



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Regular Meeting in March 2019

DATE: Tuesday, March 26, 2019, at 5:30 p.m.

PLACE: Anaheim Campus Board Room
1830 W. Romneya Drive, Anaheim, CA 92801

Welcome to this meeting of the North Orange County Community College District Board of Trustees. If you wish to address the Board, please complete a yellow card entitled, "Request to Address Board of Trustees" and submit it to the Board's Recording Secretary. These cards are available at the podium outside the Board Room.

Members of the public may address the Board regarding items on the agenda as these items are taken up by the Board, according to the rules of the Board. Members of the public wishing to address matters not on the agenda will be invited to do so under "Comments: Members of the Audience" at the beginning of the meeting. The Board reserves the right to change the order of the agenda items as the need arises.

AGENDA:

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Comments: Members of the Audience:** Members of the public may address the Board regarding items on the Agenda as such items are taken up, subject to regulations of the Board. All Board meetings, excluding closed sessions, shall be electronically recorded.
- d. **Consider Non-Personnel block-vote items indicated by [] in Sections 3 & 4**
- e. **Consider Personnel block-vote items indicated by [] in Section 5**
 Agenda items designated as block-vote items with [] are considered by the Board of Trustees to either be routine or sufficiently supported by back-up information so that additional discussion is not required. Therefore, there will be no separate discussion on these items before the Board votes on them. Block vote items will be enacted by one motion.

 An exception to this procedure may occur if a Board member requests a specific item be removed from block-vote consideration for separate discussion and a separate vote. Members of the public completing a card entitled, "Request to Address Board of Trustees" on an item removed from block-vote consideration will be heard prior to the Board's vote on that item.

 Public records related to the public session agenda, that are distributed to the Board of Trustees less than 72 hours before a regular meeting, may be inspected by the public at the Chancellor's Office, 1830 W. Romneya Drive, Anaheim, CA 92801, during regular business hours (8:00 a.m. to 5:00 p.m.).
- f. **Reports:**
 Chancellor
 * **Seating of New Cypress College Student Trustee**
- g. **Comments:**
 Resource Table Personnel
 Members of the Board of Trustees
2. a. **Approval of Minutes of the Regular Meeting of March 12, 2019.**

- b. **CLOSED SESSION: Per the following sections of the Government Code:**
Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES: Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.

Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.

Per Government Code Section 54957.5: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: CHANCELLOR

Per Section 54956.9(d)(2): CONFERENCE WITH LEGAL COUNSEL: SIGNIFICANT EXPOSURE TO LITIGATION: One (1) Potential Case.

Claimant: Dominador Fradejas
Agency Claimed Against: NOCCCD

Section 59338: FINAL DISTRICT DECISION; APPEALS TO LOCAL GOVERNING BOARD

3. **FINANCE & FACILITIES**

- [a] Authorization is requested to enter into an agreement with Geotechnical Solutions, Inc. to provide geotechnical services during the construction phase for the new SEM, VRC & SAC project at Cypress College for the duration of March 1, 2019, through June 30, 2021.
- [b] Authorization is requested to enter into an agreement with Twinning Consulting in the amount of \$280,005 to provide material testing and special inspection services for the new SEM & VRC/SAC projects at Cypress College for the duration of March 1, 2019, through June 30, 2021.
- [c] Authorization is requested to enter into an agreement with Economic Modeling, LLC in the amount of \$292,500 for a three-year agreement starting April 1, 2019, through March 31, 2022.
- [d] Authorization is requested to piggyback on the Master Subscription Agreement between Portfolium, Inc. and the Foundation for California Community Colleges to purchase subscription from Porfolium, Inc. in the amount of \$360,000 for a three-year subscription from April 1, 2019, through March 31, 2022.
- [e] Authorization is requested that the Board of Trustees approve the North Orange County Regional Occupational Program to utilize California Adult Education Program funds in the amount of not to exceed \$137,211.
- [f] Authorization is requested to enter into agreements with Thunderbird Leadership Consulting in the amount of \$137,068 from April 1 – October 31, 2019.

4. **INSTRUCTIONAL RESOURCES**

- [a] It is recommended that the Board approve the summary of curriculum changes for Fullerton College, to be effective Fall 2019.

5. HUMAN RESOURCES

[a] Request approval of the following items concerning academic personnel:

Change in Salary Classification
 Leaves of Absence
 Temporary Academic Hourly
 Correction to Board Agenda – Voluntary Change in Assignment

[b] Request approval of the following items concerning classified personnel:

Retirement
 Resignation
 Voluntary Changes in Assignment
 Professional Growth & Development
 Stipend for Additional Administrative Duties
 Leaves of Absence

[c] Request approval of Professional Experts.

[d] Request approval of short-term, tutors, interpreters and readers, professional medical employees, work-study/work experience, full-time students, and substitute (hourly) personnel.

[e] Request approval of Volunteers.

[f] Request approval of the revised Nonclassified Short-Term Hourly Employee Rate Schedule, effective July 1, 2019.

6. GENERAL

- a. It is recommended that the Board receive as a first reading the proposed, revised Board Policies in Chapters 2, 3, and 7, and the new Administrative Procedure in Chapter 7.
- b. It is recommended that the Board mark its ballot for the California Community College Board of Trustees Board of Directors election at this time.
- c. It is recommended that the Board adopt the revised Board of Trustees Assessment Instrument, initially adopted August 26, 1997, and last revised March 28, 2017, which will be distributed at the April 9, 2019 Board meeting.
- d. It is recommended that the Board discuss any potential future agenda items.

It is the intention of the North Orange County Community College District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance, the North Orange County Community College District will attempt to accommodate you in every reasonable manner. Please contact the Chancellor's Office, at (714) 808-4797, at least 48 hours prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 26, 2019 Resolution
SUBJECT: Approve Agreement with Geotechnical Information
Solutions, Inc. for the Geotechnical Enclosure(s)
Services for Cypress College SEM and
VRC-SAC Projects

BACKGROUND: For the Construction Phase of the SEM and VRC-SAC projects at Cypress College, Geotechnical Inspection and Testing Lab services is needed as part of the normal course of work to ensure adherence to the project requirements.

Cypress College has requested to retain Geotechnical Solutions, Inc. (GSI) to provide geotechnical services during the construction phase of the SEM and VRC/SAC projects. GSI has already provided geotechnical services to include updating geotechnical reports, soil boring, laboratory testing, engineering geology, faulting and seismicity for the SEM and VRC-SAC projects for the pre-construction phase. GSI has a long standing history and knowledge of the soil conditions that are unique to Cypress College. GSI also played a critical role in the value engineering revision to the foundation system.

The services will be based on time and materials and an on call basis in accordance with the fee schedule of hourly rates with an estimated cost of \$150,000. Actual costs may vary and will depend on actual construction progress. GSI is a pre-qualified firm that was approved by the Board on September 8, 2015.

This agenda item was submitted by Ryan Lippmann, Interim Project Manager, Campus Capital Projects and Jenney Ho, District Director, Purchasing.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this service comes from Measure J Bond fund.

RECOMMENDATION: Authorization is requested to enter into an agreement with Geotechnical Solutions, Inc. to provide geotechnical services during the construction phase for the new SEM, VRC & SAC project at Cypress College for the duration of March 1, 2019, through June 30, 2021. The services will be based on time and materials and an on call

basis in accordance with the fee schedule with an estimated cost of \$150,000. Any additional services will be billed on an hourly rate in the fee schedule, and the contract will be extended if the project goes beyond the estimated completion date. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing to execute the agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.a.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	
DATE:	March 26, 2019	Information	
		Enclosure(s)	
SUBJECT:	Approve Agreement with Twining Consulting for the Material Testing and Special Inspection Services for the New SEM & VRC/SAC Projects at Cypress College		

BACKGROUND: In March 2019, the District issued a Request for Proposals (RFP) to seek a testing and special inspection firm that is qualified to perform construction material testing and special inspection services for the new SEM & VRC/SAC project at Cypress College. In general, inspections shall include concrete, masonry, steel, wood and other inspections outlined on the DSA-103 for the project. The selected firm must be a testing laboratory accepted in the Laboratory Evaluation and Acceptance Program of the Division of the State Architect (DSA). The RFP was sent to the Board approved list of pre-qualified material testing and special inspection companies. The District received nine (9) proposals.

American Engineering Laboratories, Inc.	\$ 262,644.25
Twining Consulting	\$ 280,005.00
United Heider Inspection Group	\$ 281,233.70
Wildan Engineering Geotechnical Group	\$ 438,282.90
Koury Engineering & Testing, Inc.	\$ 476,433.10
Southwest Inspection & Testing, Inc.	\$ 574,255.00
C.E.M. Lab	\$ 715,867.90
Ninyo & Moore	\$ 866,908.90
MTGL, Inc.	\$ 1,100,003.30

The District Project Committee members (Committee) consisted of an architect, Inspector of Records, construction manager, project managers, and the Directors of Physical Plant & Facilities.

Several factors were considered in the evaluation: price, experience, staff availability, lab support/proximity of jobsite, and relevant prior experience. After the Committee evaluated the proposals submitted, the Committee unanimously selected and recommended Twining Consulting to provide material testing and special inspection services and Lab of Record for the New SEM and VRC/SAC Projects at Cypress College in the amount of \$280,005 for the duration of March 1, 2019 through June 30, 2019. If the project goes beyond the estimated completion date and/or if additional special inspections are requested by DSA or other authorities having jurisdiction, the contract will be extended for additional services based on hourly rates submitted in the proposal.

This agenda item was submitted by Ryan Lippman, Interim Project Manager, Campus Capital Projects and Jenney Ho, District Director, Purchasing.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this service comes from Measure J Bond fund.

RECOMMENDATION: Authorization is requested to enter into an agreement with Twinning Consulting in the amount of \$280,005 to provide material testing and special inspection services for the new SEM & VRC/SAC projects at Cypress College for the duration of March 1, 2019, through June 30, 2021. If the project goes beyond the estimated completion date and/or if additional special inspections are requested by DSA or other authorities having jurisdiction, the contract will be extended for additional services based on hourly rates submitted in the proposal. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing to execute the agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.b.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution _____
DATE: March 26, 2019 Information _____
Enclosure(s) _____
SUBJECT: North Orange Continuing Education
Economic Modeling, LLC (Emsi)
Agreement

BACKGROUND: North Orange Continuing Education is the fiscal agent for the Orange County Regional Work-Based Learning and Job Placement (OCWBLJP) project funded by Strong Workforce Program. The project is a collaborative effort among all nine Orange County community colleges and NOCE (10 schools), students, community partners, and employers engaged in developing a seamless platform to meet the needs of job seekers, employers and our region.

NOCE and the OCWBLJP workgroup want to improve the college's and regions ability to gather data that will show the impact that our Career Technical Education (CTE) programs are making on the region and state in addressing the Strong Workforce Metrics and the statewide Vision for Success.

By investing in the Economic Modeling, LLC of Moscow, Idaho (Emsi) Profile Analytics and Alumni Outcome platforms, the college's and region will gain access to data that will show how their programs are preparing students for in-demand jobs, employed in their field of study, earning credentials, and meeting regional wage data.

Many higher education institutions are using Emsi, including the Los Angeles/Orange County Center of Excellence, because there are no other services that offer the same level of resources in employment data, services, and alumni tools. Emsi is a data analytic platform that supports colleges in meeting their regional economy and drive student success by connecting colleges to students and employers.

The OCWBLJP workgroup approved funding to enter into an agreement with EMSI. The total cost of this service for Profile Analytics and Alumni Outcomes region-wide is \$292,500 for a three-year agreement starting April 1, 2019 through March 31, 2022.

This item was prepared by Raine Hambly, Director of Career Technical Education.

How does this relate to the five District Strategic Directions? This item responds to Direction #1. The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements, and courses; and Direction #5. The District will develop and sustain collaborative projects and partnerships with the community's educational institutions, civic organizations, and businesses.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 3280: Grants.

FUNDING SOURCE AND FINANCIAL IMPACT: The contract and service is part of the Regional Strong Workforce Orange County Work-Based Learning and Job Placement project and paid for by the Regional Strong Workforce funds awarded to NOCCCD North Orange Continuing Education.

RECOMMENDATION: Authorization is requested to enter into an agreement with Economic Modeling, LLC in the amount of \$292,500 for a three-year agreement starting April 1, 2019, through March 31, 2022. Authorization if further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.c.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution _____
DATE: March 26, 2019 Information _____
Enclosure(s) _____
SUBJECT: North Orange Continuing Education
Portfolium, Inc. Partnership Agreement

BACKGROUND: North Orange Continuing Education is the fiscal agent for the Orange County Regional Work-Based Learning and Job Placement (OCWBLJP) project funded by Strong Workforce Program. The project is a collaborative effort among all nine Orange County community colleges and NOCE (10 schools), students, community partners, and employers engaged in developing a seamless platform to meet the needs of job seekers, employers and the region.

In a competitive job market, in order to increase the chances of obtaining a position with a future employer, students must excel and exhibit evidence of the work and skills they have acquired. NOCE and the OCWBLJP workgroup are looking to provide access to e-portfolios for Career Technical Education (CTE) students to allow them to showcase their work, skills, strengths, and provide snapshots of what make them a strong candidate for employers.

Portfolium provides an academic e-portfolio network and showcase connecting college students and recent graduates with employers while also documenting their collegiate work, projects and experiences. By combining features typically reserved for social and professional networking platforms with the ability to create and aggregate multimedia content from across the web, Portfolium provides an all-encompassing view of student's abilities and potential. In addition to the networks, yearly data and analytics reports on network activity, engagement and outcomes are provided to the institution; as well as administrator accounts allowing institutions to make network announcements and maintain a digital resume database.

The OCWBLJP workgroup approved funding to enter into an agreement with Portfolium, Inc. The total cost of this service for between 50,000 and 75,000 FTE region-wide is \$360,000 for a three-year subscription April 1, 2019 through March 31, 2022.

This item was prepared by Raine Hambly, Director of Career Technical Education.

How does this relate to the five District Strategic Directions? This item responds to Direction #1. The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements, and courses; and Direction #5. The District will develop and sustain collaborative projects and partnerships with the community's educational institutions, civic organizations, and businesses.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 3280: Grants.

FUNDING SOURCE AND FINANCIAL IMPACT: The contract and service is part of the Regional Strong Workforce Orange County Work-Based Learning and Job Placement project and paid for by the Regional Strong Workforce funds awarded to NOCCCD North Orange Continuing Education.

RECOMMENDATION: Authorization is requested to piggyback on the Master Subscription Agreement between Portfolium, Inc and the Foundation for California Community Colleges to purchase subscription from Porfolium, Inc. in the amount of \$360,000 for a three-year subscription from April 1, 2019, through March 31, 2022.

Fred Williams

Recommended by

Approved for Submittal

3.d.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 26, 2019 Resolution
Information
SUBJECT: North Orange Continuing Education Enclosure(s)
California Adult Education Program

BACKGROUND: North Orange County Regional Occupational Program (NOCROP) is an Executive Committee voting member of the North Orange County Regional Consortium (NOCRC) for the California Adult Education Program (CAEP). The North Orange County Community College District is the Fiscal Agent for CAEP hosted at NOCRC.

As a member of the Consortium, NOCROP is looking to bolster and support the NOCROP vocational programs and expand the number of adult students served by CAEP. NOCROP will hire an Adult Education Specialist that will coordinate with staff and regional partners to identify student and program data and outcomes, formulate and publicize course information, referrals, orientation, and enrollment activities for incoming adult education students. They will also develop new programs and/or revise existing programs to meet industry needs and fill identified gaps in service. NOCROP will be reimbursed by North Orange County Community College District through CAEP resources.

The Executive Committee for NOCRC approved funding for NOCROP in the amount of not to exceed \$137,211.

This agenda item was submitted by Janeth Manjarrez, California Adult Education Program Director.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: N/A

FUNDING SOURCE AND FINANCIAL IMPACT: The Adult Education Resources for North Orange Regional Occupational Program (NOCROP) will be charged to the California Adult Education Program (CAEP).

RECOMMENDATION: Authorization is requested that the Board of Trustees approve the North Orange County Regional Occupational Program to utilize California Adult Education Program funds in the amount of not to exceed \$137,211. It is further recommended that the Board of Trustees authorize the Vice Chancellor, Finance to execute the purchase order on behalf of the District.

Fred Williams

3.e

Recommended by

Approved for Submittal

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 26, 2019 Resolution
Information
SUBJECT: Consulting Services Agreements with Enclosure(s)
Thunderbird Leadership Consulting

BACKGROUND: In 2017, the District engaged with Collaborative Brain Trust (CBT) to conduct a study on NOCCCD's organizational structure. One of the key recommendations by CBT is to restructure information technology services District-wide.

In order to do this work successfully, staff recommend contracting with Thunderbird Leadership Consulting to conduct three modules of work related to IT Governance and Operations. The three modules are:

1. IT Operations Assessment
2. IT Project Management / Resource Alignment
3. IT Service Delivery Model

The goal is to create an IT structure that supports innovation, agile development and effective operation in service of student success and equity. As well as creating an IT staffing structure that aligns with current industry standards, that provides career ladders and advancement opportunities for staff that supports the achievement of the District's mission and strategic goals.

It is requested for the District to enter into agreements with Thunderbird Leadership Consulting in the amount of \$137,068. The term of the agreements will be from April 1, 2019 to October 31, 2019.

This Board agenda item was submitted by Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is in accordance with Board Policy 6340, Bids and Contracts.

FUNDING SOURCE AND FINANCIAL IMPACT: The consulting fee of \$137,068 shall be paid from the general fund.

RECOMMENDATION: Authorization is requested to enter into agreements with Thunderbird Leadership Consulting in the amount of \$137,068. The term of the agreements will be from April 1, 2019 to October 31, 2019. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.f.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
		Resolution	<u> </u>
DATE:	March 26, 2019	Information	<u> </u>
		Enclosure(s)	<u> X </u>
SUBJECT:	Fullerton College Curriculum Matters		

BACKGROUND: The Office of Instruction and the Curriculum Committee at Fullerton College and the District Curriculum Coordinating Committee have approved the attached summary of curriculum changes. All changes serve the mission of Fullerton College and are within the allocated budget for staff and facilities.

The Educational Master Plan has indicated that "instructional programs need to be continually reviewed as to viability and priority" and the curriculum "needs to provide state-of-the-art training in vocational programs." The assessment process, mandated by the state, provides several reasons for the proposed curricular changes: (1) to meet changing employment requirements, as per the recommendations of both the faculty and advisory committees; (2) to expand and streamline certificate programs in keeping with state mandates; (3) to provide meaningful categorization of Faculty Service Areas; (4) to provide specific courses to meet student needs; (5) to restructure programmatic curricula; and (6) to eliminate courses that either are no longer critical or that have been subsumed into other curricular offerings.

All curricula are submitted to the President's Office for review prior to submission to the District Curriculum Coordinating Committee. This agenda item is submitted by Dr. Jennifer Combs, Fullerton College Curriculum Committee Chair and Dr. José Ramón Núñez, Vice President, Instruction.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction #1: The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements, and courses.

How does this relate to Board Policy: The curricula are being submitted to the Board for approval as outlined in Board Policy 4020, Program and Curriculum Development.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for all curricula comes from the campus general fund.

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum changes for Fullerton College, to be effective Fall 2019. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

Cherry Li-Bugg

Recommended by

Approved for Submittal

4.a.1

Item No.

Fullerton College Curriculum

Board of Trustees Agenda Attachment

March 26, 2019 | DCCC approved: December 7, 2018

NEW COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
JOUR 230 F Virtual Reality/360 Storytelling.	Units: 3 Lecture: 2 Laboratory: 3 Prerequisite: JOUR 101 F GE: CSU Transfer Course Yes	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2019 Fall	New course to keep up with technology developments and industry demands and to help provide new skills and training that will be needed in the journalism and media communications fields.
TECH 155 F Applied Drone Lab.	Units: 2 Lecture: 1 Laboratory: 3 Prerequisite: TECH 131 F GE: CSU Transfer Course Yes	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2019 Fall	This new course is part of a new CTE program on the development and application of unmanned systems.

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ANTH 107 F Anthropology of Magic, Witchcraft, and Religion. Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Instruction • Multicultural Requirement • Objectives Revision • Schedule Description Update • Six-year review • Student Learning Outcomes • Textbooks • GE: • Associate Degree General Education Requirements • Area D1: Social and Behavioral Sciences - Social, Political and Economic Institutions 	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2019 Fall	Six-year review. Course already approved for Multicultural requirement-updating CurriCUNET records.
ART 110 F Introduction to Art. Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> • Course Content (that do not change the overall scope of the course) • Six-year review • Textbooks 	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2019 Fall	Six-year review Communication method changed in DE Contact Types to reflect Canvas message options. Added Lazzari textbook and updated edition of Getlein book. Added course content to reflect current pedagogy.

