

College of the Canyons
Academic Senate Agenda
May 9, 2013 3:00 p.m. to 4:30 p.m. BONH 330

A.Routine Matters

1. Call to order
2. Approval of the Consent Calendar
 - a) Approval of the Academic Senate Meeting Summary: April 25, 2013(pg.2)
 - b) Approval of the Curriculum Summary Meeting: May 2, 2013(pg.5)
3. President's Report
4. Vice-President's Report

B.Committee Reports

1. Interdisciplinary Committee aka Coffee on the Side – Kelly Cude and Heidi Bednar

C.Unfinished Business

1. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
2. Proposal for Revision of Prerequisite Policy – in Policy Committee
3. Calendar Options 2014-2015 – in Calendar Committee

D.Discussion Items

1. Professional Development Committee Procedures – Lisa Hooper and Teresa Ciardi(pg.7)
2. Minimum Qualifications and Equivalencies Committee Procedures – Edel Alonso(pg.12)
3. Orphan Courses (CWEE, Education, Gerontology, Humanities, Interdisciplinary, Library Media Tech.) – Rebecca Eikey

E.Action Items

1. BP Policy 5901 and AP 5901 Course Repetition(pg.22 & 28)

F.Division Reports

G.Announcements

- June 13, 14, 15 – ASCCC Faculty Leadership Institute, Sacramento
- July 11, 12, 13 – ASCCC Curriculum Institute, Anaheim

H.Open Forum

I. Adjournment

The next Senate meeting is **May 23, 2013**
As always everyone is welcomed

Summary of the Academic Senate Meeting April 25, 2013

Attendance: Edel Alonso, Mojdeh Mahn, Rebecca Shepherd, Lee Hilliard, Jasmine Ruys, Daylene Meuschke, Chelley Maple, Amy Shennum, Shane Ramey, Regina Blasberg, Diane Fiero, Howard Fisher, Tammy Mahn, David Andrus, Rebecca Eikey, Teresa Ciardi, Juan Buriel, Lisa Hooper, Wendy Brill-Wynkoop, Valerie Tran, Cindy Stephens and Michael Sherry

A. Routine Matters

1. Call to order: 3:00 p.m.
2. Approval of the Consent Calendar: Approved
3. A. Report of Senate President, Dr. Edel Alonso:
 - ✓ She and Wendy Brill-Wynkoop attended the ASCCC Spring Plenary Session. She reported having asked for faculty input on the proposed resolutions to inform her votes as the COC delegate. She has since reported back to the faculty on the outcome of the debates and the result of the votes.
 - ✓ Edel reported that she attended the workshop on Minimum Qualifications and Equivalencies and spoke directly with the Chair of the statewide Min. Quals and Equivalencies Committee and verified that equivalencies must include both discipline knowledge and general education. She was explicitly told that not including general education in the equivalencies is not an option. She also confirmed that evidence of knowledge of general education must demonstrate breadth across disciplines.
 - ✓ ECE faculty had contacted her to vote against a proposed new Teacher Education discipline that leaves out Early Childhood educators and would require a teaching credential to meet the minimum qualifications. She reported that the resolution to approve the proposed discipline failed.
 - ✓ Kinesiology/PE faculty had contacted her to vote in favor of the proposed new discipline of Kinesiology and she reported that the resolution was approved.
 - ✓ Dance faculty had contacted her to vote in favor of changing Dance top codes to include sub categories of dance and she reported that the resolution to do so was approved.
 - ✓ The next update to the Disciplines List will be published in Spring 2015.
 - ✓ Dr. Van Hook also reviewed the ASCCC resolutions and responded to Edel with comments and questions. Edel thanked Dr. Van Hook for her interest.
 - ✓ There was discussion at the Plenary about asking adjunct faculty if they prefer being called adjunct or part-timers. The adjunct faculty Senators volunteered to inquire among the adjunct faculty and report back to the Senate.

- ✓ The Health and Safety Committee met on Friday but Edel was not able to attend this second meeting because she was at Plenary. At the meeting, it was reported that 95% of the Consolidated Emergency Response System Entry has been completed and reported to the county. There will be Emergency FLEX workshops in the Fall 2013 and we will also have emergency drills with faculty in 2013-2014. Edel has shared information gained as a result of the two meetings this semester with faculty: location of first aid kits, fire extinguishers and AEDs, the Student Injury Report form, the list of evacuation zones and a link to a training video in case of a shooter. Evacuation posters are in the process of being posted but this task still has not been completed. Faculty have contacted her with concerns about getting a chemical hygiene plan completed, the fact that classroom doors do not lock from the inside, and phones in the classroom are by the doors and far from the teacher's desk.
- ✓ There was a Board of Trustees meeting on Wednesday that included a training meeting on Accreditation. A panel that included the District's legal counsel, a Dean from Pasadena, the President from Orange Coast Community college District and a BOT member from the same district shared their experiences and insight into the process.
- ✓ She has been involved in conversations with Joe Gerda to discuss faculty participation on Accreditation Standards Committees.

B. Report of Paul Wickline, Senate VP:

- ✓ He attended the Scholarly Presentation on April 17th in place of Edel who was at the Plenary. He introduced Dr. Ali Akbar Mahdi, adjunct faculty in the Department of Sociology, who spoke on the relationship between the U.S. and the Middle East. The presentation was very well done and very well received.

B. Committee Reports

- Curriculum Committee Report by Ann Lowe:
She reviewed the Curriculum Committee 2013-2014 proposed calendar of deadlines and emphasized that courses going through the curriculum process must be at stage 7 by early fall.

C. Unfinished Business

1. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
2. Proposal for Revision of Prerequisite Policy – in Policy Committee
3. Calendar Options 2014-2015 – in Calendar Committee

D. Discussion Items

- Professional Development Committee Procedures. Lisa Hooper and Teresa Ciardi, committee co-chairs, reviewed the committee's proposed procedures. Senators

recommended adding language to address the following: an adjunct faculty representative to the committee composition, language on evaluation of the FLEX proposals, and Title 5 faculty development categories. This item will return on the next Senate agenda for further discussion.

- Score Card. Daylene Meuschke gave an overview and answered questions. The Senate recommended a Fall 2013 workshop to explain the Score Card to faculty.
- Minimum Qualifications and Equivalencies Committee Procedures: Edel Alonso, Committee Chair, reviewed the proposed and revised committee procedures which include new equivalencies to the minimum qualifications and answered questions to clarify. She distributed a one page simplified explanation of the proposed equivalencies to the Master's degree and the equivalencies to the Associate degree.
- BP Policy 5901 an AP 5901 Course Repetition. David Andrus, Policy Committee Chair, reviewed the proposed revisions made by the Policy Committee in consultation with Ann :Lowe, Curriculum Committee Chair. The proposed changes are a result of new mandated regulations. This policy will come back as an Action item on the next agenda.

E. Action Items

1. Ratification of At-large Senator Elections for 2013-2015: **Approved**

F. Division Reports: N/A

G. Announcements: Senate funds are available to send a second Senator or member of the Curriculum Committee to the Curriculum Institute in July. It's important to send enough faculty to cover workshops on such timely issues a C-ID, TMCs, and Transfer Majors.

