

SAN DIEGO MESA COLLEGE

ACADEMIC SENATE

Virtual Meeting

PLEASE TURN YOUR MICROPHONE OFF WHEN YOU ARE NOT SPEAKING.

May 11, 2020: 2:20PM – 4:00PM

AGENDA

DRAFT

- I. **CALL TO ORDER & WELCOME** by Academic Senate President Manuel Vélez:
Parliamentarian – Veronica Gerace/Speaker Coordinator & Timekeeper – Veronica Gerace
- II. **APPROVAL OF DRAFT AGENDA:**
- III. **PUBLIC PRESENTATIONS:**
 - A. **Associated Student Government (ASG) Representative:** President Taylor Carpenter
 - B. **Classified Senate Representative:** President Charlie Lieu/Vice President Eva Parrill
- IV. **PUBLIC COMMENTS:** (6 Minute Maximum Discussion per Item/Topic)(3 Minute Maximum Discussion per Participant)
- V. **APPROVAL OF DRAFT MINUTES:** April 27, 2020
- VI. **GUESTS:**
 - A.
- VII. **COMMITTEE REPORTS:**
 - A. **Senate Executive Committees:**
 - 1. Academic Affairs Committee: Chair Oscar V. Torres (2 Minutes)
 - 2. Professional Advancement Committee (PAC): Chair Janna Braun (2 Minutes)
 - 3. Committee of Chairs (COC): Chair of Chairs Terry Kohlenberg (3 Minutes)
 - 4. Curriculum Review Committee (CRC): Faculty Co-Chair Andrew Hoffman (2 Minutes)
 - 5. Program Review Committee (PRC): Faculty Co-Chair Bruce Naschak (2 Minutes)
 - B. **Other Committees:**
 - 1. The Committee for Diversity Action, Inclusion & Equity (CDAIE): Chair Judy Sundayo (5 Minutes)
 - 2. Mesa College Facilities Committee/District Review of Services Committee: Kim Perigo (2 Minute)
 - 3. Mesa College Guided Pathways Committee: Co-Coordinators Howard Eskew/Toni Parsons (5 Minutes)
- VIII. **OLD BUSINESS:**
 - A. **Administrative Procedures - Academic Affairs:** Andrew Hoffman
- IX. **NEW BUSINESS:**
 - A.
- X. **SENATE EXECUTIVE OFFICER REPORTS:**
 - A. **Vice President:** Howard Eskew (2 Minutes)
 - B. **Secretary:** Holly Jagielinski (No Report)
 - C. **Treasurer:** Becca Arnold (5 Minutes)
 - D. **Senator at Large (1):** Alison Gurganus (No Report)
 - E. **Senator at Large (2):** Leslie Seiger (2 Minutes)
 - F. **Immediate Past President:** Kim Perigo (___ Minutes)
 - G. **President:** Manuel Vélez (10 Minutes)
- XI. **Round Table Topic:** Faculty Presentation to the Board
- XII. **ANNOUNCEMENTS:**
 - A. The next Academic Senate meeting is TBD.
 - B. The next Academic Affairs meeting is TBD.
 - C. The next Committee of Chairs (CoC) meeting is TBD.
 - D. The next Professional Advancement meeting is TBD.
 - E. Please donate to the Resiliency Fund to keep the dream of a higher education alive for our students. ([LINK](#))

SAN DIEGO MESA COLLEGE

ACADEMIC SENATE

Virtual Meeting

April 27, 2020: 2:20PM – 4:00PM

MINUTES

DRAFT

Present:

Academic Senate President Manuel Vélez, Evan Adelson, Carlynne Allbee, Isaac Arguelles-Ibarra, Becca Arnold, Janna Braun, Michael Brewer, Jill Chagnon, John Crocitti, Nellie Dougherty, Rosiangela Escamilla, Howard Eslew, Rob Fremland, Veronica Gerace, Lou Ann Gibson, Helen Greenbergs, Alison Gurganus, Bill Hoefler, Andrew Hoffman, Larry Horsman, Sharon Hughes, Christina Huynh, Holly Jagielinski, Candace Katungi, Jesse Keller, Terry Kohlenberg, Kim Lacher, César López, Katherine Naimark, Bruce Naschak, Kim Perigo, Alison Primoza, Waverly Ray, Anthony Reuss, Robert Sanchez, Janue Seaton, Kristian Secor, Leslie Seiger, Shannon Shi, Irena Stojimirovic, Judy Sundayo, George Svoboda, Oscar V. Torres, Lauren Wade, Tonya Whitfield, Walter "Duane" Wesley, guests Professors Dina Miyoshi and George Ye and Classified Professionals President Charlie Lieu (Woody T.? and (858) 201 - ____?)