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ART 117 F Art History: American Art. Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> • Add Distance Education(hybrid) • Add Distance Education(online) • Course Content (that do not change the overall scope of the course) • Six-year review • Textbooks 	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluations are primarily through objective exams. Writing assignments are assessed mostly for concept and structure.	2019 Fall	Six-year review Updated and added textbooks to be used for the course. Proposed for Distance Ed (online) and Distance Ed (hybrid).
ART 118 F Color Theory. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • Catalog Description Update • Six-year review • Textbooks 	25	This course includes supervised studio activities, individualized instruction, demonstrations, individualized critiques, and assessment. Most of the time as the class proceeds, the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction.	2019 Fall	Six-year review AA GE Area C1 and CSU GE Area C1 added to update CurriCUNET records.
ART 120 F Basic Design. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • Assignments Revision • Course Content (that do not change the overall scope of the course) • Method of Evaluation • Method of Instruction • Objectives Revision • Six-year review • Student Learning Outcomes • Textbooks 	25	This course requires Lab/studio time in which the instructor provides extensive individualized feedback/evaluation on a regular basis and the students are engaged in practicing the skill(s) they are learning as the instructor gives each student individual instruction as the class proceeds.	2019 Fall	Six-year review

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ART 121 F Three-Dimensional Design. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • Advisory: • ART 120 F • Assignments Revision • CIP Code Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Evaluation • Advisory Validation • Objectives Revision • Schedule Description Update • Six-year review • Textbooks 	25	Involves use of hand tools and power tools in a lab setting, requiring extensive safety monitoring. Sculpture/3D Design rooms currently accommodate 20 students (tables, chairs, equipment, tools, etc.) Students work with the instructor developing their skill(s) on a one-on-one basis. Regular individual instruction and critique. Students use laboratory hours engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2019 Fall	Six-year review AA GE Area C1 and CSU GE Area C1 approvals added to update CurriCUNET records.
ART 122 F Museum Studies-Introduction to Gallery Practices. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Objectives Revision • SAMS Code Revision • Schedule Description Update • Six-year review • Student Learning Outcomes • Textbooks 	15	Through project based learning, the instructor of this course supervises and instructs students on an individual basis. During lab sessions, instructor provides individualized instruction and supervision on a regular basis as the students practice the skills they are learning. During the laboratory sessions students will hang valuable artwork, use power tools, adjust lighting equipment, and climb ladders. Students actively participate in the implementation of the exhibition designs for the art gallery. While under supervision of one instructor students divide into multiple groups and work in multiple areas within the gallery, storeroom and classroom areas. In order for the students and the instructor to maintain and practice industry standards	2019 Fall	Six-year review

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
			of safety it is necessary to maintain a class size of 15 students. Students are handling valuable artwork and need to be closely supervised.		
ART 124 F Museum Studies-Exhibition Production. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • Prerequisite: • ART 122 F • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Objectives Revision • Prerequisite Validation • SAMS Code Revision • Schedule Description Update • Six-year review • Student Learning Outcomes • Textbooks 	15	Through project based learning, the instructor of this course supervises and instructs students on an individual basis. During lab sessions, instructor provides individualized instruction and supervision on a regular basis as the students practice the skills they are learning. During the laboratory sessions students will hang valuable artwork, use power tools, adjust lighting equipment, and climb ladders. Students actively participate in the implementation of the exhibition designs for the art gallery. While under supervision of one instructor students divide into multiple groups and work in multiple areas within the gallery, storeroom and classroom areas. In order for the students and the instructor to maintain and practice industry standards of safety it is necessary to maintain a class size of 15 students. Students are handling valuable artwork and need to be closely supervised.	2019 Fall	Six-year review

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ART 125 F Museum Studies-Exhibition Design and Careers. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • Prerequisite: • ART 124 F • Catalog Description Update • Objectives Revision • Prerequisite Validation • SAMS Code Revision • Schedule Description Update • Six-year review • Textbooks 	15	Through project based learning, the instructor of this course supervises and instructs students on an individual basis. During lab sessions, instructor provides individualized instruction and supervision on a regular basis as the students practice the skills they are learning. During the laboratory sessions students will hang valuable artwork, use power tools, adjust lighting equipment, and climb ladders. Students actively participate in the implementation of the exhibition designs for the art gallery. While under supervision of one instructor students divide into multiple groups and work in multiple areas within the gallery, storeroom and classroom areas. In order for the students and the instructor to maintain and practice industry standards of safety it is necessary to maintain the class size of 15 students. Students are handling valuable artwork and need to be closely supervised.	2019 Fall	Six-year review
ART 128 F Portrait Painting. Units: 2 Lecture: 1 Laboratory: 3	<ul style="list-style-type: none"> • Advisory: • ART 129 F • ART 186 F or • ART 189 F and • Advisory Validation • Assignments Revision • Catalog Description Update • Six-year review • Student Learning Outcomes • Textbooks 	25	Extensive individual instruction involving lecture, demonstration, student performance and faculty critiquing of student work. The instructor spends an extensive amount of time giving individualized instruction and feedback on attainment of skills. Students perform individually and must be assessed individually by the instructor. Students' progress	2019 Fall	Simplified and made assignments compatible with how the class is currently taught. Student learning outcomes have been simplified and changed in order for the assessment to be more meaningful.

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
			and success is proportional to this individualized instruction.		
ART 137 F Basic Drawing for Entertainment Arts. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • Add Distance Education(online) • Catalog Description Update • Classification Code Revision • Course Content (that do not change the overall scope of the course) • FSA Code Revision • Method of Evaluation • Method of Instruction • Add Distance Education(hybrid) • Schedule Description Update • Six-year review • Textbooks 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2019 Fall	Six-year review Proposed for Distance Ed (Hybrid and Online). Adjustment of class code, and six year review. Adding updated importance of outdoor field trips to encourage drawing from life and observation in Schedule and Catalog description.
ART 152 F Ceramics Lab. Units: 1 Lecture: 0 Laboratory: 3	<ul style="list-style-type: none"> • Corequisite: • ART 153 F • Corequisite Validation • Course Content (that do not change the overall scope of the course) • Schedule Description Update • Six-year review • Catalog Description Update • Textbooks 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. Extensive individualized instruction with each student is essential as they acquire the skill sets that are necessary for success.	2019 Fall	Six-year review

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ART 153 F Ceramics: Beginning Handbuilding. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • Course Content (that do not change the overall scope of the course) • Six-year review • Student Learning Outcomes • Textbooks 	25	Extensive individual instruction involving lecture, demonstration, student performance and faculty critiquing of student work. The instructor spends an extensive amount of time giving individualized instruction and feedback on attainment of skills. Students perform individually and must be assessed individually by the instructor. Students' progress and success is proportional to this individualized instruction.	2019 Fall	Six-year review
ART 155 F Intermediate Ceramics. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • Prerequisite: • ART 153 F • ART 154 F or • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Prerequisite Validation • Six-year review • Student Learning Outcomes • Textbooks 	25	Extensive individual instruction involving lecture, demonstration, student performance and faculty critiquing of student work. The instructor spends an extensive amount of time giving individualized instruction and feedback on attainment of skills. Students perform individually and must be assessed individually by the instructor. Students' progress and success is proportional to this individualized instruction.	2019 Fall	Six-year review
ART 160 F Fundamentals of Sculpture. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Instruction • Objectives Revision • Schedule Description Update • Six-year review 	25	Students are involved in the use of hand and power tools; safety of the students dictates that faculty instruct and supervise students in the safe use of these power tools, as well as torches, pneumatic air tools, grinders, saws, drills (metal, stone, ceramic), mold, investment and pourstone compounds, flammable fluids and chemicals. Students are engaged in practicing of skill(s) they are learning and the	2019 Fall	Six-year review

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
	<ul style="list-style-type: none"> • Student Learning Outcomes • Textbooks 		instructor gives individual student instruction as the class proceeds.		
ART 161 F Advanced Sculpture. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • Advisory Validation • Assignments Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Evaluation • Method of Instruction • Objectives Revision • Schedule Description Update • Six-year review • Student Learning Outcomes • Textbooks 	25	Students are involved in the use of hand and power tools used for wood, metals (molten and sheet stock), advanced molds, casting forms. Instructors closely supervise students in the proper use of power tools, torches, pneumatic air tools, saws, drills (metal, stone, ceramic), mold, investment and pourstone compounds, flammable fluids and chemicals. Students are engaged in practicing skill(s) they are learning and the instructor gives individual student instruction as the class proceeds.	2019 Fall	Six-year review
ART 162 F Sculpture Cast Metal: Beginning. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Schedule Description Update • Six-year review • Textbooks 	25	Students are required to use numerous tools, such as pneumatic air tools, sandblasting equipment, and oxy-acetylene torches. Safety of the students dictates that faculty instruct and supervise students in the safe use of these power tools, torches, pneumatic air tools, grinders. saws, drills (metal, stone, ceramic), mold, investment and pourstone compounds, flammable fluids and chemicals. Students are engaged in practicing skill(s) they are learning and the instructor gives individual student instruction as the class proceeds.	2019 Fall	Six-year review

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ART 176 F Stained Glass. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update • Method of Instruction • Objectives Revision • Schedule Description Update • Six-year review • Student Learning Outcomes • Textbooks 	25	Extensive use of tools and equipment, such as kilns, oxy-acetylene torches, and soldering bays. Faculty must spend time training and supervising students in the safe use of tools such as torches, glass cutters, etc.	2019 Fall	Six-year review
ART 179 F Drawing for Non-Art Majors. Units: 2 Lecture: 1 Laboratory: 3	<ul style="list-style-type: none"> • Assignments Revision • Course Content (that do not change the overall scope of the course) • Method of Evaluation • Six-year review • Textbooks 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2019 Fall	Six-year review
ART 182 F Basic Drawing. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • Assignments Revision • Course Content (that do not change the overall scope of the course) • Method of Evaluation • SAMS Code Revision • Six-year review • Student Learning Outcomes • Textbooks 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2019 Fall	Six-year review

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ART 185 F Life Sculpture. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Evaluation • Method of Instruction • Objectives Revision • Six-year review • CIP Code Revision • Student Learning Outcomes • TOPS Code Revision • Textbooks 	25	Students are engaged in practicing the skill(s) they are learning and the instructor gives each individual instruction as the class proceeds.	2019 Fall	Six-year review
ART 187 F Watercolor for Non-Art Majors. Units: 2 Lecture: 1 Laboratory: 3	<ul style="list-style-type: none"> • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Instruction • Objectives Revision • Schedule Description Update • Six-year review • Student Learning Outcomes • TOPS Code Revision • Textbooks • CIP Code Revision 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. Extensive individualized instruction with each student is essential as they acquire the skill sets that are necessary for success.	2019 Fall	Six-year review. Cat. and Schedule Descriptions have been simplified to reflect what we teach. Objectives and Method of Instruction have been simplified. Student learning outcomes have been simplified and changed in order for the assessment to be more meaningful. Added current book.

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ART 190 F Beginning Landscape Painting. Units: 2 Lecture: 1 Laboratory: 3	<ul style="list-style-type: none"> • Prerequisite: • ART 188 F • ART 189 F or • Advisory Deletion • Catalog Description Update • Course Content (Changing the overall scope of the course) • Method of Evaluation • Method of Instruction • Prerequisite Revision • Six-year review • Textbooks • Title Revision (do not use after August 2018) 	25	Extensive individual instruction involving lecture, demonstration, student performance and faculty critiquing of student work. The instructor spends an extensive amount of time giving individualized instruction and feedback on attainment of skills. Students perform individually and must be assessed individually by the instructor. Students' progress and success is proportional to this individualized instruction.	2019 Fall	Six year review Made course content and Method of instruction relative to the current class. Title revision FROM Applied Painting: Landscape TO Beginning Landscape Painting. Title revision is to differentiate beginning from the Intermediate Landscape Class. Changed ART 188 F from an advisory to an additional prerequisite option with ART 189 F since the skills from one of these courses are needed. Removed Advisory of ART 182 F as these skills are not needed prior to this course.
ART 207 F Intermediate Mural and Faux Painting. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • Prerequisite: • ART 197 F • CIP Code Revision • Course Content (that do not change the overall scope of the course) • Prerequisite Validation • Six-year review • Textbooks 	25	The majority of class time, the students are engaged in practicing skill(s). The instructor gives each student individual instruction as the class proceeds.	2019 Fall	Six-year review Update textbooks

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ART 209 F Intermediate Landscape Painting. Units: 2 Lecture: 1 Laboratory: 3	<ul style="list-style-type: none"> • Prerequisite: • ART 190 F • Advisory: • ART 182 F • ART 188 F and • Advisory Validation • Assignments Revision • CIP Code Revision • Course Content (that do not change the overall scope of the course) • Prerequisite Validation • Six-year review • Student Learning Outcomes • Textbooks 	25	Extensive individual instruction involving lecture, demonstration, student performance and faculty critiquing of student work. The instructor spends an extensive amount of time giving individualized instruction and feedback on attainment of skills. Students perform individually and must be assessed individually by the instructor. Students' progress and success is proportional to this individualized instruction.	2019 Fall	Six-year review Out of class assignments and SLOA updated
ART 210 F Life Painting. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • Advisory: • ART 186 F • ART 189 F and • Advisory Validation • Assignments Revision • CIP Code Revision • Method of Instruction • Six-year review • Student Learning Outcomes • TOPS Code Revision • Textbooks 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2019 Fall	Six-year review SLOA and out of class assignments changed to be more compatible with what we teach. Changed Tops Codes and CIP Codes.

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ART 262 F Cast Metal: Intermediate. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • Advisory: • ART 162 F • Advisory Validation • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Instruction • Schedule Description Update • Six-year review • Textbooks 	25	Students are involved in the use of hand and power tools; safety of the students dictates that faculty instruct and supervise students in the proper use of these power tools, as well as torches, pneumatic air tools, grinders, saws, drills (metal, stone, ceramic), mold, investment and pourstone compounds, flammable fluids and chemicals. Students are engaged in practicing skill(s) they are learning and the instructor gives individual student instruction as the class proceeds.	2019 Fall	Six-year review
ART 263 F Cast Metal: Advanced. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • Prerequisite: • ART 262 F • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Evaluation • Prerequisite Validation • Schedule Description Update • Six-year review • TOPS Code Revision • Textbooks 	25	There is an extensive amount of time in which the instructor provides individualized feedback/evaluation on a regular basis. Instructors spend an extensive amount of time demonstrating the proper use of hand and power tools to the students.	2019 Fall	Six-year review

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ART 264 F Cast Metal: Studio Concepts. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • Prerequisite: • ART 263 F • Assignments Revision • CIP Code Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Evaluation • Method of Instruction • Objectives Revision • Prerequisite Validation • Schedule Description Update • Six-year review • TOPS Code Revision • Textbooks 	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. There is an extensive amount of time instructing students in the safe and proper use of tools and materials in the lab.	2019 Fall	Six-year review
ART 268 F Advanced Sculpture II. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • Prerequisite: • ART 161 F • Course Content (that do not change the overall scope of the course) • Catalog Description Update • Objectives Revision • Prerequisite Validation • Six-year review • Student Learning Outcomes • Textbooks 	25	Extensive individual instruction involving lecture, demonstration, student performance and faculty critiquing of student work. The instructor spends an extensive amount of time giving individualized instruction and feedback on attainment of skills. Students perform individually and must be assessed individually by the instructor. Students' progress and success is proportional to this individualized instruction.	2019 Fall	Six-year review

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ART 277 F Studio Concepts: Jewelry Fabrication. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • CIP Code Revision • Course Content (that do not change the overall scope of the course) • Objectives Revision • Prerequisite Validation • Schedule Description Update • Six-year review • TOPS Code Revision • Textbooks 	25	Students are involved in the use of hand tools, power tools, use of metal (molten or sheet stock) advanced mold casting and metal forming. Faculty provide individualized instruction and supervise to ensure the safe use of tools, torches, air tools, grinder, saws, drills, polisher, power rolling mill and metal shear.	2019 Fall	Six-year review Textbooks, TOPs and CIP codes. Prerequisite Revision Objective Revision
ART 278 F Intermediate Stained Glass. Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> • Prerequisite: • ART 176 F • Catalog Description Update • Prerequisite Validation • Six-year review • Student Learning Outcomes • Textbooks 	25	Extensive individual instruction involving lecture, demonstration, student performance and faculty critiquing of student work. The instructor spends an extensive amount of time giving individualized instruction and feedback on attainment of skills. Students perform individually and must be assessed individually by the instructor. Students' progress and success is proportional to this individualized instruction.	2019 Fall	Six-year review
AUTO 081 F Engine Rebuilding and Repair. Units: 8 Lecture: 6 Laboratory: 6	<ul style="list-style-type: none"> • Advisory: • AUTO 131 F or equivalent work experience. • Advisory Addition • Assignments Revision • Catalog Description Update • Prerequisite Deletion 	20	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports). Automotive Advisory Committee recommended a 20 student maximum class size because of the intensity of laboratory activities. Minutes attached in CurriCUNET show the advisory committee discussed and compared the training class sizes of vehicle	2019 Fall	Requisite revision FROM Prerequisite of AUTO 131 F TO Advisory of AUTO 131 F to allow access to students that received comparable preparation in other courses or on the job.

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
			manufacturers (some of which are committee members). They concluded that the safe and effective teaching of students in the area of automotive technology is no more than 20 students per instructor. This class is taught with a rigorous laboratory component with work conducted on live vehicles. A close supervision by the instructor is needed and more than 20 students would negatively affect this aspect of safe supervision by the instructor.		
AUTO 082 F Automotive Engine Performance and Driveability. Units: 8 Lecture: 6 Laboratory: 6	<ul style="list-style-type: none"> • Advisory: • AUTO 131 F or equivalent work experience. • Advisory Revision • Assignments Revision • Basic Skills Status Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Evaluation • Method of Instruction • Objectives Revision • SAMS Code Revision • Schedule Description Update • Six-year review • Student Learning Outcomes • Textbooks 	20	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports). Automotive Advisory Committee recommended a 20 student maximum class size because of the intensity of laboratory activities. Minutes attached in CurriCUNET show the advisory committee discussed and compared the training class sizes of vehicle manufacturers (some of which are committee members). They concluded that the safe and effective teaching of students in the area of automotive technology is no more than 20 students per instructor. This class is taught with a rigorous laboratory component with work conducted on live vehicles. A close supervision by the instructor is needed and more than 20 students would	2019 Fall	Six-year review Advisory revision FROM AUTO 131 F TO AUTO 131 F or equivalent work experience because students could have learned the recommended skills on the job.

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
			negatively affect this aspect of safe supervision by the instructor.		
AUTO 083 F Brake and Suspension Systems Repair. Units: 8 Lecture: 6 Laboratory: 6	<ul style="list-style-type: none"> • Advisory: • AUTO 131 F or equivalent work experience. • Catalog Description Update • Prerequisite Deletion • Advisory Addition 	20	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports). Automotive Advisory Committee recommended a 20 student maximum class size because of the intensity of laboratory activities. Minutes attached in CurriCUNET show the advisory committee discussed and compared the training class sizes of vehicle manufacturers (some of which are committee members). They concluded that the safe and effective teaching of students in the area of automotive technology is no more than 20 students per instructor. It was also pointed out that our class seat capacity (classroom design) is posted and designed for 20 students. This class is taught with a rigorous laboratory component with work conducted on live vehicles. A close supervision by the instructor is needed and more than 20 students would negatively affect this aspect of safe supervision by the instructor.	2019 Fall	Requisite revision FROM Prerequisite of AUTO 131 F TO Advisory of AUTO 131 F to allow access to students that received comparable preparation in other courses.

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
AUTO 091 F Cylinder Head Repair. Units: 4 Lecture: 3 Laboratory: 3	<ul style="list-style-type: none"> • Advisory: • AUTO 131 F or equivalent work experience. • Assignments Revision • Catalog Description Update • Prerequisite Deletion • Advisory Addition 	20	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports). Automotive Advisory Committee recommends 20 student class size. Minutes attached in CurriCUNET show the advisory committee discussed and compared the training class sizes of vehicle manufacturers (some of which are committee members). They concluded that the safe and effective teaching of students in the area of automotive technology is no more than 20 students per instructor. This class is taught with a rigorous laboratory component with work conducted on live vehicles. A close supervision by the instructor is needed and more than 20 students would negatively affect this aspect of safe supervision by the instructor.	2019 Fall	Requisite revision FROM Prerequisite of AUTO 131 F TO Advisory of AUTO 131 F to allow access to students that received comparable preparation in other courses.
COUN 140 F Educational Planning. Units: .5 Lecture: .5 Laboratory: 0	<ul style="list-style-type: none"> • Assignments Revision • CIP Code Revision • Catalog Description Update • FSA Code Revision • Method of Evaluation • Method of Instruction • Remove Distance Education(teleweb) • Schedule Description Update • Six-year review 	30	Class time focuses on individualized instruction such as a comprehensive plan (SEPP), student presentation time, and/or group learning.	2019 Fall	Six-year review. Update catalog description, schedule description, textbooks, and Update Student Learning Outcomes.

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
	<ul style="list-style-type: none"> • Student Learning Outcomes • Textbooks 				
GEOG 100HF Honors Global Geography. Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Evaluation • Method of Instruction • Multicultural Requirement • Schedule Description Update • Six-year review • Student Learning Outcomes • Textbooks • GE: • Associate Degree General Education Requirements • Area D1: Social and Behavioral Sciences - Social, Political and Economic Institutions 	25	The Fullerton College Honors Advisory Council recommends a class size of 25 to facilitate a seminar style teaching/learning environment.	2019 Fall	Six-year review Course already approved for multicultural; correcting CurriCUNET records. Added multicultural justification.
GEOG 102 F Physical Geography. Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> • Assignments Revision • Course Content (that do not change the overall scope of the course) • Method of Evaluation 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations, and individualized instruction. Writing assignments are assessed for critical thinking,	2019 Fall	Six-year review Added class size justification to correct CurriCUNET records.

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
	<ul style="list-style-type: none"> • Method of Instruction • Objectives Revision • Schedule Description Update • Six-year review • Student Learning Outcomes • Textbooks 		conceptual understanding, structure, style and mechanics.		
GEOG 102HF Honors Physical Geography. Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Evaluation • Method of Instruction • Schedule Description Update • Six-year review • Student Learning Outcomes • Textbooks 	25	The Fullerton College Honors Advisory Board recommends a maximum number of 25 students for a seminar-style honors course. This honors course will be taught as a seminar to allow for in-depth class discussion and student presentations.	2019 Fall	Six-year review Added class size justification to correct CurriCUNET records. Made corrections to distance education contact types as requested.
GEOG 102LF Physical Geography Lab. Units: 1 Lecture: 0 Laboratory: 3	<ul style="list-style-type: none"> • Corequisite: GEOG 102 F • Catalog Description Update • Corequisite Validation • Course Content (that do not change the overall scope of the course) • Method of Evaluation • Method of Instruction • Six-year review • Textbooks 	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports).	2019 Fall	Six-year review Added class size justification to correct CurriCUNET records. Included missing Entry Skills matching. Corrected GE screen to include IGETC, Area 5C.

