

COLLEGE OF THE CANYONS
Academic Senate Agenda
April 28, 2011
3:30 – 4:30 p.m. BONH 330

I. Routine Matters

- Call to Order
- Approval of Academic Senate Meeting Summary for April 14, 2011 (p2-4)
- Report of Officers
 - Community College Student Success Task Force (p5)
 - Senate Budget (p6)
 - Statewide Senate Plenary Session
- Report of Committees
 - Curriculum Committee – Ann Lowe (p7-10)
 - Elections Committee – Lea Templer
 - Staffing Committee – Wendy Brill

II. Unfinished Business

- Proposal for New BP: Discontinuance of Program – in Policy SubCommittee
- Proposals for Revision of BP: Academic Standards – in Policy Committee
- Proctoring Exams for Students in Online Classes – pending Library expansion
- SLO Committee Proposed Benchmarks for Proficiency – in SLO Committee

III. Discussion Items

- Use of TAs
- Proposal for New BP and Procedures: Associate Degree & Certificates (p11-19)
- Proposed Changes to Program Review – Daylene Meuschke and Barry Gribbons
- Proposal for Revision of Board Policy and NEW Procedures: Counseling Services (p20-23)

IV. Action items

- Dr. Shane Ramey – Adjunct Representative to the Academic Senate's Curriculum Committee
- Academic Renewal Policy (p24-25)

V. Announcements

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- Commencement: June 3, 2011

VI. Open Forum

VII. Adjournment

The next Academic Senate meeting will be **May 12, 2011**
As always, everyone is welcome.

Summary of Academic Senate Meeting of April 14, 2011

Attendance: David Andrus, Ruth Rassool, Michelle LaBrie, Joan Jacobson, Lea Templer, Isao Uesugi, Elizabeth Shaker, Vincent Devlahovich, Mark Daybell, Lisa Helfrich, Wendy Brill, Diane Stewart, Dianne Van Hook, Mike Berger, Patty Robinson, Deanna Riveira, Jennifer Brezina, Pete Bellas, Michael Sherry, Regina Blasberg, Pamela Borrelli, Dena Maloney, Ann Lowe, Jose Martin and Deanna Davis

I. Routine Matters

1. Call to order: David Andrus called the meeting to order. Edel Alonso is currently at the Plenary Session up in Northern California. She will have a lot of information to share at our next meeting.

2. A moment of silence for Daniel Catan. Dr. Van Hook spoke and gave some kind words and a brief history of Daniel Catan and his life.

3. The minutes of March 24, 2011 were approved.

4. Report of Officers

- Report of Senate Vice President, David Andrus: The Policy Review Committee did meet this week and took up the Counseling Policy and Procedures in great detail. The Committee recommends that it be placed on the next Senate meeting agenda as a Discussion Item.

5. Report of Standing and/or Special Committees/Task Forces

- **Ann Lowe, Chair of the Curriculum Committee:** Curriculum Summary for March 31, 2011 was approved. The Committee discovered they still have four pages worth of listed courses that do not have SLO's. Ann noted that the Committee has another special meeting scheduled to address this issue. The special meeting will be May 11, 2011. The Committee requests that revisions be completed by May 2, 2011. Ann will ensure that the Chairs and Deans receive information about the SLO's.
- **Faculty Development, Deanna Davis:** Deanna presented a new Professional Development opportunity sponsored by Professional Development and ITL. She distributed an informational handout. This new opportunity can be used for FLEX Credit or three units of salary advancement. Deanna is coordinating it. These workshops will be given in the fall. A certificate will be awarded upon completion of the two year program/process. Participants will submit a teaching portfolio that will be reviewed by the Committee that shows you have actually completed the work.
- **Elections Committee, Lea Templer:** We will be having the elections for At large Senators and the Academic Senate Constitution. The ballot box will be at the switchboard on Monday morning, April 25 at the Valencia campus and a box at the Canyon Country

Campus. Lea will be sending an email with the ballot as an attachment. There will be a clean copy and one with the changes so we can see what was done.

- **Celebrations committee, Cindy Stephens:** This was tabled. Edel has sent out an email regarding the celebration and will bring more information to our next meeting. Regina did bring to the Senate that her division was thinking of a “Prom or Sock Hop”. Or even have a professional come and teach “Line Dancing”; Something for us to think about.

