I. APPROVAL OF ORDER OF AGENDA

II. APPROVAL OF MINUTES

March 19, 2013

III. COURSE NOTIFICATION AGENDA

CCCO APPROVALS
MACH 213
PEC 132
PEC 139
PEC 146
THETR 117
THETR 118
THETR 130
THETR 133
THETR 134
THETR 149
THETR 151
THETR 152
THETR 153
THETR 155

IV. COURSE CONSENT AGENDA
(Non-e)

V. COURSE DISCUSSION AGENDA

INACTIVATIONS

FILM 151 Advanced Film Production 1 3
Effective: Summer 2013 Expedited
Rationale for expedited approval: Course inactivation proposals were overlooked when program discontinuance-related course inactivations took place in Fall of 2011. The active status of these courses in related systems was discovered during catalog production. Expedited inactivation will ensure that students are not held accountable to course offerings on transfer.
Rationale: Inactivated due to program discontinuance in the Spring of 2011.
INACTIVATE:
Program Impact:
Stand Alone

FILM 152 Advanced Film Productions 2 3
Effective: Summer 2013 Expedited
Course inactivation proposals were overlooked when program discontinuance-related course inactivations took place in Fall of 2011. The active status of these courses in related systems was
discovered during catalog production. Expedited inactivation will ensure that students are not held accountable to course offerings on transfer.

**Rationale:** Inactivated due to program discontinuance in the Spring of 2011.

**INACTIVATE**

**Program Impact:**
- Stand Alone

**FILM 153 Contemporary Film**
**Effective:** Summer 2013 Expedited

Course inactivation proposals were overlooked when program discontinuance-related course inactivations took place in Fall of 2011. The active status of these courses in related systems was discovered during catalog production. Expedited inactivation will ensure that students are not held accountable to course offerings on transfer.

**Rationale:** Inactivated due to program discontinuance in the Spring of 2011.

**INACTIVATE**

**Program Impact:**
1. CSU General Education Pattern Certificate of Achievement
2. General Studies, Emphasis in Humanities A.A. Degree
3. MJC-GE Pattern A.A. Degree Major Degree

**FILM 154 Movies With a Message**
**Effective:** Summer 2013 Expedited

Course inactivation proposals were overlooked when program discontinuance-related course inactivations took place in Fall of 2011. The active status of these courses in related systems was discovered during catalog production. Expedited inactivation will ensure that students are not held accountable to course offerings on transfer.

**Rationale:** Inactivated due to program discontinuance in the Spring of 2011.

**INACTIVATE**

**Program Impact:**
1. CSU General Education Pattern Certificate of Achievement
2. General Studies, Emphasis in Humanities A.A. Degree
3. MJC-GE Pattern A.A. Degree Major Degree

**FILM 155 The Documentary Film**
**Effective:** Summer 2013 Expedited

Course inactivation proposals were overlooked when program discontinuance-related course inactivations took place in Fall of 2011. The active status of these courses in related systems was discovered during catalog production. Expedited inactivation will ensure that students are not held accountable to course offerings on transfer.

**Rationale:** Inactivated due to program discontinuance in the Spring of 2011.

**INACTIVATE**

**Program Impact:**
1. CSU General Education Pattern Certificate of Achievement
2. General Studies, Emphasis in Humanities A.A. Degree
3. MJC-GE Pattern A.A. Degree Major Degree
PLACEMENT OF COURSES IN DISCIPLINES:

None

MODIFICATIONS/REACTIVATIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Effective</th>
<th>Expedited</th>
<th>Rationale for Expedited Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSC 210</td>
<td>Livestock Selection &amp; Evaluation</td>
<td>3</td>
<td>Fall 2013</td>
<td>Expedited</td>
<td>To comply with newly revised code or law.</td>
</tr>
</tbody>
</table>

MODIFY: Discipline, hours, field trip, repeat policy, content, outcomes, objectives, methods of instruction, methods of evaluation
Enrollment Restrictions: None
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Transfer to CSU and UC
General Education Status: Not approved for GE
Rationale: Updating for course compliance.
Program Impact:
Animal Science A.S. Degree

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Effective</th>
<th>Expedited</th>
<th>Rationale for Expedited Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSC 240</td>
<td>Beef Fitting and Showing</td>
<td>2</td>
<td>Fall 2013</td>
<td>Expedited</td>
<td>To comply with newly revised code or law.</td>
</tr>
</tbody>
</table>

MODIFY: Discipline, field trip, repeat policy, content, objectives, textbooks.
Enrollment Restrictions: None.
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Transfer to CSU
General Education Status: Not approved for GE
Rationale: Updating for course compliance.
Program Impact:
Stand Alone

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Effective</th>
<th>Expedited</th>
<th>Rationale for Expedited Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSC 241</td>
<td>Sheep Fitting and Showing</td>
<td>2</td>
<td>Fall 2013</td>
<td>Expedited</td>
<td>To comply with newly revised code or law.</td>
</tr>
</tbody>
</table>

MODIFY: Discipline, field trip, repeat policy, content, outcomes, objectives, textbooks.
Enrollment Restrictions: None.
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Transfer to CSU
General Education Status: Not approved for GE
Rationale: Updating for course compliance.
Program Impact:
Stand Alone
PEC 159  Fall Spirit Leadership Training  3
Effective: Fall 2013 Expedited: To comply with newly revised code or law.
Rationale for Expedited Approval: Periodic review and update to meet current curriculum standards and adhere to curriculum matrix.
MODIFY: Hours, units, title, variable, field trip, repeat policy, grading policy, description, content, outcomes, objectives, methods of instruction, methods of evaluation, textbook.
Enrollment Restrictions: None
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Transfer to CSU and UC
General Education Status: Approved for (MJC: Activities)
Rationale: This is an existing course that is affected by the new repeatability standards.
   1. Associate of Arts in Physical Education

SOCIO 101  Introduction to Sociology  3
Effective: Spring 2014 Expedited: To align with C-ID descriptor
Rationale for Expedited Approval: This course is being reviewed to ensure it aligns with the C-ID descriptor, which is included in the SOCIO TMC and ADJU TMC.
MODIFY: Hours, description, objectives, content, methods of instruction, methods of evaluation, textbooks.
Enrollment Restrictions: None
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Transfer to CSU and UC
General Education Status: Approved for (MJC-GE: B) (CSU-GE: D0) (IGETC: 4J)
Rationale: This course is being updated for compliance and to align with C-ID descriptor included in Transfer Model Curriculum.
Program Impact:
   1. Associate in Science in Administration of Justice for Transfer
   2. Associate Degree Nursing Program Curriculum (for RN) A.S. Degree
   3. CSU General Education Pattern Certificate of Achievement
   4. General Studies, Emphasis in Social and Behavioral Sciences A.A. Degree
   5. Human Services A.A. Degree
   6. MJC-GE Pattern A.A. Degree Major
   7. Nursing: LVN to ADN Upgrade A.S. Degree

VI. PROGRAM NOTIFICATION AGENDA

Chancellor’s Office Approvals: PROGRAMS: CCC-501, CCC510, CCC-511, CCC-300 Application Approvals

CCCO Approval on 03/24/13: AA-T: Theatre Arts (“Substantial Change to an Existing Program”)

Chancellor’s Office Denials: PROGRAMS

Chancellor’s Office Updates

Program Learning Outcomes
(Nothing)

VII. PROGRAM CONSENT AGENDA

VIII. PROGRAM DISCUSSION AGENDA
Program Learning Outcomes

(NONE)

Program Changes that do not require Chancellor’s Office Notification/Application for Approval

SR:  Gas Tungsten Arc Welding  
INACTIVATE:  
Effective:  Summer 2013  
Rationale for Expedited Implementation:  To ensure students receive accurate information about the availability of curricular offerings in the 2013-2014 catalog.

C:  Master Teacher  
Modify:  Program structure, required courses, elective options  
Effective:  Summer 2013  
Rationale for Expedited Implementation:  To ensure students receive accurate information about the availability of curricular offerings in the 2013-2014 catalog. Pending approvals recently approved by the curriculum committee will likely take effect Summer 2014 due to need for governing board and CCCCO review and approval.

Certificate of Achievement: Master Teacher

EXPECTED STUDENT LEARNING OUTCOMES

Upon the successful completion of the Certificate of Achievement in Master Teacher at Modesto Junior College, students will be able to:

1. Recognize and describe the courses totaling 32 units necessary to complete this certificate and compare/contrast how the certificate is aligned with the Master Teacher Permit issued through State of California, Commission on Teacher Credentialing.
2. Apply specialized knowledge of courses from the six-unit option in the early care and education classroom (i.e. infant/toddler; early intervention; families and culture.)
3. Apply effective guidance and interaction strategies that support all children’s social learning, identity and self-confidence as the lead teacher in the classroom.
4. Demonstrate an awareness and understanding of the diverse cultural aspects of child rearing and family practices and potential cultural conflicts as individuals interact.