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
GEOG 120 F Global Environmental Problems. Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Evaluation • Method of Instruction • Schedule Description Update • Six-year review • Textbooks 	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2019 Fall	Six-year review
GEOG 130 F California Geography. Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> • Assignments Revision • Course Content (that do not change the overall scope of the course) • Schedule Description Update • Six-year review • Student Learning Outcomes • Textbooks 	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2019 Fall	Six-year review
GEOG 160 F Cultural Geography. Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Evaluation • Method of Instruction • Multicultural Requirement 	35	While the instructor does lecture, the class focus is on student-centered discussion and analysis, supervised group learning, collaborative learning, projects, field investigation and student presentations. Evaluation primarily through objective exams, assignments, projects, and presentations. There are a minimum of 3 writing assignments are assessed for content, concepts, analysis and structure, style and mechanics.	2019 Fall	Six-year review Added class size justification to correct CurriCUNET records. Completed MULT CULT screen to correct CurriCUNET records; course already approved for MULT CULT.

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
	<ul style="list-style-type: none"> • Schedule Description Update • Six-year review • Student Learning Outcomes • Textbooks • GE: • Associate Degree General Education Requirements • Area D2: Social and Behavioral Sciences - Social Behavior and Self-Understanding 				
GEOG 170 F Urban Geography: Introduction to the City. Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update • Method of Evaluation • Method of Instruction • Multicultural Requirement • Schedule Description Update • Six-year review • Student Learning Outcomes • Textbooks • GE: • Graduation Requirements • Multicultural Requirement 	35	Class time focuses on individualized and small group instruction, student field work and presentations are a significant component to this course; collaborative learning projects and analysis are also included and the course requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2019 Fall	Six-year review Added class size justification to correct CurriCUNET records. Course already approved for MULT CULT; added justification to correct CurriCUNET records.
GEOG 199 F Geography Independent Study. Units: 1 Lecture: 0	<ul style="list-style-type: none"> • Add Distance Education(online) • Assignments Revision • Method of Instruction • Six-year review 	25	This independent study course is based on the premise of an instructor providing individualized instruction and supervision to one student, or a small group of students. This may entail a service learning	2019 Fall	Six-year review

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
Laboratory: 3	<ul style="list-style-type: none"> • Student Learning Outcomes • Textbooks • Add Distance Education(hybrid) 		project, research project, or field study.		
GEOG 262 F Economic Geography. Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> • Assignments Revision • Six-year review • Student Learning Outcomes • Textbooks 	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2019 Fall	Six-year review.
HORT 002 F Principles of Horticulture II. Units: 4 Lecture: 3 Laboratory: 3	<ul style="list-style-type: none"> • Assignments Revision • CIP Code Revision • Catalog Description Update • Classification Code Revision • Course Content (that do not change the overall scope of the course) • FSA Code Revision • Method of Instruction • Objectives Revision • SAMS Code Revision • Schedule Description Update • Textbooks 	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis.	2019 Fall	Six-year review

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
<p>IDES 100 F Fundamentals of Interior Design.</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<ul style="list-style-type: none"> • CIP Code Revision • Catalog Description Update • Class Size Revision • Course Content (that do not change the overall scope of the course) • Method of Evaluation • Method of Instruction • Objectives Revision • Schedule Description Update • Six-year review • Textbooks 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2019 Fall	Six-year review Title - update CurriCUNET records by spelling out "Fundamentals" from previous abbreviated form. Class size increased FROM 20 TO 25 to align with the CSPRD.
<p>IDES 105 F Interior Design Studio I.</p> <p>Units: 2 Lecture: 1 Laboratory: 3</p>	<ul style="list-style-type: none"> • Advisory: IDES 100 F • Advisory Addition • Assignments Revision • CIP Code Revision • Catalog Description Update • Class Size Revision • Course Content (that do not change the overall scope of the course) • Method of Evaluation • Method of Instruction • Objectives Revision • Schedule Description Update • Six-year review • TOPS Code Revision • Textbooks 	25	Most of the time the students are engaged in practicing the skills they are learning and the instructor gives each student individual instruction as the class proceeds.	2019 Fall	Six-year review Class size increase FROM 20 TO 25 to align with CSPRD. Added advisory of IDES 100 F because this course follows it sequentially. The skills in IDES 100 F are recommended prior to IDES 105 F.

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MUSA 171 F Introduction to Drum Set. Units: 1 Lecture: 1 Laboratory: 1	<ul style="list-style-type: none"> • Advisory: • MUSA 170 F • Advisory Addition • CIP Code Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Instruction • Prerequisite Deletion • Student Learning Outcomes • Textbooks 	15	Extensive individualized instruction involving lecture, demonstration, student performance and faculty critiquing of student work. Students perform individually for 3-5 minutes per week, or 48-80 minutes per semester. Students' progress and success is proportional to individualized instruction. For an explanation of how the Music Department approaches class size, please see attachment in CurriCUNET entitled "Music Class Size."	2019 Fall	Change of Prerequisite to Advisory in recognition that students may have learned recommended skills somewhere other than MUSA 170 F.
MUSA 172 F Intermediate Percussion. Units: 1 Lecture: 1 Laboratory: 1	<ul style="list-style-type: none"> • Advisory: • MUSA 170 F • CIP Code Revision • Catalog Description Update • Method of Instruction • Prerequisite Deletion • Textbooks • Advisory Addition 	15	Extensive individualized instruction involving lecture, demonstration, student performance and faculty critiquing of student work. Students perform individually for 3-5 minutes per week, or 48-80 minutes per semester. Students' progress and success is proportional to individualized instruction. For an explanation of how the Music Department approaches class size, please see attachment in CurriCUNET entitled "Music Class Size."	2019 Fall	Change of Prerequisite to Advisory in recognition that students may have learned recommended skills somewhere other than MUSA 170.

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MUSA 173 F Intermediate Percussion-Drum Set. Units: 1 Lecture: 1 Laboratory: 1	<ul style="list-style-type: none"> • Advisory: • MUSA 171 F • Advisory Addition • CIP Code Revision • Catalog Description Update • Method of Instruction • Prerequisite Deletion • Student Learning Outcomes • Textbooks 	15	Extensive individualized instruction involving lecture, demonstration, student performance and faculty critiquing of student work. Students perform individually for 3-5 minutes per week, or 48-80 minutes per semester. Students' progress and success is proportional to individualized instruction. For an explanation of how the Music Department approaches class size, please see attachment in CurriCUNET entitled "Music Class Size."	2019 Fall	Change of Prerequisite to Advisory in recognition that students may have learned recommended skills somewhere other than MUSA 171.
MUSA 201 F Advanced Applied Music-Master Class. Units: 1 Lecture: 1 Laboratory: 0	<ul style="list-style-type: none"> • Prerequisite: • MUSA 200 F • Assignments Revision • Basic Skills Status Revision • CIP Code Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Evaluation • Method of Instruction • Objectives Revision • Prerequisite Validation • Repeatability Revision • SAMS Code Revision • Schedule Description Update • Student Learning Outcomes • Textbooks 	25	Individualized instruction places the student in direct one-on-one coaching, lessons, critiqued performance preparation, and performance juries adjudicated by all faculty teaching in that area of music instruction. Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2019 Fall	This is a revision of a new course and reflects the latest consultations among the Music faculty to better describe and delineate the activities involved in private instruction for music major transfer students. At the university level throughout the state music student. Title revised from Advanced Applied Music- Individual Private Study to Advanced Applied Music- Master Class.

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
	<ul style="list-style-type: none"> • Title Revision (do not use after August 2018) 				
MUSA 270 F Advanced Percussion I. Units: 1 Lecture: 1 Laboratory: 1	<ul style="list-style-type: none"> • Advisory: • MUSA 172 F • Advisory Addition • CIP Code Revision • Catalog Description Update • Method of Evaluation • Method of Instruction • Prerequisite Deletion • Textbooks 	15	Extensive individual instruction involving lecture, demonstration, student performance and faculty critiquing of student work. The instructor spends an extensive amount of time giving individualized instruction and feedback on attainment of skills. Students perform individually and must be assessed individually by the instructor. Students' progress and success is proportional to this individualized instruction. The more advanced the class, the longer and more challenging the music performed by the student. For an explanation of how the Music Department approaches class size, please see attachment in CurriCUNET entitled "Music Class Size."	2019 Fall	Change of Prerequisite to Advisory in recognition that students may have learned recommended skills somewhere other than MUSA 172.
MUSA 271 F Advanced Percussion II. Units: 1 Lecture: 1 Laboratory: 1	<ul style="list-style-type: none"> • Advisory: • MUSA 173 F • Advisory Addition • CIP Code Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Instruction • Objectives Revision • Prerequisite Deletion • Student Learning Outcomes 	15	Extensive individual instruction involving lecture, demonstration, student performance and faculty critiquing of student work. The instructor spends an extensive amount of time giving individualized instruction and feedback on attainment of skills. Students perform individually and must be assessed individually by the instructor. Students' progress and success is proportional to this individualized instruction. The more advanced the class, the longer and more	2019 Fall	Change of Prerequisite to Advisory in recognition that students may have learned recommended skills somewhere other than MUSA 173.

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
	<ul style="list-style-type: none"> • Textbooks 		challenging the music performed by the student. For an explanation of how the Music Department assigns class sizes, please see attachment in CurriCUNET entitled "Music Class Size."		
PE 112 F Fencing. Units: 1 Lecture: 0 Laboratory: 3	<ul style="list-style-type: none"> • Catalog Description Update • Course Content (that do not change the overall scope of the course) • FSA Code Revision • Hours (WSCH Lecture and/or Lab) • Method of Evaluation • Method of Instruction • Objectives Revision • Schedule Description Update • Six-year review • Textbooks 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2019 Fall	Six-year review Lab hours revised FROM 2 TO 3 to align with state formula for hours and units. No unit revision. CurriCUNET records correction - Updated General Ed screen to reflect previous approvals (UC/CSU transfer, CSU GE Area E).
PE 121 F Walking for Fitness. Units: 1 Lecture: 0 Laboratory: 3	<ul style="list-style-type: none"> • Catalog Description Update • CIP Code Revision • Method of Evaluation • Method of Instruction • Schedule Description Update • Six-year review • Student Learning Outcomes • Textbooks 	30	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. Instructor can safely monitor walking posture and movement of 30 students.	2019 Fall	Six-year review CSU GE Area E added to update CurriCUNET records. CurriCUNET records correction - updated General Ed screen to reflect previous approvals (UC/CSU transfer, CSU GE Area E).
PE 127 F Racquetball-Indoors. Units: 1	<ul style="list-style-type: none"> • Assignments Revision • CIP Code Revision • Catalog Description Update 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each	2019 Fall	Six-year review Fee increased from \$50 to \$60 because of increased cost of facility usage.

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
Lecture: 0 Laboratory: 3	<ul style="list-style-type: none"> • Course Content (that do not change the overall scope of the course) • Fee Revisions • Hours (WSCH Lecture and/or Lab) • Method of Evaluation • Method of Instruction • Objectives Revision • Schedule Description Update • Six-year review • Student Learning Outcomes • Textbooks 		student individual instruction as the class proceeds.		Added CSU GE Area E to update CurriCUNET records.
PE 165 F Lifetime Fitness. Units: 1 Lecture: 0 Laboratory: 3	<ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update • Class Size Revision • Course Content (that do not change the overall scope of the course) • Hours (WSCH Lecture and/or Lab) • Method of Evaluation • Method of Instruction • Objectives Revision • Schedule Description Update • Six-year review • Student Learning Outcomes • Textbooks 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2019 Fall	Six-year review Class size revised from 24 to 25 to align with CSPRD. Lab hours FROM 2 hours TO 3 hours to align with the state formula for hours and units.

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
PHIL 225 F The American Religious Experience. Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Multicultural Requirement • Schedule Description Update • Six-year review • Textbooks • GE: • Associate Degree General Education Requirements • Area C2: Arts and Humanities - Literature, Philosophy, Religion and Foreign Language 	35	Lecture /Discussion/ Group Learning / Student Presentations/Individualized Instruction. While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Class time focuses on individualized instruction. Requires three or more writing assignments (a minimum of 6000 words) using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2019 Fall	Six-year review Proposing for Multicultural Requirement
WELD 091BF Semi-Automatic Welding Applications. Units: 5 Lecture: 3 Laboratory: 6	<ul style="list-style-type: none"> • Corequisite: • WELD 091AF • WELD 100 F or • Catalog Description Update • Corequisite Revision • Textbooks 	20	Welding students use tools and equipment involving flame, high heat, sharp and heavy objects. These present a danger to students if the correct methods and procedures are not used, hence proper supervision of students is essential. For these reasons advisory committee endorses 20 students in welding classes, see attached meeting minutes in CurriCUNET.	2019 Fall	Revised corequisite FROM: WELD 121BF (deleted course) to WELD 100 F

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
WELD 096 F Welding Inspection Technology. Units: 5 Lecture: 4 Laboratory: 3	<ul style="list-style-type: none"> • Assignments Revision • CIP Code Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Evaluation • Method of Instruction • Schedule Description Update • Six-year review • Student Learning Outcomes • Textbooks 	20	This course requires extensive individualized feedback and evaluation as well as student supervision on destruction and non-destructive testing equipment. Inspections and testing experiments in the lab are required in preparation for the American Welding Society certified Welding Inspector's exam. Field trips to test labs require small groups of students and typically limit tour group size to 20. Advisory minutes are included in the "attached files" in CurriCUNET.	2019 Fall	Six-year review; course outline updated; schedule description update; updated Student Learning Outcome with assessments; updated text revision.
WELD 098 F Welding Fabrication Technology. Units: 2 Lecture: 1 Laboratory: 3	<ul style="list-style-type: none"> • Prerequisite: • WELD 091AF or • WELD 100 F or • Assignments Revision • CIP Code Revision • Catalog Description Update • Method of Evaluation • Method of Instruction • Objectives Revision • Prerequisite Revision • Schedule Description Update • Six-year review • Student Learning Outcomes • Textbooks 	20	Students in this course use industrial type welding and fabricating equipment/ tools to weld, cut, form and bend metal parts. This equipment/ tools can present a danger to students if the correct methods and procedures are not used hence proper supervision of students is a must. Maximum number of students allowed for safety concerns and per the request of the advisory committee is 20. Advisory meeting minutes are in the "Attached Files" section in CurriCUNET.	2019 Fall	Six-year review Updated textbooks, SLOs, methods of instruction and evaluation. Prerequisite revision FROM WELD 091AF TO WELD 091AF or or WELD 100 F. Adding additional prerequisite option because they teach similar skills required for this course.

DELETE COURSES/CERTIFICATES		
COURSE ID	EFF DATE	JUSTIFICATION
PE 142 F.	2019 Fall	No longer being offered
PE 238 F.	2019 Fall	Course is to be deleted. It will not be replaced as the Aquatic Specialist Certificate has been deleted. Certificate and course were deleted due to low enrollment/lack of interest.
WELD 121AF.	2019 Fall	This course is being replaced by new course WELD 100 F
WELD 121BF.	2019 Fall	COURSE DELETION - This course will be replaced with WELD 120 F.

NEW DEGREES/CERTIFICATES			
DEGREE/ CERTIFICATES	PROPOSAL TYPES	EFF DATE	JUSTIFICATION
Industrial Maintenance Technician Certificate.	<p>The Industrial Maintenance Technician Certificate is designed to provide fundamental, hands-on training on industrial systems and equipment. Students will study the basic principles, applications, concepts and functions of manufacturing, measurement systems, electrical components and motors, programmable logic controllers, mechanical components, and hydraulic/pneumatic systems. This certificate requires a total of 45-49 units. A minimum of grade of C is required in each course taken. At least one half of the units toward the certificate must be completed at Fullerton College.</p> <p>Required Courses (35 units) Units</p> <p>CSTRO28 F Introduction to Alternative Energy 3</p> <p>DRAF101 F Blueprint Reading for Manufacturing 2</p> <p>DRAF140 F AutoCAD For Industry 3</p> <p>MACH101 F Introduction to Machine Tools 5</p> <p>MACH180 F Introduction to Metrology</p>	2019 Fall	<p>The Industrial Maintenance Technology program prepares students to install, adjust, troubleshoot and repair a variety of industrial machinery used in manufacturing settings. Technicians may work in factories that manufacture, finish or assemble many different types of products. Students study the basic operations common to production equipment used in industry today. Electricity and electronics are emphasized because most modern manufacturing equipment is electrically operated. Pneumatic, hydraulic and mechanical power are also covered. This highly skilled trade offers many employment opportunities. Since each production facility has different needs, the program allows students to select technical electives specific to a particular production area.</p>

NEW DEGREES/CERTIFICATES			
DEGREE/ CERTIFICATES	PROPOSAL TYPES	EFF DATE	JUSTIFICATION
	3		
	TECH081 F Technical Mathematics I		
	3		
	TECH108 F Manufacturing Processes		
	3		
	TECH127 F Industrial Safety		
	2		
	TECH131 F Basic Electricity and Basic Electronics		
	2		
	TECH132 F Basics of Electric Motor Controls		
	2		
	TECH135 F Introduction to Programmable Logic Controllers		
	2		
	TECH136 F Computer Integrated Manufacturing and Advanced PLC		
	2		
	WELD100 F Introduction to Welding		
	3		
	Restricted Electives (10-14 units)		
	Units		
	DART104 F Introduction to Maya 3D		
	3		
	DART120 F 3D Modeling		
	3		
	DRAF141 F Advanced CAD for Industry		
	3		
	DRAF143 F 3D Applications Using AutoCAD		
	3		
	MACH102 F Intermediate Machine Tools		
	5		
	MACH103 F Advanced Machine Tools		
	5		
	MACH104 F Advanced Topics in Machine Technology		
	5		
	Total Units		
	45 – 49		

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
Automatic Transmission Specialist Certificate.	<ul style="list-style-type: none"> • Program Unit Revision • Catalog Description Update • Six-year review • Program SLOA Revision • Program SLOA Addition • Revising Skills Certificate (less than 16 units) to Achievement Certificate (16 units or more) 	<p>The Automatic Transmission Specialist Certificate is designed to provide the student with entry level employment skills needed in the area of automatic transmission service and repair. A student can seek employment in new car dealerships, specialty repair shops, and franchise automotive repair facilities. The course work will develop a student's understanding of automatic transmission operation, components, service procedures, and rebuilding techniques. This certificate requires a total of 18 units. A minimum grade of C is required in each course taken.</p> <p>Required Courses (18 units) Units</p> <p>AUTO050 F Automotive Specialty Practice 2</p> <p>AUTO065 F Automotive Electrical and Electronic Systems 5</p> <p>AUTO084 F Automatic Transmissions 8</p> <p>AUTO086 F Automatic Transmission Fundamentals 3</p> <p>Total Units 18</p>	2019 Fall	Six-year review; revised PSLOs and added one along with Assessments for each since they were missing; Updated units FROM 17 TO 18 due to a typo in CurriCUNET. Updated catalog description and changed units necessary for certificate; added Narrative; Program Application; and Notice of Intent to Attached Files.
Automotive Chassis Specialist Certificate (2019).	<ul style="list-style-type: none"> • Course Title Revision • Course Unit Revision • Catalog Description Update 	<p>The Automotive Chassis Specialist Certificate is designed to provide the student with entry level employment skills needed in the area of automotive chassis repair. A student can seek employment in new car dealerships, specialty repair shops, and franchise automotive repair facilities with the theory of operation and repair skills addressed in these three required courses. The Automotive Chassis Specialist Certificate Program requires a total of 22-24 units of which 20 units are in required courses.</p>	2019 Fall	Update title of AUTO 065 F. Correct AUTO 051 F to 2-4 units (no revision to program units).

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
		Required Courses (20 units) Units AUTO065 F Automotive Electrical and Electronic Systems 5 AUTO073 F Brake Systems Repair 7 AUTO083 F Brake and Suspension Systems Repair 8 Restricted Electives (2-4 units) Units AUTO050 F Automotive Specialty Practice 2 AUTO051 F Internship in Automotive 2 - 4 Total Units 22 – 24		
Automotive Fabrication Specialist Certificate.	<ul style="list-style-type: none"> • Program Title Revision • Program Unit Revision • Catalog Description Update • Six-year review • Program SLOA Revision • Program SLOA Addition • Removing Courses from "Required" • Adding Courses to "Required" 	<p>The Automotive Fabrication Specialist Certificate is designed to provide the student with entry level skills needed to gain employment in the automotive custom and fabrication area. Students will learn techniques of design, manufacturing, fabrication, and repair of automotive related components. A student can seek employment in new car dealerships, specialty repair shops, custom repair or fabrication shops, automotive restoration shops, and franchise automotive repair facilities. This certificate requires a total of 27 units. A minimum grade of C is required in each course taken.</p> <p>Required courses (27 units) Units AUTO065 F Automotive Electrical and Electronic Systems 5 AUTO083 F Brake and Suspension Systems Repair</p>	2019 Fall	Program unit revision FROM 18 units TO 27 units. Removed WELD 121 AF and WELD BF. Added WELD 100 F; WELD 110 F; and WELD 120 F.

