



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

CITY COLLEGE – MESA COLLEGE – MIRAMAR COLLEGE – CONTINUING EDUCATION

DISTRICT GOVERNANCE COUNCIL

February 1, 2017

3:00 p.m. – Room 245

AGENDA

- *1.0 Review Minutes of January 18, 2017
- *2.0 Review of Board Agenda for February 9, 2017
- 3.0 Additional Agenda Items
- 4.0 State Budget Update Dowd
- *5.0 New Instructional Services Procedures Bulger
- *6.0 Strategic Plan 2017-2021 and Bulger
Annual Update 2014-2015
- 7.0 Roundtable

*Attachments

Next DGC MEETING scheduled: Wednesday, February 15, 2017 – 3:00 p.m.
District Office – Room 245

Visitors and observers are welcome. The District Governance Council (DGC) follows an open process and conducts open meetings. However, because of limited space, we ask that visitors sit in the extra chairs provided against the walls to leave room available at the table for voting DGC members. Your help is appreciated.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE – MESA COLLEGE – MIRAMAR COLLEGE – CONTINUING EDUCATION

DISTRICT GOVERNANCE COUNCIL MINUTES

January 18, 2017

Present: Akers, Beresford, Bocaya, Bulger, Cortez, Fremland, Hsieh, Keyser (for Dowd), Kilmer (for Whisenhunt), Larson, Luster, Manis, McMahon, Murphy, Neault, Payne, Surbrook, Watkins, Weinroth, Woods, and Chairperson Chancellor Carroll

Absent: Dowd, Hubbard, Kovrig, Whisenhunt

1. APPROVAL OF MINUTES

The minutes of December 7, 2016, were approved.

2. REVIEW OF BOARD AGENDA

The agenda for the January 26, 2017, Board Meeting was opened for review by Chancellor Carroll. Each item was discussed and satisfied.

3. GOVERNOR'S BUDGET 2017-2018

Chancellor Carroll outlined key points of the Governor's proposed budget, including a COLA of 1.48%; growth funding for community colleges at 1.34%; an increase in the base allocation for operating costs; and continuing support for student success and equity programs. Advocacy efforts are expected to aim toward further increases in growth funding before the release of the May Revision and adoption by the legislature.

4. IMMIGRATION GUIDANCE

Chancellor Carroll passed out a draft resolution that is expected to be adopted by the Board of Trustees at their next meeting. The resolution provides a framework showing the District's commitment to providing high quality education to all students without regard to any condition including race, ethnicity, heritage, national origin, immigration status, religion, age, gender, gender identity, medical condition or disability. Vice Chancellor Neault shared a letter to students outlining and ensuring protections following recent immigration concerns raised by students.

5. STUDENT SERVICES POLICIES AND PROCEDURES REVIEW

Vice Chancellor Neault shared revisions to BP 0210 that will go for final adoption at the next Board meeting and revisions to AP 2510. DGC members accepted changes. She also explained the new AP 5310, addressing student access to shower facilities, including operating guidelines to allow access to homeless students.

6. NEW INSTRUCTIONAL SERVICES PROCEDURES

Vice Chancellor Bulger handed out copies of new procedures and asked the Council to review them and note any revisions. The procedures will be open for discussion at the next DGC meeting.

7. AP 6520 – SECURITY FOR DISTRICT PROPERTY

Vice Chancellor Manis brought AP 6520 for review asking members to send him any comments or suggestions for revision.

8. AB 1732 – GENDER NEUTRAL RESTROOMS / DISCUSSION

Vice Chancellor Manis opened discussion regarding upcoming changes to restrooms throughout the District, asking members to choose from several signage samples. After discussion, members chose to display text rather than images, to read:

All-Gender Restroom

This restroom may be used by any person regardless of gender identity or expression.

Adjourned 4:21 p.m.

Chancellor's Office & Board of Trustees

2:20 p.m.	Call to Order	Room L-105, LLRC Auditorium
2:30 p.m.	Closed Session	Room L-107, LLRC
3:30 p.m.	Board Open Door Session	Room L-108, LLRC
4:00 p.m.	Miramamar College Campus Meeting	Room L-105, LLRC Auditorium
5:00 p.m.	Regular Business Meeting	Room L-105, LLRC Auditorium

**SAN DIEGO MIRAMAR COLLEGE CAMPUS MEETING
SAN DIEGO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
THURSDAY, FEBRUARY 9, 2017**

- I. Welcome from College President** Patricia Hsieh
- II. Greetings from Academic Senate President** Marie McMahon
Greetings from Classified Senate President Terrie Hubbard
Greetings from Associated Student Governance President Ricardo Marin III
- III. Access, Equity, Completion, Success, & Career** Marie McMahon (Faculty)
 - a.) Outreach – Introducing Students to Miramar College...** Vuong Nguyen (Classified)
Iliana Pulido (Student)
Gabriel Ramos (Student)
Joaquin Cepeda (Student)
 - b.) Workforce Investment Opportunity Act (WIOA) at Miramar College** Karen Overklift (Biocom Institute)
 - c.) Supporting/Facilitating the Student Experience at Miramar College** Anne Gloag (Faculty)
 - ❖ *Concept to Creation: How Miramar College Faculty are Embracing Open Resources in Education* Duane Short (Faculty)
Alex Mata (Faculty)
Jason Librande (Faculty)
 - ❖ *Miramamar Student Emergency Food Pantry* Laura Gonzalez (Faculty)
Laura Pecenco (Faculty)
 - d.) Tracking and Recruitment of the Qualified Miramar College Alumni** Mary Kjartanson (Faculty)
Marie McMahon (Faculty)
Jon Frichtel (Alumnus)
Jon Alva (Alumnus)
Richard Abitria (Alumnus)
- IV. Partnerships in Practice through Applied Learning & Student Engagement** David Wilhelm (Faculty)
Joshua Nunn (Student)
Brian Huh (Student)
Lisa Schloss (Student)
Michelle Malham (Student)
Isiah Turner (Student)
Suzie Colby (SAY San Diego)
- V. Closing** Patricia Hsieh

9 BOARD POLICIES

- 9.01** Consideration and adoption of the changes and additions to the following Chapter 3 – General Institution Policy (First Reading 1/26/17):
BP 0210 Academic Senate and Faculty Council

11 INSTRUCTIONAL SERVICES

- 11.01** Consideration and approval of new or revised courses and programs.
- 11.02** In the matter of the District's Allied Health Occupations and Alcohol and Other Drug Studies programs authority is requested to enter into agreements with health care agencies for use of clinical facilities by students enrolled in District Health Occupations and Alcohol and Other Drug Studies Programs during the 2016-2017 fiscal year.

13 BUDGET AND FINANCE

- 13.01** In the matter of the 2016-2017 General Fund/Restricted Disabled Student Programs and Services (DSPS) Districtwide budget from the California Community Colleges Chancellor's Office (CCCCO), authority is requested to:
1. Decrease the 2016-2017 Deaf and Hard-of-hearing (DHH) budget allocation in the amount of \$997 decreasing the budget from \$493,705 to \$492,708; and
 2. Increase the budget allocation in the amount of \$77,771 to provide services to students with disabilities through the Disabled Student Programs and Services (DSPS) Program, increasing the DSPS budget from \$4,161,086 to \$4,238,857.
- 13.02** Approval of the District's Report of Participation in the San Diego County Investment Pool for the period ending December 31, 2016.
- 13.03** Approval of the 2016-17 Second Quarter Financial Report, CCFS-311Q.

