

**College of the Canyons**  
**Academic Senate Agenda**  
**February 9, 2012 3:00 p.m. to 4:30p.m. BONH 330**

A. Routine Matters

1. Call to order
2. Approval of Agenda
3. President's Report and Vice President's Report
4. Adoption of Consent Calendar Items:
  - a) Approval of Academic Senate Meeting Summary: December 8, 2011 (p2-4)
  - b) Discipline assignments for:
    - Ricardo Rosales (p5)
    - Phil Gussin (p6)
    - Dilek Sanver-Wang (p7)

B. Report of Standing Committees

C. Unfinished Business

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

D. Discussion Items

1. Draft of Senate's Proposed Revisions to BP 525: Matriculation Assessment(p8)
2. Academic Senate Program Review (p9)
3. Department Chair – Principle of Rotation (p10)
4. Annual Student Survey SP2012 (p11-27)

E. Action Items

1. Prerequisites & Content Review(p28-29)
2. New Board Policy: Associate Degree & Certificates(p30-34)
3. New Administrative Procedures: Associate Degree & Certificates(p35-38)
4. Merger of Departments: Engineering/Physics/Nanotechnology to form the new Department of "Physics and Engineering"

F. Division Reports

G. Announcements

H. Open Forum

I. Adjournment

The next Academic Senate Meeting will be **February 23, 2012**  
As always everyone is welcomed

## Summary of Academic Senate Meeting of December 8, 2011

Attendance: Edel Alonso, David Andrus, Lee Hilliard, Regina Blasberg, Lori Brown, Sarah Burns, Deanna Riviera, Michelle La Brie, Chris Blakey, Isao Uesugi, Jennifer Brezina, Stan Wright, Joan Jacobson, Jose Martin, Chelley Maple, Omar Torres, Michael Sherry, Mark Daybell, Pete Virgadamo, Robert Collins, Ruth Rassool, Ann Lowe, Cindy Stephens, Philip Marcellin and Jasmine Ruys

### A. Routine Matters

1. Call to order: Edel Alonso called the meeting to order at 3:05 p.m. Edel thanked everyone for a wonderful first semester and for all the work that has been done by the Senate so far this academic year.
2. Approval of agenda: **The agenda was approved** with the addition of one action item, “Extension of deadline for submission of course revisions to Curriculum Committee.”
3. Report of Dr. Edel Alonso, Senate President
  - ✓ The Senate had sent a letter from the Senate to the administration in support of the faculty member who is objecting to being reassigned to the classroom from a Director position. At the Board meeting last night, the faculty member attended accompanied by his attorney and both he and the attorney addressed the Board. The Board voted 5 to 1 to reassign the faculty member to the classroom effective spring 2012.
  - ✓ The three newly elected Board members were sworn in. Then they proceeded to elect the officers. Mike Berger was elected President and Joan MacGregor was elected Vice President. Both Michelle Jenkins and Bruce Fortine were nominated but Michelle was elected.
  - ✓ Also at the Board meeting, Denee Pescarmona was appointed as the Interim Dean for Humanities.
  - ✓ Edel distributed the revisions made by the state Task Force on Student Success after receiving input from constituencies.
  - ✓ Edel met with Dr. Van Hook today and discussed the Decision Making Guide. Edel reminded the Senate how important it is for all members of the college community to adhere to the decision-making guidelines to ensure shared governance.
  - ✓ The “Committees” web page on the Senate Website was revised to clearly list Senate Committees and differentiate them from other committees.
  - ✓ Edel distributed the final recommendations of the Academic Staffing Committee for hiring full-time faculty. The recommendations were finalized and forwarded to the Senate President and to the college Chancellor.

Report of David Andrus, Senate Vice President: None

4. Adoption of the Consent Calendar:

- ✓ Academic Senate Summary of November 10, 2011 was **approved**.
- ✓ Curriculum Committee Summary of November 17, 2011 was **approved**
- ✓ Curriculum Committee Summary of December 1, 2011 was **approved**.

**B. Report of Standing and/or special Committees /Task Force - None**

**C. Unfinished Business** The Senate was reminded that the following items remain unresolved:

1. Proctoring Exams for Students in Online Classes – pending Library
2. Senate’s Proposal for New Procedures: Counseling Services – in Policy Committee
3. SLO Committee Proposed Benchmarks for Proficiency – pending COCFA negotiations
4. Proposal to Merge Departments: Engineering/Physics/Nanotechnology – in ad hoc committee  
UPDATE: Edel informed the Senate that she has a meeting tomorrow morning at 10:00 a.m. and she is hoping that after this meeting that in the spring she can come and say this item is completed.

