

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday October 27, 2016 in B-100 at 2:00 PM

VOTING MEMBERS (14)

Chair – Larry Manalo Jr.
X Vice-Chair – David DeGroot
X Applied Behavioral Sciences – C. Bisson
Business – Anne Cremarosa
X Counseling – Lydia Maxwell
X English – Denize Cain
X Fine Arts – Tim Webb
X Kinesiology, Rec & Athletics – Sheri Bates
X Health Sciences – Mary Pat Nelson
X Industrial Technology – Gabriel Marquez
X Academic/Student Affairs – Kathy Headtke
X Languages & Communication – Andrea Sanders
X Life and Physical Sciences – Rob Lennihan
X Mathematics Sciences – Derek Mitchem
Public Safety – Kristy Treur
X Social & Behavioral Sciences – Tom VanderMolen
X Student Representative – Allie Shea

NON-VOTING MEMBERS

X Curriculum Specialist – Rebecca Andres
VP, Academic Affairs – George Railey
X Admissions & Records – J. Hooghuis and
X Betsy Wilcox
X Articulation – David DeGroot
Community Education – Vacant

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau
Dean, Academic Affairs – Richard Mahon
Dean, Academic Affairs – Nancy Meddings
Dean, Student Services – Robert Parisi
Dean, Academic Affairs – Sofia Ramirez Gelpi
Dean, Matriculation/Counseling – Yvonne Teniente
Dean, Extended Campus – Rick Rantz
Associate Dean/Athletic Director – Kim Ensing
Associate Dean/PCPA Director – Mark Booher

OTHER

Past Chair – N/A
Part-Time Faculty Union – D. Blanchard

Mission of the College: Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.

Duties of the Committee: The AP&P Committee:

- guides the development of curriculum and encourages creativity, flexibility, and innovation in curriculum development. It is a multidisciplinary committee and must have the broadest of academic perspectives.
- is charged with the vigilant oversight of all of the college's curricula including the review, approval, and renewal of sound curriculum. Upon approval, the AP&P Committee shall offer its recommendations to the Academic Senate and Board of Trustees.
- certifies academic rigor, academic quality, academic integrity, and adherence to standards and regulations provided in Education Code and Title 5.
- refers curriculum matters beyond the scope of its normal business to the Academic Senate.
- examines, researches, and analyzes the issues presented for program vitality, and prepares a report with recommendations for consideration to the Academic Senate. The recommendations will be presented to the Senate Executive Committee and the Academic Senate.

Approval of Minutes Oct 20, 2016.

A motion was made to approve the minutes of the October 20, 2016 meeting with amendments. (M/S/P Headtke/Mitchem). Ayes: C. Bisson, L. Maxwell, S. Bates, T. Webb, S. Bates, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, A. Shea. Noes: 0. Abstain: D. Cain, M.P. Nelson.

Approval of the Agenda

A motion was made to approve the agenda as modified: FT333B is a new course proposal not course review.(M/S/P Maxwell/Sanders). Ayes: C. Bisson, L. Maxwell, D. Cain, S. Bates, T. Webb, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, A. Shea. Noes: 0. Abstain: 0.

Action Item: BP/AP 4100 Graduation Requirements (15 minutes)

Discussion items included the following:

- Requirements for associate degrees for transfer (ADTs)
- Where does the language in the existing policy "Transfer of Credit, and Course Waiver" belong?
- Addition of exclusion language regarding course waiver for ADTs.
- Addition of specific language regarding course substitution for ADTs.
- Proposed language to be presented from the articulation officer.

COMMITTEE ACTION: A motion was to continue the discussion pending proposed language on ADT requirements. (M/S/P Sanders/Shea). Ayes: C. Bisson, L. Maxwell, D. Cain, S. Bates, T. Webb, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, A. Shea. Noes: 0. Abstain: 0

Action Item: Accreditation Recommendations on Review of Course Outlines of Record: Next Steps (10 minutes)
No action taken on this topic.

Consent Items:

Proposal Type	Prefix & Number	Course Title (Units)	Rationale
DL Update	NESL 7007	Introduction to English D1 Contact Hours: 90.00-102.00	The DL documentation was reviewed in spring 2016 but no action was recorded.
Technical Change per Chancellor's Office Recommendation	THEA	Design/Technical Theatre Certificate of Achievement Current Catalog: 64.5 units Adjusted: 64.5-74 units	The CO indicates that the total program units for this program are variable units and must take into consideration the total possible units a student could earn per the courses listed as "selected units". Required courses total 64 units; courses listed as selected units range from 0.5 – 10 units. The adjusted program units are 64.5-74 units. Some programs can be listed to include a minimum requirement and other programs as variable units depending on who is reviewing proposals.
Textbook Changes	ECS 150	Administration II: Personnel and Leadership in Early Childhood Education (Lec 3) Prerequisite: ECS 106 Advisory: ENGL 513	The current text is outdated.
	MA 355	MA Pharmacology (Lec 2/Lab 2)	The current textbook is outdated
	PHTO 110	Basic Photography (Lec 2/Lab 1)	Rationale: The textbooks are outdated.
	PHTO 120	Materials and Processes (Lec 2/Lab 1)	
	PHTO 130	Advanced Black and White Photography (Lec 2/Lab 1)	
	PHTO 150	Introduction to Commercial Photography (Lec 1/Lab 0.5)	
	PHTO 170	Digital Photography (Lec 2/Lab 1)	
	PHTO 179A	Intro to View Camera (Lec 2/Lab 1)	
	PHTO 179B	Photojournalism (Lec 2) A: PHTO 110	
Course Drops	FT 321	Fire Command 1B	
	FT 325	Instructor Training 1B	
	FT 326	Fire Management 1	
	FT 332	Command 1C	
	LE 322	Basic Law Enforcement Academy 1B	Rationale: The courses are no longer offered.
	LE 358	Drug Abuse Recognition	
	LE 379A	Training Management Update	
	LE 379B	LE Agency EVOC Training	
New Topic	THEA 199I	Exploration of Beauty and the Beast Through Newsies (Lab 3)	Summer PCPA offering.

COMMITTEE ACTIONS	<p>A motion was to recommend adoption of NESL 7007 DL modality. (M/S/P /Mitchem/Mitchem). Ayes: C. Bisson, L. Maxwell, D. Cain, S. Bates, T. Webb, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, A. Shea. Noes: 0. Abstain: 0</p> <p>A motion was to recommend adoption of the unit change for the Technical Theatre certificate of achievement. (M/S/P Webb/Sanders). Ayes: C. Bisson, L. Maxwell, D. Cain, T. Webb, S. Bates, T. Webb, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, A. Shea. Noes: 0. Abstain: 0</p> <p>A motion was to recommend adoption of consent agenda items. (M/S/P Lennihan/Mitchem). Ayes: C. Bisson, L. Maxwell, D. Cain, S. Bates, T. Webb, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, A. Shea. Noes: 0. Abstain: 0</p>
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First Reading