MODIFY DEGREES/CERTIFICATES

DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
		8 AUTO131 F Automotive Fundamentals 4 DRAF171 F Fundamentals of Drafting 2 MACH116 F Machine Tools 2 WELD100 F Introduction to Welding 3 WELD120 F Gas Shielded Arc Welding 3 Total Units 27		
Automotive Light Repair Specialist Certificate.	<ul style="list-style-type: none"> • Program Title Revision • Program Unit Revision • Catalog Description Update • Six-year review • Program SLOA Revision • Program SLOA Addition • Removing Courses from "Required" • Adding Courses to "Required" • Revising Skills Certificate (less than 16 units) to Achievement Certificate (16 units or more) 	<p>The Automotive Light Repair Specialist Certificate is designed to provide the student with entry level employment skills needed in the areas of automotive repair that have a high volume of regular service and maintenance. Students will learn to diagnosis, service, and repair electrical and lighting systems, heating and air conditioning systems, brake systems, wheels and tires, suspensions, and wheel alignment. A student can seek employment in new car dealerships, specialty repair shops, and franchise automotive repair facilities as a lube technician, A/C technician, brake repair technician, or a wheel alignment technician. This certificate requires a total of 19 units. A minimum grade of C is required in each course taken.</p> <p style="text-align: center;">Required Courses (19 units) Units</p> <p style="text-align: center;">AUTO050 F Automotive Specialty Practice 2</p> <p style="text-align: center;">AUTO065 F Automotive Electrical and Electronic Systems 5</p> <p style="text-align: center;">AUTO083 F Brake and Suspension Systems Repair</p>	2019 Fall	Program title revision FROM Automotive: Light Repair Specialist Skills Certificate TO Automotive Light Repair Specialist Certificate. Program unit revision FROM 18 units TO 19 units.

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
		<p style="text-align: center;">8 AUTO089 F Automotive Air Conditioning 4</p> <p>Total Units</p> <p style="text-align: center;">19</p>		
Automotive Management Certificate (FY 2019).	<ul style="list-style-type: none"> • Course Title Revision • Program Unit Revision • Removing Courses from "Restricted Electives" 	<p>This Automotive Management Certificate is designed to provide the student with entry level employment skills needed in the area of automotive management. A student can seek employment as a service consultant, service manager, or service department dispatcher at new car dealerships, specialty repair shops, franchise automotive repair facilities, or as a sole proprietor. The course work will develop a student's understanding of the major automotive systems and thereby enhance their ability to communicate repair recommendations to customers. The proper calculations of repair costs and the management of industry recognized documents associated with vehicle repairs will be covered in the required courses. This certificate requires a total of 36-43 units.</p> <p>Required Courses (9 units) Units</p> <p>AUTO055 F Automotive Business Management</p> <p style="text-align: center;">5</p> <p>AUTO131 F Automotive Fundamentals</p> <p style="text-align: center;">4</p>	2019 Fall	Update title of AUTO 065 F. Remove ET 100 F from Restricted Electives. Program unit revision FROM 36 units TO 36-43 units.

MODIFY DEGREES/CERTIFICATES

DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
		<p>Restricted Electives (27-34 units) Complete at least 27 units from the following restricted electives list:</p> <p style="text-align: center;">Units</p> <p>AUTO051 F Internship in Automotive 2 - 4</p> <p>AUTO060 F Automotive Powertrains 5</p> <p>AUTO065 F Automotive Electrical and Electronic Systems 5</p> <p>AUTO081 F Engine Rebuilding and Repair 8</p> <p>AUTO082 F Automotive Engine Performance and Driveability 8</p> <p>AUTO083 F Brake and Suspension Systems Repair 8</p> <p>AUTO084 F Automatic Transmissions 8</p> <p>AUTO086 F Automatic Transmission Fundamentals 3</p> <p>AUTO089 F Automotive Air Conditioning 4</p> <p>BUS151 F Business Mathematics 3</p> <p>BUS180 F Small Business Management 3</p> <p>BUS266 F Human Relations in Organizations 3</p> <p>CIS100 F Introduction to Personal Computers 4</p> <p>TECH081 F Technical Mathematics I 3</p> <p>Total Units 36 – 43</p>		

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
Automotive Manual Drive Train Specialist Certificate.	<ul style="list-style-type: none"> • Program Title Revision • Program Unit Revision • Catalog Description Update • Six-year review • Program SLOA Revision • Program SLOA Addition • Adding Courses to "Required" • Revising Skills Certificate (less than 16 units) to Achievement Certificate (16 units or more) 	<p>The Automotive Manual Drive Train Specialist Certificate is designed to provide the student with entry level employment skills needed in the area of automotive service and repair of manual transmissions, manual transaxles, clutch systems, drivelines, and differentials. A student can seek employment in new car dealerships, specialty repair shops, and franchise automotive repair facilities. This certificate requires a total of 20 units. A minimum grade of C is required in each course taken.</p> <p>Required Courses (20 units) Units</p> <p>AUTO050 F Automotive Specialty Practice 2</p> <p>AUTO060 F Automotive Powertrains 5</p> <p>AUTO065 F Automotive Electrical and Electronic Systems 5</p> <p>AUTO083 F Brake and Suspension Systems Repair 8</p> <p>Total Units 20</p>	2019 Fall	Six-year review Program units revised FROM 12 units TO 20 units due to addition of AUTO 083 F (8 units) in Required Courses.

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
Automotive Technology Associate in Science (FY 2019).	<ul style="list-style-type: none"> • Program Unit Revision • Adding Courses to "Restricted Electives" • Removing Courses from "Restricted Electives" 	<p>The Automotive Technology Associate in Science degree is designed to provide the student with the knowledge and skills needed for employment in the following automotive industry areas: Engine Repair, Automatic Transmissions/Transaxles Repair, Manual Drive Trains and Axles Repair, Suspension and Steering Repair, Brakes Repair, Electrical and Electronics Repair, Heating and Air Conditioning Repair, Engine Performance Repair, Service Consulting, Service Management, and Parts Control. This degree requires a total of 46-52 units.</p> <p>Required Courses (36 units) Units</p> <p>AUTO081 F Engine Rebuilding and Repair 8</p> <p>AUTO082 F Automotive Engine Performance and Driveability 8</p> <p>AUTO083 F Brake and Suspension Systems Repair 8</p> <p>AUTO084 F Automatic Transmissions 8</p> <p>AUTO131 F Automotive Fundamentals 4</p> <p>Restricted Electives (10-16 units) Units</p> <p>AUTO050 F Automotive Specialty Practice 2</p> <p>AUTO051 F Internship in Automotive 2 - 4</p> <p>AUTO055 F Automotive Business Management 5</p> <p>AUTO060 F Automotive Powertrains 5</p> <p>AUTO065 F Automotive Electrical and Electronic Systems 5</p> <p>AUTO070 F Engine Reconditioning 7</p>	2019 Fall	Removed WELD 121 AF; Added WELD 100 F. Program unit revision FROM 36-39 units TO 46-52 units.

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
		AUTO072 F Automotive Engine Performance 7 AUTO073 F Brake Systems Repair 7 AUTO086 F Automatic Transmission Fundamentals 3 AUTO088 F Fuel Systems and Advanced Drivability Diagnosis 4 AUTO089 F Automotive Air Conditioning 4 AUTO090 F Emission Control Systems and Advanced Diagnosis 6 AUTO091 F Cylinder Head Repair 4 AUTO096 F Performance Technology 4 WELD100 F Introduction to Welding 3 Total Units 46 – 52		

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
Automotive Technology Certificate (FY 2019).	<ul style="list-style-type: none"> • Program Unit Revision • Catalog Description Update • Adding Courses to "Restricted Electives" • Removing Courses from "Restricted Electives" 	<p>The Automotive Technology Certificate allows the student flexibility to study in all areas of automotive repair or to focus on a series of courses in a particular area of repair. It incorporates electives for students to acquire skills in other Career Technical Education areas that are often required in the automotive career path. The Automotive Technology Certificate Program is designed to prepare students for employment in the automotive industry as automotive technicians, apprentice mechanics, automotive parts distributor or salesperson, or specialists in one of the many areas in, or jobs related to, the automotive industry. This certificate requires a total of 33-41 units. A minimum grade of C is required in each course taken. At least half the units toward the certificate must be taken at Fullerton College.</p> <p>Restricted Electives</p> <p>Select 28-35 units of AUTO courses:</p> <p style="padding-left: 40px;">Units</p> <p>AUTO050 F Automotive Specialty Practice 2</p> <p>AUTO051 F Internship in Automotive 2 - 4</p> <p>AUTO060 F Automotive Powertrains 5</p> <p>AUTO065 F Automotive Electrical and Electronic Systems 5</p> <p>AUTO070 F Engine Reconditioning 7</p> <p>AUTO072 F Automotive Engine Performance 7</p> <p>AUTO073 F Brake Systems Repair 7</p> <p>AUTO081 F Engine Rebuilding and Repair 8</p> <p>AUTO082 F Automotive Engine Performance and Driveability 8</p>	2019 Fall	Removed WELD 121 AF and WELD 121 BF; Added WELD 100 F and WELD 120 F. Program unit revision FROM 32-36 units TO 33-41 units.

MODIFY DEGREES/CERTIFICATES

DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
		AUTO083 F Brake and Suspension Systems Repair 8 AUTO084 F Automatic Transmissions 8 AUTO086 F Automatic Transmission Fundamentals 3 AUTO088 F Fuel Systems and Advanced Drivability Diagnosis 4 AUTO089 F Automotive Air Conditioning 4 AUTO090 F Emission Control Systems and Advanced Diagnosis 6 AUTO091 F Cylinder Head Repair 4 AUTO131 F Automotive Fundamentals 4 Select an additional 5-6 units from the list below: <div style="text-align: center;">Units</div> MACH116 F Machine Tools 2 WELD100 F Introduction to Welding 3 WELD120 F Gas Shielded Arc Welding 3 TECH081 F Technical Mathematics I 3 Total Units 33 – 41		

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
Computer Game Design Certificate.	<ul style="list-style-type: none"> • Course Title Revision • CIP Code Revision • Catalog Description Update 	<p>The Computer Game Design Certificate is designed to prepare students for opportunities with studios, corporations, organizations, educational institutions, government agencies, advertising and entertainment industries that require visual and interactive content to support, enhance, entertain and/or market their product or service. A minimum grade of C is required in each course taken. This certificate requires 18 units.</p> <p>Required Courses (15 units) Units</p> <p>CISG100 F Introduction to Computer Game Design 3</p> <p>CISG110 F Introduction to Programming for Computer Games 3</p> <p>CIS153 F Business Web Graphics 3</p> <p>CIS155 F Web Page Multimedia Design I 3</p> <p>CIS255 F Web Page Multimedia Design II 3</p> <p>Restricted Electives (3 units) Units</p> <p>CISG160 F C# for Game Programming 3</p> <p>CISG170 F Java for Game Programming 3</p> <p>CISG175 F Multimedia Game Programming 3</p> <p>Total Units 18</p>	2018 Fall	<p>The purpose of the Computer Game Design program is to provide students who are interested in a career in the multimedia gaming industry comprehensive instruction in all aspects of computer game design, programming and production. Employment of multimedia programmers and designers is projected to grow over 15 percent through 2024, about as fast as the average for all other occupations related to this entertainment industry. Projected growth will be due to increased demand for animation and visual effects in mobile device video games, but also movies and television. Reflect course title revision for CISG 170 F and CISG 175 F.</p>
Industrial Drafting Associate in Science Degree (FY 2019)	<ul style="list-style-type: none"> • Program Unit Revision • Catalog Description Update 	<p>The Industrial Drafting Associate in Science Degree provides the skills and knowledge for those who wish to pursue a career as a Mechanical Engineer or CAD operator/designer in fields related to engineering, tool design, and 3D</p>	2019 Fall	<p>Added WELD 100 F-3 units; Removed WELD 121 AF-2 units. Number of units for this degree changes FROM 28</p>

MODIFY DEGREES/CERTIFICATES																																		
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION																														
	<ul style="list-style-type: none"> • Removing Courses from "Required" • Adding Courses to "Required" 	<p>Parametric Modeling in a manufacturing environment as well as other fields. This degree requires a total of 29 units. At least one half of the units toward the major must be completed at Fullerton College.</p> <p>Required Courses</p> <table> <tr> <td></td> <td>Units</td> </tr> <tr> <td>DRAF101 F Blueprint Reading for Manufacturing</td> <td>2</td> </tr> <tr> <td>DRAF140 F AutoCAD For Industry</td> <td>3</td> </tr> <tr> <td>DRAF141 F Advanced CAD for Industry</td> <td>3</td> </tr> <tr> <td>DRAF143 F 3D Applications Using AutoCAD</td> <td>3</td> </tr> <tr> <td>DRAF171 F Fundamentals of Drafting</td> <td>2</td> </tr> <tr> <td>DRAF173 F Geometric Dimensioning and Tolerancing</td> <td>2</td> </tr> <tr> <td>DRAF944 F Solidworks</td> <td>3</td> </tr> <tr> <td>MACH150 F CNC Programming Using Mastercam</td> <td>3</td> </tr> <tr> <td>or</td> <td></td> </tr> <tr> <td>MACH154 F CNC Programming Using Surfcam</td> <td>3</td> </tr> <tr> <td>MACH116 F Machine Tools</td> <td>2</td> </tr> <tr> <td>TECH108 F Manufacturing Processes</td> <td>3</td> </tr> <tr> <td>WELD100 F Introduction to Welding</td> <td>3</td> </tr> <tr> <td>Total Units</td> <td>29</td> </tr> </table>		Units	DRAF101 F Blueprint Reading for Manufacturing	2	DRAF140 F AutoCAD For Industry	3	DRAF141 F Advanced CAD for Industry	3	DRAF143 F 3D Applications Using AutoCAD	3	DRAF171 F Fundamentals of Drafting	2	DRAF173 F Geometric Dimensioning and Tolerancing	2	DRAF944 F Solidworks	3	MACH150 F CNC Programming Using Mastercam	3	or		MACH154 F CNC Programming Using Surfcam	3	MACH116 F Machine Tools	2	TECH108 F Manufacturing Processes	3	WELD100 F Introduction to Welding	3	Total Units	29		TO 29 due to the addition of WELD 100 (3 units) and the removal of WELD 121 AF (2 units).
	Units																																	
DRAF101 F Blueprint Reading for Manufacturing	2																																	
DRAF140 F AutoCAD For Industry	3																																	
DRAF141 F Advanced CAD for Industry	3																																	
DRAF143 F 3D Applications Using AutoCAD	3																																	
DRAF171 F Fundamentals of Drafting	2																																	
DRAF173 F Geometric Dimensioning and Tolerancing	2																																	
DRAF944 F Solidworks	3																																	
MACH150 F CNC Programming Using Mastercam	3																																	
or																																		
MACH154 F CNC Programming Using Surfcam	3																																	
MACH116 F Machine Tools	2																																	
TECH108 F Manufacturing Processes	3																																	
WELD100 F Introduction to Welding	3																																	
Total Units	29																																	

MODIFY DEGREES/CERTIFICATES																												
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION																								
Industrial Drafting — Level I Certificate (FY 2019).	<ul style="list-style-type: none"> • Program Unit Revision • Catalog Description Update • Removing Courses from "Required" • Adding Courses to "Required" 	<p>The Industrial Drafting - Level I Certificate is designed to prepare students to work as computer-aided drafters/designers in industry and to upgrade the skills of persons presently employed as drafters/designers. This certificate requires a total of 20 units. At least one half of the units toward the certificate must be completed at Fullerton College. A minimum grade of C is required in each course taken.</p> <p>Required Courses</p> <table> <tr> <td></td> <td>Units</td> </tr> <tr> <td>ARCH124 F Architectural CAD I</td> <td>3</td> </tr> <tr> <td>DRAF101 F Blueprint Reading for Manufacturing</td> <td>2</td> </tr> <tr> <td>DRAF140 F AutoCAD For Industry</td> <td>3</td> </tr> <tr> <td>DRAF173 F Geometric Dimensioning and Tolerancing</td> <td>2</td> </tr> <tr> <td>DRAF171 F Fundamentals of Drafting</td> <td>2</td> </tr> <tr> <td>MACH116 F Machine Tools</td> <td>2</td> </tr> <tr> <td>MACH150 F CNC Programming Using Mastercam</td> <td>3</td> </tr> <tr> <td>or</td> <td></td> </tr> <tr> <td>MACH154 F CNC Programming Using Surfcam</td> <td>3</td> </tr> <tr> <td>WELD100 F Introduction to Welding</td> <td>3</td> </tr> <tr> <td>Total Units</td> <td>20</td> </tr> </table>		Units	ARCH124 F Architectural CAD I	3	DRAF101 F Blueprint Reading for Manufacturing	2	DRAF140 F AutoCAD For Industry	3	DRAF173 F Geometric Dimensioning and Tolerancing	2	DRAF171 F Fundamentals of Drafting	2	MACH116 F Machine Tools	2	MACH150 F CNC Programming Using Mastercam	3	or		MACH154 F CNC Programming Using Surfcam	3	WELD100 F Introduction to Welding	3	Total Units	20	2019 Fall	Removed WELD 121 AF; Added WELD 100 F. Removed WELD 121 AF; Added WELD 100 F. Required units for Certificate changed FROM 19 TO 20 due to the addition of WELD 100 (3 units) and the removal of WELD 121 AF (2 units).
	Units																											
ARCH124 F Architectural CAD I	3																											
DRAF101 F Blueprint Reading for Manufacturing	2																											
DRAF140 F AutoCAD For Industry	3																											
DRAF173 F Geometric Dimensioning and Tolerancing	2																											
DRAF171 F Fundamentals of Drafting	2																											
MACH116 F Machine Tools	2																											
MACH150 F CNC Programming Using Mastercam	3																											
or																												
MACH154 F CNC Programming Using Surfcam	3																											
WELD100 F Introduction to Welding	3																											
Total Units	20																											

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
Economics Associate in Arts Degree (FY 2019).	<ul style="list-style-type: none"> • Program Unit Revision • Catalog Description Update • Adding Courses to "Required" • Adding Courses to "Restricted Electives" • Removing Courses from "Restricted Electives" 	<p>The Economics Associate in Arts Degree focuses on the systematic study of the production, conservation and allocation of resources in conditions of scarcity, together with the organizational frameworks related to these processes. Includes instruction in economic theory, micro- and macroeconomics. This degree requires a total of 20-24 units.</p> <p>Required Courses: (14 units) Units</p> <p>ECON101 F Principles of Economics - Micro 3</p> <p>or</p> <p>ECON101HF Honors Principles of Economics - Micro 3</p> <p>ECON102 F Principles of Economics-Macro 3</p> <p>or</p> <p>ECON102HF Honors Principles of Economics-Macro 3</p> <p>MATH120 F Introductory Probability and Statistics (2018) 4</p> <p>or</p> <p>MATH120HF Honors Introductory Probability and Statistics (2018) 4</p> <p>or</p> <p>PSY161 F Elementary Statistics for Behavioral Science (2019) 4</p> <p>or</p> <p>PSY161HF Honors Elementary Statistics for Behavioral Science (2019) 4</p> <p>or</p> <p>SOSC120 F Introduction to Probability and Statistics 4</p> <p>MATH130 F Calculus for Business</p>	2019 Fall	Removing/adding courses to required course list and restricted electives. Program unit total revised FROM:18, TO: 20-24.

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
		<p style="text-align: center;">4</p> <p>or</p> <p>MATH151 F Calculus I</p> <p style="text-align: center;">4</p> <p>or</p> <p>MATH151HF Honors Calculus I</p> <p style="text-align: center;">4</p> <p>List A: Select one course (3-5 units)</p> <p style="text-align: center;">Units</p> <p>ACCT101AF Financial Accounting</p> <p style="text-align: center;">5</p> <p>or</p> <p>ACCT102HF Honors Financial Accounting</p> <p style="text-align: center;">5</p> <p>ACCT101BF Managerial Accounting</p> <p style="text-align: center;">5</p> <p>BUS211 F Critical Reasoning and Writing for Business</p> <p style="text-align: center;">3</p> <p>or</p> <p>BUS211HF Honors Critical Reasoning and Writing for Business</p> <p style="text-align: center;">3</p> <p>CIS111 F Introduction to Information Systems</p> <p style="text-align: center;">4</p> <p>or</p> <p>CIS111HF Honors Introduction to Information Systems</p> <p style="text-align: center;">4</p> <p>MATH152 F Calculus II</p> <p style="text-align: center;">4</p> <p>or</p> <p>MATH152HF Honors Calculus II</p> <p style="text-align: center;">4</p> <p>List B: Select one course from the list below, or select any course not already used from List A above (3-5 units)</p> <p style="text-align: center;">Units</p> <p>MATH251 F Multivariable Calculus</p> <p style="text-align: center;">4</p> <p>MATH255 F Linear Algebra</p> <p style="text-align: center;">4</p> <p>Total Units</p> <p style="text-align: center;">20 – 24</p>		

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
Computer Numerical Control (CNC) Certificate (FY 2019).	<ul style="list-style-type: none"> • Program Unit Revision • Adding Courses to "Restricted Electives" • Removing Courses from "Restricted Electives" 	<p>The Computer Numerical Control (CNC) Certificate Program is designed to prepare students for programming multi-axis CNC machines. This certificate program is designed for students wishing to further pursue a career in machining or manufacturing. This type of certificate program typically leads to entry to intermediate level careers as a machinist, toolmaker, CNC operator, CNC programmer, manufacturing engineer, process engineer, field service technician as well as a number of other manufacturing/service positions. This Certificate Program requires 33-36 units to be taken in required courses. An additional 10-14 units must be chosen from the restricted electives listed below. This certificate requires a total of 43-50 units. At least one half of the units toward the certificate must be completed at Fullerton college. A minimum grade of C is required for each course taken.</p> <p>Required Courses (33-36 units) Units</p> <p>DRAF101 F Blueprint Reading for Manufacturing 2</p> <p>DRAF140 F AutoCAD For Industry 3</p> <p>DRAF173 F Geometric Dimensioning and Tolerancing 2</p> <p>MACH150 F CNC Programming Using Mastercam 3</p> <p>MACH154 F CNC Programming Using Surfcam 3</p> <p>MACH152 F Advanced CNC Programming Using Mastercam 3</p> <p>or MACH156 F Advanced CNC Programming Using Surfcam</p>	2019 Fall	Removed WELD 121 AF; Added WELD 100 F. Changing Restrictive Electives FROM 10-12 units TO 10-14 units. Program units FROM 42-47 unit TO 43-50 units.