REQUIRED COURSES - COMPLETE A MINIMUM OF 17 UNITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLDDV 101</td>
<td>3</td>
<td>Principles and Practices of Teaching Young Children</td>
</tr>
<tr>
<td>CLDDV 103</td>
<td>3</td>
<td>Child Growth and Development</td>
</tr>
<tr>
<td>CLDDV 107</td>
<td>3</td>
<td>Introduction to Curriculum</td>
</tr>
<tr>
<td>CLDDV 109</td>
<td>3</td>
<td>Child-Family-Community</td>
</tr>
<tr>
<td>CLDDV 126C</td>
<td>3 OR</td>
<td>Inclusion Special Needs Practicum</td>
</tr>
<tr>
<td>CLDDV 127C</td>
<td>3 OR</td>
<td>Infant and Toddler Practicum</td>
</tr>
<tr>
<td>CLDDV 128C</td>
<td>3</td>
<td>Preschool Practicum</td>
</tr>
<tr>
<td>CLDDV 154</td>
<td>2</td>
<td>Adult Relationships &amp; Mentoring in Schools</td>
</tr>
</tbody>
</table>

ELECTIVES - COMPLETE 9 UNITS:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLDDV 111</td>
<td>3</td>
<td>Health, Safety, and Nutrition</td>
</tr>
<tr>
<td>CLDDV 121</td>
<td>3</td>
<td>Guidance of Young Children</td>
</tr>
<tr>
<td>CLDDV 125</td>
<td>3</td>
<td>Infant and Toddler Development</td>
</tr>
<tr>
<td>CLDDV 163</td>
<td>3</td>
<td>Working with Children with Special Needs</td>
</tr>
<tr>
<td>CLDDV 167</td>
<td>3</td>
<td>Observation and Assessment</td>
</tr>
<tr>
<td>CLDDV 262</td>
<td>3</td>
<td>Diversity in Educational Settings</td>
</tr>
</tbody>
</table>

SELECT ONE 6-UNIT SPECIALIZATION OPTION FROM THE FOLLOWING:

Choose one of the following options:

Early Intervention Option - Complete 6 units:
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLDDV 163</td>
<td>3</td>
<td>Early Intervention Option</td>
</tr>
<tr>
<td>CLDDV 167</td>
<td>3 OR</td>
<td>Early Intervention Option</td>
</tr>
<tr>
<td>CLDDV 160</td>
<td>3</td>
<td>Early Intervention Option</td>
</tr>
</tbody>
</table>

Infant/Toddler Option - Complete 6 units:
Substantial Changes to an Approved Credit Program (Formerly the CCC-510)

(None)

Non-Substantial Changes to Approved Program or Change of Active–Inactive Status (Formerly the CCC-511)

IX. STANDING REPORTS

1. Transfer Model Curriculum  
   B. Adams  
   [Website](http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx)

2. C-ID  
   R. Cranley

3. CurricUNET Implementation/Issues  
   B. Adams/L. Miller

4. Outcomes Assessment Workgroup  
   K. Ennis

X. UNFINISHED BUSINESS

Action Items

1. Policies for Prerequisites/Corequisites/Advisories  
   M. Robles  
   Postponed until December

2. Repeatability  
   B. Adams

3. Independent Study Course Outlines  
   B. Adams

Informational Items

1. Equating Courses and Repetitions  
   L. Miller  
   Postponed Indefinitely

XI. NEW BUSINESS

Informational Item

1. Curriculum Committee Membership  
   B. Adams

Action Items

1. Prerequisite/Corequisite/Advisory/Limitation on Enrollment Language Standardization  
   L. Miller
   No Report

XII. PUBLIC COMMENT
I. APPROVAL OF ORDER OF AGENDA

In deference to guest, Kevin Alavezos, C. Mulder asked to move Office Administration courses to the beginning of the agenda.

B. Adams withdrew ANSC 210, ANSC 240, ANSC 241 and SOCIO 101 as she did not receive clarification from the authors to the issues raised at the March 5 meeting.

Corrections was made to Mach 222: Changed (A) Mach 201 or 301 to read (A) Mach 211 or 301

Correction was made to RSCR 248: Add Materials Fee of $35 and the item was moved to Modifications/Reactivations under V. Course Discussion Agenda.

Hearing no other corrections or any objections, the order of the agenda was approved with noted changes.

II. APPROVAL OF MINUTES

Hearing no objections, the minutes of 3/5/2013 were approved.

III. COURSE NOTIFICATION AGENDA

Chancellor’s Office Approvals: New Courses

ART 129
FSCI 354
FSCI 367
FSCI 371
PEC 163
PEC 177

The committee was notified of Chancellor’s Office approvals of new courses.

IV. COURSE CONSENT AGENDA
NURSE 261 Nursing Process: Fundamentals
Effective: Summer 2013 Expedited! To comply with newly revised code or law.
Rationale for Expedited Approval: Updating fees to reflect accurate cost of student materials
MODIFY Materials fee
Materials Fee Status: Increasing fee from $150 to $235
Hearing no objections, the materials fees modifications were approved and expedited.

NURSE 262 Nursing Process: Skills
Effective: Summer 2013 Expedited! To comply with newly revised code or law.
Rationale for Expedited Approval: Updating fees to reflect accurate cost of student materials
MODIFY Materials fee
Materials Fee Status: Increasing fee from $115 to $238
Hearing no objections, the materials fees modifications were approved and expedited.

NURSE 265 Nursing Process: Medical –Surgical
Effective: Summer 2013 Expedited! To comply with newly revised code or law.
Rationale for Expedited Approval: Updating fees to reflect accurate cost of student materials
MODIFY Materials fee
Materials Fee Status: Increasing fee from $65 to $158
Hearing no objections, the materials fees modifications were approved and expedited.

NURSE 267 Nursing Process: Advanced Medical –Surgical
Effective: Summer 2013 Expedited! To comply with newly revised code or law.
Rationale for Expedited Approval: Updating fees to reflect accurate cost of student materials
MODIFY Materials fee
Materials Fee Status: Increasing fee from $80 to $230
Hearing no objections, the materials fees modifications were approved and expedited.

RSCR 220 Introduction to Respiratory Care Principles
Effective: Summer 2013 Expedited! To comply with newly revised code or law.
Rationale for Expedited Approval: Updating fees to reflect accurate cost of student materials.
MODIFY Materials fee
Materials Fee Status: Increasing fee from $35 to $50
Hearing no objections, the materials fees modifications were approved and expedited.

RSCR 248 Self-Directed Study
Effective: Summer 2013 Expedited! To comply with newly revised code or law.
Rationale for Expedited Approval: Updating fees to reflect accurate cost of student materials
MODIFY Materials fee
Materials Fee Status: Adopting $35 fee
Moved to Modifications/Reactivations under V. Course Discussion Agenda due to request to adopt materials fee.
RSCR 255 Clinical 4

Effective: Summer 2013 Expedited! To comply with newly revised code or law.
Rationale for Expedited Approval: Updating fees to reflect accurate cost of student materials
MODIFY Materials fee
Materials Fee Status: Removing $15 fee

Hearing no objections, the materials fees modifications were approved and expedited.

B. Adams reported that Patrick Bettencourt had requested modifications to the materials fees after review of the courses. There was discussion as to the accuracy of the fees charged for NURSE 262 and it was determined that the fee shown is correct. C. Mulder asked if the fees would be automatically updated in Datatel. It was determined that they would need to manually be entered by the division office staff when scheduling courses at least for a full year as courses are rolled semester by semester.