II. Unfinished Business

The Senate was reminded that the following items remain unresolved:

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

III. Discussion Items

Senate proposal for Board Policy revision: BP 5902 Academic Renewal.

David spoke to the Policy Committee’s study of the proposed revisions to the Academic Renewal policy. He called attention to the eight-page memo he wrote outlining the Committee’s findings. He explained that Title V requires community college districts to have an Academic Renewal Policy. Regina spoke that she had brought this to her division and there was no consensus one way or the other. Pamela Borrelli spoke that for her division opinions also varied across the board. Joan had new information that all CSU’s have a similar policy, as she had just recently discovered. Someone asked if the policy was different and Joan said she thought they were all the same. Michelle LaBrie presented a strong defense of the proposed policy changes. She disagreed with the current “all or nothing” policy and feels it is unjustly punitive toward the students. She also believes that students can change over time with greater maturity and focus thus making them suitable for academic renewal. There could have been many circumstances that prevented them from finishing. Ann Lowe spoke that she was glad we had the open discussion and hope we can come up with a plan that works for everyone. Counseling spoke that they hear this everyday and can sympathize with students. Dr. Van Hook spoke that we have many Veterans returning to school at the moment and that they might be the type of student who could benefit from Academic Renewal. David stated that the proposed changes to the Academic Renewal policy and procedures will be listed as an action item on the next Senate agenda.

AB 515 Legislation - was discussed by members of the Senate. . The legislation would allow Community Colleges to create fee based curriculum, transfer and otherwise, at cost. David Andrus presented the matter for discussion and provided a brief description of the legislation. David made clear the Senate was not necessarily taking a position in favor or against the legislation, but rather, facilitating a discussion. The legislation was recognized

as having created great interest among faculty and as such it was decided to be placed on the agenda for discussion as a matter of information and clarification. David also noted that the statewide plenary session of the Academic Senate was in session and that the matter was being addressed through competing resolutions. Dr. Van Hook is an advocate and supporter of the legislation and recently testified in Sacramento on behalf of the legislation. She was available to respond to the members of the Senate as they provided their impressions and questions regarding the proposed legislation. Dr. Van Hook also provided members with many informational handouts regarding the legislation. A full discussion ensued. At the conclusion of the questions and comments, Dr. Van Hook presented additional information that was not covered by any of the inquiries. Many issues and concerns were discussed. At the conclusion of the meeting, many of the members in attendance expressed that they had acquired a greater understanding of the legislation and its potential effects. Some in attendance, such as Dr. Patricia Robinson, stated that they had originally held many concerns and reservations about the legislation. However, after hearing much of the information presented they are now leaning toward supporting the proposed legislation.

IV. Action Item

- The calendar for Curriculum and Senate was approved with the changes to February. The dates should be February 8, 15 and 22. The calendar was approved.
- The discipline assignment for Albert Loaiza was approved.

V. Announcements

David reminded everyone about the Hands Across California.

VI. Adjournment: 5:05 p.m.



CALIFORNIA COMMUNITY COLLEGE
CHANCELLOR'S OFFICE

Memorandum

To: California Community Colleges Stakeholders

From: Jack Scott, Chancellor

Subject: Community College Student Success Task Force

Date: March 4, 2011

Hard choices are all around us. Budget cuts at the national, state, and local levels are forcing community colleges to rethink how we pursue our multiple missions with fewer resources, despite increased demand. The California Community Colleges Student Success Task Force, comprised of 21 education, research, business, and student leaders, will be meeting throughout this year to examine strategies for improving student outcomes. To assist them in this work, the Task Force is seeking input from the field to help clarify where our priorities and emphasis should be placed.

To facilitate this input, the Task Force has created an interactive website for gathering ideas from the larger community, including faculty, staff, students, and members of the public. In addition to providing their insights, visitors to the site will be able to access research on topics such as improving student assessment, delivering remedial instruction, increasing access to financial aid and academic counseling, and investigating funding models to incentivize student success.

Each month, comments from the public site will be presented to the Task Force and woven into the discussion so that the final recommendations reflect diverse perspectives, emerging ideas, and practical considerations.

I invite you to visit our webpage to access the public comment site, find resources, and learn more about the Task Force. The link is provided below.