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
		3 MACH110 F CNC Machine Set-Up and Operation 3 MACH115 F CNC Parts Programming 3 MACH101 F Introduction to Machine Tools 5 or MACH116 F Machine Tools 2 METL192 F Fundamentals of Metallurgy 3 TECH081 F Technical Mathematics I 3 TECH108 F Manufacturing Processes 3 Restricted Electives (10-14 units) Units MACH102 F Intermediate Machine Tools 5 MACH120 F Advanced CNC Machining 3 TECH088 F Technical Science 3 TECH127 F Industrial Safety 2 WELD100 F Introduction to Welding 3 Total Units 43 – 50		

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
Geography Associate in Arts Degree (FY 2019).	<ul style="list-style-type: none"> • Course Title Revision • Program Unit Revision • Catalog Description Update • Adding Courses to "Required" • Adding Courses to "Restricted Electives" • Removing Courses from "Restricted Electives" 	<p>The Geography Associate in Arts Degree is designed to provide students with an introduction to both physical and human areas of geographic studies. It provides students the background knowledge needed by undergraduate geography majors for university transfer and coursework. This degree is excellent preparation for careers in international fields, law, science, environmental work and cultural diversity programs. The geographic perspective provides lifelong tools for interpreting the world's complex systems and world events. This degree requires a total of 19 - 20 units.</p> <p>(Honors versions of any required course and/or restricted elective course are considered equivalent courses)</p> <p style="text-align: center;">Units</p> <p>Required Courses (10 units)</p> <p style="text-align: center;">Units</p> <p>GEOG100 F Global Geography 3</p> <p>or</p> <p>GEOG100HF Honors Global Geography 3</p> <p>GEOG102 F Physical Geography 3</p> <p>or</p> <p>GEOG102HF Honors Physical Geography 3</p> <p>GEOG102LF Physical Geography Lab 1</p> <p>GEOG160 F Cultural Geography 3</p> <p>Restricted Electives (9 - 10 units)</p> <p style="text-align: center;">Units</p> <p>GEOG120 F Global Environmental Problems 3</p> <p>GEOG130 F California Geography 3</p>	2019 Fall	Added CIP code to update CurriCUNET records. Added honors versions of courses where appropriate. Added GEOG courses to restricted electives. Total units increased FROM 19 TO 19-20 units.

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
		GEOG170 F Urban Geography: Introduction to the City 3 GEOG199 F Geography Independent Study 1 GEOG230 F Introduction to Geographic Information Systems 3 Total Units 19 – 20		

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
Machine Technology Level II Certificate (FY 2019).	<ul style="list-style-type: none"> • Program Unit Revision • Catalog Description Update • Adding Courses to "Restricted Electives" • Removing Courses from "Restricted Electives" 	<p>The Machine Technology Level II Certificate program is designed for students wishing to pursue a career in more advanced machining or manufacturing areas. This type of certificate program typically leads to entry or intermediate level careers as a machinist, toolmaker, CNC operator, CNC programmer, manufacturing engineer, process engineer, field service technician as well as a number of other manufacturing/service positions. This certificate requires a total of 32-37 units. At least one half of the units toward the certificate must be completed at Fullerton College. A minimum grade of C is required in each course taken.</p> <p>Required Courses (22-25 units) Units</p> <p>DRAF101 F Blueprint Reading for Manufacturing 2</p> <p>DRAF173 F Geometric Dimensioning and Tolerancing 2</p> <p>MACH110 F CNC Machine Set-Up and Operation 3</p> <p>MACH101 F Introduction to Machine Tools 5</p> <p>or</p> <p>MACH116 F Machine Tools 2</p> <p>MACH102 F Intermediate Machine Tools 5</p> <p>MACH103 F Advanced Machine Tools 5</p> <p>TECH081 F Technical Mathematics I 3</p> <p>Restricted Electives (10-12 units) Units</p> <p>DRAF171 F Fundamentals of Drafting 2</p>	2019 Fall	Added WELD 100 F; Removed WELD 121 AF. Required units for Certificate changed FROM 31-36 TO 32-37 due to the addition of WELD 100 (3 units) and the removal of WELD 121 AF (2 units).

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
		METL192 F Fundamentals of Metallurgy 3 MACH116 F Machine Tools 2 MACH120 F Advanced CNC Machining 3 TECH108 F Manufacturing Processes 3 TECH127 F Industrial Safety 2 WELD100 F Introduction to Welding 3 Total Units 32 – 37		

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
Manufacturing Technology Associate in Science Degree (FY 2019).	<ul style="list-style-type: none"> • Program Unit Revision • Catalog Description Update • Removing Courses from "Required" • Adding Courses to "Required" • Adding Courses to "Restricted Electives" • Removing Courses from "Restricted Electives" 	<p>The Manufacturing Technology Associate in Science Degree incorporates courses from a number of departments within the Technology and Engineering Division. This degree typically leads to intermediate to advanced level technical careers as a machinist, toolmaker, CNC operator, CNC programmer, manufacturing engineer, process engineer, maintenance technician, field service technician, fabrication technician, machine builder, welders, designers, design engineers, CAD/CAM engineer as well as a number of other manufacturing, engineering, and service positions. A student pursuing the Manufacturing Technology major must take the required courses in addition to a concentration in one or more of the major areas. The areas of concentration are Drafting, Machine Technology, and Welding. This degree requires a total of 30-34 units. At least one-half of the units towards the major must be completed at Fullerton College.</p> <p>Required Courses (15 units) Units</p> <p>DRAF171 F Fundamentals of Drafting 2</p> <p>METL192 F Fundamentals of Metallurgy 3</p> <p>MACH116 F Machine Tools 2</p> <p>TECH108 F Manufacturing Processes 3</p> <p>TECH127 F Industrial Safety 2</p> <p>WELD100 F Introduction to Welding 3</p> <p>Restricted Electives (15-19 units). Select 15-19 units from one of the areas below. Choose all courses from the same area for a concentration in DRAF, MACH or WELD.</p>	2019 Fall	Replaced deleted courses WELD 121AF and WELD 121BF with replacement courses WELD 100 F and WELD 120 F. Required units for degree changed FROM 29-33 TO 30-34 due to the addition of WELD 100 (3 units) and the removal of WELD 121 AF (2 units).

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
		<p style="text-align: center;">Units</p> <p>Select 15-19 units from the courses listed below for a Drafting concentration.</p> <p>DRAF101 F Blueprint Reading for Manufacturing 2</p> <p>DRAF140 F AutoCAD For Industry 3</p> <p>DRAF141 F Advanced CAD for Industry 3</p> <p>DRAF143 F 3D Applications Using AutoCAD 3</p> <p>DRAF171 F Fundamentals of Drafting 2</p> <p>DRAF173 F Geometric Dimensioning and Tolerancing 2</p> <p>DRAF944 F Solidworks 3</p> <p>DRAF945 F Advanced Solidworks 3</p> <p>Select 15-19 units from the courses listed below for a Machine Technology concentration.</p> <p>MACH101 F Introduction to Machine Tools 5</p> <p>MACH102 F Intermediate Machine Tools 5</p> <p>MACH103 F Advanced Machine Tools 5</p> <p>MACH104 F Advanced Topics in Machine Technology 5</p> <p>MACH110 F CNC Machine Set-Up and Operation 3</p> <p>MACH115 F CNC Parts Programming 3</p> <p>MACH116 F Machine Tools 2</p> <p>MACH120 F Advanced CNC Machining 3</p>		

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
		MACH130 F Multiple Axis CNC Set and Operation 3		
		MACH140 F Basic CNC Swiss Style Lathe Set-up and Operation 3		
		MACH142 F Advanced CNC Swiss Style Lathe Set-up and Operation 3		
		MACH145 F Basic CNC Swiss Style Lathe Programming and Applications 3		
		MACH150 F CNC Programming Using Mastercam 3		
		MACH152 F Advanced CNC Programming Using Mastercam 3		
		MACH154 F CNC Programming Using Surfcam 3		
		MACH156 F Advanced CNC Programming Using Surfcam 3		
		MACH180 F Introduction to Metrology 3		
		MACH182 F Introduction to CMM Inspection and Romer Arms 3		
		MACH184 F Advanced CMM and Romer Arm Inspection 3		
		MACH185 F CMM and Romer Arm Applications 2		
		Select 15-19 units from the courses listed below for a Welding concentration.		
		WELD091AF Industrial Welding Fundamentals 5		
		WELD091BF Semi-Automatic Welding Applications 5		
		WELD091CF Manual Arc Welding Fundamentals		

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
		<p style="text-align: center;">5</p> <p>WELD096 F Welding Inspection Technology</p> <p style="text-align: center;">5</p> <p>WELD098 F Welding Fabrication Technology</p> <p style="text-align: center;">2</p> <p>WELD091DF Structural Welding Certification</p> <p style="text-align: center;">5</p> <p>WELD120 F Gas Shielded Arc Welding</p> <p style="text-align: center;">3</p> <p>Total Units</p> <p style="text-align: center;">30 – 34</p>		

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
Industrial Technology Associate in Science Degree (FY 2019).	<ul style="list-style-type: none"> • Program Unit Revision • Catalog Description Update • Adding Courses to "Restricted Electives" • Removing Courses from "Restricted Electives" 	<p>The Industrial Technology Associate in Science degree is designed to give students a broad understanding of communications, business finance, graphics, construction, manufacturing, and transportation systems, as well as many other subjects that are found in today's industry. Students are given instructions in various skill areas that can be applied directly in the workforce, such as in the manufacturing of products; designing of products with computer-aided design (CAD) software; constructions of buildings; repairing of automobiles; printing; photography; and other communication media skills for various TV, film, internet, print shops, and entertainment industries. A variety of businesses and industries are in need of individuals who have the knowledge and flexibility to learn, implement and manage new technology within complex business environments. Schools need well prepared industrial and technology education teachers to help educate and guide young men and women into high technology careers. On the business and industry side, Industrial Technology majors assume roles as "Industrial Technologists" in a wide variety of industrial and business settings and they understand managerial concepts and principles. Common to all Industrial Technologists is the focus on continuous improvement in the areas of productivity and quality. Technologists apply management theory and practice with technical skills to solve problems. Students typically go on to a 4 year institution to further their studies in specialties related to industry needs. At least one half of the units toward the degree must be completed at Fullerton College. This degree requires a total of 19-22 units.</p>	2019 Fall	Removed WELD 121 AF; Added WELD 100 F. Required units for Certificate changed FROM 19 units TO 19-22 units to reflect possible unit range.

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
		Restricted Electives Select 19-22 units from the following: Units ACCT100AF Financial Accounting Principle 3 AUTO131 F Automotive Fundamentals 4 BUS151 F Business Mathematics 3 CRTV118 F Introduction to Radio, TV and Film 3 CSTR100 F Residential Construction 4 DRAF171 F Fundamentals of Drafting 2 MACH116 F Machine Tools 2 PHOT101 F Introduction to Photography 3 PRNT101 F Introduction to Printing 3 TECH127 F Industrial Safety 2 WELD100 F Introduction to Welding 3 Total Units 19 – 22		
Theatre Arts (Drama) Associate in Arts Degree (2019)	• Course Unit Revision	The Theatre Arts (Drama) Associate in Arts Degree is designed to prepare students to acquire basic theatrical knowledge and academic skills to either transfer to a four-year academic institution or lead to employment in the specific areas of theater production as well as related areas in television, film, theme parks, education, and management. Related career opportunities include but are not limited to actor, director, costumer, makeup	2019 Fall	Reflect unit revision for THEA 122 F. Reflect unit revision for THEA 298 F

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
		<p>designer, playwright, drama coach, set designer, scenic artist, sound designer, lighting designer, stage hand, technician, wardrobe, stage manager, production manager, and educator. This degree requires a total of 19-25.5 units.</p> <p>Required courses: (3 units) Units THEA100 F Introduction to the Theatre 3 or THEA104 F Introduction to Theatre Appreciation 3 or THEA105 F Musical Theatre History 3 or THEA108 F Multicultural Perspectives in American Theatre 3</p> <p>Required performance courses: (6.5 units) Units THEA180 F Beginning Principles of Acting 3 THEA181 F Intermediate Principles of Acting 3 Note: THEA 181 F requires completion of THEA 180 F with a grade of C or better.</p> <p>Concurrent enrollment in one of the following courses is required for THEA 180 F Units THEA153 F Introduction to Stage Crew Activity 0.5 THEA159 F Beginning Stage Crew Activity 0.5 THEA249 F Intermediate Stage Crew Activity</p>		

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
		0.5 THEA250 F Advanced Stage Crew Activity 0.5 Restricted Electives - Production courses: (2-3 units) Units THEA130 F Acting Workshop 3 THEA131 F Theatre Workshop 2 THEA134 F Beginning Theatre Practicum 2 THEA233 F Intermediate Theatre Practicum 2 THEA176 F Beginning Playwright's Practicum 2 THEA276 F Intermediate Playwright's Practicum 2 THEA177 F Beginning Director's Practicum 2 THEA277 F Intermediate Director's Practicum 2 THEA178 F Beginning Musical Theatre Production 2 THEA278 F Intermediate Musical Theatre Production 2 Restricted Electives - Technical Theatre courses: (3-4 units) Units THEA141 F Introduction to Technical Theatre 4 THEA143 F Stagecraft 4 THEA146 F Scene Painting 3		

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
		<p>THEA160 F Introduction to Sound Technology 3</p> <p>THEA170 F Beginning Theatrical Lighting 3</p> <p>THEA171 F Beginning Theatrical Costuming and Design 3</p> <p>THEA172 F Stage Makeup 3</p> <p><i>Note: THEA 181 F requires concurrent enrollment in one of the following courses THEA 141 F, THEA 143 F, THEA 144 F</i></p> <p>Concurrent enrollment in one of the following courses is required for THEA 146 F, THEA 160 F, THEA 170 F, THEA 171 F, THEA 172 F</p> <p>Units</p> <p>THEA153 F Introduction to Stage Crew Activity 0.5</p> <p>THEA159 F Beginning Stage Crew Activity 0.5</p> <p>THEA249 F Intermediate Stage Crew Activity 0.5</p> <p>THEA250 F Advanced Stage Crew Activity 0.5</p> <p>Restricted electives: (4-9 units selected from at least two of the categories below)</p> <p>Units</p> <p>Performance courses recommended for actors: (1-3 units)</p> <p>Units</p> <p>THEA072 F Introduction to Movement and Performance Skills for Musical Theatre 1</p> <p>THEA073 F Beginning Movement and Performance Skills for Musical Theatre 1</p> <p>THEA074 F Intermediate Movement and Performance Skills for Musical Theatre</p>		

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
		1 THEA121 F Movement for Actors		
		3 THEA123 F Acting Techniques		
		3 THEA135 F Resident Theatre Company		
		1 THEA136 F Touring Theatre Productions: Rehearsal and Performance		
		3 THEA139 F Beginning Musical Theatre Concert Production		
		1 THEA239 F Intermediate Musical Theatre Concert Production		
		1 THEA183 F Advanced Principles of Acting II		
		3 THEA184 F Beginning Musical Theatre I		
		3 THEA185 F Beginning Musical Theatre II		
		3 THEA197 F Introduction to Stage Combat		
		2 THEA198 F Beginning Principles of Stage Combat		
		2 THEA284 F Intermediate Musical Theatre I		
		3 THEA285 F Intermediate Musical Theatre II		
		3 Production courses recommended for actors and theatre technicians: (2-3 units) Units		
		3 THEA137 F Introduction to Summer Theatre Workshop		
		3 THEA155 F Beginning Summer Theatre Workshop		
		3 THEA156 F Intermediate Summer Theatre Workshop		
		3		

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
		THEA157 F Advanced Summer Theatre Workshop 3		
		THEA235 F Experimental Theatre 2		
		Technical theatre courses recommended for theatre technicians: (1-3 units) Units		
		THEA090 F Introduction to Advanced Topics in Theatre Technology 1		
		THEA091 F Video and Scenic Projection for the Theatre 2		
		THEA093 F Rigging for the Theatre 1		
		THEA094 F Systems Maintenance and Troubleshooting for Theatre 2		
		THEA148 F Introduction to Theatre Crafts Lab 2		
		THEA151 F Properties: Design and Construction 3		
		THEA152 F Beginning Theatre Crafts Lab 2		
		THEA161 F Sound Reinforcement Techniques 2		
		THEA162 F Sound Design for the Theatre 2		
		THEA244 F Intermediate Theatrical Lighting 3		
		THEA246 F Intermediate Theatrical Costuming 3		
		THEA252 F Intermediate Theatre Crafts Lab 2		
		THEA253 F Advanced Theatre Crafts Lab 2		
		THEA265 F Theatre Management 2		
		THEA266 F Stage Management		

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
		<p style="text-align: center;">3</p> <p>THEA290 F Theatrical Production Techniques</p> <p style="text-align: center;">1</p> <p>THEA298 F Theatre Arts Internship</p> <p style="text-align: center;">2</p> <p>THEA299 F Theatre Arts Independent Study</p> <p style="text-align: center;">1</p> <p>Recommended for all theatre arts students: (2-3 units)</p> <p style="text-align: center;">Units</p> <p>THEA075 F Theatrical City Tours: New York</p> <p style="text-align: center;">2</p> <p>THEA076 F Theatrical City Tours: London</p> <p style="text-align: center;">2</p> <p>THEA106 F Beginning Principles of Playwriting</p> <p style="text-align: center;">3</p> <p>THEA109 F Modern Dramatic Literature</p> <p style="text-align: center;">3</p> <p>THEA122 F Improvisation for Television, Film and Theatre</p> <p style="text-align: center;">2</p> <p>THEA127 F Oral Interpretation</p> <p style="text-align: center;">3</p> <p>THEA129 F Voice for the Actor</p> <p style="text-align: center;">3</p> <p>THEA196HF Honors Creative Arts-Theater</p> <p style="text-align: center;">3</p> <p>THEA222 F Acting for the Camera</p> <p style="text-align: center;">3</p> <p>THEA225 F Stage Directing</p> <p style="text-align: center;">3</p> <p>Total Units</p> <p style="text-align: center;">19 - 25.5</p>		
Welding Technology Certificate (FY 2019).	<ul style="list-style-type: none"> • Program Unit Revision • Catalog Description Update 	The Welding Technology Certificate is designed to prepare students to apply a variety of welding processes in the workplace. This certificate requires a total of 23-29 units. A minimum grade of C is required in each course taken. At	2019 Fall	Added WELD 100 F. Removed WELD 121 AF; WELD 121 BF. Program unit revision FROM 24-29 units TO 23-29

MODIFY DEGREES/CERTIFICATES				
DEGREE/ CERTIFICATE	REVISION TYPE	PROPOSAL TYPE	EFF DATE	JUSTIFICATION
	<ul style="list-style-type: none"> • Removing Courses from "Required" • Adding Courses to "Required" 	<p>least one half of the units toward the certificate must be completed at Fullerton College.</p> <p>Required Courses (18-20 units) Units</p> <p>WELD100 F Introduction to Welding 3</p> <p>or</p> <p>WELD091AF Industrial Welding Fundamentals 5</p> <p>WELD091BF Semi-Automatic Welding Applications 5</p> <p>WELD091CF Manual Arc Welding Fundamentals 5</p> <p>WELD091DF Structural Welding Certification 5</p> <p>Restricted Electives (5-9 units) Units</p> <p>DRAF101 F Blueprint Reading for Manufacturing 2</p> <p>DRAF171 F Fundamentals of Drafting 2</p> <p>MACH116 F Machine Tools 2</p> <p>METL192 F Fundamentals of Metallurgy 3</p> <p>TECH081 F Technical Mathematics I 3</p> <p>TECH108 F Manufacturing Processes 3</p> <p>WELD096 F Welding Inspection Technology 5</p> <p>WELD098 F Welding Fabrication Technology 2</p> <p>TECH127 F Industrial Safety 2</p> <p>Total Units 23 – 29</p>		<p>units due to the addition of WELD 100 (3 units) and the removal of WELD 121 AF (2 units)/WELD 121 BF (2 units).</p>

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 26, 2019 Resolution _____
SUBJECT: Academic Personnel Information _____
Enclosure(s) X

BACKGROUND: Academic personnel matters within budget.

How does this relate to the five District Strategic Directions? Not applicable.

How does this relate to Board Policy: These items are in compliance with Chapter 7, Human Resources, Board Policies and Administrative Procedures relating to personnel administration.

FUNDING SOURCE AND FINANCIAL IMPACT: All personnel matters are within budget.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by

Approved for Submittal

5.a.1

Item No.

