I. APPROVAL OF ORDER OF AGENDA

II. APPROVAL OF MINUTES

September 13, 2011

III. NOTIFICATION

IV. CONSENT

Modifications to these courses were approved on 09/13/2011, but DE was withdrawn and therefore no vote took place. These courses are being reviewed for DE only.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Effective</th>
<th>Distance Education Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Composition and Reading</td>
<td>3</td>
<td>Summer 2012</td>
<td>Maintaining: Hybrid, Online</td>
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<tr>
<td>ENGL 103</td>
<td>Advanced Composition &amp; Critical Thinking</td>
<td>3</td>
<td>Summer 2012</td>
<td>Maintaining: Hybrid, Online</td>
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</tbody>
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V. DISCUSSION

INACTIVATIONS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Effective</th>
<th>Program Impact</th>
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</thead>
<tbody>
<tr>
<td>BIO 130</td>
<td>Introduction to Marine Vertebrates</td>
<td>3</td>
<td>Summer 2012</td>
<td>1. CSU General Education Pattern Certificate of Achievement</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>2. General Studies, Emphasis in Natural Sciences</td>
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<tr>
<td>CLART 301</td>
<td>Culinary Academy 1</td>
<td>14</td>
<td>Summer 2012</td>
<td>1. CLART 301 Skills Recognition Award</td>
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<td>2. Culinary Arts Certificate of Achievement</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>3. Culinary Arts A.S. Degree</td>
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<tr>
<td>Code</td>
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<td>Credit Hours</td>
<td>Effective</td>
<td>Program Impact</td>
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<tr>
<td>CLDDV 232</td>
<td>Healthy Caregiver</td>
<td>3</td>
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<tr>
<td>MDAST 327</td>
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<tr>
<td>MDAST 350</td>
<td>Medical Transcription</td>
<td>3</td>
<td>Summer 2012</td>
<td>INACTIVATE</td>
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<td></td>
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<td>Stand Alone</td>
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</table>

**UPDATES (including modifications/reactivations)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Effective</th>
<th>Rationale for Expedited Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTEC 317</td>
<td>Auto Heating &amp; Air Conditioning</td>
<td>3</td>
<td>Spring 2012</td>
<td>Expedited! (Request overridden by Office of Instruction) Summer 2012</td>
</tr>
</tbody>
</table>

**Rationale for Expedited Approval:** At present, student's majoring in Heavy Equipment do not take AUTEC 311 and due to this do not meet the requirement for AUTEC 317 despite the fact that professor's feel they have gained appropriate prerequisite skills to enroll in AUTEC 317. The expedited request will enable student's majoring in Heavy Equipment to enroll in AUTEC 317 in the Spring 2012.

**NOTE:** Because scheduling deadlines have passed for SP 2012 and processes are in motion, it is not feasible to implement expedited changes to this course without complications for staff and students, so the Instruction Office is denying the request for expedition.

**MODIFY:** Title, materials fee, content, methods of instruction, typical assignments, textbooks, course goal, learning goals

**Enrollment Restrictions:** Modifying: (P) Satisfactory completion of AUTEC 311 or AGM 241

**Distance Education Status:** None

**Materials Fee Status:** Decreasing fees from $38 to $32

**Articulation Status:** Does not transfer

**General Education Status:** Not approved for GE

**Rationale:** Periodic Review

**Program Impact:**
1. Automotive Technician Certificate of Achievement
2. Automotive Technician A.S. Degree
3. Maintenance Mechanic Certificate of Achievement

**NEW COURSES**

(None)
VI. PROGRAMS

Chancellor's Office Approvals

COURSES: CB00 Numbers/TOP Codes have been granted, updated, or reaffirmed for the following COURSES

<table>
<thead>
<tr>
<th>COURSE ID</th>
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</thead>
<tbody>
<tr>
<td>AGGE 150</td>
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<td>AUTEC 311</td>
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<td>CGR 395A-C</td>
<td>CCC000521723</td>
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<td>CLDDV 111</td>
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<td>CMPSC 261</td>
<td>CCC000526284</td>
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<td>CCC000525512</td>
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<td>DTAST 372</td>
<td>CCC000521657</td>
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<td>ELTEC 229</td>
<td>CCC000524681</td>
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<td>EMS 350</td>
<td>CCC000311226</td>
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<td>ESL 2</td>
<td>CCC000527287</td>
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<td>CCC000527288</td>
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<td>CCC000527288</td>
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<td>CCC000527290</td>
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<td>ESL 6</td>
<td>CCC000527291</td>
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<td>PEC 162</td>
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<td>PHYS 101</td>
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<td>CCC000521661</td>
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<tr>
<td>THETR 159</td>
<td>CCC000521662</td>
</tr>
</tbody>
</table>

PROGRAMS: CCC-501, CCC510, CCC-511, CCC-300 Application Approvals

NEW PROGRAMS
AS: Computer Science
AA: Physical Science

MODIFIED PROGRAMS
Apprenticeship: Electrician Maintenance
AS-T: Mathematics
AA-T: Communication Studies
AA: University Preparation, Emphasis in Earth Science
Chancellor’s Office Denials
(None)

Chancellor’s Office Updates
(None)

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

None

CCC-501: Application for Approval - New Credit Programs

None

CCC-510: Substantial Changes to an Approved Credit Program

None

CCC-511: Non-Substantial Changes to Approved Program or Change of Active–Inactive Status

INACTIVATE: AA: University Preparation – Emphasis in Mathematics 20 units
Requested Effective Term: Summer 2012

CCC-520: Request to Convert Non-compliant Degree to Compliant Degree or Certificate of Achievement

None

VII. UNFINISHED BUSINESS

Action Items

1. Course Substitutions for Academic Awards M. Robles / B. Adams

Informational Items

1. Equating Courses and Repetitions L. Miller
   Postponed Indefinitely

2. Independent Study and Work Experience Course Outlines B. Adams

3. Title 5: Repeats and Withdrawals B. Adams

IX. NEW BUSINESS

Action Items

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

2. Placing Courses within Disciplines B. Adams

Informational Items
X. WORKGROUPS

1. Operations Workgroup  J. Zamora / B. Adams / L. Miller

XI. TASK FORCES

1. CurricUNET Implementation Task Force Update  B. Adams/L. Miller

XII. PUBLIC COMMENT


Others Present: L. Gerasimchuk (Administrative Assistant, Instruction Office), L. Miller (Curriculum Specialist)

I. APPROVAL OF ORDER OF AGENDA

Hearing no objections, the order of the agenda was approved.

II. APPROVAL OF MINUTES

Hearing no objections, the minutes of April 12, 2011 were approved as stated.

III. NOTIFICATION

The committee was notified of the following information:

COURSE/PREGRAM NOTIFICATION ITEMS

AGM 240 During the scheduling process for SPRING 2012, it was discovered that the JANUARY 19, 2010 Agenda did not reflect a modification to HOURS for AGM 240. Lecture hours in CurricUNET had changed from 18 to 36, and LAB hours changed from 108 to 54. The course record in Datatel was changed on 08/25/2011 and will take effect with SP 2012 term section(s).

BUSAD 347 Web Marketing This course was erroneously listed and approved on an agenda on 01/28/2003 as BUSAD 347. However, the course was actually submitted on the COR as BUSAD 247, and was later inactivated as such on 03/31/2009. This discrepancy is being clarified here for the purpose of the record. No action is needed.