G. Announcement:

- June, 13, 13 15 – ASCCC Faculty Leadership Institute, Sacramento
- July 11, 12, 13 – ASCCC Curriculum Institute, Anaheim

H. Open Forum: No comments.

I. Adjournment: 4:35 p.m.

CURRICULUM COMMITTEE SUMMARY

May 2nd, 2013

3:00 pm – 5:00 pm

BONH-330

Items on "Consent" are recommended for approval as a result of a Technical Review meeting held on April 26th, 2013:

Members present: Backes, Patrick – Curriculum/Articulation Coordinator, Non-voting member; Bates, Mary – Math, Science & Engineering; Hilliard, Lee – Career & Technical Education; Hyatt, Rhonda - Physical Education & Athletics (Substitute for Diana Stanich); Lowe, Ann – Co-Chair, Faculty; Matsumoto, Saburo – Member at Large; Ramey, Shane – Adjunct Faculty; Richter, Christy – Enrollment Services; Solomon, Diane – Member at Large; Voth, Joseph – Humanities, Waller, Tina – Allied Health

Members absent: Brill, David – Fine & Performing Arts; Green, Audrey – Co-Chair, Administrator; Marengo, Anne – Social Science & Business; Ruys, Jasmine – Admissions & Records, Non-voting member

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
GMD	070	Introduction to Web Graphics	Course will no longer be offered. - Approved	K. Jenkins	Fall 2013
GMD	071	Introduction to Dreamweaver	Course will no longer be offered. - Approved	K. Jenkins	Fall 2013
GMD	074	Introduction to Flash	Course will no longer be offered - Approved	K. Jenkins	Fall 2013
GMD	077	Introduction to After Effects	Course will no longer be offered. - Approved	K. Jenkins	Fall 2013
GMD	172	Desktop Video	Course will no longer be offered. - Approved	K. Jenkins	Fall 2013
GMD	175	Flash for the Web	Course will no longer be offered. Part of the Graphic & Multimedia Design – Multimedia A.A. Degree and Certificate of Achievement, will be removed. - Approved	K. Jenkins	Fall 2013

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
COUNS	110	Career-Life Planning	Added Distance Learning Addendum. - Approved	L. Shaker	Fall 2013
KPEI	245A	Intercollegiate Baseball	Changed number (Formerly KPEI-245) changed units to 3 (formerly 2 units). Revised descriptions, objectives and content. - Approved	C. Cota	Fall 2013
KPEI	245B	Off-Season Baseball Training	Changed prefix and number (Formerly KPEA-245). Revised descriptions, objectives and content. - Approved	C. Cota	Fall 2013
KPEI	250A	Intercollegiate Basketball I	Changed units to 1.5 (formerly 2 units). Revised descriptions, objectives and content. - Approved	H. Fisher	Fall 2013

KPEI	250B	Intercollegiate Basketball II	Changed units to 1.5 (formerly 2 units). Revised descriptions, objectives and content. - Approved	H. Fisher	Fall 2013
KPEI	255	Intercollegiate Cross-Country	Revised descriptions, revised SLO , revised objectives and content.	L. Kane	Fall 2013
KPEI	260A	Intercollegiate Football	Changed number (Formerly KPEI-260) changed units to 3 (formerly 2 units). Revised descriptions, objectives and content. - Approved	H. Fisher	Fall 2013
KPEI	260B	Off-Season Football Training	Changed prefix and number (Formerly KPEA-260). Revised descriptions, objectives and content. - Approved	H. Fisher	Fall 2013
KPEI	270A	Intercollegiate Soccer	Changed number (Formerly KPEI-270) changed units to 3 (formerly 2 units). Revised descriptions, revised SLO , revised objectives and content. - Approved	F. Marcellin	Fall 2013
KPEI	270B	Off-Season Soccer Training	Changed prefix and number (Formerly KPEA-270). Revised descriptions, objectives and content. - Approved	F. Marcellin	Fall 2013
KPEI	275A	Intercollegiate Softball	Changed number (Formerly KPEI-275) changed units to 3 (formerly 2 units). Revised descriptions, objectives and content. - Approved	J. Wisnath	Fall 2013
KPEI	275B	Off-Season Softball Training	Changed prefix and number (Formerly KPEA-275). Revised descriptions, revised SLO , objectives and content. - Approved	J. Wisnath	Fall 2013
KPEI	280A	Intercollegiate Swimming	Changed number (Formerly KPEI-280) changed units to 3 (formerly 2 units), changed title. Revised descriptions, objectives and content. - Approved	H. Fisher	Fall 2013
KPEI	280B	Off-Season Swimming Training	Changed prefix and number (Formerly KPEA-280). Revised descriptions, revised SLO , objectives and content. - Approved	H. Fisher	Fall 2013
KPEI	290A	Intercollegiate Track and Field	Changed number (Formerly KPEI-290) changed units to 3 (formerly 2 units). Revised descriptions, revised SLO , objectives and content. - Approved	L. Kane	Fall 2013
KPEI	290B	Off-Season Track and Field Training	Changed prefix and number (Formerly KPEA-290). Revised descriptions, revised SLO , objectives and content. - Approved	L. Kane	Fall 2013
KPEI	295A	Intercollegiate Volleyball	Changed number (Formerly KPEI-295) changed units to 3 (formerly 2 units). Revised descriptions, revised SLO , objectives and content. - Approved	L. Hooper	Fall 2013
KPEI	295B	Off-Season Volleyball Training	Changed prefix and number (Formerly KPEA-295). Revised descriptions, revised SLO , objectives and content. - Approved	L. Hooper	Fall 2013

MODIFIED PROGRAMS on consent:

Program	Degree/Certificate	Description of action	Author	Effective
Communication Studies	A.A. Degree	Adding COMS-250H as option to COMS-250 in degree outline, no change in total units. - Approved	V. Leonard	Fall 2013
Graphic & Multimedia Design – Graphic Design	A.A. Degree	Adding GMD-120 as a required course, total units increase to 33. - Approved	K. Jenkins	Fall 2013
Graphic & Multimedia Design – Graphic Design	Certificate of Achievement	Adding GMD-120 as a required course, total units increase to 22. - Approved	K. Jenkins	Fall 2013

Graphic & Multimedia Design – Multimedia	A.A. Degree	Replacing archived GMD-175 with GMD-145, adding GMD-120 as a required course, total units increase to 33. - Approved	K. Jenkins	Fall 2013
Graphic & Multimedia Design – Multimedia	Certificate of Achievement	Replacing archived GMD-175 with GMD-145, adding GMD-120 as a required course, total units increase to 22. - Approved	K. Jenkins	Fall 2013
History	A.A. Degree	Adding HIST-112H as option to HIST-112 in degree outline, no change in total units. - Approved	B. Riffel	Fall 2013
Liberal Arts and Sciences	A.A. Degree	Adding HIST-112H & PHILOS-101H as options to HIST-112 & PHILOS-101 in degree outline, no change in total units. - Approved	B. Riffel/ C. Blakey	Fall 2013
Liberal Studies	A.A. Degree	Adding BIOSCI-100H & PHILOS-101H as options to BIOSCI-100 & PHILOS-101 in degree outline, no change in total units. - Approved	M. Golbarz/ C. Blakey	Fall 2013

NEW COURSES:

Subject	#	Title	Description of action	Author	Effective
KPEA	100B	Advanced Physical Fitness Lab	1 unit, 54 hours of activity, not-repeatable, new SLO, pass/no-pass only. - Approved	C. Lyon	Fall 2013
KPEA	150B	Intermediate Basketball	1 unit, 54 hours of activity, not-repeatable, new SLO. - Approved	H. Fisher	Fall 2013