Proposal Type	Prefix & Number	Course/Program Title (units)	Recommendations
New Courses	FT 333A	Company Officer 2A – Human Resource Management (Lec 2)	<p>Rationale: These new courses meet one of the six courses required by the California State Fire Training (SFT) for “Company Officer” professional certification. Certification may be met by successful completion of Company Officer 2A, 2B, 2C, 2D, 2E, and Instructor 1. Effective 01/01/2017, the SFT Company Officer curriculum and certification requirements replace the “Fire Officer” curriculum and certification series of nine (9) courses. The Fire Technology courses meeting the soon to be retired (12/31/2016) “Fire Officer” certification are: FT 320 through FT 327 and FT 332. (See attached SFT Company Certification Officer Certification Implementation Plan).</p> <p>Review alternative course numbering consistent with current practice; include chapter Summary or homework in the Methods of Evaluation</p>
	FT 333B	Company Officer 1B (Lec 1)	
Course review rationale: Courses that are being reviewed as part of a regularly scheduled course review cycle to maintain currency of courses and programs and compliance with ACCJC standards.			
Course Reviews	ENVT 151	Hazardous Materials-Site Supervisor (Lec 1) Repeat: 99	Recommendations: provide verification of repeatability
	ENVT 152	Identification and Assessment of Hazardous Materials (Lec 3)	
	ENVT 153	Industrial Safety (Lec 1)	
	ENVT 154	Monitoring and Sampling (Lec 2)	
	ENVT 155	Respiratory Protection-Administration (Lec 0.5)	
	ENVT 157	First Aid for HAZMAT Workers (Lec 1.5)	
	ENVT 158	Hazardous Waste Minimization and Emissions Reduction (Lec 1.5)	

	ENVT 159	Hazardous Materials and Hazardous Waste Permitting (Lec 1)	
	ENVT 160	Air and Water Pollution Permitting Compliance (Lec 2)	
	FT 346	Driver Operator 1B (Lec 2)	<p>Recommendations:</p> <ul style="list-style-type: none"> • Confirm repeatability for this course; • As a prerequisite, consider an identifiable course in order for the required entrance skills, (needed for successful completion of the course) to be identified and listed in the COR; • Consider appropriate limitation on enrollment language; • Include in entrance skills those skills that students need to have, and which are not taught in this course, to be successful in the course (see example below) <p>Prerequ: FT 345 or equivalent, and FT 307 or equivalent. NOTE: Approval of equivalent.....etc.</p> <p>LOE: valid Class C Firefighter Endorsed driver's license.</p> <p>Entrance Skills: (objectives from FT 345 and FT 307 – if these are the prerequ courses - populates the entrance skills field).</p>
COMMITTEE ACTION	<p>A motion was made to recommend course review modifications for consideration except FT 346. (M/S/P: Lennihan/ D Mitchem). Ayes: C Bisson, L Maxwell, D Caine, T Webb, S Bates, M P Nelson, G. Marquez, K Headtke, A Sanders, R Lennihan, D Mitchem, T VanderMolen, and A Shea. Noes: 0 Abstain: 0.</p> <p>A motion was to recommend new courses for consideration FT 333A and FT 333B. (M/S/P Mitchem/Lennihan). Ayes: C. Bisson, L. Maxwell, D. Cain, S. Bates, T. Webb, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, A. Shea. Noes: 0. Abstain: 0</p>		

Second Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
New Course	AG 161	Introduction to Plant Science (Lec 3)	Pending GE paperwork
Major Modifications	ESL 555	ESL: Pronunciation Skills (Lec 3)	
	VOCE 7201B	Digital Photography Level 1 Contact Hours: 24.00-32.00 Repeat: 99	
	BUS 393	Business Report Writing (Lec 0.5)	"There is no pre-requisite needed for this eight hour Saturday course. It is just a feeder course to get people ready to take a full semester course. It is a 300 level eight-

		hour course. There is no need for an advisory. All are welcome.”
COMMITTEE ACTION	A motion was made to table AG 161 and recommend ESL 555, VOCE 7201B, and BUS 393 for adoption. (M/S/P Mitchem/Shea). Ayes: C. Bisson, D. Cain, S. Bates, T. Webb, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, Noes: 0. Abstain: M.P. Nelson, L. Maxwell.	

Sunset Proposals. The courses are listed based on the order by which the courses were scanned.

Proposal Type	Prefix & Number	Course/Program Title (units)	Rationale
1 st Appearance on Sunset List – Request to Retain Courses	ART 131	Portraits	“We think that the course content has a strong relationship to other courses like Drawing I, Life Drawing, and...”
	GEOG 110	Introduction to Meteorology (4)	The course needs the course title changed along with curriculum changes that include broadening beyond meteorology into climatology.
	GRPH 127	History of Graphic Design	The course will be offered again during the upcoming Spring, Summer, and/or Fall semesters. The course is currently being vetted as part of the Graphics Transfer degree and is required course at CSUs who offer a degree in Graphic Design.
	WLDT 333	Welding Certification SMAW	The course will be offered during the upcoming Spring, Summer, and/or Fall terms. The course will give our students an opportunity to acquire industry specific certification.
	WLDT 334	Welding Certificate GMAW	The course will be offered during the upcoming Spring, Summer, and/or Fall terms. The course will give our students an opportunity to acquire industry specific certification.
Remove from Sunset List	DRMA 124	Stagecraft	The course is scheduled to be offered in Spring 2017.
	ART 146	Painting in Acrylics 3	This course should not be on the Sunset List because it was successfully in fall 2016.
	FILM 118	3D Computer Animation 2	This course is scheduled to be offered in Fall 2017.
2 nd Appearance on Sunset List – Request to Retain the Course	DANC 172	Beginning Ballroom Dance (Lab 0.5) Repeat: 3	Rationale: With the loss of our full-time instructor, Larissa Nazarenko, there has been no instructor qualified to teach the class. Dance is in the process of hiring a new full-time instructor who will have these qualifications.
	DANC 174	Intermediate Ballroom (Lab 0.5)	

		Repeat: 3 A: Dance 172	
	DANC 178	Intermediate Social Dance (Lab 0.5) Repeat: 3 Advisory: Dance 175	
	DANC 154	Pointe and Partnering Clinic (Lec 0.5/Lab 0.5) Repeat: 3 Advisory: DANC 121	Currently, the dance program is under course review and wants to retain the course and change the title from Pointe and Partnering to "Partnering".
	DANC 167	Clinic in Intermediate Tap (Lab 0.5) Repeat: 3 Advisory: DANC 151 or DANC 152	With DANC 153 being offered in Spring 2017, it is now appropriate to offer DANC 167 in Summer 2017.
	WLDT 318	Welding and Metal Sculptures	It was last successfully offered on Fall 2006. The course would be offered in Spring, Summer, and/or Fall semester.
2 nd Appearance on Sunset List – Should not be listed	DANC 168	Clinic in Stretch	Offered: Summer 2015
	DANC 153	Intermediate Tap	It is currently in the Spring 2017 schedule. Dance has offered Tap one every semester and now have sufficient students to fill the class.
	DANC 138	Intermediate Hip Hop Dance	Successful Spring 2016
	DANC 164	Clinic in Modern Dance	Successful Spring 2016
	DANC 162	Clinic in Jazz (Lab 0.5)	Successful Spring 2016
Request to Drop Course	MUS 150	Instrumental Ensemble (1)	Insufficient enrollment. The course was meant for strings and we have no strings program. There is no alternative course.
	FILM 112	Studio Production (2)	Low enrollment creates staffing difficulties.
	ART 128	Painting in Watercolor 2 (3)	There is no alternative course.
	ART 127	Painting in Watercolor 1 (3)	There is no alternative course.
	ART 132	Landscape (1.5)	Low enrollment creates scheduling and hiring difficulties for instructional staff.
	DRMA 114	Intro Theatre Laboratory (1)	Still includes "Prerequisite: Completion of the program application and procedures for enrollment" which is not applicable.
	DRMA 122	Stage Management (2)	
	DRMA 312	Advanced Summer Touring Rep Production (10)	The course is replaced in the current curriculum.
	DRMA 311	Intermediate Summer Touring Rep Production (10)	The course is replaced in the current curriculum.