V. COURSE DISCUSSION AGENDA

INACTIVATIONS

None

PLACEMENT OF COURSES IN DISCIPLINES:

None

MODIFICATIONS/REACTIVATIONS

ANSC 210 Livestock Selection & Evaluation

Effective: Fall 2013 Expedited! To comply with newly revised code or law.
Rationale for Expedited Approval: Comply with change in law regarding repeatability.
MODIFY: Hours, field trip, repeat policy, content, outcomes, objectives, methods of instruction, methods of evaluation
Enrollment Restrictions: None
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Transfer to CSU and UC
General Education Status: Not approved for GE
Rationale: Updating for course compliance.
Program Impact:
  Animal Science A.S. Degree

Withdrawn due to non-response from authors after March 5 meeting-MODIFY ANSC 210
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Effective</th>
<th>Rationale for Expedited Approval</th>
<th>MODIFY:</th>
<th>Enrollment Restrictions</th>
<th>Distance Education Status</th>
<th>Materials Fee Status</th>
<th>Articulation Status</th>
<th>General Education Status</th>
<th>Rationale</th>
<th>Program Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSC 240</td>
<td>Beef Fitting and Showing</td>
<td>Fall 2013</td>
<td>To comply with newly revised code or law.</td>
<td>field trip, repeat policy, content, objectives, textbooks.</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Transfer to CSU</td>
<td>Not approved for GE</td>
<td>Updating for course compliance.</td>
<td>Withdrawn due to non-response from authors after March 5 meeting-MODIFY ANSC 240</td>
</tr>
<tr>
<td>ANSC 241</td>
<td>Sheep Fitting and Showing</td>
<td>Fall 2013</td>
<td>To comply with newly revised code or law.</td>
<td>field trip, repeat policy, content, outcomes, objectives, textbooks.</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Transfer to CSU</td>
<td>Not approved for GE</td>
<td>Updating for course compliance.</td>
<td>Withdrawn due to non-response from authors after March 5 meeting-MODIFY ANSC 241</td>
</tr>
<tr>
<td>ENGL 169</td>
<td>Children's Literature</td>
<td>Fall 2013</td>
<td>To comply with newly revised code or law.</td>
<td>Enrollment restrictions, content, objectives, methods of instruction, methods of evaluation, requisite skills.</td>
<td>Maintaining: (P) satisfactory complete ENGL 50 or qualification by the MJC assessment process. Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete ENGL 101.</td>
<td>None</td>
<td>None</td>
<td>Transfer to CSU and UC</td>
<td>Approved for (MJC-GE: C) (CSU-GE: C2) (IGETC: 3B)</td>
<td>This course needs C-ID approval and is part of English Department's AA-T.</td>
<td></td>
</tr>
</tbody>
</table>

Program Impact:
1. CSU General Education Pattern Certificate of Achievement
2. English A.A. Degree
3. Associate in Arts in English for Transfer (in progress)
4. General Studies, Emphasis in Humanities A.A. Degree
5. MJC-GE Pattern

ENGL 169 pulled by M. Adams to review Methods of Instruction. After discussion, revisions were made to the Methods of Instruction section.

M/S/U (J. Sola/S. Berger) to MODIFY ENGL 169
M/S/U (E. Maki/M. Lynch) to MODIFY REQUISITES for ENGL 169
M/S/U (L. Lanigan/L. Hatch) to MAINTAIN PLACEMENT OF ENGL 169 on GE PATTERN(S)
M/S/U (L. Hatch/M. Garcia) to EXPEDITE MODIFICATIONS of ENGL 169
There was discussion of whether or not ENGL 169 could be expedited. It was determined that the committee could move forward with expediting the approval.

FREN 52  
Introductory French 2  3  
**Effective:** Spring 2014  
**MODIFY:** Title, description, content, outcomes, enrollment restrictions, requisite skills, objectives, methods of evaluation, textbooks, typical assignments.  
**Enrollment Restrictions:** Maintaining (P) Satisfactory completion of FREN 51.  
**Distance Education Status:** None  
**Materials Fee Status:** None  
**Articulation Status:** Does not transfer  
**General Education Status:** (Requesting MJC-GE: C)  
**Rationale:** This course is being revised to complete periodic review and to maintain course outline compliance.  
**Program Impact:**  
General Studies, Emphasis in Humanities A.A. Degree (if GE request approved)  
M/S/U (L. Hatch/S. Berger) to MODIFY FREN 52  
M/S/U (E. Maki/M. Lynch) to MODIFY REQUISITES for FREN 52  
M/S/U (L. Lanigan/L. Hatch) to PLACE FREN 52 on GE PATTERN(S)

MACH 222  
CNC Machine Operations  2  
**Effective:** Summer 2014  
**MODIFY:** Content, enrollment restrictions, requisite skills, typical assignments, textbooks, outcomes, objectives.  
**Enrollment Restrictions:** Removing: (C) Concurrent enrollment in MACH 219, 220, or 221 and previous machining experience. Requesting: (A) Satisfactory completion of MACH 201-211 or MACH 301 or have a working knowledge of the use of manually operated metal cutting lathes and milling machines and be able to use a micrometer to measure to within .001 inch.  
**Distance Education Status:** None  
**Materials Fee Status:** Maintaining fee of $22  
**Articulation Status:** Transfer to CSU  
**General Education Status:** Not approved for GE  
**Rationale:** Periodic review.  
**Program Impact:**  
1. CNC Operator Skills Recognition Award  
2. Machine Tool Technology 2 Certificate of Achievement  
M/S/U (L. Hatch/S. Berger) to MODIFY MACH 222  
M/S/U (E. Maki/M. Lynch) to MODIFY REQUISITES for MACH 222  
M/S/U (C. Mulder/S. Circle) to MODIFY FEE for MACH 222
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Effect</th>
<th>Effective Date</th>
<th>Expedited</th>
<th>Rationale for Expedited Approval</th>
<th>MODIFIED:</th>
<th>Enrollment Restrictions</th>
<th>Distance Education Status</th>
<th>Materials Fee Status</th>
<th>Articulation Status</th>
<th>General Education Status</th>
<th>Program Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEM 113</td>
<td>Intermediate Basketball</td>
<td></td>
<td>Fall 2013</td>
<td>Expedited</td>
<td>To comply with newly revised code or law.</td>
<td>Hours, units, repeat policy, content, method of instruction, typical assignments, outcomes, objectives, methods of evaluation, textbooks.</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Transfer to CSU and UC</td>
<td>Approved for (MJC-Activities)</td>
<td>This course is a current activities course, repeatable 3 times. We are requesting expedited approval in order to comply with the new Title 5 repeatability rules.</td>
</tr>
<tr>
<td>RSCR 248</td>
<td>Self-Directed Study</td>
<td>1/2</td>
<td>Fall 2013</td>
<td>Expedited</td>
<td>To ensure student progression within the program</td>
<td>Hours, objectives, outcomes, typical assignment.</td>
<td>Maintaining (P) Satisfactory completion of RSCR 242; Maintaining (L) Enrollment limited to students admitted to the Respiratory Care program.</td>
<td>None</td>
<td>None</td>
<td>Adopting a $35 fee.</td>
<td>Not approved for GE</td>
<td>Course was approved at 10/23/12 meeting and the author erroneously entered lecture units rather than lab units. Course needs to be updated to reflect lab content, lab objectives, and any other fields impacted by incorrect modality.</td>
</tr>
</tbody>
</table>

Program Impact:

1. Physical Education A.A. Degree
   - M/S/U (L. Hatch/S. Berger) to MODIFY PEM 113
   - M/S/U (J. Sola/E. Lucas) to MAINTAIN PLACEMENT of PEM 113 on ACTIVITIES
   - M/S/U (L. Hatch/M. Garcia) to EXPEDITE MODIFICATIONS of PEM 113

RSCR 248 pulled by M. Adams to review Methods of Instruction and Methods of Evaluation. After discussion edits were made. Course was also originally approved as lecture. A correction was made to indicate that it is a lab course.

- M/S/U (C. Mulder/M. Adams) to MODIFY RSCR 248
- M/S/U (E. Maki/M. Lynch) to MODIFY REQUISITES for RSCR 248
- M/S/U (C. Mulder/S. Circle) to ADOPT FEE for RSCR 248
- M/S/U (L. Hatch/M. Garcia) to EXPEDITE MODIFICATIONS of RSCR 248
Introduction to Sociology 3

Effective: Spring 2014 Expedited To align with C-ID descriptor

Rationale for Expedited Approval: This course is being reviewed to ensure it aligns with the C-ID descriptor, which is included in the SOCIO TMC and ADJU TMC.

MODIFY: Hours, description, objectives, content, methods of instruction, methods of evaluation, textbooks.

Enrollment Restrictions: None
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Transfer to CSU and UC
General Education Status: Approved for (MJC-GE: B) (CSU-GE: D0) (IGETC: 4J)

Rationale: This course is being updated for compliance and to align with C-ID descriptor included in Transfer Model Curriculum.

