



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

MEETING: Regular Meeting in March

DATE: Tuesday, March 24, 2015, at 4:30 p.m.

PLACE: **CAMPUS THEATER at CYPRESS COLLEGE**
9200 Valley View Street, Cypress, CA 90630

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 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.

AGENDA:

1.
 - a. **Pledge of Allegiance to the Flag**
 - b. **Board of Trustees Roll Call**
 - c. **Adjourn to Strategic Conversation #16: "Supporting All Students: The Challenges of Creating and Promoting a Culture of Equity"**
 - d. **7:40 p.m. Reconvene Board Business Meeting in Cypress College Complex Room 414**
 - e. **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.
 - f. **Consider Non-Personnel block-vote items indicated by [] in Sections 3 and 4**
 - g. **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.).

h. **Reports:**

**Chancellor
College Presidents/Provost**

i. **Comments:**

**Resource Table Personnel
Members of the Board of Trustees**

2. a. Approval of Minutes of the Regular Meeting of February 24, 2015.

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 Organization: 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 Section 54956.9: CONFERENCE WITH LEGAL COUNSEL: PENDING LITIGATION: Charles R. Clough case.

Per Section 54957: PUBLIC EMPLOYEE APPOINTMENT: Chancellor

3. **FINANCE AND FACILITIES**

[a] Authorization is requested to amend the agreement with R²A Architecture for programming and preliminary plan design services for the 1st, 7th, and 10th floors, and the warehouse areas at the Anaheim Campus and increase the contract amount.

4. **INSTRUCTIONAL RESOURCES**

[a] Authorization is requested for the Cypress College summary of curriculum deactivations, additions, and revisions, effective fall 2014 and fall 2015.

[b] It is recommended that the Board approve the summary of curriculum additions and revisions for the School of Continuing Education, effective winter 2015 and fall 2015.

- [c] Authorization is requested to accept new revenue for the School of Continuing Education from the CTE Enhancement Grant in the amount of \$69,789 for the period of January 1, 2015 through February 28, 2016.
- [d] Authorization is requested to adjust the budget in year one from \$80,000 to \$90,000 for the Orange County Career Pathways Partnership (OCCCPP) Grant with the Orange County Department of Education.

5. **HUMAN RESOURCES**

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

- Retirements
- Change in Salary Classification
- Management Professional Growth & Development
- Leave of Absence
- Temporary Academic Hourly

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

- Retirement
- Resignation
- New Personnel
- Change in Hire Date
- Voluntary Changes in Assignment
- Professional Growth & Development
- Leaves of Absences

- [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.

6. **GENERAL**

- a. It is recommended that the Board approve its revised Board of Trustees Self-Evaluation instrument.
- b. It is recommended that the Board receive as a first reading the proposed, revised Board Policies in Chapters 1, 2, 3, 4, 5, and 6.
- c. It is recommended that the Board adopt Resolution No. 14/15-06, Student Trustee Absence, verifying that Student Trustee Stephen Tith was absent on March 10, 2015, due to illness, and therefore, eligible to receive compensation for the Regular Board meeting held on that date.

- d. It is recommended that the Board mark its ballot for the California Community college Trustees Board of directors election at this time.
- e. It is recommended that the Board adopt Resolution No. 14/15-06, In Support of Changes to Community College Funding to Include Differential Funding for High Cost Career Technical Education Programs.

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 Violet Ayon, Recording Secretary of the Board, (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
DATE: March 24, 2015
SUBJECT: Amend Agreement with R²A Architecture for Programming and Preliminary Plan Design Services at the Anaheim Campus

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

BACKGROUND: On August 26, 2014, the Board authorized an agreement with R²A Architecture (R²A) for programming and preliminary plan design services for the 1st, 7th, and 10th floors, and the warehouse areas at the Anaheim Campus. On January 27, 2015, the Board extended the term of the agreement through June 30, 2015, at no additional cost to the District.

The District is requesting R²A provide additional programming and preliminary plan layout services. The additional services are required to address the extended scope of work associated with converting the existing storage racks for plans and project files storage for the Facilities Department, and to provide high density storage for the Finance and Human Resources Departments. A separate storage area in the same location is being designed for the Chancellor's Office. Additionally, R²A is also required to finalize the plans overall to enable the engineering consultants to provide design cost proposals for the next phases of work (i.e., design development, construction documents, bidding assistance, construction administration and project certification).

R²A proposes to provide the additional services required for a fee not to exceed \$15,000. R²A will continue to utilize the outstanding funds remaining in the originally approved reimbursables in the amount of \$600. It is, therefore, requested to amend the agreement with R²A and increase the contract amount from \$52,500 to \$67,500. All other terms of the agreement remain the same. This agenda item was submitted by Richard Williams, District Director, Facilities Planning & Construction.

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 6340, Contracts.

FUNDING SOURCE AND FINANCIAL IMPACT: The additional fees in the amount not to exceed \$15,000 will be charged to the Capital Outlay Fund.

RECOMMENDATION: Authorization is requested to amend the agreement with R²A Architecture for programming and preliminary plan design services for the 1st, 7th, and 10th floors, and the warehouse areas at the Anaheim Campus and increase the contract amount from \$52,500 to \$67,500. All other terms of the agreement remain the same. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the amendment to the agreement on behalf of the District.

CM Brahmbhatt
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 24, 2015	Information	_____
		Enclosure(s)	X
SUBJECT:	Cypress College Curriculum Matters		

BACKGROUND: The divisions and the Curriculum Committee at Cypress College and the District Curriculum Coordinating Committee have approved the attached summary of new curriculum and curriculum revisions.

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; (6) to provide greater consistency between Cypress and Fullerton courses; and (7) 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 and approval prior to submission to the District Curriculum Coordinating Committee. This agenda item is submitted by Mark Majarian, Chair of the Cypress College Curriculum Committee.

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: This item is in compliance with Board Policy 4020, Program and Curriculum Development.

FUNDING SOURCE AND FINANCIAL IMPACT: Campus General Fund.

RECOMMENDATION: Authorization is requested for the Cypress College summary of curriculum deactivations, additions, and revisions, effective fall 2014 and fall 2015. The curricula have been signed by the Campus Curriculum Committee Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

CYPRESS COLLEGE CURRICULUM

Board Agenda

March 24, 2015

(DCCC approved Jan 30, 2015, Feb 20, 2015 and Mar 13, 2015)

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ART 187 C Advanced Life Drawing Units:3 Lecture:2 Laboratory:4	* New Course * Prerequisite: ART 186 C * UC/CSU Transfer	30	Class time focuses on individualized instruction, student presentation time, and/or group learning.	2015 Fall	To keep with competitive standards. Students are in need of highly developed portfolios for transfer with Life Drawing being one of the main focuses of admissions to art schools.
CIS 271 C Computer Forensics in Practice Units:1 Lecture:1 Laboratory:0	* New Course * Prerequisite: None * Materials Fee \$3 * Distance Education/Hybrid * CSU Transfer	35	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	2015 Fall	This course is designed for IT, IS, and law enforcement practitioners to obtain professional knowledge and skills.
CIS 272 C Computer Forensics New Challen Units:1 Lecture:1 Laboratory:0	* New Course * Prerequisite: None * Materials Fee \$3 * Distance Education/Hybrid * CSU Transfer	35	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	2015 Fall	This course is designed for IT, IS, and law enforcement practitioners to obtain professional knowledge and skills.

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CIS 273 C Computer Forensics Tools Units:1 Lecture:1 Laboratory:0	* New Course * Prerequisite: None * Materials Fee \$3 * Distance Education/Hybrid * CSU Transfer	35	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	2015 Fall	This course is designed for IT, IS, and law enforcement practitioners to obtain professional knowledge and skills.
DANC 145 C Summer Dance Festival II Units:1.5-2 Lecture:0 Laboratory:4.5-6	* New Course * Prerequisite: Audition * UC/CSU Transfer	35	Labs in which the instructor supervises students as they proceed in their work and answers questions, but does NOT provide extensive individualized feedback/evaluation on a regular basis.	2015 Fall	Program Review. A new level of a course, in compliance with Title V.
DANC 206 C Dance Production II Units:.5-2 Lecture:0 Laboratory:1.5-6	* New Course * Prerequisite: Audition * UC/CSU Transfer	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.	2015 Fall	A second leveled production course as required by Title V repeatability limitations.
MAD 196 C Silent Film Genre Units:3 Lecture:3 Laboratory:0	* New Course * Prerequisite: None * Advisory: ENGL 060 C * Distance Education/Hybrid * UC/CSU Transfer * CSUGE: Area C1 * IGETC: Area 3A	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2015 Fall	This course is part of a continuing series of courses which explore the history and technology of cinema. This course will be an elective course in the MAD certificate Digital Cinema Arts & Industry.
MAD 200 C Storyboarding, Comics, Pre Vis Units:3 Lecture:2 Laboratory:4	* New Course * Prerequisite: None * Advisory ART 120 * Materials Fee \$20 * CSU Transfer	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.	2015 Fall	This course is needed to prepare students for motion picture and animation production

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MAD 295 C Media Arts Design Internship Units:1-4 Lecture:1-4 Laboratory:0	* New Course * Prerequisite: None * CSU Transfer	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.	2015 Fall	This course will provide experience in the real world as an intern in the field of the media arts. This course is essential to the success of the Digital Cinema Program and ACG certificates.
PHOT 299 C Independent Study Units:0 Lecture:.5-2 Laboratory:0	* New Course * Prerequisite: PHOT 103 C and approved Indep. Study contract * UC/CSU Transfer UC Credit Limitation	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.	2015 Fall	Our students often need to refine their skills in a particular area within the discipline. This course allows for limited and specialized instruction in the desired area.
THEA 156 C Production Techniques III Units:.5-3 Lecture:0 Laboratory:1.5-9	* New Course * Prerequisite: None * CSU Transfer	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.	2015 Fall	Leveled course to replace loss of repeatability as require by new Title V policy.
THEA 233 C Musical Theater Performance IV Units:2-3 Lecture:0 Laboratory:6-9	* New Course * Prerequisite: Audition * Advisory: ENGL 135 C * Advisory: Concurrent enrollment in one course: THEA 149-152 or THEA 140-147 or DANC 203 * UC/CSU transfer	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.	2015 Fall	This course level will complete the coverage of the content for the musical theater performance classes that make up the certificate in musical theater performance.
THEA 236 C Summer Theater Workshop I Units:1-2 Lecture:0 Laboratory:3-6	* New Course * Prerequisite: Audition * UC/CSU Transfer	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills.	2015 Fall	It conforms to the instructional hours available for a summer session. The course content teaches the specific objectives of new play and new work development. It is comparable to Fullerton College's Summer Theater Workshop class sequence (4 levels). It also focuses on the development of new works by culturally diverse playwrights.

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
THEA 237 C Summer Theater Workshop II Units:1-2 Lecture:0 Laboratory:3-6	* New Course * Prerequisite: Audition * UC/CSU Transfer	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills.	2015 Fall	This leveled course conforms to the instructional hours available for a summer session. The course content teaches the specific objectives of new play and new work development. It is comparable to Fullerton College's Summer Theater Workshop class sequence (4 levels).
THEA 238 C Rehearsal and Performance IV Units:2-3 Lecture:0 Laboratory:6-9	* New Course * Prerequisite: Audition * Advisory – concurrent enrollment in THEA 149-152 or DANC 203 or THEA 140-147 * UC/CSU Transfer	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.	2015 Fall	New, leveled course to meet course repeatability guidelines.

NEW Non Credit Course					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ENGL N01 C Supervised Tutoring: English Units: 0 Lecture: 0 Laboratory: 0 Student Contact Hours/week: 1-48	* New Non Credit Course * Non transferable	999	This is an open-entry lab. Students will receive individual and group tutoring based on each student's needs in reading, writing, grammar, research, critical thinking, or study skills.	2015 Fall	Students will receive individual and group tutoring based on each student's needs in reading, writing, grammar, research, critical thinking, or study skills.
MATH N01 C Supervised Tutoring: Math Units: 0 Lecture: 0 Laboratory: 0 Student Contact Hours/week: 4-48	* New Non Credit Course * Non transferable *Distance Education/Hybrid	999	This is an open entry lab. Students will receive individualized tutoring based on their needs in their math courses.	2015 Fall	This is an open entry lab. Students will receive individualized tutoring based on their needs in their math courses. Increase student retention of concepts through interactive online videotaped workshops with quizzes.

REACTIVATED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
PHOT 223 C Alternative Photo Processes IV Units: 3 Lecture: 2 Laboratory: 4	* Reactivated course * Prerequisite: PHOT 222 C * Materials Fee \$45 * CSU Transfer	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)	2015 Fall	Continue to explore 19 th century processes not covered in PHOT 220, 221, 222
COUN 040 C College Readiness Units: .50 Lecture: .50 Laboratory: 0	* Reactivated course	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2015 Fall	Course offering to feeder High Schools to prepare for College

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ACCT 295 C Accounting Internship Units: 1-3 Lecture: 1-3 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Units from 1-4 to 1-3 * Lecture hrs from 1 to 1-3 * Lab hrs from 3.40-13.40 to 0 * Advisory added: ACCT 101 C	25	The instructor coordinates internship/field practice opportunities and supervises students individually at different locations.	2015 Fall	Program Review Outline, catalog, schedule updated to better reflect course content. Minimum weekly instructor/student communication will occur via minimum weekly/monthly instructor/student communication.
ATC 182 C Cultural Tourism Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Prerequisite change to Advisory * Class size from 45 to 40	40	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Students are required to prepare and present extensive research, including essays requiring revision and Power Point presentations. Students work together in small groups preparing demonstrations for their peers.	2015 Fall	Outline updated to better reflect course content. Although the pre-requisite is being dropped due to the paradoxical results achieved by adding the English requirement, the course remains rigorous and student success rates rely on instructor led group learning and student presentations.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ATC 210 C Cabin Safety Simulation Units: .5 Lecture: .5 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Advisory revalidated * FSAs added N10 Aeronautics, N70 Aviation, O80 Flight Attendant Training, S70 Transportation	20	This course includes hands-on emergency training and an aircraft evacuation drill at the Long Beach Airport. The private jet and smoke cabin have limited capacity, and the instructor must assist students individually. It falls within the following class size parameters: "Classes in which the instructor coordinates internship/field practice opportunities and supervises students individually at different locations."	2015 Fall	Outline, catalog, schedule & textbook updated to better reflect course content. Deleted the references to Alteon as we will now use Flight Safety International. (Alteon moved out of state). No longer repeatable.
BIOL 231 C General Human Anatomy Units: 4 Lecture: 3 Laboratory: 3	* Outline Update * Catalog Description Update * Prerequisites revalidated * Advisories revalidated	25	The class includes a lab in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2015 Fall	Outline & catalog updated to better reflect course content. Align C-ID course descriptors to get them equivalent to the state C-ID for the AS-T in Kinesiology program.
BIOL 241 C General Human Physiology Units: 4 Lecture: 3 Laboratory: 3	* Outline Update * Prerequisites revalidated * Advisory revalidated	25	The class includes a lab in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2015 Fall	Outline updated to better reflect course content. Align C-ID course descriptors to get them equivalent to the state C-ID for the ADT in Kinesiology program.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CIS 102 C Adv MS Word Business Apps Units: 4 Lecture: 3 Laboratory: 3	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update	35	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	2015 Fall	Program Review Outline, catalog, schedule & textbook updated to better reflect course content.
CIS 116 C MS Outlook/Office Procedures Units: 3 Lecture: 3 Laboratory: 1	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Materials Fee from \$2 to \$3 * Grading Option change from Standard to Pass/No Pass/Letter Grade	35	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	2015 Fall	Program Review Outline, catalog, schedule & textbook updated to better reflect course content.
COUN 151 C Career and Life Planning Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Class Size from 30 to 35 * Textbook Update * Distance Education/Hybrid * Grading Option from Standard to Pass/No Pass /Letter Grade	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations	2015 Fall	Outline, catalog, schedule & textbook updated to better reflect course content.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
DANC 140 C Summer Dance Festival I Units: 1.5-2 Lecture: 0 Laboratory: 4.5-6	* Outline Update * Catalog Description Update * Schedule Description Update * Units from 1-1.5 to 1.5-2 * Lab hours from 4-6 to 4.5-6 * Title change * Textbook Update * Class size from 25 to 35 * FSA A05 Acctng removed	35	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 assessed mostly for concepts and structure	2015 Fall	Outline, catalog, schedule, title & textbook updated to better reflect course content.
DANC 203 C Dance Production I Units: .5-2 Lecture: 0 Laboratory: 1.5-6	* Outline Update * Title change * Units from 1-2 to .5-2 * Lab hours from 4-8 to 1.5-6 * Textbook Update * FSA A05 Acctng removed	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.	2015 Fall	Outline, title & textbook updated to better reflect course content. First level of Production Family.
DANC 296 C Dance Open Laboratory Units: .5-3 Lecture: 0 Laboratory: 1.5-9	* Outline Update * Units from 1-6 to .5-3 * Lab from 2-12 to 1.5-9 * Repeatability removed * Textbook Update	50	Labs in which the instructor supervises students as they proceed in their work and answers questions, but does NOT provide extensive individualized feedback/evaluation on a regular basis.	2015 Fall	Outline & textbook updated to better reflect course content. Title V compliance.
GEOL 120 C Geology of California Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update	38	Class time focuses on individualized instruction, student presentation time, and/or group learning. • 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.	2015 Fall	Program Review Outline, catalog, schedule & textbook updated to better reflect course content.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLAS S SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
GEOL 190 C Environmental Geology Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update	45	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations	2015 Fall	Program Review Outline, catalog, schedule & textbook updated to better reflect course content.
HIST 151 C Survey of British History I Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Textbook Update * Advisory revalidated * AAGE: Area D	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2015 Fall	Program Review Outline & textbook updated to better reflect course content.
JOUR 130 C Visual Communication Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Prefix and number change from MM 110 to JOUR 130 * Class size from 24 to 30 * Textbook Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning.	2015 Fall	Outline, catalog, schedule & textbook updated to better reflect course content. Revising course to meet Associate Degree Transfer Program requirements.
MATH 250BC Linear Algebra/ Differential Eq Units: 5 Lecture: 5 Laboratory: 0	* Outline Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2015 Fall	Minor objective and content revisions needed for C-ID recommendations and approval
MUS 104 C Musicianship I Units: 1 Lecture: 1 Laboratory: 1	* Outline Update * Catalog Description Update * Schedule Description Update * Corequisite revalidated * Advisory from MUS 135 to MUSA 131 & MUS 101 or understanding of basic music and keyboard skills	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.	2015 Fall	Outline, catalog & schedule updated to better reflect course content. Program review - make in keeping with changes to Music Theory sequence.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MUS 106 C Musicianship II Units: 1 Lecture: 1 Laboratory: 1	* Outline Update * Catalog Description Update * Schedule Description Update * Prerequisite revalidated * Corequisite revalidated * Advisory change from MUS 135 to MUSA 132	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.	2015 Fall	Outline, catalog & schedule updated to better reflect course content. Program Review - modifications to make more consistent with rest of Musicianship and Music Theory sequence.
MUS 176 C Popular Songwriting Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Advisories revalidated	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.	2015 Fall	Program Review
MUS 205 C Theory IV Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Schedule Description Update * Prerequisite revalidated * Corequisite revalidated * Advisory chg from MUS 236 C to MUSA 232 C	15	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.	2015 Fall	Program Review Outline & schedule updated to better reflect course content. Make course more cohesive with entire sequence, and more closely tied to parallel musicianship sequence.
MUS 206 C Musicianship IV Units: 1 Lecture: 1 Laboratory: 1	* Outline Update * Prerequisite revalidated * Corequisite revalidated * Advisory MUS 236 removed & MUSA 232 C added	15	Previously approved this is the last in a series of Theory Classes and the Rigor required demands individualized instruction.	2015 Fall	Program Review Outline updated to better reflect course content. Made more cohesive with rest of Musicianship sequence and with parallel Theory sequence.
MUS 235 C Commercial Guitar and Bass Units: 1 Lecture: 1 Laboratory: 1	* Outline Update * Textbook Update * Grading Option change to Standard Letter Grade	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.	2015 Fall	Program Review Outline & textbook updated to better reflect course content.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MUS 238 C Popular Piano Units: 1 Lecture: 1 Laboratory: 1	* Prerequisite: change from MUS 135 to MUSA 131	20	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds. This course is intensive one on one instruction on piano.	2015 Fall	Prerequisite change due to prefix change
MUSA 131 C Keyboard Skills I Units: 1 Lecture: 1 Laboratory: 1	* Prerequisite: change from MUSA 130 to audition * Advisory added: Student should be able to demonstrate appropriate piano proficiency for this course	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.	2015 Fall	Prerequisite change and advisory addition
PE 104 C Athletic Weight Training Units: .5-3 Lecture: 0 Laboratory: 1.5-9	* Outline Update * Textbook Update * Units from .5-2 to .5-3 * Lab hours from 1.50-6 to 1.50 to 9 * Prerequisite added: or PE 202-204, 208-212, 214, 218, 219, 222	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations	2015 Fall	Outline & textbook updated to better reflect course content.
PE 235 C First Aid, CPR & Emergencies Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Materials Fee from \$22 to \$27	30	Class time focuses on individualized instruction, student presentation time, and/or group learning.	2015 Fall	Outline, catalog & schedule updated to better reflect course content. First aid fee increase
PE 237 C Lifeguarding Units: 1 Lecture: 1 Laboratory: 1	* Catalog Description Update * Schedule Description Update * Materials Fee from \$28 to \$35	20	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.	2015 Fall	Catalog & schedule updated to better reflect course content. First aid fee increase
PE 238 C Water Safety Instruction Units: 2 Lecture: 1 Laboratory: 3	* Catalog Description Update * Schedule Description Update * Materials Fee from \$42 to \$52	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.	2015 Fall	Catalog & schedule updated to better reflect course content. First aid fee increase