	DRMA 304	Advanced Prep for Theatre Production (1)	The course is replaced in the current curriculum.
	DRMA 302	Internship in Technical Theatre (6)	The course is replaced in the current curriculum.
	DRMA 301	Actors Ensemble (6)	The course is replaced in the current curriculum.
<p>Discussion included the following:</p> <ul style="list-style-type: none"> • Older sunset forms still in circulation • Absence of information on some proposals (last successful offering of a course) • Review of course impact reports from CurricUNET • Sunset policy language regarding dropped courses 			
COMMITTEE ACTION:	<p>A motion was made to accept department rationale and recommend to retain the courses in first appearance and second appearance reports and to drop courses noted. (M/S/P: Mitchem/ Headtke). Ayes: C Bisson, D Caine, T Webb, S Bates, K Headtke, A Sanders, R Lennihan, D Mitchem, and T VanderMolen. Noes: 0 Abstain: A Shea, L Maxwell, and M P Nelson.</p>		

Public Remarks - none

The section of the agenda is intended for members of the public to address the committee on items involving curriculum development and approval. Time limits and procedures to address the committee apply to this part of the agenda. Public comment not pertaining to specific agenda items is welcome under this section as well. When public remarks are completed regarding a specific agenda item, discussion is then confined to committee members only. This practice is in accordance with the Brown Act.

Reports - none

Call for Future Agenda Items: alternative course numbering

Call to Adjourn -The meeting was adjourned at 4:05 pm

AP&P Agendas and Minutes can be found in “quick links” on the college website: <http://www.hancockcollege.edu/app/meetings.php>

**Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs**

**BP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND
CERTIFICATES**

NOTE: *The language in red ink is legally required.*

The District grants the degrees of Associate in Arts, ~~and Associate in Science, Associate in Arts for Transfer, and Associate in Science for Transfer~~ to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester units or 27 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Superintendent/President shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the District's catalog and included in other resources that are convenient for students.

RECOMMEND: Use another number for a BP on Transfer of Credit and Course Waiver.

- ❖ **From current AHC BP 4100 titled Transfer of Credit and Course Waiver (renumbered from BP 6905)**

NOTE: *Please review the current AHC language below to ensure it is still accurate and applicable. The following policy language is unique to Hancock College.*

Transfer of Credit and Course Waiver

The District shall permit the waiver or substitution of courses required for completion of an Associate in Arts, Associate in Science, Associate in Arts for Transfer, Associate in Science for Transfer, ~~associate in arts or associate in science degree~~ or a program certificate, providing the District does not offer the required course on a regular basis and has a comparable course; or providing the student submits evidence that a course taken at another college is comparable to one required at Allan Hancock College.

Allan Hancock College cannot grant a course waiver or course substitution that is inconsistent with Title 5 regulations nor can it ensure that a substitution granted by the college will be accepted by another institution.

A student who believes that he/she has a legitimate request for a course waiver or substitution for a degree or certificate shall follow the process as set forth in the administrative procedure.

References: [Education Code Section 70902\(b\)\(3\)](#):

Title 5, Sections [55060 et seq.](#) ~~55606, 55808~~ (**NOTE: struck sections were repealed**)

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from the current AHC BP 4100 titled Transfer of Credit and Course Waiver (renumbered from BP 6905) adopted on 12/12/00 and revised on 3/25/04. The language in **blue ink** is included for consideration.

Adopted: 12/12/00

Revised: 3/25/04

Revised:

(Replaces Board Policy 6905)

Legal Citations for BP 4100

EDUCATION CODE 70902(b)(3)

70902. (a) Every community college district shall be under the control of a board of trustees, which is referred to herein as the "governing board." The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the governing board may initiate and carry on any program, activity, or may otherwise act in any manner that is not in conflict with or inconsistent with, or preempted by, any law and that is not in conflict with the purposes for which community college districts are established.

The governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state for the government and operation of one or more community colleges in the district.

(b) In furtherance of the provisions of subdivision (a), the governing board of each community college district shall do all of the following:

(1) Establish policies for, and approve, current and long-range academic and facilities plans and programs and promote orderly growth and development of the community colleges within the district. In so doing, the governing board shall, as required by law, establish policies for, develop, and approve, comprehensive plans. The governing board shall submit the comprehensive plans to the board of governors for review and approval.

(2) Establish policies for and approve courses of instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. Courses of instruction that are not offered in approved educational programs shall be submitted to the board of governors for approval. The governing board shall establish policies for, and approve, individual courses that are offered in approved educational programs without referral to the board of governors.

(3) Establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the board of governors.

5 CCR § 55060

Cal. Admin. Code tit. 5, § 55060

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
ARTICLE 6. THE ASSOCIATE DEGREE

§ 55060. District Policy.

The governing board of each community college district shall adopt policy consistent with the provisions of this article. The policy shall be published in the college catalog under appropriate headings, and filed with the Chancellor's Office as required by section 51004.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 66701, 70901 and 70902, Education Code.

5 CCR § 55061

Cal. Admin. Code tit. 5, § 55061

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
ARTICLE 6. THE ASSOCIATE DEGREE

§ 55061. Philosophy and Criteria for Associate Degree and General Education.

(a) The governing board of a community college district shall adopt a policy which states its specific philosophy on General Education. In developing this policy governing boards shall consider the following policy of the Board of Governors:

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. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

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.

In establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major social problems.

(b) The governing board of a community college district shall also establish criteria to determine which courses may be used in implementing its philosophy on the associate degree and general

education.

(c) The governing board of a community college district shall, on a regular basis, review the policy and criteria established pursuant to subdivisions (a) and (b) of this section.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 66701, 70901 and 70902, Education Code.

5 CCR § 55062

Cal. Admin. Code tit. 5, § 55062

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
ARTICLE 6. THE ASSOCIATE DEGREE

§ 55062. Types of Courses Appropriate to the Associate Degree.

The criteria established by the governing board of a community college district to implement its philosophy on the associate degree shall permit only courses that conform to the standards specified in section 55002(a) and that fall into the following categories to be offered as degree-applicable credit courses:

(a) All lower division courses accepted toward the baccalaureate degree by the California State University or University of California or designed to be offered for transfer.

(b) Courses that apply to the major or area of emphasis in non-baccalaureate career technical fields.

(c) English composition courses not more than one level below the first transfer level composition course, typically known as Freshman Composition. Each student may count only one English composition course below transfer level for credit toward the associate degree. English as a Second Language (ESL) courses which teach composition skills are not considered to be English composition courses for purposes of this subdivision.

(d) All mathematics courses above and including Elementary Algebra.

(e) Credit courses in English and mathematics taught in or on behalf of other departments and which, as determined by the local governing board require entrance skills at a level equivalent to those necessary for the courses specified in subdivisions (c) and (d) above.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 66701, 70901 and 70902, Education Code.

5 CCR § 55063

Cal. Admin. Code tit. 5, § 55063

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION

SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
ARTICLE 6. THE ASSOCIATE DEGREE

§ 55063. Minimum Requirements for the Associate Degree.