MODIFIED PROGRAMS:

Program	Degree/Certificate	Description of action	Author	Effective
Physical Education- Kinesiology	A.S. Degree	Adding KPEA-100B and KPEA-150B as options to "three units of any KPEA course" section, no change in total units. - Approved	H. Fisher	Fall 2013
Sports Medicine	A.S. Degree	Adding KPEA-100B and KPEA-150B as options to "two units of any KPEA course" section, no change in total units. - Approved	H. Fisher	Fall 2013

MODIFIED COURSES:

Subject	#	Title	Description of action	Author	Effective
ART	124A	Drawing I	Revised descriptions, revised SLO's (2) , revised objectives and content, updated text. - Approved	J. Loewig	Fall 2013
ART	124B	Drawing II	Revised descriptions, revised SLO's (2) , revised objectives and content, updated text. - Approved	M. McCaffrey	Fall 2013

NEW DISTANCE LEARNING ADDENDUMS:

Title	#	Title	TYPE OF DELIVERY	Author
COUNS	110	Career-Life Planning	100% Online. - Approved	L. Shaker

Discussion Items:

1. Jia-Yi Cheng-Levine: Presentation on the proposed Professional Writing Certificate.
2. Dorothy Minarsch: Presentation on the proposed Sustainability Certificate.
3. [Nicole Faudree – New "At-Large" Curriculum Committee Member.](#)
4. Curriculum Committee Retreat, May 16th. Items addressed at the retreat will include general education courses that need to be added to the Paralegal A.A. Degree, courses that have not been offered in the past 4 years that will be removed from the catalog and archived, Diversity courses, and the Curriculum Committee procedures. No new course or program proposals will be reviewed at the retreat.

New Courses Includes ISA's	2	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	-0-	New DLA's	1	Deleted Courses	6
Modified Courses	20	New SLO's	2	Deleted Programs	-0-
Modified Programs	8	Modified SLO's	11	Proposals Reviewed in Technical Review Session	37
New Non Credit Courses	-0-	New Prerequisites	-0-	Proposals Returned from Technical Review Session	3

(DRAFT)

FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE PROCEDURES

MISSION STATEMENT

The mission of the College of the Canyons Faculty Development Committee is to promote, improve, and sustain the professional growth and wellbeing of faculty.

COMMITTEE DUTIES AND FUNCTIONS

The committee is charged with adhering to the California Code of Regulations, Section 55724, including:

- A. Providing a complete description of the FLEX calendar and configuration
- B. Developing institutional criteria for FLEX credit
- C. Developing the content and schedule for instructional improvement days (activities in lieu of part of regular classroom instruction)

I. Membership

- a. The committee is comprised of representatives from each academic division.
- b. All committee members must be current, tenured or tenure-track faculty.
- c. There shall be no limits to how many members can serve on the committee.
- d. The appointment of Committee Chair(s) shall be ratified by a quorum of the Academic Senate and shall take place in the spring semester of even numbered years. The two-year term will commence with the start of the following fall semester.
- e. Members are appointed by the President of the Academic Senate.
- f. Members are expected to serve a minimum of one full academic year, but may tender their resignation from committee service at any time.
- g. Members may be removed from the committee for non-performance by a majority vote of the other active committee members with the approval of the President of the Academic Senate. Non-performance is said to occur when a member has failed to attend three (3) or more consecutive meetings and has simultaneously failed to participate in collaborative work with the other committee members in reviewing proposals and other committee duties.

II. Responsibilities of the Committee Chair(s)

- a. Serve a two-year term.
- b. Provide an annual committee status report to the Academic Senate by the end of every spring semester, including committee membership for the following academic year.
- c. Recruit and manage committee membership.

- d. Meet a minimum of two times per semester with the Director of Professional Development for program evaluation including: planning, budgeting, implementation, and assessment.
- e. Schedule committee meetings and develop meeting agendas in coordination with the Director of Professional Development.
- f. Facilitate committee discussion of faculty proposals.

III. Responsibilities of Committee Members

- a. Attend regularly scheduled committee meetings.
- b. Undertake due diligence in reviewing faculty proposals.
- c. Vote to approve, deny, or request more information regarding proposals during committee meetings or in absentia, having provided rationale in writing to committee chair(s) and the Director of Professional Development.
- d. Make advisory notes when proposals are denied FLEX credit or when additional information is necessary to complete proposal review.
- e. Identify relevant and meaningful training content for faculty.
- f. Identify possible presenter/speakers for FLEX sessions/events.
- g. Function as a link between faculty and FLEX sessions/events.
- h. Evaluate FLEX sessions/events benefit to faculty.

IV. Meetings

- a. The committee will meet monthly, during the last week of each of the following months: **September, November, February, April, and May**.
- b. The committee will meet bimonthly in **October** and **March** for the purposes of planning FLEX week for the following semester
- c. Meeting dates and times for the following academic year will be finalized by the last meeting of the current academic year.
- d. The Faculty Development Coordinating Committee (Chair(s) of Faculty Development and Director of Professional Development) meets during the second week of the following months: **September, October, November, February, March, April, and May**.

V. Procedures

- a. Proposals should be submitted in advance of the professional development activity whenever possible.
- b. Application forms are available on the College of the Canyons Intranet at the following address: www.canyons.edu/offices/pd/forms/AppCreditFlex.asp
- c. Applications/proposals must be received by the Monday following Spring Break to be guaranteed consideration for credit during the current academic year (July 1- June 30).
- d. Proposals are added to the committee meeting agenda in the order they are received.
- e. Proposals received within the one week/five-business day window may be considered on the subsequent meeting agenda if work volume permits; otherwise they will be considered at the next committee meeting.

- f. The Director of Professional Development will disseminate proposals to committee members for evaluation at least one (1) week or five (5) business days prior to regularly scheduled meetings.
- g. Proposals may be submitted within 30 days *after* a professional development activity with written support of the chair or dean (for departments with 1-3 faculty members). Supporting documentation must accompany the proposal. Examples include:
 - i. Evidence of participation
 - ii. Report on Travel
- h. Proposals for external-provider training, conference attendance, individual projects, outreach, and collaboration are evaluated during full committee meetings whenever possible.
- i. Proposals which are unable to be reviewed during full committee meetings *may be* evaluated by individual committee members via email. Committee members submit their recommendations via email and these recommendations are recorded by the Director of Professional Development
- j. Proposals that are denied FLEX credit may be resubmitted for consideration with justification and written support from the faculty member's Chair or Dean (departments with 1-3 faculty members).
- k. A simple majority vote of the committee is considered for evaluation proposals during the academic year. Proposals are evaluated as follows:
 - i. Approve
 - ii. Deny
 - iii. Need more information
 - iv. Hold – postpone evaluation to next meeting
- l. Faculty members are notified of committee decisions by the Director of Professional Development via email within two (2) business days of committee meetings.
- m. Proposals for FLEX credit for conference attendance and/or training by an external provider received during the summer will be reviewed and evaluated by the Director of Professional Development. The Director of Professional Development has the authority to approve or deny these proposals.
- n. Proposals for FLEX credit for individual projects, outreach, or collaboration during the summer should be submitted for evaluation during the prior academic year whenever possible.