14 HUMAN RESOURCES

- 14.01** Certification of short-term personnel service effective on or after February 10, 2017, per California Education Code Section 88003.
- 14.02** Approval of academic, classified, substitute and student personnel actions relating to appointments, assignment changes, salary changes, status changes, leaves of absence, separations and volunteerism during the period January 1, 2017, through January 31, 2017.
- 14.03** In the matter of San Diego Mesa College Business Services, effective March 16, 2017, and contingent upon review by Human Resources, authority is requested to:
1. Delete a 1.0 vacant Accounting Technician position (#006731), Range 21 (\$3,375.53-\$5,388.12) AFT Classified Staff, Office/Technical Unit; and
 2. Establish a 1.0 Administrative Technician position (#00120130), Range 22 (\$3,473.44-\$5,544.41) AFT Classified Staff, Office/Technical Unit.
- 14.04** In the matter of the Title III HSI STEM Conexiones Grant and The Basic Skills Outcomes and Transformations Grant (BSSOT) at San Diego Mesa College, effective March 1, 2017, authority is requested to (contingent upon review by Human Resources) establish 1.0 Research & Planning Analyst position (#00120131), Range 13 (\$5,700.34-\$9,516.94) Supervisors & Professional Administrators Association.

~Tentative items for DGC review~

14 HUMAN RESOURCES (Continued)

- 14.05** In the matter of the Title III HSI STEM grant at San Diego Mesa College, effective March 1, 2017, authority is requested to (contingent upon review by Human Resources) establish 1.0 Administrative Technician position (#00120132), Range 22 (\$3,473.44-\$5,544.41) AFT Classified Staff, Office Technical unit.
- 14.06** In the matter of the reorganization of the District's Business and Technology Services' Fiscal Services department (Restricted Funds area), effective April 1, 2017, authority is requested to (contingent upon review by Human Resources):
1. Delete 1.0 vacant Accounting Technician position (#007682), Range 21 (\$3,375.53-\$5,388.12) AFT Classified Staff Office/Technical Unit; and
 2. Establish 1.0 District Office Accounting Specialist position (#00120133), Range 27 (\$4,077.22-\$6,508.16) AFT Classified Staff Office/Technical Unit.
- 14.07** In the matter of the California Community Colleges Employee of the Year Award for 2017, authority is requested to endorse the nomination of Anabel Pulido (Digital Communications Specialist – San Diego Mesa College) as the San Diego Community College District's nominee, and direct that nomination form be submitted to the California Community Colleges Chancellor's Office for consideration.

15 FACILITIES, BUILDINGS AND REAL ESTATE

- 15.01** In the matter of surplus property at the former Centre City Continuing Education Campus, authority is requested to enter into a ground lease for the property and for:
1. Adoption of Intention relative to the ground lease; and
 2. Approval of said ground lease and authorization for the Vice Chancellor, Facilities Management, to proceed with the Ground Lease Request for Proposal process.
- 15.02** Authority to enter into a contract with Christian Wheeler Engineering to provide material testing and inspection services for the Miramar College Parking Structure project.
- 15.03** Authority to enter into an Energy Server Use and License Agreement with ESA Project Company, LLC (aka Bloom Energy) to provide a 750 kW fuel cell energy producing system at Miramar College, San Diego Community College District.

16 INFORMATION ITEMS

- 16.01** Presentation on Open Educational Resources Survey Results.

Instructional Services

Policies & Procedures

New Procedures Specific to Accreditation

AP 5019	Instructional Program Review
AP 5020	Curriculum Development
AP 5021	Instructional Program Discontinuance
AP 5022	Course Approval
AP 5025	Philosophy and Criteria for Associate Degrees and General Education
AP 5026	Philosophy and Criteria for Certificates
AP 5050	Articulation
AP 5102	Career Technical Education Programs
AP 5105	Distance Education
AP 5260	Prerequisites, Corequisites, Limitations on Enrollment and Advisories



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5019

Administrative Procedure Chapter 4 – Academic Affairs

AP 5019 INSTRUCTIONAL PROGRAM REVIEW

References:

Education Code Section 78016;
California Code of Regulations, title 5, sections 51022 and 55130;
WASC/ACCJC Accreditation Standard II.A.16

For the purposes of this procedure, a program shall be defined as a field of study with one or more related certificates and degrees.

A program review process shall be established by the colleges and Continuing Education which:

- I. Meets accreditation standards and Education Code, California Code of Regulations, title 5;
- II. Includes procedures for regular review of instructional programs;
- III. Ensures career technical education programs are reviewed at least every two years; and
- IV. Ensures all other programs are reviewed at least every five years.

The Board of Trustees shall make the final decision regarding changes to instructional programs.

Date Approved:

(This is a new procedure)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5020

Administrative Procedure Chapter 4 – Academic Affairs

AP 5020 Curriculum Development

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;

WASC/ACCJC Accreditation Standard II.A;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended

DEFINITIONS

Curriculum:

All categories of courses, degrees, and certificates offered by the colleges and Continuing Education in accordance with Education Code and California Code of Regulations, title 5.

Credit Hour:

For purposes of federal financial aid eligibility, a “credit hour” shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately **[15 weeks for one semester or trimester hour of credit], [or 10 to 12 weeks for one quarter hour of credit]**, or the equivalent amount of work over a different amount of time;
or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Clock Hour: If the college offers courses based on “clock hours,” it follows Federal standards for clock-to-credit hour conversions in accordance with 34 CFR §600.2 and §668.8(l)(2).



PURPOSE AND DESCRIPTION

- The purpose of the curriculum approval process is to ensure the following:
- I. The District will rely primarily upon the Academic Senate(s) for all recommendations pertaining to new or revised, courses, degrees, and certificates. These recommendations must be approved by college/Continuing Education Curriculum Committee(s) and the Curriculum Instructional Council (CIC) prior to approval by the Board of Trustees and submission to the State Chancellor's Office as required; and
 - II. All course outlines of record are current and aligned with transfer requirements and industry practices as appropriate.
 - III. Curriculum is reviewed and approved in a timely fashion—credit curriculum changes will meet established timelines in order to ensure inclusion in the catalog as stated in the District Instructional Services office curriculum calendar for catalog and schedule timelines;
 - IV. Educational awards comply with national and state statutes, regulations, District policy, local approval and/or accrediting agencies, good practice and the philosophy, mission, and goals of the Colleges or Continuing Education; and
 - V. Awards are appropriate for the mission of the community college; and
 - VI. Reporting and accrediting agencies' requirements are met.