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
PHOT 216 C Advanced Digital Photography Units: 3 Lecture: 2 Laboratory: 4	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Class size from 24 to 25 * Prerequisite MMPH 216 removed * Prerequisite add "or consent of instructor" * Repeatability removed * Advisory added PHOT 103 * FSA removed C35 Photography	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)	2015 Fall	Program Review Outline, catalog, schedule & textbook updated to better reflect course content.
POSC 215 C Comparative Politics Units: 3 Lecture: 3 Laboratory: 0	* Outline Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning	2015 Fall	Minor objective and content revisions needed for C-ID recommendations and approval
POSC 230 C International Relations Units: 3 Lecture: 3 Laboratory: 0	* Outline Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning	2015 Fall	Minor objective and content revisions needed for C-ID recommendations and approval
PSY 161 C Probability & Stats-Social Sci Units: 4 Lecture: 4 Laboratory: 0	* Outline Update * Catalog Description Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2015 Fall	Minor objective, catalog and content revisions needed for C-ID recommendations and approval
PSY 161HC Honors Prob & Stats-Soc Sci Units: 4 Lecture: 4 Laboratory: 0	* Outline Update * Catalog Description Update	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.	2015 Fall	Minor objective, catalog and content revisions needed for C-ID recommendations and approval

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
SOC 161 C Probability & Stats-Social Sci Units: 4 Lecture: 4 Laboratory: 0	* Outline Update * Catalog Description Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2015 Fall	Minor objective, catalog and content revisions needed for C-ID recommendations and approval
SOC 161HC Honors Prob & Stats-Soc Sci Units: 4 Lecture: 4 Laboratory: 0	* Outline Update * Catalog Description Update	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.	2015 Fall	Minor objective, catalog and content revisions needed for C-ID recommendations and approval
THEA 102 C World Theater History I Units: 3 Lecture: 3 Laboratory: 0	* Advisory revalidated * Class size from 45 to 40	40	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2015 Fall	Advisory revalidated
THEA 130 C Acting Workshop Units: 2-3 Lecture: 0 Laboratory: 6-9	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Prerequisite revalidated * Units from 3 to 2-3 * Lab hours from 9 to 6-9 * Instructor Lab Pay from 9 to 12-48	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. 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.	2015 Fall	Outline, catalog, schedule & textbook updated to better reflect course content. It was approved for repeatability before under the 11/13 credit course repetition guidelines: The competition between students from different colleges must be required of all students enrolling in the course and it must be the primary purpose of the course. The competition must be sanctioned by the district (e.g., American College Theater Festival).

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
THEA 132 C Musical Theater Performance I Units: 2-3 Lecture: 0 Laboratory: 6-9	* Outline Update * Title change * Lab hours from 8-12 to 6-9 * Advisory revalidated	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)	2015 Fall	New title to clarify leveled course sequence to accommodate loss of repeatability.
THEA 135 C Musical Theater Performance II Units: 2-3 Lecture: 0 Laboratory: 6-9	* Outline Update * Title change * Lab hours from 8-12 to 6-9 * Prerequisite revalidated * Advisory revalidated * Textbook Update	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)	2015 Fall	Outline & title updated to better reflect course content. New title to clarify leveled course sequence to accommodate loss of repeatability.
THEA 228 C Advanced Acting for the Camera Units: 2 Lecture: 1 Laboratory: 3	* Catalog Description Update * Schedule Description Update	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.	2015 Fall	Catalog & schedule updated to add "Admission to Theater Performances not to exceed \$50.00
THEA 232 C Musical Theater Performance III Units: 2-3 Lecture: 0 Laboratory: 6-9	* Title change * Textbook Update * Lab hours from 8-12 to 6-9 * Prerequisite revalidated * Advisory revalidated * UC Transfer	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)	2015 Fall	Title & textbook updated to better reflect course content. New title to clarify leveled course sequence to accommodate loss of repeatability.

NEW DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																																																																											
Anthropology	<p align="center">Archaeology Technician Certificate</p> <p align="center">Required Courses: 20 total Units</p> <table border="1" data-bbox="302 352 954 1171"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ANTH101 C</td> <td>Biological Anthropology</td> <td>3</td> </tr> <tr> <td>ANTH101LC</td> <td>Biological Anthropology Lab</td> <td>1</td> </tr> <tr> <td>ANTH102 C</td> <td>Cultural Anthropology</td> <td>3</td> </tr> <tr> <td>ANTH103 C</td> <td>Introduction to Archaeology</td> <td>3</td> </tr> <tr> <td>ANTH231 C</td> <td>Field Course in Archaeology I</td> <td>3</td> </tr> <tr> <td>ANTH232 C</td> <td>Field Course in Archaeology II</td> <td>3</td> </tr> <tr> <td>ENGL100 C</td> <td>College Writing</td> <td>4</td> </tr> <tr> <td colspan="3">Three (3) units or more from the following Anthropology elective courses:</td> </tr> <tr> <th></th> <th></th> <th>Units</th> </tr> <tr> <td>ANTH106 C</td> <td>World Prehistory</td> <td>3</td> </tr> <tr> <td>ANTH121 C</td> <td>Native North America</td> <td>3</td> </tr> <tr> <td>ANTH299 C</td> <td>Anthropology Independent Study</td> <td>1</td> </tr> <tr> <td colspan="3">Six (6) units or more from the following non-Anthropology courses:</td> </tr> <tr> <th></th> <th></th> <th>Units</th> </tr> <tr> <td>ETHS160 C</td> <td>Native American History</td> <td>3</td> </tr> <tr> <td>GEOG102 C</td> <td>Physical Geography</td> <td>3</td> </tr> <tr> <td>GEOG130 C</td> <td>California Geography</td> <td>3</td> </tr> <tr> <td>GEOG160 C</td> <td>Cultural Geography</td> <td>3</td> </tr> <tr> <td>GEOG202 C</td> <td>Field Geography - Physical</td> <td>1</td> </tr> <tr> <td>GEOG230 C</td> <td>Introduction to GIS</td> <td>3</td> </tr> <tr> <td>GEOL100 C</td> <td>Physical Geology</td> <td>3</td> </tr> <tr> <td>GEOL103 C</td> <td>Historical Geology</td> <td>4</td> </tr> <tr> <td>GEOL120 C</td> <td>Geology of California</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>29</td> </tr> </tbody> </table>			Units	ANTH101 C	Biological Anthropology	3	ANTH101LC	Biological Anthropology Lab	1	ANTH102 C	Cultural Anthropology	3	ANTH103 C	Introduction to Archaeology	3	ANTH231 C	Field Course in Archaeology I	3	ANTH232 C	Field Course in Archaeology II	3	ENGL100 C	College Writing	4	Three (3) units or more from the following Anthropology elective courses:					Units	ANTH106 C	World Prehistory	3	ANTH121 C	Native North America	3	ANTH299 C	Anthropology Independent Study	1	Six (6) units or more from the following non-Anthropology courses:					Units	ETHS160 C	Native American History	3	GEOG102 C	Physical Geography	3	GEOG130 C	California Geography	3	GEOG160 C	Cultural Geography	3	GEOG202 C	Field Geography - Physical	1	GEOG230 C	Introduction to GIS	3	GEOL100 C	Physical Geology	3	GEOL103 C	Historical Geology	4	GEOL120 C	Geology of California	3	Total Units		29	2015 Fall	<p>The majority of jobs in archaeology today are in private archaeology firms or government agencies within the field of Cultural Resource Management (hereafter CRM). Although a career in archaeology will eventually require at least a bachelor's degree (BA or BS) in Anthropology, entry level positions in CRM firms may not require a degree. In such cases, CRM firms look for employees with some level of experience in archaeological field methods and archaeological theory. This certificate provides students entering the CRM field with a statement of their preparedness in both method and theory, making them more marketable to CRM firms and a more attractive applicant to transfer colleges and universities.</p>
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Aviation and Travel Careers	<p align="center">Basic Airport Operations Certificate</p> <p align="center">Required courses are listed in numeric sequence:</p> <table border="1" data-bbox="302 1255 954 1560"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ATC102 C</td> <td>Career Communication/Portfolio</td> <td>3</td> </tr> <tr> <td>ATC112 C</td> <td>Homeland Security</td> <td>3</td> </tr> <tr> <td colspan="3">or</td> </tr> <tr> <td>ATC116 C</td> <td>Aviation/Trans Security</td> <td>3</td> </tr> <tr> <td>ATC212 C</td> <td>Airline/Aviation Management</td> <td>3</td> </tr> <tr> <td>ATC270 C</td> <td>Airline Operations</td> <td>3</td> </tr> <tr> <td>ATC271</td> <td>Airport Operations</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>15</td> </tr> </tbody> </table>			Units	ATC102 C	Career Communication/Portfolio	3	ATC112 C	Homeland Security	3	or			ATC116 C	Aviation/Trans Security	3	ATC212 C	Airline/Aviation Management	3	ATC270 C	Airline Operations	3	ATC271	Airport Operations	3	Total Units		15	2015 Fall	<p>Advisory committee recommendation to prepare students for working ground operations at the airport.</p>																																																
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Chemistry	<p align="center">Associate of Science in Chemistry for Transfer</p> <p align="center">Required Courses: (36 units)</p> <table border="1" data-bbox="334 1633 995 1959"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>CHEM111AC</td> <td>General Chemistry I</td> <td>5</td> </tr> <tr> <td>CHEM111BC</td> <td>General Chemistry II</td> <td>5</td> </tr> <tr> <td>CHEM211AC</td> <td>Organic Chemistry I</td> <td>5</td> </tr> <tr> <td>CHEM211BC</td> <td>Organic Chemistry II</td> <td>5</td> </tr> <tr> <td>PHYS221 C</td> <td>General Physics I</td> <td>4</td> </tr> <tr> <td>PHYS222 C</td> <td>General Physics II</td> <td>4</td> </tr> <tr> <td>MATH150AC</td> <td>Calculus I</td> <td>4</td> </tr> <tr> <td>MATH150BC</td> <td>Calculus II</td> <td>4</td> </tr> </tbody> </table>			Units	CHEM111AC	General Chemistry I	5	CHEM111BC	General Chemistry II	5	CHEM211AC	Organic Chemistry I	5	CHEM211BC	Organic Chemistry II	5	PHYS221 C	General Physics I	4	PHYS222 C	General Physics II	4	MATH150AC	Calculus I	4	MATH150BC	Calculus II	4	2015 Fall	<p>New degree that follows the Transfer Model Curriculum mandated by SB 1440.</p>																																																
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	Total Units	36			
NEW DEGREES/CERTIFICATES					
DEGREE			EFF DATE	JUSTIFICATION	
Computer Information Systems	Cyber Security Certificate Take 4 of the following courses		2015 Fall	Cyber security breach can have major financial and legal consequences. This certificate prepares students to identify Cyber security threats and implement procedures to protect Cyber assets. It will also enhance students' chances to pursue a professional career in Cyber Security by preparing them for industry-recognized certificates such as SSCP, Security + and CCNA Security.	
		Units			
	CIS195 C	Network Security			3
	CIS196 C	Anti-Hacking Network Security			3
	CIS230 C	Cisco Networking 1			3
	CIS258 C	CCNA Security			3
	CIS279 C	Comp Forensics Legal Aspects			3
Total Units		12			
Energy and Sustainable Technologies	Associate in Science Degree Energy and Sustainable Technologies		2015 Fall	This degree is being sought to provide students with a career path in the emerging field of sustainable energy technologies.	
	Required courses are listed in suggested sequence:				
					Units
	EST100 C	Renewable & Sustainable Energy			3
	EST110 C	EST Tools & Safety			2
	EST120 C	EST Digital Controls&Inverters			2
	EST130 C	Solar Photovoltaics-install			3
	EST135 C	Solar Concentrators-Hot Water			3
	EST140 C	Wind Turbine Drive Trains			3
	EST145 C	Wind Turbine Power Generation			3
	EST150 C	Advanced Geo-thermal Concepts			3
	AC/R100 C	Prin. of Therm. Dyn.& Heat Tra			3
	AC/R105 C	Electricity for A/C & Refrig I			3
	MATH100 C	Liberal Arts Mathematics			3
PHYS130 C	Elementary Physics	4			
Total Units		35			
Energy and Sustainable Technologies	Geothermal Energy Certificate		2015 Fall	This certificate is being sought to provide students with a career path in the emerging field of geothermal energy technologies.	
	Required courses are listed in suggested sequence:				
					Units
	EST100 C	Renewable & Sustainable Energy			3
	EST110 C	EST Tools & Safety			2
	EST120 C	EST Digital Controls&Inverters			2
	AC/R105 C	Electricity for A/C & Refrig I			3
	AC/R100 C	Prin. of Therm. Dyn.& Heat Tra			3
EST150 C	Advanced Geo-thermal Concepts	3			
Total Units		16			

NEW DEGREES/CERTIFICATES					
DEGREE		EFF DATE	JUSTIFICATION		
Energy and Sustainable Technologies	Solar Energy Certificate		2015 Fall	This certificate is being sought to provide students with a career path in the emerging field of solar energy technologies.	
	Required courses are listed in suggested sequence:				
		Units			
	EST100 C	Renewable & Sustainable Energy			3
	EST110 C	EST Tools & Safety			2
	EST120 C	EST Digital Controls&Inverters			2
	EST130 C	Solar Photovoltaics-install			3
	EST135 C	Solar Concentrators-Hot Water			3
	AC/R105 C	Electricity for A/C & Refrig I			3
Total Units		16			
Energy and Sustainable Technologies	Sustainable Energy Certificate		2015 Fall	This certificate is being sought to provide students with a career path in the emerging field of sustainable energy technologies.	
	Required courses are listed in suggested sequence:				
		Units			
	EST100 C	Renewable & Sustainable Energy			3
	EST110 C	EST Tools & Safety			2
	EST120 C	EST Digital Controls&Inverters			2
	EST130 C	Solar Photovoltaics-install			3
	EST135 C	Solar Concentrators-Hot Water			3
	EST140 C	Wind Turbine Drive Trains			3
	EST145 C	Wind Turbine Power Generation			3
	EST150 C	Advanced Geo-thermal Concepts			3
	AC/R105 C	Electricity for A/C & Refrig I			3
	AC/R100 C	Prin. of Therm. Dyn.& Heat Tra			3
Total Units		28			
Energy and Sustainable Technologies	Wind Energy Certificate		2015 Fall	This certificate is being sought to provide students with a career path in the emerging field of wind energy technologies.	
	Required courses are listed in suggested sequence:				
		Units			
	EST100 C	Renewable & Sustainable Energy			3
	EST110 C	EST Tools & Safety			2
	EST120 C	EST Digital Controls&Inverters			2
	AC/R105 C	Electricity for A/C & Refrig I			3
	EST140 C	Wind Turbine Drive Trains			3
	EST145 C	Wind Turbine Power Generation			3
Total Units		16			

NEW DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION		
Media Arts Design	Associate in Science in Film, Television and Electronic Media for Transfer		2015 Fall	This degree is the (AS-T), Associate of Science Transfer degree for the MAD department's digital cinema (Film)/video production program. This degree follows the newly approved state Transfer Model Curriculum for Film, Television, and Electronic Media.	
	Required Core Courses: Select 2 courses (6 units minimum) from the following list:				
		Units			
	MM100 C	Intro to Electronic Media			3
	MAD111 C	Introduction to Media Writing			3
	MM105 C	Intro to Media Aesthetics			3
	List A: Select 1 audio course and 1 video course (6 units minimum) from the following list:				
		Units			
	MUS222 C	Audio Production for Film I			3
	MAD188 C	Beginning Single Camera Prod			3
		or			
	MAD194 C	Beginning Motion Picture Prod			3
	List B: Select 1 course from the following list or 3 units minimum from the courses not used above:				
		Units			
	MAD182 C	Cinematography			3
	MAD185 C	Documentary Digital Cinema			3
	List C: Select 1 course from the following list or 3 units minimum from the courses not used above:				
		Units			
	MAD107 C	Motion Graphics I			3
	MAD108 C	Digital Video Production I/WIN			3
	MAD109 C	Digital Video Production I/MAC			3
MAD180 C	Video Editing/MAC	3			
MAD181 C	Video Editing/WIN	3			
MAD183 C	Preproduction for Filmmakers	3			
MAD184 C	Digital Video Explorations	3			
Total Units		18			
Photography	Advanced Portrait and Wedding Photography Certificate		2015 Fall	This is a very popular part of our program and needed to further prepare students for success in this field.	
	Required Courses				
		Units			
	PHOT109 C	Portrait Photography			3
	PHOT110 C	About Faces: Portraiture			3
	PHOT104 C	Wedding and Event Photography			3
	PHOT106 C	Advanced Wedding Photography			3
	PHOT118 C	Available Light Photography			3
	PHOT219 C	Editorial Photography			3
	PHOT227 C	Retouching & Digital Workflow			3
Total Units		21			

NEW DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION
Theatre Arts	Acting Certificate		New certificate program to support entertainment industry demand in Los Angeles and local area
	Required courses are listed in suggested sequence:		
	THEA120 C	Acting I 3	
	THEA128 C	Acting for the Camera 2	
	THEA228 C	Advanced Acting for the Camera 2	
	THEA230 C	Directing Actors for Film/TV 2	
	MAD188 C	Beginning Single Camera Prod 3	
	or		
	MAD109 C	Digital Video Production I/MAC 3	
	MAD194 C	Beginning Motion Picture Prod 3	
	Select 2-3 units from the following:		
	THEA133 C	Rehearsal Performance I 2 - 3	
	or		
	THEA236 C	Summer Theater Workshop I 2	
	THEA108 C	Stage and Screenwriting 3	
	or		
	THEA124 C	Acting II 3	
or			
THEA129 C	Voice & Diction 3		
Total Units 17 - 18			

MODIFY DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION
Art	ASSOCIATE IN ARTS DEGREE GRAPHIC DESIGN		Update title to reflect revision of courses within the discipline.
	Required courses are listed in suggested sequence:		
	ART182 C	Beginning Drawing 3	
	ART110 C *	Introduction to Art 3	
	ART120 C	Two-Dimensional Design 3	
	ART185 C	Beginning Life Drawing 3	
	ART140 C	Graphic Design 1 3	
	MAD140 C	DeskTop Publishing 1/Mac 3	
	ART141 C	Graphic Design 2 3	
	ART142 C	Graphic Design 3 3	
	MAD112 C	Electronic Illustration/Mac 3	
	or		
	MAD113 C	Electronic Illustration/Win 3	
	ART244 C	Illustration 3	
	ART111 C	Survey of Art History I 3	
	ART112 C	Survey of Art History II 3	
	MAD100 C	Intro to Computer Graphics/Mac 3	
	or		
	MAD101 C	Intro to Computer Graphics/Win 3	
	Electives: Select a min. of 9 units from the elective courses listed below		
	ART185 C	Beginning Life Drawing 3	
	ART130 C	Introduction to Printmaking 3	
	PHOT101 C	Introduction to Photography 3	
	MKT103 C	Principles of Advertising 3	
	MAD190 C	Contemporary Art Studio 3	
	ART166 C	Contemporary Art Studio 3	
	Total Units 48		