Absent: Henry Browne, Jessica Sardo and Kimberly Williams-Kee (Excused)

- I. CALL TO ORDER & WELCOME** by Academic Senate President Manuel Vélez @ 2:20PM.
Parliamentarian – Veronica Gerace/Speaker Coordinator & Timekeeper – Veronica Gerace
- II. APPROVAL OF DRAFT AGENDA:** Approved
- III. PUBLIC PRESENTATIONS:**
- A. Associated Student Government (ASG) Representative:** President Taylor Carpenter (No Report)
- B. Classified Senate Representative:** President Charlie Lieu
As reported by Charlie Lieu:
1. Classified Senate is currently running a fundraiser to help raise funds for the Mesa Student COVID-19 Emergency Fund and Classified Senate Scholarships. This is a great way to keep in touch and connect with colleagues, friends, and family members! To learn more about the Photo Card fundraiser go to: <https://www.sdmesa.edu/about-mesa/governance/classified-senate/classified-senate-fundraising.shtml>
 2. Classified Senate is currently making plans for Classified Professionals Week on May 18-22. During this week we will celebrate Classified Professionals and work to create virtual events for networking, community building, and professional learning.
- IV. PUBLIC COMMENTS:** (6 Minute Maximum Discussion per Item/Topic)(3 Minute Maximum Discussion per Participant) None
- V. APPROVAL OF DRAFT MINUTES:** April 13, 2020 (Approved)
- VI. GUEST(s):** None

VII. COMMITTEE REPORTS:

A. Senate Executive Committees:

1. Academic Affairs Committee: Chair Oscar V. Torres

As reported by Chair Oscar V. Torres:

- The Academic Affairs committee had their virtual meeting via Zoom on 4-20-2020 at 4:00 pm.
- All members were in attendance.
- This week, we made sure that all Academic Affairs committee members received flex credit for their service to the senate via correspondence with the LOFT.
- We had a special guest: Past Academic Senate Rob Fremland came to the meeting and talked to us about text book affordability, OER, and the initiatives he has been leading at the District. He also informed us about the text book affordability resolution that was passed by the Academic Senate on 4-13-2020.
- Afterwards, we discussed memorandums from the California Community Colleges Chancellor's Office [CCCCO] including document ES 20-12 which outlines the temporary DE requirements for blanket request for courses to be offered during the Summer and Fall of 2020. Also discussed was the CCCCCO update # 25 stating an anticipated 35 billion dollar short fall for the 2020-2021 school year budget.
- Members raised concerns about lowering the number of courses offered leading to a potential decrease in overall certificates and degrees awarded, ultimately lowering our infrastructural ability for funding revenue in the future.
- I took Questions from committee members and forwarded these to our VPI O'Connor. These were discussed at the Senate leadership meeting.
- Conversations also centered on "DE-emergency only" designation offered by the District to meet requirements from the CCCCCO memorandum ES 20-12.
- Our next meeting is scheduled for 5-4-20 at 4:00 pm via Zoom.

2. Professional Advancement Committee (PAC): Chair Janna Braun

a. The last spring 2020 submission deadline is April 29th.

b. Congratulations to the 2020-2021 Sabbaticals recipients!

