



SAN DIEGO MESA COLLEGE (SDMC)

ACADEMIC SENATE (AS)

March 23, 2026

Room MC 211 A/B

2:20PM – 4:20PM

MEETING AGENDA

2nd DRAFT

- I. CALL TO ORDER & WELCOME** by President Mary Gwin:
Parliamentarian – TBD /Timekeeper – TBD/Speaker Coordinator – TBD
- II. APPROVAL OF DRAFT AGENDA:**
- III. PUBLIC PRESENTATIONS:**
- A. Associated Student Government (ASG):** Senator Nicole Rodriguez & Senator Jay Tarvin
B. Classified Professionals: President Ayana Woods & Vice President Alison Mona
- IV. PUBLIC COMMENTS:** 3 Minutes Maximum for Each Speakers
A. Connie Renda – SDMC Contract Health Information Faculty Member:
- V. APPROVAL OF DRAFT MINUTES:** March 9, 2026
- VI. GUEST(s):**
A. Liza Rabinovitch - Brian Weston - Presentation on Canvas Nuventive Connection
- VII. REPORTS:**
- A. Committee Reports:** 3:15PM
1. Senate Executive Committees:
 - a. *Academic Affairs (AA) Committee:* Chair Dave "DAS" Odasso (1 Minute)
 - b. *Professional Advancement Committee (PAC):* Chair Andrew Hoffman (1 Minute)
 - c. *Committee of Chairs (COC):* Chair of Chairs Ian Duckles (1 Minute)
 - d. *Curriculum Review Committee (CRC):* Faculty Co-Chair Justin Estep (1 Minute)
 - e. *Program Review Steering Committee (PRSC):* Faculty Co-Chair Bruce Naschak (1 Minute)
 - f. *ASCCC Credit for Prior Learning Liaison:* Tonya Whitfield (1 Minute)
 - g. *The Committee for Diversity Action, Inclusion & Equity (CDAIE):* Chair Edeama Jonah (5 Minutes) (DEIA@Mesa)
 - h. *Other Committee Reports:* Environmental Sustainability Committee (ESC) Michelle Rodriguez (1 Minute)
 2. Senate Executive Officer Reports:
 - a. *Vice President:* Veronica Gerace (1 Minute) ([Faculty Committee Service](#)) ([Committee Service](#))
 - b. *Secretary:* Katlin Choi (1 Minute)
 - c. *Treasurer:* Thekima Mayasa (1 Minute)
 - d. Senator at Large #1: Ryan Mongelluzzo (1 Minute)
 - e. Senator at Large #2: Irena Stojimirovic (1 Minute)
 - f. *CTE Liaison:* Vacant
 - g. *Immediate Past President:* Andrew Hoffman (No Report)
 - h. *President:* Mary Gwin (10 Minutes)
- VIII. NEW BUSINESS:** 3:45PM
A.
- IX. OLD BUSINESS:**
A. Administrative Procedures (AP)/Board Policies (BP) Updates – Second Readings: Estep
- X. ROUND TABLE TOPIC: Continue February 23rd Discussion – Proposed "Canvas"/"Nuventive" Integration**
- XI. ANNOUNCEMENTS/FOR THE GOOD OF THE ORDER:**
- A.** Strive to support all SDMC Community Members. No one is better than anyone else. The world needs a lot more GRACE & HUMILITY.
 - B.** 2026 SDMC Commencement Ceremony – Friday May 29, 2026 (@ 2:00PM) at Douglas Stadium.
 - C.** The next SDMC Academic Senate meeting is April 13, 2026 (2:20PM – 4:20PM) Room MC 211 A/B.
 - D.** The next Academic Affairs Committee meeting is April 6, 2026 (4:15PM – 5:30PM) in Room A 117.
 - E.** Committee of Chairs (CoC) Meeting is March 25, 2026 (2:30PM – 4:00PM) in **Room BT 206 Computer Lab.**
 - F.** The next Curriculum Review Committee (CRC) meeting is April 16, 2026 @ 2:15PM in Room LRC 435.
 - G.** The next SDMC AS Exec meeting is April 6, 2026 (2:30PM – 4:00PM) Room A 117.
- XII. ADJOURNMENT:**



SAN DIEGO MESA COLLEGE (SDMC)

ACADEMIC SENATE (AS)

March 9, 2026

Room MC 211 A/B

2:20PM – 4:20PM

MEETING MINUTES

2ND DRAFT

Present:

Academic Senate President Mary Gwin, Carlyne Allbee, Thomas "Tommy Babine", Henry Browne, Katlin Choi, Jennifer Cost, Ian Duckles, Justin Estep, Erin Evans, James Hinton, Andrew Hoffman, Alex Holowicki, Geoff Johnson, Dante Jones, Jesse Keller, Wendell Kling, Sam Lee, Jonathan "Jon" Linton, David Lizarraga, Thekima Mayasa, Ryan Mongelluzzo, Danica Moore, Bruce Naschak, Roger "Rusty" Nichols, David "Das" Odasso, Mychal Odom, Miriam Pacheco, Scott Plambek, Anthony Reuss, Scott Suarez, Ngoc "Kim" Tran, Richard Unis, Megan Villa and Karen Wait

Absent:

Isaac Arguelles-Ibarra, Sandra Belew, Nellie Dougherty, Jennifer Frost Moreno (Proxy to Gabriela Kovats), Veronica Gerace (Excused), Mariam Kushkaki, Laura Maki, Edeama Onwuchekwa Jonah, Michelle Rodriguez (Proxy to Evans), Jessica Sardo (Proxy to Danica Moore), Irena Stojimirovic (Proxy to Katlin Choi) and Michael Williams

I. CALL TO ORDER & WELCOME by President Mary Gwin @ 2:23PM.
Parliamentarian – TBD /Timekeeper – TBD/Speaker Coordinator – TBD

II. APPROVAL OF DRAFT AGENDA:
Move to Approve:
M/S Moore/Duckles **UNANIMOUS**

III. PUBLIC PRESENTATIONS: None
A. Associated Student Government (ASG): Senator Nicole Rodriguez & Senator Jay Tarvin
B. Classified Professionals: President Ayana Woods & Vice President Alison Mona

IV. PUBLIC COMMENTS: None

V. APPROVAL OF DRAFT MINUTES: February 23, 2025
Move to Approve:
M/S Moore/Hoffman **35 Approved**
3 Abstain
Hinton
Naschak
Odasso

VI. GUEST(s):
A. Senator for Adjunct Faculty Geoff Johnson – "One" Faculty Proposal:

VII. REPORTS:
A. Committee Reports:
1. Senate Executive Committees:
a. *Academic Affairs (AA) Committee:* Chair Dave "DAS" Odasso (No Report)
b. *Professional Advancement Committee (PAC):* Chair Andrew Hoffman
• Sabbatical application closed. PAC will meet on 3/18 to review the applications.

- c. *Committee of Chairs (COC):* Chair of Chairs Ian Duckles
 - Committee of Chairs had its first meeting of the semester on 2/25. Our next meeting is on 3/11. This will be a regular meeting. At our 3/25 meeting we will be working on a Handbook for Chairs
 - Ian Duckles will be presenting on Artificial Intelligence (AI) at the ASCCC AI and Academia Conference on March 20th and also at the San Diego Community College District (SDCCD) Innovation Day event.
- d. *Curriculum Review Committee (CRC):* Faculty Co-Chair Justin Estep
 - The incoming Faculty Co-Chair for CRC will be Bryan Malinis.
- e. *Program Review Steering Committee (PRSC):* Faculty Co-Chair Bruce Naschak
 - Currently, the Program Review Steering Committee is developing the prompts that will be part of the departmental PR comprehensive reports for the 2026-27 academic year. Our goal is to keep the report parameters as simple as possible to avoid placing an undue burden on faculty.
- f. *ASCCC Credit for Prior Learning Liaison:* Tonya Whitfield (No Report)
- g. *The Committee for Diversity Action, Inclusion & Equity (CDAIE):* Chair Edeama Jonah (No Report) (DEIA@Mesa)
- h. *Other Committee Reports:* Environmental Sustainability Committee (ESC) Michelle Rodriguez (No Report)
- i. *Elections Committee:* Chair Scott Suarez
 - We have 9 candidates for the Senators for five (5) Adjunct Faculty positions. We have one (1) candidate for the Senator at Large position. We have no candidates for the Treasurer or the President Elect positions. The elections committee decided to extend the nomination period for the open positions by one week, until Friday, March 13th."