The Chancellor or designee shall develop credit curriculum approval processes that ensure:

- I. An annual timeline for submission of new curriculum proposals and modifications is published prior to the start of each academic year;
- II. Faculty (contract and adjunct) may initiate curriculum proposals.
- III. Students; administrators; College, Continuing Education and District councils and committees; members of the Board of Trustees; and members of the community may suggest curriculum.
- IV. Alignment of courses is maintained across the District in order to accommodate student mobility between and among the colleges. (See AP 5022);
- V. Courses in aligned subject areas (those offered at more than one college and Continuing Education) are reviewed and approved by the curriculum committees of each institution that offers the subject area;



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5020

-
- VI. Courses are not duplicated;
 - VII. All certificates, degrees, and courses follow the California Community Colleges Chancellor's Office approval criteria;
 - VIII. All curricula follows accreditation standards and all other applicable federal and state regulations;
 - IX. Effective, efficient and participatory decision-making, processes for review and approval of curriculum proposals;
 - X. Each course is assigned to one subject area;
 - XI. Each course is assigned to at least one discipline;
 - XII. Each degree and certificate is assigned to one program;
 - XIII. Aligned subject areas are assigned to a "discipline dean" to coordinate any district-wide issues or concerns;
 - XIV. Mandatory curriculum review by:
 - (1) A librarian at the originating college;
 - (2) Tech Review Liaison at the originating college;
 - (3) The Articulation Officer at the originating college;
 - (4) The Curriculum Chair at the originating college; and
 - (5) The CIC Chair.
 - XV. Optional curriculum review by:
 - (1) Discipline faculty at all colleges that offer a course in the subject area;
 - (2) Department chair at all colleges that offer a course in the subject area;
 - (3) Appropriate dean at all colleges that offer a course in the subject area;
and
 - (4) Vice President of Instruction at all colleges that offer a course in the subject area.
 - XVI. Submission to the Board of Trustees for:
 - (1) New course proposals;
 - (2) Course deactivations (no longer active at any college);
 - (3) Course reactivations (not active at any college);
 - (4) New awards (Baccalaureate Degrees, Associate Degrees, Associate Degrees for Transfer, Certificates of Achievement, Certificates of Performance);
 - (5) Award deactivations; or
 - (6) Awards with revisions that change the courses required for the major or area of emphasis (including required electives).
 - XVII. Submission to the California Community Colleges Chancellor's Office in accordance with the requirements in the current edition of the Program and Course Approval Handbook;



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5020

- XVIII. Submission to the appropriate accrediting agency:
- XIX. Educational awards shall comply with national and state statutes, regulations, District policy, local approval and/or accrediting agencies, good practice, and the philosophy, mission and goals of the college;
- XX. Prerequisites and corequisites for career technical courses shall be reviewed every two years; and
- XXI. All courses shall be reviewed at least once every six years.

The Chancellor or designee shall develop noncredit curriculum approval processes that ensure:

- I. An annual timeline for submission of new curriculum proposals and modifications is published prior to the start of each academic year;
- XXII. Faculty (contract and adjunct) may initiate curriculum proposals.
- XXIII. Students; administrators; College, Continuing Education and District councils and committees; members of the Board of Trustees; and members of the community may suggest curriculum.
- XXIV. Alignment of courses is maintained across the District in order to accommodate student mobility between and among the colleges. (See AP 5022);
- XXV. Courses in aligned subject areas (those offered at more than one college and Continuing Education) are reviewed and approved by the curriculum committees of each institution that offers the subject area;
- XXVI. Courses are not duplicated;
- XXVII. All certificates and courses follow the California Community Colleges Chancellor's Office approval criteria;
- XXVIII. All curricula follows accreditation standards and all other applicable federal and state regulations;
- XXIX. Effective, efficient and participatory decision-making, processes for review and approval of curriculum proposals;
- XXX. Each course is assigned to one subject area;
- XXXI. Each course is assigned to at least one discipline;
- XXXII. Each degree and certificate is assigned to one program;
- XXXIII. Mandatory curriculum review by:
 - (1) Tech Review Liaison at the Continuing Education;
 - (2) The Curriculum Chair; and
 - (3) The CIC Chair.
- XXXIV. Optional curriculum review by:
 - (1) Discipline faculty that offer a course in the subject area;



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5020

-
- (2) Department chair that offers a course in the subject area;
(3) Appropriate
(4) Vice President of Instruction;
- XXXV. Submission to the Board of Trustees for:
(1) New course proposals;
(2) Course deactivations (no longer active);
(3) Course reactivations (not active);
(4) New awards (Certificates of Performance, Certificates of Completion, Certificates of Competency, High School Diploma Programs);
(5) Award deactivations; or
(6) Awards with revisions that change the courses required for the major or area of emphasis (including required electives).
- XXXVI. Submission to the California Community Colleges Chancellor's Office in accordance with the requirements in the current edition of the Program and Course Approval Handbook;
- XXXVII. Submission to the appropriate accrediting agency;
- XXXVIII. Educational awards shall comply with national and state statutes, regulations, District policy, local approval and/or accrediting agencies, good practice, and the philosophy, mission and goals of the college;
- XXXIX. Prerequisites and corequisites for career technical courses shall be reviewed every two years; and
- XL. All courses shall be reviewed at least once every six years.

Date Approved:



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5021

Administrative Procedure Chapter 4 – Academic Affairs

AP 5021 INSTRUCTIONAL PROGRAM DISCONTINUANCE

References:

Education Code Section 78016;

California Code of Regulations, title 5, sections 51022 and 55130;

WASC/ACCJC Accreditation Standard II.A.15

A program may be discontinued by the Board of Trustees based upon evidence that the criteria for program approval is no longer met, as set forth in California Code of Regulations, title 5, section 55130 and Education Code section 78016. For the purposes of this procedure, a program shall be defined as a field of study with one or more related certificates and degrees.

Program discontinuance procedures shall be established by the Colleges and Continuing Education based on the recognition that the responsibility for program discontinuance is shared cooperatively between the Academic Senate and administrators. The procedures shall include the following criteria:

- I. Steps to monitor the impact on other areas including articulation, transfer agreements, as well as student notification, transition and assistance in program completion;
- II. A detailed plan and recommended timeline for phasing out the program with the least impact on students, faculty, staff, and the community;
- III. A plan for currently enrolled students to continue their academic award, such as a teach-out plan, or a plan for them to meet their educational objectives through alternative means; and
- IV. A plan that ensures an open and transparent participatory governance process in generating any recommendation to the Board of Trustees regarding program discontinuance.

The Board of Trustees shall consider any recommendation for program discontinuance from the Chancellor at a meeting of the Board in accordance with its regular processes and procedures. The Board shall take into account all information generated in



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5021

accordance with these procedures, and any other information determined to be appropriate by the Board, in their consideration of the recommendation.

In all cases of program discontinuance, care must be taken to monitor the impact on other areas including articulation, transfer agreements, as well as student notification, and transition and assistance in program completion. Opportunities for retraining and reassignment of persons affected by program discontinuance will be managed in keeping with the practices of the District.

The Board of Trustees shall make the final decision regarding the discontinuance of programs.

Date Approved:

(This is a new procedure)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5022

Administrative Procedure
Chapter 4 – Academic Affairs

AP 5022 COURSE APPROVAL

Reference:

California Code of Regulations, title 5, section 55100

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

Date Approved:



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5025A

Administrative Procedure Chapter 4 – Academic Affairs

AP 5025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREES AND GENERAL EDUCATION

References:

California Code of Regulations, title 5, Sections 55061; 55070, 55072, 51022, 55130, 55600 et seq.
Education Code: Section 70901, 70902, 78106
WASC/ACCJC Accreditation Standard II.A.

Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) Degrees

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) degree is intended for students who plan to complete a baccalaureate degree in a similar major at a CSU campus. Each AA-T or AS-T is accepted by some but not all CSU campuses.