FSCI 312 ADD TO LIST OF AA: Fire Science ELECTIVES TO CHANGE PROGRAM-APPLICABLE (CB24) STATUS

PEC 157 ADD TO LIST OF AA: Physical Education ELECTIVES TO CHANGE PROGRAM-APPLICABLE (CB24) STATUS

AS: Agricultural Science with Education Option (CCC-510)

Effective: Summer 2012 Summer 2011 Expedited

M/S/U to EXPEDITED APPROVAL OF AS in Agricultural Science (Through the summer voting process)
## C-ID Notifications

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>CID #</th>
<th>CID Name</th>
<th>Approval Date</th>
<th># Shared</th>
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<tbody>
<tr>
<td>SPCOM 104</td>
<td>Argumentation</td>
<td>COMM 120</td>
<td>Argumentation or Argumentation and Debate</td>
<td>10/31/2008</td>
<td>46</td>
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<td>ART 120</td>
<td>Basic Drawing 1</td>
<td>ARTS 110</td>
<td>Fundamentals of Drawing</td>
<td>10/31/2007</td>
<td>37</td>
</tr>
<tr>
<td>MATH 171</td>
<td>Calculus: First Course</td>
<td>MATH 900S</td>
<td>Single Variable Calculus Sequence</td>
<td>10/31/2007</td>
<td>28</td>
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<tr>
<td>MATH 172</td>
<td>Calculus: Second Course</td>
<td>MATH 900S</td>
<td>Single Variable Calculus Sequence</td>
<td>10/31/2007</td>
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<td>MATH 173</td>
<td>Calculus: Third Course</td>
<td>MATH 230</td>
<td>Multivariable Calculus</td>
<td>06/30/2008</td>
<td>37</td>
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<td>ART 124</td>
<td>Color and Design 1</td>
<td>ARTS 100</td>
<td>2-D Foundations</td>
<td>10/31/2007</td>
<td>51</td>
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<td>SPCOM 100</td>
<td>Fundamentals of Public Speaking</td>
<td>COMM 110</td>
<td>Public Speaking</td>
<td>06/30/2007</td>
<td>57</td>
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<td>CHEM 101</td>
<td>General Chemistry 1</td>
<td>CHEM 110</td>
<td>General Chemistry for Science Majors I, with Lab</td>
<td>06/30/2007</td>
<td>37</td>
</tr>
<tr>
<td>CHEM 102</td>
<td>General Chemistry 2</td>
<td>CHEM 120</td>
<td>General Chemistry for Science Majors II, with Lab</td>
<td>06/30/2007</td>
<td>33</td>
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<td>Geol 165</td>
<td>Geology of California</td>
<td>GEOL 200</td>
<td>Geology of California</td>
<td>08/01/2011</td>
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<td>SPCOM 106</td>
<td>Group &amp; Organizational Communication</td>
<td>COMM 140</td>
<td>Small Group Communication</td>
<td>06/30/2007</td>
<td>53</td>
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<td>ART 164</td>
<td>History of Art 1</td>
<td>ARTH 110</td>
<td>Survey of Western Art from Prehistory through the Middle Ages</td>
<td>10/31/2007</td>
<td>51</td>
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<tr>
<td>SPCOM 103</td>
<td>Interpersonal Communication</td>
<td>COMM 130</td>
<td>Interpersonal Communication</td>
<td>06/30/2007</td>
<td>56</td>
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<td>ADJU 201</td>
<td>Introduction to Administration of Justice</td>
<td>AJ 110</td>
<td>Introduction to Criminal Justice</td>
<td>06/30/2007</td>
<td>42</td>
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<td>GEOL 160</td>
<td>Introduction to Geology</td>
<td>GEOL 100</td>
<td>Physical Geology</td>
<td>07/12/2011</td>
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<td>SOCIO 125</td>
<td>Sociology of the Family</td>
<td>SOCI 130</td>
<td>Introduction to Marriage and Family</td>
<td>04/14/2011</td>
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</tr>
</tbody>
</table>

### ASSIST INFO: NEW IGETC SUB AREA ANNOUNCED

**From:** Chief Instructional Officers [mailto:CIO-ALL@LISTSERV.CCCCO.EDU] **On Behalf Of** Dunkle, Glenn  
**Sent:** Tuesday, August 23, 2011 12:54 PM  
**To:** CIO-ALL@LISTSERV.CCCCO.EDU  
**Subject:** ASSIST Update: New IGETC 5C Subarea

Dear Colleagues:

In December, 2010, the Intersegmental Council of Academic Senates (ICAS) voted to create a new sub-area within IGETC. A new sub-area 5C will identify those biological or physical science courses that meet the laboratory requirement within area 5. ASSIST is in the process of implementing changes to accommodate the new IGETC sub-area 5C.

This may affect publications such as catalogs and advising sheets, and may also affect local software applications utilizing ASSIST data. This announcement is to serve as an advance notice of the upcoming change in order to provide time for campuses and system offices to make the necessary updates. Please distribute as appropriate.

ASSIST ([www.assist.org](http://www.assist.org)) is the official repository of IGETC information and contains all approved IGETC information from its start in 1991 through the present. The Physical and Biological Sciences requirement of IGETC, area 5, requires that students complete at least 2 courses, one in Physical Science (5A) and one in Biological Science (5B). At least one course must contain a laboratory activity. Currently, ASSIST provides...
institution level reports that identify courses that meet the laboratory portion of the requirement by showing the courses in bold type.

THE FOLLOWING IMPLEMENTATION DATES ARE PLANNED:

As of May, 2012, data and reports on the ASSIST website will reflect the new IGETC sub-area 5C. At that time, all physical and biological science courses that are laboratory activity only will be listed exclusively in area 5C, while lecture-laboratory combination courses will continue to be listed in the appropriate area 5A or 5B as well as in the new area 5C. This will include historical courses as well as those approved as of Fall 2012. Bolding of the 5A and 5B courses on the ASSIST website IGETC reports will be eliminated in lieu of new area 5C qualification.

As of June 5, 2012, the monthly ASSIST data extracts (generated on the 5th of each month) will also include the new sub-area 5C. If your campus uses the monthly ASSIST IGETC extracts to seed data systems on your campus, you may need to make changes to accommodate the new sub-area 5C.

To aid in testing, please find attached the revised ASSIST Extract Specifications for your review. Additionally, ASSIST will make a test extract file available on our ftp site at ftp://extracts:assist@ftp.assist.org as of August 24, 2011 for your use in testing any program changes. The file name will be "igetc_5C_test". Please note that this is sample data and it is not recommended for loading into production systems.

If you have any questions about the policy, please contact Ken O'Donnell (kodonnell@calstate.edu) with the California State University Chancellor’s Office.

If you have any technical questions, please contact Glenn Dunkle (glenn@assist.org) with the ASSIST Coordination Site.

Thanks,
-Glenn Dunkle
Program Manager, ASSIST
www.assist.org
5201 California, Suite 203B, Irvine CA 92697
w: 949.824.5443

-Ken O’Donnell
Associate Dean, CSU Chancellor’s Office
www.calstate.edu
401 Golden Shore, Long Beach CA 90802
w: 562.951.4735

GE Breadth Decisions –2011: IGETC-CSU-GE


UC Transfer Course Agreement (TCA) Results

Dear Colleague,

We have completed analysis of the courses submitted for Modesto Junior College TCA for 11-12. This information is currently being entered into the ASSIST database. Subscribers to the ASSIST-L listserv will be notified via email when this new TCA has been published at www.assist.org. For information on subscribing to the ASSIST-L email listserv, visit http://assist.org/assist_l_about.html.