MODIFY DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																																																																														
Art	<p>Associate in Arts in Studio Arts for Transfer</p> <p>Core Courses (12 units)</p> <table border="1" data-bbox="261 289 959 520"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ART112 C</td> <td>Survey of Art History II</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ART112HC</td> <td>Honors Survey Art History II</td> <td>3</td> </tr> <tr> <td>ART120 C</td> <td>Two-Dimensional Design</td> <td>3</td> </tr> <tr> <td>ART121 C</td> <td>Three-Dimensional Design</td> <td>3</td> </tr> <tr> <td>ART182 C</td> <td>Beginning Drawing</td> <td>3</td> </tr> </tbody> </table> <p>List A: Art History restricted Electives (3) Select one course from the following:</p> <table border="1" data-bbox="261 617 959 716"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ART111 C</td> <td>Survey of Art History I</td> <td>3</td> </tr> <tr> <td>ART114 C</td> <td>Modern Art History</td> <td>3</td> </tr> </tbody> </table> <p>List B: Studio Arts restricted Electives (9-10) Select one course from any three of the following areas:</p> <table border="1" data-bbox="261 825 959 1329"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ART185 C</td> <td>Beginning Life Drawing</td> <td>3</td> </tr> <tr> <td>ART194 C</td> <td>Beginning Painting</td> <td>3</td> </tr> <tr> <td>ART130 C</td> <td>Introduction to Printmaking</td> <td>3</td> </tr> <tr> <td>ART150 C</td> <td>Ceramics Handbuilding</td> <td>3</td> </tr> <tr> <td>ART151 C</td> <td>Ceramics Throwing</td> <td>3</td> </tr> <tr> <td>MAD100 C</td> <td>Intro to Computer Graphics/Mac</td> <td>3</td> </tr> <tr> <td>PHOT101 C</td> <td>Introduction to Photography</td> <td>3</td> </tr> <tr> <td>ART123 C</td> <td>Color Theory</td> <td>3</td> </tr> <tr> <td>ART174 C</td> <td>Jewelry Design</td> <td>2</td> </tr> <tr> <td></td> <td>and</td> <td></td> </tr> <tr> <td>ART175 C</td> <td>Metalsmithing</td> <td>2</td> </tr> <tr> <td>ART140 C</td> <td>Graphic Design 1</td> <td>3</td> </tr> <tr> <td>ART183 C</td> <td>Intermediate Drawing</td> <td>3</td> </tr> <tr> <td>ART149 C</td> <td>Beginning Sculpture</td> <td>3</td> </tr> </tbody> </table> <table border="1" data-bbox="261 1360 959 1396"> <tr> <td>Total Units</td> <td></td> <td>24 - 25</td> </tr> </table>			Units	ART112 C	Survey of Art History II	3		or		ART112HC	Honors Survey Art History II	3	ART120 C	Two-Dimensional Design	3	ART121 C	Three-Dimensional Design	3	ART182 C	Beginning Drawing	3			Units	ART111 C	Survey of Art History I	3	ART114 C	Modern Art History	3			Units	ART185 C	Beginning Life Drawing	3	ART194 C	Beginning Painting	3	ART130 C	Introduction to Printmaking	3	ART150 C	Ceramics Handbuilding	3	ART151 C	Ceramics Throwing	3	MAD100 C	Intro to Computer Graphics/Mac	3	PHOT101 C	Introduction to Photography	3	ART123 C	Color Theory	3	ART174 C	Jewelry Design	2		and		ART175 C	Metalsmithing	2	ART140 C	Graphic Design 1	3	ART183 C	Intermediate Drawing	3	ART149 C	Beginning Sculpture	3	Total Units		24 - 25	2015 Fall	<p>Added ART 149 C Beginning Sculpture</p> <p>No total unit change</p>
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Automotive Technology	<p>AUTOMOTIVE TECHNOLOGY CERTIFICATE</p> <p>Required courses are listed in suggested sequence. The student must take AT 105 Automotive Electrical I and then choose four of the five listed 12 units courses:</p> <table border="1" data-bbox="261 468 959 730"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>AT105 C</td> <td>Automotive Electrical I</td> <td>4</td> </tr> <tr> <td>AT120 C</td> <td>Auto Engine Repair/Machining</td> <td>12</td> </tr> <tr> <td>AT130 C</td> <td>Auto Chassis and Brake Systems</td> <td>12</td> </tr> <tr> <td>AT140 C</td> <td>Auto Drivetrains/Transmissions</td> <td>12</td> </tr> <tr> <td>AT150 C</td> <td>Auto Performance/Driveability</td> <td>12</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>AT200 C</td> <td>Electrical/Electronic Diag.</td> <td>12</td> </tr> </tbody> </table> <p>Electives – must take a minimum of 3 units</p> <table border="1" data-bbox="261 779 959 1850"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>AT050 C</td> <td>Auto Tech Special Projects</td> <td>0.5 - 3</td> </tr> <tr> <td>AT101 C</td> <td>Survey of the Automobile</td> <td>3</td> </tr> <tr> <td>AT110 C</td> <td>Automotive Fundamentals</td> <td>4</td> </tr> <tr> <td>AT115 C</td> <td>Automotive Air Conditioning</td> <td>4</td> </tr> <tr> <td>AT161 C</td> <td>Diagnostics & Digital Meters</td> <td>1</td> </tr> <tr> <td>AT162 C</td> <td>Diagnostics & Digital Scopes</td> <td>2</td> </tr> <tr> <td>AT163 C</td> <td>Diagnostics & Scan-Tools</td> <td>2</td> </tr> <tr> <td>AT164 C</td> <td>Diagnostics & OBD II</td> <td>2</td> </tr> <tr> <td>AT170 C</td> <td>Clean Air Car, level 1 and 2</td> <td>4</td> </tr> <tr> <td>AT171 C</td> <td>Advanced Clean Air Car Course</td> <td>2</td> </tr> <tr> <td>AT180 C</td> <td>Intro to Alternative Fuels</td> <td>3</td> </tr> <tr> <td>AT181 C</td> <td>Intro Electric/Hybrid Vehicles</td> <td>2</td> </tr> <tr> <td>AT190 C</td> <td>Toyota Engine Diagnosis/Repair</td> <td>4</td> </tr> <tr> <td>AT191 C</td> <td>Toyota Auto Trans Diag/Repair</td> <td>6</td> </tr> <tr> <td>AT192 C</td> <td>Toyota Manual Trans/Drivelines</td> <td>4</td> </tr> <tr> <td>AT201 C</td> <td>Toyota Basic Electrical 623</td> <td>2</td> </tr> <tr> <td>AT202 C</td> <td>Toyota Body Electrical 653</td> <td>1</td> </tr> <tr> <td>AT203 C</td> <td>Toyota Engine Controls 852</td> <td>2</td> </tr> <tr> <td>AT204 C</td> <td>Toyota Suspension Systems 453</td> <td>1</td> </tr> <tr> <td>AT205 C</td> <td>Toyota Brake Systems 553</td> <td>1</td> </tr> <tr> <td>AT206 C</td> <td>Toyota Air Conditioning 752</td> <td>1</td> </tr> <tr> <td>AT207 C</td> <td>Toyota Automatic Trans 274</td> <td>1.5</td> </tr> <tr> <td>AT208 C</td> <td>Toyota Manual Trans 302</td> <td>1</td> </tr> <tr> <td>AT220 C</td> <td>Lower Engine Blueprinting</td> <td>2</td> </tr> <tr> <td>AT221 C</td> <td>Upper Engine Blueprinting</td> <td>2</td> </tr> <tr> <td>AT250 C</td> <td>Adv Performance/Driveability</td> <td>4</td> </tr> <tr> <td>AT298 C</td> <td>Automotive Service Seminar</td> <td>0.5 - 12</td> </tr> <tr> <td>ENGL095 C</td> <td>Effective Writing</td> <td>3</td> </tr> <tr> <td>MGT266 C</td> <td>Human Relations in Business</td> <td>3</td> </tr> <tr> <td>AT209 C</td> <td>Toyota Portfolio TPORT</td> <td>1</td> </tr> <tr> <td>AT102 C</td> <td>Automotive History</td> <td>3</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Units</td> <td>55</td> </tr> </tbody> </table>			Units	AT105 C	Automotive Electrical I	4	AT120 C	Auto Engine Repair/Machining	12	AT130 C	Auto Chassis and Brake Systems	12	AT140 C	Auto Drivetrains/Transmissions	12	AT150 C	Auto Performance/Driveability	12		or		AT200 C	Electrical/Electronic Diag.	12			Units	AT050 C	Auto Tech Special Projects	0.5 - 3	AT101 C	Survey of the Automobile	3	AT110 C	Automotive Fundamentals	4	AT115 C	Automotive Air Conditioning	4	AT161 C	Diagnostics & Digital Meters	1	AT162 C	Diagnostics & Digital Scopes	2	AT163 C	Diagnostics & Scan-Tools	2	AT164 C	Diagnostics & OBD II	2	AT170 C	Clean Air Car, level 1 and 2	4	AT171 C	Advanced Clean Air Car Course	2	AT180 C	Intro to Alternative Fuels	3	AT181 C	Intro Electric/Hybrid Vehicles	2	AT190 C	Toyota Engine Diagnosis/Repair	4	AT191 C	Toyota Auto Trans Diag/Repair	6	AT192 C	Toyota Manual Trans/Drivelines	4	AT201 C	Toyota Basic Electrical 623	2	AT202 C	Toyota Body Electrical 653	1	AT203 C	Toyota Engine Controls 852	2	AT204 C	Toyota Suspension Systems 453	1	AT205 C	Toyota Brake Systems 553	1	AT206 C	Toyota Air Conditioning 752	1	AT207 C	Toyota Automatic Trans 274	1.5	AT208 C	Toyota Manual Trans 302	1	AT220 C	Lower Engine Blueprinting	2	AT221 C	Upper Engine Blueprinting	2	AT250 C	Adv Performance/Driveability	4	AT298 C	Automotive Service Seminar	0.5 - 12	ENGL095 C	Effective Writing	3	MGT266 C	Human Relations in Business	3	AT209 C	Toyota Portfolio TPORT	1	AT102 C	Automotive History	3					Total Units	55	2015 Fall	MRN 060 is being deleted and therefore removed from this certificate
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Aviation and Travel Careers	<p>ASSOCIATE IN SCIENCE DEGREE AVIATION MANAGEMENT</p> <p>Required courses are listed in suggested sequence:</p> <table border="1" data-bbox="261 394 959 1031"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ATC102 C</td> <td>Career Communication/Portfolio</td> <td>3</td> </tr> <tr> <td>ATC104 C</td> <td>Air Transportation</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ATC270 C</td> <td>Airline Operations</td> <td>3</td> </tr> <tr> <td>ATC112 C</td> <td>Homeland Security</td> <td>3</td> </tr> <tr> <td>ATC116 C</td> <td>Aviation/Trans Security</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ATC256 C</td> <td>Crew Resource Management</td> <td>3</td> </tr> <tr> <td>ATC118 C</td> <td>Disaster Preparedness/Response</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ATC274 C</td> <td>Passenger Services & Safety</td> <td>3</td> </tr> <tr> <td>ATC132 C</td> <td>Private Pilot</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ATC271</td> <td>Airport Operations</td> <td>3</td> </tr> <tr> <td>ATC182 C</td> <td>Cultural Tourism</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ATC183 C</td> <td>Customer Care: Airline/Travel</td> <td>3</td> </tr> <tr> <td>ATC212 C</td> <td>Airline/Aviation Management</td> <td>3</td> </tr> </tbody> </table> <p>Electives: To complete all major course requirements, students must complete 10- 11 elective units from the list below (if not already taken as a required course) for a total of 35 units</p> <table border="1" data-bbox="261 1121 959 1724"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ATC100 C</td> <td>Introduction to Aviation</td> <td>3</td> </tr> <tr> <td>ATC116 C</td> <td>Aviation/Trans Security</td> <td>3</td> </tr> <tr> <td>ATC123 C</td> <td>Travel Sales & Tour Operations</td> <td>3</td> </tr> <tr> <td>ATC126 C</td> <td>Travel Management</td> <td>3</td> </tr> <tr> <td>ATC132 C</td> <td>Private Pilot</td> <td>4</td> </tr> <tr> <td>ATC136 C</td> <td>Air Navigation</td> <td>3</td> </tr> <tr> <td>ATC140 C</td> <td>Meteorology</td> <td>3</td> </tr> <tr> <td>ATC180 C</td> <td>Tourism/Conference Management</td> <td>3</td> </tr> <tr> <td>ATC192 C</td> <td>Airline Reservations: SABRE</td> <td>3</td> </tr> <tr> <td>ATC196 C</td> <td>Flight Simulator Private Pilot</td> <td>1</td> </tr> <tr> <td>ATC240 C</td> <td>Commercial Pilot Seminar</td> <td>3</td> </tr> <tr> <td>ATC256 C</td> <td>Crew Resource Management</td> <td>3</td> </tr> <tr> <td>ATC274 C</td> <td>Passenger Services & Safety</td> <td>3</td> </tr> <tr> <td>ATC278 C</td> <td>Public Relations</td> <td>3</td> </tr> <tr> <td>ATC295 C</td> <td>Aviation/Travel Internship</td> <td>3</td> </tr> <tr> <td>ATC298 C</td> <td>Aviation/Travel Seminar</td> <td>0.5 - 12</td> </tr> <tr> <td>ATC299 C</td> <td>Independent Study</td> <td>0.5 - 2</td> </tr> </tbody> </table>			Units	ATC102 C	Career Communication/Portfolio	3	ATC104 C	Air Transportation	3		or		ATC270 C	Airline Operations	3	ATC112 C	Homeland Security	3	ATC116 C	Aviation/Trans Security	3		or		ATC256 C	Crew Resource Management	3	ATC118 C	Disaster Preparedness/Response	3		or		ATC274 C	Passenger Services & Safety	3	ATC132 C	Private Pilot	4		or		ATC271	Airport Operations	3	ATC182 C	Cultural Tourism	3		or		ATC183 C	Customer Care: Airline/Travel	3	ATC212 C	Airline/Aviation Management	3			Units	ATC100 C	Introduction to Aviation	3	ATC116 C	Aviation/Trans Security	3	ATC123 C	Travel Sales & Tour Operations	3	ATC126 C	Travel Management	3	ATC132 C	Private Pilot	4	ATC136 C	Air Navigation	3	ATC140 C	Meteorology	3	ATC180 C	Tourism/Conference Management	3	ATC192 C	Airline Reservations: SABRE	3	ATC196 C	Flight Simulator Private Pilot	1	ATC240 C	Commercial Pilot Seminar	3	ATC256 C	Crew Resource Management	3	ATC274 C	Passenger Services & Safety	3	ATC278 C	Public Relations	3	ATC295 C	Aviation/Travel Internship	3	ATC298 C	Aviation/Travel Seminar	0.5 - 12	ATC299 C	Independent Study	0.5 - 2	2015 Fall	Updated program to include new ATC 271 Airport Operations.
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Aviation and Travel Careers	<p>Aviation Management Certificate</p> <p>Required courses are listed in suggested sequence.</p> <table border="1" data-bbox="261 354 959 1747"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ATC102 C</td> <td>Career Communication/Portfolio</td> <td>3</td> </tr> <tr> <td>ATC104 C</td> <td>Air Transportation</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ATC270 C</td> <td>Airline Operations</td> <td>3</td> </tr> <tr> <td>ATC112 C</td> <td>Homeland Security</td> <td>3</td> </tr> <tr> <td>ATC116 C</td> <td>Aviation/Trans Security</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ATC256 C</td> <td>Crew Resource Management</td> <td>3</td> </tr> <tr> <td>ATC118 C</td> <td>Disaster Preparedness/Response</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ATC274 C</td> <td>Passenger Services & Safety</td> <td>3</td> </tr> <tr> <td>ATC132 C</td> <td>Private Pilot</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ATC271</td> <td>Airport Operations</td> <td>3</td> </tr> <tr> <td>ATC182 C</td> <td>Cultural Tourism</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ATC183 C</td> <td>Customer Care: Airline/Travel</td> <td>3</td> </tr> <tr> <td>ATC212 C</td> <td>Airline/Aviation Management</td> <td>3</td> </tr> <tr> <td colspan="3">Electives: To complete all major course requirements, students must complete 10-11 elective units from the list below (if not already taken as a required course) for a total of 35 units</td> </tr> <tr> <th></th> <th></th> <th>Units</th> </tr> <tr> <td>ATC100 C</td> <td>Introduction to Aviation</td> <td>3</td> </tr> <tr> <td>ATC116 C</td> <td>Aviation/Trans Security</td> <td>3</td> </tr> <tr> <td>ATC123 C</td> <td>Travel Sales & Tour Operations</td> <td>3</td> </tr> <tr> <td>ATC126 C</td> <td>Travel Management</td> <td>3</td> </tr> <tr> <td>ATC132 C</td> <td>Private Pilot</td> <td>4</td> </tr> <tr> <td>ATC136 C</td> <td>Air Navigation</td> <td>3</td> </tr> <tr> <td>ATC140 C</td> <td>Meteorology</td> <td>3</td> </tr> <tr> <td>ATC180 C</td> <td>Tourism/Conference Management</td> <td>3</td> </tr> <tr> <td>ATC192 C</td> <td>Airline Reservations: SABRE</td> <td>3</td> </tr> <tr> <td>ATC196 C</td> <td>Flight Simulator Private Pilot</td> <td>1</td> </tr> <tr> <td>ATC240 C</td> <td>Commercial Pilot Seminar</td> <td>3</td> </tr> <tr> <td>ATC256 C</td> <td>Crew Resource Management</td> <td>3</td> </tr> <tr> <td>ATC274 C</td> <td>Passenger Services & Safety</td> <td>3</td> </tr> <tr> <td>ATC278 C</td> <td>Public Relations</td> <td>3</td> </tr> <tr> <td>ATC295 C</td> <td>Aviation/Travel Internship</td> <td>3</td> </tr> <tr> <td>ATC298 C</td> <td>Aviation/Travel Seminar</td> <td>0.5 - 12</td> </tr> <tr> <td>ATC299 C</td> <td>Independent Study</td> <td>0.5 - 2</td> </tr> <tr> <td colspan="2">Total Units</td> <td>35</td> </tr> </tbody> </table>			Units	ATC102 C	Career Communication/Portfolio	3	ATC104 C	Air Transportation	3		or		ATC270 C	Airline Operations	3	ATC112 C	Homeland Security	3	ATC116 C	Aviation/Trans Security	3		or		ATC256 C	Crew Resource Management	3	ATC118 C	Disaster Preparedness/Response	3		or		ATC274 C	Passenger Services & Safety	3	ATC132 C	Private Pilot	4		or		ATC271	Airport Operations	3	ATC182 C	Cultural Tourism	3		or		ATC183 C	Customer Care: Airline/Travel	3	ATC212 C	Airline/Aviation Management	3	Electives: To complete all major course requirements, students must complete 10-11 elective units from the list below (if not already taken as a required course) for a total of 35 units					Units	ATC100 C	Introduction to Aviation	3	ATC116 C	Aviation/Trans Security	3	ATC123 C	Travel Sales & Tour Operations	3	ATC126 C	Travel Management	3	ATC132 C	Private Pilot	4	ATC136 C	Air Navigation	3	ATC140 C	Meteorology	3	ATC180 C	Tourism/Conference Management	3	ATC192 C	Airline Reservations: SABRE	3	ATC196 C	Flight Simulator Private Pilot	1	ATC240 C	Commercial Pilot Seminar	3	ATC256 C	Crew Resource Management	3	ATC274 C	Passenger Services & Safety	3	ATC278 C	Public Relations	3	ATC295 C	Aviation/Travel Internship	3	ATC298 C	Aviation/Travel Seminar	0.5 - 12	ATC299 C	Independent Study	0.5 - 2	Total Units		35	2015 Fall	Updated program to include new Airport Operations course.
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Court Reporting	<p>CART CERTIFICATE Required courses are listed in suggested sequence:</p> <table border="1" data-bbox="264 331 954 909"> <tr><td>CTRP040 C</td><td>Beg. Machine Shorthand Theory</td><td>3</td></tr> <tr><td>CTRP041 C</td><td>Court Reporting Theory Review</td><td>3</td></tr> <tr><td>CTRP042 C</td><td>Machine Shorthand Speed Bldg 1</td><td>2</td></tr> <tr><td>CTRP043 C</td><td>Machine Shorthand Speed Bldg 2</td><td>2</td></tr> <tr><td>CTRP044 C</td><td>Machine Shorthand Speed Bldg 3</td><td>2</td></tr> <tr><td>CTRP045 C</td><td>Machine Shorthand Speed Bldg 4</td><td>2</td></tr> <tr><td>CTRP051 C</td><td>Court/Conf. Reporting: Legal</td><td>3</td></tr> <tr><td>CTRP052 C</td><td>Court/Conference Rptg-Medical</td><td>3</td></tr> <tr><td>CTRP067 C</td><td>Basic Vocabulary Development</td><td>2</td></tr> <tr><td>CTRP068 C</td><td>Adv. Vocabulary Development</td><td>1.5</td></tr> <tr><td>CTRP092 C</td><td>Realtime Writing Concepts</td><td>2</td></tr> <tr><td>CTRP079 C</td><td>Internship: CART</td><td>2</td></tr> <tr><td>CTRP090 C</td><td>Court/Conf Reprtng: Literary</td><td>3</td></tr> <tr><td>CTRP089 C</td><td>Court & Conf. Rptg.: Lit. II</td><td>3</td></tr> <tr><td colspan="2">Total Units</td><td>33.5</td></tr> </table>	CTRP040 C	Beg. Machine Shorthand Theory	3	CTRP041 C	Court Reporting Theory Review	3	CTRP042 C	Machine Shorthand Speed Bldg 1	2	CTRP043 C	Machine Shorthand Speed Bldg 2	2	CTRP044 C	Machine Shorthand Speed Bldg 3	2	CTRP045 C	Machine Shorthand Speed Bldg 4	2	CTRP051 C	Court/Conf. Reporting: Legal	3	CTRP052 C	Court/Conference Rptg-Medical	3	CTRP067 C	Basic Vocabulary Development	2	CTRP068 C	Adv. Vocabulary Development	1.5	CTRP092 C	Realtime Writing Concepts	2	CTRP079 C	Internship: CART	2	CTRP090 C	Court/Conf Reprtng: Literary	3	CTRP089 C	Court & Conf. Rptg.: Lit. II	3	Total Units		33.5	2014 Fall	Correction of error – Degree Works cleanup. Removing ENGL 180 C that was deactivated 3/11/14 eff. Fall 2014. Unit change from 36.5 to 33.5
CTRP040 C	Beg. Machine Shorthand Theory	3																																														
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Computer Information Systems	<p>Advanced Networking Certificate Take 4 of the following courses:</p> <table border="1" data-bbox="264 1035 954 1297"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr><td>CIS202 C</td><td>VMware Virtualization Network</td><td>3</td></tr> <tr><td>CIS239 C</td><td>CCNA Bootcamp</td><td>3</td></tr> <tr><td>CIS240 C</td><td>Wireless Networking Technology</td><td>3</td></tr> <tr><td>CIS248 C</td><td>Voice Over IP</td><td>3</td></tr> <tr><td>CIS257 C</td><td>Storage Mgmt & Cloud Computing</td><td>3</td></tr> <tr><td>CIS258 C</td><td>CCNA Security</td><td>3</td></tr> <tr><td colspan="2">Total Units</td><td>12</td></tr> </tbody> </table>			Units	CIS202 C	VMware Virtualization Network	3	CIS239 C	CCNA Bootcamp	3	CIS240 C	Wireless Networking Technology	3	CIS248 C	Voice Over IP	3	CIS257 C	Storage Mgmt & Cloud Computing	3	CIS258 C	CCNA Security	3	Total Units		12	2015 Fall	The advanced networking certificate will now include 200 level courses only and is revised based on the following rationale: 1. The dynamic and ever-evolving technology of Cyber Security required a separate certificate. So the lower level security courses (CIS 195 & 196) are transferred to the “Cyber Security” certificate program (currently in the curriculum process). The Microsoft course (CIS 187) is also removed as it is now part of the Microsoft Networking certificate. 2. Rather than CIS 231 (Cisco Networking II), the emerging technology course CIS 257 (Storage Mgmt. and Cloud Computing) is added. This course is already taught as a seminar in spring of 2014 and is currently in the curriculum process. 3. The Cisco Wireless networking course (CIS 240) was originally removed from the certificate because it was not supported by Cisco and needed major updating. I have now renamed, revised (currently in curriculum process) and included this course.																					
		Units																																														
CIS202 C	VMware Virtualization Network	3																																														
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Computer Information Systems	<p>Associate in Science Degree Computer & Office Applications</p> <p>Required Courses are listed in suggested sequence:</p> <table border="1" data-bbox="261 369 959 804"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr><td>CIS101 C</td><td>Intro MS Word/Doc Formatting</td><td>4</td></tr> <tr><td>CIS102 C</td><td>Adv MS Word Business Apps</td><td>4</td></tr> <tr><td>CIS103 C</td><td>Microsoft Excel and PowerPoint</td><td>3</td></tr> <tr><td>CIS150 C</td><td>Microsoft Office Applications</td><td>3</td></tr> <tr><td>CIS116 C</td><td>MS Outlook/Office Procedures</td><td>3</td></tr> <tr><td>CIS250 C</td><td>Word Processing</td><td>2</td></tr> <tr><td>CIS251 C</td><td>Advanced Word Processing</td><td>2</td></tr> <tr><td>CIS160 C</td><td>Information Systems Management</td><td>3</td></tr> <tr><td>CIS111 C</td><td>Computer Information Systems</td><td>3</td></tr> <tr><td>CIS121 C</td><td>Adobe PDF Document Management</td><td>3</td></tr> <tr><td colspan="2">Total Units</td><td>30</td></tr> </tbody> </table>			Units	CIS101 C	Intro MS Word/Doc Formatting	4	CIS102 C	Adv MS Word Business Apps	4	CIS103 C	Microsoft Excel and PowerPoint	3	CIS150 C	Microsoft Office Applications	3	CIS116 C	MS Outlook/Office Procedures	3	CIS250 C	Word Processing	2	CIS251 C	Advanced Word Processing	2	CIS160 C	Information Systems Management	3	CIS111 C	Computer Information Systems	3	CIS121 C	Adobe PDF Document Management	3	Total Units		30	2015 Fall	CIS 113 is no longer in demand by the division and will be replaced by CIS 121.			
		Units																																								
CIS101 C	Intro MS Word/Doc Formatting	4																																								
CIS102 C	Adv MS Word Business Apps	4																																								
CIS103 C	Microsoft Excel and PowerPoint	3																																								
CIS150 C	Microsoft Office Applications	3																																								
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CIS121 C	Adobe PDF Document Management	3																																								
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Computer Information Systems	<p>Computer Forensics</p> <p>Take a total of 3 units from the following courses</p> <table border="1" data-bbox="261 940 959 1413"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr><td>CIS271</td><td>Computer Forensics in Practice</td><td>1</td></tr> <tr><td>CIS272</td><td>Computer Forensics New Challen</td><td>1</td></tr> <tr><td>CIS273</td><td>Computer Forensics Tools</td><td>1</td></tr> <tr><td>CIS276 C</td><td>Computer Forensics I</td><td>3</td></tr> <tr><td colspan="3">Take all of the following required courses:</td></tr> <tr> <th></th> <th></th> <th>Units</th> </tr> <tr><td>CIS277 C</td><td>Computer Forensics II</td><td>3</td></tr> <tr><td>CIS278 C</td><td>Cyber Crime</td><td>3</td></tr> <tr><td>CIS279 C</td><td>Comp Forensics Legal Aspects</td><td>3</td></tr> <tr><td>CIS280 C</td><td>Analysis of Digital Media</td><td>3</td></tr> <tr><td>CIS281 C</td><td>Computer Forensics Capstone</td><td>3</td></tr> <tr><td colspan="2">Total Units</td><td>18</td></tr> </tbody> </table>			Units	CIS271	Computer Forensics in Practice	1	CIS272	Computer Forensics New Challen	1	CIS273	Computer Forensics Tools	1	CIS276 C	Computer Forensics I	3	Take all of the following required courses:					Units	CIS277 C	Computer Forensics II	3	CIS278 C	Cyber Crime	3	CIS279 C	Comp Forensics Legal Aspects	3	CIS280 C	Analysis of Digital Media	3	CIS281 C	Computer Forensics Capstone	3	Total Units		18	2015 Fall	The certificate prepares students for a career in Computer Forensics, which a branch of forensic science pertaining to legal evidence found in computers and digital storage mediums. Upon completion of this certificate program, students may be qualified for jobs as Computer Forensic technicians.
		Units																																								
CIS271	Computer Forensics in Practice	1																																								
CIS272	Computer Forensics New Challen	1																																								
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CIS276 C	Computer Forensics I	3																																								
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CIS280 C	Analysis of Digital Media	3																																								
CIS281 C	Computer Forensics Capstone	3																																								
Total Units		18																																								
Computer Information Systems	<p>COMPUTER PROGRAMMING CERTIFICATE</p> <p>Required two core courses are listed in suggested sequence:</p> <table border="1" data-bbox="261 1591 959 1925"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr><td>CIS111 C</td><td>Computer Information Systems</td><td>3</td></tr> <tr><td>CIS211 C</td><td>Introduction to Programming</td><td>3</td></tr> <tr><td colspan="3">Select two of the following courses:</td></tr> <tr> <th></th> <th></th> <th>Units</th> </tr> <tr><td>CIS218 C</td><td>Visual C# Programming</td><td>3</td></tr> <tr><td>CIS223 C</td><td>Visual C++ Programming</td><td>3</td></tr> <tr><td>CIS226 C</td><td>Java Programming</td><td>3</td></tr> <tr><td colspan="2">Total Units</td><td>12</td></tr> </tbody> </table>			Units	CIS111 C	Computer Information Systems	3	CIS211 C	Introduction to Programming	3	Select two of the following courses:					Units	CIS218 C	Visual C# Programming	3	CIS223 C	Visual C++ Programming	3	CIS226 C	Java Programming	3	Total Units		12	2015 Fall	Removed CIS 217 C and replaced it with CIS 218												
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Computer Information Systems	<p>Computer & Office Applications Certificate</p> <p>Required Courses are listed in suggested sequence:</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>CIS101 C</td> <td>Intro MS Word/Doc Formatting</td> <td>4</td> </tr> <tr> <td>CIS102 C</td> <td>Adv MS Word Business Apps</td> <td>4</td> </tr> <tr> <td>CIS103 C</td> <td>Microsoft Excel and PowerPoint</td> <td>3</td> </tr> <tr> <td>CIS150 C</td> <td>Microsoft Office Applications</td> <td>3</td> </tr> <tr> <td>CIS116 C</td> <td>MS Outlook/Office Procedures</td> <td>3</td> </tr> <tr> <td>CIS160 C</td> <td>Information Systems Management</td> <td>3</td> </tr> <tr> <td>CIS250 C</td> <td>Word Processing</td> <td>2</td> </tr> <tr> <td>CIS251 C</td> <td>Advanced Word Processing</td> <td>2</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Units</td> <td>24</td> </tr> </tbody> </table>			Units	CIS101 C	Intro MS Word/Doc Formatting	4	CIS102 C	Adv MS Word Business Apps	4	CIS103 C	Microsoft Excel and PowerPoint	3	CIS150 C	Microsoft Office Applications	3	CIS116 C	MS Outlook/Office Procedures	3	CIS160 C	Information Systems Management	3	CIS250 C	Word Processing	2	CIS251 C	Advanced Word Processing	2				Total Units		24	2015 Fall	CIS 113 is no longer in demand by the division.												
		Units																																														
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MODIFY DEGREES/CERTIFICATES

