

College of the Canyons
Academic Senate Agenda
February 28, 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. Adoption of the Consent Calendar
 - a) Approval of Academic Senate Meeting Summary: February 13, 2013 (pg.2)
 - b) Approval of the Curriculum Summary meeting: February 21, 2013 (pg.7)
 - c) Approval of Adjunct Faculty Disciplines List (See attachment)
 - d) Approval Senator elections for replacement:
Amy Shennum, Allied Health for Lori Brown
Howard Fisher, PE for Lisa Hooper
4. President's Report
5. Vice-President's Report

B.Committee Reports

1. SLO – Rebecca Eikey
2. Faculty Professional Development – Lisa Hooper

C.Unfinished Business

1. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
2. Senate Proposal for Revision of Prerequisite Policy – in Policy Committee
3. Faculty Professional Development Committee Procedures – in FPDC Committee

D.Discussion Items

1. SLO Committee Benchmarks for Proficiency and Accreditation
2. 2013-2014 College Calendar
3. Emergency Preparedness and Campus Safety

E. Action Items

1. BP 5053 Matriculation – Assessment (pg.11)
2. BP/AP 5055 Enrollment Priorities (pg.12)

F.Division Reports

G.Announcements

H.Open Forum

I.Adjournment

The next Senate meeting is **March 14, 2013**
As always everyone is welcomed

Summary of Academic Senate Meeting February 13, 2013

Attendance: Edel Alonso, Lee Hilliard, Deanna Riviera, Jasmine Ruys, Garrett Hooper, Mike Wilding, Juan Buriel, Wendy Brill-Wynkoop, Shane Ramey, Paul Wickline, David Andrus, Rebecca Eikey, Ann Lowe, Debbi Rio, Mojdeh Mahn, Howard Fisher, Mike Sherry, Marlene Demerjian, Ruth Rassool, Victoria Leonard and Cindy Stephens

A. Routine Matters

1. Call or order: Edel called the meeting to order at 3:00 p.m.
2. Approval of the agenda: One change was made and that was Howard Fisher is the Department Chair of the PE department: **Approved**
3. Adoption of the Consent Calendar
 - a) Approval of the Academic Senate Summary for December 13, 2012: **Approved**
 - b) Approval of the Summary for Curriculum Committee Meeting February 7, 2013: **Approved**
 - c) Approval of Discipline assignment for, Dr. Carlo Chan, Mathematics, Dr. Monica Dabos, Mathematics, Lori Gregory, Medical Laboratory Technologies, Peter Hepburn, Librarian, Ted Iacenda, PE/ Head Coach, Football, Adam Kaiserman, English, Renee Marshall, ECE, Dustin Silva, Mathematics and Joseph Voth, English: **Approved**
 - d) Approval of Department Chairs: Chris Ferguson, Computer Science, Lori Gregory, MLT and Howard Fisher, Physical Education: **Approved**

4.A. Report of Dr. Edel Alonso, Senate President:

- ✓ Edel reported on new faculty. She did two orientation workshops on January 28 and January 29 for the new faculty. She had individual speakers from different departments/committees, and services come and speak with the new faculty. They were also encouraged to attend Synergy meetings during the semester.
- ✓ We did the lottery with the new faculty to establish seniority since most were hired on the same date and we have assigned faculty offices.
- ✓ All Tenure committees have been assigned and the guidelines have also been sent out.
- ✓ Thank you to Professional Development. We had lots of good remarks about the FLEX workshops. Thank you to Teresa Ciardi and Lisa Hooper for all their hard work.
- ✓ Academic Staffing Committee – New faculty were hired in January and Edel had questions about the hiring in view of the recommended positions listed by the Academic Staffing committee. Edel spoke to committee co-chairs Joe Gerda and Wendy Brill-Wynkoop at great length. Wendy will speak more about that in her report.
- ✓ Edel attended a new orientation for the new board member, Steve Zimmer. Edel gave him a folder that explained the Academic Senate 10+1 responsibilities. The training meeting was called by Dr. Van Hook and also included the ASG President who explained ASG. Edel said that Mr. Zimmerman, new board member, asked was interested in the information presented.