The following is a summary of our actions on your newly submitted courses:
New courses approved as UC Transferable:

ARCH 152  Architectural Design 1  5
ARCH 153  Architectural Design 2  5
COLSK 100  Foundations for First Year College Success  3

College catalog is required for transferable "college success" courses; Please consider adopting Modesto Junior College's catalog as required text.

Courses re-reviewed and approved as UC Transferable:
NONE

Courses approved as UC Transferable, but will not appear on the TCA because they are Variable Topics:
NONE

Courses not approved as UC Transferable:
NONE

HISTORY INFORMATION

NOTE: This year, UCOP will be conducting a subject area review for history and a course credit limitation review for pre-calculus. Submission of history courses is voluntary for the 2011-2012 cycle, but unsubmitted courses will be marked for fall 2012 removal. For further details on the history review, please see the attachments.

In 2010, UCOP received clarification from UC history faculty about the need for expanded details in the outlines of the following history courses: World History, Western Civilization, American History, Latin American History, History of Africa, History of Asia. We are only looking at series courses in these subjects, rather than courses with specialized focuses (e.g. Students are expected to write, in their own words, short written responses, examinations (e.g. bluebook essays) and/or longer papers (writings should utilize proper citation as appropriate);

The COR should explicitly state the expectation that students think critically through various types of assignments, such as: out of class assignments, collaborative group work, interactive presentations, independent research, and/or analytical writing;

The COR must include a primary text as well as additional required reading material (the COR should clearly indicate how the secondary reading material is incorporated into the content of the course);

An understanding of how students will learn historical perspectives as well as personal, class, and cultural values should be clearly indicated in the COR.

A suggestion, but not a requirement: the COR should include detailed information about the topics covered in the course content section, rather than simply a list of dates and locations covered in the course. The UCOP course evaluators will also be looking for a breakdown of course content into sections, though a breakdown by number of hours, as shown in the “good” history course outline, is not required.

Courses which require additional review or campus action:

HIST 101  History of the United States to 1877  3

UCOP will notify when a response is received

HIST 102  History of the United States Post Civil War  3

HIST 104  Western Civilization to 1650  3

UCOP will notify when a response is received

HIST 105  Western Civilization since 1650  3
UCOP will notify when a response is received
HIST 106 World Civilization to the 16th Century 3
UCOP will notify when a response is received
HIST 107 World Civilization from the 16th Century 3

UCOP will notify when a response is received
HIST 119 Social and Cultural History of 20th Century America 3

UCOP will notify when a response is received
112,119 and 155 combined: maximum credit, one course
HIST 145 History of Latin America 3

Courses removed by the college:
NONE

IV. CONSENT
The following course was approved for reactivation in 2009. Because no program status was indicated on the agenda or in the course record, CBZ4 Program Status was unclear.

PEC 157 Advanced Judo 1
Effective: Summer 2012
Modify: Program Status
Enrollment Restrictions: (A) Satisfactory completion of PEC 165A or PEW 167A or demonstrate competencies.
Distance Education Status: Not approved for Distance Education
Materials Fee Status: No materials fee required.
Articulation Status: Transfer to CSU and UC.
Guidance/Activities Status: Approved for MJC Activities.
Program Status:
1. Physical Education – A.A. Electives
Hearing no objections, PROGRAM STATUS for PEC 157 was approved.

V. DISCUSSION

INACTIVATIONS

PE 90 A,B Assisting in Adapted Physical Education 1-2
Effective: Summer 2012
INACTIVATE
Program Impact:
Stand Alone
M/S/U (C. Vaughn, J. Sola) to INACTIVATE PE 90
**PEC 145 X,A**

Advanced Golf

**Effective:** Summer 2012

**INACTIVATE**

**Program Impact:**

1. Physical Education A.A. Degree

**M/S/U (C. Vaughn, J. Sola) to INACTIVATE PEC 145X,A**

**UPDATES (including modifications/reactivations)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td><strong>ADJU 235</strong></td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td><strong>ENGL 49</strong></td>
<td>Basic English Skills</td>
<td>5</td>
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</table>

**PROGRAM IMPACT DETAILS**

**ADJU 235**

**Effective:** Summer 2012

**MODIFY:** Content, methods of instruction, typical assignments, textbooks, learning goals, methods of assessment

**Enrollment Restrictions:** None

**Distance Education Status:** Requesting Online.

**Materials Fee Status:** None

**Articulation Status:** Transfers to CSU and UC

**General Education Status:** Approved for (MJC-GE:B)

**Rationale:** Periodic Review

**Program Impact:**

1. Administration of Justice A.A. Degree
2. Administration of Justice A.S. Degree
3. General Studies, Emphasis in Social and Behavioral Sciences A.A. Degree

**M/S/U (C. Vaughn, J. Sola) to MODIFY ADJU 235**

**M/S/U (J. Sola, J. Beebe) to MAINTAIN PLACEMENT of ADJU 235 on MJC-GE.**

**ENGL 49**

**Effective:** Summer 2012

**MODIFY:** Description, content, enrollment restrictions, typical assignments, textbooks, course goal, learning goals, methods of assessment

**Enrollment Restrictions:** Maintaining: (C)Concurrent enrollment in or satisfactory completion of READ 40 Adding: or qualification by the MJC Assessment Process

**Distance Education Status:** None

**Materials Fee Status:** None

**Articulation Status:** Does not transfer

**General Education Status:** Not approved for GE

**Rationale:** Course is being modified to make language consistent across composition sequence

**Program Impact:**

Stand Alone

**ENGL 49, ENGL 50, ENGL 101, and ENGL 103 pulled as a block for discussion by R. Cranley**

R. Cranley asked for clarification on the status of course descriptions which had been noted as problematic during technical review by L. Miller. Per past practice, course descriptions have been expected to be written in a concise, “pithy” style without unnecessary words or lead-in phrases such as: “this course is designed to teach” or “instruction in.” Occasionally, course descriptions are written in a formal and technically complete manner, and L. Miller has been given the authority to edit them. D. Gilbert noted that the college’s style uses sentence fragments, and that the goal of the department was to clean those up. However, L. Miller had confirmed that this has always served a purpose to ensure that our catalog is “to the point” and to avoid restating the obvious for each course offered at MJC. D. Gilbert agreed that the established campus-wide style should overrule the department’s desire to stop using fragments.