**D. Discussion Items**

1. Proposal for New Board Policy: Associate Degree & Certificates: there was a lengthy discussion on this board policy by the Senators. It was decided to bring this item back as an action item.
2. Proposal for New Administrative Procedures for new board policy Associate Degree and Certificate: there was a lengthy discussion by the Senators. It was decided to bring it back as an action item.
3. Prerequisites & Content Review: after a lengthy discussion by the Senators it was decided to bring this item back as an action item.
4. Adjunct Faculty Evaluation: The President of the AFT union, Peter Virdagamo, and Vice President Robert Collins addressed the Senate on the issue of Department Chairs having the discretion to allow adjunct faculty in their departments to evaluate other adjunct faculty as per the new AFT union contract. There was a lengthy discussion on this item. IT was suggested to COCFA, that the language needed further clarification. Chris Blakey, COCFA President, informed the Senate that it is likely that there will be a merger of both unions, COCFA and AFT in the near future.
5. Draft of Senate’s Proposed Revisions to BP 525: Matriculation Assessment: **Tabled**

**E. Action Items**

1. Extension of Deadline for Submission of Course Revisions to Curriculum Committee.”  
Ann Lowe, Curriculum Committee Chair, requested that the Academic Senate extend the deadline from the second Friday of December to the last Friday of February (2-24-12) for this year only. The Curriculum Committee has not had the opportunity to train all faculty members in the use of CurricUNET so it seems only fair to allow extra time for the faculty to complete this task. The extension of the deadline was **approved**.

**F. Division Reports: None**

**G. Announcements: None**

**H. Open Forum: None**

**I. Adjournment 4:35 p.m.**

## **HUMAN RESOURCES OFFICE**

Date: January 9, 2012

To: Dr. Edel Alonso  
President, Academic Senate

From: Julianna D. Mosier  
Sr. Human Resources Generalist

Subject: Discipline Assignment – Ricardo Rosales

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The following information is provided for discipline assignment

### **Mr. Ricardo Rosales**

Mr. Rosales has been hired as a full-time Biology Instructor, effective start date January 30, 2012. The following is provided for discipline assignment.

M.S., Biology, California State University, Northridge

B.A., Biology, California State University, Northridge

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

- Biology
- Health

## **HUMAN RESOURCES OFFICE**

Date: January 20, 2012  
To: Dr. Edel Alonso  
President, Academic Senate  
From: Julianna D. Mosier  
Sr. Human Resources Generalist  
Subject: Discipline Assignment – Dr. Phil Gussin

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The following information is provided for discipline assignment

### **Dr. Phil Gussin**

Dr. Gussin has been hired as a full-time Political Science Instructor, effective start date January 30, 2012.  
The following is provided for discipline assignment.

Ph.D., Political Science, University of California, Los Angeles  
M.A., Political Science, University of California, Los Angeles  
M.A., Political Science, California State University, Northridge  
B.A., Political Science, Humboldt State University

It would appear that Dr. Gussin qualifies for the discipline(s) of:

- Political Science

## **HUMAN RESOURCES OFFICE**

Date: January 20, 2012  
To: Dr. Edel Alonso  
President, Academic Senate  
From: Julianna D. Mosier  
Sr. Human Resources Generalist  
Subject: Discipline Assignment – Dilek Sanver-Wang

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The following information is provided for discipline assignment

### **Ms. Dilek Sanver-Wang**

Ms. Sanver-Wang has been hired as a full-time Biology Instructor, effective start date January 30, 2012.  
The following is provided for discipline assignment.

M.S., Biological Sciences, University of California, Irvine  
B.A., Integrative Biology, University of California, Berkeley

It would appear that Ms. Sanver-Wang qualifies for the discipline(s) of:

- Biology
- Health

## DRAFT: PROPOSED POLICY CHANGES

### BOARD POLICY 525 MATRICULATION ASSESSMENTS

525.1 Assessment is the process that combines the administration of assessment instruments, **and other multiple measures**, to determine student ~~competency~~ **skill set levels** in computational and language skills. ~~assisting students in identifying their aptitudes, interests and educational objectives, evaluating student's study and learning skills, and evaluating other factors that may be pertinent to their success in meeting their educational objectives.~~ Assessment assists students in identifying their aptitudes, interests and educational objectives, evaluating their study and learning skills and other factors that support their efforts to meet their educational goals.

525.2 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:

525.3 Exemptions from assessment

A. Students who have completed an associate degree or higher at an accredited institution.

B. Students ~~taking only courses not dependent on academic skill requisites such as some fine or performing arts or physical education.~~ **who declare they are taking less than six units and those units are vocational or personal enrichment courses.**

C. Students ~~taking only courses to upgrade occupational skills or as continuing education for employment.~~

**(This next section will become Section "C" if adopted.)**

D. Students who present recent raw test scores, ~~on a test from the Chancellor's approved list of instruments. (Exempt from placement testing only.)~~ within the last two years, from a U.S. community college that uses the same test vendor and subject testing areas as College of the Canyons. The raw scores will be filtered through the COC multiple measures weighting scale and placement will be based on our cut scores.

**(This next section will become Section "D" if adopted.)**

E. Students transferring from other accredited post-secondary institutions with course credit for ~~degree appropriate English or mathematics. (Exempt from placement testing only.)~~ equivalent English, ESL or mathematics.