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DANC202 C	Elements of Choreography	2																																																																																																		
DANC116 C	Ballet III	2																																																																																																		
DANC117 C	Modern Dance III	2																																																																																																		
DANC230 C	Dance Teaching Methodologies	3																																																																																																		
	And an additional 4-5 units from the following:																																																																																																			
		Units																																																																																																		
DANC100 C	Intro to Dance Appreciation	3																																																																																																		
DANC102 C	Pilates Mat Work	1																																																																																																		
DANC111 C	Jazz Dance I	2																																																																																																		
	or																																																																																																			
DANC112 C	Jazz Dance II	2																																																																																																		
DANC113 C	Tap Dance I	1																																																																																																		
	or																																																																																																			
DANC114 C	Tap Dance II	1																																																																																																		
DANC115 C	Hip Hop Dance	1																																																																																																		
DANC130 C	Afro-Caribbean Dance	1																																																																																																		
DANC136 C	Middle Eastern Dance	1																																																																																																		
DANC137 C	Latin and Swing Dance	1																																																																																																		
DANC139 C	Ballroom I	1																																																																																																		
DANC140 C	Summer Dance Festival I	1.5 - 2																																																																																																		
DANC141 C	Performance Class I	2 - 3																																																																																																		
	or																																																																																																			
DANC142 C	Performance Class II	2 - 3																																																																																																		
	or																																																																																																			
DANC203 C	Dance Production I	0.5 - 2																																																																																																		
	or																																																																																																			
DANC206 C	Dance Production II	0.5 - 2																																																																																																		
Total Units		17 - 18																																																																																																		

MODIFY DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																																																																					
English	<p>Associate in Arts Degree in English for Transfer (AA-T) Required core: 1 or 2 courses depending on option selected (4-7 units). Option 1:</p> <table border="1" data-bbox="261 415 958 688"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ENGL102 C</td> <td>Introduction to Literature</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ENGL102HC</td> <td>Honors Intro to Literature</td> <td>3</td> </tr> <tr> <td></td> <td>and</td> <td></td> </tr> <tr> <td>ENGL103 C</td> <td>Critical Reasoning and Writing</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ENGL103HC</td> <td>Honors Critical Reasoning&Wrtg</td> <td>4</td> </tr> </tbody> </table> <p>Option 2</p> <table border="1" data-bbox="261 720 958 852"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ENGL104 C</td> <td>Critical Analysis & Literature</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ENGL104HC</td> <td>Honors Critical Analysis & Lit</td> <td>4</td> </tr> </tbody> </table> <p>Choose 2 courses (a minimum of 6 units). List A:</p> <table border="1" data-bbox="261 936 958 1104"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ENGL211 C</td> <td>English Literature to 1760</td> <td>3</td> </tr> <tr> <td>ENGL212 C</td> <td>English Literature Since 1760</td> <td>3</td> </tr> <tr> <td>ENGL221 C</td> <td>American Literature to 1865</td> <td>3</td> </tr> <tr> <td>ENGL222 C</td> <td>American Literature Since 1865</td> <td>3</td> </tr> </tbody> </table> <p>Select courses based on option chosen in Required Core: any courses from List A not taken above or the following: List B: If Option 1 selected for core, choose one course: If Option 2 selected for core, choose two courses:</p> <table border="1" data-bbox="261 1262 958 1461"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ENGL105 C</td> <td>Creative Writing</td> <td>3</td> </tr> <tr> <td>ENGL208 C</td> <td>Asian American Literature</td> <td>3</td> </tr> <tr> <td>ENGL247 C</td> <td>Multicultural Literature</td> <td>3</td> </tr> <tr> <td>ENGL255 C</td> <td>African-American Literature I</td> <td>3</td> </tr> <tr> <td>ENGL256 C</td> <td>African-American Literature II</td> <td>3</td> </tr> </tbody> </table>			Units	ENGL102 C	Introduction to Literature	3		or		ENGL102HC	Honors Intro to Literature	3		and		ENGL103 C	Critical Reasoning and Writing	4		or		ENGL103HC	Honors Critical Reasoning&Wrtg	4			Units	ENGL104 C	Critical Analysis & Literature	4		or		ENGL104HC	Honors Critical Analysis & Lit	4			Units	ENGL211 C	English Literature to 1760	3	ENGL212 C	English Literature Since 1760	3	ENGL221 C	American Literature to 1865	3	ENGL222 C	American Literature Since 1865	3			Units	ENGL105 C	Creative Writing	3	ENGL208 C	Asian American Literature	3	ENGL247 C	Multicultural Literature	3	ENGL255 C	African-American Literature I	3	ENGL256 C	African-American Literature II	3	2015 Fall	Added ENGL 103HC, ENGL 260 C, ENGL 243 C No total unit change
		Units																																																																						
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ENGL256 C	African-American Literature II	3																																																																						

Choose one course from the following, or any course not taken from List A or List B

List C:

		Units
CHIN101 C	Elementary Chinese-Mandarin I	5
CHIN102 C	Elementary Chinese-Mandarin II	5
ENGL110 C	Humanities: Ancient & Medieval	3
ENGL111 C	Humanities:Renaissance-Present	3
ENGL125 C	The Film	3
ENGL125HC	Honors Film	3
ENGL126 C	Screenwriting	3
ENGL234 C	Shakespeare	3
ENGL234HC	Honors Shakespeare	3
ENGL239 C	Survey-Children's Literature	3
ENGL243C	Mythology	3
ENGL260 C	Survey of Arabic Literature	3
FREN101 C	Elementary French I	5
FREN102 C	Elementary French II	5
FREN203 C	Intermediate French III	4
FREN204 C	Intermediate French IV	4
JAPN101 C	Elementary Japanese I	5
JAPN102 C	Elementary Japanese II	5
JAPN203 C	Intermediate Japanese III	4
JAPN204 C	Intermediate Japanese IV	4
JOUR101 C	Reporting and Writing	3
PORT101 C	Elementary Portuguese I	5
PORT102 C	Elementary Portuguese II	5
SPAN101 C	Elementary Spanish I	5
SPAN102 C	Elementary Spanish II	5
SPAN201 C	Spanish for Spanish Speakers I	5
SPAN202 C	Spanish for Span Speakers II	5
SPAN203 C	Intermediate Spanish III	4
SPAN204 C	Intermediate Spanish IV	4
Total Units		19 - 21