The governing board of a community college district shall confer the associate degree upon a student who has demonstrated competence in reading, in written expression, and in mathematics, and who has satisfactorily completed at least 60 semester units or 90 quarter units of degree-applicable credit course work (as defined in section 55002(a)) which falls into the categories described in section 55062. A college may also accept toward satisfaction of this requirement courses that were not completed at a California community college that would reasonably be expected to meet or exceed the standards of section 55002(a).

Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in written expression shall be demonstrated by obtaining a satisfactory grade in an English course at the level of the course typically known as Freshman Composition (either Freshman Composition or another English course at the same level and with the same rigor, approved locally) or by completing an assessment conducted pursuant to subchapter 6 of this chapter (commencing with section 55500) and achieving a score determined to be comparable to satisfactory completion of the specified English course. Satisfactory completion of an English course at the level of Freshman Composition shall satisfy both this competency requirement and the coursework requirement set forth in subdivision (b)(1)(D)(i) of this section.

Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of the course typically known as Intermediate Algebra (either Intermediate Algebra or another mathematics course at the same level, with the same rigor and with Elementary Algebra as a prerequisite, approved locally) or by completing an assessment conducted pursuant to subchapter 6 of this chapter (commencing with section 55500) and achieving a score determined to be comparable to satisfactory completion of the specified mathematics course. Satisfactory completion of a mathematics course at the level of Intermediate Algebra shall satisfy both this competency requirement and the coursework requirement set forth in subdivision (b)(1)(D)(ii) of this section.

The competency requirements for written expression and mathematics may also be met by obtaining a satisfactory grade in courses in English and mathematics taught in or on behalf of other departments and which, as determined by the local governing board, require entrance skills at a level equivalent to those necessary for Freshman Composition and Intermediate Algebra respectively. Requirements for demonstrating competency in reading shall be locally determined.

The required 60 semester or 90 quarter units of course work must be fulfilled in a curriculum accepted toward the degree by a college within the district (as shown in its catalog). It must include at least 18 semester or 27 quarter units in general education and at least 18 semester or 27 quarter units in a major or area of emphasis as prescribed in this section. Of the total required units, at least 12 semester or 18 quarter units must be completed in residence at the college granting the degree. Exceptions to residence requirements for the associate degree may be made by the governing board when it determines that an injustice or undue hardship would be placed on the student.

(a) Requirements for a major or area of emphasis.

(1) At least 18 semester or 27 quarter units of study must be taken in a single discipline or related disciplines, as listed in the community colleges "Taxonomy of Programs," or in an area of emphasis involving lower division coursework which prepares students for a field of study or for a specific major at the University of California or the California State University.

(2) Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, each course counted toward the unit requirement of this subdivision must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis.

(b) General Education Requirements.

(1) Students receiving an associate degree shall complete a minimum of 18 semester or 27 quarter units of general education coursework which includes a minimum of three semester or four quarter units in each of the areas specified in paragraphs (A), (B) and (C) and the same minimum in each part of paragraph (D). The remainder of the unit requirement is also to be selected from among these four divisions of learning or as determined by local option:

(A) Natural Sciences. 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.

(B) Social and Behavioral Sciences. 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.

(C) Humanities. 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.

(D) 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. Such courses include:

(i) English Composition. Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.

(ii) Communication and Analytical Thinking. Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

(3) Ethnic Studies will be offered in at least one of the areas required by subdivision (2).

(c) While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major or area of emphasis requirement. Whether it may be counted again for a different degree requirement is a matter for each college to determine. Students may use the same course to meet a general education requirement for the associate degree and to partially satisfy a general education requirement at the California State University, if such course is accepted by that system to satisfy a general education requirement.

(d) For the purpose of this section, "satisfactorily completed" means either credit earned on a "pass-no pass" basis or a grade point average of 2.0 or better in community college credit courses in the curriculum upon which the degree is based.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

5 CCR § 55064
Cal. Admin. Code tit. 5, § 55064

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
ARTICLE 6. THE ASSOCIATE DEGREE

§ 55064. Acceptance of Noncredit Courses.

The governing board of each community college district shall establish procedures by which a student may petition to have completion of a noncredit course counted toward satisfaction of the requirements for an associate degree. The petition shall be granted if the instructor of the noncredit course certifies that the student has achieved competence in the subject matter at a level and with academic rigor equivalent to that required for a degree-applicable credit course.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 66701, 70901 and 78405, Education Code.

TITLE 5. EDUCATION
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SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
ARTICLE 7. CREDIT CERTIFICATES

§ 55070. Credit Certificates.

(a) Any sequence of courses consisting of 18 or more semester units or 27 or more quarter units of degree-applicable credit coursework shall constitute an educational program subject to approval by the Chancellor pursuant to section 55130. The college-awarded document confirming that a student has completed such a program shall be known as a certificate of achievement and may not be given any other designation. The award of a certificate of achievement is intended to represent more than an accumulation of units. Listing of the certificate of achievement on a student transcript symbolizes successful completion of **patterns of learning experiences designed to develop certain capabilities that may be oriented to career or general education.** For purposes of this subdivision, the term "general education" includes coursework taken to satisfy transfer patterns established by the University of California, the California State University, or accredited public postsecondary institutions in adjacent states which award the baccalaureate degree.

(b) Shorter credit programs leading to a certificate may be established without review and approval by the Chancellor after approval by the college curriculum committee and the district governing board. Such a certificate may be given any name or designation deemed appropriate by the district governing board, except that such a certificate may not be referred to as a certificate of achievement, a certificate of completion, or a certificate of competency, unless approved by the Chancellor pursuant to subdivision (c). Such a certificate may not be listed on a student's transcript, unless approved by the Chancellor pursuant to subdivision (c).

(c) A district may submit any sequence of courses consisting of 12 or more semester units or 18 or more quarter units of degree-applicable credit coursework to the Chancellor and request that it be approved as a program leading to a certificate of achievement. The Chancellor may approve such a program if he or she determines that it satisfies the requirements of subdivision (a) despite requiring fewer than 18 semester or 27 quarter units of degree-applicable credit coursework.

(d) Content and assessment standards for certificates shall be defined by the local curriculum committee and comply with the requirements of this chapter. Such standards should also ensure that certificate programs will be consistent with the mission of the college, meet a demonstrated need, be feasible, and adhere to guidelines on academic integrity which may be developed by the Chancellor, the Academic Senate for California Community Colleges or other appropriate statewide bodies.

(e) A description of each approved program shall be included in the college catalog.

(f) The Chancellor shall develop forms and procedures for submission of applications for approval of a program leading to a certificate of achievement.

(g) Provisions of this section regarding the naming or designation of certificates shall become effective for the Fall 2008 term.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

5 CCR § 55072
Cal. Admin. Code tit. 5, § 55072

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
ARTICLE 7. CREDIT CERTIFICATES

§ 55072. Award of Certificates.

The governing board, or its designee, shall award the appropriate **certificate** to any student who has completed the prescribed curriculum leading to that **certificate** as approved pursuant to section 55070.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 7. Contract Education
Article 1. Contracts with Providers of Career Technical Education

5 CCR § 55606

§ 55606. Administration. **[Repealed]**

HISTORY

1. **Repealer filed 4-27-83**; effective thirtieth day thereafter (Register 83, No. 18).

Title 5. Education

Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 9. Libraries

5 CCR § 55808

§ 55808. Certificate of Achievement. **[Repealed]**

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 66701, 70901 and 70902, Education Code.