525.4 The College will make reasonable efforts to ensure that all exempt students are provided the opportunity to participate in the assessment component.



## **Academic Senate Review – Sections to be Completed**

### **Part 1: Program Description**

Describe the Mission

Who are the customers/recipients of the services and functions?

Provide a current organizational chart.

Provide a short description of the history of the Senate including how it has changed over the years.

### **Part 2: Administrative Unit Outcomes**

### **Part 3: Objectives and Accomplishments**

### **Part 4: Other External and Internal Factors..... New Objectives**

Positions (changes in the last 3 yrs)

Technology – How is it being used for services delivery

Interdisciplinary Collaborations

Challenges

Program Changes

CCC and possible Westside Campus

Connection to Educational and Facilities Master Plan

Other Information

Use of Data

Program Strengths

Program Challenges

New 3yr Objectives

### **Part 5: Budget Planning**

### **Part 6: Program Needs**

Supplies and Services

Equipment

Facilities and facility modification

Personnel

With whom to coordinate to make this happen?

### **Part 7: Participants in the Development of the Program Review**

**The Principle of Rotation**, in relation to department chairs, was discussed. After great research it was agreed that, using the “principle of rotation”, in a tied departmental chair election the individual who has not served as department chair would be given the position. It was noted that this would not work if there was an election where two individual ties, and neither had served as chair. It was suggested that COCFA and the District review the wording of that particular clause.







- z. Wireless Access on Campus
- aa. Computers and software for student use
- bb. Computer and software training

Please use the following scale for questions 8 – 14.

- |  | Strongly Disagree     | Disagree              | Neutral               | Agree                 | Strongly Agree        | Not Applicable        |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 8. I am familiar with the student learning outcomes in my course(s).   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. I am familiar with the college's Mission Statement.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. The college sends out clear and accurate information about courses, and programs.                        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11. The college makes transfer-of-credit policies clear to students.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12. The syllabus for this course specifies the course student learning outcomes.                             | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 13. The college provides an environment that encourages personal and civic responsibility for all students.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 14. Students at the college have opportunities to be represented in planning and decisions-making processes. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

15. How do you prefer to purchase textbooks? (*Mark only one*)

- Online from COC bookstore       Online from another source       In-person at the Valencia Campus
- In-person at the Canyon Country Campus       Other (*please specify*):

16. Does the price of a textbook influence your course selection?      Yes   No

17. What type of textbook would you prefer? (*Mark all that apply*)       New       Used       Rental       Free/ Low Cost Electronic Textbooks

18. Are you aware that you can earn elective units through Cooperative Work Experience Education (CWEE) for completing on-the-job learning objectives or internships that have learning objectives?      Yes   No

**Reason for Attending College of the Canyons**

19. Please indicate your *primary* reasons for attending College of the Canyons. (*Mark all that apply*)

- |   |  |   |
|---|--|---|
| <input type="radio"/> Cost  | <input type="radio"/> Availability of needed classes                       | <input type="radio"/> Availability of parking                                     |
| <input type="radio"/> Location  | <input type="radio"/> Beauty of campus facilities/grounds                  | <input type="radio"/> High-quality instruction                                    |
| <input type="radio"/> Special programs (e.g., PACE, EOPS/CARE, DSP&S, etc.)         | <input type="radio"/> Specific field of study offered (Nursing, Fire Tech) | <input type="radio"/> Other ( <i>please specify below</i> ):                      |
| <input type="radio"/> Transferability of courses to four-year colleges/universities | <input type="radio"/> Did not get into a four-year college/university      | <input style="border: 1px solid black; width: 200px; height: 30px;" type="text"/> |

**Barriers to College**

20. Please indicate the degree to which you have personally experienced each of the following problems or barriers in achieving your educational goals. *Mark only one rating per item.*

	Major Problem	Somewhat a Problem	Not a Problem	N/A
a. Availability of courses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

20. Please indicate the degree to which you have personally experienced each of the following problems or barriers in achieving your educational goals. *Mark only one rating per item. (Continued)*

	Major Problem	Somewhat a Problem	Not a Problem	N/A
b. Availability of classes at times needed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Choosing a career	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Costs related to enrollment fees & other fees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Costs related to books, supplies, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Transportation costs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Deciding educational goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Difficulty of courses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Discrimination due to race, ethnicity, gender, religion, disability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Childcare	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Family responsibilities (other than childcare)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l. Financial hardship	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
m. Lack of reading, writing, and math skills needed to succeed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
n. Availability of counseling or program advisement staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
o. Quality of advising and counseling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
p. Work pressures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

21. To what extent would a fee increase from \$26 to \$36/unit be a barrier to continuing your education at College of the Canyons?

- To a very great extent     To a great extent     Somewhat     To a small extent     To a very small extent

**College of the Canyons Dianne G. Van Hook University Center**, located on COC's campus, currently offers 31 bachelor, masters, credentialed and doctoral degree programs from six colleges and universities including California State University Bakersfield, University of La Verne, Brandman University, California State University Northridge, and National University.