Program Impact:
1. Associate in Science in Administration of Justice for Transfer
2. Associate Degree Nursing Program Curriculum (for RN) A.S. Degree
3. CSU General Education Pattern Certificate of Achievement
4. General Studies, Emphasis in Social and Behavioral Sciences A.A. Degree
5. Human Services A.A. Degree
6. MJC-GE Pattern
7. Nursing: LVN to ADN Upgrade A.S. Degree

Withdrawn due to non-response from authors after March 5 meeting-MODIFY SOCIO 101

NEW COURSES

OFADM 306 Keyboarding for Accuracy 1/2

Effective: Fall 2013 Expedited To comply with newly revised code or law

Rationale for Expedited Approval: OFADM 303, Keyboarding for Speed and Accuracy, is a skills-based course in which the students refine their keyboarding skills by either (1) increasing their overall keyboarding speed or (2) increasing their accuracy on straight-copy keying. In prior years, students were allowed to complete this course up to three times—in each attempt, they were refining and developing their keyboarding skill.

New Title V regulations do not allow multiple attempts of the same course. This course will allow students to continue to refine their keyboarding skill.

ADOPT

Enrollment Restrictions: Requesting: (P) Satisfactory completion of OFADM 303
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Not transferable
General Education Status: Not approved for GE

Rationale: To comply with new Title 5 regulations regarding course repeatability.

Program Impact:
- Clerical A.S. Degree (pending CCCCO course approval)
- Office Administration A.S. Degree (pending CCCCO course approval)
- Word Processing Certificate of Achievement (pending CCCCO course approval)

OFADM 306 pulled by M. Adams to review Summative Evaluation and Methods of Instruction. Professor Kevin Alavezos was in attendance to address concerns. Revisions were made. B. Adams will submit a CurricUNET ticket to correct an issue with the Requisites.

M/S/U (M. Garcia/C. Mulder) to ADOPT OFADM 306
M/S/U (E. Maki/M. Lynch) to ADOPT REQUISITES for OFADM 306
M/S/U (L. Hatch/M. Garcia) to EXPEDITE ADOPTION of OFADM 306
Effective: Fall 2013 Expedited! To comply with newly revised code or law

Rationale for Expedited Approval: OFADM 303, Keyboarding for Speed and Accuracy, is a skills-based course in which the students refine their keyboarding skills by either (1) increasing their overall keyboarding speed or (2) increasing their accuracy on straight-copy keying. In prior years, students were allowed to complete this course up to three times—in each attempt, they were refining and developing their keyboarding skill. New Title V regulations do not allow multiple attempts of the same course. This course will allow students to continue to refine their keyboarding skill.

ADOPT

Enrollment Restrictions: Requesting: (P) Satisfactory completion of OFADM 303
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Not transferable
General Education Status: Not approved for GE

Rationale: To comply with new Title 5 regulations regarding course repeatability.

Program Impact:
- Clerical A.S. Degree (pending CCCCO course approval)
- Office Administration A.S. Degree (pending CCCCO course approval)
- Word Processing Certificate of Achievement (pending CCCCO course approval)

OFADM 307 pulled by M. Adams to review Summative Evaluation, Methods of Instruction and CLOs and Objectives. Professor Kevin Alavezos was in attendance to address concerns. Revisions were made. B. Adams will submit a CurricUNET ticket to correct an issue with the Requisites.

M/S/U (M. Garcia/C. Mulder) to ADOPT OFADM 307
M/S/U (E. Maki/M. Lynch) to ADOPT REQUISITES for OFADM 307
M/S/U (L. Hatch/M. Garcia) to EXPEDITE ADOPTION of OFADM 307

VI. PROGRAM NOTIFICATION AGENDA

Chancellor’s Office Approvals: PROGRAMS: CCC-501, CCC510, CCC-511, CCC-300 Application Approvals

CCCCO Approval on March 8, 2013: AA-T: Studio Arts (“Substantial Change to an Existing Program”)

Chancellor’s Office Denials: PROGRAMS

Chancellor’s Office Updates

Program Learning Outcomes
(None)

VII. PROGRAM CONSENT AGENDA
VIII. PROGRAM DISCUSSION AGENDA

Program Learning Outcomes

(NONE)

Program Changes that do not require Chancellor’s Office Notification/Application for Approval - New Credit Programs

Substantial Changes to an Approved Credit Program (Formerly the CCC-510)

(Formerly the CCC-511)

Non-Substantial Changes to Approved Program or Change of Active–Inactive Status

C: Commercial Floristry Technician 35 units

MODIFY: required courses, total units, number of units in Area III of the certificate.

Effective: Summer 2013

Expedited!

Expedited Rationale: To ensure students receive accurate information about the availability of curricular offerings in the 2013-2014 catalog. During catalog production, it was discovered that multiple courses in the degree have been inactivated, thus affecting the total units for the award.

Rationale: Four courses from Area III Agriculture Major Courses have been inactivated: BUSAD 259, EHS 212, EHS 282, and EHS 383.

M/S/U (C. Vaughn/L. Hatch) to MODIFY C: COMMERCIAL FLORISTRY TECHNICIAN

M/S/U (M. Lynch/S. Circle) to EXPEDITE CHANGES to C: COMMERCIAL FLORISTRY TECHNICIAN

Changes to units due to course inactivations affecting number of units possible.

IX. STANDING REPORTS

1. Transfer Model Curriculum  B. Adams

B. Adams reported that the TMC for Studio Arts was approved on March 7. MJC now has a total of 7 approved TMCs. Three more are in submittal. The state has revised the TMC templates to be used effective March 1. The requirements are the same, but the look is different. The new templates will show what documents you need if one has no C-ID. She will host another workshop on March 27 at 2:30 in FH 234.

2. C-ID  R. Cranley

R. Cranley reported. An informational TMC/C-ID email was sent to faculty, deans and the VPI yesterday. Articulation Offices are having difficulty meeting the dates for submitting Course Outlines of Record and implementation is difficult. The Chancellor’s Office use of the term “pending status” when describing courses without C-IDs that are included as part of a program is vague. A definition is being sought from the Chancellor’s Office. 241 courses have been submitted; 37 have C-ID; and 3 expire in June. English 169 needs to be submitted for C-ID.

3. CurricUNET Implementation/Issues  B. Adams/L. Miller

B. Adams has been unable to forward anything. A “hand/arrow” ticket to CurricUNET has been submitted.

4. Outcomes Assessment Workgroup  K. Ennis

K. Ennis reported. ILOs will be launched next semester, but will not be called ILOs. In terms of CLOs, supplemental instruction will be expanded and more workshops will be held. CLOs will be further developed over the summer. This will help faculty by supporting their programs.
X. UNFINISHED BUSINESS

Action Items

1. Policies for Prerequisites/Corequisites/Advisories  
   M. Robles  
   Postponed until December  
   K. Ennis, M. Adams and B. Adams will meet to discuss Prereq/Coreq issues.

2. Repeatability  
   B. Adams  
   B. Adams reported that we will keep dealing with it.

3. Independent Study Course Outlines  
   B. Adams  
   B. Adams reported. AHC, Ag, and Tech Ed are the most highly impacted with Independent Study. J. Beebe has forward some information to her. She shared that some universities have a maximum number of independent study units they will accept and that the maximum can vary between schools. It will be noted in the upcoming MJC Catalog that students should check with the universities for those maximums to which they are applying. A policy and procedure that will not negatively impact students should be developed and relevant courses need to be created. B. Adams asked for direction for how we should proceed. M. Lynch noted that it will be difficult to create individual, relevant Independent Study courses. It was added that this is what the state will need to see when approving the courses.

   M. Adams made a motion to inactivate the current 199 blanket Independent Study course and allow divisions to create their own individual Course Outlines of Record. Following the normal curriculum process, the action would be effective summer 2014. M. Lynch seconded the motion. There was discussion. E. Kerr requested and received clarification that the course would be inactivated. M. Lynch asked if the intent was for each discipline to have their own A, B, C courses. C. Vaughn asked if the unit cap would remain in place. It was agreed to continue those discussions at a later date. In answer to questions regarding process, B. Adams answered that she would send notification to deans after a draft of the minutes is available with a cc: to the committee members. A framework will be established for numbering/values. (See notes from March 5 meeting: 54 hours = 1 unit). When determining cap, what is helpful to our students must be kept in mind. There was further discussion of numbering for independent study. B. Adams will check with the Instruction Office staff to see if a sort can be done in Data Tel to find numbers that have not been used recently. It is understood that there may not be a series of numbers that can be used. After discussion, motion carried unanimously.