- Marie Alfonsi (English)
- Meegan Feori (Fashion)
- Momilani Ramstrum (Music)
- Waverly Ray (Geography)
- Scott Starbuck (English)

3. Committee of Chairs (COC): Chair of Chairs Terry Kohlenberg

- a. Our next meeting is May 6th.
- b. Each school received our FTE allocation number for 2021-2022. (This is the first time we received the information.)
 - Please contact your Dean/Department Chair if you want to know the allocation for your school.
- c. Online Faculty Training: 20 Hours
 - Leslie Seiger asked if every Faculty Member must complete the training.
 - Alison Primoza asked if Faculty who completed online training for BlackBoard need to complete training for Canvas.
 - Carlyne Allbee would like Adjunct Faculty to receive compensation for completing the training.
 - * Professional Advancement Committee Chair Janna Braun reported Adjunct Faculty can submit proposals for Professional Advancement after they meet their FLEX Obligation for the academic year.
- d. Fall 2020 Classes:
 - The Department Chairs are working on addressing the cuts we received for fall 2020.

4. Curriculum Review Committee (CRC): Faculty Co-Chair Andrew Hoffman
 - a. We have one more spring 2020 meeting.
 - b. Chris Kinney is working on the application for Blanket Distance Education approval for all spring 2020 and summer 2020 courses.
 - Please contact Chris this week if you would like to add a course to the blanket application.
 - c. Vice President of Instruction (VPI) O'Connor is trying to make sure as many fall 2020 courses as possible receive distance education approval.
 - d. Official Course Outlines of Records:
 - Andrew said we need to make sure we use standardized language for changes to official course outlines of record to protect our students.
 - * John Crocitti will send the language Dean Zappia is using for review.
 - e. Kim Perigo asked Faculty to let her know if they are unable to meet a state deadline and she will check with the Board of Governors (BOG).
 - Andrew reported we are trying to meet the July 1st deadline.
 - Helen Greenbergs expressed concern that pushing changes through so quickly is hurting our students.
 - * Andrew said we can remove distance education from courses in the future.
 - * Kim Perigo reported our Local American Federation of Teachers (AFT) President Jim Mahler supports Faculty who do not want to teach their courses online.
 - * Leslie Seiger reported Biology will not schedule summer 2020 online classes.
 - * Kim Perigo reported the Academic Senate for California Community Colleges (ASCCC) Vice President expressed concern that federal audits of classes that received emergency distance education approvals will negatively impact federal financial aid awards for our students.
 - * Andrew said we have to work with our sister colleges to make sure our aligned courses articulate.
5. Program Review Committee (PRC): Faculty Co-Chair Bruce Naschak
 - a. President Luster announced Program Review is on hiatus during 2020-2021.
 1. Languages Department Chair Alison Primoza reported their Contract Japanese Faculty is retiring this year, but the vacancy did not occur prior to the submission of the Languages Department's 2019-2020 Program Review.
 - Bruce will find out if the Languages Department can submit a request to fill the position during 2020-2021.
 - b. The committee will work on streamlining the process and making the process easier.

B. Other Committees:

1. The Committee for Diversity Action, Inclusion & Equity (CDAIE): Chair Judy Sundayo (Reported by Veronica Gerace)
As reported by Judy Sundayo:
 - The Committee met via Zoom on April 23rd. The meeting was well attended with 16 persons. Our next meeting will be this Friday, May 1st, from 9-11 am in I4-402.
 - Since this year's Cultural Unity Week and Festival of Colors was cancelled due to the COVID-19 Lockdown, the Committee sponsored "Virtual Unity Week" on canvas. Thanks to Veronica Gerace, Denise Rogers for setting up the canvas shell and to Jorge Villalobos for the title. Several modules covered topics such as Civility and Respect, Race, Peace, Equity in the Academy, Students on the Autism Spectrum and A Discussion of Toni Morrison's book, 'The Bluest Eye.' The canvas shell also included films on the Kumeyaay Indians, the San Diego Gay Bar Scene and the Deaf experience. The Student Diversity Club participated by sharing heartfelt stories of their experiences of identity issues, racism, microaggressions and the resilience that ensues from the challenges they faced. Much of the information on "Virtual Unity Week" will remain on canvas for the ongoing enjoyment by students, faculty and professional staff. If you have not had a chance to check it out, please go to the CDAIE canvas shell.
 - The Committee continues to advocate for an LGBTQA "Pride Center."
 - The Committee continues to advocate for a Women's Resource Center
2. Mesa College Facilities Committee/District Review of Services Committee: Kim Perigo (No Report)
3. Mesa Pathways Committee (MPC): Co-Coordinators Howard Eskew and Toni Parsons
 - a. Howard and Toni are reviewing the MPC process and the self-assessment document.
 - We are preparing for fall 2020.
 - We will hold discussions with the MPC work groups.