HISTORY

1. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
2. Editorial correction of History 1 (Register 95, No. 22).
3. **Repealer filed 7-17-2007; operative 8-16-2007**. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

NOTE: This procedure is **legally required**. Local practice may be inserted. Procedures must address at least the following:

- For the Associate in Arts, and Associate in Science, and Associate in Science for Transfer Associate in Arts, Associate in Science degree, or Associate for Transfer a student must demonstrate competence in reading, in written expression, and in mathematics.
- The student must satisfactorily complete at least 60 semester units of college work.
- A definition of “college work” that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.
- The work must include at least 18 semester units in general education and at least 18 semester units in a major listed in the Community Colleges “Taxonomy of Programs.”
- The work must include at least 12 semester units or 18 quarter units of study in residence; exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result. In addition, the student must complete a minimum of 25% of the units required in the major must be completed in residence.
- The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality. Ethnic studies will be offered in at least one of the aforementioned areas.

- Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.
- District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor's Office.
- For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.
- Shorter credit programs that lead to a certificate may be established by the District.
- Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.

Certificates for which State Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

NOTE: Please review the current AHC language below to ensure it is still accurate and applicable. The following procedural language is unique to Hancock College.

❖ **From current AHC AP 4100 titled Transfer of Credit and Course Waiver (renumbered from AP 6905.01)**

RECOMMENDED: Please renumber this into another AP

Transfer of Credit and Course Waiver

The Allan Hancock Joint Community College District intends for all of its graduates to have mastered the competencies required by Title 5 and to have completed the courses required for an Associate in Arts, Associate in Science, Associate in Arts for Transfer, and Associate in Science for Transfer~~associate in arts or associate in science degree~~ or a program certificate. The District recognizes that required courses for various programs of study cannot always be offered on a schedule appropriate to all students. The District also recognizes that many courses taken at institutions other than Allan Hancock College may be the equivalent to Allan Hancock College courses.

If a student believes that another course can substitute for a required course in a program of study or that a course taken at another college is the equivalent of a course at Allan Hancock College, the student may request a waiver or substitution for that course using the following procedure.

- Step 1 For a waiver or substitution of a requirement within a major, the student, in consultation with an academic counselor ~~or advisor~~, shall submit a completed Course Waiver or Substitution for Degree or Certificate form to the appropriate department chair. Students requesting a course waiver or substitution for general education requirements must submit the form to the Counseling Department [Chair](#). Students are responsible for submitting any supporting information and verification such as course outline, transcripts and course descriptions.
- Step 2 Within ten (10) regular session days of receiving the petition, the appropriate chairperson shall review the petition in consultation with faculty within the discipline, determine if a course waiver or substitution of program requirement(s) is appropriate, approve or disapprove the petition and notify the student and the student's [academic counselor](#) ~~counselor~~ in writing of the decision.
- Step 3 If the student is not satisfied with the decision of the department chair and wishes to pursue the matter further, the student shall submit the petition to the appropriate dean within ten (10) regular session days. Within ten (10) regular session days of receiving the petition, the appropriate dean shall review the petition, consult with appropriate faculty and/or staff, determine if a course waiver or substitution of program requirement(s) is appropriate, approve or disapprove the petition and notify the student, the student's [academic](#) counselor and the department chair in writing of the decision.
- Step 4 If the student is not satisfied with the decision of the dean and wishes to pursue the matter further, the student shall submit the petition to the appropriate vice president within ten (10) regular session days. The appropriate vice president shall review the petition, consult with appropriate faculty and/or staff, determine if a course waiver or substitution of program requirement(s) is appropriate, approve or disapprove the petition and notify the student, the student's [academic](#) counselor, the department chair and dean in writing of the decision.
- Step 5 If the student is not satisfied with the decision of the vice president and wishes to pursue the matter further, the student shall submit the petition to the [S](#)uperintendent/[P](#)resident within ten (10) regular session days. Within fifteen (15) regular session days of receiving the petition, the [S](#)uperintendent/[P](#)resident will review the petition, consult with appropriate faculty and/or staff, determine if a course waiver or substitution of program requirement(s) is appropriate, approve or disapprove the petition, and notify the student, the student's [academic](#) counselor, the department chair, the dean and vice president in writing of the decision. The decision of the [S](#)uperintendent/[P](#)resident is final.

References: Title 5 Sections 55060 et seq.

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from the current AHC AP 4100 titled Transfer of Credit and Course Waiver (renumbered from AP 6905.01) approved on 12/12/00 and revised on 3/25/04. The language in **blue ink** is included for consideration.

Approved: 12/12/00

Revised: 3/25/04

Revised:

(Replaces Administrative Procedure 6905.01)

Legal Citations for AP 4100

5 CCR § 55060
Cal. Admin. Code tit. 5, § 55060

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
ARTICLE 6. THE ASSOCIATE DEGREE

§ 55060. District Policy.

The governing board of each community college district shall adopt policy consistent with the provisions of this article. The policy shall be published in the college catalog under appropriate headings, and filed with the Chancellor's Office as required by section 51004.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 66701, 70901 and 70902, Education Code.

5 CCR § 55061
Cal. Admin. Code tit. 5, § 55061

TITLE 5. EDUCATION
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ARTICLE 6. THE ASSOCIATE DEGREE

§ 55061. Philosophy and Criteria for Associate Degree and General Education.

(a) The governing board of a community college district shall adopt a policy which states its specific philosophy on General Education. In developing this policy governing boards shall consider the following policy of the Board of Governors:

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. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

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.

In establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major social problems.

(b) The governing board of a community college district shall also establish criteria to determine which courses may be used in implementing its philosophy on the associate degree and general education.

(c) The governing board of a community college district shall, on a regular basis, review the policy and criteria established pursuant to subdivisions (a) and (b) of this section.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 66701, 70901 and 70902, Education Code.

5 CCR § 55062
Cal. Admin. Code tit. 5, § 55062

TITLE 5. EDUCATION
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§ 55062. Types of Courses Appropriate to the Associate Degree.

The criteria established by the governing board of a community college district to implement its philosophy on the associate degree shall permit only courses that conform to the standards specified in section 55002(a) and that fall into the following categories to be offered as degree-applicable credit courses:

(a) All lower division courses accepted toward the baccalaureate degree by the California State University or University of California or designed to be offered for transfer.

(b) Courses that apply to the major or area of emphasis in non-baccalaureate career technical fields.

(c) English composition courses not more than one level below the first transfer level composition course, typically known as Freshman Composition. Each student may count only one English composition course below transfer level for credit toward the associate degree. English as a Second Language (ESL) courses which teach composition skills are not considered to be English composition courses for purposes of this subdivision.

(d) All mathematics courses above and including Elementary Algebra.

(e) Credit courses in English and mathematics taught in or on behalf of other departments and which, as determined by the local governing board require entrance skills at a level equivalent to those necessary for the courses specified in subdivisions (c) and (d) above.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 66701, 70901 and 70902, Education Code.

5 CCR § 55063
Cal. Admin. Code tit. 5, § 55063

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
ARTICLE 6. THE ASSOCIATE DEGREE

§ 55063. Minimum Requirements for the Associate Degree.