VI. Evaluation of FLEX proposals

- a. The primary goal of the activity must be professional growth in one or more of the following areas:
 - i. Teaching and learning
 - ii. Student services
 - iii. Cultural diversity
 - iv. Human resources
 - v. Institutional advancement

- vi. Institutional effectiveness
 - vii. Financial stability
 - viii. Technological advancement
 - ix. Physical resources
 - x. Innovation
 - xi. Campus climate
 - xii. Leadership
- b. The activity must be designed to facilitate an analytical or reflective approach to professional development.
 - c. The activity must fall outside of contractual faculty duties.
 - d. FLEX credit is provided for hours of participation in professional development activities.

VII.FLEX Credit

- a. Faculty may request credit for:
 - i. an on-campus workshop or presentation that has not already been included in the Professional Development Schedule
 - ii. training by an external provider
 - iii. conference attendance
 - iv. an independent/individual project
 - v. outreach
 - vi. collaboration
- b. FLEX credit for conference attendance is awarded provided the following criteria are met:
 - i. the committee has approved the proposal
 - ii. and a *Report on Travel* has been received by the Director of Professional Development
- c. FLEX credit will not be awarded for activities considered contractual obligations by the faculty member, or for off-campus activities that take place during the faculty member's district-assigned time
- d. Faculty who present workshops for College of the Canyons employees will receive double credit for time (1 workshop hour = 2 FLEX hours).
- e. Faculty, who present a film and then lead a subsequent discussion for said film, will receive credit at a 1:1 ratio for the duration of the showing, and a 2:1 ratio for the duration of the discussion.
- f. The following areas of professional development are limited to **20.5 hours** per academic year:
 - i. Fitness Workshops
 - 1. Must be facilitated on campus
 - 2. Must address cardiorespiratory endurance, muscle strength, muscle endurance, and/or flexibility
 - ii. Film Analysis
 - 1. Must take place on campus
 - 2. Attendees must sign in prior to the start of the film, and sign out following the subsequent discussion

- iii. Individual/Independent Project
- iv. Conference Attendance
- v. External Provider Training
- vi. Outreach
- vii. Collaboration
 - 1. Mentor and Mentee relationship established through the Office of Professional Development at the beginning of a term
 - 2. Learning Community Teams, established through the Office of Academic Affairs at the beginning of a term
 - 3. Faculty Inquiry Groups, established through the Office of Academic Affairs at the beginning of a term
- g. Faculty members retiring at the semester break, or going on sabbatical for one semester, have half the contractual obligation for FLEX, or 20.5 hours, and may not earn more than half the allowable limits in the semester of service.

(DRAFT)

COLLEGE OF THE CANYONS
ACADEMIC SENATE
Operating Procedures for
The Minimum Qualifications and Equivalency Committee (MQE)
to Determine Equivalencies to Minimum Qualifications

I. MINIMUM QUALIFICATION

It is the philosophy of the ASCCC and of the Academic Senate of College of the Canyons that faculty hiring procedures and guidelines provide for qualified college faculty who are experts in their subject areas, who are skilled in teaching and serving the needs of a varied student population, who can foster overall college effectiveness, and who are sensitive to and themselves represent the racial and cultural diversity of the students they serve. The Board of Trustees, represented by the administration, has the principal legal and public responsibility for ensuring an effective hiring process. The faculty, represented by the Academic Senate, has an inherent professional responsibility to ensure the quality of its faculty peers through the development and implementation of policies and procedures governing the hiring process.

The Office of Human Resources, in consultation with the Academic Senate's Minimum Qualification and Equivalencies Committee and the Department Chairs, evaluates the minimum qualifications of an applicant to teach in a discipline at COC. The determination is based on the requirements determined by the Board of Governors of the California Community Colleges in consultation with the Academic Senate for the California Community Colleges (ASCCC) and published in the *Minimum Qualifications for Faculty and Administrators of California Community Colleges*, also known as the "Disciplines List." Minimum qualifications are determined for disciplines, not for courses or subject areas within disciplines, not for programs or for divisions.

Disciplines are divided into 3 categories:

1. Disciplines requiring a Master degree
2. Disciplines in which a Master degree is not generally available
3. Disciplines in which a Master degree is not generally available but which requires a specific Bachelor or Associate degree.

Title 5 regulations also specify minimum qualifications for additional faculty members, including health services professionals, non-credit instructors, apprenticeship instructors, Disabled Student Programs and Services personnel, Extended Opportunity Programs and Services personnel, learning assistance and tutoring coordinators, and work experience coordinators.

The minimum qualifications for disciplines, in which a Master degree is not generally available, are one of the following:

1. Any Bachelor degree and two years of professional experience directly related to the faculty member's teaching assignment. Professional experience includes both work/occupational experience and teaching experience.
2. Any Associate degree and six years of professional experience directly related to the faculty member's teaching assignment. Professional experience includes both work/occupational experience and teaching experience.

The faculty in each discipline determine whether they will accept equivalencies to the minimum qualifications to teach in their discipline. Beginning in 2015 and every five years thereafter, the discipline/department faculty will review, decide, and inform the Academic Senate whether the discipline will accept equivalencies to the minimum qualifications. These decisions will be presented to the Academic Senate at the second Academic Senate meeting of the academic year. If a discipline needs to make a change in their acceptance of equivalencies prior to the Senate's established five-year cycle due to Board Certification or other professional requirements, such as in Nursing or Paralegal Studies, the department must make a request to the MQE Committee to make a change off cycle in the acceptance of equivalencies.

The burden of proof, with regard to the degree and with regard to experience, is on the applicant. Clear and thorough evidence with substantiating documentation must be presented with the application for employment. The Human Resources Office will verify minimum qualifications using the published *Minimum Qualifications for Faculty and Administrators of California Community Colleges*, also known as the "Disciplines List." Applications with questionable minimum qualifications will be brought to the Department Chair of the discipline and to the Hiring Committee Chair for their review. If agreement cannot be reached between the Hiring Committee Chair and the Chair of the Department, the application will be brought to the MQE Committee of the Academic Senate for a resolution during fall and spring semesters and to the MQE Committee Chair or designee during the winter and summer terms when the MQE Committee does not meet.

Information and links to past and current disciplines lists are available on the Academic Senate's website at [www.canyons.edu/offices/Acad Sen](http://www.canyons.edu/offices/Acad_Sen).

II. EQUIVALENCY TO A DEGREE

AB1725 provides for the hiring of faculty who do not meet minimum qualifications, provided that "the governing board determines that he or she possesses qualifications that are at least equivalent" (title 5, Sec 87359). The criteria and process for reaching this judgment must be determined jointly by the Board of Trustees of a Community College District and the Academic Senate (Title 5, Sec 53430). Together, they are responsible for establishing and monitoring the process to assure its fairness, efficiency, and consistent adherence to maintaining standards. The agreed upon process includes reasonable procedures to ensure that the governing Board of Trustees relies primarily upon the advice and judgment of the Academic Senate to determine that each individual faculty employed possesses qualifications that are at least equivalent to the applicable

minimum qualifications specified in *Minimum Qualifications for Faculty and Administrators of California Community Colleges*. The process also requires that the Academic Senate be provided with an opportunity to present its views to the Board of Trustees before the governing board makes a determination; and that the written record of the decision, including the views of the Academic Senate, shall be available for review pursuant to Education Code Section 87358. Until a joint agreement is reached and approved, the faculty member will be bound by the minimum qualification.