The following is required for all AA-T and AS-T degrees:

- I. 60 CSU transferable semester units;
- II. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some CSU campuses and majors may require a higher GPA;
- III. Completion of all required courses in the major with a grade of “C” or better. A “P” (pass) grade meets this requirement.
- IV. Completion of the CSU General Education-Breadth pattern or the Intersegmental General Education Transfer Curriculum pattern.

Associate of Arts (AA) and Associate of Science (AS) Degrees

The Associate of Arts (AA) or Associate of Science (AS) degree is intended for students interested in career technical education or transfer preparation. All associate degrees shall be one of two general types: associate of arts or associate of science.

- I. The “Associate of Science” (AS) degree will be awarded in the areas of science, technology, engineering or mathematics; or areas of career technical education; and



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5025A

-
- II. The “Associate of Arts” (AA) degree will be awarded in all areas not included in subdivision A).

The following is required for all AA and AS degrees:

- I. 60 associate degree applicable semester units;
- II. Minimum grade point average (GPA) of at least 2.0 in the 18-unit general education requirement;
- III. Minimum GPA of at least 2.0 in all associate degree applicable courses;
- IV. Completion of all required courses in the major with a grade of “C” or better. A “P” (pass) grade meets this requirement.
- V. Completion of District Residency Requirements:
 - (1) A minimum of 12 associate degree applicable semester units completed in residence at the College awarding the degree; and
 - (2) A minimum of 6 semester units in the major completed in residence at the College awarding the degree.
- VI. District competencies completion of:
 - (1) Competence in English composition shall be demonstrated by obtaining a satisfactory grade in an English course at the level of freshman composition or equivalent; and
 - (2) Competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of intermediate algebra or equivalent; by obtaining a satisfactory grade in another locally approved mathematics course at the same level, with the same rigor and with elementary algebra as a prerequisite; or by completing an assessment and achieving a score determined to be comparable to satisfactory completion of the specified mathematics course.
 - i. One of the following General Education options;
 - a) Option 1 San Diego Community College District General Education and District Requirements including:
 1. American Institutions/California Government;
 2. Health Education;
 3. Exercise Science Activity ; and
 4. Multicultural Studies.
 - b) Option 2 CSU General Education Breadth (CSU GE Pattern);
 - c) Option 3 Intersegmental General Education Transfer Curriculum (IGETC) pattern;



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5025A

-
- d) Option 4 SDCCD General Education Requirements.
Students selecting this option should meet with a counselor to determine the appropriate General Education courses for their individual transfer goals. Note Option 4 is only available for transfer students with a declared major in liberal arts and sciences degrees or a degree designed transfer students as specified in the college catalog; or
 - e) Option 5
Students who submit an official transcript showing they have earned a baccalaureate degree from a regionally accredited institution will have satisfied the SDCCD associate degree general education and District requirements by having previously completed the baccalaureate degree.
- (3) A minimum of 18 semester (27quarter) units of general education, including a minimum of three semester (four quarter) units in each of the areas
- i. Language and Rationality;
 - ii. English Composition;
 - iii. Communications and Analytical Thinking.
 - iv. Natural Sciences;
 - v. Humanities; and
 - vi. Social and Behavioral Sciences;

The remaining of the unit requirement is also to be selected from among the four divisions of learning or as determined by local option

Program Recency

Program Recency may be established to require major courses to be completed within a minimum of 36 months prior to the date of awarding the degree or certificate and shall:

- I. Be established by discipline faculty only if it has been determined a significant lapse of time will have an impact on a student's ability to successfully fulfill the goals and objectives;
- II. Be stated in the official outline of record; and
- III. Be required of all students in the program.

Date Approved:



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5026

Administrative Procedure Chapter 4 – Academic Affairs

AP 5026 PHILOSOPHY AND CRITERIA FOR CERTIFICATES

References:

California Code of Regulations Title 5: Sections 51022, 55060 et Seq., 55070, 55072, 55130, 55600 et seq.

Education Code: Section 70901, 70902, 78106

WASC/ACCJC Accreditation Standards: II.A, II.A.3

This procedure implements:

Certificates of Achievement

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

The following is required for all Certificates of Achievement:

- I. Complete all required courses in the certificate with a grade of "C" or better. A "P" (pass) grade meets this requirement;
- II. Meet all standards for admission to the desired certificate program; and
- III. A minimum of six semester units of required courses in the certificate completed in residence at any of the colleges in the San Diego Community College District.

Certificates of Performance

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

The following is required for all Certificates of Performance:

- I. Complete all required courses in the certificate with a grade of "C" or better. A "P" (pass) grade meets this requirement; and
- II. All courses required for the certificate must be completed in residence at any of the colleges in the San Diego Community College District. Course substitutions or course



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5026

equivalencies from other colleges may not be used to satisfy certificate of performance requirements.

Certificates of Completion

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

The following is required for all Certificates of Completion:

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

Certificates of Competency

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

The following is required for all Certificates of Competency:

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

High School Diploma Programs

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

The following is required for all High School Diploma Programs:

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

- I. Under Option 1, students must earn a total of 40 semester credits:
 - (1) Credit for appropriate senior high (grade 9-12) courses taken in Grades 7 or 8 may be applied to a high school diploma;



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5026

- (2) Credit may be given for previous education, but no high school credit may be awarded for religion classes.
- II. Under Option 2, students must earn a minimum of 24 semester credits. Credits may be given for previous education.

Date Approved:



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5050

Administrative Procedure Chapter 4 – Academic Affairs

AP 5050 ARTICULATION

References:

Education Code Sections 66720-66744;
Title 5 Section 51022(b);
WASC/ACCJC Accreditation Standard II.A.10

The Colleges shall actively participate in articulation efforts to benefit prospective and current students for a smooth transition between colleges and other educational institutions. These efforts shall support student success by establishing, updating, and disseminating articulation agreements with regionally accredited universities to reduce barriers for students when transferring to another institution. Articulation agreements shall be designed to reduce the loss of credit or repetition of coursework from one institution to another, complete the educational goal in a timely fashion, and assure that students have the proper instruction and academic preparation to be successful at the next institution.

The College Articulation Officer shall coordinate and maintain articulation agreements with regionally accredited colleges and universities. Articulation activities shall be guided by the procedures outlined in the current edition of the California Articulation Policies and Procedures Handbook published by the California Intersegmental Articulation Council, a professional organization of California Community College and University Articulation Personnel.

The College Articulation Officer shall:

- Work with instructional faculty to design and develop transferable courses
- Identify courses needing articulation with baccalaureate level institutions;
- Identify comparable courses at other regionally accredited colleges and universities;



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5050

- Propose courses to universities and appropriate committees for articulation approval; and
- Maintain documentation of each agreement consisting of a formal written agreement is between the “sending” college identifying courses (or a sequence of courses) that are comparable to, or can be taken in lieu of, courses at the “receiving” university.

The College Articulation Officer shall develop agreements with receiving universities and systems, including the UC and CSU systems, as well as private/independent or out-of-state universities where patterns of student transfer are identified, and when such agreements would benefit the transfer process at both the receiving institution and the College. These agreements should ensure the college’s transfer courses meet university:

- Baccalaureate degree credit requirements, including the UC Transfer Credit Agreement (UC TCA);
- General education requirements, including the CSU General Education – Breadth (CSU GE) pattern and the Intersegmental General Education Transfer Curriculum (IGETC); and
- Major preparation requirements.