<http://www.cccco.edu/ChancellorsOffice/TaskForceonStudentSuccess/tabid/1894/Default.aspx>

COLLEGE OF THE CANYONS
Academic Senate Budget Report
 Prepared by Dr. Edel Alonso, Senate President
 April 28, 2011

Budget Category	Allocated Budget	Expenses 7/1/2010 through 2/10/2011	Unexpended Balance
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Fundraiser	(Chili's)170.00		0.00	170.00
Mileage	2610.00		0.00	2610.00
Non-instructional Supplies	330.00	Senate Office Outside Bulletin Board	291.63	38.37
Conferences 4700.00		President to Fall Plenary Session	325.00	4375.00
		President to ASCCC Spring Plenary Session	449.46	3925.54
		President and Vice-President to ASCCC Leadership Institute	1450.00	2475.54
		Curriculum Chair to ASCCC Curriculum Institute	974.93	1500.61
TOTAL	7,640.00			1500.61

CURRICULUM COMMITTEE SUMMARY

April 21st, 2011

3:00 pm – 5:00 pm

BONH-330

Items on “Consent” are recommended for approval as a result of a Technical Review meeting that took place on April 12th, 2011:

Members present: Backes, Patrick – Curriculum/Articulation Coordinator, Non-voting member; Bates, Mary – Math & Sciences; Brill, David – Fine & Performing Arts; Cheng-Levine, Jia-Yi – Humanities; Hilliard, Lee – Career & Technical Education; Jacobson, Joan – Student Services; Lowe, Ann – Co-Chair, Faculty; Marengo, Anne – Member at Large; Richter, Christy – Member at Large; Solomon, Diane – Member at Large; Waller, Tina – Allied Health.

Members absent: Adjunct Faculty (Vacant); Green, Audrey – Co-Chair, Administrator; Lucy, Nicole – Social Science & Business; Stanich, Diana – Physical Education & Athletics

TECHNICAL CHANGE MEMOS on consent:

Subject	#	Title	Description of action	Author
PSYCH	135	Statistics for the Social and Behavioral Sciences	Change course title to “Statistics for the Behavioral Sciences”. - Approved	D. Riveira
SOCI	135	Statistics for the Social and Behavioral Sciences	Change course title to “Statistics for the Social Sciences”. – Approved	A. Marengo

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author
CMPNET	184	MS Client & Server OS	Course replaced with CMPNET-166. – Approved	L. Hilliard
CMPNET	187	MS Security	Course replaced with CMPNET-167. – Approved	L. Hilliard
NC.BCSK	E04	HSD English 12	Course will not be offered in the near future. – Approved	A. Green
NC.BCSK	H04	HSD Astronomy	Course will not be offered in the near future. – Approved	A. Green
NC.BCSK	H12	HSD Sociology	Course will not be offered in the near future. – Approved	A. Green
WATER	051	Water Treatment Chemistry	Course will be replaced with WATER-035. – Approved	R. Blasberg

DELETED PROGRAMS on consent:

Program	Degree/Certificate	Description of action	Author
Systems Administration	Certificate of Specialization	Course in certificate has been archived. - Approved	L. Hilliard

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author
FIRETC	110	Wildland Fire Behavior	Added SLO , added objectives, expanded content, updated text. – Approved	S. Dixon
FIRETC	123	Fire Investigation	Update text. - Approved	S. Dixon
FIRETC	125	Firefighting Tactics and Strategy	Revised SLO , revised descriptions and objectives. - Approved	S. Dixon
SOCI	150	Introduction to Criminology	Revised descriptions, Revised SLO , revised content, updated texts. - Approved	R. Wosner
WATER	050	Water Treatment Plant Operation Process I	Added DLA, Added WATER-030 and 035 as recommended preparation , revised descriptions, added objectives, expanded content, updated text. - Approved	S. McLean

MODIFIED PROGRAMS on consent:

Program	Degree/Certificate	Description of action	Author
English	A.A. Degree	Revised description, removed ENGL-101/101H and 103 from required courses. - Approved	J. Brezina
Hotel Management	A.S. Degree	Added program SLO. - Approved	K. Anthony

NEW COURSES on consent:

Subject	#	Title	Description of action	Author
CIT	178	Dynamic Web Site Development	Added required supplemental enrollment forms, course was previously approved pending the addition of the supplemental enrollment forms. - Approved	A. Strozer

NEW COURSES:

Subject	#	Title	Description of action	Author
WATER	032	Water Supply	3 Units, 54 hours lecture. Class size 35, not repeatable. Added SLO's (2), added WATER-030 as recommended preparation. Added DLA. - Approved	S. McLean
WATER	035	Water Quality	3 Units, 54 hours lecture. Class size 35, not repeatable. Added SLO's (2), added DLA. – Approved	S. McLean
WELD	096	Welding Certification and License Preparation	3 Units, 54 hours lecture. Class size 35, not repeatable. Added SLO, added recommended prep of WELD-101C and WELD-124 or equivalent course work. - Approved	T. Baber

MODIFIED PROGRAMS

Program	Degree/Certificate	Description of action	Author
Restaurant Management	A.S. Degree	Added program SLO , replaced archived course (CULARTS-226) with HRMGT-235. - Approved	K. Anthony
Water Systems Technology	A.S. Degree	Added program SLO , added WATER-032 & 035, removed archived courses, revised description. - Approved	R. Blasberg
Water Systems Technology	Certificate of Achievement	Added program SLO , added WATER-032 & 035, removed archived courses, revised description. - Approved	R. Blasberg

NEW DISTANCE LEARNING ADDENDUMS:

Subject	#	Title	Method of Delivery	Author
WATER	032	Water Supply	100% online, Hybrid. – Approved	S. McLean
WATER	035	Water Quality	100% online, Hybrid. – Approved	S. McLean
WATER	050	Water Treatment Plant Operation Process I	100% online, Hybrid. - Approved	S. McLean

NEW PREREQUISITES:

Subject	#	Title	Description of action	Author
WATER	032	Water Supply	Added WATER-030 as recommended preparation. – Approved	S. McLean
WATER	050	Water Treatment Plant Operation Process I	Added WATER-030 and 035 as recommended preparation. – Approved	S. McLean
WELD	096	Welding Certification and License Preparation	Added recommended prep of WELD-101C and WELD-124 or equivalent course work. – Approved	T. Baber

NEW STAND ALONE COURSES:

Subject	#	Title	Description of action	Author
WELD	096	Welding Certification and License Preparation	- Approved	T. Baber

New Courses Includes ISA's	3	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	-0-	New DLA's	3	Deleted Courses	6
Modified Courses	7	New SLO's	10	Deleted Programs	1
Modified Programs	5	Modified SLO's	2	Proposals Reviewed in Technical Review Session	27
New Non Credit Courses	-0-	New Prerequisites	5	Proposals Returned from Technical Review Session	5

DRAFT PROPOSAL FOR NEW POLICY

BP 5920 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:

5920.1 Graduation Requirements

- 5920.1a 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 5910.3
- 5920.1b A minimum of a 2.0 grade point average in a curriculum which the District accepts toward the degree.
- 5920.1c The student must earn 12 semester units in residence at the Santa Clarita Community College District.
- 5920.1d The student must be in good standing at College of the Canyons.
- 5920.1e A maximum of 18 semester units of coursework with the grade “P” or “CR” can be used towards the 60 degree applicable units required.

5920.2 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.

5920.3 Multiple Majors

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

5920.4 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.

- 5920.4a 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.
- 5920.4b 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 people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology and related disciplines.
- 5920.4c 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.

5920.4d Language and Rationality - 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.

5920.4e American Institutions Requirement (minimum 6 semester units: one course needed from (1) and one course needed from (2); or complete courses in (3))-

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

5920.4f Physical Education and Wellness (2 courses or minimum 2 semester units)

Courses in physical education and wellness are those which develop the knowledge and skills to empower all students to sustain regular, lifelong physical activity as a foundation for a healthy, productive, and fulfilling life.

5920.4g Diversity Requirement – (minimum 3 semester units) –

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.

5920.5 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.

5920.6 Associate Degrees for Transfer (as prescribed by SB1440)

5920.6a Transfer majors in this category are exempt from the following local General Education requirements in section 5910.3.

- (1) American Institutions
- (2) Physical Education and Wellness
- (3) Diversity

5920.7 Exemptions from Physical Education and Wellness

The Liberal Arts and Sciences majors (as well as the former Transfer Studies major) are exempt from the Physical Education and Wellness unit and course requirements.

5920.8 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.

5920.9 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:

- 5920.9a All major requirements for the additional degree must be satisfied, per student's catalog rights.
- 5920.9b A minimum of 18 unduplicated semester units are completed in the new major.
- 5920.9c. 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).
- 5920.9d 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.
- 5920.9e 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.