The governing board of a community college district shall confer the associate degree upon a student who has demonstrated competence in reading, in written expression, and in mathematics, and who has satisfactorily completed at least 60 semester units or 90 quarter units of degree-applicable credit course work (as defined in section 55002(a)) which falls into the categories described in section 55062. A college may also accept toward satisfaction of this requirement courses that were not completed at a California community college that would reasonably be expected to meet or exceed the standards of section 55002(a).

Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in written expression shall be demonstrated by obtaining a satisfactory grade in an English course at the level of the course typically known as Freshman Composition (either Freshman Composition or another English course at the same level and with the same rigor, approved locally) or by completing an assessment conducted pursuant to subchapter 6 of this chapter (commencing with section 55500) and achieving a score determined to be comparable to satisfactory completion of the specified English course. Satisfactory completion of an English course at the level of Freshman Composition shall satisfy both this competency requirement and the coursework requirement set forth in subdivision (b)(1)(D)(i) of this section.

Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of the course typically known as Intermediate Algebra (either Intermediate Algebra or another mathematics course at the same level, with the same rigor and with Elementary Algebra as a prerequisite, approved locally) or by completing an assessment conducted pursuant to subchapter 6 of this chapter (commencing with section 55500) and achieving a score determined to be comparable to satisfactory completion of the specified mathematics course. Satisfactory completion of a mathematics course at the level of Intermediate Algebra shall satisfy both this competency requirement and the coursework requirement set forth in subdivision (b)(1)(D)(ii) of this section.

The competency requirements for written expression and mathematics may also be met by obtaining a satisfactory grade in courses in English and mathematics taught in or on behalf of

other departments and which, as determined by the local governing board, require entrance skills at a level equivalent to those necessary for Freshman Composition and Intermediate Algebra respectively. Requirements for demonstrating competency in reading shall be locally determined.

The required 60 semester or 90 quarter units of course work must be fulfilled in a curriculum accepted toward the degree by a college within the district (as shown in its catalog). It must include at least 18 semester or 27 quarter units in general education and at least 18 semester or 27 quarter units in a major or area of emphasis as prescribed in this section. Of the total required units, at least 12 semester or 18 quarter units must be completed in residence at the college granting the degree. Exceptions to residence requirements for the associate degree may be made by the governing board when it determines that an injustice or undue hardship would be placed on the student.

(a) Requirements for a major or area of emphasis.

(1) At least 18 semester or 27 quarter units of study must be taken in a single discipline or related disciplines, as listed in the community colleges "Taxonomy of Programs," or in an area of emphasis involving lower division coursework which prepares students for a field of study or for a specific major at the University of California or the California State University.

(2) Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, each course counted toward the unit requirement of this subdivision must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis.

(b) General Education Requirements.

(1) Students receiving an associate degree shall complete a minimum of 18 semester or 27 quarter units of general education coursework which includes a minimum of three semester or four quarter units in each of the areas specified in paragraphs (A), (B) and (C) and the same minimum in each part of paragraph (D). The remainder of the unit requirement is also to be selected from among these four divisions of learning or as determined by local option:

(A) Natural Sciences. 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.

(B) Social and Behavioral Sciences. 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.

(C) Humanities. 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.

(D) 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. Such courses include:

(i) English Composition. Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.

(ii) Communication and Analytical Thinking. Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

(2) **Ethnic Studies** will be offered in at least one of the areas required by subdivision (1).

(c) While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major or area of emphasis requirement. Whether it may be counted again for a different degree requirement is a matter for each college to determine. Students may use the same course to meet a general education requirement for the associate degree and to partially satisfy a general education requirement at the California State University, if such course is accepted by that system to satisfy a general education requirement.

(d) For the purpose of this section, "satisfactorily completed" means either credit earned on a "pass-no pass" basis or a grade point average of 2.0 or better in community college credit courses in the curriculum upon which the degree is based.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

5 CCR § 55064
Cal. Admin. Code tit. 5, § 55064

TITLE 5. EDUCATION
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§ 55064. Acceptance of Noncredit Courses.

The governing board of each community college district shall establish procedures by which a student may petition to have completion of a noncredit course counted toward satisfaction of the requirements for an associate degree. The petition shall be granted if the instructor of the noncredit course certifies that the student has achieved competence in the subject matter at a level and with academic rigor equivalent to that required for a degree-applicable credit course.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 66701, 70901 and 78405, Education Code.

Integrating the Course Review in the Curriculum Process

Background:

The Course Outlines of Record (COR) are reviewed every two years (Career and Technical Education) or every six years (non-CTE courses) through the course review process. The review process carefully looks at the pre-requisites, co-requisites, and advisories, alignment with ~~G~~graduation requirements, general Education criteria, graduation requirements (General Education, Multi-culture Gender Studies and ~~H~~Health and Wellness, etc), and transferability to CSU and UC). The course review team determines the need for course modifications. Upon completion of the course review, the team report is submitted to the Vice President of Academic Affairs (VP-AA).

The current course review process does not include the Academic Policy and Planning (AP&P) Committee. The committee processes the courses that require minor or major modifications and not the courses that are deemed not requiring any modifications.

Recommendations:

- Include the Academic Policy and Planning Committee in the Course Review process. Develop proposal processes that is dedicated to the course review process.
- The team would submit the Course Review report to AP&P for review.
- The AP&P Committee would review and take action on the team report.
- Upon committee review, the review date on course outline of record would be updated. ~~Upon committee approval, the review dates on the CORs would be updated.~~ In the event of minor and major modifications, the COR review dates would be re-updated upon committee approval of course modifications.
- Regarding the review of PCA, graduation requirements, and transferability to CSU and UC, the curriculum specialist would attach these documents to the respective course outlines of record.
- Include the graduation requirement, Health and Wellness, and the review of Distance Learning in the course review process.

**ACADEMIC POLICY AND PLANNING COMMITTEE 2013-2014
MEMO TO REQUEST TO DROP OR SUNSET A COURSE**

TO: Chair, Academic Policy & Planning Committee

DATE: 10/13/2016

FROM: FINE ARTS Ann Lucas
(Department) (Person originating request)

The department wishes to [check one]: Drop course Sunset course

1. Course Title: INSTRUMENTAL ENSEMBLE

Course Prefix and Number MUSIC 150 Units 1

2. Semester and year in which course was last offered: unknown. Not for more than 15 yrs.

3. Number of students enrolled in each section: unknown.
(Per Census)

4. Reason for dropping/sunset course:

Insufficient Enrollment: Yes No

Other: This was meant for strings; we have no string program

5. Is there an alternative course for the student? Yes No

In what way(s) would the department be better able to meet the objectives of the college if the course were dropped from the curriculum?

It eliminates a course for which there is no population.

DEPARTMENT ACTION:

Allow at least one week for faculty peers to review and comment prior to a department vote.

# YES votes: <u>10</u>	# NO votes: <u>0</u>	# Abstentions: <u>0</u>
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<u>Ann Lucas</u> Initiator Ann Lucas	<u>Margaret Lan 10/14/16</u> Academic Dean
<u>[Signature]</u> <u>10/13/16</u> AP&P Representative Tim Webb Date	AP&P Chairperson Date
<u>[Signature]</u> <u>10/13/16</u> Department Chair Dianne McMahon Date	Vice President, Academic Affairs Date

**ACADEMIC POLICY AND PLANNING COMMITTEE 2013-2014
MEMO TO REQUEST TO DROP OR SUNSET A COURSE**

TO: Chair, Academic Policy & Planning Committee

DATE: 9/19/2016

FROM: Fine Arts Patrick Trimboth
(Department) (Person originating request)

The department wishes to [check one]: Drop course Sunset course

1. Course Title: Painting in Watercolor 2

Course Prefix and Number: Art 128 Units 3

2. Semester and year in which course was last offered: Our records show that the course has not been offered since sometime before Fall 2008.

