



Curriculum Committee

AGENDA

Tuesday, April 2, 2013

Yosemite 213 2:40 PM

I. APPROVAL OF ORDER OF AGENDA

II. APPROVAL OF MINUTES

March 19, 2013

III. COURSE NOTIFICATION AGENDA

CCCCO 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

(None)

V. COURSE DISCUSSION AGENDA

INACTIVATIONS

FILM	151	Advanced Film Production 1 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	3
FILM	152	Advanced Film Productions 2 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	3

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. <u>INACTIVATE:</u> 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	3
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. <u>INACTIVATE:</u> 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	3
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. <u>INACTIVATE:</u> 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	3

PLACEMENT OF COURSES IN DISCIPLINES:

None

MODIFICATIONS/REACTIVATIONS

- ANSC 210 Livestock Selection & Evaluation 3**
Effective: Fall 2013 **Expedited!** *To comply with newly revised code or law.*
Rationale for Expedited Approval: Comply with change in law regarding repeatability.
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
- ANSC 240 Beef Fitting and Showing 2**
Effective: Fall 2013 **Expedited!** *To comply with newly revised code or law.*
Rationale for Expedited Approval: Comply with change in law regarding repeatability.
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
- ANSC 241 Sheep Fitting and Showing 2**
Effective: Fall 2013 **Expedited!** *To comply with newly revised code or law.*
Rationale for Expedited Approval: Comply with change in law regarding repeatability.
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	<p>Fall Spirit Leadership Training 3</p> <p>Effective: Fall 2013 Expedited! <i>To comply with newly revised code or law.</i></p> <p>Rationale for Expedited Approval: Periodic review and update to meet current curriculum standards and adhere to curriculum matrix.</p> <p>MODIFY: Hours, units, title, variable, field trip, repeat policy, grading policy, description, content, outcomes, objectives, methods of instruction, methods of evaluation, textbook.</p> <p>Enrollment Restrictions: None</p> <p>Distance Education Status: None</p> <p>Materials Fee Status: None</p> <p>Articulation Status: Transfer to CSU and UC</p> <p>General Education Status: Approved for (MJC: Activities)</p> <p>Rationale: This is an existing course that is affected by the new repeatability standards.</p> <ol style="list-style-type: none"> 1. Associate of Arts in Physical Education
SOCIO	101	<p>Introduction to Sociology 3</p> <p>Effective: Spring 2014 Expedited! <i>To align with C-ID descriptor</i></p> <p>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.</p> <p>MODIFY: Hours, description, objectives, content, methods of instruction, methods of evaluation, textbooks.</p> <p>Enrollment Restrictions: None</p> <p>Distance Education Status: None</p> <p>Materials Fee Status: None</p> <p>Articulation Status: Transfer to CSU and UC</p> <p>General Education Status: Approved for (MJC-GE: B) (CSU-GE: D0) (IGETC: 4J)</p> <p>Rationale: This course is being updated for compliance and to align with C-ID descriptor included in Transfer Model Curriculum.</p> <p>Program Impact:</p> <ol style="list-style-type: none"> 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

CCCCO 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

(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

- SR: Gas Tungsten Arc Welding 10**
INACTIVATE:
Effective: Summer 2013 **Expedited!**
Rationale for Expedited Implementation: To ensure students receive accurate information about the availability of curricular offerings in the 2013-2014 catalog.
- C: Master Teacher 32**
Modify: Program structure, required courses, elective options
Effective: Summer 2013 **Expedited!**
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 CCCC 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

CLDDV	101	[1]	Principles and Practices of Teaching Young Children	3
CLDDV 103	[1]		Child Growth and Development	3
CLDDV 107	[1]		Introduction to Curriculum	3
CLDDV 109	[1]		Child-Family-Community.	3
CLDDV 126C	[4]		Inclusion Special Needs Practicum	3 OR
CLDDV 127C	[3]		Infant and Toddler Practicum	3 OR
CLDDV 128C	[3]		Preschool Practicum	3
CLDDV 154	[3]		Adult Relationships & Mentoring in Schools	2