5920.10 Graduation with Honors

Students will have been considered to achieve honors at graduations if they attain an Associate Degree applicable grade point average of 3.5 or higher by the term prior to semester in which the degree is posted to the student record.

5920.11 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. A Certificate of Specialization is awarded by a Department in an area of specialization requiring less than 18 semester units of coursework.

- 5920.11a Students must complete at least half of the units required for the certificate program in residence.
- 5920.11b Students must earn a grade of "C" or better, "P", or "CR" in each course required for the certificate.

5920.12 Non-Credit Certificate Requirements

A Certificate of Completion is a noncredit award granted by the District to students who have demonstrated mastery skills within a noncredit area.

- 5920.12a Students must complete required courses in an approved program of study as specified in the Continuing Education section of the course catalog.
- 5920.12b For the Certificate of Completion 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”.

DRAFT PROPOSAL FOR NEW ADMINISTRATIVE PROCEDURES

AP 5920 Associate Degree and Certificate Requirements

Reference: Title V, Section 55063

- 5920.1 The 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.
- 5920.1a The 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.
- 5920.1b 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.
- 5920.1c The 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.
- 5920.1d 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 COC units earned.
- 5920.1e 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.
- 5920.1f Occasionally, 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.

- 5920.2 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.
- 5920.3 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.
- 5920.4 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.
- 5920.5 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.
- 5920.6 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 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.
- 5920.7 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.
- 5920.7a Student 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.

5920.7b 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.

5920.7c Student 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.

5920.7d 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.

5920.8 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.

5920.8a The student can provide a DD-214 or a SMART transcript from the military. The DD-214 or transcript must show a discharge of any status other than dishonorable discharge and evidence of continuous United States active duty military service for more than 181 days ~~on~~ to have the requirement fulfilled.

5920.8b The student receives credit for training which meets the standards of the California Peace Officers Standards and Training (POST) Commission. One unit of credit will be granted for every 50 hours completed for a maximum of 10 units toward the Associate Degree.

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

5920.8c The 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.

DRAFT PROPOSAL FOR POLICY REVISION

Santa Clarita Community College District POLICY MANUAL

POLICY: STUDENT SERVICES
5110 COUNSELING SERVICES

SECTION 5000
DATE ADOPTED

PAGE 1 OF 1

5110 COUNSELING SERVICES

Reference:

Education Code Section 72620 and 72621; Title 5 Section 51018

5110 Counseling Services

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

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

- 5110.1 **Providing guidance in program planning—immediate and long range Academic counseling, in which the student is assisted in assessing academic history, establishing immediate and long-range academic goals, providing a program of intervention strategies for students in academic difficulty, and developing and implementing a student education plan to reach stated goals;**
- 5110.2 **Administering and interpreting tests and assessing other pertinent information about the student. Career counseling, in which the student is assisted in assessing his or her aptitudes, abilities, and interests and provided guidance to explore and plan for career opportunities;**

5110.3 ~~Counseling students with prior low scholastic achievement and students enrolled in basic skills classes.~~ Personal counseling, in which the student is assisted in developing decision-making and problem-solving strategies to manage personal, family, and social concerns, when that assistance is related to the student's education;

5110.4 ~~Counseling on educational, vocational, or personal problems.~~ Coordination and referral to other student services and learning resources which support student academic success, including but not limited to those services provided in programs for students with special needs, health and wellness, financial assistance programs, tutoring services, and career services.

~~Providing an occupational information service.~~

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

~~Providing help in obtaining financial assistance.~~

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

DRAFT PROPOSAL FOR NEW ADMINISTRATIVE PROCEDURES

AP 5110 – Counseling

- 5110.1 In accordance with COC BP 5110, counseling faculty provide academic, career, and personal counseling as it relates to the students' education. Professional counseling requires evaluation and analysis of the unique characteristics, needs, and skill sets of students. To that end, counseling involves facilitating self-awareness, establishing goals, exploring alternative plans of action and possible consequences, considering possible obstacles and how to overcome them, establishing a support network, and evaluating actions. Counseling faculty may make referrals to specialized mental and health professionals as necessary.
- 5110.2 Counseling services are available to all students on a voluntary basis. Students are required to meet with Counseling faculty under the following conditions:
- 5110.2a All first-time students who are not exempted from the matriculation process
 - 5110.2b Students on substandard academic and/or progress standing.
 - 5110.2c Students who have petitioned for readmission after academic or progress dismissal.
 - 5110.2d Students who are not making satisfactory progress in addressing basic skills deficiencies.
- 5110.3 Counseling faculty deliver Counseling services in the following modalities:
- 5110.3a Private Counseling appointments
 - 5110.3b Counseling courses
 - 5110.3c Counseling group workshops
 - 5110.3d Drop-in and online Counseling consultation
- 5110.4 **Confidentiality of Counseling Information**
Any information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. As used in this section, "information of a personal nature" does not include routine objective information related to academic and career counseling. However, the information shall be disclosed when permitted by applicable law, including but not limited to