CHANGE IN SALARY CLASSIFICATION

Barondeau, Shannon	CC	Stagecraft Instructor (ADJ) From: Column 1, Step 1 To: Column 2, Step 1 Eff. 02/25/2019
--------------------	----	--

LEAVES OF ABSENCE

Allen, Maala	FC	Biological Sciences Instructor Rescind Load Banking Leave With Pay Eff. 2019 Spring Semester
Lopez-Casillas, Lupe	FC	Counselor Personal Leave Without Pay (10%) Eff. 2019-2020 Academic Year
Shafer, Julie	CC	Photography Instructor Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 03/06/2019-04/07/2019

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2019 SPRING SEMESTER,
WINTER/SPRING TRIMESTER

Boyce, Jane	CC	Column 2, Step 1
Espino, Frederick	CC	Column 1, Step 1
Fallahinezhad, Iman	NOCE	Column 2, Step 1
Kenerson, Barbara	CC	Column 1, Step 1
Terrazas, Cassandra	FC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Cervantes, Cynthia	CC	Column 1, Step 1
Terrazas, Cassandra	FC	Column 1, Step 2

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Castro, Nora	FC	Reducing Bias in the Workplace Workshop Stipend not to exceed \$200 Eff. 10/29/2018
--------------	----	---

Academic Personnel
March 26, 2019

Goralski, Craig	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class F Not to exceed 22 hours
Grote, Silvie	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class F Not to exceed 22 hours
Rangel, Jacquelyn	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class C Not to exceed 22 hours

CORRECTION TO BOARD AGENDA OF MARCH 12, 2019
VOLUNTARY CHANGE IN ASSIGNMENT

McBride, Marla	CC	Director, College Health Services Permanent Increase in Months Employed From: 02/01/2019 To: 07/01/2019
----------------	----	--

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 26, 2019 Resolution _____
Information _____
SUBJECT: Classified Personnel Enclosure(s) X

BACKGROUND: Classified personnel matters within budget.

How does this relate to the five District Strategic Directions? Not applicable.

How does this relate to Board Policy: These items are in compliance with Chapter 7, Human Resources, Board Policies and Administrative Procedures relating to personnel administration.

FUNDING SOURCE AND FINANCIAL IMPACT: All personnel matters are within budget.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by

Approved for Submittal

5.b.1

Item No.

Classified Personnel
March 26, 2019

RETIRMENT

Marrocco, Gina CC Administrative Assistant II
12-month position (50%)
Eff. 07/08/2019
PN CCC884

RESIGNATION

McMath, Christopher CC Facilities Custodian I
12-month position (100%)
Eff. 03/13/2019
PN CCC869

VOLUNTARY CHANGES IN ASSIGNMENT

Gonzales, Vanessa CC Accounting Technician (100%)

Temporary Change in Assignment
To: Administrative Assistant III
12-month position (100%)
Range 41, Step D + 10% Longevity + PG&D
Classified Salary Schedule
Eff. 03/27/2019 – 12/31/2019

Khan, Tamara FC Health Services Specialist (50%)

Temporary Increase in Months and Percent
Employed
From: 9 months, 50%
To: 10 months, 80%
Eff. 03/18/2019 – 06/30/2019

Kiely, Janae FC Administrative Assistant II (100%)

Extension of Temporary Change in Assignment
To: Office Coordinator
12-month position (100%)
Range 40, Step D
Classified Salary Schedule
Eff. 04/01/2019 – 04/30/2019

Classified Personnel
March 26, 2019

Pattison, Jeanette	CC	Instructional Aide/Health Science Temporary Decrease in Percent Employed From: 62.5% To: 31.25% Eff. 01/22/2019 – 05/10/2019
Thompson, Scott	FC	Student Services Specialist/VRC 12-month position (100%) PN FCC599 Permanent Lateral Transfer To: Student Services Specialist/DSS 12-month position (100%) Eff. 04/10/2019 PN FCC658
West, Deborah	FC	Campus Safety Officer (100%) Temporary Change in Assignment To: NOCE Administrative Assistant II 12-month position (100%) Range 36, Step D + 10% Longevity + PG&D Classified Salary Schedule Eff. 04/01/2019 – 06/30/2019

PROFESSIONAL GROWTH & DEVELOPMENT

Ramirez, Joseph	FC	Senior Research and Planning Analyst (100%) Doctoral Stipend (\$3500) Eff. 07/01/2019
-----------------	----	---

STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Beck, Megan	FC	Evaluator (100%) 6% Stipend Eff. 04/01/2019 – 08/31/2019
Haugh, Angela	CC	Student Services MIS Analyst (100%) 6% Stipend Eff. 04/01/2019 – 08/31/2019
Jackson-Reed, Leslie	NOCE	Administrative Assistant II (100%) 6% Stipend Eff. 12/12/2018 – 12/21/2018; 01/02/2019 – 01/25/2019

Classified Personnel
March 26, 2019

Zamorano, Karla NOCE Admissions and Records Technician (100%)
6% Stipend
Eff. 04/01/2019 – 06/30/2019

LEAVES OF ABSENCE

Castro, Jeri NOCE Facilities Custodian I (100%)
Family Medical Leave (FMLA/CFRA)
Paid Leave Using Regular and Supplemental Sick
Leave Until Exhausted; Unpaid Thereafter
Eff. 02/18/2019 – 03/17/2019 (Consecutive Leave)

Coggi, Anita FC Administrative Assistant II (100%)
Military Leave With Pay (USERRA)
Eff. 02/25/2019 – 02/28/2019, and 03/05/2019

De La Cruz, Melissa NOCE Admissions and Records Technician (100%)
Family Medical Leave (FMLA/CFRA)
Paid Leave Using Regular and Supplemental Sick
Leave Until Exhausted; Unpaid Thereafter
Eff. 03/11/2019 – 02/01/2020 (Intermittent Leave)

Davis, Anthony AC Printer (100%)
Family Medical Leave (FMLA/CFRA)
Paid Leave Using Regular and Supplemental Sick
Leave Until Exhausted; Unpaid Thereafter
Eff. 02/20/2019 – 03/29/2019 (Consecutive Leave)

Giang, Vivian NOCE IT Coordinator (100%)
Family Medical Leave (FMLA/CFRA)
Paid Leave Using Sick Leave and Supplemental
Sick Leave Until Exhausted; Unpaid Thereafter
Eff. 03/11/2019 – 03/25/2019 (Consecutive Leave)

Horrocks, Debbie FC Administrative Assistant III (100%)
Family Medical Leave (FMLA/CFRA)
Paid Leave Using Regular and Supplemental Sick
Leave Until Exhausted; Unpaid Thereafter
Eff. 02/27/2019 – 03/24/2019 (Consecutive Leave)

Orozco, Elias FC Electrician (100%)
Family Medical Leave (FMLA/CFRA)
Paid Leave Using Regular and Supplemental Sick
Leave Until Exhausted; Unpaid Thereafter
Eff. 03/25/2019 – 04/29/2019 (Consecutive Leave)

Classified Personnel
March 26, 2019

Wilkening, Nicholas	AC	District Manager, IT Technical Support (100%) Military Leave With Pay (USERRA) Eff. 03/15/2019 – 04/11/2019; 07/01/2019 – 08/12/2019 Military Leave Without Pay Eff. 04/12/2019 – 06/30/2019; 08/13/2019 – 09/15/2019
Young, Lynette	CC	Administrative Assistant II (80%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness and Personal Necessity Until Exhausted; Unpaid Thereafter Eff. 02/26/2019 – 06/26/2019 (Intermittent Leave)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 26, 2019

SUBJECT: Professional Experts

Action	<u>X</u>
Resolution	<u> </u>
Information	<u> </u>
Enclosure(s)	<u>X</u>

BACKGROUND: Professional Experts within budget.

How does this relate to the five District Strategic Directions? Not applicable.

How does this relate to Board Policy: These items are in compliance with Chapter 7, Human Resources, Board Policies and Administrative Procedures relating to personnel administration.

FUNDING SOURCE AND FINANCIAL IMPACT: All personnel matters are within budget. The supervising manager is authorized by the Board to assign budget numbers in the employment of Professional Experts.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by

Approved for Submittal

5.c.1

Item No.

March 26, 2019

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Abdel Haq, Mohammad	FC	Project Coordinator	Professional Learning Day Presenter	10	03/21/2019	05/25/2019
Acosta, Ramon	CC	Project Coordinator	Strong Workforce AT Electric-Hybrid	10	03/18/2019	05/24/2019
Ali, Sharene	NOCE	Technical Expert I	PTCB Test Prep Workshop	26	03/05/2019	03/06/2019
Ali, Sharene	NOCE	Technical Expert I	PTCB Test Prep Workshop	26	04/22/2019	04/29/2019
Barnes, Stephen	FC	Technical Expert II	Paralegal Technical Expert II	26	03/16/2019	06/14/2019
Biggs, Steven	FC	Project Expert	High School Theatre Festival 2019 Judges	26	03/22/2019	03/23/2019
Carey, Jennifer	NOCE	Technical Expert I	NOCE Basic Skills/HSDP English Curriculum	10	04/01/2019	06/28/2019
Chidester, Katherine	FC	Project Expert	High School Theatre Festival 2019 Judges	26	03/22/2019	03/23/2019
Costello, Jeanne	FC	Project Coordinator	Staff Development Coordinator	40	05/28/2019	06/30/2019
Cruz, Saul	CC	Project Expert	Certified Athletic Trainer	26	03/15/2019	05/31/2019
Eversoll, Allison	FC	Project Expert	High School Theatre Festival 2019 Judges	26	03/22/2019	03/23/2019
Fallahinezhad, Iman	NOCE	Project Coordinator	Curriculum Development and Aztec Training for GED-Anaheim	4	03/11/2019	03/15/2019
Farnham, Paul	FC	Technical Expert II	Promise Career Pathways	2	03/13/2019	06/30/2019
Gonzalez, Amber	FC	Project Coordinator	Professional Learning Day Presenter	10	03/01/2019	05/25/2019
Gonzalez-Stone, Debra	NOCE	Technical Expert I	PTCB Prep Workshop	26	04/22/2019	04/29/2019
Gutierrez, Dorothy	FC	Project Expert	Financial Aid Outreach Liaison	26	03/15/2019	06/30/2019
Hattabaugh, Jon Michael	FC	Technical Expert II	Promise Career Pathways	6	03/13/2019	06/30/2019
Hazell, Michelle	CC	Technical Expert II	Nursing Enrollment Growth Grant	8	01/07/2019	01/07/2019
Ho, Josephine	FC	Project Expert	High School Theatre Festival 2019 Judges	26	03/22/2019	03/23/2019
Hock, Richard	CC	Technical Expert II	Perkins Air Conditioning and Refrigeration	5	03/18/2019	05/31/2019
Kelley, Paul	CC	Technical Expert II	AT Instructional Technology Package	40	03/11/2019	04/14/2019

March 26, 2019

Kominek, Bridget	CC	Project Manager	Cypress Acceleration Training Day	17	03/01/2019	03/22/2019
Lopez, Corina	NOCE	Technical Expert I	MA Externship Program	26	03/04/2019	04/12/2019
Lorenzetti, Rachael	FC	Project Expert	High School Theatre Festival 2019 Judges	26	03/22/2019	03/23/2019
Martinez, Veronica	NOCE	Project Expert	Mobility Trainer	26	04/29/2019	06/28/2019
Maynard, Lauren	NOCE	Project Coordinator	Curriculum Development and Aztec Training for GED-Anaheim	4	03/11/2019	03/15/2019
McCormick, Steve	CC	Technical Expert I	Strong Workforce Regional – Drone Project	26	05/27/2019	06/06/2019
Nordberg, Colby	FC	Project Manager	Lighting Designer	26	03/13/2019	05/31/2019
Ripper, Sarah	FC	Project Expert	High School Theatre Festival 2019 Judges	26	03/22/2019	03/23/2019
Rivera, Jennifer	CC	Technical Expert II	Nursing Enrollment Growth Grant	16	01/17/2019	01/22/2019
Rodriguez, David	FC	Project Expert	Financial Aid Outreach Liaison	26	03/15/2019	06/30/2019
Smith, Arnetta	FC	Project Coordinator	Professional Learning Day Presenter	10	03/21/2019	05/25/2019
Stiemke, Kimberley	NOCE	Technical Expert I	NOCE Basic Skills/HSDP Math 20 (ABED 116) for Math Co-Lab	10	04/01/2019	06/28/2019
Streeter, Kathryn	FC	Project Expert	High School Theatre Festival 2019 Judges	26	03/22/2019	03/23/2019
Thaker, Prerana	CC	Project Expert	Counseling – One FTEF Adjunct CTE	10	03/04/2019	04/12/2019
Thaker, Prerana	CC	Project Expert	Counseling – One FTEF Adjunct CTE	10	04/22/2019	05/17/2019
Urquidi, Carlos	CC	Technical Expert II	Perkins Air Conditioning and Refrigeration	5	03/18/2019	05/31/2019
Vandervort, Kimberly	FC	Technical Expert I	Coordinator Online Teaching Certificate Program	15	03/21/2019	06/30/2019
Velasco, Cassandra	CC	Project Manager	ESC Coordinator	26	03/18/2019	06/30/2019

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution _____
DATE: March 26, 2019 Information _____
Enclosure(s) X
SUBJECT: Hourly Personnel

BACKGROUND: Short-term, substitute and student work-study/work experience personnel may be employed on a temporary basis from time to time to assist in the workload of various departments.

In accordance with the District’s administrative procedures, the employment of short-term and substitute employees is restricted to not more than twenty-six (26) hours per week. The employment of student employees is restricted to not more than twenty (20) hours per week.

How does this relate to the five District Strategic Directions? Not applicable.

How does this relate to Board Policy: These items are in compliance with Chapter 7, Human Resources, Board Policies and Administrative Procedures relating to personnel administration.

FUNDING SOURCE AND FINANCIAL IMPACT: All personnel matters are within budget.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by

Approved for Submittal

5.d.1

Item No.

Hourly Personnel
March 26, 2019

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Diaz, Christina	NOCE	Clerical/Secretarial - Assist in AEBG office	03/27/19	06/26/19	TE A 4
Diaz, Viridiana	CC	Clerical/Secretarial – Assist in Grads to Be Program	03/27/19	06/15/19	TE B 4
Farina, Juliana	NOCE	Clerical/Secretarial - Assist in the the GED Anaheim Program	04/01/19	06/30/19	TE A 1
Finley, Brittni	FC	Tech/Paraprof - On-call theater crew for campus productions	03/27/19	06/30/19	TE B 2
Llaban, Caroline	NOCE	Direct Instr Support - Assist in DSS students and campus life	04/01/19	06/14/19	TE A 1
Martineck, Scott	NOCE	Direct Instr Support - Assist in DSS students and campus life	04/01/19	06/14/19	TE A 1
Portillo, Amarilis	NOCE	Tech/Paraprof - Swim staff for community summer swim program	06/13/19	06/29/19	TE B 1
Rivera, Cindy	NOCE	Clerical/Secretarial - Assist in AEBG office	03/27/19	06/26/19	TE A 1
Sandoval, Aleisa	NOCE	Clerical/Secretarial - Assist in G2B Program	03/27/19	06/29/19	TE B 4
Tang, Jayson	FC	Clerical/Secretarial - Assist in Admissions and Records	06/14/19	06/28/19	TE A 2
Turner, Andrea	CC	Direct Instr Support – Assist with Women’s Swim Team	03/27/19	05/31/19	TE H 4
Williams, Jace	NOCE	Direct Instr Support - Assist in DSS students and campus life	04/01/19	06/14/19	TE A 1

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Arauz, Javier	FC	Direct Instr Support - Tutor students in the CTE Pathways Program	03/27/19	06/30/19	TE A 2
Castrejon, Jovane	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	04/10/19	06/30/19	TE A 1
Younis, Malath	NOCE	Direct Instr Support - Tutor for Anaheim GED Program	04/01/19	06/30/19	TE A 2

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Arias Carbajal, Maria	FC	Service/Maint - Substitute for Classified Vacant PN FCC665	03/08/19	06/07/19	TE B 2
Bombela Campos, F	FC	Service/Maint - Substitute for Classified Vacant PN FCC665	03/08/19	06/07/19	TE B 2
Sanchez, Elizabeth	CC	Clerical/Secretarial – Sub for Classified employee on leave	03/27/19	06/30/19	TE A 2

Hourly Personnel
 March 26, 2019

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Bumpurs, Jaylie	FC	Work Study Student - Clerical assistance for the CARE office	03/27/19	06/30/19	TE A 2
Flynn, Matthew	FC	Full-time Student - Assist with checking in/out of video and film	03/27/19	05/16/19	TE A 2
Galvan, Litzia	FC	Work Study Student - Clerical assistance for the Biological Science Lab	03/27/19	06/30/19	TE A 2
Grandin, Xochiel	FC	Work Study Student - Clerical assistance for the Math Lab	03/27/19	06/30/19	TE A 2
Khatri, Sanju	FC	Full-time Student - Clerical assistance for the International Student Center	03/27/19	06/30/19	TE A 1
Luu, Stanley	FC	Full-Time Student - Clerical assistance for International Student Center	03/27/19	06/30/19	TE A 1
Misikei, Martha	FC	Work Study Student - Clerical assistance for the Food Bank	03/27/19	06/30/19	TE A 2
Plavdjian, Esther	AC	Full-time Student – Student Trustee	03/27/19	05/31/19	TE A 1
Prieto, Layla	FC	Full-Time Student - Tutor for CTE Pathways Program	03/27/19	06/30/19	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 26, 2019

SUBJECT: Volunteers

Action	<u>X</u>
Resolution	_____
Information	_____
Enclosure(s)	<u>X</u>

BACKGROUND: The District recognizes the value of volunteer services in conjunction with certain programs, projects, and activities and may use the services of volunteers from time to time, when it serves the interests of the District. Volunteers are individuals who freely offer to perform services for the District without promise, expectation, or receipt of any compensation for the services provided.

How does this relate to the five District Strategic Directions? Not applicable.

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by

Approved for Submittal

5.e.1

Item No.

Volunteer Personnel
 March 26, 2019

Name	Site	Program	Begin	End
Camarena, Dulce	FC	Intern- Technology & Engineering Dept.	02/28/2019	05/09/2019
Chang, Helena	NOCE	Intern- ESL Department SHINE Program	03/27/2019	06/28/2019
Chavira, Celeste	FC	Intern- Counseling/Educational Dev.	03/27/2019	05/10/2019
Flanagan Timothy	FC	Intern- Physical Ed./Athletic Training	03/27/2019	05/24/2019
Fu, Ruoyu	NOCE	Intern- ESL Department SHINE Program	03/27/2019	06/28/2019
Jager, Simon	CC	Intern- Campus College Safety	03/13/2019	05/25/2019
Macias, Margarita	FC	Internship- Counseling & Student Dev.	03/27/2019	04/24/2019
Pham, Thang	NOCE	DSS- Personal Care Attendant	03/05/2019	06/28/2019
Smith, Leandra Marie	NOCE	DSS- Personal Care Attendant	03/05/2019	06/29/2019
Sutherland, Clinton	FC	Internship - Counseling & Student Dev.	03/27/2019	05/25/2019
Walker, Nicholas	NOCE	Intern- ESL Department SHINE Program	03/27/2019	06/28/2019
Wright, Lakeisha	FC	Internship-Counseling & Student Dev	03/27/2019	05/26/2019

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: March 26, 2019
SUBJECT: Nonclassified Short-Term Hourly Employee Salary Schedule

Action X
Resolution _____
Information _____
Enclosure(s) X

BACKGROUND: On January 1, 2020, the state minimum wage will increase to \$13.00 per hour for employers with 26 or more employees. The state minimum wage shall be adjusted on a yearly basis through 2022 according to the pre-set schedule of a \$1.00 increase per year. The attached salary schedule shows that adjustment effective for FY 2019-2020.

How does this relate to the five District Strategic Directions? Not applicable.

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board approve the revised Nonclassified Short-Term Hourly Employee Rate Schedule, effective July 1, 2019, which reflects an increase in the minimum wage.

Irma Ramos

Recommended by

Approved for Submittal

5.f.1

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NONCLASSIFIED SHORT-TERM HOURLY EMPLOYEE RATE SCHEDULE

Effective July 1, 2019

CODE	EMPLOYMENT CATEGORY	RATE 1 Entry	RATE 2 Semi-Skilled	RATE 3 Skilled	RATE 4 Highly Skilled
TE A	Clerical and Technical Positions	\$12.00 \$ 13.00	\$13.00 \$ 14.00	\$14.00 \$ 15.00	\$15.00 \$ 16.00
TE B	Para-professional Positions	\$14.00 \$ 15.00	\$15.00 \$ 16.00	\$16.00 \$ 17.00	\$17.00 \$ 18.00
TE D	Interpreter for Deaf - Base Rate	\$ 22.00	\$ 28.00	\$ 36.00	\$ 42.00
TE E	Interpreter for Deaf - Differential Rate *	\$ 32.00	\$ 38.00	\$ 44.00	\$ 50.00
TE F	Model	\$ 20.00	\$ 22.00	\$ 26.00	\$ 28.00
TE G	Performance Accompanist	\$ 17.00	\$ 19.00	\$ 21.00	\$ 23.00
TE H	Athletic Program Assistant	\$12.00 \$ 13.00	\$14.00 \$ 15.00	\$16.00 \$ 17.00	\$18.00 \$ 19.00
TE I	Advanced Theater Technician	\$ 17.50	\$ 20.00	\$ 22.50	\$ 25.00
ME A	Certified Therapist	\$12.00 \$13.00	\$14.00 \$15.00	\$16.00 \$17.00	\$18.00 \$19.00
ME B	Health Services Specialist (RN)	\$ 25.00	\$ 28.00	\$ 33.00	\$ 36.00
ME C	Nurse Practitioner	\$ 40.00	\$ 45.00	\$ 50.00	\$ 55.00
ME D	Clinical Psychologist	\$35.00 \$40.00	\$40.00 \$45.00	\$45.00 \$50.00	\$50.00 \$55.00
ME E	Physician/Psychiatrist	\$ 50.00	\$ 55.00	\$ 60.00	\$ 65.00
ME F	Medical Director	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00

Rate placement is based on the requirements of the temporary job, and determined by the administrator.

* Interpreter for Deaf Differential Rate may be approved when an individual interpreting assignment exceeds one and one-half hours and the assignment is not "teamed."

Board Approved March 26, 2019

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 26, 2019	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Revised Board Policies and New Administrative Procedure	Enclosure(s)	<u>X</u>

BACKGROUND: The Board Policies included in this agenda item were reviewed and revised to reflect one or more of the following: content revisions recommended by Chancellor’s Staff; content revisions recommended by Jane Wright, CCLC Consultant, and/or grammar corrections. The new Administrative Procedure was created to address family medical leaves.