3. Number of students enrolled in each section: no records
(Per Census)

4. Reason for dropping/sunset course:

Insufficient Enrollment: Yes No

Other: We haven't offered the course in at least eight years.

5. Is there an alternative course for the student? Yes No

In what way(s) would the department be better able to meet the objectives of the college if the course were dropped from the curriculum?

We aren't sure the last time the course was offered. It had to have been before at least Fall 2008; tableau showed no information on either course since that semester. The course is believed, nonetheless, to be a difficult class to enroll though.

DEPARTMENT ACTION:

Allow at least one week for faculty peers to review and comment prior to a department vote.

# YES votes: <u>10</u>	# NO votes: <u>0</u>	# Abstentions: <u>0</u>
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Initiator		Date	<u>10/13/16</u>	Academic Dean	<u>Margaret Lam</u>	Date	<u>10/14/16</u>
AP&P Representative		Date	<u>10/5/16</u>	AP&P Chairperson			

<i>Leann McPherson</i> Department Chair	<i>10/13/16</i> Date	Vice President, Academic Affairs	Date
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**ACADEMIC POLICY AND PLANNING COMMITTEE 2013-2014
MEMO TO REQUEST TO DROP OR SUNSET A COURSE**

TO: Chair, Academic Policy & Planning Committee

DATE: 9/19/2016

FROM: Fine Arts Patrick Trimboth
(Department) (Person originating request)

The department wishes to [check one]: Drop course Sunset course

1. Course Title: Painting in Watercolor 1

Course Prefix and Number: Art 127 Units 3

2. Semester and year in which course was last offered: Our records show that the course has not been offered since sometime before Fall 2008.

3. Number of students enrolled in each section: no records
(Per Census)

4. Reason for dropping/sunset course:

Insufficient Enrollment: Yes No

Other: We haven't offered the course in at least eight years.

5. Is there an alternative course for the student? Yes No

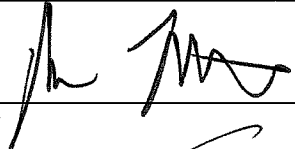

In what way(s) would the department be better able to meet the objectives of the college if the course were dropped from the curriculum?

We aren't sure the last time the course was offered. It had to have been before at least Fall 2008; tableau showed no information on either course since that semester. The course is believed, nonetheless, to be a difficult class to enroll though.

DEPARTMENT ACTION:

Allow at least one week for faculty peers to review and comment prior to a department vote.

# YES votes: <u>10</u>	# NO votes: <u>0</u>	# Abstentions: <u>0</u>
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Initiator 	Date <u>10/13/16</u>	Academic Dean <u>Margaret Lee</u>	Date <u>10/14/16</u>
AP&P Representative 	Date <u>10/5/16</u>	AP&P Chairperson	

Dean McKeon 10/13/16

Department Chair

Date

Vice President, Academic Affairs

Date

**ACADEMIC POLICY AND PLANNING COMMITTEE 2013-2014
MEMO TO REQUEST TO DROP OR SUNSET A COURSE**

TO: Chair, Academic Policy & Planning Committee

DATE: 9/19/2016

FROM: Fine Arts Patrick Trimbath
(Department) (Person originating request)

The department wishes to [check one]: Drop course Sunset course

1. Course Title: Landscape

Course Prefix and Number: Art 132 Units 1.5

2. Semester and year in which course was last offered: Fall 2008

3. Number of students enrolled in each section: 5
(Per Census)

4. Reason for dropping/sunset course:

Insufficient Enrollment: Yes x No

Other:

5. Is there an alternative course for the student? Yes x No

In what way(s) would the department be better able to meet the objectives of the college if the course were dropped from the curriculum?

Low enrollment creates scheduling and hiring difficulties for instructional staff.

DEPARTMENT ACTION:

Allow at least one week for faculty peers to review and comment prior to a department vote.

# YES votes: <u>10</u>	# NO votes: <u>0</u>	# Abstentions: <u>0</u>
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Initiator <u>[Signature]</u> <u>10/13/16</u> Date	Academic Dean <u>Margaret [Signature]</u> <u>10/14/16</u> Date
AP&P Representative <u>[Signature]</u> <u>10/5/16</u> Date	AP&P Chairperson
Department Chair <u>[Signature]</u> <u>10/13/16</u> Date	Vice President, Academic Affairs Date

**ACADEMIC POLICY AND PLANNING COMMITTEE 2013-2014
MEMO TO REQUEST TO DROP OR SUNSET A COURSE**

TO: Chair, Academic Policy & Planning Committee

DATE: 9/22/16

FROM: PCPA – Roger DeLaurier
(Department) (Person originating request)

The department wishes to [check one]: Drop course Sunset course

1. Course Title: Intro Theatre Laboratory

Course Prefix and Number: DRAMA 114 Units 1

2. Semester and year in which course was last offered: _____

3. Number of students enrolled in each section: _____
(Per Census)

4. Reason for dropping/sunset course:

Insufficient Enrollment: Yes _____ No _____

Other: _____

5. Is there an alternative course for the student? Yes _____ No _____

In what way(s) would the department be better able to meet the objectives of the college if the course were dropped from the curriculum?

Still includes "Prerequisite: Completion of the program application and procedures for enrollment" which is not applicable.

DEPARTMENT ACTION:

Allow at least one week for faculty peers to review and comment prior to a department vote.

# YES votes: <u>10</u>	# NO votes: <u>0</u>	# Abstentions: <u>0</u>
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Initiator <u>Roger DeLaurier</u> Date _____	Academic Dean <u>Margaret Lam 10/14/16</u> <u>Mark Brooks</u>
AP&P Representative <u>[Signature]</u> Date <u>10/5/16</u>	AP&P Chairperson _____
Department Chair <u>[Signature]</u> Date _____	Vice President, Academic Affairs _____ Date _____

**ACADEMIC POLICY AND PLANNING COMMITTEE 2013-2014
MEMO TO REQUEST TO DROP OR SUNSET A COURSE**

TO: Chair, Academic Policy & Planning Committee

DATE: 9/22/16

FROM: PCPA – Roger DeLaurier
(Department) (Person originating request)

The department wishes to [check one]: Drop course Sunset course

1. Course Title: Stage Management

Course Prefix and Number: DRAMA 122 Units 2

2. Semester and year in which course was last offered: _____

3. Number of students enrolled in each section: _____
(Per Census)

4. Reason for dropping/sunset course:

Insufficient Enrollment: Yes _____ No _____

Other: _____

5. Is there an alternative course for the student? Yes _____ No _____

In what way(s) would the department be better able to meet the objectives of the college if the course were dropped from the curriculum?

Still includes "Prerequisite: Completion of the program application and procedures for enrollment" which is not applicable.

DEPARTMENT ACTION:

Allow at least one week for faculty peers to review and comment prior to a department vote.