22. Are you aware of the University Center?

Yes   No

23. Are you interested in pursuing an advanced degree (e.g., Bachelor's, Master's, etc) in the University Center? Yes   No

a. If yes, please indicate the program or major you are interested in pursuing:

### **Communication**

24. How do you prefer to receive communication about activities or events occurring at the Valencia Campus? (*Mark all that apply*)

Email  Postal Mail  Flyers on Campus  Social Networking Sites (e.g., Facebook, Twitter, YouTube, etc.)

Other:

### **Policy Issues**

25. Would you support limiting the number of withdraws or times students can repeat the same class so that more students can enroll in those classes? Yes   No

26. There's a proposal to allow colleges to offer credit courses through Community Services which would guarantee students would get all their classes but they would have to pay the full rate of approximately \$200/unit. Please indicate your opinion regarding the College offering these courses in addition to the regular offerings to open up more spaces for students (*Mark only one*).  In Favor  Opposed  Neutral

27. Would you be interested in enrolling in these courses? Yes   No

**Thank you for completing this very important survey.**







oo. Library Services and Collections	0	0	0	0	0	0
pp. Parking availability	0	0	0	0	0	0
qq. Parking lot safety – layout of parking lots	0	0	0	0	0	0
rr. External campus lighting	0	0	0	0	0	0
ss. Restrooms	0	0	0	0	0	0
tt. Scholarships	0	0	0	0	0	0
uu. Student Business Office / Cashiering	0	0	0	0	0	0
vv. Student Development	0	0	0	0	0	0
ww. Student Health Center	0	0	0	0	0	0
xx. Student Lounge	0	0	0	0	0	0
yy. TLC (tutoring) Lab	0	0	0	0	0	0
zz. Transfer Center	0	0	0	0	0	0
aaa. College website (Overall)	0	0	0	0	0	0
<i>10.Student Services Website Overall (e.g., A&amp;R, Student Business Office, Financial Aid, etc.)</i>	0	0	0	0	0	0
<i>11.Online Application</i>	0	0	0	0	0	0
<i>12.Online Registration</i>	0	0	0	0	0	0
<i>13.Online Search for Classes</i>	0	0	0	0	0	0
<i>14.Online Degree and Enrollment Verification</i>	0	0	0	0	0	0
<i>15.Account Balance</i>	0	0	0	0	0	0
<i>16.Online Payment of Tuition and Fees</i>	0	0	0	0	0	0
<b>8. Please rate your satisfaction with each of the services at the <u>Canyon Country Campus</u> listed below (Continued):</b>						
	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied	N/A / Never Used
<i>17.Financial Aid Website</i>	0	0	0	0	0	0
<i>18.Online Student Orientation</i>	0	0	0	0	0	0
<i>19.Online Counseling Tutorials</i>	0	0	0	0	0	0
<i>20.Online Program Evaluation/Degree Audit</i>	0	0	0	0	0	0

- bbb. Wireless Access on Campus
- ccc. Computers and software for student use
- ddd. Computer and software training

Please use the following scale for questions 9 – 15.

- |   | Strongly Disagree         | Disagree              | Neutral               | Agree                               | Strongly Agree        | Not Applicable           |
|---|---------------------------|-----------------------|-----------------------|-------------------------------------|-----------------------|--------------------------|
| 9. I am familiar with the student learning outcomes in my course(s).  | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>               | <input type="radio"/> | <input type="radio"/>    |
| 10. I am familiar with the college's Mission Statement.   | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>               | <input type="radio"/> | <input type="radio"/>    |
| 11. The college sends out clear and accurate information about courses, and programs.   | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>               | <input type="radio"/> | <input type="radio"/>    |
| 12. The college makes transfer-of-credit policies clear to students.  | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>               | <input type="radio"/> | <input type="radio"/>    |
| 13. The syllabus for this course specifies the course student learning outcomes.  | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>               | <input type="radio"/> | <input type="radio"/>    |
| 14. The college provides an environment that encourages personal and civic responsibility for all students.   | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>               | <input type="radio"/> | <input type="radio"/>    |
| 15. Students at the college have opportunities to be represented in planning and decisions-making processes.  | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>               | <input type="radio"/> | <input type="radio"/>    |
| 16. Are you aware that there are computers available for student use in the Library and TLC Lab?  |                           |                       |                       | Yes <input type="radio"/>           | <input type="radio"/> | No <input type="radio"/> |
| 17. Is there a need for additional open computer labs on campus?  |                           |                       |                       | Yes <input type="radio"/>           | <input type="radio"/> | No <input type="radio"/> |
| 18. Are you aware that there is an evening campus safety escort service?  |                           |                       |                       | Yes <input type="radio"/>           | <input type="radio"/> | No <input type="radio"/> |
| 19. Are you aware of the Skills4Success Lounge?   |                           |                       |                       | Yes <input type="radio"/>           | <input type="radio"/> | No <input type="radio"/> |
| 20. How do you prefer to purchase textbooks? <i>(Mark only one)</i>   |                           |                       |                       |                                     |                       |                          |
| <input type="radio"/> Online from COC bookstore   | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>               | <input type="radio"/> | <input type="radio"/>    |
| <input type="radio"/> Online from another source  | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>               | <input type="radio"/> | <input type="radio"/>    |
| <input type="radio"/> In-person at the Valencia Campus  | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>               | <input type="radio"/> | <input type="radio"/>    |
| <input type="radio"/> In-person at the Canyon Country Campus  | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>               | <input type="radio"/> | <input type="radio"/>    |
| <input type="radio"/> Other (please specify):   |                           |                       |                       |                                     |                       |                          |
| 21. Does the price of a textbook influence your course selection?   | Yes <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | No <input type="radio"/>            |                       |                          |
| 22. What type of textbook would you prefer? <i>(Mark all that apply)</i>  | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>               | <input type="radio"/> | <input type="radio"/>    |
|   | New                       | Used                  | Rental                | Free/ Low Cost Electronic Textbooks |                       |                          |
| 23. Are you aware that you can earn elective units through Cooperative Work Experience Education (CWEE) for completing on-the-job learning objectives or internships that have learning objectives? | Yes <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | No <input type="radio"/>            |                       |                          |

