



**SAN DIEGO MESA COLLEGE
ACADEMIC SENATE**

Virtual Meeting

PLEASE TURN YOUR MICROPHONE OFF WHEN YOU ARE NOT SPEAKING.

April 27, 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:** Alan Goodman/Eva Parrill
- IV. **PUBLIC COMMENTS:** (6 Minute Maximum Discussion per Item/Topic)(3 Minute Maximum Discussion per Participant)
- V. **APPROVAL OF DRAFT MINUTES:** April 13, 2020
- VI. **GUESTS:**
 - A.
- VII. **COMMITTEE REPORTS:**
 - A. **Senate Executive Committees:**
 1. Academic Affairs Committee: Chair Oscar V. Torres (___ Minutes)
 2. Professional Advancement Committee (PAC): Chair Janna Braun (5 Minutes)
 3. Committee of Chairs (COC): Chair of Chairs Terry Kohlenberg (___ Minutes)
 4. Curriculum Review Committee (CRC): Faculty Co-Chair Andrew Hoffman (2 Minutes)
 5. Program Review Committee (PRC): Faculty Co-Chair Bruce Naschak (1 Minute)
 - 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 (1 Minute)
 3. Mesa College Guided Pathways Committee: Co-Coordinators Howard Eskew/Toni Parsons (5 Minutes)
 4. Other Committee Reports: 1 Minute
- VIII. **OLD BUSINESS:**
 - A. **Mesa Instructional Council Proposal:**
- IX. **NEW BUSINESS:**
 - A. **Administrative Procedure Academic Affairs:** Andrew Hoffman
 - B. **Academic Senate Membership Drive – Fall 2020 Convocation:** Holly Jagielinski
- X. **SENATE EXECUTIVE OFFICER REPORTS:**
 - A. **Vice President:** Howard Eskew (___ Minutes)
 - B. **Secretary:** Holly Jagielinski (___ Minutes)
 - C. **Treasurer:** Becca Arnold (___ Minutes)
 - D. **Senator at Large (1):** Alison Gurganus (___ Minutes)
 - E. **Senator at Large (2):** Leslie Seiger (No Report)
 - F. **Immediate Past President:** Kim Perigo (No Report)
 - G. **President:** Manuel Vélez (10 Minutes)
- XI. **Round Table Topic:**
- 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](#))
 - F. Please donate to the Stand and help our students succeed. ([LINK](#))
- XIII. **ADJOURNMENT:**

April 13, 2020: 2:20PM – 4:00PM

MINUTES

DRAFT

Present:

Academic Senate President Manuel Vélez, Carlyne Allbee, Becca Arnoild, Isaac Arguelles-Ibarra, Janna Braun, Henry Browne,

Jill Chagnon, John Crocitti, Nellie Dougherty, Rosiangela Escamilla, Rob Fremland, Veronica Gerace, Lou Ann Gibson, Helen Greenbergs, Alison Gurganus, Bill Hoefer, Andrew Hoffman, Sharon Hughes, Christina Huynh, Holly Jagielinski, Janue Johnson, Candace Katungi, Kim Lacher, César López, Katherine Naimark, Bruce Naschak, Kim Perigo, Alison Primoza, Waverly Ray, Anthony Reuss,

Robert Sanchez, Kristian Secor, George Svoboda, Oscar V. Torres, Tonya Whitfield, Walter "Duane" Wesley and guests Lisa Burgert,

Guillermo Marrujo, Dina Miyoshi, Alessandra Moctezuma, Pegah Motaleb and Eva Parrill

Absent: Evan Adelson (Proxy to Oscar V. Torres), Michael Brewer, Howard Eslew, Larry Horsman, Jesse Keller, Terry Kohlenberg (Excused), Jessica Sardo, Leslie Seiger, Shannon Shi, Irena Stojimirovic, Judy Sundayo, Lauren Wade and

Kimberly Williams-Kee (Excused)

I. CALL TO ORDER & WELCOME by Academic Senate President Manuel Vélez:

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: Alan Goodman/Eva Parill

1. The Classified Senate has held a couple of check-in meetings via zoom.
2. We are trying to prioritize projects for the remainder of the semester.
3. We also started discussing fundraising ideas to raise funds for the Covid-19 Student Emergency Fund.
4. Classified Professionals are here to support Faculty and the institution during this situation.