- The work groups will review the projects on the self-assessment document to determine their fall 2020 projects.
- b. The MPC has one more spring 2020 meeting on May 13th.
- c. We will present the yearly MPC report to President's Cabinet on May 19th.

4. Other Committee Reports: None

VIII. OLD BUSINESS: None

IX. NEW BUSINESS:

A. Academic Procedures (AP) – Academic Affairs: Andrew Hoffman

1. Toni Parsons worked on the revisions as a member of the district Policies and Procedures Committee.
 2. The CRC was already working on AP 0020.2 - Curriculum and Instructional Council.
 - a. Revised procedure: aligns procedure with current practice and the District Governance Handbook.
 3. Revisions to AP 5103 - Cooperative Work Experience.
 - a. New procedure: legally required and aligns with the Work Experience Plan approved by the Board of Trustees.
 - b. Rob Fremland reported the Academic Affairs Committee developed a position paper on Best Practices.
 - The committee's ability to appoint a Committee Chair is symbolic.
 - Toni Parsons asked if the position can be held on a rotational basis since the Vice Chancellor of Instruction held by Lynn Neault no longer exists.
- * Andrew will forward the question to the district Policies and Procedures Committee.

Motion to move the item to the May 11th agenda as Old Business for discussion and potential vote:

M/S Perigo/Hoffman **UNANIMOUS**

B. Academic Senate Membership Drive – Fall 2020: Becca Arnold

1. We need to increase our membership to increase Faculty participation in the work of the Academic Senate and increase ability to support the work of our shared governance groups.
 2. Carlyne Allbee said the Senate should send instructions to Faculty with instructions for setting up a voluntary payroll deduction in PeopleSoft
 3. The Senators support a plan to increase membership.
 4. Parliamentarian Veronica Gerace reported the membership dues amount has never been listed in our constitution.
 5. Becca Arnold will coordinate the development of an Academic Senate resolution to increase Academic Senate dues.
- Motion to move the item to the May 11th agenda as Old Business with a resolution for discussion and potential vote:

M/S Fremland/Perigo **UNANIMOUS**

X. SENATE EXECUTIVE OFFICER REPORTS:

A. Vice President: Howard Eskew

1. Vice Chancellor Search Committee:
 - a. English Department Chair Chris Sullivan will serve as the Mesa College Faculty Representative.
2. Chancellor Search Committee:
 - a. Please submit your application for the Mesa College Faculty Representative by the end of the day today.
 - The Committee on Committees will make the selection this week.

B. Secretary: Holly Jagielinski (No Report)

C. Treasurer: Becca Arnold

1. Academic Senate Scholarships:
 - a. The recipients are Andrea Angeles and Karli Ramsey.

D. Senator at Large (1): Alison Gurganus (No Report)

E. Senator at Large (2): Leslie Seiger (No Report)

F. Immediate Past President: Kim Perigo

1. The Board of Governors (BOG) participated in a statewide advocacy day last week.
 - a. We advocated for the resources we need to help our students succeed.
 - b. The Academic Senate for California Community Colleges (ASCCC) and the state Chief Executive Officers (CEOs) had the same message for the state legislature.

G. President: Manuel Vélez

1. Spring 2020:
 - a. The semester will end on June 1st.
 - Faculty must submit their grades by June 30th.

XI. Round Table Topic: None

XII. ANNOUNCEMENTS:

- A.** The next Academic Senate meeting is May 11th.
- B.** The next Academic Affairs meeting is May 4th.
- C.** The next Committee of Chairs (CoC) meeting is May 6th.
- D.** The next Professional Advancement meeting is May 6th.
- E.** Please donate to the Resiliency Fund to keep the dream of a higher education alive for our students. ([LINK](#))
- F.** Please donate to the Stand and help our students succeed. ([LINK](#))

XIII. ADJOURNMENT @ 4:04PM.

Motion to adjourn:

M/S

Horsman/Perigo

UNANIMOUS

Submitted by Sue Saetia

Approved by the Academic Senate



Administrative Procedure Chapter 4 – Academic Affairs

The following Administrative Procedures are being put forth for approval as part of the Board's ongoing 6-year comprehensive review of all Board policies and procedures.