2. Senate Executive Officer Reports:

- a. *Vice President:* Veronica Gerace ([Faculty Committee Service](#)) ([Committee Service](#))
Reported by Mary Gwin:
 - Lots of vacancies, will send out email with the document of Faculty Committee Service openings.
- b. *Secretary:* Katlin Choi (No Report)
- c. *Treasurer:* Thekima Mayasa
 - Senate increased the number of scholarships to three (one at \$1000 and two at \$500. One is focused on DACA/dreamer and two general scholarships. AS Exec will be reviewing apps with a deadline of 3/31.
- d. Senator at Large #1: Ryan Mongelluzzo (No Report)
- e. Senator at Large #2: Irena Stojimirovic (No Report)
- f. *CTE Liaison:* Vacant
- g. *Immediate Past President:* Andrew Hoffman (No Report)
- h. *President:* Mary Gwin
 - The nomination period for the Treasurer and President Elect positions was extended because there were no nominations during the original nomination period. Mary Gwin is working on revising the new Emergency Management website with Jacqueline Collins. There is a proposed \$900000 cut to NANCE across the campus in 26-27, which necessitates budget transparency. Travel funds are available.

VIII. NEW BUSINESS:

A. Administrative Procedures (AP)/Board Policies (BP) Updates: Estep

- 1. Contract SDMC English Faculty Member Jason Kalchik sits on the SDCCD Policies & Procedures Committee.

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| AP 0020.2 Curriculum and Instructional Council |
| AP 4022 Course Approval |
| AP 4050 Articulation |
| AP 5160.1 Health Occupations--Instructional Use of Clinical Facilities |
| BP 4020 (formerly BP 5020) Curriculum Development |

Move to forward the items to the March 23rd meeting as "Old Business":

M/S

Johnson/Cost

UNANIMOUS

IX. OLD BUSINESS: None

XI. ROUND TABLE TOPIC: Continue February 23rd Discussion – Proposed "Canvas"/"Nuventive" Integration

XII. ANNOUNCEMENTS/FOR THE GOOD OF THE ORDER:

- A. Strive to support **all** SDMC Community Members. No one is better than anyone else. The world needs a lot more GRACE & HUMILITY.
- B. 2026 SDMC Commencement Ceremony – Friday (May 29, 2026) @ 2:00PM (Douglas Stadium).
- C. The next SDMC Academic Senate meeting is March 23, 2026 (2:20PM – 4:20PM) Room MC 211 A/B.
- D. The next Academic Affairs Committee meeting is April 6, 2026 (4:15PM – 5:30PM) in Room A 117.
- E. Committee of Chairs (CoC) Meeting is March 11, 2026 (2:30PM – 4:00PM) in room **Room BT 101**
- F. The next Curriculum Review Committee (CRC) meeting is March 19, 2026 @ 2:15PM in Room LRC 435.
- G. The next SDMC AS Exec meeting is March 16, 2026 (2:30PM – 4:00PM) Room A 117.
- H. The Professional Advancement Committee (PAC) will review the 2026 – 2027 Sabbatical Applications on March 18th

X. ADJOURNMENT @ 3:53PM:

Move to Adjourn:

M/S

Duckles/Allbee

UNANIMOUS

Submitted by Katlin Choi - Mary Gwin – Sue Saetia

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|---|---------------------|---------------------|
| BP Summary | PDF | DOC |
| BP 4020 (formerly BP 5020) Curriculum Development | PDF | DOC |
| AP Summary | PDF | DOC |
| AP 0020.2 Curriculum and Instructional Council | PDF | DOC |
| AP 4022 Course Approval | PDF | DOC |
| AP 4050 Articulation | PDF | DOC |
| AP 5160.1 Health Occupations—Instructional Use of Clinical Facilities | PDF | DOC |



San Diego Community College District

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Board Policy

Chapter 4 — Instructional Services

The following Board Policies 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 Policies: 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. This category has the most extensive review process.

No new/revised policy for this category

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

BP 4020 Curriculum Development

Minor technical changes and legally required updates to work experience credit hour calculations.

[BP 4020 Curriculum Development](#)

Category 3 Policies: Technical and/or non-substantive revisions to policies and/or procedures, such as reference updates, title changes, or policies and procedures that are being reviewed for currency but not undergoing significant revision.

No new/revised policy for this category

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SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION



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Board Policy

Chapter 4 – Instructional Services Academic Affairs

BP 4020 5020 CURRICULUM DEVELOPMENT

The courses, degrees, and certificates of the District's Colleges ~~and Continuing Education~~ shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency.