In addition, the College Articulation Officer shall work with discipline faculty to participate in statewide articulation programs administered through the California Community College system, including:

- Associate Degrees for Transfer (ADTs); and
- The Course Identification Number (C-ID).

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

The colleges shall not form articulation agreements with non-regionally accredited institutions.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5050

Date Approved:

(This is a new procedure)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5102

Administrative Procedure Chapter 4 – Academic Affairs

AP 5102 CAREER TECHNICAL EDUCATION PROGRAMS

References:

Title 5 Sections 55600 et seq.;

34 Code of Federal Regulations Part 600 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

WASC/ACCJC Accreditation Standard II.A.14

Ed Code 78016

Consistent with federal regulations pertaining to federal financial aid eligibility, the Chancellor or designee shall ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website.

The Chancellor or designee shall establish processes to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

Career Technical Education Program Advisory Committees

California Code of Regulations, title 5, Section 55601 requires that each career and technical education program have a vocational education advisory committee to develop recommendations on the program and to provide liaison between the district and potential employers. The committee shall consist of one or more representatives of



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5102

the general public knowledgeable about the educational needs of disadvantaged populations, students, teachers, business, industry, the college administration, and the field office of the Employment Development Department.

Advisory committees provide guidance for program review, planning, curriculum development, and enhancing college-industry relations.

Date Approved:

(This is a new procedure)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5105

Administrative Procedure Chapter 4 – Academic Affairs

AP 5105 DISTANCE EDUCATION

References:

Title 5 Sections 55200 et seq.;

34 Code of Federal Regulations Part 602.17 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

WASC/ACCJC Accreditation Standard II.A.1

Consistent with federal and state regulations pertaining to financial aid eligibility, the District authenticates/verifies that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy. No student shall be charged additional fees associated with verification of student identity.

The ***[Vice Chancellor of Instructional Services or designee]*** in collegial consultation via the District Governance Council shall utilize one or more of these methods to authenticate or verify the student's identity:

- secure credentialing/login and password;
- proctored examinations; or
- new or other technologies and practices that are effective in verifying student identification.

The ***[Vice Chancellor of Instructional Services or designee]*** shall provide a statement of the process in place to protect student privacy. No student shall be charged additional fees associated with verification of student identity.

Definition

Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology in lieu of face-to-face interaction.

Course Approval

In order to ensure consistency and academic rigor all sections delivered via distance education are based on the same course outlines of record (CORs) as all other sections of the course. Each distance education proposal on a new or existing course shall be reviewed and approved separately. Separate approval of the distance education modality is mandatory if any portion of the instruction in a course section is designed to be provided through distance education in lieu of face-to-face instruction.

The review and approval of new and existing courses, regardless of delivery modality shall follow the curriculum approval procedures outlined in AP 5020 titled Program and Curriculum Development. Courses proposed to be offered via distance education shall be approved under the same conditions and criteria as all other courses.

Certification

When approving courses proposed to be offered via distance education, the college curriculum committee will certify the following:

Course Quality Standards: The same standards of course quality shall be applied to any portion of the course conducted through distance education as are applied to traditional classroom courses. Furthermore, distance education courses, materials and resources shall follow Section 508 of the Rehabilitation Act..

Course Quality Determinations: Determinations and judgments about the quality of the distance education instructional methods were made with the full involvement of the college curriculum committee approval procedures.

Instructor Contact

Any portion of a course section conducted through distance education in lieu of face-to-face interaction includes regular, effective and substantive contact between instructor and students; through group or individual meetings; orientation and review sessions; supplemental seminar or study sessions; discussion boards or live chat; or field trips, library workshops, email, and/or other methods. Regular effective contact is an academic and professional matter pursuant to title 5, sections 53200 et seq.

Duration of Approval

The approval to offer a course via distance education shall continue to be in effect unless there are substantive changes of the course outline of record, in which case the distance education approval shall be reviewed.

Date Approved:

(This is a new procedure)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5260

Administrative Procedure Chapter 4 – Academic Affairs

AP 5260 PREREQUISITES, COREQUISITES, LIMITATIONS on ENROLLMENT and ADVISORIES

References:

California Code of Regulations, title 5, section 55000, 55003;
WASC/ACCJC Accreditation Standard II.A.4

DEFINITIONS

In accordance with Title 5 California Code of Regulations section 55003 the definitions are as follows:

PREREQUISITE:

A condition of enrollment that a student is required to meet to show current readiness for enrollment in a course or program.

COREQUISITE:

A condition of enrollment consisting of a course that a student is required to take simultaneously with another course.

ADVISORY:

A condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

LIMITATION ON ENROLLMENT:

A policy or process, other than a course prerequisite(s)/corequisite(s) that places conditions on students enrolling in a course or program and thereby limits enrollment in the course or program.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5260

CONTENT REVIEW:

A rigorous, systematic process developed in accordance with Title 5 sections 53200 to 53204, approved by the California Community Colleges Chancellor's Office as part of the district matriculation plan required under section 55510, and that is conducted by faculty to identify the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a corequisite course.

ASSESSMENT SKILL LEVELS:

The use of tests and other measures to assist students in selecting courses best suited to their communication and/or computation skill level. Students demonstrating the minimum skill level(s) required for success in the course, via an approved assessment instrument(s), will not be held to completing the course prerequisite(s)/corequisite(s). (SDCCD definition)

RECEIVING COURSE:

The course to which requisites are assigned. (SDCCD definition)

PURPOSE

This procedure is intended to establish the process by which faculty assign prerequisites, corequisites, advisories and limitations on enrollment both within and across disciplines.

I. PRINCIPLES

The faculty, as well as the college Curriculum Review Committee (CRC) and Curriculum and Instructional Council (CIC), must approve each course prerequisite(s)/corequisite(s) within the curriculum review process as delegated by the Academic Senate. The college CRC on each campus shall be responsible for the review and approval process. This process shall, at a minimum:

- (1) Establish prerequisites, corequisites, advisories, and limitations on enrollment only upon recommendation of the college CRC as delegated by



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5260

the academic senate, relying on the faculty in the department or discipline. The following actions shall be completed:

- i. Approve the course;
- ii. Approve any prerequisite and/or corequisite and certify that the prerequisite and/or corequisite is an appropriate and rational measure of a student's readiness to enter the course or, as proved by a content review that:
 - a) Involves faculty with appropriate subject area expertise, particularly when establishing a cross-disciplinary prerequisite and/or corequisite;
 - b) Considers the course objectives set by the department;
 - c) Is based on review of a detailed course syllabus and outline of record, related instructional materials, course format, type and number of examinations, grading criteria, and classroom research data if available or required;
 - d) Specifies the body of knowledge and/or skills necessary at entry and/or concurrent enrollment;
 - e) Identifies and reviews the prerequisite/corequisite course that develops the body of knowledge and/or measures identified skills;
 - f) Matches the knowledge and skills in the targeted course and those developed or measured by the prerequisite/corequisite; and
 - g) Maintains documentation that steps ii. a) through ii. f) above have been taken.
- iii. Approve, any advisories (See paragraph II. 8);
- iv. Approve, any limitation on enrollment that is being established for the courses (See paragraph II. 9.); and
- v. Approve that the course meets the academic standards required for degree applicable courses, nondegree applicable courses, noncredit courses.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5260