ELECTIVES - COMPLETE 9 UNITS:

CLDDV	111	[2] Health, Safety, and Nutrition	3
CLDDV	121	[2] Guidance of Young Children	3
CLDDV	125	[2]	... Infant and Toddler Development	3
CLDDV	163	[4]	Working with Children with Special Needs	3
CLDDV	167	[4] Observation and Assessment	3
CLDDV	262	[4] Diversity in Educational Settings	3

SELECT ONE 6-UNIT SPECIALIZATION OPTION FROM THE FOLLOWING:

Choose one of the following options:

Early Intervention Option – Complete 6 units.

CLDDV	163	3
CLDDV	167	3, or
CLDDV	160	3

Infant/Toddler Option – Complete 6 units.

CLDDV 125	3
CLDDV 127	3
CLDDV 122	3
TOTAL UNITS FOR CERTIFICATE OF ACHIEVEMENT		32

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 |
| 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
Postponed until December | M. Robles |
| 2. Repeatability | B. Adams |
| 3. Independent Study Course Outlines | B. Adams |

Informational Items

- | | |
|----------------------------------------------------------------------|------------------|
| 1. Equating Courses and Repetitions
Postponed Indefinitely | L. Miller |
|----------------------------------------------------------------------|------------------|

XI. NEW BUSINESS

Informational Item

- | | |
|-------------------------------------------|-----------------|
| 1. Curriculum Committee Membership | B. Adams |
|-------------------------------------------|-----------------|

Action Items

- | | |
|------------------------------------------------------------------------------------------------------------|------------------|
| 1. Prerequisite/Corequisite/Advisory/Limitation on Enrollment Language Standardization
No Report | L. Miller |
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XII. PUBLIC COMMENT



Curriculum Committee

MINUTES

Tuesday, March 19, 2013
Yosemite 213 2:40 PM

- Members Present:** B. Adams (Co-chair), M. Adams, S. Berger, Rebecca Clayton (ASMJC Rep.), S. Circle, R. Cranley, K. Ennis, M. Garcia, E. Kerr, L. Lanigan, E. Lucas, M. Lynch, C. Mulder, E. Maki, L. Hatch, J. Sola, C. Vaughn
- Members Absent:** Community & Economic Development Rep. (Vacant), Student Services Rep. (Vacant), Technical Education (Vacant), M. Boyd, J. Hamilton (Co-chair), S. Kincade (VP, Instruction), M. Robles
- Others Present:** Kevin Alavezos (Professor-Office Administration), Amy Bethel (Executive Secretary, Meeting Recorder), Julie Hughes (Admissions and Records Specialist, Student Services), Catherine Rasmussen (Professor-Nursing)