**M/S/U (K.Ennis, L. Prusso) to MODIFY ENGL 49 with a friendly amendment (K. Ennis) that L. Miller collaborate with D. Gilbert to revise the course descriptions to follow the college’s established style.**

**M/S/U (J. Beebe, E. Kerr) to MODIFY REQUISITES for ENGL 49.**
ENGL 50 Basic Composition and Reading 5
Effective: Summer 2012
MODIFY: Description, content, textbooks, course goal, learning goals
Enrollment Restrictions: Maintaining: (P) Satisfactory completion of ENGL 49 or qualification by the MJC assessment process
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Does not transfer
General Education Status: Not approved for GE.
Rationale: Course is being modified to make language consistent across composition sequence
Program Impact:
1. Dental Assisting Certificate of Achievement
2. Professional Selling Certificate of Achievement
3. Retail Management (WAFC) Certificate of Achievement

ENGL 49, ENGL 50, ENGL 101, and ENGL 103 pulled as a block for discussion by R. Cranley (See discussion notes on ENGL 49.)
M/S/U (K. Ennis, L. Prusso) to MODIFY ENGL 49 with a friendly amendment (K. Ennis) that L. Miller collaborate with D. Gilbert to revise the course descriptions to follow the college's established style.
M/S/U (J. Beebe, E. Kerr) to MAINTAIN REQUISITES for ENGL 50

ENGL 101 Composition and Reading 3
Effective: Summer 2012
MODIFY: Description, content, enrollment restrictions, typical assignments, learning goals, methods of assessment
Enrollment Restrictions: Requesting (P) Satisfactory completion of ENGL 50 or qualification by the MJC assessment process. Maintaining (A) Before enrolling in this course students are strongly advised to satisfactorily complete READ 184.
Distance Education Status: Maintaining: Hybrid, Online
Materials Fee Status: None
Articulation Status: Transfers to CSU and UC
General Education Status: Approved for MJC-GE:D1, CSU-GE:A2, IGETC:1A
Rationale: Course is being modified to make language consistent across composition sequence
Program Impact:
1. CSU General Education Pattern Certificate of Achievement
2. Dental Assisting Certificate of Achievement
3. English A.A. Degree
7. Nursing Associate Degree Nursing A.S. Degree
8. Nursing: LVN to AND Upgrade A.S. Degree
9. Professional Selling certificate of Achievement
10. Retail Management (WAFC) Certificate of Achievement

ENGL 49, ENGL 50, ENGL 101, and ENGL 103 pulled as a block for discussion by R. Cranley (See discussion notes on ENGL 49.)
M/S/U (K. Ennis, L. Prusso) to MODIFY ENGL 49 with a friendly amendment (K. Ennis) that L. Miller collaborate with D. Gilbert to revise the course descriptions to follow the college's established style.
M/S/U (J. Beebe, E. Kerr) to MODIFY REQUISITES for ENGL 101

ENGL 101 and ENGL 103 pulled as a block for discussion by M. Garcia due to concern about references to face-to-face meetings for an online course. How is it that the DE Addendum for this course shows that students may have to attend online meetings? Shouldn’t that be removed? D. Gilbert reported that some instructors may offer a face-to-face meeting with students and find them to be beneficial to students. There was lively discussion. Can you require students in an online course to come to a face-to-face meeting? Many members reported that you may not, an example of which would be the student who is taking the course overseas. D. Gilbert withdrew the DE proposals; she will bring back to her department for revisions.
M/S (C. Vaughn, P. Upton) to MAINTAIN MODALITIES for ENGL 101 WITHDRAWN BY DIVISION
ENGL 103  
**Advanced Composition & Critical Thinking**

**Effective:** Summer 2012

- **MODIFY:** Description, content, enrollment restrictions, methods of instruction, typical assignments, textbooks, methods of assessment
- **Enrollment Restrictions:** Requesting (P) Satisfactory completion of ENGL 101
- **Distance Education Status:** Maintaining: Hybrid, Online
- **Materials Fee Status:** None
- **Articulation Status:** Transfers to CSU and UC
- **General Education Status:** Approved for MJC-GE:D2, CSU-GE: A3, IGETC:1B

**Rationale:** Course is being modified to make language consistent across composition sequence

**Program Impact:**
1. CSU General Education Pattern Certificate of Achievement
2. English A.A. Degree
3. Nursing A.S.Degree
4. General Studies, Emphasis in Language and Rationality A.A. Degree
5. MJC-GE Pattern

ENGL 49, ENGL 50, ENGL 101, and ENGL 103 pulled as a block for discussion by R. Cranley
(See discussion notes on ENGL 49.)

M/S/U (K.Ennis, L. Prusso) to MODIFY ENGL 49 with a friendly amendment (K. Ennis) that L. Miller collaborate with D. Gilbert to revise the course descriptions to follow the college’s established style.

M/S/U (J. Beebe, E. Kerr) to ADD REQUISITE for ENGL 103

M/ S/ (C. Vaughn, P. Upton) to MAINTAIN MODALITIES for ENGL 49103 WITHDRAWN BY DIVISION REP, D. Gilbert  [See notes on ENGL101]

M/S/U (J. Sola, J. Beebe) to MAINTAIN PLACEMENT of ENGL 103 on MJC-GE, CSU-GE, and IGETC.

LIBR 100  
**Research Concepts and Practice**

**Effective:** Summer 2012

- **MODIFY:** Course ID, title, units, description, content, methods of instruction, typical assignments, learning goals, methods of assessment
- **Enrollment Restrictions:** Requesting: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete ENGL 50.
- **Distance Education Status:** Approved for: Online
- **Materials Fee Status:** None
- **Articulation Status:** Transfers to CSU. Requesting UC
- **General Education Status:** Requesting (MJC-GE:D2).

**Rationale:** We are adding learning goals, content, and assignments to more fully align the class with the information competency standards laid out by the Association of College and Research Libraries. These additions will bump the course up to three units, which will also allow us to add it to the MJC graduation requirements. We are also changing the title because the current title is too close to the Psych102 class (Research Methods)

**Program Impact:**

- Stand Alone

M/S/U (C. Vaughn, J. Sola) to MODIFY LIBR 100

M/S/U (J. Beebe, E. Kerr) to ADD ADVISORY to LIBR 100

M/S/U (J. Beebe, M. Adams) to MAINTAIN MODALITY for LIBR 101

M/S/U (J. Sola, J. Beebe) to APPROVE PLACEMENT of LIBR 100 on MJC-GE.
MATH 49  
Skills for Success in Transfer Level Math courses  
Effective: Summer 2012  
MODIFY: Title, hours/face to face modalities, content, typical assignments, textbooks  
Enrollment Restrictions: None  
Distance Education Status: Maintaining: Hybrid  
Materials Fee Status: None  
Articulation Status: Does not transfer.  
General Education Status: Not approved for GE  
Rationale: To change the course from 0.25 units of lecture and 0.25 units of lab to 0.5 units of lab only.  
Program Impact:  
Stand Alone  

MATH 49 pulled for discussion by R. Cranley for concerns about requisite skills and a lack of clarity on how the content differs with each repetition. It was confirmed that the requisite information on repetitions was provided, so R. Cranley took back her remarks. There was considerable confusion about the requisite skills, which would imply that MATH 70 is a requisite for MATH 49, possibly implying that MATH 49 is a co-requisite or prerequisite for MATH 49. M. Adams clarified this is not the case, that this is a course designed to support students headed for the transfer math sequence, and should be taken in tandem with MATH 70 or MATH 90. It was resolved that this should be changed and brought back to the committee as a consent item on the next agenda.  

M/S/U (M. Adams, P. Upton) to MODIFY MATH 49 with the contingency that an advisory be considered to clarify the role of the course in the MATH department curriculum.  

M/S/U (J. Beebe, M. Adams) to MAINTAIN MODALITY for MATH 49.