The District Consultation Council reviewed, discussed, and reached consensus on the following revised Board Policies and new Administrative Procedure on February 25, 2019:

BP 2315, Closed Sessions remains under review and will return for Board consideration at a later date.

Chapter 2, Board of Trustees

BP 2305, Annual Organizational Meeting: This policy was reviewed as part of the 6-year review cycle and revised in Section 1.0 and to cite corresponding board policy. Trustees requested language revisions to the last sentence in Section 1.0.

BP 2320, Special and Emergency Meetings: This policy was reviewed as part of the 6-year review cycle, and revised to include edits to the “Reference” section; several minor edits; and to cite the corresponding board policies and administrative procedure.

BP 2330, Quorum and Voting: This policy was reviewed as part of the 6-year review cycle, and revised to include edits to the “Reference” section; minor edits throughout; and to cite the corresponding board policy.

BP 2340, Agendas: This policy was reviewed as part of the 6-year review cycle, and revised to include edits to the “Reference” section; minor edits throughout; and to cite the corresponding board policies and administrative procedures.

BP 2345, Public Participation at Board Meetings: This policy was reviewed as part of the 6-year review cycle, and revised to include edits to the “Reference” section; minor edits throughout; and to cite the corresponding board policies and administrative procedure.

Chapter 3, General Institution

BP 3410, Unlawful Discrimination: This policy was revised to reflect changes to the “Reference” section; add “pregnancy” and “interns and volunteers” to Section 1.0; remove language from Section 1.0; and update the names of cited administrative procedures.

BP 3430, Prohibition of Harassment: This policy was revised to reflect changes to the “Reference” section, update the language in Section 1.0; add “interns and volunteers” to Sections 2.0 and 3.0; remove the name of the Vice Chancellor in Section 2.1; update language in Section 4.0; and update the corresponding administrative procedures.

Chapter 7, Human Resources

BP 7100, Commitment to Equal Employment Opportunity and Diversity: This policy was revised to reflect changes to the “Reference” section; renumber throughout; include revised language in Section 1.0 and the new Section 5.0; and add language to new Sections 4.0, 7.0, and 8.0.

AP 7340, Family Medical Leave (FMLA/CFRA): This is a NEW administrative procedure created to address family medical leaves to correspond with Board Policy 7340. The language for the current BP 7340 was used as the model for AP 7340, and the changes were tracked in order to better reflect how BP 7340 language was retained and updated. As a result of proposed AP 7340, changes to BP 7340 are also recommended.

BP 7340, ~~Family Medical Leaves~~ s: This policy was revised to reflect a title change; changes to the “Reference” section, add new language in Sections 1.0 and 2.0; remove language that will be addressed in the newly created Administrative Procedure, 7340, Family Medical Leave (FMLA/CFRA); and to cite the corresponding administrative procedures.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction #4: The District will implement best practices related to planning, including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and district levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is in accordance with Board Policy 2410, Board Policies and Administrative Procedures.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt the following proposed, revised Board Policies and new Administrative Procedure:

- **BP 2305, Annual Organizational Meeting**
- **BP 2320, Special and Emergency Meetings**
- **BP 2330, Quorum and Voting**
- **BP 2340, Agendas**
- **BP 2345, Public Participation at Board Meetings**
- **BP 3410, Unlawful Discrimination**
- **BP 3430, Prohibition of Harassment**
- **BP 7100, Commitment to Equal Employment Opportunity and Diversity**

- **AP 7340, Family Medical Leave (FMLA/CFRA) – NEW**
- **BP 7340, Family Medical Leave** [s](#)

Once adopted by the Board of Trustees, the revised policies will be placed on the District's website, where they will be readily accessible by students, employees, and the general public.

Cheryl Marshall
Recommended by

Approved for Submittal

6.a.3
Item No.

BP 2305 Annual Organizational Meeting

Reference:

Education Code Section 72000(c)(2)(A)

- 1.0 The annual organizational meeting of the Board of Trustees will be held at the first meeting in December of each year. The purpose of the annual organizational meeting is to elect a president, vice president and a secretary, and conduct any other business as required by law or determined by the Board of Trustees. ~~All elected officers will serve~~ The terms of office shall be until the following year's annual meeting.
- 2.0 An annual calendar of Board meetings will be adopted at this meeting.

[See Board Policy 2210, Officers](#)

Date of Adoption: June 24, 2003

BP 2320 Special and Emergency Meetings

Reference:

**Government Code Sections [54956](#), [54956.5](#), [and 54957](#);
Education Code Section [72129](#)**

- 1.0 Special meetings may from time to time be called by the President of the Board or by a majority of the members of the Board [of Trustees](#). Notice of such meetings shall be posted at least [twenty-four \(24\)](#) hours before the time of the meeting, and shall be noticed in accordance with Brown Act requirements. No business other than that included in the notice may be transacted or discussed.
- 2.0 Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety. No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.
- 3.0 The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

See [Board Policy 2310, Regular Meetings of the Board and Administrative Procedure 2320, Special and Emergency Meetings](#).

Date of Adoption: June 24, 2003

Date of Last Revision: June 1, 2004

BP 2330 Quorum and Voting

Reference:

Education Code Sections 72000(d)(3), 81310 et seq., 81365, 81511, [and](#) 81432;
Government Code Sections [53094](#), [and](#) 54950 et seq.;
Code of Civil Procedure Section 1245.240

- 1.0 A quorum of the Board [of Trustees](#) shall consist of four **(4)** members.
 - 1.1 If there is no quorum present at the time set for the meeting, the members present may adjourn to another time. Notice of the adjourned meeting shall be given as required by law for regular meetings.
- 2.0 The Board [of Trustees](#) shall act by majority vote of all of the membership of the Board, except as noted below.
- 3.0 No action shall be taken by secret ballot. The Board [of Trustees](#) will publicly report any action taken in open session and the vote or abstention of each individual member present.
- 4.0 The following actions require a two-thirds **(2/3)** majority of all members of the Board [of Trustees](#):
 - 4.1 Resolution of intention to sell or lease real property (except where a unanimous vote is required);
 - 4.2 Resolution of intention to dedicate or convey an easement;
 - 4.3 Resolution authorizing and directing the execution and delivery of a deed;
 - 4.4 Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
 - 4.5 Appropriation of funds from an undistributed reserve;
 - 4.6 Resolution to condemn real property.
- 5.0 The following actions require a unanimous vote of all members of the Board [of Trustees](#):
 - 5.1 Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
 - 5.2 Resolution authorizing lease of District property under a lease for the production of gas.

[See Board Policy 2310, Regular Meetings of the Board](#)

Date of Adoption: June 24, 2003
Date of Last Revision: August 26, 2014

North Orange County Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2340 Agendas

Reference:

Government Code Sections 54950~~7~~ et seq.~~7~~ and 6250 et seq.;
Education Code Sections 72121~~7~~ and 72121.5

- 1.0 An agenda shall be posted adjacent to the place of meeting as well as on the District's internet website at least seventy-two (72) hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. Agendas shall be developed by the Chancellor. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.
- 2.0 Business that is not on the agenda may not be acted on or discussed, except when one or more of the following apply:
 - 2.1 A majority decides there is an "emergency situation" as defined for emergency meetings;
 - 2.2 Two-thirds (2/3) of the members (or all members if less than two-thirds (2/3) are present) determine there is a need for immediate action and the need to take action came to the attention of the Board of Trustees subsequent to the agenda being posted;
 - 2.3 An item appeared on the agenda and was continued from a meeting held not more than five (5) days earlier.
- 3.0 The order of business may be changed by consent of the Board of Trustees.
- 4.0 The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.
- 5.0 Members of the public may place matters directly related to the business of the District on an agenda for a Board meeting by submitting a written summary of the item to the Chancellor. The written summary must be signed by the initiator, contain his/ ~~er~~ her residence or business address, and organizational affiliation, if any. The Board of Trustees reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.
 - 5.1 Agenda items submitted by members of the public must be received by the Office of the Chancellor one week prior to the regularly scheduled a Board meeting.
 - 5.2 Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board of Trustees and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a ninety (90)-day period following the initial submission.

North Orange County Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2340 Agendas

- 6.0 Faculty, staff and students may place matters directly related to the business of the District on an agenda for a Board meeting by submitting a written summary of the item through established procedures in the Colleges and North Orange Continuing Education.
- 7.0 In accordance with BP ~~2510~~ and AP 2510, [Participation in Local Decision-Making](#) the Academic Senates may independently initiate agenda items by submitting a written summary of the item to the Chancellor. The summary must be signed by the President of the initiating Senate. The Board [of Trustees](#) reserves the right to consider and take action in closed session on items submitted by the Senates as permitted or required by law.
- 7.1 Agenda items submitted by the Academic Senates must be received by the Office of the Chancellor one week prior to the regularly scheduled a ~~B~~board meeting.
- 7.2 Agenda items submitted by the Academic Senate shall be placed in the appropriate section of the agenda for the topic.
- 8.0 Members of the Board of Trustees may place items on the agenda by contacting the Chancellor's Office.

See [Board Policy 2310, Regular Meetings of the Board, Board Policy and Administrative Procedure 2320, Special and Emergency Meetings, Administrative Procedure 2340, Agendas, Board Policy and Administrative Procedure 2345, Public Participation at Board Meetings, Board Policy and Administrative Procedure 2350, Speakers, Board Policy and Administrative Procedure 2360, Minutes, Board Policy and Administrative Procedure 2365, Recording, and Board Policy and Administrative Procedure 3300, Public Records.](#)

Date of Adoption: June 24, 2003

Date of Last Revision: November 28, 2017
November 23, 2004

BP 2345 Public Participation at Board Meetings

Reference:

**Government Code Sections 54954.3, [and 54957.5](#);
Education Code Section 72121.5**

- 1.0 The Board [of Trustees](#) shall provide opportunities for members of the general public to participate in the business of the Board.
 - 1.1 Members of the public may bring matters directly related to the business of the District to the attention of the Board [of Trustees](#) in one of two ways:
 - 1.1.1 There will be a time at each regularly scheduled board meeting for the general public to discuss items not on the agenda.
 - 1.1.1.1 Members wishing to present such items shall submit a written request [to the Board's Recording Secretary](#) at the beginning of the meeting that summarizes the item and provides his/ ~~er~~ her name and organizational affiliation, if any. No action may be taken by the Board [of Trustees](#) on such items.
 - 1.1.2 Members of the public may place items on the prepared agenda in accordance with BP/AP 2340, [Agendas](#).
 - 1.1.2.1 A written summary of the item must be submitted to the Chancellor at least one week prior to the ~~B~~board meeting. The summary must be signed by the initiator, contain his or her residence or business address, and organizational affiliation, if any.
- 2.0 Members of the public also may submit written communications to the Board [of Trustees](#) on items on the agenda and/or speak to agenda items at the ~~B~~board meeting. Written communication regarding items on the Board's agenda should reach the ~~O~~office of the Chancellor not later than five (5) working days prior to the meeting at which the matter concerned is to be before the Board [of Trustees](#). All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.
- 3.0 If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.
- 4.0 Claims for damages are not considered communications to the Board [of Trustees](#) under this rule, but shall be submitted to the District Finance and Facilities Office.

[See Board Policy 2340, Agendas, Administrative Procedure 2345, Public Participation at Board Meetings, Board Policy 2350, Speakers, and Board Policy 2355, Decorum.](#)

Date of Adoption: June 24, 2003

North Orange County Community College District
BOARD POLICY
Chapter 3
General Institution

BP 3410 Unlawful Discrimination

Reference:

Education Code Sections 66250, et seq.; 72010, et seq., and 87100 et seq.;
Title 5 California Code of Regulations Sections 53000, et seq. and 59300 et seq.;
Penal Code Section 422.55

Government Code Sections ~~1135-11139.5~~, 12926.1 and 12940 et seq.;

~~**20 U.S. Code Section 1681; 20 U.S.C. Section 794 and 794d;**~~

~~**42 U.S. Code Sections 6101, 12100 et seq. and 2000d;**~~

~~**36 Code of Federal Regulations Section 1194**~~

Title 2 Sections 10500 et seq.;

Labor Code Section 1197.5;

~~**Accreditation Standards II.B.2.c**~~ **ACCJC Accreditation Eligibility Requirement 20 and**

ACCJC Accreditation Standard Catalog Requirements;

WASC/ACS Criterion 2, Indicator 2.1

1.0 College catalogs and class schedules shall contain the following statement:

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NON-DISCRIMINATION STATEMENT

The policy of the North Orange County Community College District is to provide an educational, employment, and business environment, including but not limited to, access to its services, classes, and programs in which no person shall be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or as otherwise prohibited by state and federal statutes, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. ~~in any program or activity of the District that is administered by, directly funded by, or that receives any financial assistance from the Chancellor or Board of Governors of the California Community Colleges. Discrimination on the basis of sex or gender also includes sexual harassment.~~

The following person is designated by the North Orange County Community College District as the Responsible Officer/Section 504 and Title IX Coordinator for receiving and coordinating the investigation of all unlawful discrimination complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations, and for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1992, and response to discrimination complaints related thereto:

Name: ~~Irma Ramos~~
Position: Vice Chancellor, Human Resources
Address: 1830 W. Romneya Drive
Anaheim, CA 92801-1819
Telephone: 714-808-4826

North Orange County Community College District
BOARD POLICY
Chapter 3
General Institution

BP 3410 Unlawful Discrimination

Students, ~~and~~ employees, [interns, and volunteers](#) who believe they have been subjected to unlawful discrimination, including sexual harassment, or who seek information regarding the District's Unlawful Discrimination Policy should contact the Office of the Vice Chancellor, Human Resources.

- 2.0 The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.
- 3.0 The policy of the North Orange County Community College District is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.
- 4.0 Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination or harassment as defined in Administrative Procedure 3410, [Unlawful Discrimination](#) or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.
- 5.0 The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.
- 6.0 No District funds shall be used for membership, or for participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race or ethnicity, medical condition, color, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status, or because an individual is perceived to have one or more of those characteristics.
- 7.0 In so providing, the North Orange County Community College District hereby implements the provisions of the California Government Code Sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code Section 66250, et seq.), Education Code Section 212.5, Title VI of the Civil Rights Act of 1964 (42 U.S. Code Section 2000d), Title IX of the Education Amendments of 1972 (20 U.S. Code Section 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S. Code Section 794), the American with Disabilities Act of 1990 (42 U.S. Code section 12100, et seq.), and the Age Discrimination Act (42 U.S. Code Section 6101).

See Administrative Procedure 3410, [Unlawful Discrimination](#).

Date of Adoption: March 23, 2004
Date of Last Revision: April 14, 2015
September 24, 2013

BP 3430 Prohibition of Harassment

Reference:

Education Code Sections 212.5, 44100, 66252, and 66281.5;
Government Code [Sections 12940 and 12950.1](#);
Title VII of the Civil Rights Act of 1964, [42 U.S. Code of Annotated U.S.C.A. Section 2000e](#)

- 1.0 The policy of the North Orange County Community College District is to provide an educational, employment, and business environment including but not limited to access to its services, classes, and programs in which no person shall be subjected to unlawful harassment and where such environment is free from unwelcome sexual advances, requests for sexual favors, sexual favoritism, or other verbal or physical conduct or communications constituting sexual harassment. It shall also be free of other unlawful harassment, including but not limited to harassment that is based on: ~~race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation, military and veteran status of any person, or because he or she is perceived to have one or more of the foregoing characteristics.~~ [ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or as otherwise prohibited by state and federal statutes, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.](#)
- 2.0 Students, ~~and~~ employees, [interns, and volunteers](#) who believe they have been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in Administrative Procedure 3410, Unlawful Discrimination.
- 2.1 The following person is designated by the North Orange County Community College District as the Responsible Officer for receiving and coordinating the investigation of all unlawful discrimination complaints, including sexual harassment:
- Name: ~~Irma Ramos~~
Position: Vice Chancellor, Human Resources
Address: 1830 W. Romneya Drive
Anaheim, CA 92801-1819
Telephone: 714-808-4826
- 3.0 The Chancellor shall establish procedures that define harassment on campus or in connection with District-sponsored events. The Chancellor shall further establish procedures for employees, students, [interns, volunteers](#), and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve

BP 3430 Prohibition of Harassment

complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

- 4.0 District Administrative Procedure 3410, [Unlawful Discrimination provides the definitions of all forms of unlawful harassment and](#) contains information regarding the specific rules and procedures for reporting charges of ~~sexual harassment (and/or other forms of unlawful harassment)~~ and pursuing available remedies. The following applies for the distribution of this policy:
- 4.1 This policy shall be displayed in a prominent location in the main administrative building of each campus or other areas where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted.
 - 4.2 The policy shall be provided to students as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable.
 - 4.3 This policy shall be provided to all faculty, administrators, and staff at the beginning of the first quarter or semester of the school year, or at the time that there is a new employee hired.
 - 4.4 This policy shall appear in any publication of the District that sets forth the comprehensive rules, regulations, procedures, and standards of conduct for the institution.

See Administrative Procedure ~~3430~~ [3410, Unlawful Discrimination](#).

Date Adopted: December 10, 2002

Date of Last Revision: April 14, 2015
March 23, 2004
October 11, 2005

BP 7100 Commitment to Equal Employment Opportunity and Diversity

Reference:

Education Code Section 87100 et seq.;

Title 5 Sections 53000 et seq.;

Accreditation Standards III.A.4411 and 12;

WASC/ACS Criterion 2, Indicator 2.4; Criterion 3, Indicators 3.1 and 3.2

- 1.0 The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success and the District's mission, vision, and values. The Board of Trustees recognizes that equal opportunity employment and diversity in the academic environment fosters cultural awareness, promote mutual understanding and respect, and provides suitable role models for all students. A diverse and inclusive workforce furthers its mission of preparing students for success in a diverse and global society and is essential to creating the robust academic environment in which students and employees thrive.
- 2.0 The Board is committed to employment processes that support the goals of equal opportunity and diversity and provide equal consideration for all qualified candidates.
- 3.0 Employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria that are responsive to the District's needs.
- ~~4.0~~ 3.4 The minimum qualifications for all positions within the District, require that individuals demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
- ~~5.4~~ 0 District employees are encouraged to be involved in the shall actively promote promotion of diversity in recruitment and employment within the District.
- ~~6.5~~ 0 The District shall provide, as appropriate, professional development activities and training to promote an understanding of diversity.
- 7.0 Diversity is a condition of broad inclusion in an employment environment that offers equal employment opportunity for all persons. It requires both the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability, and socio-economic backgrounds.
- 8.0 Diversity includes principles of inclusion, social justice, equity, intercultural proficiency, and multiculturalism.

Date of Adoption: March 13, 2012

BPAP 7340 Family Medical Leave (FMLA/CFRA)

Reference:

Education Code Sections 87763 et seq. and 88190 et seq.;
Labor Code Sections 245 et seq.

Federal Family and Medical Leave Act; California Family Rights Act

- 1.0 **Family Medical Leave (FMLA/CFRA):** Eligible employees shall be entitled to family and medical care leave ("leave") in accordance with state and federal law and any applicable provisions pursuant to a collective bargaining agreement between the District and an exclusive representative. The following provisions set forth certain of the rights and obligations of employees, and of the District, with respect to such leave. Rights and obligations not specifically set forth herein or otherwise specifically provided by the terms of an applicable collective bargaining agreement are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 (FMLA) and the regulations of the California Family Rights Act (CFRA).
- 2.0 **Eligibility and Reasons for Leave:** An employee who has been employed by the District for at least twelve (12) months and has been employed for at least 1,250 hours during the 12-month period immediately before the leave would begin shall be granted an unpaid leave of absence for the following reasons:
 - 2.1. the birth of a child or to care for a newborn bond with a new child of the employee
 - 2.2. the placement of a child with the employee in connection with the adoption or foster care of a child.
 - 2.3. to care for a child, parent, or spouse who has a serious health condition.
 - 2.4. because of the employee's own serious health condition that makes the employee unable to perform the essential functions of the employee's position.
- 3.0 **Amount of Leave:** An eligible employee shall be granted up to twelve (12) workweeks of family and medical care leave within any 12-month period. The 12-month period used to measure the maximum permissible leave shall be a rolling 12-month period measured backward from the date the leave is taken and continuous with each additional leave day taken.
 - 3.1 A leave for the birth, adoption, or foster care placement of a child of the employee must be concluded within one (1) year of the birth or placement of the child. In addition, the basic minimum duration of such leave is two (2) weeks. However, an employee is entitled to leave for one of these purposes for at least one (1) day, but less than two weeks duration on any two occasions. An employee's entitlement to leave for the birth or placement of a child for adoption or foster care expires twelve (12) months after the birth or placement.
 - 3.2 There is no minimum amount of leave that must be taken where the leave is to care for a child, parent, or spouse of the employee who has a serious health condition, or because of the employee's own serious health condition. However,

BPAP 7340 Family Medical Leave (FMLA/CFRA)

leave shall be ~~accounted in increments of not less than one (1) hour~~ deducted in one-half (1/2) hour increments.

3.3 Where spouses employed by the District are entitled to leave, the combined number or workweeks of leave to which both may be entitled shall be limited to twelve (12) workweeks during any 12-month period if leave is taken for the birth or placement for adoption or foster care of the employees' child.

4.0 Concurrent Use of Paid Leave with FMLA/CFRA Leave

4.1 An employee, not covered by a collective bargaining agreement, shall be required to use any accrued and available appropriate sick ~~personal necessity~~ leave and vacation leave concurrently with FMLA/CFRA leave before time off without pay.

~~4.2 After exhaustion of available appropriate sick ~~personal necessity~~ leave and vacation leave.~~

~~4.2.1~~ 4.1.1 If the leave is for the employee's own serious health condition, the employee shall be required to use, in order, any accrued and available regular sick leave, ~~and~~ supplemental sick leave, and vacation concurrently with FMLA/CFRA leave before time off without pay.