Informational Items

1. Equating Courses and Repetitions  
   L. Miller  
   Postponed Indefinitely

XI. NEW BUSINESS

Informational Item

None

Action Items

1. Prerequisite/Corequisite/Advisory/Limitation on Enrollment Language Standardization  
   L. Miller  
   No Report
2. **Conversion of “SPCOM” Prefix to “COMM” Prefix Request**  
   
   L. Hatch moved. M. Adams seconded a motion to convert “SPCOM” prefix to “COMM” prefix. **Motion carried unanimously.**

**XII. PUBLIC COMMENT**

K. Ennis noted that the coffee was great today.

Meeting adjourned at 5 p.m.
Dear Colleague:

The California Community Colleges Chancellor’s Office Academic Affairs Division has reviewed and approved the following course:

**CURRICULUM INVENTORY RECORD**

**College:** 592

**Credit Status:** Credit

**Course Title:** Machine Tool Technology 3

**Department Number:** MACH 213

**Course Control Number:** CCC000536500

**TOP Code:** 095630

This action was taken in compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor.

For questions regarding this letter, please submit your written inquiry to curriculum@cccco.edu.

Sincerely,

Academic Affairs Division
California Community Colleges Chancellor’s Office
Dear Colleague:

The California Community Colleges Chancellor’s Office Academic Affairs Division has reviewed and approved the following course:

**CURRICULUM INVENTORY RECORD**

**College:** 592  
**Credit Status:** Credit  
**Course Title:** Jazz 3 Intermediate/Advanced  
**Department Number:** PEC 132  
**Course Control Number:** CCC000536501  
**TOP Code:** 100700

This action was taken in compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor.

For questions regarding this letter, please submit your written inquiry to curriculum@cccco.edu.

Sincerely,

Academic Affairs Division  
California Community Colleges Chancellor’s Office

03/16/2013

Admin, MODESTO  
College CIO  
MODESTO
Dear Colleague:

The California Community Colleges Chancellor’s Office Academic Affairs Division has reviewed and approved the following course:

**CURRICULUM INVENTORY RECORD**

- **College:** 592
- **Credit Status:** Credit
- **Course Title:** Ballet 3
- **Department Number:** PEC 139
- **Course Control Number:** CCC000536502
- **TOP Code:** 083500

This action was taken in compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor.

For questions regarding this letter, please submit your written inquiry to curriculum@cccco.edu.

Sincerely,

Academic Affairs Division
California Community Colleges Chancellor’s Office
Dear Colleague:

The California Community Colleges Chancellor’s Office Academic Affairs Division has reviewed and approved the following course:

**CURRICULUM INVENTORY RECORD**

- **College:** 592
- **Credit Status:** Credit
- **Course Title:** Ballet 4
- **Department Number:** PEC 146
- **Course Control Number:** CCC000536503
- **TOP Code:** 083500

This action was taken in compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor.

For questions regarding this letter, please submit your written inquiry to curriculum@cccco.edu.

Sincerely,

Academic Affairs Division
California Community Colleges Chancellor's Office
Dear Colleague:

The California Community Colleges Chancellor’s Office Academic Affairs Division has reviewed and approved the following course:

**CURRICULUM INVENTORY RECORD**

**College:** 592  
**Credit Status:** Credit  
**Course Title:** Ballet 3  
**Department Number:** THETR 117  
**Course Control Number:** CCC000536504  
**TOP Code:** 100100

This action was taken in compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor.

For questions regarding this letter, please submit your written inquiry to curriculum@cccco.edu.

Sincerely,

Academic Affairs Division  
California Community Colleges Chancellor’s Office
Dear Colleague:

The California Community Colleges Chancellor’s Office Academic Affairs Division has reviewed and approved the following course:

**CURRICULUM INVENTORY RECORD**

- **College:** 592
- **Credit Status:** Credit
- **Course Title:** Ballet 4
- **Department Number:** THETR 118
- **Course Control Number:** CCC000536505
- **TOP Code:** 100700

This action was taken in compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor.

For questions regarding this letter, please submit your written inquiry to curriculum@cccco.edu.

Sincerely,

 Academic Affairs Division
California Community Colleges Chancellor's Office
Dear Colleague:

The California Community Colleges Chancellor’s Office Academic Affairs Division has reviewed and approved the following course:

**CURRICULUM INVENTORY RECORD**

**College:** 592  
**Credit Status:** Credit  
**Course Title:** Jazz 3 Intermediate/Advanced  
**Department Number:** THETR 130  
**Course Control Number:** CCC000536506  
**TOP Code:** 100700

This action was taken in compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor.

For questions regarding this letter, please submit your written inquiry to curriculum@cccco.edu.

Sincerely,

Academic Affairs Division  
California Community Colleges Chancellor’s Office
Dear Colleague:

The California Community Colleges Chancellor’s Office Academic Affairs Division has reviewed and approved the following course:

**CURRICULUM INVENTORY RECORD**
- **College**: 592
- **Credit Status**: Credit
- **Course Title**: Rehearsal and Performance 1
- **Department Number**: THETR 133
- **Course Control Number**: CCC000536507
- **TOP Code**: 100700

This action was taken in compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor.

For questions regarding this letter, please submit your written inquiry to curriculum@cccco.edu.

Sincerely,

Academic Affairs Division
California Community Colleges Chancellor’s Office
Dear Colleague:

The California Community Colleges Chancellor’s Office Academic Affairs Division has reviewed and approved the following course:

<table>
<thead>
<tr>
<th>CURRICULUM INVENTORY RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>College:</strong> MODESTO</td>
</tr>
<tr>
<td><strong>Credit Status:</strong> Credit</td>
</tr>
<tr>
<td><strong>Course Title:</strong> Rehearsal and Performance 2</td>
</tr>
<tr>
<td><strong>Department Number:</strong> THETR 134</td>
</tr>
<tr>
<td><strong>Course Control Number:</strong> CCC000536508</td>
</tr>
<tr>
<td><strong>TOP Code:</strong> 100700</td>
</tr>
</tbody>
</table>

This action was taken in compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor.

For questions regarding this letter, please submit your written inquiry to curriculum@cccco.edu.

Sincerely,

Academic Affairs Division
California Community Colleges Chancellor’s Office
Dear Colleague:

The California Community Colleges Chancellor's Office Academic Affairs Division has reviewed and approved the following course:

**CURRICULUM INVENTORY RECORD**

- **College:** 592
- **Credit Status:** Credit
- **Course Title:** Dance Repertory Touring Competition
- **Department Number:** THETR 149
- **Course Control Number:** CCC000536509
- **TOP Code:** 100700

This action was taken in compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor.

For questions regarding this letter, please submit your written inquiry to curriculum@cccco.edu.

Sincerely,

Academic Affairs Division
California Community Colleges Chancellor's Office
Dear Colleague:

The California Community Colleges Chancellor’s Office Academic Affairs Division has reviewed and approved the following course:

**CURRICULUM INVENTORY RECORD**

- **College:** 592
- **Credit Status:** Credit
- **Course Title:** Dance Rehearsal & Performance 1
- **Department Number:** THETR 151
- **Course Control Number:** CCC000536510
- **TOP Code:** 100700

This action was taken in compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor.

For questions regarding this letter, please submit your written inquiry to curriculum@cccco.edu.

Sincerely,

Academic Affairs Division
California Community Colleges Chancellor's Office
Dear Colleague:

The California Community Colleges Chancellor’s Office Academic Affairs Division has reviewed and approved the following course:

CURRICULUM INVENTORY RECORD
College: 592
Credit Status: Credit
Course Title: Dance Rehearsal & Performance 2
Department Number: THETR 152
Course Control Number: CCC000536511
TOP Code: 100700

This action was taken in compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor.

For questions regarding this letter, please submit your written inquiry to curriculum@cccco.edu.

Sincerely,

Academic Affairs Division
California Community Colleges Chancellor's Office
03/16/2013

Admin, MODESTO
College CIO
MODESTO

Dear Colleague:

The California Community Colleges Chancellor’s Office Academic Affairs Division has reviewed and approved the following course:

**CURRICULUM INVENTORY RECORD**
- **College**: 592
- **Credit Status**: Credit
- **Course Title**: Contemporary Pop Dance Rehearsal & Performance
- **Department Number**: THETR 153
- **Course Control Number**: CCC000536512
- **TOP Code**: 100700

This action was taken in compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor.

For questions regarding this letter, please submit your written inquiry to curriculum@cccco.edu.