PEC 128  
Aerobics  
Effective: Summer 2012  
MODIFY: Discipline/Number, (x version of course will require inactivation in Datatel), hours/face to face modalities, units, description, content, methods of instruction, typical assignments, learning goals, methods of assessment  
Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to be able to move and breathe with reasonable ease and with limited risk for incurring injury.  
Distance Education Status: None  
Materials Fee Status: None  
Articulation Status: Transfers to CSU and UC.  
Guidance/Activities Status: Approved for (MJC Activities)  
Rationale: Periodic Review  
Program Impact:  
1. Physical Education A.A. Degree  

M/S/U (C. Vaughn, J. Sola) to MODIFY PEC 128  
M/S/U (L. Prusso, K. Ennis) to MAINTAIN PLACEMENT of PEC 128 on ACTIVITIES

PEC 140  
Exercise for Fitness  
Effective: Summer 2012  
MODIFY: Discipline/Number, (x version of course will require inactivation in Datatel), hours/face to face modalities, units, repetitions, content, methods of instruction, typical assignments, textbooks, course goal, learning goals, methods of assessment  
Enrollment Restrictions: None  
Distance Education Status: None  
Materials Fee Status: None  
Articulation Status: Transfers to CSU and UC.  
Guidance/Activities Status: Approved for (MJC Activities)  
Rationale: Periodic Review  
Program Impact:  
1. Physical Education A.A. Degree  

M/S/U (C. Vaughn, J. Sola) to MODIFY PEC 140  
M/S/U (L. Prusso, K. Ennis) to MAINTAIN PLACEMENT of PEC 140 on ACTIVITIES
PEC 143  Beginning Golf  1  
**Effective:** Summer 2012  
**MODIFY:** Discipline/Number, (x version of course will require inactivation in Datatel), hours/face to face modalities, units, repetitions, content, methods of instruction, typical assignments, course goal, learning goals, methods of assessment  
**Enrollment Restrictions:** None  
**Distance Education Status:** None  
**Materials Fee Status:** None  
**Articulation Status:** Transfers to CSU, UC.  
**Guidance/Activities Status:** Approved for (MJC Activities)  
**Rationale:** Periodic Review  
**Program Impact:**  
1. Physical Education A.A. Degree  
*M/S/U (C. Vaughn, J. Sola) to MODIFY PEC 143*  
*M/S/U (L. Prusso, K. Ennis) to MAINTAIN PLACEMENT of PEC 143 on ACTIVITIES*

PEC 144  Intermediate Golf  1  
**Effective:** Summer 2012  
**MODIFY:** Discipline/Number, (x version of course will require inactivation in Datatel), units, hours/face to face modalities, description, repetitions, content, methods of instruction, typical assignments, course goal, learning goals, methods of assessment  
**Enrollment Restrictions:** Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete PEC 143 or demonstrate basic knowledge and skills of the game.  
**Distance Education Status:** None  
**Materials Fee Status:** None  
**Articulation Status:** Transfer to CSU, UC.  
**Guidance/Activities Status:** Approved for (MJC Activities)  
**Rationale:** Periodic Review  
**Program Impact:**  
1. Physical Education A.A. Degree  
*M/S/U (C. Vaughn, J. Sola) to MODIFY PEC 144*  
*M/S/U (J. Beebe, E. Kerr) to MAINTAIN ENROLLMENT RESTRICTION for PEC 144*  
*M/S/U (L. Prusso, K. Ennis) to MAINTAIN PLACEMENT of PEC 144 on ACTIVITIES*

PEC 183  Volleyball  1  
**Effective:** Summer 2012  
**MODIFY:** Discipline/number, (x version of course will require inactivation in Datatel), title, units, hours/face to face modalities, description, content, methods of instruction, typical assignments, course goal, learning goals, methods of assessment  
**Enrollment Restrictions:** None  
**Distance Education Status:** None  
**Materials Fee Status:** None  
**Articulation Status:** Transfer to CSU, UC.  
**Guidance/Activities Status:** Approved for (MJC Activities)  
**Rationale:** Periodic Review  
**Program Impact:**  
1. Physical Education A.A. Degree  
*M/S/U (C. Vaughn, J. Sola) to MODIFY PEC 183*  
*M/S/U (L. Prusso, K. Ennis) to MAINTAIN PLACEMENT of PEC 183 on ACTIVITIES*
PEC 195  Weight Training  1
Effective: Summer 2012
MODIFY: Repetitions, content, methods of instruction, typical assignments, textbooks, course goal, learning goals, methods of assessment
Enrollment Restrictions: None
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Transfer to CSU, UC
Guidance/Activities Status: Approved for (MJC Activities)
Rationale: Periodic Review
Program Impact:
1. Physical Education A.A. Degree

M/S/U (C. Vaughn, J. Sola) to MODIFY PEC 195
M/S/U (L. Prusso, K. Ennis) to MAINTAIN PLACEMENT of PEC 195 on ACTIVITIES

SPAN 101  Spanish 1  5
Effective: Summer 2012
MODIFY: content, methods of instruction, typical assignments, textbooks, learning goals
Enrollment Restrictions: None
Distance Education Status: Requesting: Online, Hybrid
Materials Fee Status: None
Articulation Status: Transfer to CSU, UC
General Education Status: Approved for (MJC –GE:C), (CSU-GE:C2), (IGETC: 6A)
Rationale: Updating for course compliance
Program Impact:
1. CSU General Education Pattern Certificate of Achievement
2. General Studies, Emphasis in Humanities A.A. Degree

M/S/U (C. Vaughn, J. Sola) to MODIFY SPAN 101
M/S/U (J. Beebe, M. Adams) to ADD MODALITIES to SPAN 101
M/S/U (J. SOLA, J. BEEBE) to MAINTAIN PLACEMENT of SPAN 101 on MJC-GE, CSU-GE, and IGETC.

NEW COURSES
(None)

VI. PROGRAMS

Chancellor’s Office Approvals/Denials/Updates
Definitely postponed until 09/27/2011
B. Adams shared that, we have received formal notification of approval for various awards, that they were not put on the agenda due to time constraints. She shared that we received notification of CCCC CO approval for two TMCs proposed and locally approved last spring.

Program Changes that do not require Chancellor’s Office Notification/Application
None

CCC-501: Application for Approval - New Credit Programs
None

CCC-510: Substantial Changes to an Approved Credit Program

None
CCC-511: Non-Substantial Changes to Approved Program or Change of Active–Inactive Status
None

CCC-520: Request to Convert Non-compliant Degree to Compliant Degree or Certificate of Achievement
None

VII. UNFINISHED BUSINESS

Action Items

1. Course Substitutions for Academic Awards
   M. Robles / B. Adams
   M. Robles shared that Admissions and Records is looking for clarification on the process for course substitutions. How is this done in the divisions? Is the prerequisite challenge process consistent campus-wide? M. Robles reported concern that students are not seeing the same message/process from all divisions, creating confusion.

Informational Items

1. Equating Courses and Repetitions
   L. Miller
   No Report

2. Curriculum in Transition
   B. Adams
   PROGRAM DATA AND APPROVAL
   B. Adams continued discussion on the transition of curriculum in light of recent program discontinuances, changes to state process and regulation, and CurricUNET’s program module. There is a great deal of activity in all these areas. She reminded the committee to check to confirm that the catalog accurately reflects programs, as well as the recently input program module data. This data will eventually be used to create the catalog, so it is important that departments are reviewing data that was input over the summer by J. Van Kuren (SME) and S. Fornelli. Programs that were discontinued will need to be inactivated through the CCCC0, but B. Adams wants to ensure that courses associated with the program do not first need to be inactivated. L. Miller will contact the state for advice. Deadline to submit changes for 2012-2013 is October 3.