The authority to determine equivalent qualifications allows College of the Canyons (COC) to hire the most qualified individuals. The standards of the disciplines list published in the *Minimum Qualifications for Faculty and Administrators of California Community Colleges* cannot be waived. The fact that a particular candidate is the best that the college can find does not affect the question of whether he or she possesses equivalent qualifications. Professional experience includes both work/occupational experience and teaching experience. Regardless of staffing needs, faculty must meet the minimum qualifications or equivalency. Care has been given in this document to establish guidelines for equivalent criteria and to draft a supplemental application page that elicits relevant information. Determination of equivalency must be done fairly and expeditiously while maintaining the standards of AB1725.

III. CRITERIA FOR DETERMINING DEGREE EQUIVALENCY

The Academic Senate has developed procedures to meet the responsibility to determine equivalencies when an applicant for a faculty position, though lacking the exact degree or experience specified in the disciplines list, nonetheless does possess qualifications that are at least equivalent. The equivalency process is, by statute, is one upon which the Board of Trustees and the Academic Senate jointly agree.

The Human Resources Office will verify equivalencies using the established equivalencies set out in this procedure. Applications with questionable equivalencies will be brought to the Department Chair of the discipline and to the Hiring Committee Chair for their review. If agreement cannot be reached between the Hiring Committee Chair and the Chair of the Department, the application will be brought to the MQE Committee of the Academic Senate for a resolution during fall and spring semesters and to the MQE Committee Chair or designee during the winter and summer terms when the MQE Committee does not meet. To determine equivalencies for current full-time faculty when they request additional discipline assignments, applications will be sent to the Human Resources Department. Questionable applications will be sent to the MQE Committee for resolution or to the MQE Committee Chair or designee during the winter and summer terms when the MQE Committee does not meet.

The equivalencies established in this document will apply to new full-time and part-time faculty employees hired after July 1, 2013. Current full-time faculty employees of the district hired prior to this date are subject to prior established equivalencies. Prior part-time faculty employees will be grand-fathered under the prior equivalencies but they must meet new equivalencies starting July 1, 2013, if they have not taught in the district for three continuous years.

A. Equivalency to a Master Degree (Applies to disciplines in category 1)

In order to establish the equivalent of a Master degree in a discipline, applicants must show possession of at least the equivalent in level of achievement, breadth, and depth of understanding. The responsibility for supplying documentation to verify equivalency to a Master degree in a requested discipline lies with the applicant. Documentation must include one of the following two options:

Option 1

1. An official transcript documenting successful completion of any Master degree from an accredited institution of higher education

AND

2. Official transcripts documenting successful completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units.

Option 2

1. An official transcript documenting successful completion of a Bachelor degree from an accredited institution of higher education in the requested discipline

AND

2. Official transcripts documenting successful completion of a minimum of 18 semester units in discipline-specific graduate level courses in the requested discipline

AND

3. Current enrollment in a Master degree program in the requested discipline with the Master degree to be completed within 24 months from the hire date.

An applicant who does not provide conclusive evidence in regard to all sections of an option above does not possess the equivalent of the Master degree in question. The applicant is expected to provide evidence of equivalent preparation, and this evidence must be as reliable, objective, and thorough as a transcript. No set amount of knowledge can be said to be equivalent to any degree; equivalency depends on the nature of the knowledge. Many criteria for determining equivalency seem obvious and can be handled in a simple manner. Others are more complicated. One easy-to-address situation occurs when someone has all the appropriate courses/thesis for the relevant degree but the degree has another name. A review of the transcript might show that the coursework completed is the same as the coursework required by the Master program and establishes that an applicant does have the broad background and depth of experience to be judged equivalent to the content of the academic work of the Master degree in question.

B. Equivalency to a Bachelor Degree (Applies to disciplines in categories 2 and 3)

In order to establish the equivalent of a Bachelor degree in a requested discipline, applicants must show possession of at least the equivalent in level of achievement, breadth, and depth of understanding. The responsibility for supplying documentation to verify equivalency to a Bachelor degree lies with the applicant. Documentation of equivalency must meet the requirements of one of the following two options:

Option 1

The applicant must submit an official transcript documenting successful completion of 120 semester units of college coursework. The transcript must include successful completion of 60 semester units of lower division and 60 semester units of upper division coursework. Also, the transcript must include successful completion of 36 semester units of general education courses as described below and 24 discipline-specific semester units in courses for any one discipline specific major.

Option 2

The applicant must submit an official transcript documenting successful completion of a combination of a minimum of 80 semester units of college coursework at an accredited institution of higher learning including the general education course units, as described below, required for the Bachelor degree and documented and verifiable evidence of 640 hours of significant professionally sanctioned discipline specific training through certification courses, approved apprenticeships, and licensing programs in the requested discipline. Examples of approved training programs include but are not limited to those provided by labor unions, state and national certification boards, and governmental agencies.

General Education

To meet the general education requirements for the Bachelor degree, the applicant must include an official transcript documenting successful completion of a minimum of 36 semester units including 3 semester units in each of the following courses. (A passing grade on a CLEP exam and/or a 3 or higher grade on an AP exam are equivalent to 3 units for the related general education course):

- English Composition (Expository writing)
- Critical Thinking (e.g. Logic, Argumentation, Composition based on analytical reading)
- Oral Communications (e.g. Public Speaking, Group Communications)
- Physical Science (e.g. Astronomy, Chemistry, Environmental Science, Geology, Oceanography, Physical Geography, Physical Science, Physics)
- Biological/Life Science (e.g. Biology, Physical Anthropology)
- College Level Math (e.g. Mathematics above Intermediate Algebra)

- Fine/Performing Arts (e.g. Animation, Art, Dance, Design, Graphic Design, Music, Photo, Theater)
- Humanities (e.g. Foreign Language, Humanities, Literature, Philosophy)
- One course in either Fine/Performing Arts or Humanities
- One course in Social and/or Behavioral Science (e.g. Cultural Anthropology, Economics, History, Political Science, Psychology, Sociology)
- A second course in Social and/or Behavioral Science (e.g. Cultural Anthropology, Economics, History, Political Science, Psychology, Sociology)
- A third course in Social and/or Behavioral Science (e.g. Cultural Anthropology, Economics, History, Political Science, Psychology, Sociology)

(One of the Physical or Biological science courses above must include a laboratory.)

An applicant who does not provide conclusive evidence in regard to both general education and major courses does not possess the equivalent of a Bachelor degree. The applicant is expected to provide evidence of equivalent preparation, and this evidence must be as reliable, objective, and thorough as a transcript. The applicant must show possession of the equivalent of not only specialized knowledge of a particular major, but also of the general education component. No set amount of knowledge can be said to be equivalent to any degree; equivalency depends on the nature of the knowledge. Many criteria for determining equivalency seem obvious and can be handled in a simple manner. Others are more complicated. One easy-to-address situation occurs when someone has all the appropriate courses/thesis for a degree but the degree was never granted. A review of the transcript might show that the coursework was completed and establishes that a candidate really does have the broad background and depth of experience to be judged equivalent to the content of the academic work of a Bachelor degree.

C. Equivalency to an Associate Degree (Applies to disciplines in categories 2 and 3)

In order to establish the equivalent of an Associate degree in a discipline, applicants must show possession of at least the equivalent in level of achievement, breadth, and depth of understanding. The responsibility for supplying documentation to verify equivalency to an Associate degree in a requested discipline lies with the applicant/candidate. Documentation of equivalency must meet the requirements of one of the following options:

Option 1

The applicant must submit an official transcript documenting successful completion of 60 units of college coursework. The transcript must include 15 units of general education courses as described below. Also, the transcript must include 18 units of discipline-specific units for any one discipline specific major.