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

March 5, 2013

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	<p>Nursing Process: Fundamentals</p> <p>Effective: Summer 2013 Expedited! <i>To comply with newly revised code or law.</i></p> <p>Rationale for Expedited Approval: Updating fees to reflect accurate cost of student materials</p> <p>MODIFY Materials fee</p> <p>Materials Fee Status: Increasing fee from \$150 to \$235</p> <p>Hearing no objections, the materials fees modifications were approved and expedited.</p>	8
NURSE 262	<p>Nursing Process: Skills</p> <p>Effective: Summer 2013 Expedited! <i>To comply with newly revised code or law.</i></p> <p>Rationale for Expedited Approval: Updating fees to reflect accurate cost of student materials</p> <p>MODIFY Materials fee</p> <p>Materials Fee Status: Increasing fee from \$115 to \$238</p> <p>Hearing no objections, the materials fees modifications were approved and expedited.</p>	½
NURSE 265	<p>Nursing Process: Medical –Surgical</p> <p>Effective: Summer 2013 Expedited! <i>To comply with newly revised code or law.</i></p> <p>Rationale for Expedited Approval: Updating fees to reflect accurate cost of student materials</p> <p>MODIFY Materials fee</p> <p>Materials Fee Status: Increasing fee from \$65 to \$158</p> <p>Hearing no objections, the materials fees modifications were approved and expedited.</p>	6
NURSE 267	<p>Nursing Process: Advanced Medical –Surgical</p> <p>Effective: Summer 2013 Expedited! <i>To comply with newly revised code or law.</i></p> <p>Rationale for Expedited Approval: Updating fees to reflect accurate cost of student materials</p> <p>MODIFY Materials fee</p> <p>Materials Fee Status: Increasing fee from \$80 to \$230</p> <p>Hearing no objections, the materials fees modifications were approved and expedited.</p>	11
RSCR 220	<p>Introduction to Respiratory Care Principles</p> <p>Effective: Summer 2013 Expedited! <i>To comply with newly revised code or law.</i></p> <p>Rationale for Expedited Approval: Updating fees to reflect accurate cost of student materials.</p> <p>MODIFY Materials fee</p> <p>Materials Fee Status: Increasing fee from \$35 to \$50</p> <p>Hearing no objections, the materials fees modifications were approved and expedited.</p>	5
RSCR 248	<p>Self-Directed Study</p> <p>Effective: Summer 2013 Expedited! <i>To comply with newly revised code or law.</i></p> <p>Rationale for Expedited Approval: Updating fees to reflect accurate cost of student materials</p> <p>MODIFY Materials fee</p> <p>Materials Fee Status: Adopting \$35 fee</p> <p>Moved to Modifications/Reactivations under V. Course Discussion Agenda due to request to adopt materials fee.</p>	½

RSCR 255

Clinical 4

4½

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

3

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

- ANSC 240 Beef Fitting and Showing 2**
Effective: Fall 2013 **Expedited!** *To comply with newly revised code or law.*
Rationale for Expedited Approval: Comply with change in law regarding repeatability.
MODIFY: 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
Withdrawn due to non-response from authors after March 5 meeting-MODIFY ANSC 240
- ANSC 241 Sheep Fitting and Showing 2**
Effective: Fall 2013 **Expedited!** *To comply with newly revised code or law.* **Rationale for Expedited Approval:** Comply with change in law regarding repeatability.
MODIFY: 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
Withdrawn due to non-response from authors after March 5 meeting-MODIFY ANSC 241
- ENGL 169 Children's Literature 3**
Effective: Fall 2013 **Expedited!** *To comply with newly revised code or law.*
Rationale for Expedited Approval: We want to align this course with the C-ID descriptor.
MODIFY: Enrollment restrictions, content, objectives, methods of instruction, methods of evaluation, requisite skills.
Enrollment Restrictions: 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.
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Transfer to CSU and UC
General Education Status: Approved for (MJC-GE: C) (CSU-GE: C2) (IGETC: 3B)
Rationale: This course needs C-ID approval and is part of English Department's AA-T.
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

PEM 113

Intermediate Basketball

1

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

Rationale for Expedited Approval: Periodic review to meet current curriculum standard.

MODIFY: Hours, units, repeat policy, content, method of instruction, typical assignments, outcomes, objectives, 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-Activities)

Rationale: 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.

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

Self-Directed Study

1/2

Effective: Fall 2013 **Expedited!** *To ensure student progression within the program*

Rationale for Expedited Approval: This course needs to have correct modalities for Fall 2013 scheduling.

MODIFY: Hours, objectives, outcomes, typical assignment.

Enrollment Restrictions: Maintaining (P) Satisfactory completion of RSCR 242; Maintaining (L) Enrollment limited to students admitted to the Respiratory Care program.

Distance Education Status: None

Materials Fee Status: ~~None~~ Adopting a \$35 fee.

Articulation Status: Transfer to CSU

General Education Status: Not approved for GE

Rationale: 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.