# YES votes: <u>10</u>	# NO votes: <u>0</u>	# Abstentions: <u>0</u>
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Initiator <u>Roger DeLaurier</u> Date	Academic Dean <u>Margaret Mack Booker</u> ^{10/14/16} Date
AP&P Representative <u>[Signature]</u> ^{10/5/16} Date	AP&P Chairperson
Department Chair <u>[Signature]</u> ^{10/13/16} Date	Vice President, Academic Affairs Date

**ACADEMIC POLICY AND PLANNING COMMITTEE 2013-2014
MEMO TO REQUEST TO DROP OR SUNSET A COURSE**

TO: Chair, Academic Policy & Planning Committee

DATE: 9/22/16

FROM: PCPA – Roger DeLaurier
(Department) (Person originating request)

The department wishes to [check one]: Drop course Sunset course

1. Course Title: Advanced Intermediate Summer Touring Rep Production

Course Prefix and Number: DRAMA 312 Units 10

2. Semester and year in which course was last offered: prior to 2010

3. Number of students enrolled in each section: _____
(Per Census)

4. Reason for dropping/sunset course:

Insufficient Enrollment: Yes _____ No x

Other: _____

5. Is there an alternative course for the student? Yes x No _____

In what way(s) would the department be better able to meet the objectives of the college if the course were dropped from the curriculum?

This course has been replaced in the current curriculum.

DEPARTMENT ACTION:

Allow at least one week for faculty peers to review and comment prior to a department vote.

# YES votes: <u>10</u>	# NO votes: <u>0</u>	# Abstentions: <u>0</u>
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Initiator <u>Roger DeLaurier</u>	Date _____	Academic Dean <u>Margaret Lan</u>	Date <u>10/14/16</u>
AP&P Representative <u>[Signature]</u>	Date <u>10/5/16</u>	AP&P Chairperson _____	Date _____
Department Chair <u>[Signature]</u>	Date _____	Vice President, Academic Affairs _____	Date _____

**ACADEMIC POLICY AND PLANNING COMMITTEE 2013-2014
MEMO TO REQUEST TO DROP OR SUNSET A COURSE**

TO: Chair, Academic Policy & Planning Committee

DATE: 9/22/16

FROM: PCPA – Roger DeLaurier
(Department) (Person originating request)

The department wishes to [check one]: Drop course Sunset course

1. Course Title: Intermediate Summer Touring Rep Production

Course Prefix and Number: DRAMA 311 Units 10

2. Semester and year in which course was last offered: prior to 2010

3. Number of students enrolled in each section: _____
(Per Census)

4. Reason for dropping/sunset course:

Insufficient Enrollment: Yes _____ No x

Other: _____

5. Is there an alternative course for the student? Yes x No _____

In what way(s) would the department be better able to meet the objectives of the college if the course were dropped from the curriculum?

This course has been replaced in the current curriculum.

DEPARTMENT ACTION:

Allow at least one week for faculty peers to review and comment prior to a department vote.

# YES votes: <u>10</u>	# NO votes: <u>0</u>	# Abstentions: <u>0</u>
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Initiator <u>Roger DeLaurier</u> Date	Academic Dean <u>Margaret Lan</u> <u>10/14/16</u> Date
AP&P Representative <u>[Signature]</u> <u>10/5/16</u> Date	AP&P Chairperson _____ Date
Department Chair <u>[Signature]</u> <u>10/14/16</u> Date	Vice President, Academic Affairs _____ Date

**ACADEMIC POLICY AND PLANNING COMMITTEE 2013-2014
MEMO TO REQUEST TO DROP OR SUNSET A COURSE**

TO: Chair, Academic Policy & Planning Committee

DATE: 9/22/16

FROM: PCPA – Roger DeLaurier
(Department) (Person originating request)

The department wishes to [check one]: Drop course Sunset course

1. Course Title: Advanced Prep. for Theatre Production

Course Prefix and Number: DRAMA 304 Units 1

2. Semester and year in which course was last offered: prior to 2010

3. Number of students enrolled in each section: _____
(Per Census)

4. Reason for dropping/sunset course:

Insufficient Enrollment: Yes _____ No x

Other: _____

5. Is there an alternative course for the student? Yes x No _____

In what way(s) would the department be better able to meet the objectives of the college if the course were dropped from the curriculum?

This course has been replaced in the current curriculum.

DEPARTMENT ACTION:

Allow at least one week for faculty peers to review and comment prior to a department vote.

# YES votes: <u>10</u>	# NO votes: <u>0</u>	# Abstentions: <u>0</u>
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Initiator <u>Roger DeLaurier</u> Date	Academic Dean <u>Margaret Lan</u> 10/14/16 <u>Mark Booker</u> Date
AP&P Representative <u>[Signature]</u> 10/5/16 Date	AP&P Chairperson
Department Chair <u>[Signature]</u> 10/13/16 Date	Vice President, Academic Affairs Date

**ACADEMIC POLICY AND PLANNING COMMITTEE 2013-2014
MEMO TO REQUEST TO DROP OR SUNSET A COURSE**

TO: Chair, Academic Policy & Planning Committee

DATE: 9/22/16

FROM: PCPA – Roger DeLaurier (Department) (Person originating request)

The department wishes to [check one]: Drop course Sunset course

1. Course Title: Internship in Technical Theatre

Course Prefix and Number: DRAMA 302 Units 6

2. Semester and year in which course was last offered: prior to 2010

3. Number of students enrolled in each section: _____
(Per Census)

4. Reason for dropping/sunset course:

Insufficient Enrollment: Yes _____ No x

Other: _____

5. Is there an alternative course for the student? Yes x No _____

In what way(s) would the department be better able to meet the objectives of the college if the course were dropped from the curriculum?

This course has been replaced in the current curriculum.

DEPARTMENT ACTION:

Allow at least one week for faculty peers to review and comment prior to a department vote.

# YES votes: <u>19</u>	# NO votes: <u>0</u>	# Abstentions: <u>0</u>
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Initiator <u>Roger DeLaurier</u> Date	Academic Dean <u>Margaret Lan</u> 10/14/16 Date
AP&P Representative <u>[Signature]</u> 10/5/16 Date	AP&P Chairperson _____ Date
Department Chair <u>[Signature]</u> 10/13/16 Date	Vice President, Academic Affairs _____ Date

**ACADEMIC POLICY AND PLANNING COMMITTEE 2013-2014
MEMO TO REQUEST TO DROP OR SUNSET A COURSE**

TO: Chair, Academic Policy & Planning Committee

DATE: 9/22/16

FROM: PCPA – Roger DeLaurier (Department) (Person originating request)

The department wishes to [check one]: Drop course Sunset course

1. Course Title: Actors Ensemble

Course Prefix and Number: DRAMA 301 Units 6

2. Semester and year in which course was last offered: prior to 2010

3. Number of students enrolled in each section: _____
(Per Census)

4. Reason for dropping/sunset course:
Insufficient Enrollment: Yes _____ No x

Other: _____

5. Is there an alternative course for the student? Yes x No _____

In what way(s) would the department be better able to meet the objectives of the college if the course were dropped from the curriculum?

This course has been replaced in the current curriculum.

DEPARTMENT ACTION:

Allow at least one week for faculty peers to review and comment prior to a department vote.

# YES votes: <u>10</u>	# NO votes: <u>0</u>	# Abstentions: <u>0</u>
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Initiator <u>Roger DeLaurier</u> Date	Academic Dean <u>Margaret Van</u> 10/4/16 <u>Mark B...</u> Date
AP&P Representative <u>[Signature]</u> 10/5/16 Date	AP&P Chairperson Date
Department Chair <u>[Signature]</u> 10/13/16 Date	Vice President, Academic Affairs Date