**Reason for Attending College of the Canyons**

24. Please indicate your *primary* reasons for attending College of the Canyons. (*Mark all that apply*)

- |   |  |   |
|---|--|---|
| <input type="radio"/> Cost  | <input type="radio"/> Availability of needed classes                       | <input type="radio"/> Availability of parking                           |
| <input type="radio"/> Location  | <input type="radio"/> Beauty of campus facilities/grounds                  | <input type="radio"/> High-quality instruction                          |
| <input type="radio"/> Special programs (e.g., PACE, EOPS/CARE, DSP&S, etc.)         | <input type="radio"/> Specific field of study offered (Nursing, Fire Tech) | <input type="radio"/> Other ( <i>please specify below</i> ):            |
| <input type="radio"/> Transferability of courses to four-year colleges/universities | <input type="radio"/> Did not get into a four-year college/university      | <div style="border: 1px solid black; height: 40px; width: 100%;"></div> |

**Barriers to College**

25. Please indicate the degree to which you have personally experienced each of the following problems or barriers in achieving your educational goals. *Mark only one rating per item.*

	Major Problem	Somewhat a Problem	Not a Problem	N/A
q. Availability of courses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
r. Availability of classes at times needed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
s. Choosing a career	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
t. Costs related to enrollment fees & other fees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
u. Costs related to books, supplies, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
v. Transportation costs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
w. Deciding educational goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
x. Difficulty of courses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
y. Discrimination due to race, ethnicity, gender, religion, disability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
z. Childcare	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
aa. Family responsibilities (other than childcare)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
bb. Financial hardship	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
cc. Lack of reading, writing, and math skills needed to succeed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
dd. Availability of counseling or program advisement staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ee. Quality of advising and counseling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ff. Work pressures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

26. To what extent would a fee increase from \$26 to \$36/unit be a barrier to continuing your education at College of the Canyons?

To a very great extent    To a great extent    Somewhat    To a small extent    To a very small extent

**College of the Canyons Dianne G. Van Hook University Center**, located on COC's campus, currently offers 31 bachelor, masters, credentialed and doctoral degree programs from six colleges and universities including California State University Bakersfield, University of La Verne, Brandman University, California State University Northridge, and National University.

27. Are you aware of the University Center?      Yes   No

28. Are you interested in pursuing an advanced degree (e.g., Bachelor's, Master's, etc) in the University Center?      Yes   No

a. If yes, please indicate the program or major you are interested in pursuing:

**Communication**

29. How do you prefer to receive communication about activities or events occurring at the Canyon Country Campus? (*Mark all that apply*)

Email    Postal Mail    Flyers on Campus    Social Networking Sites (e.g., Facebook, Twitter, YouTube, etc.)

Other:

**Policy Issues**

30. Would you support limiting the number of withdraws or times students can repeat the same class so that more students can enroll in those classes?      Yes     No

31. There's a proposal to allow colleges to offer credit courses through Community Services which would guarantee students would get all their classes but they would have to pay the full rate of approximately \$200/unit. Please indicate your opinion regarding the College offering these courses in addition to the regular offerings to open up more spaces for students (Mark only one).       In Favor    Opposed    Neutral

32. Would you be interested in enrolling in these courses?      Yes   No

**Thank you for completing this very important survey.**

## Annual Student Survey: *Online Classes* – Spring 2011

College of the Canyons is very interested in finding out how students feel about their experience in online classes at College of the Canyons. Your responses are very important in helping determine whether the online courses, programs and services we offer are meeting your needs. Thank you very much for completing this survey. We appreciate your comments and suggestions.