The Chancellor shall develop procedures for the approval of all courses of instruction and of all educational programs regardless of delivery modality that satisfy the requirements of the Education Code and the California Code of Regulations, ~~t~~ Title 5. The procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance shall remain flexible to permit timely response to change.

Furthermore, these procedures shall assure:

1. The Colleges' ~~and Continuing Education~~ faculty and Academic Senates assume primary responsibility for making recommendations in the areas of curriculum and academic standards.
2. The Colleges' ~~and Continuing Education~~ curriculum committees are recognized as the primary decision-making bodies that offer recommendations regarding courses, degrees, and certificates to the Curriculum and Instructional Council (CIC), the Board of Trustees, and the California Community Colleges Chancellor's Office, as appropriate.
3. Regular review of courses, degrees, and certificates.
4. Training opportunities for persons involved in aspects of curriculum development, and
5. Consideration of job market and other related information for justification of career and technical education degrees and certificates.

All courses, degrees, and certificates shall comply with ~~T~~ Title 5 regulations, be approved by the Board of Trustees as defined in procedures, and be submitted to the California Community Colleges Chancellor's Office for approval as required.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour"

program.

The Chancellor shall establish procedures which prescribe the definition of "credit hour" consistent with applicable federal regulations and California Code of Regulations, Title 5, section 55002.5, as they apply to community college districts.

Title 5 (§55002 and §55002.5) provides minimum hour to unit ratios and minimum unit increments at California Community Colleges. Specific hour to unit ratios and unit increments are defined locally. At the San Diego Community College District Colleges, a minimum of 48 total student learning hours is equivalent to 1 unit of credit and the minimum unit increment is 0.5, except in special circumstances.

~~For Cooperative Work Experience, 75 hours of paid work experience is equivalent to 1 unit of credit and 60 hours of non-paid work experience is equivalent to 1 unit of credit. Units may be awarded in 0.5-unit increments. Work experience courses shall adhere to the formula for credit hour calculations identified in Title 5, Section 55253.~~

The Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The Chancellor shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

Reference: Education Code Sections 70901(b), 70902(b), and 78016;
Title 5- Sections 51000, 51022, 55100, 55130, 55150, 55002 and 55002.5 ;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8; ~~WASC/ACCJC Accreditation Standards II.A and II.A.9.2.~~

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Adopted: June 9, 1981

~~Supersedes: AP 5020 October 14, 1988; September 7, 2000; November 14, 2002; May 27, 2010; November 10, 2016; and October 10, 2019.~~

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OFFICIAL Procedure Template

Administrative Procedures

Chapter 4 — Instructional Services

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. This category has the most extensive review process

No new/revised administrative procedure for this category

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

AP 0020.2 Curriculum and Instructional Council

Revised procedure: minor technical revisions and update language to align with Title 5 § 55001-55100

[AP 0020.2 Curriculum and Instructional Council](#)

AP 4050 Articulation

Revised procedure: minor technical revisions; update lower division general education language and institutional accreditation to align with Title 5 § 51022(b) and 55051.

[AP 5050 Articulation](#)

Category 3 Procedures: Technical and/or non-substantive revisions to policies and/or procedures, such as reference updates, title changes, or policies and procedures that are being reviewed for currency but not undergoing significant revision.

AP 4022 Course Approval

Minor technical changes: update number to align with CCLC.

[AP 4022 Course Approval](#)

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AP 5160.1 Health Occupations—Instructional Use of Clinical Facilities

Revised procedure: minor technical updates.

[AP 5160.1 Health Occupations Instructional Use of Clinical Facilities](#)

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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 San Diego Community College District's Colleges [City College](#), [Mesa College](#), [Miramar College](#), and the [College of Continuing Education](#). 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 the publication of class schedules, catalogs, and other instructional publications.
4. Review courses and programs in an effort to maintain consistency regarding discipline assignment, general education criteria, hours and units awarded, prerequisites for title 5 regulation, transfer requirements, and other districtwide matters of instructional consequence.
5. Make recommendations regarding districtwide instructional strategies, goals, and objectives.
6. Identify instructional issues and develop proposals for Chancellor's Cabinet.
7. Provide a forum for instructional issues.
8. 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. Recommends new or revised curriculum to the Board of Trustees.