IV. PUBLIC COMMENTS: (6 Minute Maximum Discussion per Item/Topic)(3 Minute Maximum Discussion per Participant) None

V. APPROVAL OF DRAFT MINUTES: March 9, 2020

Motion to approve with changes from John Crocitti and Rob Fremland:

M/S Crocitti/ Jagielinski

UNANIMOUS

VI. GUEST(s): None

VII. COMMITTEE REPORTS:

A. Senate Executive Committees:

1. Academic Affairs Committee: Chair Oscar V. Torres

a. The committee members met last week.

- There was a duplicate Academic Affairs web page that was not being maintained by the Academic Senate. (Joel Arias made the correction.)
- The committee discussed the protocol for selecting a Faculty Representative to serve on the screening committee for the new Vice Chancellor of Student Services position.
- The committee continued our Mesa Instructional Council (MIC) Proposal discussion.
- We also discussed the current Academic Senate Election Process.

* Congratulations to the newly elected Senate Exec Committee members!

2. Professional Advancement Committee (PAC): Chair Janna Braun
 - a. Faculty can submit proposals/completions electronically. (They must include evidence that their Chair and Dean approved their submission.) The last spring 2020 submission deadline is April 29th.

3. Committee of Chairs (COC): Chair of Chairs Terry Kohlenberg
Report Sent via Email:
 - a. We held a meeting last Wednesday.
 - President Luster, Vice President O'Connor and some of the Deans attended the meeting.
 - Our district will need to reduce some class offerings in the fall. (Mesa may need to cut as many as 350 classes.
 - * If we reduce some of the summer offerings, many of those classes will be counted as reductions for the fall because they are coming out of the same budget.
 - * The Chairs and Deans are working together with Vice President O'Connor to decide which classes should be canceled. (No one wants to do this but given our current budget situation, it looks like we will need to.)

4. Curriculum Review Committee (CRC): Faculty Co-Chair Andrew Hoffman
 - a. Andrew spoke to Vice President O'Connor about Remote Teaching this morning.
 - We have blanket Distance Education approval for all spring 2020 and summer 2020 classes.
 - b. We still have a lot of spring 2020 curriculum changes to process.
 - c. Every Program Change will require a narrative.
 - d. We do not need to rush through Distance Education proposals for fall 2020 courses.

5. Program Review Committee (PRC): Chair Bruce Naschak
 - a. We are trying to streamline the process for Program Review for all departments.
 - Please send your suggestions for streamlining the process to Bruce.

B. Other Committees:

1. The Committee for Diversity Action, Inclusion & Equity (CDAIE): Chair Judy Sundayo (Reported by Veronica Gerace)
 - a. This year CDAIE will be hosting Virtual Unity Week via Canvas in lieu of Cultural Unity Week. Virtual Unity Week will begin on April 13th.
 - All Mesa employees may access the Canvas shell.
 - President Manuel Velez reported President Luster supports holding virtual major events.

2. Mesa College Facilities Committee/District Review of Services Committee: Kim Perigo (No Report)

3. Mesa Pathways Committee: Co-Coordinator Toni Parsons
 - a. The committee met last week.
 - b. We will send emails to Work Group members regarding scheduling additional meetings this semester.
 - c. We are determining which projects can be completed virtually.
 - d. Alison Primoza expressed concerns about work being completed during the summer.
 - e. We will inform Faculty about Mesa Pathway's leadership for fall 2020 when the decision is made.