- (2) A course which should have a prerequisite or corequisite (See paragraph I. 1) but for which one or more of the requirements for establishing a prerequisite have not been met may only:
 - i. Be reviewed and approved pursuant to the standards for nondegree applicable credit, noncredit, or community service; or
 - ii. Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisite or corequisite.
- (3) The determination of whether a student meets a prerequisite shall be based on successful completion of an appropriate course or on an assessment using multiple measures. Any assessment instrument used shall be selected and used in accordance with the provisions of Title 5 Subchapter 6 (commencing with Section 55500) of Chapter 6 of this Division. Completion of a course is not equivalent to achievement of an assessment level.
- (4). If a prerequisite requires precollegiate skills in reading, written expression, or mathematics, the colleges shall ensure that precollegiate basic skills courses designed to teach the required skills are offered with reasonable frequency. Further, a reasonable number of sections shall be offered given the number of students who are required to meet the associated skills prerequisites.
- (5) Whenever a corequisite course is established, sufficient sections shall be offered to reasonably accommodate all students who are required to take the corequisite.
- (6) No exit test may be required to satisfy a prerequisite or corequisite unless it is incorporated into the grading for the prerequisite or corequisite course.
- (7) Prerequisites shall be established by the faculty in the discipline assigning the prerequisite.
- (8) Courses used as alternate options to fulfill prerequisites, corequisites and/or advisories shall be established through this procedure.
- (9) Prerequisites, corequisites, advisories and limitations on enrollment must be identified in college publications available to students as well as the course outline of any course for which they are established.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5260

The college shall provide the following explanations both in the college catalog and in the schedule of courses:

- i. Definitions of prerequisites, corequisites, and limitations on enrollment including the differences among them and the specific prerequisites, corequisites, and limitations on enrollment that have been established;
- ii. Procedures for a student to challenge prerequisites, corequisites, limitations on enrollment and circumstances under which a student is encouraged to make such a challenge;
- iii. Definitions of advisories on recommended preparation, the right of the student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right; and
- iv. Definitions of a corequisite, noncredit basic skills course, nondegree applicable basic skills course, prerequisite and satisfactory grade.

II. ESTABLISHMENT

(1) Levels of Scrutiny/Content Review

Prerequisites and corequisites may be established only for any of the following purposes:

- i. A course may be established as a prerequisite and/or corequisite to another course if the review finds that statute or regulation expressly authorizes or requires that prerequisite and/or corequisite. The prerequisite or corequisite is expressly required or expressly authorized by statute or regulation; or
- ii. The prerequisite will assure that a student has the skills, concepts, and/or information that is presupposed in terms of the course for which it is being established, such that a student who has not met the prerequisite is highly unlikely to receive a satisfactory grade in the course (or at least one course within the program) for which the prerequisite is being established; or
- iii. The corequisite will assure that a student acquires the necessary skills, concepts and/or information, such that a student who has not enrolled in



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5260

the corequisite is highly unlikely to receive a satisfactory grade in the course for which the corequisite is being established; or

- iv. The prerequisite or corequisite is necessary to protect the health or safety of a student or the health or safety of others.

(2) Standard Prerequisites or Corequisites

A prerequisite or corequisite need not to be scrutinized using content review or content review with statistical analysis if:

- i. A course may be established as a prerequisite and/or corequisite for another course if the review finds that skills, concepts, and/or information taught in the course are presupposed in the receiving course, and a list of the specific skills and/or knowledge a student must possess to be ready to take the receiving course is included in its course outline; or
- ii. Baccalaureate institutions will not grant credit for a course unless it has the particular communication or computation skill as a prerequisite and/or corequisite; or
- iii. A course may be established as a corequisite for another course if the review finds that both are closely related lecture/laboratory courses paired within the same subject area and a student not enrolled in the corequisite is highly unlikely to receive a satisfactory grade in the course; or
- iv. A course may be established as prerequisite and/or corequisite to another course if the review finds that statute or regulation expressly authorizes or requires that prerequisite and/or corequisite.

(3) Courses in Communication or Computation Skills (Cross-Disciplinary Requisite)

Prerequisites establishing communication or computational skill requirements must be decided on a course by course basis. A course in communication or computational skills, or eligibility for enrollment in such a course, may be established as a prerequisite and/or corequisite for any course, other than another course in communication or computation skills provided that:



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5260

- i. Discipline faculty from all colleges where the receiving course is approved have conducted content review of the course to determine requisite skills in English and/or mathematics;
- ii. A list of the specific skills or knowledge a student must possess to be ready to take the receiving course is included in its course outline;
- iii. Identified “lead” chair/faculty collaborated with respective English and/or mathematics department to align requisite skills with appropriate level course;
- iv. Data supporting the prerequisite and/or corequisite was gathered by a campus based researcher and presented by the Discipline dean to the chairs for review, discussion and final recommendation. This step must be completed by April, one full year prior to implementation, to allow for advanced communication to students;
- v. The course received technical review by Student Services and Instructional Services;
- vi. The course received approval by the college CRC; and
- vii. The course received approval by CIC no later than May, one full year prior to implementation.

(4) Program Prerequisites

Prerequisites and/or corequisites must be approved in the same manner as provided for course prerequisites and/or corequisites. Each program prerequisite must appear as a prerequisite for at least one required course in the program.

(5) Health and Safety

A prerequisite identifying health or safety requirements may be established if, in addition to the review by faculty in the department or division and approval by the college CRC and CIC as provided under section 4 A.

- i. The course is one in which the student might endanger his or her own health and safety or the health and safety of others; and
- ii. The prerequisite requires a student to possess what is necessary to protect his or her health and safety and the health and safety of others before entering the course.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5260

(6) Recency and Other Measures of Readiness

- i. Faculty may not establish recency course prerequisites of less than 36 months prior to course enrollment. All recency course prerequisites shall:
 - a) Be established in accordance with this procedure;
 - b) Be established only if it has been determined a significant lapse of time will have an impact on a student's ability to successfully complete the subsequent level of a course sequence;
 - c) Be stated in the official course outline of record; and
 - d) Be required of all students for specific courses.
- ii. Faculty may not establish recency program prerequisites of less than 36 months prior to course enrollment. All recency program prerequisites shall:
 - a) Be established in accordance with this procedure;
 - b) Be established only if it has been determined a significant lapse of time will have an impact on a student's ability to successfully complete the program;
 - c) Be stated in the official outline; and
 - d) Be required for all students applying to the program.

(7) Review of Individual Courses

If the student's enrollment in a course is contingent upon having met the proposed prerequisite(s) and/or corequisite(s), then such prerequisite(s)/corequisite(s) must be established per this Procedure. An advisory does not prevent students from registering in the course. Advisories must be identified as such in the schedule and catalog and do not require levels of scrutiny as defined in paragraph I. above.

- i. Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5260

establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee;

- ii. Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If so, a prerequisite or corequisite in English or mathematics must be established in accordance with Section 4 C; and
- iii. Prerequisites establishing communication or computational skill requirements may not be established across the entire curriculum unless established on a course-by-course basis.