Sincerely,

Academic Affairs Division
California Community Colleges Chancellor's Office
03/16/2013

Admin, MODESTO
College CIO
MODESTO

Dear Colleague:

The California Community Colleges Chancellor’s Office Academic Affairs Division has reviewed and approved the following course:

**CURRICULUM INVENTORY RECORD**

**College:** 592  
**Credit Status:** Credit  
**Course Title:** Dance Workshop Performance  
**Department Number:** THETR 155  
**Course Control Number:** CCC000536513  
**TOP Code:** 100700

This action was taken in compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor.

For questions regarding this letter, please submit your written inquiry to curriculum@cccco.edu.

Sincerely,

Academic Affairs Division  
California Community Colleges Chancellor's Office
3/23/2013

Admin, MODESTO
College CIO
MODESTO

Dear Colleague:

In compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor, the California Community Colleges Chancellor’s Office Academic Affairs Division has reviewed and approved the following instructional program:

CURRICULUM INVENTORY RECORD
College: 592
Credit Status: Credit
Program Title: Theatre Arts
Program Award: A.A.-T Degree
Program Control Number: 31800
TOP Code: 100700
Program Goal(s): Transfer

For a program to be recognized by the U.S. Department of Education, the Accrediting Commission for Community and Junior Colleges/Western Association of Schools and Colleges (ACCJC/WASC) must approve the program as a substantive change. Once a program is approved by the California Community Colleges Chancellor’s Office (CCCCO), colleges must follow the steps outlined in the ACCJC Manual (www.accjc.org). Please note: colleges are not eligible to collect state apportionment or federal support for granting this award without first receiving approval from the Chancellor’s Office and the ACCJC.

For questions regarding this review please submit your written inquiry to curriculum@cccco.edu.

Sincerely,

Academic Affairs Division
California Community Colleges Chancellor’s Office
Introduction to tables:

The policies and procedures adopted by governing boards of each district may allow students to enroll more than one time in the same credit courses only in limited circumstances. Below are four tables that outline those circumstances. The tables also set forth the maximum number of enrollments a district policy may allow and the maximum number of enrollments for which a district may claim apportionment. A district can choose to restrict additional enrollments even more, as these tables specify the maximum number of enrollments allowed by law. An enrollment occurs when a student receives an evaluative or nonevaluative symbol pursuant to section 55023 in a credit course. (§ 55000(n).) For example, an enrollment is counted when a student earns a "W" for a withdrawal or any grade indicating the student's performance in the class.

The first table addresses when additional enrollments are permitted if the student previously took the credit course and received a satisfactory grade. The second table addresses when additional enrollments are permitted if the student previously took the credit course and did not receive a satisfactory grade. As these two tables demonstrate, under some circumstances the student can repeat the credit course regardless of whether the student received a satisfactory grade or not on the previous enrollment. The third table addresses the limited types of credit courses a governing board of a district may designate as repeatable. The fourth table addresses the number of times district policy may permit student enrollment in credit courses that are active participatory courses in physical education, visual arts, or performing arts that are related in content.

Please keep in mind when using these tables that the information is necessarily incomplete as it is simply a summation of the laws affecting multiple enrollments. For a complete understanding of the legal requirements, one must refer to the applicable section of the Guidelines and the regulations themselves, which are cited in the table for your convenience. In many cases local policy may be more restrictive than the limitations set forth in the following tables; colleges therefore must also refer to their district policy to determine the applicable enrollment limitation.
California Community College Chancellors Office  
Preliminary Guidance on Repeatability Regulations

Table 1: Student Repetition - Satisfactory Grade Received  
Limitations on additional enrollments in the same credit course where student receives a satisfactory grade on previous enrollment.

<table>
<thead>
<tr>
<th>Explanation</th>
<th>Student limit¹</th>
<th>Apportionment limit</th>
<th>GPA/Credit²</th>
<th>Other info.</th>
</tr>
</thead>
<tbody>
<tr>
<td>General rule</td>
<td>1 s/q³</td>
<td>1 s/q</td>
<td>All grades and credits received count in computing GPA.</td>
<td>See additional limitations for courses that are related in content at the end of this table.</td>
</tr>
<tr>
<td><strong>Exceptions that permit district policy to allow for additional enrollments:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Significant lapse of time §§ 55040(b)(3), 55043</td>
<td>No specific limit.</td>
<td>+1 s/q</td>
<td>District policy may permit previous grade and credit to be disregarded in computing GPA. § 55043(c)</td>
<td>See table 4 for additional limitations for active participatory courses in physical education and visual or performing arts. See the Guidelines for a discussion of an exception to the 36 month requirement.</td>
</tr>
</tbody>
</table>

¹ The student limit column specifies the maximum number of times district policy can permit a student to enroll in a credit course as compared to the apportionment limit column, which sets forth how many of those enrollments the district can receive apportionment for. In some cases the law allows the district to permit a student to enroll in a course more times than it is eligible to receive apportionment for.

² Even where district policy allows prior grade and credit to be disregarded in computing the student’s GPA (when allowed by law), all prior work must remain legible on the student’s academic record, thereby ensuring a true and complete academic history (§ 55040(d)).

³ Unless otherwise noted, “s” refers to enrollments in courses offered on a semester system and “q” refers to enrollments in courses offered on a quarter system. Thus, +1 s/q indicates that districts operating on a semester or quarter system may adopt a policy allowing for one additional enrollment, whereas 4s/6q indicates that districts operating on a semester system may allow for a maximum of four enrollments, and districts operating on a quarter system may allow for a maximum of six enrollments.

⁴ All citations in this table are to title 5 of the California Code of Regulations unless otherwise specified.
## California Community College Chancellors Office
### Preliminary Guidance on Repeatability Regulations

<table>
<thead>
<tr>
<th>Exceptions that permit district policy to allow for additional enrollments: (continued)</th>
<th>Explanation</th>
<th>Student limit</th>
<th>Apportionment limit</th>
<th>GPA/Credit</th>
<th>Other info.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variable unit courses offered on an open-entry/open-exit basis §§ 55040(b)(4), 55044</td>
<td>District policy may permit a student to enroll in courses as many times as necessary to complete one time the entire curriculum of the course.</td>
<td>No specific limit – as necessary to complete the course once.</td>
<td>Same as student limit. § 58161(f)(3)</td>
<td>See table 2.</td>
<td>District policy may not allow the student to repeat any section of the course, except in specified circumstances. See the Guidelines for a discussion of these circumstances. § 55044(a)(1)-(4)</td>
</tr>
<tr>
<td>Extenuating circumstances §§ 55040(b)(5), 55045</td>
<td>District policy may permit a student who has earned a satisfactory or substandard grade to petition to repeat a course due to an extenuating circumstance. Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student’s control.</td>
<td>No specific limit.</td>
<td>+1 s/q § 58161(e)(2)</td>
<td>District policy may allow previous grade and credit to be disregarded in computing the student’s GPA. § 55045(b)</td>
<td>This exception does not apply to courses designated as repeatable. Student must have received a substandard or passing grade on prior enrollment.</td>
</tr>
<tr>
<td>Occupational work experience § 55040(b)(6)</td>
<td>District policy may permit a student to enroll more than once, even if the student earned a satisfactory grade, in an occupational work experience course if the college offers only one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course.</td>
<td>No specific limit; however, the student may not exceed 16 s/24 q credit hours of cooperative work experience education and 8 credit hours of occupational work experience in a given field during the enrollment period. § 55253</td>
<td>Same as student limit. § 58161(f)(4)</td>
<td>District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student’s GPA. §§ 55021(b), 55040(b)(6)</td>
<td>Occupational work experience and general work experience are distinct types of cooperative work experience. The exception that allows for additional enrollments applies only to occupational work experience and not general work experience.</td>
</tr>
</tbody>
</table>

5 The student limit column specifies the maximum number of times district policy can permit a student to enroll in a credit course as compared to the apportionment limit column, which sets forth how many of those enrollments the district can receive apportionment for. In some cases the law allows the district to permit a student to enroll in a course more times than it is eligible to receive apportionment for.