   CHANGES TO WITHDRAWALS AND REPETITIONS
   There are going to be changes to statewide regulations on withdrawals and repetitions. Information should be forthcoming this fall.

   PLACING COURSES WITHIN DISCIPLINES
   There are going to be changes to practices and regulations of placement of courses within disciplines, because this is tied into which faculty meet the minimum qualifications for teaching in a given discipline.

IX. NEW BUSINESS

Action Items

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

ICAS: University faculty requesting individual faculty syllabi and final exams  

R. Cranley

R. Cranley reported that ICAS (Intersegmental Committee of Academic Senates), a committee representative of the UC, CSU and CCC systems, has clarified some articulation practices through a memo to CCC Senate presidents, Curriculum chairs, and Articulation officers.

While ICAS recognizes the primacy of the institution’s course outline of record, it reserves the right to request course syllabi or final examinations to gauge the content and rigor of a course. Due to concerns about a transfer student’s ability to succeed in a more advanced course within the UC or CSU, ICAS advises colleges to ensure that objectives, content, assignments reflected in the COR vividly demonstrate the rigor and scope of the course.

X. WORKGROUPS

1. Operations Workgroup  

J. Zamora / B. Adams / L. Miller

The Operations Workgroup has not met, but B. Adams and L. Miller would like to resume this workgroup to ensure that committee and operational processes functioning most efficiently. B. Adams asked L. Miller to check into whether there will be a meeting of the workgroup on Tuesday, September 20.

XI. TASK FORCES

1. Special Topics, Experimental, Independent, Work-Experience Task Force  

B. Adams

B. Adams stated that we are going to run Special Topics, Experimental, Independent, Work Experience courses through the system like standard course revisions. We will create templates for Independent study courses.

2. CurricUNET Implementation Task Force Update  

B. Adams reported that B. Sanders, L. Miller, L. Gerasimchuk, and she met on Tuesday, September 6 to review the proposal types in CurricUNET and clean up the system. The removal of some confusing proposal types should make the course revision and creation processes easier for faculty to navigate.

XII. PUBLIC COMMENT

- E. Maki asked if committee members are responsible for reviewing and inputting information in the program module for all of the programs in each member’s discipline. B. Adams commented that the responsibility lies with each discipline’s faculty, and the committee member will then review as rep.

- Chris Vaughn informed the committee the Computer Science faculty plan to revamp their curriculum and change their discipline prefix.
Karen Walters-Dunlap
Vice President of Instruction
Modesto Junior College
435 College Ave.
Modesto, CA 95350-5800

Dear Karen Walters-Dunlap:

The Chancellor's Office hereby approves Modesto Junior College's AS-T Degree (transfer) in Mathematics as listed below. It has been entered into the Curriculum Inventory under T.O.P. code 170100 with TRANSFER status.

- AS-T Degree (transfer) in Mathematics with program control number 30675.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,

Stephanie Low
Dean, Curriculum & Instruction
Academic Affairs Division

Cc: Letitia S. Miller
06/24/2011

Karen Walters-Dunlap  
Vice President of Instruction  
Modesto Junior College  
435 College Ave.  
Modesto, CA 95350-5800

Dear Karen Walters-Dunlap:

The Chancellor’s Office hereby approves Modesto Junior College’s requested changes to their Computer Science program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Stephanie Low  
Dean, Curriculum & Instruction  
Academic Affairs Division

Cc: Letitia S. Miller
06/02/2011

Karen Walters-Dunlap
Vice President of Instruction
Modesto Junior College
435 College Ave.
Modesto, CA 95350-5800

Dear Karen Walters-Dunlap:

The Chancellor's Office hereby approves Modesto Junior College's Associate in Arts in Communication Studies for Transfer as listed below. It has been entered into the Curriculum Inventory under T.O.P. code 150600 with TRANSFER status.

- Associate in Arts in Communication Studies for Transfer with program control number 30643.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,

Sally J. Montemayor Lenz
Interim Dean
Academic Affairs Division

Cc: Letitia S. Miller
07/01/2011

Karen Walters-Dunlap
Vice President of Instruction
Modesto Junior College
435 College Ave.
Modesto, CA 95350-5800

Dear Karen Walters-Dunlap:

The Chancellor's Office hereby approves Modesto Junior College's **A.A. DEGREE** in **University Preparation, Emphasis in Earth Sciences** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **193000** with status.

- **A.A. DEGREE** in **University Preparation, Emphasis in Earth Sciences** with program control number **30727**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,

Stephanie Low
Dean, Curriculum & Instruction
Academic Affairs Division

Cc: Letitia S. Miller
07/28/2011

Karen Walters-Dunlap
Vice President of Instruction
Modesto Junior College
435 College Ave.
Modesto, CA 95350-5800

Dear Karen Walters-Dunlap:

The Chancellor’s Office hereby approves Modesto Junior College’s requested changes to their Physical Science program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Stephanie Low
Dean, Curriculum & Instruction
Academic Affairs Division

Cc: Letitia S. Miller
(Instruction Office Note – LSM 09/22/11)
This letter arrived as a blank report from the CCC Inventory on 08/27/2011. After a search of the inventory using the CCCC0 ID 30806, it was discovered that this letter was meant to notify MJC of approval for the APPRENTICESHIP: ELECTRICIAN MAINTENANCE. This particular program is being used by the CCCC0 to pilot the CCC-530 application form in their system. J. Vorhies, CCCC0, was notified of the blank report bug and it has not yet been resolved. This letter appears blank in the Curriculum Agenda for the purpose of reporting the approval to the MJC community.
Hello,

Here is information on the new Title 5 Repeats and Withdrawal Regulations:

http://www.cccco.edu/Portals/4/Legal/regulations/attachments/FINAL_as_FILED_Repetition_Withdrawal.pdf

The link above link takes you to the newly revised codes. A quick summary:

- Maximum number of W’s reduced from 4 to 3. No more reference to whether those W’s are before or after completing a course with an “evaluative symbol” – A, B, C, D, F, P, NP. (The W is a non-evaluative symbol.) Just a clean “Maximum # of W’s = 3”

- Students can still repeat classes for grade improvement one time, with allowance by petition for a second attempt at grade improvement if necessary.

- We can continue to do repeatable classes up to 4 semesters.

- Students are now limited to three enrollments, whether those are letter grades or W’s. After that, the district/college can choose to grant an exception and allow a student to enroll again anyway under limited (prescribed) circumstances, but cannot claim apportionment for it.

These changes are required to be implemented by Summer 2012; we’ll start the analysis of the impact of the new regulations on class enrollments (if any!) this semester.

Please don’t hesitate to contact me if you have questions/concerns.

Thanks,

Karen
Karen Walters Dunlap, Ph.D.
Vice President of Instruction
Modesto Junior College
435 College Avenue
Modesto, CA 95350
209.575.6058

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Dear CIOs,

The process to approve recent changes to title 5 related to repeats and withdrawals has been finalized. See the attached memo for some very important information on the implementation of this change. The changes will definitely impact students on your campus who repeat classes so I suggest you become familiar with this issue.