Program Impact:

- 1. Respiratory Care A.S. Degree

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

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**Keyboarding for Accuracy**

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 CCCCCO course approval)

Office Administration A.S. Degree (pending CCCCCO course approval)

Word Processing Certificate of Achievement (pending CCCCCO 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

Keyboarding for Speed

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 CCCCCO course approval)

Office Administration A.S. Degree (pending CCCCCO course approval)

Word Processing Certificate of Achievement (pending CCCCCO 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)

(None)

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

- 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 Datatel 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**

B. Adams

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.

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q street
Sacramento, Ca 95811-6549
(916) 445-8752
<http://www.cccco.edu>



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: 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@ccco.edu.

Sincerely,

Academic Affairs Division
California Community Colleges Chancellor's Office

**CALIFORNIA COMMUNITY COLLEGES
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<http://www.cccco.edu>



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: 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@cccoco.edu.

Sincerely,

Academic Affairs Division
California Community Colleges Chancellor's Office

**CALIFORNIA COMMUNITY COLLEGES
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1102 Q street
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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@cccoco.edu.

Sincerely,

Academic Affairs Division
California Community Colleges Chancellor's Office

**CALIFORNIA COMMUNITY COLLEGES
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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 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@ccco.edu.

Sincerely,

Academic Affairs Division
California Community Colleges Chancellor's Office

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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: 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@ccco.edu.

Sincerely,

Academic Affairs Division
California Community Colleges Chancellor's Office

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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 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@ccco.edu.

Sincerely,

Academic Affairs Division
California Community Colleges Chancellor's Office

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<http://www.cccco.edu>



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: 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

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<http://www.cccco.edu>



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: 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@ccco.edu.

Sincerely,

Academic Affairs Division
California Community Colleges Chancellor's Office

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<http://www.cccco.edu>



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: Rehearsal and Performance 2

Department Number: THETR 134

Course Control Number: CCC000536508

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

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<http://www.cccco.edu>



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 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

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<http://www.cccco.edu>



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 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

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<http://www.cccco.edu>



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 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@ccco.edu.

Sincerely,

Academic Affairs Division
California Community Colleges Chancellor's Office

**CALIFORNIA COMMUNITY COLLEGES
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<http://www.cccco.edu>



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@ccco.edu.

Sincerely,

Academic Affairs Division
California Community Colleges Chancellor's Office

**CALIFORNIA COMMUNITY COLLEGES
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<http://www.cccco.edu>



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@ccco.edu.

Sincerely,

Academic Affairs Division
California Community Colleges Chancellor's Office

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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Sacramento, Ca 95811-6549
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<http://www.cccco.edu>



03/23/2013

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

California Community College Chancellors Office Preliminary Guidance on Repeatability Regulations

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.

	Explanation	Student limit ¹	Apportionment limit	GPA/Credit ²	Other info.
General rule	A student earning a satisfactory grade may not enroll in that course again unless an exception applies.	1 s/q ³	1 s/q § 58161(b) ⁴	All grades and credits received count in computing GPA.	See additional limitations for courses that are related in content at the end of this table.
Exceptions that permit district policy to allow for additional enrollments:					
Repeatable courses §§ 55040(b)(2), 55041	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.	See table 3.	See table 3.	See table 3.	See table 3.
Significant lapse of time §§ 55040(b)(3), 55043	District policy may permit a student to enroll in a course again if more than 36 months has elapsed since the student was awarded a grade in the course and the district has established a recency prerequisite for the course or an institution of higher education to which the student seeks to transfer has established a recency requirement that applies to that course.	No specific limit.	+1 s/q § 58161(e)(1)	District policy may permit previous grade and credit to be disregarded in computing GPA. § 55043(c)	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.