~~4.2.1~~ 4.1.2 If the leave is for the care of a parent, spouse or child with a serious health condition, the employee shall be required to use, in order, any accrued and available family illness leave, personal necessity leave, and vacation concurrently with FMLA/CFRA leave before time off without pay.

~~4.1.3~~ 4.1.3 If the leave is for, bonding, or placement of child in foster care, the employee shall be required to use, in order, any accrued and available personal necessity leave, and vacation concurrently with FMLA/CFRA leave before time off without pay.

~~4.3~~ 4.2 After exhaustion of all appropriate sick leave ~~personal necessity leave, and~~ vacation leave, ~~and regular sick leave,~~ the employee may elect to must use accrued and available compensatory time concurrently with FMLA/CFRA leave to substitute for all or part of any FMLA/CFRA leave that would otherwise be unpaid.

5.0 **Exhaustion of FMLA/CFRA Leave Concurrently with Other Leaves:** If an employee takes a leave of absence for any reason which is FMLA/CFRA-qualifying, the District ~~may~~ shall designate such leave as running concurrently with the employee's 12-week FMLA/CFRA entitlement.

6.0 **Request for Leave and Medical Certification:** Employees shall complete applicable forms, as provided by the District, in connection with FMLA/CFRA leave.

6.1 A request for leave shall be made on a form provided by the District. Where the need for leave is foreseeable, the employee shall provide the District with at least

BPAP 7340 Family Medical Leave (FMLA/CFRA)

thirty (30) calendar days' advance notice. If the leave is not foreseeable, or if the employee knows that leave will be needed, but does not know the exact dates (e.g., birth of a child), the employee shall provide as much advance notice as is practicable, but no later than five (5) working days from learning of the qualifying event. If the District determines that an employee's notice is inadequate or the employee knew about the requested leave in advance of the request, the District may delay the granting of leave until, in the discretion of the District, adequate substitute coverage can be obtained.

6.2 Where leave is requested to care for a child, parent, or spouse who has a serious health condition, or for the employee's own serious health condition, the employee must provide the District with written medical certification from the health care provider of the individual requiring care.

6.2.1 If the leave is for the employee's own serious health condition, the medical certification must include a statement that the employee is unable to work at all or is unable to perform the essential functions of the employee's position.

6.2.2 If the request is for intermittent leave or a reduced work schedule to care for a child, parent, or spouse who has a serious health condition, the employee must provide medical certification that such leave is medically necessary. "Medically necessary" means that there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced work schedule.

6.3 Failure of an employee to provide satisfactory medical certification may result in the denial or postponement of leave. If the District has reason to doubt the validity of a medical certification, the District may require a medical opinion of a second health care provider selected by the District, and at the District's expense. If the second opinion is different from the first, the District may require the opinion of a third provider jointly selected by the District and the employee, and at the District's expense. The opinion of the third provider will be binding.

7.0 Benefits While on Leave

7.1 During FMLA/CFRA leave, if an employee is eligible to participate in the District's Health and Welfare Benefits plan, the District will pay the employee's employee-only hospitalization plan premium for up to twelve (12) workweeks. If the employee fails to return to work at the end of the leave, the District may recover the amount that was paid for the employee's premium for any period of the FMLA/CFRA leave not covered by paid leave. The District shall have the right to recover premiums through deduction from sums due the employee for wages, vacation days, compensatory time, etc.

~~7.2 During FMLA/CFRA leave, if an employee is eligible to participate in the District's discretionary fringe benefit allowance, the fringe benefit allowance, pro-rated on the basis of the employee's percent of paid employment, will be paid for any period~~

BPAP 7340 Family Medical Leave (FMLA/CFRA)

~~of the FMLA/CFRA leave during which the employee is covered by paid leave. However, the discretionary fringe benefit allowance will not be paid for any period of the FMLA/CFRA leave during which the employee is in unpaid status.~~

8.0 Reinstatement upon Return from Leave

- 8.1 An employee who returns to work immediately following the expiration of an approved FMLA/CFRA leave will be entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position.
- 8.2 During leave, an employee may be required to periodically report on the employee's status and intent to return to work.
- 8.3 As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition, prior to returning to work, the employee must provide the District with medical certification from the health care provider verifying the employee's ability to return to work and perform the essential duties of the position. Failure to provide satisfactory certification will result in denial of reinstatement.
- ~~8.4 If at any time an employee is released to return to work with physical restrictions, the employee should not return until advised by the District. The District will need to review the doctor's note and schedule and interactive meeting with the employee to determine if the functional work restrictions may be accommodated. This may include requesting further information from the employee's physician regarding his/her ability to perform the essential functions of their position with or without accommodations.~~

[See Board Policy 7340, Family Medical Leave](#)

Date of Adoption:

BP 7340 ~~Family Medical Leaves~~

Reference:

~~**Federal Family and Medical Leave Act; California Family Rights Act**~~
[Education Code Sections 87763 et seq. and 88190 et seq. and cites below;](#)
[Labor Code Sections 245 et seq.](#)

- 1.0 [The Chancellor shall establish procedures for employee leaves as authorized by law and any collective bargaining agreements entered into by the District.](#) ~~**Family Medical Leave (FMLA/CFRA):**~~ Eligible employees shall be entitled to family and medical care leave ("leave") in accordance with state and federal law and any applicable provisions pursuant to a collective bargaining agreement between the District and an exclusive representative. The following provisions set forth certain of the rights and obligations of employees, and of the District, with respect to such leave. Rights and obligations not specifically set forth herein or otherwise specifically provided by the terms of an applicable collective bargaining agreement are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 (FMLA) and the regulations of the California Family Rights Act (CFRA).
- 2.0 [In addition to these procedures and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.](#) ~~**Eligibility and Reasons for Leave:**~~ An employee who has been employed by the District for at least twelve (12) months and has been employed for at least 1,250 hours during the 12-month period immediately before the leave would begin shall be granted an unpaid leave of absence for the following reasons:
- ~~2.1. the birth of a child or to care for a newborn child of the employee.~~
 - ~~2.2. the placement of a child with the employee in connection with the adoption or foster care of a child.~~
 - ~~2.3. to care for a child, parent, or spouse who has a serious health condition.~~
 - ~~2.4. because of the employee's own serious health condition that makes the employee unable to perform the essential functions of the employee's position.~~
- 3.0 ~~**Amount of Leave:**~~ An eligible employee shall be granted up to twelve (12) workweeks of family and medical care leave within any 12-month period. The 12-month period used to measure the maximum permissible leave shall be a rolling 12-month period measured backward from the date the leave is taken and continuous with each additional leave day taken.
- ~~3.1. A leave for the birth, adoption, or foster care placement of a child of the employee must be concluded within one (1) year of the birth or placement of the child. In addition, the basic minimum duration of such leave is two (2) weeks. However, an employee is entitled to leave for one of these purposes for at least one (1) day, but less than two weeks duration on any two occasions. An employee's entitlement to leave for the birth or placement of a child for adoption or foster care expires twelve (12) months after the birth or placement.~~

BP 7340 ~~Family Medical Leave~~s

~~3.2 There is no minimum amount of leave that must be taken where the leave is to care for a child, parent, or spouse of the employee who has a serious health condition, or because of the employee's own serious health condition. However, leave shall be accounted in increments of not less than one (1) hour.~~

~~3.3 Where spouses employed by the District are entitled to leave, the combined number or workweeks of leave to which both may be entitled shall be limited to twelve (12) workweeks during any 12-month period if leave is taken for the birth or placement for adoption or foster care of the employees' child.~~

~~4.0 **Concurrent Use of Paid Leave with FMLA/CFRA Leave**~~

~~4.1 An employee shall be required to use any accrued and available personal necessity leave and vacation leave concurrently with FMLA/CFRA leave before time off without pay.~~

~~4.2 After exhaustion of available personal necessity leave and vacation leave.~~

~~4.2.1 If the leave is for the employee's own serious health condition, the employee shall be required to use any accrued and available regular sick leave and supplemental sick leave concurrently with FMLA/CFRA leave before time off without pay.~~

~~4.2.2 If the leave is for the care of a parent, spouse or child with a serious health condition, the employee shall be required to use any accrued and available family illness leave concurrently with FMLA/CFRA leave before time off without pay.~~

~~4.3 After exhaustion of all personal necessity leave, vacation leave, and regular sick leave, the employee may elect to use accrued and available compensatory time concurrently with FMLA/CFRA leave to substitute for all or part of any FMLA/CFRA leave that would otherwise be unpaid.~~

~~5.0 **Exhaustion of FMLA/CFRA Leave Concurrently with Other Leaves:** If an employee takes a leave of absence for any reason which is FMLA/CFRA qualifying, the District may designate such leave as running concurrently with the employee's 12-week FMLA/CFRA entitlement.~~

~~6.0 **Request for Leave and Medical Certification:** Employees shall complete applicable forms, as provided by the District, in connection with FMLA/CFRA leave.~~

~~6.1 A request for leave shall be made on a form provided by the District. Where the need for leave is foreseeable, the employee shall provide the District with at least thirty (30) calendar days' advance notice. If the leave is not foreseeable, or if the employee knows that leave will be needed, but does not know the exact dates (e.g., birth of a child), the employee shall provide as much advance notice as is practicable, but no later than five (5) working days from learning of the qualifying event. If the District determines that an employee's notice is inadequate or the~~

North Orange County Community College District
BOARD POLICY
Chapter 7
Human Resources

BP 7340 ~~Family Medical Leave~~s

~~employee know about the requested leave in advance of the request, the District may delay the granting of leave until, in the discretion of the District, adequate substitute coverage can be obtained.~~

~~6.2 Where leave is requested to care for a child, parent, or spouse who has a serious health condition, or for the employee's own serious health condition, the employee must provide the District with written medical certification from the health care provider of the individual requiring care.~~

~~6.2.1 If the leave is for the employee's own serious health condition, the medical certification must include a statement that the employee is unable to work at all or is unable to perform the essential functions of the employee's position.~~

~~6.2.2 If the request is for intermittent leave or a reduced work schedule to care for a child, parent, or spouse who has a serious health condition, the employee must provide medical certification that such leave is medically necessary. "Medically necessary" means that there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced work schedule.~~

~~6.3 Failure of an employee to provide satisfactory medical certification may result in the denial or postponement of leave. If the District has reason to doubt the validity of a medical certification, the District may require a medical opinion of a second health care provider selected by the District, and at the District's expense. If the second opinion is different from the first, the District may require the opinion of a third provider jointly selected by the District and the employee, and at the District's expense. The opinion of the third provider will be binding.~~

~~7.0 **Benefits While on Leave**~~

~~7.1 During FMLA/CFRA leave, if an employee is eligible to participate in the District's Health and Welfare Benefits plan, the District will pay the employee's employee-only hospitalization plan premium for up to twelve (12) workweeks. If the employee fails to return to work at the end of the leave, the District may recover the amount that was paid for the employee's premium for any period of the FMLA/CFRA leave not covered by paid leave. The District shall have the right to recover premiums through deduction from sums due the employee for wages, vacation days, compensatory time, etc.~~

~~7.2 During FMLA/CFRA leave, if an employee is eligible to participate in the District's discretionary fringe benefit allowance, the fringe benefit allowance, pro-rated on the basis of the employee's percent of paid employment, will be paid for any period of the FMLA/CFRA leave during which the employee is covered by paid leave. However, the discretionary fringe benefit allowance will not be paid for any period of the FMLA/CFRA leave during which the employee is in unpaid status.~~

BP 7340 ~~Family Medical Leave~~s

~~8.0 Reinstatement upon Return from Leave~~

~~8.1 An employee who returns to work immediately following the expiration of an approved FMLA/CFRA leave will be entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position.~~

~~8.2 During leave, an employee may be required to periodically report on the employee's status and intent to return to work.~~

~~8.3 As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition, the employee must provide the District with medical certification from the health care provider verifying the employee's ability to return to work and perform the essential duties of the position. Failure to provide satisfactory certification will result in denial of reinstatement.~~

See Administrative Procedures:

[AP 7230-3 Confidential Employees – Vacation Plan](#)
[AP 7230-4 Confidential Employees – Leaves](#)
[AP 7240-3 Management Employees – Vacation Plan](#)
[AP 7240-4 Management Employees – Leaves](#)
[AP 7340 Family Medical Leave \(FMLA/CFRA\)](#)

Date of Adoption: April 24, 2007

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	March 26, 2019	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	California Community Colleges Trustees Board of Directors Election	Enclosure(s)	<u> X </u>

BACKGROUND: The Board is asked yearly to vote to fill certain vacancies on the Board of Directors of the California Community Colleges Trustees (CCCT). This year there are seven (7) seats up for re-election on the Board. Each community college district governing board of the Community College League of California shall have one vote for each of the seven vacancies on the CCCT Board of Directors. Only one vote may be cast for any nominee or write-in candidate. The five candidates who receive the most votes will serve three-year terms.

The thirteen trustees who have been nominated for election to the CCCT Board are listed on the enclosed copy of the ballot.

How does this relate to the five District Strategic Directions? Not applicable.

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board mark its ballot for the California Community College Board of Trustees Board of Directors election at this time. Official ballots must be returned to the League office, postmarked no later than April 25, 2019.

Cheryl Marshall

Recommended by

Approved for Submittal

6.b.1

Item No.



CCCT 2019 BOARD OFFICIAL BALLOT

Vote for no more than seven (7) by checking the boxes next to the names.

NOMINATED CANDIDATES

List order based on Secretary of State's February 1, 2019 random drawing.

- Raymond Macareno, Sequoias CCD
- Thomas J. Prendergast, III, South Orange County CCD
- Michael Baldini, Napa Valley CCD
- *Kenneth A. Brown, El Camino CCD
- *Sally Biggin, Redwoods CCD
- Greg Bonaccorsi, Ohlone CCD
- Mark Evilsizer, Palomar CCD
- Tracey Vackar, Riverside CCD
- Michelle R. Jenkins, Santa Clarita CCD
- Gary Chow, Mt. San Antonio CCD
- *Linda S. Wah, Pasadena Area CCD
- Mary Jane Sanchez, Desert CCD
- Brigitte Davila, San Francisco CCD

* Incumbent

WRITE-IN CANDIDATES

List each qualified trustee's name and district on the lines provided below.

Board Secretary and Board President or Board Vice President must sign below:

This ballot reflects the action of the board of trustees cast in accordance with local board policy.

District: _____

Secretary of the Board

President or Vice President of the Board

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	March 26, 2019	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Board of Trustees Assessment Instrument	Enclosure(s)	<u> X </u>

BACKGROUND: On November 25, 2003, the Board adopted revised Board Policy 2745, Board Self-Evaluation, with the Board of Trustees Assessment Instrument to be distributed the first meeting in April of odd-numbered years. The Instrument was last revised in 2017. The Board of Trustees Assessment Instrument was presented to the Board at its February 26, 2019 Board meeting for review, and the Board Evaluation Subcommittee agreed to reconvene to review the instrument. The subcommittee met and referenced ACCJC Accreditation Standard IV.C to make the noted revisions which are now presented for approval.

The instrument is scheduled to be distributed at the April 9, 2019 Board meeting.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction #4: The District will implement best practices related to planning, including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and district levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is in accordance with Board Policy 2745, Board Self-Evaluation.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt the revised Board of Trustees Assessment Instrument, initially adopted August 26, 1997, and last revised March 28, 2017, which will be distributed at the April 9, 2019 Board meeting.

Cheryl Marshall
Recommended by

Approved for Submittal

6.c.1
Item No.

North Orange County Community College District

BOARD OF TRUSTEES ASSESSMENT

Accrediting Commission for Community and Junior Colleges Standard IV.C.10: "Board policies and/or bylaws clearly establish a process for Board evaluation. The evaluation assesses the Board's effectiveness in promoting and sustaining academic quality and institutional effectiveness. The governing board regularly evaluates its practices and performance, including full participation in board training, and makes public the results. The results are used to improve board performance, academic quality, and institutional effectiveness."

The Board assessment is very different from the political evaluation, which takes place at the ballot box. The purpose of the Board assessment is to identify those areas of Board functioning which are working well and those which may need improvement.

The Board assessment speaks to the Board as a whole, not to individual trustees. It is the evaluation process of the overall effectiveness of the Board as a group making decisions.

PROCESS

An assessment form will be distributed to all Board members and members of the District staff who regularly participate at Board meetings at the first meeting in April of each ~~odd-numbered~~ ~~numbered~~ year.

The completed assessment forms shall be submitted to the Chancellor's Office on or before the second meeting in April ~~of odd-numbered years~~.

The Chancellor's Office shall complete results of the assessment for distribution at the first meeting in May ~~of odd-numbered years~~.

The assessment results shall be included as an agenda item for review and appropriate action at the second meeting in May.

Board of Trustees Assessment

Rating Scale:
4 = Excellent
3 = Acceptable
2 = Need Improvement
1 = Unsatisfactory
0 = No Knowledge of

Question		Rating	Comments/Suggestions
The Board is responsible for establishing policies to assure the quality, integrity, and effectiveness of student learning programs <u>and services</u>.			
1.	The Board has clearly defined institutional goals with desired outcomes both short and long-term.		
2.	The Board's highest priority is student learning and student success.		
3a.	The Board has established mission and vision statements, and a strategic plan that looks to the future, anticipating what the institution and its colleges will be like in 10 years.		
3b.	The Board periodically reviews the mission and vision statements <u>every three years</u> .		
3c.	<u>The Board regularly reviews its policies to be consistent with its mission.</u>		
4.	The Chancellor's goals, as set <u>affirmed</u> by the Board, establish priorities that are both strategic and manageable and provide Board direction for the administration.		
5.	The Board upholds a code of ethics and conflict of interest policy, and individual Board members adhere to the code.		

6.	To ensure the institution is accomplishing its goals for student success, the Board regularly reviews key indicators of student learning and achievement and institutional plans for improving academic quality.		
7.	The Board approves appropriate resources (human, physical, technology, and financial) to support an effective student learning program.		
8.	The Board regularly evaluates its processes to support continuous improvement.		
Overall rating for “The Board is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs <u>and services</u>.”			

Question		Rating	Comments/Suggestions
As an independent policy-making body that reflects the public interest, the Board acts as a whole. <u>The Board advocates for and defends the institution and protects it from undue influence or political pressures:</u>			
9.	Direction to staff are based on a consensus of a majority of the Board. Individual Board members do not assume authority.		
10.	Board members respect each other's opinions.		

11.	Discussions are structured so that all have an opportunity to contribute to the decision.		
12.	Board members have adequate information upon which to base decisions.		
13.	The Board reaches decisions on the basis of study of all available background data and consideration of the recommendation of the Chancellor.		
14.	The Board's delegation of administrative authority <u>to the Chancellor</u> is clear to all parties.		
Overall rating for "The Board acts as a whole."			

Question		Rating	Comments/Suggestions
Board meetings run effectively:			
15.	Board members are punctual to and attend all Board meetings to conclusion.		
16.	The Board reviews agenda materials and is prepared for Board meetings.		

17a.	New Board members, including student trustees, receive an orientation to rules and responsibilities and District mission and policies.		
17b.	The Board members engage in ongoing professional development.		
18.	The Board agendas focus on policy issues that relate to Board responsibilities.		
19.	The Board conducts its meetings in compliance with state laws, including the Brown Act.		
20.	Agendas include legislative and state policy issues that impact the District.		
21.	Board meetings include some education or information time.		
22.	Board meetings provide adequate time for discussion.		

Overall rating for “Board meetings run effectively.”

Question		Rating	Comments/Suggestions
Board members are actively knowledgeable about and engaged in the District community:			
23a.	Board members are knowledgeable about community college and state related issues.		
23b.	Board members are knowledgeable and take an appropriate role in the accreditation process.		
24.	The Board acts as an advocate for community colleges.		
25.	Board members are available to District employees for comments and suggestions.		
26.	The Board shows its support for the District through members attending various events.		
27.	The Board is knowledgeable about the District's history, values, strengths, and weaknesses.		
28.	The Board understands, appreciates, and is responsive to the diverse community which it serves.		
29.	The Board has processes in place for appropriately involving the community in relevant decisions.		
30.	The Board helps promote the image of the District in the community.		

31.	The Board understands the collective bargaining process and its role in the process.		
32.	The Board is involved in and understands the budget process and how adopted priorities are addressed within the budget.		
33.	The Board gives adequate attention to the mission and goals of the District.		
34.	The Board has a procedure for annual evaluations of the Chancellor.		
35.	The Board demonstrates a good understanding of collegial consultation and related processes.		
36.	In general, what rating does the Board as a whole deserve?		
Overall rating for “Board members are actively knowledgeable about and engaged in the District community.”			

37.	General Comments/Suggestions:
-----	-------------------------------

Date of Adoption: August 1997

Date of Last Revision: March 2017; March 2015; March 2013; March 2009; March 2007; March 2005; August 2001

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 26, 2019

SUBJECT: Future Board Agenda Items

Action	_____
Resolution	_____
Information	_____ X _____
Enclosure(s)	_____

BACKGROUND: During the June annual Board and Chancellor planning retreat, the group discussed how to make Board meetings more effective and efficient. As a result of that discussion, it was agreed that a new *Future Board Agenda Items* section would be included in Board meeting agendas to provide an opportunity for trustees to discuss the possibility of adding topics or items of interest to future agendas.

This information item is presented to allow for discussion on any potential future Board agenda items.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction #4: The District will implement best practices related to planning, including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and district levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is in accordance with Board Policy 2310, Regular Meetings of the Board and Board Policy 2340, Agendas.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board discuss any potential future Board agenda items.

Cheryl Marshall

Recommended by

Approved for Submittal

6.d

Item No.