Option 2

The applicant must submit an official transcript documenting successful completion of a minimum of 40 units of college coursework at an accredited institution of higher learning

including a minimum of 15 general education course units as described below and required for the Associate degree and documented and verifiable evidence of 320 hours of significant professionally sanctioned discipline specific training through certification courses, approved apprenticeships, and licensing programs in the requested discipline. Examples of approved training programs include but are not limited to those provided by labor unions, state and national certification boards, and governmental agencies.

General Education

To meet the general education requirements for the Associate degree, the applicant must include a transcript documenting successful completion of a minimum of 15 semester units including 3 semester units in each of the following courses. (A passing grade on a CLEP exam and/or a 3 or higher grade on an AP exam are equivalent to 3 units for the related general education course):

- Natural Science (e.g. Astronomy, Biology, Chemistry, Environmental Science, Physical Anthropology, Physical Science, Physics)
- Social Sciences (e.g. Cultural Anthropology, Economics, History, Political Science, Psychology, Sociology)
- Humanities (e.g. Art, Dance, Design, Foreign Language, Humanities, Literature, Music, Philosophy, Photography, Theater)
- English Composition (Expository writing)
- Mathematics (one level above elementary algebra)

An applicant who does not provide conclusive evidence in regard to both general education and major specific courses does not possess the equivalent of the Associate degree. The applicant is expected to provide evidence of equivalent preparation, and this evidence must be as reliable, objective, and thorough as a transcript. The applicant must show possession of the equivalent of not only specialized knowledge of a particular major, but also of the general education component. No set amount of knowledge can be said to be equivalent to any degree; equivalency depends on the nature of the knowledge. Many criteria for determining equivalency seem obvious and can be handled in a simple manner. Others are more complicated. One easy-to-address situation occurs when someone has all the appropriate courses for a degree but the degree was never granted. A review of the transcript might show that the coursework was completed and establishes that a candidate really does have the broad background and depth of experience to be judged equivalent to the content of the academic work of an Associate degree.

IV. CRITERIA FOR DETERMINING EXPERIENCE

In order to establish experience, a candidate must show possession of thorough and broad skill and knowledge for each of the following:

- 1) Mastery of the skills of the vocation thorough enough for the specific assignment and broad enough to serve as a basis for teaching the other courses in the discipline

- 2) Extensive and diverse knowledge of the working environment of the vocation.

Examples of documents in support of relevant experience might include:

- Documentation of prior teaching experience in the requested discipline.
- Employer statements or other evidence validating related work experience. In the case of self-employment, continuity of experience evidenced by presenting copies of relevant tax forms (schedule C or partnership forms) over the number of requested years.
- Documentation of apprenticeships and journeyman training.
- Examples of substantial evidence of work products that show a command of the discipline and time expended on the products.

V. EQUIVALENCY COMMITTEE OF THE ACADEMIC SENATE

A. Application to Request Equivalency

1. The *Application to Request Equivalency* must be completed and attached to the application for employment together with official transcripts and/or other supporting documentation as evidence of equivalency and submitted to the Office of Human Resources.

2. The Human Resources Office will verify equivalencies using the established equivalencies set out in this procedure. Applications with questionable equivalencies will be brought to the Department Chair of the discipline and to the Hiring Committee Chair for their review. If agreement cannot be reached between the Hiring Committee Chair and the Chair of the Department, the application will be brought to the MQE Committee of the Academic Senate for a resolution during fall and spring semesters and to the MQE Committee Chair or designee during the winter and summer terms when the MQE Committee does not meet. To determine equivalencies for current full-time faculty when they request additional discipline assignments, applications will be sent to the Human Resources Department. Questionable applications will be sent to the MQE Committee for resolution or to the MQE Committee Chair or designee during the winter and summer terms when the MQE Committee does not meet.

3. Decisions regarding equivalencies to the minimum qualifications for a discipline when an applicant for employment submits the application will be made prior to the hiring interview. If the discipline faculty members on the Hiring Committee do not reach a unanimous decision, the equivalency is not granted.

4. An *Application to Request Equivalency* will be referred to the Equivalency Committee of the Academic Senate if a full-time faculty member requests an additional equivalency after hiring. Official transcripts and other supporting documentation must be attached to the application and submitted to the Office of Human Resources. If the Equivalency Committee does not reach a unanimous decision, the equivalency is not granted.

6. A determination of equivalency does not guarantee a teaching assignment in the requested discipline.

7. Decisions of the Equivalency Committee will be submitted to and approved by the Academic Senate in the same way that decisions of the Curriculum Committee are submitted to and approved by the Academic Senate.

8. In all equivalency procedures, the Office of Human Resources shall inform the applicant of the decision.

9. All records involved in equivalency proceedings, regardless of whether the equivalency was granted or not, shall be confidential. At the conclusion of the equivalency determination by the Equivalency Committee, the *Application to Request Equivalency* and all supporting documents shall be returned to the Office of Human Resources.

B. Committee Membership

1. All faculty members serving on the committee shall be contract faculty.

2. Members of the committee will participate in annual training to take place at the first meeting of each academic year.

3. All decisions of the Equivalency Committee will be made by vote of its members. A vote will not take place unless a quorum, as established by a majority of its members, is present.

4. The committee will have one faculty representative from each division. The Equivalency Committee may consult with discipline faculty for the requested discipline if no faculty member from the Division where the discipline resides serves on the Equivalency Committee.

5. The committee will have two non-voting members from the Human Resources Office.

6. A full-time faculty member seeking an equivalency must abstain from deliberating on the determination of that equivalency if the faculty member making the request serves on the Equivalency Committee. In such a case, the committee must request an alternate faculty member from the division, which the faculty member represents on the committee.

7. The Committee will meet at least once a month during the fall and spring semesters, the date and time to be determined by the members of the committee.

8. A unanimous decision of the quorum (defined as 50%+1) must be reached by the Equivalency Committee or the equivalency is not granted. A member of the Committee who is not present when an *Application to Request Equivalency* is reviewed forfeits his or her right to vote.

C. Appeal Procedure for Contract Faculty Only

If a contract faculty member applies for equivalency for an additional discipline disagrees with the decision, the applicant may appeal by submitting new written documentation or clarifications

to the Equivalency Committee. This appeal must be submitted within 15 contract days after the applicant has received notification of the committee's decision. The applicant may make an oral statement explaining this new material to the committee at its next scheduled meeting. The committee will deliberate again without the applicant present and the committee's decision shall be final. If a unanimous decision cannot be reached, the equivalency is not granted and the appeal process ends.

D. Re-Application Procedure

If a current full-time or part-time faculty was denied an equivalency in the past but has after one academic year since completed additional coursework and/or possesses new supporting documentation, the applicant may re-apply for the equivalency. This is not an appeal; this is a re-application because of the time elapsed since the last equivalency decision. The Equivalency Committee will review any and all records involved in past considerations of equivalency for that particular applicant, along with the new supporting documentation. Faculty members may not re-apply unless there is new coursework and/or new supporting documentation. The re-application process is subject to the appeal procedure.