### Awareness of Online Services

1. Are you aware of the different types of information provided by the College of the Canyons' website and the Distance Learning website? Examples of these include applying to the College, registering for classes, self-assessment quizzes, Blackboard tutorial, etc. O Yes O No
  
2. Please indicate which of the following online services you are aware of at College of the Canyons. (Mark all that apply)
 

<input type="radio"/> Account Balance <input type="radio"/> Application <input type="radio"/> Counseling tutorials <input type="radio"/> Degree and enrollment verification <input type="radio"/> Financial Aid website <input type="radio"/> Library databases/resources <input type="radio"/> Orientation	<input type="radio"/> Payment of tuition and fees <input type="radio"/> Program evaluation <input type="radio"/> Registration <input type="radio"/> Scheduling for counseling appointments <input type="radio"/> Search for classes <input type="radio"/> Student technical support <input type="radio"/> Transcript requests
---	---
  
3. To what extent is the Distance Learning website helpful?
 

Not Helpful at All	Somewhat Helpful	Neutral	Helpful	Very Helpful	Not Aware of the Distance Learning Website
O	O	O	O	O	O

### Factors Contributing to Success in Online Classes at COC

4. Please indicate the aspects of the **Distance Learning** website that have been important to your success as an online student. (Mark all that apply)
 

<input type="radio"/> Blackboard Tutorial <input type="radio"/> FAQs <input type="radio"/> Learning theory information <input type="radio"/> Minimum recommended computer <input type="radio"/> Orientation letter from the instructor	<input type="radio"/> Scheduling details <input type="radio"/> Self-assessment quiz <input type="radio"/> None <input type="radio"/> Other (please specify below):
	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

### Other Online Course Information / Needs

5. Before registering for your online class(es), were you aware of the minimum hardware / software recommendations?
  - Yes
  - No
  
6. How many classes have you taken that consisted of some online components?
  - 1-2 classes
  - 3-4 classes
  - 5 or more classes
  
7. How many years of experience do you have using computers?
  - 0-1 year
  - 2-4 years
  - 4 or more years

8. Which operating system do you prefer?
- Windows/PC
- Apple/OSX/Mac
- Other
9. Does the course in which you're completing this survey list the student learning outcomes on the course syllabus?  Yes  No
10. Do you use any special technology to assist with a disability?  Yes  No

***If you answered "no" in question #10, please skip to question #12.***

11. If you answered "yes" to question #10, please indicate the assistive technologies you use (Mark all that apply).
- Screen Reader
- Closed Captioning
- Other (please specify):

### **Satisfaction with College of the Canyons Online Classes**

For each statement in question 12, please indicate your level of satisfaction. **Mark only one** satisfaction rating per item. If you have not used a service listed below, please mark "N/A." **Answer each item based on your experience with the online courses you are enrolled in this semester at College of the Canyons.**

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied	N/A / Never Used
12. Please rate your satisfaction with each aspect of the online courses you are enrolled in this semester at College of the Canyons listed below.						
a. Variety of online courses offered	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Availability of online courses offered	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Availability of instructors for assistance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Encouragement and motivation from instructors for your success	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Encouragement from instructors for your participation and sharing of different	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Technical support offered through the Tutoring/Learning/Computing (TLC) Lab	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Tutoring assistance through the TLC lab	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Test proctoring services through the TLC lab	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Online services offered through the library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Overall quality of online courses at College of the Canyons	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Stability of Blackboard course management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### **Reasons for Taking Online Classes at College of the Canyons**

13. Please indicate your *primary* reasons for taking online classes. (Mark all that apply)
- Flexible schedule
- The College's reputation
- Comfort with technology
- Ease of registration
- Enjoy using technology
- Easily accommodates my disability



- Reputation of instructors
   
  Convenient schedule  
 Unable to attend other “face-to-face” sections of the same classes
   
  Other (please specify below):

### **Communication with Students**

14. Before registering for an online class, how did you hear about the college’s online courses? (Mark all that apply)

- Instructor
   
  College of the Canyons’ **Distance Learning** Website  
 Counselor
   
  Schedule of Classes  
 Word of mouth
   
  Magazine or newspaper  
 College of the Canyons’ Website  
 Other (please specify):

15. Once you’ve signed up for an online class, what is your main source of information about the college’s online courses? (Mark all that apply)

- College of the Canyons’ **Distance Learning** Website
   
  Magazine or newspaper  
 College of the Canyons’ Website
   
  Schedule of Classes  
 Counselor
   
  Word of mouth  
 Instructor  
 Other (please specify):

16. How do you prefer to receive communication about activities or events occurring on campus? (Mark all that apply)

- Email  
 Postal mail  
 Flyers on campus  
 Social Networking sites (e.g. Facebook, Twitter, YouTube, etc.)  
 Other (please specify):

### **Availability of Campus Services**

17. Please indicate if your needs are being met by the following campus services.	Services available online are adequate	Services available online need to be expanded	I do not access this service online
a. Bookstore	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Tutoring/TLC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Admission/Records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Counseling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Financial Aid	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Student Business Office (cashiering)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Extended Opportunities Programs and Services (EOPS)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Disabled Students Programs and Services (DSPS)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Transfer Center	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- |                             |                       |                       |                       |
|-----------------------------|-----------------------|-----------------------|-----------------------|
| k. Career Center            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| l. Student Government Clubs | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| m. Adult Reentry Program    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| n. Technical support        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