If you have any questions, please feel free to contact me.

Sincerely,

Barry A. Russell
Vice Chancellor of Academic Affairs
California Community College Chancellor's Office
916.322.6886
brussell@cccco.edu
§ 55024. Withdrawal.

(a) The governing board of a district which decides to provide a withdrawal procedure shall adopt a policy which provides for withdrawal from credit courses consistent with the following:

(1) Withdrawal from a course or courses shall be authorized through the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less). The governing board, however, may establish a final withdrawal date which prohibits withdrawal after a designated point in time between the end of the fourth week of instruction (or 30 percent of a term, whichever is less) and the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less). The academic record of a student who remains in a course beyond the time allowed by district policy must reflect a symbol as authorized in section 55023 other than a “W.”

(2) The governing board may by regulation authorize withdrawal from a course or courses in extenuating circumstances after the last day of the fourteenth week (or 75 percent of the term, whichever is less) upon petition of the student or his or her representative and after consultation with the appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

(3) No notation (“W” or other) shall be made on the academic record of the student who withdraws during the first four weeks or 30 percent of a term, whichever is less. The governing board may establish a period of time shorter than the first four weeks or 30 percent of a term, during which no notation shall be made.

(4) Withdrawal between the end of the fourth week (or such time as established by the district) and the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less) shall be authorized, provided the appropriate faculty is informed.

(5) Withdrawal after the end of the fourteenth week (or 75 percent of a term, whichever is less) when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a “W.”

(6) For purposes of withdrawal policies, the term “appropriate faculty” means the instructor of each course section in question or, in the event the instructor cannot be contacted, the department chair or appropriate administrator.

(7) The “W” shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal pursuant to article 3 of this subchapter.

(8) A “W” shall not be assigned, or if assigned shall be removed, from a student's academic record, if a determination is made pursuant to sections 59300 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.
(9) Effective July 1, 2009, the district policy shall establish the number of times (not to exceed three times) that a student may withdraw and receive a “W” symbol on his or her record for enrollment in the same course. The district policy may permit a student to enroll again in a course after having previously received the authorized number of “W” symbols in the same course in colleges within the district pursuant to section 58161.5, if:
(A) apportionment is not claimed, and
(B) the chief instructional officer, chief student services officer or other district official designated in the district policy approves such enrollment after review of a petition filed by the student.
(10) The district policy may provide that a “W” symbol will not be assigned to any student who withdrew from one or more classes, where such withdrawal was necessary due to fire, flood or other extraordinary conditions and the withdrawal is authorized by the district pursuant to section 58509.
(11) The district policy shall include provisions for intervention in cases of multiple withdrawals.
(b) Within the parameters set forth in subdivision (a), criteria for withdrawal and the procedures to accomplish it shall be established by the district governing board and published in college catalogs.
(c) A district's responsibilities with respect to enrollment or attendance accounting shall not be modified or superseded in any way by adoption of a withdrawal policy.
(d) The governing board of a district which decides to provide a withdrawal policy shall also adopt military withdrawal procedures consistent with the following:
(1) “Military Withdrawal” occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be a “MW.”
(2) Military withdrawals shall not be counted in progress probation and dismissal calculations.
(3) “MW” shall not be counted for the permitted number of withdrawals.
(4) In no case may a military withdrawal result in a student being assigned an “FW” grade.
(e) Notwithstanding the limits set forth above, apportionment will be limited as set forth in section 58161.


2. Section 55040 of article 4 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is amended to read:

§ 55040. District Policy for Course Repetition.
(a) The governing board of each community college district shall adopt and publish policies and procedures pertaining to the repetition of credit courses. Such policies and procedures shall not conflict with section 55025 or Education Code section 76224,
pertaining to the finality of grades assigned by instructors, or with subchapter 2.5 (commencing with section 59020) of chapter 10 of this division, pertaining to the retention and destruction of student records.

(b) For purposes of course repetition, academic renewal, and all other related provisions in this division, the following terms shall have the meanings specified below:

(1) “Course repetition” occurs when a student who has previously received an evaluative symbol as defined in section 55023, in a particular course re-enrolls in that course and receives an evaluative symbol as defined in section 55023.

(2) “Substandard academic work” means course work for which the grading symbols “D,” “F,” “FW,” “NP” or “NC” (as defined in sections 55023 and 55030) have been recorded.

(c) The policies and procedures adopted pursuant to subdivision (a) may:

(1) designate certain types of courses as “repeatable courses” consistent with the requirements of section 55041;

(2) allow a student to repeat a course in an effort to alleviate substandard academic work consistent with the requirements of section 55042;

(3) permit or require a student to repeat a course due to significant lapse of time consistent with the requirements of section 55043;

(4) permit a student to repeat a portion of a variable unit open-entry/open-exit course which the student previously completed only under the circumstances described in section 55044;

(5) permit a student to repeat a course which is not designated as a repeatable course, regardless of whether or not substandard academic work was previously recorded, where the district determines, consistent with section 55045, that there are extenuating circumstances which justify the repetition;

(6) permit a student to repeat a course in occupational work experience under the circumstances described in section 55253. When an occupational work experience course is repeated pursuant to that section, the grade received each time shall be included for purposes of calculating the student’s grade point average.

(7) permit a student with a disability to repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in section 56029. The district policy may allow the previous grade and credit to be disregarded in computing the student’s GPA each time the course is repeated.

(d) When course repetition occurs pursuant to this section, the student’s permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

(e) Notwithstanding the limits set forth above, apportionment will be limited as set forth in section 58161.


3. Section 55042 of article 4 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is amended to read:
§ 55042. Course Repetition to Alleviate Substandard Academic Work.
   (a) The district policies and procedures on course repetition adopted pursuant to section 55040 may permit a student to repeat a course in an effort to alleviate substandard academic work.
   (b) If a student repeats a course which is not designated as a repeatable course and receives a satisfactory grade, then he or she may not repeat the course again pursuant to this section and any further repetition of the course must be authorized by another provision of this division. If a student repeats the course and receives another substandard grade, the district policy may permit the student to repeat the course one additional time in an effort to alleviate substandard work. District policy may permit a student to petition to repeat a course for which three substandard grades have been assigned, provided apportionment is not claimed pursuant to section 58161.5. The first two substandard grades may be excluded in computing the student's GPA if the student repeats the class two or more times.
   (c) If a student repeats a repeatable course and a substandard grade has been recorded, district policy may allow the previous grade and credit to be disregarded provided that no additional repetitions are permitted beyond those limits specified in section 55041(c)(6). No more than two substandard grades may be alleviated pursuant to this section.
   (d) Notwithstanding section 55041, policies and procedures related to course repetition to alleviate substandard academic work shall:
      (1) permit repetition of any course which was taken in an accredited college or university and for which substandard academic work is recorded;
      (2) indicate any specific courses or categories of courses where repetition pursuant to this section is not permitted; and
      (3) in determining transfer of a student's credits, honor similar, prior course repetition actions by other accredited colleges and universities.