MODIFY DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																																																						
Media Arts Design	<p>ANIMATION 2D COMPUTER GRAPHICS CERTIFICATE</p> <p>Required courses are listed in numeric sequence:</p> <table border="1" data-bbox="261 369 959 867"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ART120 C</td> <td>Two-Dimensional Design</td> <td>3</td> </tr> <tr> <td>ART182 C</td> <td>Beginning Drawing</td> <td>3</td> </tr> <tr> <td>MAD102 C</td> <td>Intro to Mac WEB Graphics</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>MAD200</td> <td>Storyboarding, Comics, Pre Vis</td> <td>3</td> </tr> <tr> <td>MAD134 C</td> <td>Digital Imaging/Mac</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>MAD135 C</td> <td>Digital Imaging/Win</td> <td>3</td> </tr> <tr> <td>MAD164 C</td> <td>Adobe Flash Designer/Mac</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>MAD165 C</td> <td>Adobe Flash Designer/Win</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>MAD193 C</td> <td>Introduction to 2D Animation</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>15</td> </tr> </tbody> </table>			Units	ART120 C	Two-Dimensional Design	3	ART182 C	Beginning Drawing	3	MAD102 C	Intro to Mac WEB Graphics	3		or		MAD200	Storyboarding, Comics, Pre Vis	3	MAD134 C	Digital Imaging/Mac	3		or		MAD135 C	Digital Imaging/Win	3	MAD164 C	Adobe Flash Designer/Mac	3		or		MAD165 C	Adobe Flash Designer/Win	3		or		MAD193 C	Introduction to 2D Animation	3	Total Units		15	2015 Fall	Addition of a new elective course, MAD 200 C, Storyboarding, Comics Pre Vis Move this certificate from MMCG in Curricunet to MAD									
		Units																																																							
ART120 C	Two-Dimensional Design	3																																																							
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MAD164 C	Adobe Flash Designer/Mac	3																																																							
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MAD193 C	Introduction to 2D Animation	3																																																							
Total Units		15																																																							
Media Arts Design	<p>Digital Cinema Arts & Industry</p> <p>The Digital Cinema Arts & Industry Certificate requires the completion of 18 units selected from the following eleven classes.</p> <table border="1" data-bbox="261 1062 959 1690"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>MM100 C</td> <td>Intro to Electronic Media</td> <td>3</td> </tr> <tr> <td>MAD107 C</td> <td>Motion Graphics I</td> <td>3</td> </tr> <tr> <td>MAD109 C</td> <td>Digital Video Production I/MAC</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>MAD188 C</td> <td>Beginning Single Camera Prod</td> <td>3</td> </tr> <tr> <td>MAD194 C</td> <td>Beginning Motion Picture Prod</td> <td>3</td> </tr> <tr> <td>MAD110 C</td> <td>Animation History/Technology</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>MAD196</td> <td>Silent Film Genre</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>MAD200</td> <td>Storyboarding, Comics, Pre Vis</td> <td>3</td> </tr> <tr> <td>MAD180 C</td> <td>Video Editing/MAC</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>MAD181 C</td> <td>Video Editing/WIN</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>MAD295 C</td> <td>Media Arts Design Internship</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>18</td> </tr> </tbody> </table>			Units	MM100 C	Intro to Electronic Media	3	MAD107 C	Motion Graphics I	3	MAD109 C	Digital Video Production I/MAC	3		or		MAD188 C	Beginning Single Camera Prod	3	MAD194 C	Beginning Motion Picture Prod	3	MAD110 C	Animation History/Technology	3		or		MAD196	Silent Film Genre	3		or		MAD200	Storyboarding, Comics, Pre Vis	3	MAD180 C	Video Editing/MAC	3		or		MAD181 C	Video Editing/WIN	3		or		MAD295 C	Media Arts Design Internship	3	Total Units		18	2015 Fall	The Digital Cinema Arts & Industry certificate is an integral part of Digital Cinema Project which is funded by the Perkin's IV grant. The courses contained in the certificate will prepare students for jobs in the rapidly evolving Digital Cinema industry which includes, motion picture, multimedia, television, Internet and wireless exhibition of video content. No change in total units.
		Units																																																							
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MM Art Computer Graphics	<p>ELECTRONIC PUBLISHING DESIGN CERTIFICATE Required courses are listed in suggested sequence:</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ART120 C</td> <td>Two-Dimensional Design</td> <td>3</td> </tr> <tr> <td>ART182 C</td> <td>Beginning Drawing</td> <td>3</td> </tr> <tr> <td>MAD143 C</td> <td>Graphic Design 1</td> <td>3</td> </tr> <tr> <td>MAD144 C</td> <td>Graphic Design 2</td> <td>3</td> </tr> <tr> <td>MAD100 C</td> <td>Intro to Computer Graphics/Mac</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>MAD101 C</td> <td>Intro to Computer Graphics/Win</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>MAD102 C</td> <td>Intro to Mac WEB Graphics</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>MAD103 C</td> <td>Intro to Win WEB Graphics</td> <td>3</td> </tr> <tr> <td>MAD112 C</td> <td>Electronic Illustration/Mac</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>MAD113 C</td> <td>Electronic Illustration/Win</td> <td>3</td> </tr> <tr> <td>MAD134 C</td> <td>Digital Imaging/Mac</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>MAD135 C</td> <td>Digital Imaging/Win</td> <td>3</td> </tr> <tr> <td>MAD145 C</td> <td>Graphic Design 3</td> <td>3</td> </tr> <tr> <td>ART244 C</td> <td>Illustration</td> <td>3</td> </tr> <tr> <td colspan="3">Electives: A minimum of 3 Units from the elective courses listed below</td> </tr> <tr> <th></th> <th></th> <th>Units</th> </tr> <tr> <td>ART130 C</td> <td>Introduction to Printmaking</td> <td>3</td> </tr> <tr> <td>ART185 C</td> <td>Beginning Life Drawing</td> <td>3</td> </tr> <tr> <td>MAD295 C</td> <td>Media Arts Design Internship</td> <td>3</td> </tr> <tr> <td>Total Units</td> <td></td> <td>30</td> </tr> </tbody> </table>			Units	ART120 C	Two-Dimensional Design	3	ART182 C	Beginning Drawing	3	MAD143 C	Graphic Design 1	3	MAD144 C	Graphic Design 2	3	MAD100 C	Intro to Computer Graphics/Mac	3		or		MAD101 C	Intro to Computer Graphics/Win	3		or		MAD102 C	Intro to Mac WEB Graphics	3		or		MAD103 C	Intro to Win WEB Graphics	3	MAD112 C	Electronic Illustration/Mac	3		or		MAD113 C	Electronic Illustration/Win	3	MAD134 C	Digital Imaging/Mac	3		or		MAD135 C	Digital Imaging/Win	3	MAD145 C	Graphic Design 3	3	ART244 C	Illustration	3	Electives: A minimum of 3 Units from the elective courses listed below					Units	ART130 C	Introduction to Printmaking	3	ART185 C	Beginning Life Drawing	3	MAD295 C	Media Arts Design Internship	3	Total Units		30	2015 Fall	Removing old courses and replacing them with three courses in Graphic Design that MAD is inheriting from the ART department. Also removing one outdated course and replacing it with a course previously listed as elective and now listed as required. ART 244 C, Illustration is now required. No total unit change
		Units																																																																															
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DEGREE		EFF DATE	JUSTIFICATION																								
Mortuary Science	ASSOCIATE IN SCIENCE DEGREE IN MORTUARY SCIENCE	2015 Fall	Update program information as required by ABFSE accreditation and update the Course selections as requested by Mortuary Science Advisory Committee to better align the instruction material and the funeral industry practical application																								
	Prerequisites																										
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MODIFY DEGREES/CERTIFICATES			
DEGREE		EFF DATE	JUSTIFICATION
<p>AC/R 115 C changed units from 3 to 2, was Board approved 3/11/14, and the following certificates/degree all require a 1 unit deduction in unit total. Degree Works cleanup. Effective Fall 2014</p> <p>Air Conditioning & Refrigeration Certificate from 39.5-40 to 38.5-39 units Air Conditioning Building Commissioning Certificate from 25 to 24 units Air Conditioning Codes and Estimating Certificate from 24 to 23 units Commercial Air Conditioning Certificate from 26 to 25 units Air Conditioning Environmental Controls Certificate from 26.5-27 to 25.5-26 units Air Conditioning Customer Service Certificate from 25 to 24 units Green Refrigeration Certificate from 25.5-26 to 24.5-25 units Heat Pump Certificate from 25 to 24 Green Air Conditioning Certificate from 25 to 24 units</p>			

DELETE DEGREES/CERTIFICATES																																																
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Automotive Technology	MOTORCYCLE PERFORMANCE TECHNICIAN CERTIFICATE		2015 Fall	Not offered in over 10 years	
	Required courses are listed in suggested sequence:				
		Units			
	MT100 C	Intro to Motorcycles			3
	MT101 C	Fuel, Lubrication & Cooling			4
	MT102 C	Motorcycle Electrical Systems			4
	MT140 C	Motorcycle Tune-up & Service			4
	Electives				
		Units			
	MT150 C	Motorcycle Dyno Operation			1.5
	MT110 C	Motorcycle Engine Theory			4
	MT120 C	Motorcycle Exhaust/Frame/Susp.			4
	MT130 C	Motorcycle Engine Overhaul			4
	MT160 C	Power Transmission Systems			4
	Total Units				15

Business Management	ASSOCIATE IN ARTS DEGREE BUSINESS		2015 Fall	Deactivate due to creation of Business Transfer degree	
	Required courses are listed in suggested sequence:				
		Units			
	MGT161 C	Introduction to Business			3
	CIS111 C	Computer Information Systems			3
	ECON100 C	Principles of Economics-Macro			3
	or				
	ECON100HC	Honors Principles of Economics			3
	ECON105 C	Principles of Economics-Micro			3
	or				
	ECON105HC	Honors Principles of Economics			3
	MGT240 C	Legal Environment of Business			3
	or				
	MGT241 C	Legal Aspects-Business Trans.			3
	ACCT101 C	Financial Accounting			4
	ACCT102 C	Managerial Accounting			4
	MATH130 C	Survey of Calculus			4
	MKT222 C	Principles of Marketing			3
	Elective				
	MGT211 C	Writing for Business			3
Total Units		33			

DELETE DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION
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Computer Information Systems	Associate in Science Degree Computer Applications		2015 Fall	Program is no longer offered in the department.	
	Required Courses are listed in suggested sequence:				
		Units			
	CIS107 C	Introduction to Windows			1
		or			
	CIS110 C	Linux Operating System			3
	CIS108 C	Introduction to Internet			2
	CIS111 C	Computer Information Systems			3
	CIS132 C	Spreadsheet-Excel for Windows			3
	CIS142 C	Database-Access for Windows			3
	CIS160 C	Information Systems Management			3
	CIS182 C	Data Communications Management			3
	CIS211 C	Introduction to Programming			3
	CIS115 C	Desktop Publishing - Publisher			2
CIS250 C	Word Processing	1 - 2			
CIS116 C	MS Outlook/Office Procedures	3			
Total Units		27 - 30			

Computer Information Systems	COMPUTER INFORMATION SYSTEMS CERTIFICATE		2015 Fall	Program is no longer being offered.	
	Required courses are listed in suggested sequence:				
		Units			
	ACCT101 C	Financial Accounting			4
	CIS111 C	Computer Information Systems			3
	CIS132 C	Spreadsheet-Excel for Windows			3
	CIS142 C	Database-Access for Windows			3
	CIS150 C	Microsoft Office Applications			3
	CIS160 C	Information Systems Management			3
	CIS211 C	Introduction to Programming			3
	CIS250 C	Word Processing			2
	MGT111 C	Business Communications			3
		or			
	MGT211 C	Writing for Business			3
Total Units		27			

Computer Information Systems	Computer Applications Certificate		2015 Fall	The program is no longer in demand by the division	
	Required courses are listed in suggested sequence:				
		Units			
	CIS107 C	Introduction to Windows			1
		or			
	CIS110 C	Linux Operating System			3
	CIS108 C	Introduction to Internet			2
	CIS111 C	Computer Information Systems			3
	CIS132 C	Spreadsheet-Excel for Windows			3
	CIS142 C	Database-Access for Windows			3
	CIS160 C	Information Systems Management			3
	CIS182 C	Data Communications Management			3
	CIS211 C	Introduction to Programming			3
	CIS115 C	Desktop Publishing - Publisher			2
CIS250 C	Word Processing	1 - 2			
CIS116 C	MS Outlook/Office Procedures	3			
Total Units		27 - 30			

DELETE DEGREES/CERTIFICATES			
DEGREE		EFF	JUSTIFICATION

		DATE		
Photography	MULTIMEDIA DIGITAL CERTIFICATE		2015 Fall	No longer offered
	Required courses are listed in suggested sequence:			
		Units		
	PHOT207 C	Color Photography 3		
	PHOT215 C	Digital Photography 3		
	PHOT216 C	Advanced Digital Photography 3		
	PHOT217 C	3D Photo Imaging 3		
Total Units		12		
Photography	MULTIMEDIA PHOTOGRAPHY CERTIFICATE		2015 Fall	No longer offered
	Required courses are listed in suggested sequence:			
		Units		
	MM100 C	Intro to Electronic Media 3		
	MM110 C	Visual Communication 3		
	PHOT101 C	Introduction to Photography 3		
	PHOT103 C	Intermediate Photography 3		
	PHOT207 C	Color Photography 3		
	PHOT209 C	Careers in Photography 3		
	PHOT215 C	Digital Photography 3		
	PHOT216 C	Advanced Digital Photography 3		
	PHOT227 C	Digital Capture Workflow 3		
	Any one of the following may be substituted for the above except PHOT 103 C, PHOT 215 C, PHOT 207 C because these are prerequisite courses:			
		Units		
	PHOT050 C	Photography-Special Projects 3		
	PHOT104 C	Wedding and Event Photography 3		
	PHOT109 C	Portrait Photography 3		
PHOT200 C	Conceptual Photography 3			
PHOT219 C	Editorial Photography 3			
Total Units		27		

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	March 24, 2015	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	School of Continuing Education Curriculum Matters	Enclosure(s)	<u> X </u>

BACKGROUND: The School of Continuing Education Curriculum Committee and the District Curriculum Coordinating Committee have approved the attached summary of curriculum additions and revisions. All additions and revisions are within 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 that 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 modernize the curriculum as per recommendations determined through the School of Continuing Education Curriculum Committee.
4. To provide specific courses to meet student needs.

All curricula are submitted to the Provost’s Office for review prior to submission to the District Curriculum Coordinating Committee. This item is being submitted by Candace Lynch-Thompson, Chair of the School of Continuing Education Curriculum Committee.

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: This item is in compliance with BP4020, Program and Curriculum Development.

FUNDING SOURCE AND FINANCIAL IMPACT: Campus General Fund.

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum additions and revisions for the School of Continuing Education, effective winter 2015 and fall 2015. The curricula have been signed by the Campus Curriculum Committee Chairperson and the Provost, and have been approved by the District Curriculum Coordinating Committee.

Cherry Li-Bugg

Recommended by

Approved for Submittal

4.b.1

Item No.

School of Continuing Education

2014 - 2015

Approved by District Curriculum Coordinating Committee on February 20, 2015
 Approved by School of Continuing Education Curriculum Committee on January 13, 2015

~~ New Courses for New CDCP Program ~~

Funeral Service				
Course Id	Title	Hours	Justification	Effective Term
FSRV 100	Introduction to Funeral Service Practice	60	SCE is creating a Funeral Service Assistant Certificate in partnership with the Cypress College Mortuary Science Program. This is the first class in the program and will introduce students to the funeral service professional and allow them to explore career opportunities within this industry.	Fall 2015
FSRV 110	Communication Skills for the Funeral Assistant	60	SCE is creating a Funeral Service Assistant Certificate in partnership with the Cypress College Mortuary Science Program. This class is needed as part of this certificate to help students explore cultural differences in the grief process, how to communicate effectively and how culture/religion impact funeralization practices.	Fall 2015
FSRV 120	Funeral Service Operations	60	SCE is creating a Funeral Service Assistant Certificate in partnership with the Cypress College Mortuary Science Program. This class is needed as part of this certificate to help students gain entry level skills and hands-on experience for working in a funeral home.	Fall 2015
FSRV 125	Funeral Service Practices and Procedures I	60	SCE is creating a Funeral Service Assistant Certificate in partnership with the Cypress College Mortuary Science Program. This class is needed as part of this certificate to help students develop the skills needed for arranging funeral ceremonies, conducting funeral and memorial services and assisting in the disposition of human remains.	Fall 2015
FSRV 126	Funeral Service Practices and Procedures II	60	SCE is creating a Funeral Service Assistant Certificate in partnership with the Cypress College Mortuary Science Program. This class is needed as part of this certificate to help students develop the skills needed to perform administrative and managerial funeral directing duties such as operation of the funeral home, marketing and merchandising, and compliance with laws, rules and regulations.	Fall 2015

~~ Revised Course ~~

Computer Program				
Course Id	Title	Hours	Justification	Effective Term
COMP 685	Beginning Keyboarding	36	Update the instructional hours from 18 to 36 to ensure better student success.	Fall 2015

School of Continuing Education
2014 - 2015

~~ Revised Courses to approved CDCP Programs ~~

Core Courses: Office Application Essentials Program (Program #24346)

Elective Courses: Management Program (Program #24114)

Course Id	Title	Hours	Justification	Effective Term
MS 105	Introduction to Excel	36	Update objective, outline, and add SLOs	Fall 2015
MS 144	Introduction to Word	36	Update objective, outline, and add SLOs	Fall 2015

~~ New CDCP Program ~~

Program	Program Description	Effect Term	Justification		
Funeral Service Assistant Certificate Program	This program serves as an introduction to the theoretical and practical knowledge required for professional licensure. It will help individuals determine their level of interest in the funeral service industry and in more formal vocational training in Mortuary Science. This program will prepare students for an entry-level position as a Funeral Service Assistant. The program consists of a sequence of courses that prepares students with the knowledge and skills needed to perform the tasks of a funeral service assistant such as placing casket in parlor or chapel prior to service; arranging floral offerings or lights around casket; directing or escorting mourners; closing casket; and issuing and storing funeral equipment. It is not intended as a substitute for the Associate in Science – Mortuary Science program, licensing or certification requirements, which include an apprenticeship, but would provide students a more realistic expectation of the rigors of funeral service practice that will lead to employment as a Funeral Service Assistant and/or a pathway to the Cypress College Mortuary Science Associate in Science degree program.	Fall 2015	This program is being established in order to provide students a more realistic expectation of the rigors of funeral service practice that will lead to employment as a Funeral Service Assistant and/or a pathway to the Cypress College Mortuary Science Associate in Science degree program.		
	Core Courses (6 courses)			Hours	
	MEOC 210			Introduction to Computers for Health Care Workers	48
	FSRV 100			Introduction to Funeral Service Practice	60
	FSRV 110			Communication Skills for the Funeral Assistant	60
	FSRV 125			Funeral Service Practices and Procedures I	60
	FSRV 120			Funeral Service Operations	60
	FSRV 126			Funeral Service Practices and Procedures II	60
	Total Hours:			348	

School of Continuing Education
2014 - 2015

Approved by District Curriculum Coordinating Committee on November 14, 2014
Approved by School of Continuing Education Curriculum Committee on October 14, 2014

~~ Revised Courses: Stand Alone ~~

Older Adults				
Course Id	Title	Hours	Justification	Effect Term
CRAE 100	Creative Arts for Seniors	24	Addition of SLO	Winter 2015
CRAE 101	Ceramics for Older Adults	24	Addition of SLO	Winter 2015
CRAE 103	China Painting for Older Adults	24	Addition of SLO	Winter 2015
CRAE 104	Needlecrafts, Knitting, Crochet for Older Adults	24	Addition of SLO	Winter 2015
CRAE 105	Painting for Older Adults	24	Addition of SLO	Winter 2015
CRAE 106	Quilting for Older Adults	24	Addition of SLO	Winter 2015
CRAE 310	Intergenerational Creative Art	24	Addition of SLO	Winter 2015
EDEN 100	Senior Topics for Older Adults	24	Addition of SLO	Winter 2015
MUSC 200	Music Arts for Older Adults	24	Addition of SLO	Winter 2015
MUSC 304	Tone Chime Choir for Older Adults	24	Addition of SLO	Winter 2015

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 24, 2015	Resolution	<u>X</u>
		Information	<u> </u>
SUBJECT:	School of Continuing Education Career Technical Education (CTE) Enhancement Grant	Enclosure(s)	<u>X</u>

BACKGROUND: The School of Continuing Education (SCE) is pleased to report that it is the recipient of CTE Enhancement Funds (CTE EF) in the amount of \$69,789. This amount was determined by the CCCCCO on a formula that considered the total school FTES and the portion of the total FTES applicable to CTE. The one-time funds may be used only for improvements to CTE programs, including equipment, curriculum development, professional development, and other related costs necessary to develop, retool, and expand quality career technical education offerings that build on the existing community college regional capacity to respond to regional labor market needs. The School of Continuing Education has identified three areas to receive these improvement funds. These three areas are: Funeral Service Assistant, Quality Assurance Management for Medical Devices, and Medical Assistant.

This item is being submitted by Raine Hambly, Manager, Career Technical Education, School of Continuing Education.

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, transfer-readiness requirements, and courses. District Strategic Direction 5: The District will develop and sustain collaborative projects and partnerships with the community's educational institutions, civic organizations, and business.

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

FUNDING SOURCE AND FINANCIAL IMPACT: The School of Continuing Education's CTE Program has been awarded \$69,789 for the period January 1, 2015 - February 28, 2016.

RECOMMENDATION: Authorization is requested to accept new revenue for the School of Continuing Education from the CTE Enhancement Grant in the amount of \$69,789 for the period of January 1, 2015 through February 28, 2016. It is also requested that a resolution be adopted to accept new revenue and authorize expenditures within the General Fund, pursuant to the California Code of Regulations Title 5, Section 58308. Further authorization is requested for the Vice Chancellor, Finance and Facilities, or the District Director, Fiscal Affairs, to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Cherry Li-Bugg

Recommended by

Approved for Submittal

4.c.1

Item No.

RESOLUTION OF THE BOARD OF TRUSTEES
 OF
 NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
 OF
 ORANGE COUNTY, CALIFORNIA

WHEREAS, the Board of Trustees finds there is a need to establish budgets from funding sources within the General Fund, for fiscal year 2014-2015, pursuant to the California Code of Regulations Title 5, Section 58308;

NOW, THEREFORE, BE IT RESOLVED that the budgets listed below are duly and regularly approved.