(8) Advisories

Each college and continuing education may establish advisories which recommend that a student meet a standard of readiness at entry as provided under section 4. B. This is required whether described as "prerequisite(s)," "recommended," or by any other term.

(9) Limitations on Enrollment

Limitations on enrollment may be established as provided under section 4. B if the following requirements are also met:

i. Performance Courses

Each college may establish an audition, or tryout, as a limitation on enrollment for courses that include public performance or intercollegiate competition such as, but not limited to, band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics if:

- a) For any certificate or associate degree requirement that can be met by taking this course, there is another course or courses that satisfy the same graduation requirement; and
- b) Limitations on enrollment established on performance courses are reviewed during curriculum review, or at least every six years, to decide whether the audition or tryout process is having a disproportionate impact on any group. If disproportionate impact has been found, the limitation on enrollment shall be reviewed to decide if a plan needs to be



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5260

implemented to remedy the impact. Any such plan shall be endorsed by the department and the college administration and promptly put into effect.

ii. Honors Courses

Limitation on enrollment for an honors course, or an honors section of a course, may be established if there is another section or another course at the college that satisfies the same graduation requirement;

iii. Blocks of Courses or Sections

Blocks of courses for which enrollment is limited to create a cohort of students may be established if there is another section or another course at the college that satisfies the same graduation requirements.

III. IMPLEMENTATION

Application of prerequisites, corequisites, advisories, and limitations on enrollment will be consistent and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in a class at registration so that a student is not allowed to enroll unless all conditions for enrollment have been met, except for those for which the student has a pending challenge or for which further information is needed.

The determination of whether a student meets a prerequisite or corequisite shall be made before his or her enrollment in the course requiring the prerequisite or corequisite, provided; however, that enrollment may be permitted pending verification that the student has met the prerequisite or corequisite. If the verification shows that the student has failed to meet the prerequisite, the student may be involuntarily dropped from the course if the applicable enrollment fees are promptly refunded. Otherwise a student may only be involuntarily removed from a course due to excessive absences or as a result of disciplinary action taken pursuant to law or to the student code of conduct.

IV. ONGOING REVIEW



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5260

Curriculum Review

As a regular part of the Curriculum Review process, or at least every six years (every two years for Career Technical Education courses), the college shall review each prerequisite, corequisite, advisory, or limitation on enrollment to determine that each is still:

- (1) Supported by faculty in the department or discipline;
- (2) Supported by the college CRC and CIC; and
- (3) Meeting all other provisions of this policy and the law. Any successfully challenged prerequisite(s)/corequisite(s) shall be promptly reviewed to assure that it complies with this policy and the law.

V. CHALLENGE PROCEDURE

Students may challenge prerequisites, corequisites or limitation on enrollment based upon one or more of the following:

- (1) The prerequisite, corequisite or enrollment limitation:
 - i. Has not been established in accordance with Procedure 5500.1;
 - ii. Is in violation of section 55022, Title 5 California Code of Regulations;
 - iii. Is discriminatory or being applied in an unlawfully discriminatory manner; and/or
 - iv. Has been established to protect the health and safety of individuals and the student can demonstrate he/she does not pose a threat to himself/herself or others. Students with verified disabilities have the right to reasonable accommodation.
- (2) The student:
 - i. Has knowledge or ability to succeed in the course or program; and/or
 - ii. Will be subject to undue delay in attaining his/her educational goal because the prerequisite or corequisite course has not been made reasonably available.

The burden of proof that grounds for the challenge exist is on the student.

- (3) Student challenging English or Math prerequisites will be required to take the assessment test prior to filing a Petition to Challenge.
- (4) Challenge Petition
Students challenging a prerequisite, corequisite, or limitation on enrollment must complete a challenge petition.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5260

The student must:

- i. Obtain a petition in the registration center on campus;
- ii. Complete the petition and attach all supporting documentation; and
- iii. Submit the completed petition to the Admissions supervisor at least 10 working days prior to the published add deadline for the course being challenged.

(5) Registration

Students who complete a challenge petition will be allowed to register in the course pending re-view of the petition, provided space is available.

- i. The Admissions office will register the student in the desired section;
- ii. The student will not be registered in a closed class;
- iii. All fees for the course being challenged must be paid at the time of registration; and
- iv. A copy of the petition will be maintained in a designated file by the Admissions officer for monitoring.

(6) Processing the Petition

- i. The completed petition is forwarded to the appropriate department chair or designee for approval;
- ii. The faculty member teaching the section of the course which the student is challenging **may not** participate in the decision;
- iii. The department chair or designee reviews the petition and make a decision;
- iv. The petition will be forwarded to the school dean. The dean will review the petition for consistency and sign the document;
- v. Challenges based upon unlawful discrimination will be forwarded by Admissions directly to the dean responsible for the department. The dean will consult with the department chair and site compliance officer to determine basis of the challenge. A decision will be made and the petition forwarded to Admissions;
- vi. The final decision must be made no later than the first census of the course being challenged;
- vii. The petition with final action, will be forwarded immediately to Admissions by the dean;
- viii. Admissions will mail a copy of the petition with final action noted to the student. Timely notification is critical;



SAN DIEGO COMMUNITY COLLEGE DISTRICT

AP 5260

- ix. The original petition will be maintained in the student's folder on campus; and
 - x. An approved petition is transferable to another section as long as the instructor of record has not been part of the petition approval process and provided space is available at the time the transfer is requested.
- (7) If the challenge is denied, the Admissions office should proceed as follows:
- i. Process an administrative drop from the course no later than first census;
 - ii. Notify instructor of the administrative drop on an *Administrative Drop card* with the reason noted; and
 - iii. Credit the student's account receivable for the total fees paid for the course. If the student is dropped after the refund period, a refund will be granted.
- (8) If the challenge is approved:
- i. The student will be notified by Admissions;
 - ii. The approval will be honored at all colleges of the district; and
 - iii. The approval will be valid for the semester in which the petition is filed and the subsequent semester.
- (9) Appeal
Completion of the challenge procedure is deemed to satisfy the requirement that the district and student attempt informal resolution of the complaint. The student must be advised that he/she may file a formal complaint of unlawful discrimination pursuant to Title 5, section 59300 et seq.)

Date Approved:

(This is a new procedure)



Strategic Plan 2017 – 2021 Goals and Objectives

Goal 1. Optimize and enhance student access, equity, inclusiveness, learning, and success through exemplary instructional services, support services, and effective practices.

- 1 Implement a San Diego Promise Initiative to increase college access and affordability, and develop student supports and instruction.
- 2 Actively manage growth in student enrollment through outreach and broad access to programs and courses.
- 3 Enhance student and academic support services strategies that better serve a more diverse community.
- 4 Ensure that districtwide enrollment management strategies are based upon the core priorities of student need and equitable access and success.
- 5 Ensure accountability through active and continuous analysis of data on student persistence, success, and awards of degrees and certificates.

Goal 2. Strengthen institutional effectiveness through integrated planning, innovation, internal collaboration, professional development, continuous process, and systems improvement.