### MyCanyons

- |   |                       |                       |                       |                       |                       |                       |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 18. Please rate your level of satisfaction with the following aspects of College of the Canyons' online registration system, MyCanyons. | Very Dissatisfied     | Dissatisfied          | Neutral               | Satisfied             | Very Satisfied        | N/A / Never Used      |
| Availability  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Ease of use   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Options available   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

### Textbook Preferences

19. How do you prefer to purchase textbooks? (Mark only one)

- |  |                       |
|--|-----------------------|
| Online through the college bookstore   | <input type="radio"/> |
| Online through independent websites    | <input type="radio"/> |
| In-person at the Valencia Campus       | <input type="radio"/> |
| In-person at the Canyon Country Campus | <input type="radio"/> |
| Other (Please specify):                | <input type="radio"/> |

20. What type of textbook do you prefer? (Mark all that apply)

- |      |                       |                                      |                       |
|------|-----------------------|--------------------------------------|-----------------------|
| New  | <input type="radio"/> | Rental                               | <input type="radio"/> |
| Used | <input type="radio"/> | Free / Low Cost Electronic Textbooks | <input type="radio"/> |

### Barriers to College

21. Please indicate the degree to which you have personally experienced each of the following program barriers while trying to achieve your educational goals through online classes. (Mark only one rating per item.)

- |  | Major Problem         | Somewhat a Problem    | Not a Problem         | N/A                   |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
| a. Availability of courses   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Availability of classes at times needed                             | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. Choosing a career   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| d. Costs related to enrollment fees & other fees                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| e. Costs related to books, supplies, etc.                              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| f. Transportation costs  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| g. Deciding educational goals  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| h. Difficulty of courses   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| i. Discrimination due to race, ethnicity, gender, religion, disability | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| j. Family responsibilities - Childcare                                 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| k. Family responsibilities (other than childcare)                      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| l. Financial hardship  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| m. Lack of reading, writing, and math skills needed to succeed         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

- n. Availability of counseling or program advisement staff
- o. Quality of advising and counseling
- p. Work pressures

**Educational Goal(s)**

22. Please indicate the educational goal(s) you intend to pursue at College of the Canyons (Mark all that apply).

- Obtain an Associate’s degree
- Transfer to a four-year university
- Develop job skills, including a certificate
- Enroll for personal development

**Fee Increase**

23. To what extent would a fee increase from \$26 to \$36/unit be a barrier to continuing your education at College of the Canyons?

- |                        |                       |                       |                       |                       |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| To a very great extent | To a great extent     | Somewhat              | To a small extent     | To a very small       |
| <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**Policy Issues**

- 24. Would you support limiting the number of withdraws or times students can repeat the same class so that more students can enroll in those classes?  Yes  No
- 25. There’s a proposal to allow colleges to offer credit courses through Community Services which would guarantee students would get all their classes but they would have to pay the full rate of approximately \$200/unit. Please indicate your opinion regarding the College offering these courses in addition to the regular offerings to open up more spaces for students (Mark only one).  In Favor  Opposed  Neutral
- 26. Would you be interested in enrolling in these courses?  Yes  No

**Additional Comments**

27. Please provide any additional comments you have regarding the delivery of online instruction at College of the Canyons.

**Thank you for completing this very important survey.**

## Slides of Power Point on Prerequisites and Content Review Presentation at ASCCC Curriculum Institute, July 2011

**Goals of This Session** •Provide a chronological list of steps for senates and curriculum committees to implement prerequisites via content review

- Establish best practices for content review and assigning prerequisites to courses
- Train attendees on how to accomplish content review; give guidance on how to train the local curriculum committee on content review

### **First: Your academic senate must make a choice:**

- Allow prerequisites to be established only via content review, or
- Allow prerequisites to be established only via content review and statistical validation, or
- Allow prerequisites to be established either via content review alone or via content review with statistical validation.

**Second:** Create a new (or revise old) board policy reflecting primary reliance or mutual agreement with the senate regarding how prerequisites will be established. May require one or more policies – see 5 required items on next slides.

•**Note:** For multi-college districts, be sure the board policy stipulates individual college authority, if desirable, with regard to establishing prerequisites.