4. Other Committee Reports: None

VIII. OLD BUSINESS:

A. Mesa Instructional Council Proposal: Tabled

B. UPDATED Resolution 20.3.1 – Support for Textbook Affordability: Burgert/Fremland/Motaleb

1. Pegah Motaleb said our students really appreciate it when they do not have to pay for course materials.
 - a. Passage of this resolution can help bring funding to Mesa College to support OER.

Motion to approve:

IX. **NEW BUSINESS:** None

X. **SENATE EXECUTIVE OFFICER REPORTS:**

A. **Vice President.** Howard Eskew (No Report)

B. **Secretary:** Holly Jagielinski (No Report)

C. **Treasurer:** Becca Arnold

1. Academic Senate Scholarships:
 - a. We had to award our scholarships early due to the quarantine.

D. **Senator at Large (1):** Alison Gurganus

1. Please let your students know that online tutoring is available.
2. Librarians are holding "Lunch with a Librarian" on Wednesdays.
3. Canvas has a section for Assessment.

E. **Immediate Past President:** Kim Perigo

1. Covid 19 Updates:
 - Kim reported that she serves on the Board of Governors (BOG) and she has been receiving updates at the state level.
 - The State Chancellor's Office provides daily updates.

F. **President:** Manuel Vélez

1. It has been impressive to see how Faculty has adapted to teaching remotely. (Thank you everyone!)
2. Summer 2020 classes may also be taught remotely.
3. John Crocitti asked if the summer and fall 2020 academic deadlines can be changed.
 - a. Manuel will ask Student Services.
4. John Crocitti asked if Departmental Conference/Travel funds can be returned to the Departments for use next academic year since conferences have been cancelled academic year.
 - a. Manuel will check.
5. The state is not receiving nearly as much revenue as it did before the quarantine.
 - a. John Crocitti supports cutting summer 2020 classes in order to support the fall 2020 schedule.
 - b. Bruce Naschak said President Luster and the School Deans should inform Faculty about budget/funding cuts before the Department Chairs inform Faculty that their classes are being cut.
 - c. Bruce Naschak said administration consistently emphasizes percentage of Class CAP.
 - However, we are funded based on the number of students.
 - Percentage of Class CAP should not be used as the major criteria.
 - d. Carlyne Allbee said it would not be fair for Contract Faculty to continue to receive overload when courses are cut for Adjunct Faculty.
6. Mesa College will receive approximately 7 million dollars of the approximately \$14 million the San Diego Community College District (SDCCD) will receive from the Care Act federal stimulus.
 - a. Half of the funds must directly support students.
7. Mesa College is applying for Federal Emergency Management Agency (FEMA) funds.
8. The state is asking the SDCCD to go into our reserves.
9. Congratulations to the newly elected Senate Executive Officers!
 - President Elect John Crocitti
 - Senator at Large Alison Gurganus-Steinberg
 - Treasurer Mary Gwin

XI. Round Table Topic: School Closures

- A.** President Manuel Velez reported that we waiting for exterior accrediting institutions to approve courses we had to start teaching remotely due to the quarantine.
- B.** Janna Braun thanked Faculty for continuing to answer email questions from Mesa Press students.
 - 1. We were able to put out an electronic edition of the Mesa Press.
- C.** Anthony Reuss asked the Senators to give his name to students who report that they are not able to schedule an online appointment with a Counselor.
- D.** Isaac Arguelles-Ibarra reported class withdrawals that occur after March 9th can be changed to Excused Withdrawal.
- E.** John Crocitti said we need to protect our students' ability to transfer.
- F.** Tonya Whitfield said Culinary Art/Culinary Management cannot conduct spring 2020 labs right now and we need to be able to conduct summer 2020 labs.
 - 1. Holly Jagielinski reported Allied Health students cannot complete their courses without Clinical Labs.
 - She does not know if the accreditors will help.
 - 2. President Manuel Velez will bring the issue forward.

XII. ADJOURNMENT @ 3:52PM.

Motion to adjourn:

M/S

Gerace/Arguelles-Ibarra

UNANIMOUS

Submitted by Sue Saetia

Approved by the Academic Senate



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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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

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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



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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 aAll 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



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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