014225.3 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/semesters, 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 claimed for state apportionment up to the 16 unit limit.

H. The attendance of students in special courses for students with disabilities may be claimed without limitation.

~~G-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.

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.

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#### 5901~~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.

#### **DRAFT PROPOSAL FOR REVISIONS TO ADMINISTRATIVE PROCEDURES**

**AP ~~59014225~~ 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 ~~59014225~~.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 ~~59014225~~.2 (A).

**(B) Alleviate Substandard Grades**

The computer system ~~will be~~ 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](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's ~~c~~Course repetition is necessary ~~must repeat the course due to their employer requiring the course at a sooner date 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; ~~or,~~

• ~~an employer mandates that an employee repeat a course as a direct result of a~~ once. The first grade and corresponding unit credit will be disregarded when computing the student's GPA.

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 ~~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.

#### **(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 ~~59014225~~.3.
3. In accordance with BP ~~59014225~~.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.

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- 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.

## **BP 4106 Nursing Programs**

### **References:**

*Education Code Sections 66055.8, 66055.9, 70101-70107, 70120, 70124, 70125, 70128.5, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645; CCR, Title 5 Sections 55060 et seq. and 55521; Health and Safety Code Section 128050*

4106.1 Nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements that may be required for an associate degree. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.

**4106.2 The District shall establish procedures for the screening of nursing students.**

*Approved – Academic Senate, 11/21/2013*

*See AP 4106*

## AP 4106 Nursing Programs

### **References:**

*Education Code Sections 66055.8, 66055.9, 70101-70107, 70120, 70124, 70125, 70128.5, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645; CCR, Title 5 Sections 55060 et seq. and 55521; Health and Safety Code Section 128050*

4106.1 The District shall consider all of the following when screening nursing students:

- a) Academic degrees or diplomas, or relevant certificates, held by the applicant;
- b) Grade point average in relevant coursework;
- c) Life experiences or special circumstances of an applicant;
- d) Any relevant work or volunteer experience;
- e) Proficiency or advanced level coursework in languages other than English; and
- f) Composite score on a California Community College Chancellor's Office approved diagnostic assessment test.



**Committee Procedures**  
**College of the Canyons Program Review Committee**

**1. Mission**

- a. The purpose of the **Program Review Committee** (an Academic Senate subcommittee) is to provide training, advisement and assistance to College of the Canyons faculty and staff to facilitate and improve the program review process. The committee will provide leadership and guidance by reviewing comprehensive program reviews, annual plans, outcomes and assessment cycles, and evaluating the program review planning process.

**2. Oversight**

- a. The Academic Senate reviews the activity of the Committee and gives general direction to its work.

**3. Duties and Functions**

- a. The Program Review Committee will be responsible for maintaining a process by which instructional and administrative programs systematically assess themselves to ensure currency, relevance, appropriateness, and achievement of stated goals and outcomes.
- b. The committee will review all proposed procedural and content changes to the program review including budget processes.
- c. The Committee will:
  - i. Develop, write, evaluate and update program review forms and procedures in collaboration with other constituencies, as appropriate.
  - ii. Review final instructional and administrative program reviews, identifying themes, and providing advisory guidance to faculty, staff and administrators.
  - iii. Provide an annual report of its activities and actions to the College Planning Team, the Academic Senate, and other constituencies.

**4. Membership**

- a. The committee will be composed of appointed and standing members from faculty and administration.
  - i. Appointed members
    - 1. One faculty member from each instructional division.
      - a. Allied Health & Public Safety
      - b. CTE
      - c. ECE
      - d. Enrollment Services/Counseling
      - e. FAPA
      - f. Humanities
      - g. Kinesiology/PE/Athletics
      - h. Learning Resources
      - i. Math, Science and Engineering
      - j. Social Science and Business

- ii. The Program Review Committee is open to all but the goal is to include at least one representative from each academic division, with possible alternates to attend in case of absences.

- iii. Standing members

1. CIO or academic dean
2. Dean, Instructional Support and Student Success
3. Assistant Superintendent–Vice President, institutional development & technology or designee
3. Academic Senate President or designee
4. Professional Development Committee representative
5. SLO coordinator

**Commented [WU1]:** Proposed change with new hire of dean fall 2013

- b. Any change in membership structure of the Committee ~~must be made in advance of the academic year in which the change is to occur and~~ must be approved by the Academic Senate.
- c. If a new academic division is created, it will be immediately entitled to representation within the committee.

**Commented [WU2]:** Proposed change

## 5. Management

- a. The co-chairs will be elected at the first meeting of the academic year for a two-year term.
- b. The co-chairs shall have served at least one semester on the committee prior to his/her term.
- c. Only division representatives will have voting rights concerning academic program review processes and functions.
- d. Only administrative representatives will have voting rights concerning administrative program review processes and functions.
- f. When there is more than one faculty representative per division present, only one vote per division is allowed.
- g. While alternates may attend in place of division representatives, they will not have voting rights unless the appointed representative has given permission for his/her proxy to vote.
- h. Committee chairs may vote only if they are also acting as their division's main representative.
- i. Committee members will share the responsibility of taking minutes.
- j. All documents related to the business of the Committee will be posted on the COC intranet committee website.
- k. The committee will meet on twice each month during the fall and spring semesters.
- l. All changes to procedures and forms will be submitted to constituencies for review before implementation.
- m. Quorum will be 50% plus one of the total current membership.
- n. The Committee will make decisions based on a majority vote.
- o. The members of the Committee will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different

points of view, and consider the college and community as a whole, not just the constituent group that the member represents.

- p. The Committee will review this agreement on an annual basis.

**6. Attendance**

- a. It is the responsibility of the committee member to notify a co-chair when he/she is unable to attend a scheduled meeting.
- b. If a member of the Committee isn't able to attend a meeting, he/she is encouraged to ask another faculty member from the division to attend in his/her place.