Membership

1. Representation will be as follows:
 - a. Executive Instruction Officer
 - b. Dean Instructional Services
 - c. Vice President, Instructional Services from each college
 - d. Two faculty representatives from each college
 - 1) Curriculum Chair (each college)

- 2) Other designated Academic Senate representative (each college)
- e. Ex-Officio Representative from Student Services Council
2. Membership considerations include:
 - a. The Curriculum and Instructional Council shall be established by mutual agreement between the administrators and academic senates.
 - a-b. The Chair of the Curriculum and Instructional Council will be the Executive Instruction Officer.
 - b-c. In the absence of the Chair, the Dean, Instructional Services, will serve as chair.
 - e-d. In the absence of an appointed member, he/she will designate an alternate member from their site.
 - d-e. The Executive Instruction Officer; Dean, Instructional Services; and Ex-Officio Representative from Student Services Council are non-voting members.
 - e-f. In the event of a tie-vote, the Chair shall cast the deciding vote.
 - f-g. Council meetings are open to classified professionals, 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, Instructional Services.
 - b. Items for the Council agenda may be added by any member.
 - c. All items for any one Council agenda must be submitted to the Dean, Instructional 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 anyone else upon request.
2. Meetings: Regular and Special; Time and Place
 - a. Regular meetings shall be the second and fourth Thursday of each month or more often if needed.
 - b. Special meetings may be called by the Chair.
 - c. Regular and special meetings shall normally take place at the District Office.
3. Oversight of CIC Subcommittees:
 - a. CIC assigns, tracks, and reviews 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 Curriculum Chair to the college curriculum committee.
- b. If there are issues that cannot be resolved at the college level, the Curriculum and Instructional Council, will meet to resolve the issues.

Reference: California Education Code section 70902 (b)(7); and California Code of Regulations Title 5, Sections 53200 and 55002

APPROVED: New or Revised

<Once signed>

Date Approved: <Date>

Supersedes: 10/06/1992; 9/22/2023

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AP <Number>



San Diego Community College District

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Administrative Procedure

Chapter 4 – Instructional Services

AP 5022 4022 – COURSE APPROVAL

The District will rely primarily upon the Academic Senate for all recommendations for new courses, changes or revision of courses, or other modifications of curriculum. These recommendations must be approved by the Curriculum and Instructional Council (CIC) prior to approval by the Board of Trustees and submission to the California Community Colleges Chancellor's Office as required.

Reference: California Code of Regulations, Title 5, section 55100

APPROVED: New or Revised

Date Approved:

Supersedes: ~~New Procedure~~ AP 5022 – 02/10/17 (*Renumbered 5022*)



Administrative Procedure

Chapter 4 – Instructional Services

AP 4050 – ARTICULATION

The colleges shall actively participate in articulation efforts to benefit prospective and current students for a seamless transition between colleges and universities. These efforts include establishing, updating, and disseminating articulation agreements with regionally accredited universities to reduce barriers for students. Articulation agreements shall be designed to reduce the loss of credit or repetition of coursework from one institution to another, facilitate education planning, complete the university transfer goal in a timely fashion, and assure that students have the proper instruction and academic preparation to be successful at their university of choice.

The colleges' Articulation Officers shall manage articulation agreements in collaboration with regionally accredited colleges and universities. Articulation activities shall be guided by the procedures outlined in the current edition of the California Articulation Policies and Procedures Handbook published by the California Intersegmental Articulation Council, a professional organization of California community college and university articulation officers.

The college Articulation Officer shall:

1. Work with instructional faculty to design and develop transferable courses;
2. Research comparable courses at other regionally accredited colleges and universities;
3. Identify and propose courses to universities and appropriate committees for articulation approval; and
4. Develop, manage, and maintain documentation of each articulation agreement including the formal written agreement with receiving CSU and UC campuses, the CSU and UC systems, and private/independent or out-of-state universities where patterns of student transfer are identified.

Articulation agreements should ensure the college's transfer courses meet the following university requirements:

1. Baccalaureate degree credit requirements, including the UC Transfer Credit Agreement (UC TCA);
2. ~~General education requirements, including the CSU General Education – Breadth (CSU GE) pattern and the Intersegmental General Education Transfer Curriculum (IGETC);~~ and Approved intersegmental lower-division general education pattern used for transfer to the University of California or the California State University.
3. Major preparation requirements.

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In addition, the college Articulation Officer shall work with discipline faculty to participate in statewide articulation initiatives administered through the California Community College system and our public university partners.

Articulation and transfer resources are available on the College's articulation website and on the Articulation System Stimulating Inter-institutional Student Transfer (ASSIST) website (www.assist.org), the official repository of articulation agreements for California's public colleges and universities.