Category 1 Procedures: New and/or major revisions to policies and/or procedures that are not required by law or regulation, but are recommended by the respective office of responsibility.

AP 0020.2 Curriculum and Instructional Council

Revised procedure: aligns procedure with current practice and the District Governance Handbook.

Category 2 Procedures: New and/or major revisions to policies and/or procedures in response to legal and/or regulatory requirements.

AP 5026 Philosophy and Criteria for Certificates

Revised procedure: aligns procedure with title 5 changes, incorporates technical revisions, and proposes new requirements.

AP 5103 Cooperative Work Experience

New procedure: legally required and aligns with the Work Experience Plan approved by the Board of Trustees.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Procedure
0020.2

October 6, 1992



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

AP 0020.2

Administrative Procedure

Chapter 3 –General Institution

AP 0020.2 CURRICULUM AND INSTRUCTIONAL COUNCIL

DESCRIPTION

The Curriculum and Instructional Council (CIC) reports to the Chancellor's Cabinet and consists of members who meet to review and coordinate instructional matters. The Council is charged with providing for the coordination of the curriculum districtwide and for development of districtwide guidelines for the improvement of instruction in the colleges and Continuing Education campuses centers of the District. It is also charged with providing for a districtwide review of all procedures and activities related to instructional programs.

FUNCTIONS AND RESPONSIBILITIES

1. ~~Coordinates~~ all districtwide instructional services, programs, and activities.

2. ~~Reviews and analyzes legislative and regulatory proposals for impact on District programs. Develop recommendations for District position.~~
3. Coordinate ~~Provide arbitration regarding issues impacting the publication of class schedules, and college catalogs, and other instructional publications.~~
4. Review courses and programs in an effort to maintain consistency regarding general education criteria, hours and units awarded, prerequisites for Title 5 regulation, transfer requirements, and other districtwide matters of instructional consequence.
5. ~~Serve as clearinghouse for all strategic planning for operational decisions districtwide.~~

6. Make recommendations regarding districtwide Instructional strategies, goals, and objectives.
7. Identify instructional issues and develop proposals for Chancellor's Cabinet.
8. Provide a forum for instructional issues.
9. Convene and oversee subcommittees as necessary.

AUTHORITY

1. Recommends policies and procedures to the Chancellor's Cabinet with regard to curriculum and instructional issues.
2. ~~Serves as final review body for~~ Recommends new or revised curriculum to the Board of Trustees.

MEMBERSHIP

1. Representation will be as follows:
 - a. Vice Chancellor, Instructional Services
 - b. Dean, Curriculum Services
 - c. Vice President, Instructional Services from each college and Continuing Education
 - d. Two faculty representatives from each college and Continuing Education
 - Curriculum Chair (each college and Continuing Education)
 - Other designated Academic Senate representative (each college and Continuing Education)
 - e. Ex-Officio Representative from Student Services Council
 - f. ~~Associate Director, Instructional Services~~
 - g. ~~Executive Dean of Instruction, City College~~
 - h. ~~Vice President of Instructional and Student Services, Mesa College~~
 - i. ~~Executive Dean of Instruction, Miramar College~~
 - j. ~~Provost, Continuing Education~~
2. Membership considerations include:
 - a. ~~The Chairperson~~ of the Curriculum and Instructional Council will be the Vice Chancellor, Instructional Services
 - b. In the absence of the ~~Chairperson~~, the Dean, Curriculum Services ~~Associate Director, Instructional Services~~, will serve as chair.
 - c. In the absence of an appointed member, he/she will designate an alternate member from ~~the management staff at his/her site.~~
 - d. The Vice Chancellor, Instructional Services; Dean, Curriculum Services; and Ex-Officio Representative from Student Services Council are non-voting members.
 - e. In the event of a tie-vote, the Chair shall cast the deciding vote.
 - f. Council meetings are open to classified professionals, staff, faculty, students, administrators, and the public.