Sources:

1. *Minimum Qualifications for Faculty and Administrators in California Community Colleges 2012* (CCCCO publication, 2012)

[http://www.asccc.org/sites/default/files/Minimum_Qualifications_Handbook_for_2012-2014_\(MB2_020212.pdf\)](http://www.asccc.org/sites/default/files/Minimum_Qualifications_Handbook_for_2012-2014_(MB2_020212.pdf))

2. *Equivalence to the Minimum Qualifications* (ASCCC publication, 2006)

http://www.asccc.org/sites/default/files/Equivalency_2006.pdf

3. ASCCC Curriculum Committee website: <http://www.ccccurriculum.net/about-us/> accessed August 5, 2012.

(DRAFT)

BP 5901 COURSE REPETITION

Reference:

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

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

5901.1 Definitions

- A. "Course repetition" occurs when a student who has previously received a grade in a particular course reenrolls in that course and receives a subsequent grade.
- B. For the purposes of course repetition, academic renewal, and all other grade related issues, **substandard** grades shall be defined as meaning course work for which the student has earned a "D," "F," "FW," "NC", and/or "NP."
- C. For the purpose of course repetition, academic renewal, and all other grade related issues, **non-substandard** grades shall be defined as meaning course work for which the student has earned an "A," "B," "C," "CR", or "P".
- D. For the purpose of this policy "Extenuating Circumstances" is taken to mean verified cases of accidents, illness, or other life changing events beyond the control of the student.
- E. For the purpose of this policy "Activity Participatory Courses" are ~~these courses where individual study or group assignments are the basic means by which learning objectives are obtained that allow the student to meet course objectives by repeating a similar primary educational activity and gain expanded educational experience each time the course is taken.~~ Activity Participatory courses consist of courses in physical education, visual and performing arts, ~~courses in~~ music, fine arts, theater, or dance.
- F. For the purpose of this policy "Enrollment" occurs when a student receives an evaluative or non-evaluative symbol (A, B, C, D, F, FW, CR, NC, P, NP or W) on their transcript.

5901.2 The policies and procedures adopted allow course repetition under the following circumstances:

A. Repeatable Courses

The District will designate certain types of courses as “repeatable courses” consistent with Title 5 section 55041 and the number of course repetitions allowed for each course will be published annually in the college catalog.

Districts may only designate the following types of classes as repeatable:

1. [Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree.](#)
2. [Intercollegiate athletics.](#)
3. [Intercollegiate academic or vocational competition.](#)

Students may repeat courses listed as repeatable up to the limit set forth by the course outline of record. Students may repeat [activity-these](#) courses for not more than three [semesterstimes](#), even if one of the grades received is substandard, [unless an exception provides for an additional repeat](#). The grade received each time shall be included for purposes of calculating the student's GPA.

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B. Alleviate Substandard Grades

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

- i. Students may enroll in a course for which they have earned a substandard grade or a withdrawal no more than three times.
- ii. If a student repeats a course for which he or she has earned a substandard grade or a withdrawal and receives a non-substandard grade (A, B, C, CR or P), he or she cannot repeat the course a second time.
- iii. If the student repeats a course for which he or she has earned a substandard grade or a withdrawal and receives a second substandard grade or a withdrawal, he or she can repeat the course one more time. If the student receives a withdrawal or a substandard grade on the third enrollment, the student cannot repeat the course again. A withdrawal does not alleviate the substandard grade on the previous enrollment.
- iv. After course repetition occurs to alleviate substandard grades, the previous grade and unit credit will be disregarded in computing the student's GPA for the previous two instances of substandard repetition. The course will be annotated such that the GPA calculation occurs for the most recent grade. A withdrawal does not alleviate a substandard grade.

C. Significant Lapse of Time

The District may permit or require a student to repeat a course due to significant lapse of time. Students cannot repeat courses where a non-substandard grade was received, unless there has been a significant lapse of time (36 months) and:

- i. ~~there is an~~ the district has established a recency prerequisite established ~~by for~~ at the course or program curriculum; or,
- ii. ~~there is another~~ institution of higher education to which the student seeks transfer to has established a recency requirement which the student will not be able to satisfy without repeating the course in question. an established recency requirement as established by a transfer institution The student may petition if 36 months has not elapsed and the student provides documentation the repetition is necessary for the student's transfer to the institution of higher education.
- ~~iii.~~ iii. The district determines a student must repeat an active participatory experience course due to significant lapse of time. If the student has exhausted all repetitions for the course, the district may permit one additional repetition. ; or,
- ~~iii.~~ iii. an employer mandates an employee repeat a course as a direct result of a substantiated change in industry standards. The lapse of time may be less than 36 months if the student must repeat the course due to their employer requiring the course at a sooner date.

Course repetition for a significant lapse of time can only occur once. All course work shall remain on the student's permanent record. When a course is repeated pursuant to this section, the previous grade and unit credit will be disregarded in computing the GPA.

D. Open Entry/ Open Exit Courses

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

E. Legally Mandated Training

The District may permit a student to repeat a course to meet a legally mandated training requirement as a condition of continued or volunteer employment. Students may repeat a course to meet legally mandated training requirements as a condition of their continued or volunteer employment. The student may repeat the course, for credit, any number of times, regardless of whether ~~or not~~ substandard work was previously recorded and the grade and unit credit shall be included each time for the purpose of calculating the student's GPA. The District reserves the right to require a student to certify or document that course repetition is necessary to complete legally mandated training pursuant to this section.

F. Extenuating Circumstances

The District may permit a student to repeat a course, which is not designated repeatable, regardless of whether ~~or not~~ substandard academic work was previously recorded, when there are extenuating circumstances which justify the repetition. Course repetition due to extenuating circumstances may be granted when the student files a petition and the academic standard committee, or its designee, grants written approval of the petition based on a finding that the student's previous grade (whether substandard or non-substandard) was, at least in part, the result of

extenuating circumstances. The previous grade and unit credit will be disregarded in computing the student's GPA.

G. Cooperative Work Experience Course

The District may permit a student to repeat a course in general or occupational work experience. Students may repeat cooperative work experience courses for a total of 16 semester units. General work experience courses may be repeated for up to 6 semester units of credit. Occupational work experience course may be repeated up to 8 units of credit per semester. The combination of both types of work experience classes cannot exceed 16 semester units total. The grade and unit credit received each time shall be included for purposes of calculating the student's GPA.

H. Special Courses for Students with Disabilities

The District may permit a student with a disability to repeat a special class for students with disabilities any number of times based on an individual determination that such repetition is required as a disability-related accommodation for that student. Students with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student. The previous grade and unit credit will be disregarded in computing the student's GPA each time the course is repeated.

I. Significant Change in Industry or Licensure Standards

The District may permit a student to repeat a course as a result of significant changes in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Such courses may be repeated for credit any number of times. The District reserves the right to require a student to certify or document that course repetition is necessary for employment or licensure pursuant to this section.

In all conditions described above, the student's permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and annotated in such a manner that work remains legible, insuring a true and complete academic history.

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5901.3 Apportionment for Course Repetition

The District may claim the attendance of students who enroll in a credit course for state apportionment as follows:

- A. The attendance of a student enrolled in credit activity course may be claimed for a maximum of four times semesters, regardless of standard, substandard grades, or withdrawals.
- B. Where substandard academic work has been recorded, apportionment may be claimed for a maximum of three enrollments to alleviate substandard grades.
- C. The attendance of a student repeating a credit course by petition for a significant lapse of time may be counted only once beyond the prior enrollment.