6 Even where district policy allows prior grade and credit to be disregarded in computing the student’s GPA (when allowed by law), all prior work must remain legible on the student’s academic record, thereby ensuring a true and complete academic history (§ 55040(d)).
<table>
<thead>
<tr>
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<th>Student limit</th>
<th>Apportionment limit</th>
<th>GPA/Credit</th>
<th>Other info.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exceptions that permit district policy to allow for additional enrollments:</strong> (continued)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students with disabilities repeating a special class § 55040(b)(7)</td>
<td>District policy must permit a student with a disability to enroll multiple times in classes designated as &quot;special classes&quot; as a disability-related accommodation for a reason specified in § 56029.</td>
<td>No specific limit.</td>
<td>Same as student limit. § 58161(f)(2)</td>
<td>District policy may allow prior grade to be disregarded in computing the student’s GPA.</td>
</tr>
<tr>
<td>Legally mandated § 55040(b)(8)</td>
<td>Districts may permit a student to re-enroll in a course that it determines to be required by statute or regulation as a condition of that student’s paid or volunteer employment.</td>
<td>No specific limit.</td>
<td>Same as student limit. § 58161(f)(1)</td>
<td>District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student’s GPA. § 55021(b)</td>
</tr>
<tr>
<td>Significant change in industry or licensure standards § 55040(b)(9)</td>
<td>District may permit a student to petition the district to re-enroll in a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for the student’s employment or licensure.</td>
<td>No specific limit.</td>
<td>Same as student limit. § 58161(f)(8)</td>
<td>District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student’s GPA. § 55021(b)</td>
</tr>
</tbody>
</table>

7 The student limit column specifies the maximum number of times district policy can permit a student to enroll in a credit course as compared to the apportionment limit column, which sets forth how many of those enrollments the district can receive apportionment for. In some cases the law allows the district to permit a student to enroll in a course more times than it is eligible to receive apportionment for.

8 Even where district policy allows prior grade and credit to be disregarded in computing the student’s GPA (when allowed by law), all prior work must remain legible on the student’s academic record, thereby ensuring a true and complete academic history (§ 55040(d)).
California Community College Chancellors Office
Preliminary Guidance on Repeatability Regulations

<table>
<thead>
<tr>
<th>Explanation</th>
<th>Student limit⁹</th>
<th>Apportionment limit</th>
<th>GPA/Credit¹⁰</th>
<th>Other info.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses related in content § 55040(c)</td>
<td>District policy must further limit enrollment of students in courses that are active participatory courses in physical education, and visual or performing arts.</td>
<td>See table 4.</td>
<td>See table 4.</td>
<td>See table 4 and the Guidelines regarding what constitutes active participatory courses in physical education and visual or performing arts.</td>
</tr>
</tbody>
</table>

⁹ The student limit column specifies the maximum number of times district policy can permit a student to enroll in a credit course as compared to the apportionment limit column, which sets forth how many of those enrollments the district can receive apportionment for. In some cases the law allows the district to permit a student to enroll in a course more times than it is eligible to receive apportionment for.

¹⁰ Even where district policy allows prior grade and credit to be disregarded in computing the student’s GPA (when allowed by law), all prior work must remain legible on the student’s academic record, thereby ensuring a true and complete academic history (§ 55040(d)).
Table 2: Student Repetition - Satisfactory Grade NOT Received

Additional enrollment limitations in the same credit course when student does not receive satisfactory grade on prior enrollment.

<table>
<thead>
<tr>
<th>Explanation</th>
<th>Student limit</th>
<th>Apportionment limit</th>
<th>GPA/Credit</th>
<th>Other info</th>
</tr>
</thead>
<tbody>
<tr>
<td>General rule</td>
<td>Except as specified below, enrollments (which include evaluative and nonevaluative marks) may not exceed 3 s/q.</td>
<td>Up to 3 s/q enrollments TOTAL (including enrollments where a “W” is recorded), except as specified below.</td>
<td>Varies depending upon circumstances allowing the additional enrollment. In all circumstances, the student’s permanent academic record must clearly indicate all course work, insuring a true and complete academic history.</td>
<td></td>
</tr>
</tbody>
</table>

Circumstances that permit district policy to allow for additional enrollment(s):

<p>| Alleviate substandard academic work §§ 55040(b)(2), 55042                    | District policy may permit a student whose prior enrollment resulted in a substandard grade to re-enroll in the same course. Substandard academic grades include the grading symbols “D,” “F,” “FW,” “NP,” or “NC” (as defined in section 55023) recorded on the student's transcript. | 3 s/q enrollments + 1 s/q more enrollment pursuant to petition. § 55042(b) | 3 s/q enrollments. § 58161(c) | District policy may permit only the first two substandard grades to be excluded in computing the student’s GPA. |</p>
<table>
<thead>
<tr>
<th>Explanation</th>
<th>Student limit</th>
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<th>GPA/Credit</th>
<th>Other info.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Withdrawal</strong> § 55024</td>
<td>District policy may permit a student who withdrew from a course and received a “W” to enroll again in the credit course.</td>
<td>3 s/q total enrollments + 1 s/q more enrollment pursuant to petition. § 55024(a)(9) (Reminder: withdrawals from courses as well as repetitions of courses are enrollments, and count toward the total enrollment limitation.)</td>
<td>3 s/q enrollments. § 58161(c)</td>
<td>The “W” shall not be used in calculating GPA, but must be used in determining probation and dismissal (with a few exceptions). § 55024(a)(7)</td>
</tr>
<tr>
<td>Explanation</td>
<td>Student limit</td>
<td>Apportionment limit</td>
<td>GPA/Credit</td>
<td>Other info.</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
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</tr>
<tr>
<td><strong>Circumstances that permit district policy to allow for additional enrollment(s):</strong> (continued)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repeatable courses* §§ 55040(b)(1), 55041</td>
<td>District policy may permit students to enroll multiple times in courses designated by the district as repeatable. Districts may only designate three types of courses as repeatable. See table 3 below.</td>
<td>See table 3.</td>
<td>See table 3.</td>
<td>If student re-enrolls in a repeatable course to alleviate a substandard grade, then the most recent substandard grades (up to two) may be alleviated. § 55042(c)</td>
</tr>
<tr>
<td>Variable unit courses offered on an open-entry/ open-exit basis* §§ 55040(b)(4), 55044</td>
<td>District policy may permit a student to enroll in variable unit courses as many times as necessary to complete one time the entire curriculum of the course. District policy may not permit a student to enroll again in each portion except in very limited circumstances. One of those circumstances is alleviation of substandard work if authorized by § 55042.</td>
<td>3 s/q enrollments in that portion of the course +1 s/q more enrollment in that portion pursuant to petition. §§ 55042(b), 55045</td>
<td>3 s/q enrollments in that portion of the course § 58161(f)(3) or 4 s/q enrollments in that portion of the course if extenuating circumstances apply. § 58161(e)(2)</td>
<td>District policy may permit the previous grade and credit in the portion repeated be disregarded in computing student’s GPA. § 55044(c)</td>
</tr>
<tr>
<td>Extenuating circumstances* §§ 55040(b)(5), 55045</td>
<td>District policy may permit a student who has received a satisfactory or substandard grade to petition to repeat a course due to an extenuating circumstance. Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student’s control.</td>
<td>No specific limit.</td>
<td>+1 s/q enrollment, but no more than 4 s/q total enrollments. § 58161(e)(2)</td>
<td>District policy may allow a previous grade and credit to be disregarded in computing the student’s GPA. § 55045(b)</td>
</tr>
</tbody>
</table>
## California Community College Chancellors Office
### Preliminary Guidance on Repeatability Regulations

<table>
<thead>
<tr>
<th>Circumstances that permit district policy to allow for additional enrollment(s): (continued)</th>
<th>Explanation</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Occupational work experience* § 55040(b)(6)</td>
<td>District policy may permit a student to enroll more than once in an occupational work experience course if the college offers only one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course.</td>
<td>No specific limit; however, the student may not exceed 16 semester/24 quarter credit hours of cooperative work experience education and 8 credit hours of occupational work experience in a given field during the enrollment period. § 55253</td>
<td>Same as student limit. § 58161(f)(4)</td>
<td>District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student’s GPA. § 55021(b)</td>
<td>Occupational work experience and general work experience are distinct types of cooperative work experience. § 55252 This exception applies only to occupational work experience and not general work experience.</td>
</tr>
<tr>
<td>Students with disabilities repeating a special class* § 55040(b)(7)</td>
<td>District policy may permit a student with a disability to enroll multiple times in a special class as a disability-related accommodation for a reason specified in § 56029.</td>
<td>No specific limit.</td>
<td>Same as student limit. § 58161(f)(2)</td>
<td>District policy may allow prior grade to be disregarded in computing the student’s GPA.</td>
<td></td>
</tr>
<tr>
<td>Legally mandated* § 55040(b)(8)</td>
<td>Districts may permit a student to enroll multiple times in a course that it determines to be required by statute or regulation as a condition of that student’s paid or volunteer employment.</td>
<td>No specific limit.</td>
<td>Same as student limit. § 58161(f)(1)</td>
<td>District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student’s GPA. § 55021(b)</td>
<td></td>
</tr>
<tr>
<td>Significant change in industry or licensure standards* § 55040(b)(9)</td>
<td>District may permit a student to petition the district to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for that student’s employment or licensure.</td>
<td>No specific limit.</td>
<td>Same as student limit. § 58161(f)(8)</td>
<td>District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student’s GPA. § 55021(b)</td>
<td></td>
</tr>
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<td></td>
</tr>
<tr>
<td>Additional limitations – active participatory courses in physical education, visual arts, or performing arts that are related in content:</td>
<td>District policy must further limit enrollment of students in courses that are active participatory courses in physical education and visual or performing arts.</td>
<td>See table 4.</td>
<td>See table 4.</td>
<td>See table 4.</td>
<td></td>
</tr>
</tbody>
</table>

*With some limitations, these are circumstances in which a student can enroll in a course more than one time if either a satisfactory grade has (table 1) or has not (table 2) been achieved, if all other conditions for the subsequent enrollment(s) have been met.*
Table 3: Repeatable Courses

The three types of credit courses districts may designate as repeatable and associated enrollment limitations.