- ✓ There was a board meeting last night. There was a presentation by Debbi Rio and Renard Thomas on the Adult Reentry and Veterans Affairs programs. It was very well received.
- ✓ Campus safety – Edel has contacted Jim Schrage, Health and Safety Committee Chair to inform him of the faculty who serve on the committee and to ask that the committee meet as soon as possible. The committee does not meet regularly but we prefer that it will start to meet on a regular basis.
- ✓ Edel turned work orders in for every building/classroom on the Valencia campus and the CCC campus asking that evacuation plans and emergency numbers be posted in every classroom as per concerns from faculty. She had spoken with Diane Fiero and Diane suggested she turn work orders.
- ✓ Dr. Wilding has been invited to attend the next Senate meeting to talk about campus safety and planning for a drill. At a previous visit from Dr. Wilding, the Senate had recommended that a drill involve faculty prior to involving both faculty and students given that students may look to instructors for directions.
- ✓ Edel provided information from the Statewide Senate regarding the opportunity to purchase Microsoft Office Professional at a cost of \$39.99. Edel will send out an email to all faculty regarding this purchasing opportunity to all faculty.
- ✓ Edel yielded part of her report time to Ann Lowe and Rebecca Eikey to speak about the Accreditation Institute all three recently attended as Senators. Joan MacGregor, Vince Devlahovich, Joe Gerda, Michael Wilding, and Diane Fiero also attended.

Rebecca Eikey reported that Barbara Beno, from the ACCJC, spoke to the group and announced there will be changes to the Standards for Accreditation and that they will go into effect starting 2015. These changes will not affect us here at COC since our accreditation will take place in 2014. The plan is to collapse some of the standards which are redundant now so that there are fewer standards.

Ann Lowe gave a report on the joint Academic Senate and ACCJC Accreditation Institute February 8-9, 2013. In the general sessions Barbara Beno explained that accreditation is still voluntary and self-regulated, which is a privilege given the current climate in Congress. The Department of Education is increasingly interested in making sure they see a good return on their monetary investment. This means that they are focusing more on outcomes and data showing progress by students. Key concerns with accreditation for California Community Colleges are: malfunctioning governance, not enough data, and inertia to change. She also shared some research indicating that campuses, who approach accreditation as everyone's responsibility, and work on it all the time, tend to do better with the accreditation process. Finally she shared the experiences of schools that had trouble with accreditation. The changes will be presented at a public meeting in June. They reported that it is important to take the standards seriously, because it clever writing will not be able to cover deficiencies.

B. Report of Paul Wickline, Senate V.P

- ✓ Paul reported that Barry is looking for people to serve on a subcommittee on Outcome Indicators and Paul told Barry he would bring this up at the Senate meeting. It is very important that the indicators align directly with what our Accreditation visitors mentioned in terms of target levels. This is a new requirement. This new committee will be looking at these outcome indicators district wide, reflecting on progress and helping to identify opportunities for improvement. If anyone is interested please let Edel and Barry know. Two meetings are scheduled for February.

B. Committee Reports:

1. Academic Staffing – Faculty Co-chair Wendy Brill-Wynkoop.

The committee met on Tuesday. They were going to hear presentations for new faculty, but postponed presentations/delay that because there was a new faculty hiring over the winter break about which Edel and Wendy were concerned. The concern had to do with the position not being on the list of recommended positions for hiring. It turns out that it was a position which was vacant from the previous year and not from the recent retiring faculty. They both met and spoke with committee co-chair, Joe Gerda, about process. As a result of their meetings and the Staffing Committee meeting, a small work group of the committee will meet to draft language to add to the Committee Procedures that will address these concerns for the future. Two new hires are temporary positions for one year and they are Medical Lab Technician (MLT) and PE/ Football both which were due to unexpected resignations. The Staffing Committee will be hearing presentations from faculty in departments again in March. The committee requested that the Academic Senate website create a new web page to track faculty positions in light of retiring faculty, resignations, leaves of absences, and other actions that affect staffing.