OPERATING GUIDELINES

1. Agenda and Minutes
 - a. The agenda and minutes for the Council meetings are the responsibility of the ~~Dean, Curriculum Services Associate Director of Instructional Services.~~

- b. Items for the Council agenda may be added ~~proposed~~ by any member.
- c. All items for any one Council agenda must be submitted to the ~~Chairperson~~ Dean, Curriculum Services by noon on Friday preceding

the meeting in order to appear on the printed agenda.

- d. The Council minutes shall be distributed to CIC members as well as ~~all the following: anyone else upon request.~~

- ~~a) Dean, Curriculum Services Associate Director,~~
- ~~b) Deans of Instruction & Students, City College~~
- ~~c) Deans of Instruction & Students, Mesa College~~
- ~~d) Deans of Instruction & Students, Miramar College~~
- ~~e) Vice President, Mesa College~~
- ~~f) Vice Chancellor~~
- ~~g) President, Continuing Education~~
- ~~h) Faculty Senate Presidents~~
- ~~i) College Presidents~~
- ~~j) Chancellor~~
- ~~k) Articulation Officers~~
- ~~l) Chair of Chairs~~

2. Meetings: Regular and Special; Time and Place
 - a. Regular meetings shall be the second and fourth Thursday of each month or more often ~~as if needed.~~
 - b. Special meetings may be called by the Chairperson.
 - c. Regular and special meetings shall normally take place at ~~Stadium Plaza~~ the District Office.
3. Oversight of CIC Subcommittees
Assign, track, and review subcommittee work regarding instructional issues as defined in the functions and responsibilities above.
4. Resolution of Issues:
 - a. Any issues identified by the Curriculum and Instructional Council during curriculum review will be referred through the appropriate ~~Dean of Instruction Curriculum Chair~~ to the college/Continuing Education curriculum committee.
 - b. If there are issues that cannot be resolved at the college/Continuing Education level, the Curriculum and Instructional Council, ~~augmented by one academic senate designee from each of the college/ Continuing Education curriculum committees, as applicable,~~ will meet to resolve the issues.
 - c. ~~For any issues that cannot be resolved, the Curriculum and Instructional Council, with input from an academic senate designee from the college/Continuing Education curriculum committees, as applicable, will advise the Chancellor's Cabinet of the unresolved issues and request its recommendation for action.~~

FORMS/REFERENCES

1. ~~SDCCD Policy 5300~~

APPROVED:
October 6, 1992



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

Administrative Procedure

Chapter 4 – Academic Affairs

AP 5026—PHILOSOPHY AND CRITERIA FOR CERTIFICATES

All certificates and diplomas must comply with national and state statutes, regulations, District policy, local approval and/or accrediting agencies, good practice, and the philosophy, mission, and goals of the institution.

This procedure implements:

Certificates of Achievement

Certificates of Achievement that may appear by name on a student transcript or diploma require California Community Colleges Chancellor's Office approval.

The following is required for all Certificates of Achievement:

- ~~I. Completion of all required courses in the certificate with a grade of "C" or better. A "P" (pass) grade meets this requirement;~~
- I. Meet all standards for Admission to the desired certificate program where applicable; and
- II. A minimum of six semester units of required courses in the certificate completed in residence at the college awarding the certificate, any of the District colleges. At least one required course must be completed at the college awarding the certificate. college in the San Diego Community College District.
- III. Completion of all required courses in the certificate with a grade of "C" or better. a "P" (pass) grade meets this requirement;

Certificates of Performance

Certificates of Performance, not to exceed 15 1/2 units, are locally approved department awards that are not recorded on the official transcripts. not to exceed 15 1/2 units (not to exceed 17 1/2) units that are not recorded on the official transcripts.