4. Section 58161 of article 5 of subchapter 2 of chapter 9 of division 6 of title 5 of the California Code of Regulations is amended to read:

§ 58161. Apportionment for Course Repetition Enrollment.
   A community college district may claim the attendance of students who repeat enroll in credit courses for state apportionment only if so authorized by this section and if all other requirements of this chapter are satisfied. For purposes of this section an enrollment occurs when a student receives an evaluative or nonevaluative symbol pursuant to section 55023.
   (a) Where substandard academic work (as defined in section 55040) has been recorded for the attendance of a student in a credit course, apportionment may be claimed for a maximum of two repetitions of the course to alleviate substandard work pursuant to section 55042.
   (b) The attendance of students in legally mandated training as provided in section 55041 may be claimed for state apportionment without limitation.
(c) The attendance of students in credit activity courses, and other courses described in subdivision (c) of section 55041, may be claimed for state apportionment for a maximum of four semesters or six quarters (the original enrollment and three semesters or five quarters of repeated enrollment). For purposes of this subdivision, semesters and quarters include summer sessions and intersessions. This limitation applies even if the student receives a substandard grade during one or more of the enrollments in such a course or petitions for repetition due to special circumstances as provided in section 55045.

(d) The attendance of a student with a disability may be claimed for state apportionment each time the student repeats a credit special class as a disability-related accommodation which is justified by one of the circumstances described in section 56029.

(e) The attendance of a student repeating a credit course by petition pursuant to section 55045 may be claimed for state apportionment for a maximum of two repetitions.

(f) The attendance of a student repeating a credit course because the district determines pursuant to of section 55043 that there has been a significant lapse of time since the student previously took the course may be counted for only one repetition beyond the prior enrollment.

(g) State apportionment may be claimed for the attendance of a student repeating a portion of a variable unit open entry/open exit credit course only to the extent that repetition of such courses is permitted pursuant to section 55044.

(h) The attendance of a student repeating a cooperative work experience course pursuant to section 55253 may be claimed for state apportionment without limitation.

(a) A district may claim state apportionment for attendance of students for enrollments totaling a maximum of three semesters or five quarters, including summer sessions and intersessions, per credit course and if all other requirements of this chapter are satisfied. For purposes of this section, enrollments include any combination of withdrawals and repetitions.

(b) Notwithstanding subdivision (a) of this section, a district may claim state apportionment for one additional enrollment if all other requirements of this chapter are met and only in the following circumstances:

1. The attendance of a student repeating a credit course because the district determines pursuant to section 55043 that there has been a significant lapse of time since the student previously took the course.

2. The attendance of a student repeating a credit course pursuant to section 55045 due to extenuating circumstances, if such credit course is not designated as repeatable pursuant to section 55041(c).

(c) Notwithstanding subdivisions (a), (b) and (d) of this section, a district may claim state apportionment for students’ enrollments in credit courses without limitation if all other requirements of this chapter are met and in the following circumstances:

1. The attendance of a student in legally mandated training as provided in section 55041(b).

2. The attendance of a student with a disability may be claimed for state apportionment each time the student repeats a credit special class as a disability-related accommodation which is justified by one of the circumstances described in section 56029.

3. The attendance of a student repeating a portion of a variable unit open entry/open exit credit course may be counted for state apportionment only to the extent that repetition of such courses is permitted pursuant to section 55044.
(4) The attendance of a student repeating a cooperative work experience course pursuant to section 55253 may be claimed for state apportionment without limitation.

(5) The attendance of a student withdrawing as a result of extraordinary conditions pursuant to section 55024(a)(10).

(6) The attendance of a student receiving a military withdrawal (“MW”) pursuant to section 55024(d)(1).

(d) Notwithstanding subdivisions (a), (b) and (c) of this section, a district may claim state apportionment for students’ enrollments in credit courses designated as repeatable as provided in section 55041(c) for a maximum of four semesters or six quarters. This limitation applies even if a student receives a substandard grade during one or more of the enrollments in such a course or petitions for repetition due to special circumstances as provided in section 55045.

(i) To the extent permitted by article 4 of subchapter 1 of chapter 6, a district may permit repetition enrollment in credit courses beyond the limits set forth in this section, but such additional enrollments may not be claimed for state apportionment.


5. Section 58161.5 of article 5 of subchapter 2 of chapter 9 of division 6 of title 5 of the California Code of Regulations is repealed:

§ 58161.5. Apportionment for Re-Enrollment After Withdrawal.

Notwithstanding section 58161 or any other provision of law, a community college district may not claim apportionment for the attendance of a student in a credit course if the student withdraws from the course and a “W” symbol, as defined in section 55023, is assigned to the student and the “W” symbol has previously been assigned to that student for that same course at colleges within the district on four or more occasions.

September 12, 2011

To: Chief Student Services Officers  
Chief Instructional Officers  
Academic Senate Presidents  
Chief Business Officers  
Admissions and Records Officers  

From: Linda Michalowski, Vice Chancellor Student Services  
Dr. Barry Russell, Vice Chancellor, Academic Affairs  

Subject: Advisory Regarding Title 5 Repetition and Withdrawal from Credit Courses  

The purpose of this memorandum is to advise districts about the effective date of the new title 5 regulations on credit course repeats and withdrawals and to provide guidance on what actions districts should take in the interim. On July 11, 2011, the Board of Governors (BOG) adopted regulations limiting the number of times a community college district could receive apportionment for a student who has enrolled in the same credit course up to three times, with certain, limited exceptions. Details regarding this change can be found at: http://www.cccco.edu/ChancellorsOffice/Divisions/Legal/RegulationNotices/tabid/411/Default.aspx. This regulatory change was prompted in response to the reduced system capacity and increased enrollment demand faced by the California Community Colleges and the need to re-examine state policies to ensure that as many students as possible are provided the opportunity to access a postsecondary education.

The regulations have been approved by the Department of Finance and will be filed next week with the Secretary of State. The regulations are effective thirty days after filing with the Secretary of State and all community college districts are required to comply with all effective regulations. However, a district will not be considered to be out of compliance with a regulatory requirement solely because its written district policies or procedures have not been revised by the effective date, provided that it conforms with such policies or procedures to the regulatory requirement within 180 days after the effective date of such regulations and, at the first available opportunity, incorporates necessary changes into its catalog and class schedules. The anticipated effective date of the new regulations is October 12, 2011. Given the foregoing, we expect colleges would conform with appropriate policy changes and notice to the public in time for summer session 2012. Colleges are required to include this information in their next scheduled catalog update.
Advisory Regarding Title 5 Credit Course Repetition & Withdrawals Limit
September 12, 2011
Page 2

Action
Colleges should understand that the limits set forth in the revised regulations will affect students based on their prior course enrollments. From the effective date of the new regulations, all credit course repeats and withdrawals in a student’s enrollment record are counted towards the new limit. The decision by students to repeat or withdraw from a class with a “W” has many more implications under the new regulations. Colleges should make every effort to provide clear guidance to students on this issue so that they can make informed choices as they register for classes in the future. Therefore, we recommend that you begin now to provide direction to all counseling staff and others who work with students so that they can explain the changes to students as they consider withdrawing from courses they are currently taking and begin to register for the spring term and beyond. In addition, there are most likely programming changes that need to occur within your campus management information systems to reflect the apportionment limits.

Should you have any questions about the proposed regulations or the implementation timeline, please contact Dr. Barry Russell at (916) 322-6888 or brussell@cccco.edu or Sonia Ortiz-Mercado at (916) 322-6817 or via email at sortiz@cccco.edu.

cc Sonia Ortiz-Mercado, Dean, Student Services
   Sally Montemayor-Lenz, Interim Dean, Curriculum and Instruction