The colleges shall endeavor to not establish articulation agreements only with non-regionally accredited institutions.

Reference: Education Code Sections 66720-66744;
Title 5 Section 51022(b) and 55051;
WASC/ACCJC Accreditation Standard ~~H.A.10~~ 2

APPROVED: New or Revised

Date Approved:

Supersedes: AP 5050 2/10/2017; 9/22/2023

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Administrative Procedure

Chapter 4 – Academic Affairs Instructional Services

AP 5160.1 (Check the Number) HEALTH OCCUPATIONS—INSTRUCTIONAL USE OF CLINICAL FACILITIES

This procedure outlines the tasks that must be completed to develop a contractual relationship with outside clinical facilities for worksite instruction for San Diego Community College District's health occupations programs. All such agreements require site review by the President or designee and approval by the Board of Trustees before students are assigned to a clinical facility or an agreement is implemented.

1. Responsibilities
 - a. ~~College or Continuing Education~~ College Program Director or designee identifies clinical facility and makes advance arrangements with appropriate clinical staff to accept District students.
 - a. District ~~Educational~~ Instructional Services
 - i. Receives clinical facility name and contact information from ~~College or Continuing Education~~ Program Director or designee;
 - ii. Ensures the agreement includes all required components;
 - iii. Reviews all agreement arrangements;
 - iv. Receives approval from District Risk Management~~r~~ for any changes to standard agreements or non-standard agreements;
 - v. Notifies District Risk Management~~r~~ of all new and expired or terminated agreements;
 - vi. Maintains a file of clinical agreements for site reference; and
 - vii. Submits to the Board of Trustees for approval.
2. Agreement Development and Implementation
 - a. The ~~College~~ Program Director or designee, identifies the clinical facility and makes advance arrangements with appropriate clinical staff to accept District students.
 - b. The ~~College~~ Program Director or designee, ~~forwards~~ provides the clinical site and contact information to District ~~Instructional~~ Educational Services.
 - c. District ~~Instructional~~ Educational Services prepares the standard District agreement including:
 - i. Correct legal name of facility;
 - ii. Address of facility; and ~~Webpage~~;
 - iii. Name, Title, ~~Email address~~ and phone number of contact person;
 - iv. Desired effective date of agreement; and
 - v. Insurance requirements.
 - vi. District ~~Educational~~ Instructional Services sends the completed standard District agreement to the clinical facility.
 - vii. District ~~Instructional~~ Educational Services coordinates any changes to the standard District agreement with the clinical facility and the District Risk Management~~r~~.
 - viii. Following written approval of District Risk Management~~r~~ of any non-standard agreement, District ~~Instructional~~ Educational Services incorporates any changes and submits the revised agreement to the

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clinical facility for signature. Written approval is required by District Risk Management~~ment~~ for any non-standard agreements or changes to the standard District agreement before signatures can be collected.

g. Following signature by the clinical facility, District ~~Instructional-Educational~~ Services acquires the signature from the Vice Chancellor, ~~Instructional-Educational~~ Services.

h. Once ~~all~~ signatures are received, District ~~Instructional-Educational~~ Services prepares a Board ~~docket agenda~~ exhibit requesting approval of clinical facility.

i. Upon Board of Trustees approval of clinical facility, District ~~Instructional~~~~Educational~~ Services provides copies of the agreements to the College ~~or Continuing Education~~ Program Director, the clinical facility, and District Risk Management~~ment~~.

j. District Risk Management~~ment~~ generates a certificate of insurance for the approved clinical site.

k. District ~~Instructional-Educational~~ Services updates the file of clinical agreements;

l. District ~~Instructional~~~~Educational~~ Services monitors the file of clinical agreements and notifies the Program Director of upcoming agreements that require renewal.

m. District ~~Instructional~~~~Educational~~ Services notifies District Risk Management~~ment~~ of any terminated or expired agreements.

References:

Education Code Section 8826.5;

Approved by the Chancellor: 11/18/2019

Supersedes: 1/31/1997

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Reference: <List Reference(s)> <Aligned at 1.13">

APPROVED: New or Revised

<Once signed>

AP <Number>

Date Approved: <Date>

Supersedes: <List previous/current Procedure number – Previous Date or state “New Procedure” – List all dates/renumbering>

(i.e. BP 3100 – 01/01/90; 01/01/12; 01/01/18; BP 5500 – 01/01/21)
<Aligned at 1.13">

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2/19

AP <Number>