The following is required for all Certificates of Performance:

- I. Complete all required courses in the certificate with a grade of "C" or better. A "P" (pass) grade meets this requirement; and

- II. Complete ~~a~~All courses required for the certificate ~~must be completed~~ in residence at any of the colleges in the San Diego Community College District. Course substitutions or course equivalencies from other colleges may not be used to satisfy certificate of performance requirements.

Certificates of Completion

Certificates of completion that may appear by name on a student transcript require California Community Colleges Chancellor's Office approval.

~~The following is required for all Certificates of Completion:~~

- ~~I. Complete all required courses in the certificate.~~
- II. Complete all ~~All~~ courses required for the certificate ~~must be completed~~ in residence at Continuing Education in the San Diego Community College District. Course substitutions or course equivalencies from other colleges may not be used to satisfy certificate of completion ~~performance~~

Certificates of Competency

Certificates of competency ~~completion~~ that may appear by name on a student transcript require California Community Colleges Chancellor's Office approval.

~~The following is required for all Certificates of Competency:~~

- ~~I. Complete all required courses in the certificate.~~
- II. Complete all ~~All~~ courses required for the certificate ~~must be completed~~ in residence at Continuing Education in the San Diego Community College District. Course substitutions or course equivalencies from other colleges may not be used to satisfy certificate of competency ~~performance~~ requirements.

High School Diploma Programs

High School Diploma Programs that may appear by name on a student transcript require California Community Colleges Chancellor's Office approval.

~~The following is required for all High School Diploma Programs:~~

To receive a joint high school diploma from the San Diego Continuing Education program in cooperation with the San Diego Unified School District Adult Education students must complete all required courses in the program in either Option 1 or Option 2 in the current catalog.

- I. Under Option 1, students must earn a total of 40 semester credits:
 - (1) Credit for appropriate senior high (grade 9-12) courses taken in Grades 7 or 8 may be applied to a high school diploma;
 - (2) Credit may be given for previous education, but no high school credit may be awarded for religion classes.
- II. Under Option 2, students must earn a minimum of 24 semester credits or equivalent. Credits may be given for previous education.

References: California Code of Regulations Title 5: Sections 51022, 55060 et Seq., 55070, 55072, 55130, 55600 et seq.
Education Code: Section 70901, 70902, 78106
WASC/ACCJC Accreditation Standards: II.A, II.A.3

Approved by the Chancellor:
Supersedes: 2/10/2017



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

AP 5103

Administrative Procedure Chapter 4 – Academic Affairs

AP 5103 COOPERATIVE WORK EXPERIENCE EDUCATION

The District is committed to offering a Cooperative Work Experience Education program that offers students opportunities to earn credits for on-the-job learning experiences.

This procedure outlines the required program components of Cooperative Work Experience Education programs at City, Mesa, and Miramar Colleges.

Districtwide Plan: The district shall maintain a districtwide plan according to title 5, article 4, section 55250.

- I. The plan shall include:
 - a. District responsibilities: District Instructional Services, college deans' offices, work experience coordinators, and work experience instructors.
 - b. Student qualifications, eligibility requirements, and responsibilities and guidelines for special student populations.
 - c. Employer responsibilities: job learning stations, work experience site supervisors, consultations, and site visit requirements and alternatives.
 - d. Types of work experience education including credits per unit for paid and unpaid hours and grading criteria.
 - e. Provision of adequate clerical and instructional services.
 - f. Minimum required content for the District work experience handbooks.
- II. The plan will also address:
 - a. Districtwide Forms: Student, site supervisor/employer, and faculty forms will be consistent across City, Mesa, and Miramar Colleges. District Instructional Services will manage the update process for all forms.
 - b. Districtwide Handbooks: Two handbooks, a faculty/staff handbook and a student handbook, will be maintained by District Instructional Services for the district colleges that utilize them.
 - c. Process Management: District Instructional Services will regularly convene work experience deans and work experience coordinators from City, Mesa, and Miramar Colleges to address operations (handbooks, forms, administrative procedures, and risk management) and title 5 compliance for Cooperative Work Experience Education.

REFERENCES:

1. Education Code Section 78249
2. Title 5 Sections 55250 et seq.

Add approval dates