2. Calendar committee – Faculty Senate Representative, Garrett Hooper.

The Calendar Committee is meeting on Monday, February 25, 2013. They have not met since November 2012 and there has been no formal proposal for calendar change. They have discussed no winter, starting spring semester in early January, and a longer 16 week summer but no formal proposal has been presented. If you have any questions please let Garrett know he has a list going from the last Senate meeting that he will be bringing to the committee. Michael Wilding added that the 2013-2014 calendar needs to be adopted very soon because of admissions, financial services, instruction, and other demands. He is suggesting adopting a status quo calendar for 2013-2014. Have a regular start time which is August 26, have a winter 2014, and then have a regular spring semester with the spring break. Pretty much what we have right now. Then the Calendar Committee and all the constituents can debate what they would like to do with regard to the calendar change and then have it start for winter 2015 if that decision is made. It was also decided to have Joe Gerda come to our February 28 meeting and discuss rational for any new calendar proposal.

C.Unfinished Business

1. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
2. SLO Committee Benchmarks for Proficiency – pending COCFA negotiations
3. Senate Proposal for Revision of Prerequisite Policy – in Policy Committee
4. Faculty Professional Development Committee Procedures – in FPDC Committee

D.Discussion Items

1. BP 5053 Matriculation – Assessment. David Andrus, Policy Committee Chair.
David spoke on the Board Policy and explained the one change. The change is **“Students who achieve a “College Ready” designation in English on the Early Assessment Program (EAP) will be exempt from taking the English assessment at College of the Canyons for up to one year after high school graduation. The “College Ready” designation in English will make these students eligible to enroll in English 101 or English 101(H) at COC”**. Everyone so far is in favor of this change. This will put us on the same page as the California State University system. This is not a mandate, it is local decision. This will come back on next agenda as an Action item.

2. BP 5055 and AP 5055 - Enrollment Priorities. David Andrus, Policy Committee Chair:
These came from Mike Wilding and Jasmine Ruys and they reflect mandated changes in Title 5. Our Policy Committee has looked at these changes. Jasmine reviewed and explained the changes that are being made:

In Law – First Priority for Enrollment

Level 1 - Veterans and Foster Youth

Level 2 – EOPS and DSPS

If student has over 100 degree applicable units, he/she loses priority enrollment

New Students must be fully matriculated – Orientation, Assessment, Ed Plan

Continuing students must be in good standing

Must have a petition process for:

- Extenuating Circumstances
- Students with disabilities applied for but did not receive reasonable accommodations

District Choice

Level 3 – New fully matriculated and continuing students in good standing

Level 4 – All other groups of students not in Levels 1, 2 and 3

May have a petition process for:

- Students who demonstrate significant satisfactory academic improvement to appeal the loss of priority status
- Students enrolled in high unit major that go over the 100 unit limit

There was discussion and questions. This BP and AP will come back to the Senate on February

28th as an Action Item.

E.Action Items

1. Program Review Committee Operating Procedures: **Approved**

Edel announced that she will create links on the Senate webpage to all Committee Procedures for this and other Senate Committee that have been approved by the Senate.

F.Division Reports: N/A

G.Announcement: Garrett announced the TedX Conference that students are organizing and is coming up in April. ASG is sponsoring this event. If anyone is interested in participating they would welcome your proposal for presentations. This is a student club, organized by students, two speakers are coming and we are looking for one more from the community and this is the first community college in state of California to host one.