<table>
<thead>
<tr>
<th>Explanation</th>
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<th>Apportionment Limit</th>
<th>GPA/Credit</th>
<th>Other information</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Rule</td>
<td>Varies depending upon the type of course.</td>
<td>Same as student limit.</td>
<td>The grade received each time shall be included for calculating GPA. § 55041(c)</td>
<td></td>
</tr>
</tbody>
</table>

Types of courses that districts may designate as repeatable:

<p>| Courses required by CSU or UC for completion of a bachelor’s degree §§ 55040(b)(1), 55041(a)(1) | A district may designate a course as repeatable if repetition of that course is required by CSU and/or UC for completion of a bachelor’s degree. | In most cases, the limit will be 4s/6q enrollments. See Guidelines for further clarification, and exceptions (including significant lapse of time). §§ 55040(c), 55043(b) | 4s/6q enrollments, +1s/q if significant lapse time exception applies. §§ 58161(d), 58161(e)(1) | The grade received each time shall be included for calculating GPA. § 55041(c) |</p>
<table>
<thead>
<tr>
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</thead>
</table>
| **Intercollegiate Athletics**  
§§ 55040(b)(1), 55041(a)(2) | A district may designate as repeatable a course in which student athletes enroll to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport. | No specific limit. | Whichever is less: Up to 350 contact hours per year, per enrolled student, per sport (of the 350 hours, up to 175 contact hours in courses dedicated to the sport and 175 contact hours in courses that focus on conditioning or skill development for the sport) or the participation of a student for up to 4s/6q enrollments in the course. §§ 58161(d), § 58162 | The grade received each time shall be included for calculating GPA. § 55041(c) |
| **Intercollegiate Academic or Vocational competition**  
§§ 55040(b)(1), 55041(a)(3) | A district may designate courses that are designed specifically for participation in non-athletic competitive events between students from different colleges as repeatable. The outcomes of the course must be tied to the student’s participation in the competition. The event must be sanctioned by a formal collegiate or industry governing body. | 4s/6q enrollments, either in one single course or a combination of courses that are related in content. | Same as student limit. § 58161(d) | The grade received each time shall be included for calculating GPA. § 55041(c) | The enrollment limits, including the enrollment limits for courses that are related in content, apply even if the student receives a substandard grade or “W” during one of the enrollments or petitions for repetition due to extenuating circumstances as provided in section 55045. |
### Additional limitations – active participatory courses in physical education, visual arts, or performing arts that are related in content:

<table>
<thead>
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<tbody>
<tr>
<td>students in courses that are active participatory</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>courses in physical education, and visual or</td>
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<tr>
<td>performing arts.</td>
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<td></td>
</tr>
</tbody>
</table>

See table 4.
Table 4: Active participatory credit courses in physical education, visual arts or performing arts that are related in content

<table>
<thead>
<tr>
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<th>Other info.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active participatory courses in physical education, and visual or performing arts that are related in content § 55040(c)</td>
<td>In addition to the foregoing enrollment limitations, districts must limit a student’s enrollment in active participatory courses in physical education, and visual or performing arts if the course the student is seeking to enroll in is related in content to one that he or she has previously been or is currently enrolled in. A course related in content includes any course with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation. § 55000(l)</td>
<td>Except as provided below, up to 4s/6q enrollments total in levels and/or variations.</td>
<td>Same as student limit. All grades and credits received count in computing GPA, unless an exception applies.</td>
<td></td>
</tr>
</tbody>
</table>

Additional exceptions and limitations.

| Significant lapse of time §§ 55040(b)(3), 55043 | If district policy permits students to repeat a course due to significant lapse of time, all enrollments, including the additional enrollment allowed as a result of the significant lapse of time, in an active participatory course in physical education, visual arts, or performing arts counts toward the total enrollments. | Up to 4s/6q enrollments. If student has exhausted 4s/6q enrollments, +1 s/q enrollment for significant lapse of time can be permitted. | Same as student limit. § 58161(d) and (e)(1) | When a course is repeated pursuant to significant lapse of time, the district policy may allow the previous grade and credit to be disregarded in computing the student’s GPA. § 55043(c) |
### California Community College Chancellors Office
**Preliminary Guidance on Repeatability Regulations**

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<tbody>
<tr>
<td><strong>Additional exceptions and limitations.</strong> (continued)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Variable unit courses offered on an open-entry/open-exit basis – physical education §§ 55040(b)(4), 55044</td>
<td>District policy may permit students to enroll in variable unit courses offered on an open-entry/open-exit basis as many times as is necessary to complete the course one time, except if the course is an active participatory course in physical education, in which case each enrollment in a portion of the course counts toward the courses that are related in content limitation. § 55040(c)¹¹</td>
<td>Up to 4s/6q enrollments; for this purpose, enrollments include each portion.</td>
<td>Same as student limit. § 58161(d)</td>
<td>District policy may permit the previous grade and credit on that portion repeated to be disregarded in computing the student’s GPA. § 55044(c)</td>
</tr>
</tbody>
</table>

| **Additional exceptions/limitations specific to repeatable courses in physical education, visual arts or performing arts.** | | | | |
| Courses required by CSU or UC for completion of a bachelor’s degree §§ 55040(b)(1), 55041(a)(1) | Courses properly designated as repeatable pursuant to section 55041(a)(1) that happen to also be active participatory courses in physical education, visual arts, or performing arts are subject to the limitations on courses that are related content as set forth in section 55040(c). | Up to 4s/6q enrollments in one course or a combination of courses related in content. | Same as student limit. | When a course is designated as repeatable, each grade received shall be included in computing the student’s GPA. § 55041(c) | See Guidelines for additional clarification regarding repeatable courses in physical education, visual or performing arts that happen to also be subject to related course content limitations. |

¹¹ The Chancellor’s Office is aware that section 55044(b) refers to section 55041 and not 55040(c). This reference predates the last revision of the regulations. The Chancellor’s Office will be taking the necessary steps to correct this and other similar issues in the regulations.
March 15, 2013

TO:   Chief Instructional Officers  
      Chief Student Services Officers  
      Academic Senate Presidents  
      Academic Senate Curriculum Chairs

FROM:  Barry Russell, Ph.D.  
        Vice Chancellor of Academic Affairs

SUBJECT:  PRELIMINARY GUIDANCE ON REPEATABILITY

As you know, regulations affecting course repetition including repeatable courses were approved by the Board of Governors in July 2012 and became effective on January 26, 2013. They can be located on the Westlaw website. The Chancellor’s Office, in cooperation with the System Advisory Committee on Curriculum, has been working on guidelines to help manage the very complex aspects of the regulations. They should be completed soon.

In the meantime, the Chancellor’s Office has received many questions on various aspects of the regulations. I understand that schedules for Fall 2013 are being finalized and Curriculum Committees are finishing up their work for the year . . . creating for many of you some angst about any changes that may need to take place in order to remain in compliance with title 5. With that in mind, I am providing you with a draft portion of the guidelines that will provide you some valuable information to move forward with your campus discussions. Please note, that the language contained in this document does not replace the actual language of title 5 and you should still keep the original language close at hand when make decisions about course repeatability on your campus.

It is our plan to have the final copy of the complete guidelines to the field by early April 2013. Until that time, I hope this draft document will provide you with some support for your local discussions.

I would like to express special appreciation for the assistance of Michelle Goldberg and Elias Regalado of the Chancellor’s Office and David Morse, Julie Bruno, Randy Lawson and the other members of the System Advisory Committee on Curriculum. Without their help, this preliminary guidance could not have happened.

Attachment