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
8659	Other Reimbursable Categoricals	\$ <u>69,789</u>
<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	
2100	Noninstructional Salaries	\$ 15,000
2300	Noninstructional Salaries, Other	17,000
3100	Employee Benefits	6,789
4000	Supplies & Materials	2,500
5000	Other Operating Expenses & Services	16,500
6000	Capital Outlay	12,000
	TOTALS	\$ <u><u>69,789</u></u>

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA))
) SS
 COUNTY OF ORANGE)

I, C.M. Brahmbhatt, Interim Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on March 24, 2015, and passed by a _____ vote of said Board.

 Interim Vice Chancellor, Finance and Facilities

The above transfer approved on the _____ day of _____.

Al Mijares, Ph.D., County Superintendent of Schools

by _____, Deputy

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
		Resolution	<u>X</u>
DATE:	March 24, 2015	Information	<u></u>
		Enclosure(s)	<u>X</u>
SUBJECT:	School of Continuing Education Career Technical Education (CTE) Orange County Career Pathways Partnership (OCCPP) Grant		

BACKGROUND: Board approval is requested to make a budget adjustment to the total funds to be received in year one of the Orange County Career Pathways Partnership (OCCPP) grant awarded to the School of Continuing Education (SCE) as approved at the October 28, 2014, Board meeting. An additional \$10,000 has been allocated to the School of Continuing Education budget by the California Department of Education increasing the total to \$90,000 for 2014-2015. The total grant award of \$200,000 remains the same for funding period July 1, 2014, through June 30, 2018.

This item is being submitted by Raine Hambly, Manager, Career Technical Education, School of Continuing 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 School of Continuing Education is a recipient of a four-year OCCPP Grant in the amount of \$200,000 to be awarded as follows for the funding period July 1, 2015 – June 30, 2018:

Year 1: \$90,000
Year 2: \$37,500
Year 3: \$42,500
Year 4: \$30,000

RECOMMENDATION: Authorization is requested to adjust the budget in year one from \$80,000 to \$90,000 for the Orange County Career Pathways Partnership (OCCPP) Grant with the Orange County Department of Education. It is requested that a resolution be adopted to accept the total revenue and authorize expenditures within the General Fund, pursuant to the California Code of Regulations Title 5, Section 58305. Further authorization is requested for the Vice Chancellor, Finance and Facilities, or the District Director, Fiscal Affairs, to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Cherry Li-Bugg

Recommended by

Approved for Submittal

4.d.1

Item No.

RESOLUTION OF THE BOARD OF TRUSTEES
 OF
 NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
 OF
 ORANGE COUNTY, CALIFORNIA

WHEREAS, the Board of Trustees finds there is a need to establish budgets from funding sources within the General Fund, for fiscal year 2014-2015, pursuant to the California Code of Regulations Title 5, Section 58308;

NOW, THEREFORE, BE IT RESOLVED that the budgets listed below are duly and regularly approved.

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
8659	Other Reimbursable Categoricals	\$ <u>10,000</u>
<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	
5000	Other Operating Expenses & Services	\$ <u>10,000</u>

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA))
) SS
 COUNTY OF ORANGE)

I, C.M. Brahmbhatt, Interim Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on March 24, 2015, and passed by a _____ vote of said Board.

 Interim Vice Chancellor, Finance and Facilities

The above transfer approved on the _____ day of _____.

Al Mijares, Ph.D., County Superintendent of Schools
 by _____, Deputy

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 24, 2015 Resolution _____
Information _____
SUBJECT: Academic Personnel 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.

Academic Personnel
March 24, 2015

RETIREMENTS

Holden, Michael	FC	Philosophy Instructor Eff. 05/24/2015 PN FCF884
Ketter, Charles	FC	Dramatic Arts Instructor Eff. 06/30/2015 PN FCF858

CHANGE IN SALARY CLASSIFICATION

Kireeva, Oxana	SCE	ESL Instructor (ADJ) From: Column 1, Step 0 To: Column 2, Step 0 Eff. 01/26/2015
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MANAGEMENT PROFESSIONAL GROWTH AND DEVELOPMENT

De Dios, Paul	CC	Dean, Counseling & Student Development Doctoral Stipend (\$2600) Eff. 07/01/2015
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PAYMENT FOR INDEPENDENT LEARNING CONTRACTS 2015 SPRING SEMESTER

Badal, Gloria	CC	\$ 10.00
De Roo, Robin	CC	\$ 5.00
Floyd, Becky	CC	\$ 20.00
Keel, Lawrence	CC	\$ 5.00
Koeppel, Liana	CC	\$ 20.00
Majid, Rosalie	CC	\$ 20.00
Mercer, Robert	CC	\$ 10.00
Mosqueda-Ponce, Therese	CC	\$ 10.00
Patti, Joyce	CC	\$ 90.00
Pinkham, Bill	CC	\$100.00
Ramos, Jaime	CC	\$ 25.00
Reiland, Kathleen	CC	\$145.00
Rhymes, Regina	CC	\$ 10.00
Rosenberg, Stuart	CC	\$ 10.00
Schulps, Molly	CC	\$ 10.00
Sidhu, Parwinder	CC	\$ 20.00
Takahashi, Kazuyo	CC	\$ 20.00

LEAVES OF ABSENCE

Casillas, Lupe	FC	Counselor Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 03/27/2015-04/24/2015
Nauer, Kathleen	FC	Art/Comp Graphics Instructor Personal Leave Without Pay (1.67%) Eff. 2015 Spring Semester
Nolan-Riegle, Mary	FC	Biological Sciences Instructor Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 02/19/2015-04/19/2015

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Rios, Veronica	FC	Column 1, Step 0
Rivera, Leticia	FC	Column 1, Step 0

TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Martinez, Marciano	FC	Column 2, Step 0
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 24, 2015 Resolution _____
SUBJECT: Classified Personnel Information _____
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 24, 2015

RETIREMENT

Jewell, Lydia CC Administrative Assistant II
12-month position (100%)
Eff. 08/01/2015
PN CCC918

RESIGNATION

Edwards, Arnette CC Financial Aid Technician
12-month position (100%)
Eff. 03/31/2015
PN CCC874

NEW PERSONNEL

Bassett, Tracy CC Campus Marketing/Outreach Assistant
12-month position (100%)
Range 36, Step A
Classified Salary Schedule
Eff. 04/06/2015
PN CCC722

Cruz, Pedro AC Special Project Director, Internal Audit
Temporary Management Position (100%)
Range 3, Special Project Administrator Daily Rate Schedule
Eff. 04/01/2015 – 06/30/2015
PN DET996

Garcia, Sandra CC Special Project Coordinator, DSPS
Temporary Management Position (100%)
Range 1, Special Project Administrator Daily Rate Schedule
Eff. 03/30/2015 – 06/30/2015
PN CCT983

Pham, Thomas AC Purchasing Assistant
12-month position (100%)
Range 33, Step A
Classified Salary Schedule
Eff. 03/25/2015
PN DEC986

Classified Personnel
March 24, 2015

CHANGE IN HIRE DATE

Foster, Chelsea CC Special Project Coordinator/Student Success & Support
Temporary Management Position (100%)
From: 03/11/2015
To: 03/25/2015
PN CCT984

VOLUNTARY CHANGES IN ASSIGNMENT

Reza, Garrett SCE Admissions and Records Technician (100%)

Temporary Change in Assignment
To: SCE Admissions and Records Specialist
12-month position
Admissions and Records Technician (85%)
Range 33, Step D
Admissions and Records Specialist (15%)
Range 36, Step D
Classified Salary Schedule
Eff. 03/02/2015 – 03/27/2015

Salisbury, Chelsea SCE Campus Marketing/Outreach Assistant (100%)

Temporary Change in Assignment
To: SCE Executive Assistant III
12-month position (100%)
Range 30C, Step A
Confidential Salary Schedule
Eff. 03/18/2015 – 04/17/2015

Sorensen, Jeanette FC Administrative Assistant I (100%)

Extension of Temporary Change in Assignment
To: FC Administrative Assistant II
12-month position (100%)
Range 36, Step B
Classified Salary Schedule
Eff. 02/26/2015 – 04/28/2015

PROFESSIONAL GROWTH & DEVELOPMENT

Cotton, Antionese FC Administrative Assistant II (100%)
2nd Increment (\$350)
Eff. 07/01/2016

Classified Personnel
March 24, 2015

Crockrom, Nichole	FC	Administrative Assistant II (100%) 2 nd Increment (\$350) Eff. 07/01/2015 3 rd Increment (\$350) Eff. 07/01/2016
Luna, Berta	SCE	Administrative Assistant II (100%) 2 nd Increment (\$350) Eff. 07/01/2016
Nilles, Susan	FC	Health Services Specialist (100%) 3 rd Increment (\$350) Eff. 07/01/2015
O'Daniel, Christi	FC	Administrative Assistant I (100%) 4 th Increment (\$350) Eff. 07/01/2015
Ramirez, Fabiola	FC	Administrative Assistant I (100%) 2 nd Increment (\$350) Eff. 07/01/2015 3 rd Increment (\$350) Eff. 07/01/2016
Shahid, Quamrul	SCE	IT Specialist, Network (100%) 2 nd Increment (\$350) Eff. 07/01/2015
Smith, Deborah	SCE	Student Services Technician (100%) 1 st Increment (\$350) Eff. 07/01/2015
Wheeler, Jennifer	CC	Instructional Aide (62.5%) 4 th Increment (\$218.75) Eff. 07/01/2015

LEAVES OF ABSENCE

Castro, Jeri	SCE	Facilities Custodian I (100%) Family Medical Leave Act (FMLA/CFRA) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 03/27/2015 – 04/08/2015 (Intermittent Leave)
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Classified Personnel
March 24, 2015

Castro, Jose	FC	Facilities Custodian I (100%) Family Medical Leave Act (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 03/14/2015 – 05/01/2015 (Consecutive Leave)
Caloretti, Walter	CC	Facilities Custodian I (100%) Family Medical Leave Act (FMLA/CFRA) Paid Leave Using Regular Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 03/09/2015 – 03/22/2015 (Consecutive Leave)
Schoepf, Julie	SCE	Executive Assistant III (100%) Family Medical Leave Act (FMLA/CFRA) Paid Leave Using Regular Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 03/18/2015 – 04/17/2015 (Consecutive Leave) Eff. 04/20/2015 – 04/24/2015 (Intermittent Leave)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 24, 2015 Resolution _____
SUBJECT: Professional Experts Information _____
Enclosure(s) X

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.

Professional Experts
March 24, 2015

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Armani, Behnoosh	FC	Technical Expert II	eLumen Software Training/Trainer	10	01/26/2015	05/01/2015
Asquith, Gregory	SCE	Project Expert	DSPS Computer Specialist	26	04/06/2015	06/11/2015
Baker, Michael	FC	Technical Expert II	eLumen Software Training/Trainer	10	01/26/2015	05/01/2015
Berry, Jason	SCE	Technical Expert I	Event and Classroom Photography	26	02/21/2015	06/30/2015
Biggs, Steven	FC	Project Expert	High School Theatre Festival 2015 Judges Coordinator	13	03/20/2015	03/21/2015
Campbell, Tiffany	FC	Technical Expert II	Artist in Residence Program	26	02/25/2015	06/15/2015
Chadwick, Jan	FC	Technical Expert II	eLumen Software Training/Trainer	10	01/26/2015	05/01/2015
Dawson, Bradley	FC	Technical Expert II	SLO Division Representative	10	01/26/2015	05/01/2015
Dickinson, Amy	FC	Project Expert	Supplemental Instruction	15	05/26/2015	05/29/2015
Eckenrode, Adam	CC	Technical Expert I	Summer Boost Steering Committee	15	03/23/2015	05/29/2015
Engle, Martha	FC	Project Expert	High School Theatre Festival 2015 Judges Coordinator	13	03/20/2015	03/21/2015
Gulmesoff, Monika	SCE	Project Coordinator	Mobility Coordinator	26	05/18/2015	06/12/2015
Hoyt-Heydon, Victoria	FC	Project Expert	Light and Audio Event Programmer	26	03/06/2015	06/30/2015
Ison, John	FC	Technical Expert II	eLumen Software Training/Trainer	10	01/26/2015	05/01/2015
Kageyama, Jill	FC	Technical Expert II	eLumen Software Training/Trainer	10	01/26/2015	05/01/2015
Kataoka, Kristofer	FC	Project Expert	High School Theatre Festival 2015 Judges Coordinator	13	03/20/2015	03/21/2015
Klippenstein, Stephen	FC	Technical Expert II	eLumen Software Training/Trainer	10	01/26/2015	05/01/2015
LaMontia, Melody	FC	Technical Expert II	eLumen Software Training/Trainer	10	01/26/2015	05/01/2015
Langgle, Linda	SCE	Technical Expert I	ACCT Transitions Coordinator (Career and College)	26	04/06/2015	06/24/2015
Larsen, Erika	SCE	Project Expert	Mobility Trainer/Vocational Specialist	26	04/13/2015	06/21/2015
Markley, Karen	FC	Technical Expert II	eLumen Software Training/Trainer	10	01/26/2015	05/01/2015

Professional Experts
March 24, 2015

McDonald, Arlyn	FC	Project Expert	High School Theatre Festival 2015 Judges Coordinator	13	03/20/2015	03/21/2015
McMillin, Jennifer	FC	Project Expert	High School Theatre Festival 2015 Judges Coordinator	13	03/20/2015	03/21/2015
Michaelson, Ron	FC	Project Expert	High School Theatre Festival 2015 Judges Coordinator	13	03/20/2015	03/21/2015
Mittler, William	FC	Project Expert	High School Theatre Festival 2015 Judges Coordinator	13	03/20/2015	03/21/2015
Morfin, Mayra	SCE	Project Expert	Job Coach	26	03/09/2015	03/27/2015
Morfin, Mayra	SCE	Project Expert	Job Coach	26	04/06/2015	06/30/2015
Nguyen, Anthony	SCE	Project Coordinator	Job Developer Coordinator	26	04/13/2015	06/19/2015
Oganesian, Kristina	CC	Technical Expert I	Research Technical Expert	26	03/30/2015	06/26/2015
Perry, Regina	FC	Project Coordinator	Umoja Reach for Excellence Program Coordinator	10	03/10/2015	05/29/2015
Plum-Widner, Alix	FC	Technical Expert II	eLumen Software Training/Trainer	10	01/26/2015	05/01/2015
Reeves, Megan	SCE	Project Coordinator	C2C Coordinator	26	03/16/2015	06/26/2015
Scott, Ming-yin	FC	Technical Expert II	eLumen Software Training/Trainer	10	01/26/2015	05/01/2015
Smith, Susan	CC	Technical Expert I	Strategic Plan Funding	8	03/02/2015	06/30/2015
Wolfe, Ann	FC	Project Expert	Engage in STEM	26	03/16/2015	05/16/2015
Wu, Jo	FC	Technical Expert II	Engage in STEM and CCPT OCTPP	39	03/11/2015	06/30/2015
Zarske, Cindy	FC	Technical Expert II	eLumen Software Training/Trainer	10	01/26/2015	05/01/2015

SCE TUITION PROGRAMS

Name	Salary	Trimester	Max Permitted Hours per Week
Morales, Maria-Crystal	Tuition Rate	Winter Trimester	26
Morales, Maria-Crystal	Tuition Rate	Spring Trimester	26
Morales, Maria-Crystal	Tuition Rate	Summer Trimester	26
Pham, Tien Phuong	Tuition Rate	Spring Trimester	26

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: March 24, 2015
SUBJECT: Hourly Personnel

Action X
Resolution _____
Information _____
Enclosure(s) X

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 24, 2015

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Albert, Crystal	FC	Clerical/Secretarial - Peer health educator; health care advocate	04/06/15	06/30/15	TE B 4
Allen, Sarah	CC	Tech/Paraprof - On-call theater crew for rental productions	04/15/15	06/30/15	TE B 1
Allen, Sarah	CC	Tech/Paraprof - On-call theater crew for campus productions	04/15/15	06/30/15	TE A 1
Cardenas, Jullean	FC	Clerical/Secretarial - Peer health educator; health care advocate	04/06/15	05/22/15	TE A 4
Crockett, Courtney	FC	Clerical/Secretarial - Peer health educator; health care advocate	04/06/15	06/30/15	TE A 3
Duong, Phong	FC	Service/Maintenance - Assist Campus Safety Dept with various duties	04/03/15	06/26/15	TE B 3
Duran, Efren	FC	Direct Instr Support - Assist in ACT computer lab	04/15/15	06/30/15	TE A 1
Felipe, Victoria	CC	Clerical/Secretarial - Assist in Academic Computing Office	04/01/15	06/10/15	TE B 4
Glassman, Ifat	FC	Tech/Paraprof - Artist Model for Art Department classes	03/25/15	06/30/15	TE F 4
Greer, Nicole	FC	Clerical/Secretarial - Clerical assistance for Project ENGAGE in STEM	03/25/15	06/30/15	TE A 1
Hack, Lawrence	CC	Tech/Paraprof - Assist with Photography lab	03/25/15	05/12/15	TE B 1
Hernandez Cruz, Pedro	FC	Direct Instr Support - Assist accessibility checks for DSS	04/15/15	06/30/15	TE B 4
Hernandez, Gustavo	FC	Clerical/Secretarial - Clerical assistance and Photo ID for Student Activities	03/25/15	06/24/15	TE A 1
Howard, Nicole	FC	Clerical/Secretarial - Clerical assistance for EOPS	04/07/15	06/30/15	TE A 1
Jaegar, Emmett	CC	Tech/Paraprof - On-call theater crew for campus productions	04/15/15	06/30/15	TE A 1
Jaegar, Emmett	CC	Tech/Paraprof - On-call theater crew for rental productions	04/15/15	06/30/15	TE B 1
Kuntz, Eric	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	03/25/15	06/30/15	TE A 1
Moreno-Garcia, M.	FC	Tech/Paraprof - Artist Model for Art Department classes	03/25/15	06/30/15	TE F 4
Oseguera, Natalie	FC	Clerical/Secretarial - Peer health educator; health care advocate	04/06/15	05/22/15	TE B 4
Posadas, Gabriela	FC	Clerical/Secretarial - Clerical assistance for EOPS	03/25/15	06/30/15	TE A 1
Rounds, Rebecca	SCE	Clerical/Secretarial - Assist in Student Success & Support Office	04/27/15	06/30/15	TE B 3
Salas, Morgan	CC	Clerical/Secretarial - Assist in the Assessment Center	03/25/15	06/24/15	TE A 1
Sanchez-Martinez, L.	FC	Clerical/Secretarial - Clerical assistance for EOPS	04/01/15	06/30/15	TE A 1
Sisay, Ruth	CC	Clerical/Secretarial - Assist in the Assessment Center	03/25/15	06/24/15	TE A 1
Sorensen, Michelle	Cc	Clerical/Secretarial - Assist in Social Sciences Division	05/11/15	05/22/15	TE B 4
Taylor, Kela	FC	Service/Maintenance - General assistance to campus custodial staff	03/31/15	06/30/15	TE B 2

Hourly Personnel
March 24, 2015

Wilcox, Shelby	CC	Tech/Paraprof - On-call theater crew for campus productions	04/15/15	06/30/15	TE A 1
Wilford, Kieona	FC	Clerical/Secretarial - Peer health educator; health care advocate	04/06/15	05/22/15	TE A 1

Professional Medical Employees

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Alvarez-Miller, Maria	FC	Medical - Clinical Psychologist for campus Health Center	04/06/15	05/22/15	ME D 4
Chela, Rashpal	FC	Medical - Nurse Practitioner for campus Health Center	04/06/15	05/22/15	ME C 4
Davis, Tamara	FC	Medical - Health Services Specialist (RN) for campus Health Ctr	04/06/15	05/22/15	ME B 4
Karimi, Ellie	FC	Medical - Clinical Psychologist for campus Health Center	04/06/15	05/22/15	ME D 4
Needham, Amanda	FC	Medical - Health Services Specialist (RN) for campus Health Center	04/06/15	05/22/15	ME B 4
Olivas, Daisy	FC	Medical - Health Services Specialist (RN) for campus Health Center	04/06/15	05/22/15	ME B 4
Stickney, Shirley	FC	Medical - Health Services Specialist (RN) for campus Health Center	04/06/15	05/22/15	ME B 4
Ullrich, Theresa	FC	Medical - Nurse Practitioner for campus Health Center	04/06/15	05/22/15	ME C 4
Weathersby, Joda	FC	Medical - Nurse Practitioner for campus Health Center	03/25/15	05/22/15	ME C 4