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 in 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

	Explanation	Student limit ⁵	Apportionment limit	GPA/Credit ⁶	Other info.
Exceptions that permit district policy to allow for additional enrollments: (continued)					
Variable unit courses offered on an open-entry/open-exit basis §§ 55040(b)(4), 55044	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.	No specific limit – as necessary to complete the course once.	Same as student limit. § 58161(f)(3)	See table 2.	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)
Extenuating circumstances §§ 55040(b)(5), 55045	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.	No specific limit.	+1 s/q § 58161(e)(2)	District policy may allow previous grade and credit to be disregarded in computing the student’s GPA. § 55045(b)	This exception does not apply to courses designated as repeatable. Student must have received a substandard or passing grade on prior enrollment.
Occupational work experience § 55040(b)(6)	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.	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	Same as student limit. § 58161(f)(4)	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)	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.

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)).

California Community College Chancellors Office Preliminary Guidance on Repeatability Regulations

	Explanation	Student limit ⁷	Apportionment limit	GPA/Credit ⁸	Other info.
Exceptions that permit district policy to allow for additional enrollments: (continued)					
Students with disabilities repeating a special class § 55040(b)(7)	District policy must permit a student with a disability to enroll multiple times in classes designated as "special classes" as a disability-related accommodation for a reason specified in § 56029.	No specific limit.	Same as student limit. § 58161(f)(2)	District policy may allow prior grade to be disregarded in computing the student's GPA.	
Legally mandated § 55040(b)(8)	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.	No specific limit.	Same as student limit. § 58161(f)(1)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	Verification that the course is required by statute or regulation must be documented. District policy may require the student to provide evidence that the course is legally mandated as defined in § 55000(k).
Significant change in industry or licensure standards § 55040(b)(9)	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.	No specific limit.	Same as student limit. § 58161(f)(8)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	Verification that the course is required for employment or licensure must be documented. District policy may require the student to provide evidence of a significant change in industry or licensure standards necessitating course repetition.

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

	Explanation	Student limit ⁹	Apportionment limit	GPA/Credit ¹⁰	Other info.
Additional limitations – active participatory courses in physical education, visual arts, or performing arts that are related in content:					
Courses related in content § 55040(c)	District policy must further limit enrollment of students in courses that are active participatory courses in physical education, and visual or performing arts.	See table 4.	See table 4.	See table 4.	See table 4 and the Guidelines regarding what constitutes active participatory courses in physical education and visual or performing arts.

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)).

California Community College Chancellors Office Preliminary Guidance on Repeatability Regulations

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.

	Explanation	Student limit	Apportionment limit	GPA/Credit	Other info.
General rule	District policy may permit a student not receiving a satisfactory grade to enroll in the credit course again under specified circumstances.	Except as specified below, enrollments (which include evaluative and nonevaluative marks) may not exceed 3 s/q.	Up to 3 s/q enrollments TOTAL (including enrollments where a "W" is recorded), except as specified below.	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.	
Circumstances that permit district policy to allow for additional enrollment(s):					
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.	

California Community College Chancellors Office Preliminary Guidance on Repeatability Regulations

	Explanation	Student limit	Apportionment limit	GPA/Credit	Other info.
Circumstances that permit district policy to allow for additional enrollment(s): (continued)					
Withdrawal § 55024	District policy may permit a student who withdrew from a course and received a “W” to enroll again in the credit course.	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.)	3 s/q enrollments. § 58161(c)	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)	A district permitting a student to enroll in a course pursuant to petition may not permit the student to withdraw from the course on the fourth enrollment or other enrollment by petition that occurs after the student has reached the district established maximum number of withdrawals with a “W” in accordance with section 55024(a)(9). Military withdrawal, withdrawals due to extraordinary conditions (§ 58509), and withdrawals where the district determines discriminatory treatment has occurred do not count toward these limits. § 55024 (a)(7), (a)(10) and (d)