### **Board Must Adopt Policies for:**

1. The Process for establishing pre-requisites: content review alone, with statistical validation, or both
2. Procedures to ensure that pre-requisites or target courses are taught according to the course outline of record
3. Process to ensure that qualified instructors teach prerequisite courses
- 4. Process to ensure that prerequisites remain necessary and appropriate. (Two year review for all prerequisites on vocational courses, and six years on all other prerequisites.)**
- 5. Bases and processes for students to challenge prerequisite or corequisites.**

**Matriculation Plans** Also include section on prerequisites

- Procedures for establishing and validating prerequisites
- Procedures for student challenges to prerequisites

**If Senate and Board Agree to Establish All or Some Prerequisites Via Content Review Alone... District Must Have a Board Adopted Plan BEFORE establishing prereqs via content review alone.**

## Prerequisite and Content Review (continued)

**The Plan Must Specify the Following:** •The method used to identify courses to which prerequisites might be applied

- Assurance that prerequisite courses (basic skills) and courses without prerequisites will be reasonably available to students
- The research to be used to determine impact of new prerequisites (especially disproportionate impact)
- Provisions for training the curriculum committee on content review

**What is Content Review?** Title 5 § 55000(c): A rigorous, systematic process developed in accordance with section 53200 to 53204... that is conducted by faculty to identify the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a corequisite course.

### **Content Review Must Include:**

- The COR for the target course
- Syllabi, exams, assignments, instructional materials, grading criteria
- Identification of required skills and knowledge students must have prior to enrolling in the target course
- Matching of those skills and knowledge to prerequisite courses using CORs
- Direct involvement of discipline faculty

**Example: Geology Lab COR** What are the key aspects of the COR that help determine skills/knowledge students need?

Can you determine the necessary math skills?

What dialog is necessary between discipline faculty of the target course and basic skills courses?

### **Example: Nutrition Course**

First be sure that skills and knowledge that students need are clearly stated in the COR and the discipline faculty agree to teach this COR

Second Match the skills of basic skills courses to those identified in the COR.

**Training Your Curriculum Committee** •Expect improved CORs prior to any discussion of prerequisites and content review

- Determine the committee's role in ensuring that a qualified faculty member teaches the course AND that each faculty member adheres to the COR.
- Then provide tools for discipline faculty to converse about necessary and appropriate skills. 23

**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 59120.3

5920.1b A minimum of a 2.0 grade point average in a curriculum, which the District accepts toward the degree.

5920.1c The A student must earn 12 semester units in residence at the Santa Clarita Community College District.

5920.1d The A 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 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 5920.4. 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.

5920.6a 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.

5920.6b The Liberal Arts and Sciences majors (as well as the former Transfer Studies major) are exempt from the Physical Education and Wellness requirement.

5920.6c The RN and LVN-to-RN majors are exempt from Physical Education and Wellness and the Diversity requirement.

5920.6d The Paralegal Studies major must meet the American Bar Association criteria. Therefore a separate General Education pattern is required for this major.

5920.7 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.

5920.8 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:

5920.8a 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.



5920.8c 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).

5920.8d 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.

5920.8e 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 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.

5920.10a Cum laude graduate – requires a cumulative Associate degree applicable grade point average of 3.5-3.69.

5920.10b Magna cum laude graduate - requires a cumulative Associate degree applicable grade point average of 3.7-3.89.

5920.10c Summa cum laude graduate - requires a cumulative Associate degree applicable grade point average of 3.8-4.0.

5920.10d 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.

5920.10e Valedictorian – the student or students with the highest cumulative Associate degree applicable grade point average.

#### 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. 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.

5920.11a For all Certificates of Achievement except the CSU General Education Breadth and the UC-IGETC and CSU-IGETC, 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. Students earning the CSU General Education Breadth, the UC IGETC and the CSU IGETC Certificates of Achievement are subject to different residency requirements established by the CSU and UC Systems.

5920.11b 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. Students must earn a grade of “C” or better, “P”, or “CR” in each course required for the certificate.

5920.11c 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.

#### 5920.12 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.

5920.12a 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 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”.

5920.12c For the Certificate of Completion the student must complete all required courses in the approved program of study as listed in the college catalog.

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**DRAFT PROPOSAL FOR NEW ADMINISTRATIVE PROCEDURES****AP 5920 Associate Degree and Certificate Requirements****Reference: Title V, Section 55063**

5920.1 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.

5920.1a 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.

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 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.

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 at College of the Canyons.

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.

5920.1g 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.

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 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.

5920.5 The Santa Clarita Community College District offers transfer Associate Degrees with exceptions made to the General Education Requirements listed in section 5920.4. 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.

5920.6a Requirements for transfer majors prescribed by SB 1440 are exempt from all local General Education Requirements and may not be changed by local authorities.

5920.6b The Liberal Arts and Sciences majors (as well as the former Transfer Studies major) are exempt from the Physical Education and Wellness requirement.

5920.6c The RN and LVN-to-RN majors are exempt from Physical Education and Wellness and the Diversity requirement.

5920.6d 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.

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 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 cum laude graduate - requires a cumulative Associate degree applicable grade point average of 3.8-4.0.

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.

5920.6a 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.

5920.6b The Admissions and Records office will post the academic recognition on the College official transcript once all requirements for graduation are verified.

5920.6c The Cum laude, Magna cum laude, and Summa cum laude graduation recognition will be included on the College of the Canyons’ diploma.

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 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.

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 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.

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.

5920.7e 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.

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 A 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 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.

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.

5920.8c 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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