- D. The attendance of a student repeating a portion of a variable unit open entry/open exit credit course may be counted for state apportionment each time the student enrolls to complete one time the entire curriculum of the course.
- E. The attendance of students in legally mandated training may be claimed without limitation.
- F. The attendance of a student repeating a credit course by petition for extenuating circumstances may be claimed for one additional enrollment.
- G. The attendance of a student repeating a cooperative work experience course may be claimed for state apportionment up to the 16 unit limit.
- H. The attendance of students in special courses for students with disabilities may be claimed without limitation.
- G-I. The attendance of students in courses necessary for employment or licensure -due to a change in industry or licensure standards may be claimed without limitation.

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

5901.4 Transfer Coursework

A. **Course Repetition Outside the District**

The Santa Clarita Community College District (SCCCD) shall permit repetition of a course which was taken in an accredited college or university and for which substandard academic work is recorded.

B. **Transfer Coursework**

In determining transfer student's credits, the SCCC, will honor similar, prior course repetition actions by other accredited colleges and universities.

C. **Grade Alleviation**

The SCCC will not alleviate substandard coursework earned at SCCC with passing coursework from another accredited institution. Students may only alleviate SCCC coursework with courses taken at SCCC. Passing coursework earned at SCCC will not alleviate a substandard grade from another accredited institution on the College of the Canyons transcript.

D. **Inclusion of Transfer Coursework**

The SCCC will include coursework taken at other accredited colleges and universities to count towards, unit totals, graduation requirements, and area requirements where applicable and appropriate.

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AP 5901 COURSE REPETITION

Reference:

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

1. In accordance with section BP 5901.2:

(A) Repeatable Courses

Admissions & Records will work with the office of Academic Affairs to ensure that all courses published in the college catalog and schedule of classes include information regarding each course's repetition limitations, including the number of times the course may be repeated as required by Title 5 section 55041 and outlined in BP 5901.2 (A).

(B) Alleviate Substandard Grades

The computer system ~~will be~~ programmed to allow two course enrollments with a substandard grade or withdrawal notation for all appropriate courses. Students attempting to enroll in the course for a third time shall file a "Course Repeat Petition" with the Admissions & Records department. The student must watch the video posted on the College's website www.canyons.edu/vll entitled "How to Successfully Repeat a College Course." The student must include the code at the end of the video with the petition and submit it for approval.

The college catalog and schedule of classes will reflect each course's repetition limit. The student's academic record will be annotated to disregard previous grade and unit credit for each of the two allowable repetitions and shall reflect that the most recent grade is calculated into the student's GPA. No more than two grades will be alleviated.

(C) Significant Lapse of Time

Students repeating a course due to “significant lapse of time” shall file a “Course Repeat Petition” with the Admissions & Records department. Designated staff will ensure that 36 months have elapsed since the last grade was earned before granting the request and that the student has not requested such action previously on the same course. The lapse of time may be less than 36 months if the student’s Course repetition is necessary must repeat the course due to their employer requiring the course at a sooner date for transfer to another institution of higher education. The student must provide documentation of a recency requirement with the petition.

The designated staff member will also verify the course must be repeated due to:

- a recency prerequisite established by the course curriculum; or,
- a recency requirement as established by a transfer institution; ~~or;~~
- ~~an employer mandates that an employee repeat a course as a direct result of a substantiated change in industry standards.~~

Permission to repeat a course based on a significant lapse of time can only be allowed once. The first grade and corresponding unit credit will be disregarded when computing the student’s GPA.

(D) Open Entry/Open Exit Courses

The District may permit a student to repeat a portion of a variable unit open-entry/open-exit course. Students may enroll in a variable unit open entry/open exit course as many times as necessary to complete the entire curriculum of the course one time as described in the course outline of record. The District will program the computer to allow a student to enroll in an open entry/open exit class until the student has completed the curriculum of the course.

Each time a student enrolls in a physical education activity course offered on an open entry/open exit basis, regardless of the number of units for which the student enrolls, the enrollment shall count as a repetition of the course. When course repetition of a portion of a course is permitted under these circumstances, the previous grade and unit credit will be disregarded in computing the student's GPA.

(E) Legally Mandated Training

Students repeating a course due to “legally mandated training” shall file a “Course Repeat Petition” with the Admissions & Records department. The student must provide documentation proving the course repetition is necessary due to a legal mandate from their continued or volunteer employment.

Students may repeat the course, for credit, any number of times, regardless of whether ~~or~~ ~~not~~ substandard work was previously recorded and the grade and unit credit shall be included each time for the purpose of calculating the student’s GPA.

(F) Extenuating Circumstances

Students requesting a fourth attempt due to “extenuating circumstances” shall file a “Course Repeat Petition” with the Admissions & Records department. Designated staff will ensure that the extenuating circumstances are verified cases of accidents, illness, or other life changing events beyond the control of the student, and that a petition for extenuating circumstances has not been previously approved. The student’s academic record will be annotated to disregard previous grade and unit credit and shall reflect that the most recent grade is calculated into the student’s GPA.

Students may not file a petition for “extenuating circumstances” to eliminate a substandard grade or withdrawal in one of the allowable course repetitions for activity courses. The college catalog and schedule of classes shall list the course repetition limit for all activity courses in physical education, and visual and performing arts courses in music, fine arts, theater or dance. The computer system will be programmed to ensure compliance with the unit limitation of each activity course, and the student’s academic record will be annotated accordingly.

(G) Cooperative Work Experience

Occupational and General Work Experience courses (CWEE) will be listed in the college catalog and schedule of classes along with the appropriate number of units a student may complete under Title 5 section 55253. The computer system will be programmed to ensure compliance with the unit limitation and the student’s academic record will be annotated accordingly.

(H) Special Courses for students with disabilities

Student with disabilities courses (GENSTU) may be allowed additional course repetitions as determined by the Director of Disabled Students and Programs. The student's academic record will be annotated to disregard previous grade and unit credit each time the student repeats a course.

(I) Significant Change in Industry or Licensure Standards

Students repeating a course due to "significant change in industry standards" shall file a "Course Repeat Petition" with the Admissions & Records department. The student must provide documentation proving the course repetition is necessary for employment or licensure -as a result of significant changes in industry or licensure standard.

Students may repeat the course, for credit, any number of times, regardless of whether substandard work was previously recorded. The grade and unit credit shall be included each time for the purpose of calculating the student's GPA.

2. The CCFS-320 Attendance Accounting report shall be modified to include all apportionment limits outlined in BP 5901.3.

3. In accordance with BP 5901.4:

Students who would like to include the units from external accredited colleges and universities must submit an "Inclusion of External Coursework" form. Once the courses, units, and grades from another accredited college or university are posted to the student's permanent record, they cannot be removed.

- a) All external courses will be included in the student's cumulative units, grades, and grade points.
- b) College of the Canyons will honor prior coursework repetition actions by other accredited colleges and universities.
- c) A student's substandard coursework at College of the Canyons will not be alleviated by coursework completed at an external college or university. Nor will external courses be used to determine COC academic standings.
- d) A student's substandard coursework at an external college or university will not be alleviated on a College of the Canyons transcript with College of the Canyons coursework.
- e) All coursework taken at an accredited college or university will count towards unit totals, degree or certificate requirements, CSU Breadth and UC IGETC requirements, where applicable and appropriate.

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