H.Open Forum:

I. Adjournment: 4:30 p.m.

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CURRICULUM COMMITTEE SUMMARY

February 21st, 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 February 12th, 2013:

Members present: Backes, Patrick – Curriculum/Articulation Coordinator, Non-voting member; Bates, Mary – Math, Science & Engineering; Brill, David – Fine & Performing Arts; Hilliard, Lee – Career & Technical Education; Lowe, Ann – Co-Chair, Faculty; Matsumoto, Saburo – Member at Large; Ramey, Shane – Adjunct Faculty; Richter, Christy – Enrollment Services; Ruys, Jasmine – Admissions & Records, Non-voting member; Solomon, Diane – Member at Large; Voth, Joseph – Humanities; Waller, Tina – Allied Health

Members absent: Green, Audrey – Co-Chair, Administrator; Marengo, Anne – Social Science & Business, Stanich, Diana – Physical Education & Athletics

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
BIOSCI	250	Human Anatomy and Physiology	Course will not be offered in the near future. Course is part of Athletic Training A.S. Degree, Personal Training Certificate of Specialization, Kinesiology A.A. Degree, Medical Laboratory Technician A.S. Degree, Nursing – Registered Nurse A.S. Degree, and Nursing – Career Ladder LVN to RN A.S. Degree. Course will be removed from the above programs, does not affect total units in programs. – Approved.	M. Gilbert	Fall 2013
CMPELC	110	Introduction to Music Technology	Course will no longer be offered. – Approved.	L. Hilliard	Fall 2013
CMPELC	130	Computer Electronics I	Course will no longer be offered. – Approved.	L. Hilliard	Fall 2013
CMPNET	192	Linux/UNIX 2	Course will no longer be offered, course is part of Linux/UNIX Certificate of Specialization which is being archived. – Approved.	L. Hilliard	Fall 2013
FIRETR	10M	Team Building	Course will no longer be offered. – Approved.	A. Green	Fall 2013
HIST	198	Special Topics in History	Course will no longer be offered. – Approved.	B. Riefel	Fall 2013
MFGT	093	Introduction to Robotics	Course will no longer be offered. – Approved.	R. Blankberg	Fall 2013
MUSIC	129	Music Production for Film & Television	Course will no longer be offered. – Approved.	B. Feldman	Fall 2013
PUBSAF	20AQ	Emergency Vehicle Operations (EVO) Pit	Course will no longer be offered. – Approved.	A. Green	Fall 2013
PUBSAF	40AD	Gang Awareness Update	Course will no longer be offered. – Approved.	A. Green	Fall 2013
PUBSAF	50AI	Ground Defense Training	Course will no longer be offered. – Approved.	A. Green	Fall 2013
SPAN	080A	Intensive Elementary Spanish I	Course will no longer be offered. – Approved.	C. Acosta	Fall 2013
SPAN	080B	Intensive Elementary Spanish II	Course will no longer be offered. – Approved.	C. Acosta	Fall 2013

DELETED PROGRAMS on consent:

Program	Degree/Certificate	Description of action	Author	Effective
Linux/UNIX Administration	Certificate of Specialization	Certificate will be re-written with current certifications. – Approved.	L. Hilliard	Fall 2013

MODIFIED COURSES for consent:

Subject	#	Title	Description of action	Author	Effective
BUS	126	Managing Diversity in the Workplace	Revised schedule description, objectives, and content. Updated texts. – Approved.	R. Walden	Fall 2013
CIT	156	Microsoft Excel II	Revised descriptions, Revised SLO's (2) , revised objectives and content, updated texts. – Approved.	M. Sigman	Fall 2013
CIT	161	Microsoft Access II	Revised descriptions, Revised SLO's (2) , revised objectives and content, updated texts. – Approved.	M. Sigman	Fall 2013
CIT	165	Microsoft PowerPoint	Revised descriptions, Revised SLO's (2) , revised objectives and content, updated texts. Removed recommended preparation of CIT-105. – Approved.	M. Sigman	Fall 2013
CIT	166	Desktop Publishing	Revised descriptions, Revised SLO's (2) , revised objectives and content, updated texts. Removed recommended preparation of CIT-105. – Approved.	M. Sigman	Fall 2013
CONST	104	The Construction Process - Planning and Scheduling	Revised descriptions, Revised SLO , revised objectives and content, updated texts. – Approved.	R. Rieckberg	Fall 2013
CONST	105	Construction Estimating Principles	Revised descriptions, Revised SLO , revised objectives and content, updated texts. – Approved.	R. Rieckberg	Fall 2013
CONST	120	California Mechanical Code	Revised descriptions, Revised SLO & Added New SLO , revised objectives and content. – Approved.	R. Rieckberg	Fall 2013
CONST	122	Plumbing Systems and the Plumbing Code	Changed course title , Revised descriptions, Revised SLO & Added New SLO , revised objectives and content. Removed recommended preparation of CONST-108. – Approved.	R. Rieckberg	Fall 2013
CONST	124	California Electrical Codes	Revised descriptions, Revised SLO & Added New SLO , revised objectives and content. – Approved.	R. Rieckberg	Fall 2013
HIST	230	History of American Indians	Revised schedule description, objectives, and content. Updated texts. – Approved.	S. Pennington	Fall 2013
HRMGT	102	Introduction to the Tourism Industry	Changed title , revised descriptions, objectives and content. – Approved.	K. Anthony	Fall 2013
HRMGT	235	Hotel and Restaurant Sales & Marketing	Revised descriptions, revised SLO , revised content, updated text. – Approved.	K. Anthony	Fall 2013
MATH	102	Trigonometry	Revised objectives and content, updated texts. – Approved.	S. Matsumoto	Fall 2013

NEW ISA COURSES for consent:

Subject	#	Title	Description of action	Author	Effective
FIRET	091	HAZMAT – First Responder Operational Refresher	.25 units, 3.50 hours lecture, 4.50 hours lab, not repeatable, pass/no pass only. New SLO's (2), New Fire Academy prerequisite. – Approved.	A. Green	Summer 2013
FIRETR	30AF	S-404 Safety Officer	1 unit, 24 hours lecture, not repeatable, pass/no pass only. New SLO, New Fire Academy prerequisite. – Approved.	A. Green	Summer 2013
FIRETR	30AJ	S-200 Initial Attack Incident Commander	.25 units, 10 hours lecture, 6 hours lab, not repeatable, pass/no pass only. New SLO's (2), New Fire Academy prerequisite. – Approved.	A. Green	Summer 2013
FIRETR	30Z	S-440 Planning Section Chief	1.50 units, 24 hours lecture, not repeatable, pass/no pass only. New SLO's (2), New Fire Academy prerequisite. – Approved.	A. Green	Summer 2013
FIRETR	40AB	Apparatus Driver/Operator 1C	1.50 units, 20 hours lecture, 20 hours lab, not repeatable, pass/no pass only. New SLO's (3), New prerequisite of FIRETR-40E. – Approved.	A. Green	Summer 2013
PUBSAF	10AU	Watch Commander School	2 units, 40 hours lecture, not repeatable, pass/no pass only. New SLO, New POST prerequisite. – Approved.	A. Green	Summer 2013
PUBSAF	30BS	Narcotics School	2 units, 40 hours lecture, not repeatable, pass/no pass only. New SLO's (3), New POST prerequisite. – Approved.	A. Green	Summer 2013
PUBSAF	102	ICI Homicide Investigation	4.00 units, 80 hours lecture, not repeatable, pass/no pass only. New SLO, New POST prerequisite. – Approved.	A. Green	Summer 2013
PUBSAF	103	ICI Sexual Assault Investigation	2 units, 40 hours lecture, not repeatable, pass/no pass only. New SLO's (2), New POST prerequisite. – Approved.	A. Green	Summer 2013
PUBSAF	104	ICI Gang Investigation Foundation Specialty Course	2 units, 40 hours lecture, not repeatable, pass/no pass only. New SLO's (2), New POST prerequisite. – Approved.	A. Green	Summer 2013

NEW COURSES:

Subject	#	Title	Description of action	Author	Effective
PLMB	050	Principles and Practices	3 units, 36 hours lecture, 54 hours lab, not repeatable. New SLO's (2), new prerequisite of PLMB-030. – Approved.	P. Parrish	Fall 2013
PLMB	060	Construction Practices and Installation	4 units, 36 hours lecture, 108 hours lab, not repeatable. New SLO's (2), new prerequisite of PLMB-030 & recommended preparation of PLMB-050. – Approved.	P. Parrish	Fall 2013
PLMB	065	Plumbing Service and Repair	4 units, 36 hours lecture, 108 hours lab, not repeatable. New SLO's (2), new prerequisite of PLMB-030 & recommended preparation of PLMB-050. – Approved.	P. Parrish	Fall 2013

NEW PROGRAMS:

Program	Degree/Certificate	Description of action	Author	Effective
Plumbing - Service and Repair	Certificate of Achievement	18 total units, New Program SLO. – Approved.	P. Parrish	Fall 2013- Pending State Approval
Plumbing Technician – New Construction	Certificate of Achievement	18 total units, New Program SLO. – Approved.	P. Parrish	Fall 2013- Pending State Approval

MODIFIED COURSES:

Subject	#	Title	Description of action	Author	Effective
ENGL	271	Mythology	Revised descriptions, Revised SLO's (2) , revised objectives and content, updated text. Will be reviewed at next Technical Review Session.	G. Lynch	Fall-2013
NURSNG	045	Basic EKG Interpretation	Added SLO , added objectives, revised content. Will be reviewed at next Technical Review Session.	G. Beebe	Fall-2013
WELD	120	Industrial Welding-I	Revised descriptions, Revised SLO's (5) , revised objectives and content, updated texts. Will be reviewed at next Technical Review Session.	G. Beebe	Fall-2013

NEW/MODIFIED PREREQUISITES:

Title	#	Title	Suggested Enrollment Limitation	Author
CIT	165	Microsoft PowerPoint	Removed recommended preparation of CIT-105. – Approved.	M. Lipman
CIT	166	Desktop Publishing	Removed recommended preparation of CIT-105. – Approved.	M. Lipman
CONST	122	Plumbing Systems and the Plumbing Code	Removed recommended preparation of CONST-108. – Approved.	R. Blahney
FIRET	101	HAZMAT – First Responder Operational Refresher	New Fire Academy prerequisite. – Approved.	A. Green
FIRETR	30AF	S-404 Safety Officer	New Fire Academy prerequisite. – Approved.	A. Green
FIRETR	30AJ	S-200 Initial Attack Incident Commander	New Fire Academy prerequisite. – Approved.	A. Green
FIRETR	30Z	S-440 Planning Section Chief	New Fire Academy prerequisite. – Approved.	A. Green
FIRETR	40AB	Apparatus Driver/Operator 1C	New prerequisite of FIRETR-40E. – Approved.	A. Green
PLMB	050	Principles and Practices	New prerequisite of PLMB-030. – Approved.	P. Parrish
PLMB	060	Construction Practices and Installation	New prerequisite of PLMB-030 & recommended preparation of PLMB-050. – Approved.	P. Parrish

PLMB	065	Plumbing Service and Repair	New prerequisite of PLMB-030 & recommended preparation of PLMB-050. – Approved.	P. Parrish
PUBSAF	10AU	Watch Commander School	New POST prerequisite. – Approved.	A. Green
PUBSAF	30BS	Narcotics School	New POST prerequisite. – Approved.	A. Green
PUBSAF	102	ICI Homicide Investigation	New POST prerequisite. – Approved.	A. Green
PUBSAF	103	ICI Sexual Assault Investigation	New POST prerequisite. – Approved.	A. Green
PUBSAF	104	ICI Gang Investigation Foundation Specialty Course	New POST prerequisite. – Approved.	A. Green

NEW STAND ALONE COURSES:

Subject	#	Title	Description of action	Author
FIRET	101	HAZMAT – First Responder Operational Refresher	– Approved.	A. Green
FIRETR	30AF	S-404 Safety Officer	– Approved.	A. Green
FIRETR	30AJ	S-200 Initial Attack Incident Commander	– Approved.	A. Green
FIRETR	30Z	S-440 Planning Section Chief	– Approved.	A. Green
FIRETR	40AB	Apparatus Driver/Operator 1C	– Approved.	A. Green
PUBSAF	10AU	Watch Commander School	– Approved.	A. Green
PUBSAF	30BS	Narcotics School	– Approved.	A. Green
PUBSAF	102	ICI Homicide Investigation	– Approved.	A. Green
PUBSAF	103	ICI Sexual Assault Investigation	– Approved.	A. Green
PUBSAF	104	ICI Gang Investigation Foundation Specialty Course	– Approved.	A. Green

Discussion Items:

1. Approval Criteria – Ann Lowe reviewed the Approval Criteria handout which included the Curriculum Committee functions, Title V standards and guidelines for reviewing courses and programs, and standards for degree applicable courses.

2. Honors Courses – The committee discussed the honors program and honors course offerings at the College. There is currently an application process and criteria for joining the honors program, however there is not currently a flag to restrict non-honors program students from registering for honors courses. Any student can register for honors courses as long as they meet the stated prerequisites, if any. The Honors Program committee is hoping to turn this program into a true Honors Program where students would have to be a part of the honors program to be able to register for honors courses. The Curriculum Committee would like to recommend that the Academic Senate discuss, with input from Faculty, Students, Staff, Administrators, the creation of a formal Honors Program with adequate staffing to run the program.

New Courses Includes ISA's	13	Modified Non Credit Courses	-0-	Modified Prerequisites	3
New Programs	2	New DLA's	-0-	Deleted Courses	13
Modified Courses	14	New SLO's	30	Deleted Programs	1
Modified Programs	-0-	Modified SLO's	14	Proposals Reviewed in Technical Review Session	37
New Non Credit Courses	-0-	New Prerequisites	15	Proposals Returned from Technical Review Session	-0-

BP 5053 Matriculation – Assessment

Reference: Title 5, Section

- 5053.1 Assessment is the process that combines the administration of assessment instruments, and other multiple measures, to determine student skill set levels in computational and language skills, assist students in identifying their aptitudes, interests and educational objectives, evaluate student's study and learning skills, and other factors that support their efforts to meet their educational objectives.
- 5053.2 All new students entering College of the Canyons will be required to participate in the assessment component of the Matriculation program unless exempted from this requirement according to the criteria listed below.
- 5053.3 Exemptions from assessment
- A. Students who have completed an associate degree or higher at an accredited institution.
 - B. Students who declare they are taking less than six units and those units are vocational or personal enrichment courses.
 - C. Students who present recent test scores from a U.S. community college that uses the same test vendor, and subject testing areas as College of the Canyons. Tests must have been taken within the last two years. The test cores will be filtered through the College of the Canyons multiple measures weighting formula and placement will be based on our cut scores.
 - D. Student transferring from other accredited post-secondary institutions with course credit for degree appropriate English, ESL, or mathematics. (Exempt from placement testing only.)
 - E. Students who achieve a "College Ready" designation in English on the Early Assessment Program (EAP) will be exempt from taking the English assessment at College of the Canyons for up to one year after high school graduation. The "College Ready" designation in English will make these students eligible to enroll in English 101 or English 101(H) at COC.**
- 5053.4 The College will make reasonable efforts to ensure that all exempt students are provided the opportunity to participate in the assessment component.

Approved 05/23/12

**Santa Clarita Community College District
POLICY MANUAL**

POLICY: STUDENT SERVICES

SECTION 5000

PAGE 1 OF 1

5055 ENROLLMENT PRIORITIES

DATE ADOPTED

5055 ENROLLMENT PRIORITIES

Reference:

Title 5, Sections 51006, 58106, 58108

5055. ENROLLMENT PRIORITIES

1. **All courses of the District shall be open to enrollment, subject to a priority system that is established in AP 5055. Enrollment will be limited to individuals who have completed an application, meet the requirements of the Education Code and Title 5, and are free of restrictions (such as holds on their records).**
2. **Validated prerequisites and co-requisites, or other limitations on enrollment may apply.**
3. Priority registration is afforded to specific student groups in accordance with **Education Code, Title 5, and local authority.** ~~administrative regulations when doing so significantly improves their chances for success at the College, or provides equalization of educational opportunity in accordance with statute. In addition, the College may provide for priority registration when the College places demands upon the schedule of a student group. For example, students, who must regularly attend College scheduled events, are given priority registration so that they can build a schedule that fits with the restrictions imposed by the College.~~