- 5110.4a Disclosure as necessary to report child abuse or neglect
 - 5110.4b Reporting to the CEO or designee when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons in the college community.
 - 5110.4c Reporting information to the CEO or designee as necessary when the student indicates that a crime involving the likelihood or personal injury or significant or substantial property loss(es) will or has been committed
 - 5110.4d Reporting information to one or more persons specified in a written waiver by the student.
- 5110.5 Under the supervision of and training by Counseling faculty, Program Advisors are paraprofessional classified employees who work with information dissemination and retrieval and:
- 5110.5a Provide students with information on COC policies, procedures, matriculation steps, programs, services, degrees, majors, and certificates, IGETC, CSUGE, and major preparation as listed on the assist.org website.
 - 5110.5b Provide information to students on a drop-in basis and via telephone consultations.
 - 5110.5c Refer students to Counseling faculty for services outside their scope of knowledge and practice as defined in AP 5110.5a..
 - 5110.5d Provide technical support relative to the operation of the Counseling Department including data input.
- 5110.6 Counseling services and procedures shall be reviewed annually as part of Program Review to ensure quality, efficiency, and accountability.

DRAFT PROPOSAL FOR POLICY REVISION

BP 5902 Academic Renewal

Reference: Title 5, Sections 55046

If the following conditions are met the Santa Clarita Community College District may disregard from all consideration associated with the computation of a student's cumulative grade point average **all grades of "D", "F", "FW" and "NP (No Pass)" earned in** up to a maximum of two (2) semesters of coursework or three (3) quarters taken at the Santa Clarita Community College District.

- 5902.1 These conditions are
- A. The coursework to be disregarded is substandard. The semester/quarter grade point average **in which the disregarded courses occur** ~~of the courses to be disregarded~~ is less than 2.0.
 - B. A minimum of 24 semester units have been completed at a college in the Santa Clarita Community College District ~~with a grade point average of at least 2.0~~, subsequent to the coursework to be disregarded **AND all subsequent coursework must be completed with a minimum 2.0 grade point average.**
 - C. At least 3 (three) calendar years have elapsed since the most recent coursework to be disregarded.
 - D. Academic renewal cannot be used to set aside **a semester containing units or coursework which has been used to meet graduation requirements by a student who has previously graduated.**
- 5902.2 Even though academic renewal is granted, all coursework will remain legible on the student's permanent record (transcript), ensuring a true and complete academic history. The student's permanent record will be annotated, however, so that it is readily evident to all users of the records that the **"D", "F", "FW" and/or "NP"** units, ~~even if satisfactory~~, are to be disregarded. This notation will be made at the time that the appropriate college office has received notification of approval.
- 5902.3 ~~All units and grade points~~ **Only units and grade points from courses with "D", "F", "FW" and/or "NP" grades** earned during such a semester shall be disregarded, ~~even satisfactory units. Subject credit may be allowed for work completed satisfactorily during disregarded terms.~~ **Courses completed with a grade of "Pass" or "C" and above will continue to be used toward cumulative unit and grade point average considerations and will meet any degree major, general education, and/or transfer requirements.**
- 5902.4 If another accredited college has acted to remove previous coursework from consideration in computing the grade point average such action shall be honored

in terms of its policy. However, such units/semesters disregarded shall be deducted from the two semester maximum of coursework eligible to be disregarded in the Santa Clarita Community College District.

- 5902.5 Academic renewal actions are irreversible. Students should meet with a counselor before taking such an action.
- 5902.6 If the student is otherwise eligible for graduation, academic renewal may not be used to raise the grade point average in order to qualify for graduation with honors.
- 5902.7 This policy is adopted for use in the Santa Clarita Community College District. Other institutions may have adopted different policies. The transfer status of such action depends upon the policy of the college to which a student transfers.