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	Explanation	Student limit	Apportionment limit	GPA/Credit	Other info.
Circumstances that permit district policy to allow for additional enrollment(s): (continued)					
Repeatable courses* §§ 55040(b)(1), 55041	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.	See table 3.	See table 3.	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)	See table 3.
Variable unit courses offered on an open-entry/ open-exit basis* §§ 55040(b)(4), 55044	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.	3 s/q enrollments in that portion of the course +1 s/q more enrollment in that portion pursuant to petition. §§ 55042(b), 55045	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)	District policy may permit the previous grade and credit in the portion repeated be disregarded in computing student's GPA. § 55044(c)	Under no circumstances may a portion of a physical education course be repeated. § 55044(b). See Guidelines for a discussion of other limited circumstances in which a portion of the course may be repeated. § 55044(a)(1)-(4)
Extenuating circumstances* §§ 55040(b)(5), 55045	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.	No specific limit.	+1 s/q enrollment, but no more than 4 s/q total enrollments. § 58161(e)(2)	District policy may allow a previous grade and credit to be disregarded in computing the student's GPA. § 55045(b)	Student must have received a passing or substandard grade on prior enrollment.

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	Explanation	Student limit	Apportionment limit	GPA/Credit	Other info.
Circumstances that permit district policy to allow for additional enrollment(s): (continued)					
Occupational work experience* § 55040(b)(6)	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.	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	Same as student limit. § 58161(f)(4)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	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.
Students with disabilities repeating a special class* § 55040(b)(7)	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.	No specific limit.	Same as student limit. § 58161(f)(2)	District policy may allow prior grade to be disregarded in computing the student's GPA.	
Legally mandated* § 55040(b)(8)	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.	No specific limit.	Same as student limit. § 58161(f)(1)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	
Significant change in industry or licensure standards* § 55040(b)(9)	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.	No specific limit.	Same as student limit. § 58161(f)(8)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	

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	Explanation	Student limit	Apportionment limit	GPA/Credit	Other info.
Additional limitations – active participatory courses in physical education, visual arts, or performing arts that are related in content:					
Courses related in content § 55040(c)	District policy must further limit enrollment of students in courses that are active participatory courses in physical education and visual or performing arts.	See table 4.	See table 4.	See table 4.	See table 4.

*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.

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Table 3: Repeatable Courses

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

	Explanation	Student Limit	Apportionment Limit	GPA/Credit	Other information
General Rule	Districts may not designate courses as repeatable unless the course is one of the three types specified below. If a course is one of the three types below, then district policy may designate the course as repeatable and students may enroll multiple times in the course, even if they received a satisfactory grade on a prior enrollment.	Varies depending upon the type of course.	Same as student limit.	The grade received each time shall be included for calculating GPA. § 55041(c)	
Types of courses that districts may designate as repeatable:					
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)	

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	Explanation	Student Limit	Apportionment Limit	GPA/Credit	Other information
Types of courses that districts may designate as repeatable: (continued)					
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.

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	Explanation	Student Limit	Apportionment Limit	GPA/Credit	Other information
Additional limitations – active participatory courses in physical education, visual arts, or performing arts that are related in content:					
Courses related in content § 55040(c)	District policy must further limit enrollment of students in courses that are active participatory courses in physical education, and visual or performing arts.	See table 4.	See table 4.	See table 4.	See table 4.

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

	Explanation	Student Limit	Apportionment Limit	GPA/Credit	Other info.
Active participatory courses in physical education, and visual or performing arts that are related in content § 55040(c)	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)	Except as provided below, up to 4s/6q enrollments total in levels and/or variations.	Same as student limit.	All grades and credits received count in computing GPA, unless an exception applies.	
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)	

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	Explanation	Student Limit	Apportionment Limit	GPA/Credit	Other information
Additional exceptions and limitations. (continued)					
Variable unit courses offered on an open-entry/ open-exit basis – physical education §§ 55040(b)(4), 55044	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	Up to 4s/6q enrollments; for this purpose, enrollments include each portion.	Same as student limit. § 58161(d)	District policy may permit the previous grade and credit on that portion repeated to be disregarded in computing the student’s GPA. § 55044(c)	The enrollment limitation on portions of active participatory courses that are related in content applies only to physical education courses and not visual arts or performing arts courses.
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.

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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