(Clean Copy)

AP 5055 ENROLLMENT PRIORITIES

Reference: Title 5, Sections 51006, 58106, 58108

5055 Enrollment Priorities

College of the Canyons establishes priority enrollment based on Level 1, 2, 3, and 4.

5055.1 Definitions used in this procedure:

Good Standing – students who are not on Academic or Progress Probation for 2 consecutive semesters and students who are not on Dismissal status.

Academic Difficulty- students who are on Academic or Progress Probation for 2 consecutive semesters and students who are on Dismissal status.

Veterans- all students identified by the Reentry and Veteran's Program as a Veteran.

Foster Youth- all students identified by the Foster Youth Liaison as a current or former foster youth.

EOPS/CARE- students identified by the Extended Opportunities Program and Services office and CARE program.

DSPS- students identified by the Disabled Students Program and Services office.

Matriculated- students who have completed orientation, placement, and have a student education plan.

Continuing- students who have continuously enrolled at College of the Canyons without missing a primary term.

Returning- students who have stopped attending College of the Canyons, missed one or more primary terms, then returned to College of the Canyons.

New Students- students who have never attended college and/or are enrolling in their first semester at College of the Canyons.

5055.2 Students in levels 1, 2, and 3, will lose their priority registration and move to level 4 if the student is not in good standing or has gone over 100 degree applicable College of the Canyons cumulative units.

5055.3 Level 1- Veterans and Foster Youth matriculated students in good standing with less than 100 College of the Canyons degree applicable units.

5055.4 Level 2- EOPS/CARE and DSPS matriculated students in good standing with less than 100 College of the Canyons degree applicable units.

5055.5 Level 3- The students in level three are given priority after levels 1 and 2 in the following order.

1. Priority registration is given to students who have petitioned for graduation, completion of a certificate, or have self-identified and were verified as being enrolled in the last semester prior to transfer. This priority will be given once to the student and must be identified prior to the "Early Graduation Petition Deadline" found in the college calendar. Students must have less than 100 College of the Canyons degree applicable units and be in good standing.
2. Priority registration is given to flagged members of intercollegiate athletic teams, elected and appointed members of the Associated Students Government, members of MESA, members of CalWorks, and students currently enrolled at Academy of the Canyons (AOC). AOC students are only given this priority during fall and spring terms. Students must be continuing students who have less than 100 College of the Canyons degree applicable units and are in good standing or are a fully matriculated new student.
3. Continuing Students in good standing who have between 20.0 and 99.9 College of the Canyons degree applicable units.
4. New Fully Matriculated Students
5. Continuing Students in good standing who have between 0.0 and 19.9 College of the Canyons cumulative units.

5055.6 Level 4- All remaining students who are not specified in the above levels. The remaining students are given priority after levels 1, 2, and 3 in the following order.

1. Returning students
2. Continuing students in Academic Difficulty
3. New Non-Matriculated Students
4. Continuing students with over 100 College of the Canyons degree applicable units
5. High School Students

5505.7 Late Registration for all students is held during the one week period prior to the beginning of the term. Schedule changes may be made during the first two weeks of the term.

5055.8 Students may petition to have their registration date changed based on the following reasons.

- Extenuating Circumstances (verified cases of accidents, illnesses, or other circumstances beyond the control of the student)
- Students with disabilities who applied for but did not receive reasonable accommodations in a timely manner
- Students who demonstrate significant satisfactory academic improvement by earning at least a 2.25 GPA in at least 6 academic units in a subsequent term, but whose term GPA is not high enough to move the student into good standing
- Students who are in high unit programs and are following a current education plan