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Alcazar, Elizabeth	SCE	Direct Instr Support - Interpreter for hearing-impaired students	04/06/15	06/30/15	TE D 1
Alcazar, Elizabeth	SCE	Direct Instr Support - Interpreter for hearing-impaired students	04/06/15	06/30/15	TE E 1
Ambriz, Maricela	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 1
Ayala, Jesus	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	04/15/15	06/30/15	TE B 3
Baltazar, Clementina	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 1
Bergeron, Michael	SCE	Direct Instr Support - Tutor in Basic Skills and High School Diploma Program	04/06/15	06/25/15	TE A 4
Bouhey, Lila	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 1
Bravo, Stephanie	SCE	Direct Instr Support - Tutor in Basic Skills and High School Diploma Program	04/06/15	06/25/15	TE A 4
Brown, Adam	FC	Direct Instr Support - STEM/CCPT Tutor/Academic Coach	03/25/15	06/30/15	TE A 3
Carlos, Linda	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 1

Hourly Personnel
March 24, 2015

Castillo, William	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 1
Cogan, Kevin	SCE	Direct Instr Support - Tutor students with disabilities	04/15/15	06/30/15	TE A 1
Colin, Marc	SCE	Direct Instr Support - Tutor in Basic Skills and High School Diploma Program	04/06/15	06/26/15	TE A 4
Cordova, Aida	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 2
De Leon, Jennifer	SCE	Direct Instr Support - Tutor in Basic Skills and High School Diploma Program	04/06/15	06/18/15	TE A 4
Dini, Azam	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 2
Dunn, Scott	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 2
Ford, Alexis	SCE	Direct Instr Support - Tutor in Basic Skills and High School Diploma Program	04/06/15	05/22/15	TE A 4
Foreman, Virginia	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 3
Garcia de Alba, Lesley	SCE	Direct Instr Support - Tutor in Basic Skills and High School Diploma Program	04/06/15	05/22/15	TE A 4
Gill, Maricela	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 2
Haines, Nicole	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 2
Hall, Robert	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 1
Hatagawa, Shiori	SCE	Direct Instr Support - Tutor in Basic Skills and High School Diploma Program	04/06/15	06/18/15	TE A 4
Head, Kandace	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 3
Heredia, Erik	SCE	Direct Instr Support - Tutor in Basic Skills and High School Diploma Program	04/13/15	06/18/15	TE A 4
Hernandez, Ashley	SCE	Direct Instr Support - Interpreter for hearing-impaired students	04/06/15	06/30/15	TE D 3
Hernandez, Ashley	SCE	Direct Instr Support - Interpreter for hearing-impaired students	04/06/15	06/30/15	TE E 3
Hertz, Jana	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 2
Jajo, Isaac	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 1
Jajo, Maryam	SCE	Direct Instr Support - Tutor in Basic Skills and High School Diploma Program	04/06/15	06/18/15	TE A 4
Ju, Chenfang	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 1
Kvaska, Kirsten	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 1
Marquis, Nicole	SCE	Direct Instr Support - Assist students with disabilities	05/11/15	06/10/15	TE B 4
Martinez, Ariel	SCE	Direct Instr Support - Assist visually-impaired students	04/06/15	06/30/15	TE B 1
Martinez, Veronica	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE B 4
Monnazzam, Hesam	SCE	Direct Instr Support - Tutor in Basic Skills and High School Diploma Program	04/06/15	06/25/15	TE A 4
Murica, Claudia	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 1
Padilla, Juan	SCE	Direct Instr Support - Interpreter for hearing-impaired students	04/06/15	06/30/15	TE D 2

Hourly Personnel
March 24, 2015

Padilla, Juan	SCE	Direct Instr Support - Interpreter for hearing-impaired students	04/06/15	06/30/15	TE E 2
Penesa, Brian	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 1
Peng, Wilson	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 1
Pewthers, Joyce	SCE	Direct Instr Support - Tutor in Basic Skills and High School Diploma Program	04/06/15	06/25/15	TE A 4
Raynham, Cory	SCE	Direct Instr Support - Tutor in Basic Skills and High School Diploma Program	04/06/15	06/25/15	TE A 4
Resong, Eric	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 1
Rocha, Nina	SCE	Direct Instr Support - Tutor in Basic Skills and High School Diploma Program	04/06/15	05/22/15	TE A 4
Salerno, Austin	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 2
Sasaki, Colleen	SCE	Direct Instr Support - Interpreter for hearing-impaired students	04/06/15	06/30/15	TE D 1
Sasaki, Colleen	SCE	Direct Instr Support - Interpreter for hearing-impaired students	04/06/15	06/30/15	TE E 1
Shermer, Magdalena	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 3
Solis, Fabiola	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 1
Stephenson, Jessmyne	SCE	Direct Instr Support - Interpreter for hearing-impaired students	04/06/15	06/30/15	TE D 3
Stephenson, Jessmyne	SCE	Direct Instr Support - Interpreter for hearing-impaired students	04/06/15	06/30/15	TE E 3
Summers, Preston	SCE	Direct Instr Support - Tutor in Basic Skills and High School Diploma Program	04/06/15	05/22/15	TE A 4
Tagayun, Alvin	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	03/25/15	06/30/15	TE B 3
Toste, Nicholas	SCE	Direct Instr Support - Tutor students with disabilities	04/06/15	06/30/15	TE A 1
Tseng, Anh	SCE	Direct Instr Support - Tutor in Basic Skills and High School Diploma Program	04/13/15	06/18/15	TE A 4

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Buechner, Angela	FC	Clerical/Secretarial - Sub for Classified employee on temp reassignment	04/01/15	06/30/15	TE B 4
Cabrera, Maria	FC	Clerical/Secretarial - Substitute for Classified employee on leave	03/23/15	05/22/15	TE A 1

Hourly Personnel
 March 24, 2015

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Bruce, Natasha	CC	Full-time Student - Clerical assistance in SSSP	03/25/15	06/30/15	TE A 1
Castanedam Ruben	FC	Work Study Student - Assist in Campus Communications	03/05/15	06/30/15	TE A 1
Cherng, Daniel	FC	Full-time Student - Tutor students in the campus Tutoring Center	03/06/15	06/30/15	TE A 1
Ferrer, John	CC	Full-time Student - Assist with New Student Online Orientation project	02/27/15	06/30/15	TE A 1
Hernandez, Gabriel	FC	Full-time Student - Assist in ACT computer lab	03/16/15	06/30/15	TE A 1
Jin, Dehao	FC	Full-time Student - Tutor students in the campus Tutoring Center	03/09/15	06/30/15	TE A 1
Hernandez, C.	FC	Full-time Student - Clerical assistance for Counseling Department	03/16/15	06/30/15	TE A 1
Mokhtari, Simin	FC	Full-time Student - STEM/CCPT Tutor / Academic Coach	03/09/15	06/30/15	TE A 3
Munoz, Alicia	CC	Full-time Student - Assist with instructors in Photography department	03/04/15	06/30/15	TE B 1
Pantoja Toscano, S.	FC	Work Study Student - Assist in the Art Gallery	03/06/15	06/30/15	TE A 1
Quinonez, Edward	FC	Full-time Student - Clerical assistance for Umoja Program	02/23/15	06/30/15	TE A 1
Quiroz, Krystal	FC	Work Study Student - Assist in the Art Gallery	03/02/15	06/30/15	TE A 1
Rattanchandani, M.	CC	Full-time Student - Tutor in the the Learning Resource Center	03/16/15	06/30/15	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 24, 2015

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 24, 2015

VOLUNTEER PERSONNEL WITHOUT PAY

Name	Site	Program	Begin	End
Araujo, Marisol	FC	DSS - Personal Services Attendant	02/27/2015	05/22/2015
Balcom, Drew	CC	Counseling & Student Development	03/25/2015	05/31/2015
Barbee, Brandee	FC	Internship - Athletic Department	02/25/2015	05/22/2015
Cardenas, Adely	CC	Internship - Counseling & Student Dev	03/25/2015	05/31/2015
Esqueda, Ernesto	CC	EOPS Office	03/16/2015	04/17/2015
Hernandez, Diana	SCE	ESL Department - SHINE Program	03/11/2015	06/26/2015
Martinez, Natalie	SCE	ESL Department - SHINE Program	03/11/2015	06/26/2015
Rhodes, Diane	SCE	DSS - Personal Care Attendant	03/02/2015	06/26/2015
Simpliciano, Leland	CC	Internship - Counseling & Student Dev	03/25/2015	05/31/2015
Stewart, Christina	FC	Internship - Athletic Department	02/25/2015	05/22/2015

North Orange County Community College District

BOARD OF TRUSTEES ASSESSMENT

(Accrediting Commission for Community and Junior Colleges Standard IV.b.1.g – “The Governing Board’s self evaluation processes for assessing Board performance are clearly defined, implemented, and published in its policies or bylaws.”)

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 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 = Unknown

Question	Rating	Comments/Suggestions
<p>The Board is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning program.</p>		
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 a <u>mission and vision statements</u> and a strategic plan that looks to the future, anticipating what the institution and its colleges will look <u>be</u> like in 10 years.		
3b. The Board periodically reviews the <u>mission and vision statements</u> .		
4. The Board's policies set <u>Chancellor's goals, as set by the Board, establish</u> priorities that are both strategic and manageable They <u>and</u> provide Board direction for the administration.		
<u>5. The Board upholds a code of ethics and conflict of interest policy, and individual Board members adhere to the code.</u>		
56. The Board monitors outcomes by requiring institutional effectiveness measures. <u>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.</u>		

67. The Board approves appropriate resources (human, physical, technology, and financial) to support an effective student learning program.		
78. The Board regularly evaluates its processes to support continuous improvement.		
<p>Overall rating for “The Board is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning program.”</p>		

Question	Rating	Comments/Suggestions
<p>As an independent policy-making body that reflects the public interest, the Board acts as a whole:</p>		
89. Directions to staff are based on a consensus of a majority of the Board. Individual Board Members do not assume this authority.		
910. Board members respect each other’s opinions.		
1011. Discussions are structured so that all have an opportunity to contribute to the decision.		
1112. Board members have adequate information upon which to base decisions.		

Question	Rating	Comments/Suggestions
1213. The Board reaches decisions on the basis of study of all available background data and consideration of the recommendation of the Chancellor.		
1314. The Board's delegation of administrative authority is clear to all parties.		
Overall rating for "The Board acts as a whole."		

Question	Rating	Comments/Suggestions
Board meetings run effectively:		
1415. Board members are punctual to and attend all meetings to conclusion.		
1516. The Board reviews agenda materials and is prepared for Board meetings.		

Question	Rating	Comments/Suggestions
16 <u>17</u> a. New Board members, including student trustees, receive an orientation to rules and responsibilities and District missions and policies.		
16 <u>17</u> b. The Board members engage in ongoing professional development.		
17 <u>18</u> . The Board agendas focus on policy issues that relate to Board responsibilities.		
18 <u>19</u> . The Board conducts its meetings in compliance with state laws, including the Brown Act.		
19 <u>20</u> . Agendas include legislative and state policy issues that will impact the District.		
20 <u>21</u> . Board meetings include some education or information time.		
21 <u>22</u> . 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 and community:		
22 <u>23</u> a. Board members are knowledgeable about community college and state related issues.		
22 <u>23</u> b. Board members are knowledgeable and take an appropriate role in the accreditation process.		
23 <u>24</u> . The Board acts as an advocate for community colleges.		
24 <u>25</u> . Board members are available to District employees for comments and suggestions.		
25 <u>26</u> . The Board shows its support for the District through members attending various events.		
26 <u>27</u> . The Board is knowledgeable about the District's history, values, strengths, and weaknesses.		
27 <u>28</u> . The Board understands, appreciates, and is responsive to the diverse community which it serves.		
28 <u>29</u> . The Board has processes in place for appropriately involving the community in relevant decisions.		
29 <u>30</u> . The Board helps promote the image of the District in the community.		

Question	Rating	Comments/Suggestions
30 <u>31</u> . The Board understands the collective bargaining process and its role in the process.		
31 <u>32</u> . The Board is involved in and understands the budget process and how adopted priorities are addressed within the budget.		
32 <u>33</u> . The Board gives adequate attention to the mission and goals of the District.		
33 <u>34</u> . The Board has a procedure for annual evaluations of the Chancellor.		
34 <u>35</u> . The Board demonstrates a good understanding of collegial consultation and related processes.		
35 <u>36</u> . 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 and community.”		

2637. General Comments/Suggestions

Revised March 2015
Revised March 2013
Revised March 2009
Revised March 2007
Revised March 2005
Revised August 2001
Adopted August 1997

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 24, 2015

SUBJECT: Revised Board Policies

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

BACKGROUND: Twice a year, the Community College League of California provides updates to Board Policies and Administrative Procedures. The District Consultation Council has reviewed, discussed, and reached consensus on the following revised Board Policies:

Chapter 1, The District, BP1001, Mission, Vision, & Values Statements: This was revised after gathering District-wide input via email, open forums, and a google forum. In addition, it was revised by Chancellor’s Staff and taken back to the campuses for final revisions.

Chapter 2, Board of Trustees, BP2410, Policy and Administrative Procedures: Title change to “Policies and Administrative Procedures,” additional language requiring the Board to regularly assess its policies for effectiveness in fulfilling the District’s mission was added; and Accreditation Standards were updated.

Chapter 2, Board of Trustees, BP2435, Evaluation of Chancellor: The word “the” was inserted in the title to align it with the title of AP2435, and the Accreditation Standards were updated.

**Revised BP/AP3410, Nondiscrimination (Changed to Unlawful Discrimination)
Revised BP3430, Unlawful Discrimination (Changed to Prohibition of Harassment)
Deletion of Old AP3430, Unlawful Discrimination**

These policies and administrative procedures were revised to be in compliance with Title 5 Regulations, the Education Code, the Government Code, Federal regulations, Office of Civil Rights (OCR) guidance, and a guidance letter from the State Chancellor’s Office. In addition to the legal requirements, and assistance from legal counsel, changes were made to clarify language to ensure that the process on how to file a complaint is clearly defined and more closely aligned to Title 5 Regulations.

BP3410, Nondiscrimination renamed Unlawful Discrimination: The “Reference” section was updated; new section 1.0 was inserted from old AP3410, Nondiscrimination; old section 2.0 was deleted and old section 1.0 became new section 2.0; new sections 3.0 and 4.0 were added; sections 5.0, 6.0 and 7.0 were renumbered; and finally, the last paragraph on page one identifies the contact person and section 6.0 includes the addition of military and veteran status”.

BP3430, Unlawful Discrimination, renamed Prohibition of Harassment: The “Reference” section was updated; section 1.0 was revised; section 2.0 and its subsections were replaced with new section 2.0 and subsection 2.1 was added to identify the contact person; new section 3.0 and the subsections were deleted; new section 4.0 and subsections; and

BP 1001 District Mission, Vision, & Values Statements

Reference:

~~WASC/ACCJC Standard One~~ [ACCJC Accreditation Standard I.A; WASC Criterion 1](#)

1.0 Mission:

1.1 The mission of the North Orange County Community College District is to serve and enrich our diverse communities by providing a comprehensive program of educational opportunities that are accessible, [relevant and](#) academically excellent. ~~committed to student success and lifelong learning.~~

1.2 Cypress College and Fullerton College will offer associate degrees, vocational certificates, and transfer education, as well as developmental instruction and a broad array of specialized training. The School of Continuing Education will offer non-college credit programs including high school diploma completion, basic skills, vocational certificates, and self-development courses. Specific activities in both the colleges and School of Continuing Education will be directed toward economic development within the community.

1.3 [The mission is evaluated and revised every three years.](#)

2.0 Vision: ~~Our District community is the celebrated choice of diverse learners shaping the future~~ [Premier education for all, now and into the future.](#)

3.0 Values:

3.1 Service: We contribute to a vital and prosperous community through our educational and training services. [We promote engaged and ethical participation in global, civil society.](#)

3.2 ~~Excellence~~ [High Standards](#): We ~~offer excellence~~ [uphold high standards in academics and promote](#) joy in teaching, and learning, [and work.](#)

3.3 ~~Success~~ [Commitment](#): We ~~nurture~~ [are unequivocally committed to](#) student success for ~~the attainment of life-long learning goals~~ [college and for life.](#)

3.4 Adaptability: We respond to the changing needs of our communities in a global environment through continuous improvement and [creative](#) innovation.

3.5 Professionalism: We hold high standards for our faculty and staff and create an environment in which staff development and other continuing education are valued and promoted.

3.6 Stewardship: We uphold the responsibility for public trust of our mission and resources. [We practice transparency and collegial consultation in decision making.](#)

6.b.4
Item No.

BP 1001 District Mission, Vision, & Values Statements

- 3.7 Respect: We cultivate an atmosphere of courtesy, civility, and ~~acceptance~~
collegiality with all students and employees in the District by promoting a
willingness to collaborate and a responsibility for all to be engaged and
collegial partners in carrying out the District's mission.
- 3.8 Inclusiveness: We welcome and respect the diverse backgrounds and beliefs of our
students, faculty, and staff, and the many communities we serve.

Date of Adoption: June 12, 2001

Date of Last Revision: November 26, 2014, Chancellor's Staff
November 22, 2011
August 22, 2006

BP 2410 Board Policies ~~Policy~~ and Administrative Procedures

Reference:

Education Code Section 70902;

WASC/ACCJC Accreditation Standards ~~IV.B.1.b & c~~ IV.C.7, IV.D.4, I.B.7, and I.C.5

- 1.0 The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.
 - 1.1 The Board encourages broad participation in the initiation, formulation, and review of policies
- 2.0 The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All district employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.
- 3.0 Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.
- 4.0 Administrative procedures are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Chancellor.
- 5.0 The Chancellor shall, annually, provide each member of the Board with any revisions to administrative procedures since the last time they were provided. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board=s judgment, be inconsistent with the Board=s own policies.

Copies of all policies and administrative procedures shall be readily available to District employees through the District's website and the Chancellor=s Office.

See Administrative Procedure 2410.

Date of Adoption: June 24, 2003

Date of Last Revision:

6.b.6
Item No.

BP 2435 Evaluation of the Chancellor

Reference:

WASC/ACCJC Accreditation Standard IV.C.3 ~~B.3.e~~

- 1.0 The Board shall conduct an evaluation of the Chancellor at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Chancellor as well as this policy.
- 2.0 The Board shall evaluate the Chancellor using an evaluation process developed and jointly agreed to by the Board and the Chancellor.
- 3.0 The criteria for evaluation shall be based on Board policy, the Chancellor's job description, and performance goals and objectives developed in accordance with Board Policy 2430, Delegation of Authority to Chancellor.

See Administrative Procedure 2435.

Date of Adoption: June 24, 2003

Date of Revision: June 14, 2011

BP 3410 ~~Nondiscrimination~~ 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; 29 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](#)
Accreditation Standards II.B.2.c

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, 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](#)

[Students and employees 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.](#)

6.b.8
Item No.

BP 3410 ~~Nondiscrimination~~ Unlawful Discrimination

2.0 The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

~~2.0 No person shall be unlawfully subjected to discrimination or denied full and equal access to, or the benefits of district programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race or ethnicity, medical condition, color, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he or she is perceived to have one or more of those characteristics. District programs and activities include, but are not limited to any that are administered or funded directly by or that receive any financial assistance from the California Community Colleges Chancellor's Office.~~

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 or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

~~35.0~~ 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.

~~46.0~~ 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.

Date of Adoption: March 23, 2004

Date of Last Revision: September 24, 2013

6.b.9
Item No.

BP 3430 ~~Unlawful Discrimination~~ Prohibition of Harrassment

Reference:

Education Code Sections 212.5; 44100; 662520, 66281.5 et seq.; 72040, et seq.
Title 5, California Code of Regulations, Section 59300, et seq.
Government Code 12950.1;
Title VII of the Civil Rights Act of 1964; 42 U.S.C.A. Section 2000e

- 1.0 ~~It is the~~ 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. ~~in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of 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.~~
- 2.0 ~~Individuals~~ Students and employees who believe ~~that he or she has~~ 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. Romneva Drive
Anaheim, CA 92801-1819
Telephone: 714-808-4826

~~It shall be a violation of this policy for anyone who is authorized to recommend or take personal or academic action affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the North Orange County Community College District, to engage in unlawful discrimination, as defined below, or for anyone to retaliate against a person who files an unlawful discrimination complaint, who participates in an investigation of a complaint, or who represents or serves as an advocate for the complainant or for the person against whom a complaint is made.~~

BP 3430 ~~Unlawful Discrimination~~ Prohibition of Harrassment

- ~~2.1 The District will take preventive, corrective, and disciplinary action for any act that violates this policy or the rights and privileges it is designed to protect.~~
- ~~2.2 Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination or retaliation may be subject to discipline, up to and including discharge, expulsion, or termination of contract.~~
- ~~2.3 Employees should be aware that if they engage in of unlawful discrimination, such acts are outside the course and scope of their employment and may result in personal liability to the employee.~~
- ~~2.4 The District supports the principle of academic freedom, and the provisions of this policy are not intended to prohibit bona fide academic program and course requirements. However, the exercise of academic freedom with respect to course content and discourse does not extend to any form of unlawful discrimination in violation of this policy.~~

3.0 Unlawful Discrimination

- ~~3.1 "Unlawful Discrimination" means discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability as defined and otherwise prohibited by state and federal statutes, and includes sexual harassment.~~

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

~~3.2 Sexual Harassment~~

- ~~3.2.1 "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone from the work or educational setting, under any of the following conditions:~~

- ~~3.2.1.1 Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.~~

- ~~3.2.1.2 Submission to, or rejection of, the conduct by an individual is used as the basis of employment or academic decisions affecting the individual.~~

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

BP 3430 ~~Unlawful Discrimination~~ Prohibition of Harrassment

~~3.2.1.3 The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile, or offensive work or educational environment.~~

~~3.2.1.4 Submission to, or rejection of, the conduct by an individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available through the North Orange County Community College District.~~

~~3.2.2 Specific Examples: For the purpose of further clarification, sexual harassment may include, but is not limited to, the following conduct, when it occurs under one or more of the conditions described in section 3.2.1 above:~~

~~3.2.2.1 Making unsolicited written, verbal, physical, or visual contact with sexual overtones.~~

~~3.2.2.1.1 Written: Includes, but is not limited to, suggestive or obscene letters, notes, or invitations.~~

~~3.2.2.1.2 Verbal: Includes, but is not limited to, derogatory comments, slurs, jokes, or epithets.~~

~~3.2.2.1.3 Physical: Includes, but is not limited to, assault, touching, impeding, or blocking movement.~~

~~3.2.2.1.4 Visual: Includes, but is not limited to, leering, gestures, or display of sexually suggestive objects, pictures, cartoons, or posters not germane to the employment setting.~~

~~3.2.2.2 Continuing to express sexual interest after being informed that the interest is unwelcome.~~

~~3.2.2.3 Making reprisals, threats of reprisals, or implied threats of reprisals following rejection of sexual harassment:~~

~~3.2.2.3.1 Within the Work Environment: Either implying or actually withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; or suggesting that probation will be failed.~~

~~3.2.2.3.2 Within the Educational Environment: Either implying or actually withholding grades earned or deserved; suggesting that a poor performance evaluation will be prepared; or suggesting that a scholarship~~

North Orange County Community College District
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BP 3430 ~~Unlawful Discrimination~~ Prohibition of Harrassment

~~recommendation or college application will be denied.~~

~~3.2.3 Within the North Orange County Community College District, sexual harassment is prohibited regardless of the status and/or relationship the affected parties may have.~~

~~3.2.3.1 Private, personal conduct may at some point become unwelcome. Employees placed on notice that the co-employee or student now finds the conduct unwelcome shall cease such conduct immediately. Any conduct of a sexual nature following such notice may be determined to be sexual harassment. Such conduct is subject to investigation by the District on the complaint of an individual who finds it to be unwelcome.~~

~~3.2.3.2 Employees who participate in a consensual relationship, and at some point wish to discontinue the relationship, must clearly state to the other participant that the conduct is no longer consensual or welcome, and that all such conduct must cease.~~

~~3.2.4 Employees with supervisory responsibilities who witness or receive reports of sexual harassment are required to immediately report such conduct to the District Director of Human Resources.~~

4.0 District Administrative Procedure 3410 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 ant 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.

4.0 ~~Responsible District Officer: The Vice Chancellor of Human Resources is designated by the District as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations;~~

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

BP 3430 ~~Unlawful Discrimination~~ Prohibition of Harrassment

~~and for coordinating their investigation. The actual acceptance and investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District.~~

~~5.0 Information on where to obtain specific rules and procedures for reporting charges of unlawful discrimination may be obtained by contacting the District Director of Human Resources, Anaheim Campus, 1830 W. Romneya Drive, Anaheim, CA 92801-1819, telephone (714) 808-4818.~~

~~6.0 A copy of this policy will be displayed in a prominent location in the main administrative building of each campus or other area where notices regarding the District's rules, regulations, procedures, and standards of conduct are posted.~~

~~7.0 Faculty and staff will be provided with a copy of this policy at the beginning of the first quarter or semester of the college year after the policy is adopted, or at the time of hire as a new employee.~~

~~8.0 A copy of this policy, as it pertains to students, will be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable.~~

See Administrative Procedure AP 3430.

Date Adopted: December 10, 2002

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

BP 4040 Library and Learning Support Services

Reference:

Education Code Section 78100;
Civil Code Section 1798.90;
WASC/ACCJC Accreditation Standard II

- 1.0 The District shall have library and learning support services that are an integral part of the institutions' educational programs and will comply with the requirements of the Reader Privacy Act.
- 2.0 The purpose of the college library is to actively and effectively support instruction by serving as a resource for teaching and learning. The library shall provide access to information both within and beyond the library walls. The library shall provide information resources that promote a better understanding and appreciation of the cultural, practical and aesthetic elements of the world around us. Although the general community has access to the college libraries, these libraries are for the specific support of college educational programs, students, and staff.
- 3.0 Four important functions of the libraries are to:
 - 3.1 Maintain a relevant, multi-cultural collection, which provides materials to challenge each student according to his/her abilities.
 - 3.2 Provide an environment for students and faculty that promotes the development of information competency.
 - 3.3 Provide a professional and paraprofessional staff to assist and instruct in the use of information resources.
 - 3.4 Provide leadership in assisting faculty members to promote the use of library resources in instruction and curriculum, and in the development of critical thinking by their students.

See Administrative Procedure AP4040.

Date of Adoption: June 22, 2004

Date of Last Revision: September 25, 2012

BP 3900 ~~5550~~ Speech: Time, Place, and Manner

Reference:

Education Code Sections 66301, 76120
Penal Code Section 422.6

- 1.0 The North Orange County Community College District (“the District”) is committed to assuring that all persons may exercise their constitutional rights protected under the First Amendment to the United States Constitution and article I, section 2, of the California Constitution. The District’s commitment to the exercise of free speech and free expression is not intended to convert all of the facilities maintained and/or owned by the District into public forums, limited public or designated public forums. As any owner of property, the District reserves the right to limit the use of its facilities for the exercise of free speech and free expression consistent with the United States Constitution and the California Constitution. The District’s commitment to the exercise of free speech and free expression set forth herein is not intended to permit expression and activity utilizing District facilities which is not otherwise protected by the First Amendment or article I, section 2, of the California Constitution (e.g., obscenity, illegal activity, advertising of illegal substances, defamatory speech, and speech and activity that causes substantial disruption of the orderly operation of the District’s campuses).
- 2.0 The District desires to provide the best available curriculum and facilities in order to encourage its students to matriculate, study, graduate, obtain a place of employment, or go on to obtain a further degree. This policy is designed to encourage students who want to attend class and study in a peaceful and quiet setting to do so without substantial disruption. Maintenance of an atmosphere conducive to learning on campus in order to further the educational process is essential to the District, its students, faculty, and staff.
- 3.0 This policy is intended to further the District’s substantial interests in 1) protecting student health and safety; 2) preventing substantial disruption of the learning environment and the orderly operation of District campuses; 3) preserving District facilities for their intended use; 4) coordinating multiple uses of limited space; 5) preventing unlawful, dangerous, or impermissible uses of District facilities; and 6) assuring financial accountability for damages and litter caused by the use of District facilities for speech and advocacy purposes.
- 4.0 It is the policy of the District that its interpretation of California Education Code section 76120, be consistent with the First Amendment of the United States Constitution, article I, section 2 of the California Constitution and California Education Code section 66301, and that none of the District’s regulations shall prohibit any speech or expression unless it falls outside the protection of the First Amendment to the United States Constitution an article I, section 2 of the California Constitution.
- 5.0 The campuses of the District are non-public forums, except for those areas that are designated free speech assembly area(s), which are limited public forums. Each college shall designate at least one area where peaceful assembly may take place for the purpose of free expression, exchange of ideas, and advocacy by the students and staff of the college. Such an exchange is best achieved in an atmosphere of mutual respect on the part of the speaker and the audience, recognizing the right of the speaker to be heard and the right of the

6.b.16
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BP 3900 ~~5550~~ Speech: Time, Place, and Manner

audience to listen. The Chancellor or designee shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated free speech assembly area(s).

- 6.0 The administrative procedures promulgated by the Chancellor or designee shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards designated for such use, the distribution of printed materials or petitions, and the wearing of buttons, badges, or other insignia.
- 7.0 Students shall be free to exercise their rights of free expression, subject to the requirements of this policy.
- 8.0 Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.
- 9.0 Nothing in this policy shall prohibit the regulation of hate violence, so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of article 2, section 2 of the California Constitution. Students may be disciplined for harassment, threats, or intimidation unless such speech is legally protected.

See Administrative Procedure 5550.

Date of Adoption: June 14, 2005

Date of Last Revision: August 26, 2014
March 14, 2006

BP 5700 Athletics

Reference:

Title IX, Education Amendments of 1972

Education Code Section 66271.6, 66271.8, 67360 et seq., 78223

- 1.0 The District is committed to the value of gender equity for both men and women in intercollegiate athletics and shall act affirmatively to assure gender equity in the quality and quantity of participation in athletics.
- 2.0 The District may maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities.
- 3.0 The Chancellor or designee shall assure that the athletics program complies with the California Community College Athletic Association (CCCAA) and ~~Sports Guides~~, [Sport Championship Handbooks](#), and appropriate Conference Constitution regarding student athlete participation.

Date of Adoption: June 14, 2005

Date of Last Revision: September 24, 2013
October 9, 2007

North Orange County Community College District
BOARD POLICY
Chapter 6
Business and Fiscal Affairs

BP 6700 Civic Center and Other Facilities Use

Reference:

Education Code Sections ~~81378~~; 82537; and 82542; ~~82545~~

- 1.0 The Vice Chancellor, Finance & Facilities shall establish procedures regarding the use of college property, including but not limited to facilities, equipment and supplies, by community groups and other outside contractors.

These administrative procedures shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The regulations shall include reasonable rules regarding the time, place and manner of use of District facilities. They shall assure that persons or organizations using college property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities.

- 2.0 No group or organization may use District property for purposes that discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, ~~sex (i.e., gender)~~, gender, gender identity, gender expression, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics, or on any basis prohibited by law.
- 3.0 The District will provide free usage in accordance with Education Code Section 82542(a).
- 4.0 All District property will be subject to a facility use charge in accordance with Education Code Section 82545(b-f).

See Administrative Procedures 6700.

Date of Adoption: February 12, 2002

Date of Last Revision:

6.b.19
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old subsections 4.0, 5.0, 6.0, 7.0, and 8.0 were deleted. The District Consultation Council has approved revised Administrative Procedure 3410, Unlawful Discrimination, and agreed on the deletion of old Administrative Procedure 3430, Unlawful Discrimination. Board Policies 3410 and 3430 will both refer readers to Administrative Procedure 3410, Unlawful Discrimination, for filing complaints.

Chapter 4, Academic Affairs, BP4040, Library Services: Title change to “Library and Learning Support Services,” to align with terminology used in accreditation standards; section 1.0 was revised; and the Accreditation Standard was added to the “Reference” section.

Chapter 5, Student Services, BP5550, Speech: Time, Place, and Manner: CCLC recommends placing this policy and correlating administrative procedure in Chapter 3, General Institution, as BP3900 since this applies to everyone, not just students. There are no other revisions.

Chapter 5, Student Services, BP5700, Athletics: The name of “Sports Guides” was changed to “Sport Championship Handbooks” in section 3.0

Chapter 6, Business & Fiscal Affairs, BP6700, Civic Center and Other Facilities Use: This was revised to add military and veteran status as a protected status in section 2.0, along with additional verbiage, and the Ed. Codes were updated.

The District Consultation Council reached consensus on the preceding revised Board Policies on February 23, 2015.

How does this relate to the five District-wide Strategic Directions? This item responds to District Strategic IV: 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, Policy and Administrative Procedures.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable

RECOMMENDATION: It is recommended that the Board receive the following proposed, revised Board Policies, and direct that they be placed on the April 14, 2015, Board meeting agenda for action:

- **Chapter 1, The District, BP1001, Mission, Vision, & Values Statements**
- **Chapter 2, Board of Trustees, BP2410, Policy and Administrative Procedures**
- **Chapter 2, Board of Trustees, BP2435, Evaluation of Chancellor**

- **Chapter 3, General Institution, BP3410, Nondiscrimination (renamed Unlawful Discrimination)**
- **Chapter 3, General Institution, BP3430, Unlawful Discrimination (renamed Prohibition of Harassment)**
- **Chapter 4, Academic Affairs, BP4040, Library Services**
- **Chapter 5, Student Services, BP5550, changed to BP3900, Speech: Time, Place, and Manner**
- **Chapter 5, Student Services, BP5700, Athletics**
- **Chapter 6, Business & Fiscal Affairs, BP6700, Civic Center and Other Facilities Use**

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

Fred Williams

Recommended by

Approved for Submittal

6.b.3

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 24, 2015

SUBJECT: Resolution
Board of Trustees
Excused Absence

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

BACKGROUND: Pursuant to Board Policy 2725, Board Member Compensation, Board members may be paid for meetings when they are absent, if the Board adopts a Resolution verifying that the absence is excused.

Education Code Section 72425, Subdivision (c) reads as follows:

A member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes, finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district.

How does this relate to the Five District Strategic Directions? This item responds to 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 compliance with Board Policy 2725, Board Member Compensation.

FUNDING SOURCE AND FINANCIAL IMPACT: This will be charged against the funds of the District.

RECOMMENDATION: It is recommended that the Board adopt Resolution No.14/15-06, Student Trustee Absence, verifying that Student Trustee Stephen Tith was absent on March 10, 2015, due to illness and, therefore, eligible to receive compensation for the Regular Board meeting held on that date. A signed Affidavit from Mr. Tith verifying his absence due to illness will be on file in the Chancellor's Office.

Fred Williams

Recommended by

Approved for Submittal

6.c.1

Item No.

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**



Resolution 14/15-06, Trustee Absence

WHEREAS, Education Code Section 72425(c) states:

(c) A member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district.

NOW, THEREFORE, BE IT RESOLVED that the Trustee named below was absent from the Regular Board meeting of March 10, 2015, due to illness, and therefore, eligible to receive compensation for the meeting held on that date.

STUDENT TRUSTEE

Stephen Tith

AYES:

NOES:

ABSENT:

ABSTAINING:

DATE ADOPTED: March 24, 2015

6.c.2
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action X

Resolution _____

DATE: March 24, 2015

Information _____

SUBJECT: California Community College Trustees
Board of Directors Election

Enclosure(s) X

BACKGROUND: The Board is asked yearly to vote to fill certain vacancies on the Board of Directors of the California Community College Trustees (CCCT). There are seven (7) seats up for re-election. Each member community college district 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 seven candidates who receive the most votes will serve three-year terms.

Those who have been nominated for election to the CCCT Board are listed on the attached copy of the ballot.

How does this relate to the District-wide Strategic Plan? 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 Trustees Board of Directors election at this time. Official ballots must be returned to the League office, postmarked no later than April 26, 2015.

Fred Williams
Recommended by

Approved for Submittal

6.d.1
Item No.



**CCCT 2015 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 January 26, 2015 random drawing.

- *Ann H. Ransford, Glendale CCD
- *Janet Chaniot, Mendocino-Lake CCD
- Richard Watters, Ohlone CCD
- *Bernard "Bee Jay" Jones, Allan Hancock CCD
- Don Edgar, Sonoma County CCD
- Brent Hastey, Yuba CCD
- Janet Green, Riverside CCD
- Bill Freeman, Hartnell CCD
- *Doug Otto, Long Beach CCD
- *M. Tony Ontiveros, North Orange County CCD

WRITE-IN CANDIDATES

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

* Incumbent

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 24, 2015	Resolution	<u> x </u>
SUBJECT:	Board of Trustees Resolution in Support of Changes to Community College Funding to Include Differential Funding for High Cost Career Technical Education Programs	Information	<u> </u>
		Enclosure(s)	<u> </u>

BACKGROUND: Over the past 50 years, California community colleges (CCC) have built extensive educational programs that provide for certificated and degree employment, responding to the educational needs of their respective communities, and contributing to a skilled workforce. Unfortunately, the cost of running some of those programs can be prohibitive. A recent report by the Institute for Higher Education Leadership Policy found that California's current funding structure creates a fiscal disincentive to support high cost programs. At the North Orange County Community College District, we know that many Career Technical Education (CTE) programs receive less in FTES funding than they cost to operate, with some healthcare related programs funded at only one-quarter to one-half of their actual operating costs.

NOCCCD urges the Governor's Office and state legislators to provide additional support of high cost, high demand CTE programs through differential funding that can allay the increased cost of performing the services necessary for a college student to earn a certificate or degree; and which can allay the high cost due to mandate low teacher to student ratios, high equipment and maintenance costs. The NOCCCD supports legislation that would secure differential funding for necessary career technical education demand.

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

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable

RECOMMENDATION: It is recommended that the Board adopt Resolution No. 14/15-06, In Support of Changes to Community College Funding to Include Differential Funding for High Cost Career Technical Education Programs.

Fred Williams

Recommended by

Approved for Submittal

6.e.1

Item No.

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**



**Resolution No. 14/15-06, in Support of Changes to Community College Funding to Include
Differential Funding for High Cost Career Technical Education Programs**

WHEREAS, California Community Colleges have built extensive depth and breadth of educational programs over the past 50 years that provide for certificated and degree employment, responding to the educational needs of their respective communities, and contributing to a skilled workforce that in turn, provides the economic vitality necessary for the next few decades and delivers upon the national and state mandates for a qualified workforce;

WHEREAS, 2013-14 Assembly bill (AB977) requested that the CCC Chancellor convene a group of experts in Career Technical Education, business, or industry to research ways to address issues related to implementing differential funding for credit bearing, high cost, high demand courses at the community colleges;

WHEREAS, for the community colleges, credit courses are currently funded at \$4,636 per full-time equivalent student (FTES), non-credit courses are funded at \$2,788 per FTES, and 'enhanced non-credit' courses are funded at \$3,283 per FTES;

WHEREAS, many of the North Orange County Community College District's Career Technical Education (CTE) programs receive less in FTES funding than they cost to operate with some healthcare related programs funded at only one-quarter to one-half of their actual operating costs;

WHEREAS, a recent report by the Institute for Higher Education Leadership Policy found that California's current funding structure creates a fiscal disincentive to support high cost programs;

WHEREAS, the California Community Colleges System Strategic Plan 2013 update states in Strategic Goal C: "Partnerships for Economic and Workforce Development strengthen the Colleges' capacity to respond to current and emerging labor market needs and to prepare students for a global economy;"

WHEREAS, the Donahoe Higher Education Act states: "A primary mission of the California Community Colleges is to advance California's economic growth and global competitiveness through education, training, and services that contribute to continuous work force improvement," and further states "The California Community Colleges shall, as a primary mission, offer academic and vocational instruction at the lower division level;"

WHEREAS, the Economic and Workforce Development (EWD) program within the CCC Chancellor's Office exists to bridge the gap between workforce needs and skills training provided by the community colleges and therefore is a priority of local and state businesses;

THEREFORE, BE IT RESOLVED, that the North Orange County Community College District requests additional support of high cost, high demand career technical education programs through differential funding that can allay the increased cost of performing the services necessary for a college student to earn a certificate or degree; and which can allay the high cost due to mandated low teacher to student ratios, high equipment and maintenance costs. The North Orange County Community College District supports legislation that would secure differential funding for necessary career technical education demand.

Dated: March 24, 2015

M. Tony Ontiveros, President