- 1 Align organizational and business processes through integrated planning and collaboration for greater effectiveness and accountability in achieving student learning and administrative outcomes.
- 2 Improve multi-directional communication and active engagement of stakeholders in systems improvement and responsiveness to business and community needs.
- 3 Expand the continuum of professional development opportunities for all faculty, staff, and administrators to integrate equity perspectives and respond to evolving student, business and community needs, as well as measures of student success.
- 4 Develop innovative approaches, leveraging technology as appropriate, to expand learning, teaching, delivery, and student support.

Goal 3. Enhance collaborations with the community for increased responsiveness to its needs and for improving San Diego's vibrant economy.

- 1 Advance diversity, inclusiveness, equity, and social justice through internal and external communication, collaboration, and practices.
- 2 Strengthen articulation and pathways between credit, noncredit, business, and the community.
- 3 Maintain active engagement with business and industry to develop solutions for workforce preparation.
- 4 Broaden and strengthen outreach efforts and community service which highlight diversity and equity.

Goal 4. Ensure fiscal solvency through sound fiscal planning, management, and pursuit of alternate sources of revenue.

- 1 Maintain a balanced districtwide budget that aligns with state and other revenue allocations and that is integrated with planning.
- 2 Sustain an annual Cash Reserve of a minimum of 5% of general operating funds in addition to maintaining other reserves as appropriate.
- 3 Continue to strengthen internal controls districtwide to ensure annual audits meet federal and state compliance and mandate requirements.
- 4 Increase districtwide advocacy efforts for improved state budgets at the state level in support of institutional effectiveness.
- 5 Evaluate systems districtwide and create best practices to facilitate effective, equitable, and sustainable resource allocation.
- 6 Pursue alternative sources of revenue beyond the state revenue allocation to include leasing of surplus property in order to provide a continuous revenue stream for maintenance and operations of District facilities.

Goal 5. Lead in Sustainable Policies and Practices.

- 1 Encourage and champion District and campus policies which promote and reinforce principles of sustainability.
- 2 Maintain leadership, advocacy, and stewardship efforts on campus, across the curricula, in the classroom, and in the community.
- 3 Continue to incorporate consideration of the environment, community welfare, and future impacts on all infrastructure, operations, and maintenance plans.
- 4 Continue to develop and incorporate sustainability content across the curricula.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION



DISTRICTWIDE STRATEGIC PLAN 2013-2017

ANNUAL UPDATE 2014-2015

CHANCELLOR'S MESSAGE



Constance M. Carroll,
SDCCD Chancellor

The San Diego Community College District is committed to access and education for all students, and is an institution which responds to the unique needs of local communities and student populations. We share an important role as a builder of communities from the classroom to the campus and beyond to the larger components of society.

The San Diego Community College District's (SDCCD) mission is to provide accessible, high-quality learning experiences to meet the educational needs of the San Diego community and the workforce development needs of business and industry.

The District's Strategic Plan is a reflection of the visions and goals of San Diego City, Mesa, and Miramar colleges and San Diego Continuing Education toward the fulfillment of their missions in the short and long term, and provides guidance that assists the institution in fulfilling them in the short and long term.

As the second-largest community college district in the state, the SDCCD is meeting educational needs through a leadership team committed to extensive community engagement and collaboration. Additional funding and smart planning have enabled the district to add 410 course sections, hire 46 new and replacement full-time faculty members, and serve 3,100 additional students during the 2014-15 academic year at San Diego City, Mesa, and Miramar colleges, and San Diego Continuing Education.

As San Diego's largest provider of workforce training, the District is meeting industry needs by maintaining active partnerships with business leaders and groups. The District operates job training and workforce preparedness programs that are critical to growing the regional and California economy, and the District and its graduates contributed an astounding \$5.7 billion to the regional economy in 2014-15.

I am proud of SDCCD's accomplishments, and pleased to present the 2014-15 Strategic Plan Annual Update, which provides the community a snapshot of the District's continued progress and success.

STUDENT SUCCESS

Student success is the San Diego Community College District's primary focus, and student completion rates at San Diego City, Mesa, and Miramar colleges are well above the state average. The California Community Colleges Chancellor's Office has developed the Student Success and Support Program, and our colleges and San Diego Continuing Education have received resources targeted at boosting student success and completion.

The San Diego Community College District's achievements included:

- The SDCCD launched the Associate Degree initiative to increase the number of Associate degrees awarded each year by 10%. The District has well exceeded this goal with a 37% increase in 2014-2015.
- The District produced a comprehensive analysis examining course scheduling, enrollment, and student course-taking patterns for the top ten degree programs at each college, which provided an important foundation for enrollment management and class scheduling based upon student needs.
- The SDCCD increased the number of student transfers to universities by 4% from 2013-2014 to 2014-2015.
- The District maintained a strong focus on comprehensive enrollment management strategies including high demand and online classes which produced 1.2% FTES growth in 2014-2015.
- The District designed its first Baccalaureate degree in Health Information Management at San Diego Mesa College as part of a state pilot program. The first upper division cohort will begin classes in Fall 2016.



2015 Continuing Education graduates

In May 2015, the SDCCD colleges and Continuing Education had the largest number of graduates in the District's history



**3,010
Associate Degrees
Awarded**



**7,031
Certificates
Awarded**



**160
High School
Equivalency
Diplomas
Awarded**

INSTITUTIONAL EFFECTIVENESS



2015 Classified Employee Service Awards

The San Diego Community College District is impacting countless lives in the San Diego region daily, with professional training and workshops continuing to build on the District's effectiveness. The institution is committed to delivering the best possible services to the community.

The San Diego Community College District's achievements included:

- The District's Professional Development Program, with a special focus on the Management Leadership Development Academy (MLDA), was presented to the League for Innovation in the Community College.
- The District enhanced internal and external communications by completing an opinion leader audit and developing a strategic communications plan for the District, its colleges, and Continuing Education.
- The District expanded social media outreach, media relations, and developed SDCCD NewsCenter, an online vehicle for sharing information with internal and external audiences.
- SDCCD Online Learning Pathways hosted its first Distance Learning Summit with three break-out sessions. Eighty-seven (87) faculty and administrators from San Diego City, Mesa, and Miramar colleges, and San Diego Continuing Education, as well as four community colleges in the San Diego region attended the summit.
- The District began a multi-year project to replace its legacy computer system with an enterprise resource planning system.

SDCCD Online Learning Pathways trained a total of 1,156 faculty in the use of Blackboard and online pedagogy



COMMUNITY COLLABORATIONS

The San Diego Community College District emphasizes the community in its name, as evidenced by its close collaborations with the San Diego Regional Chamber of Commerce, the San Diego Workforce Partnership, and dozens of neighborhood groups such as Barrio Station.

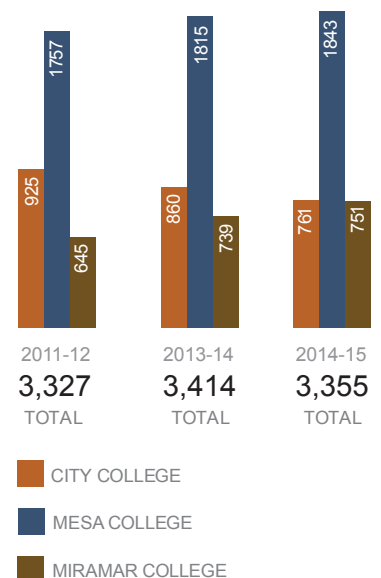
The San Diego Community College District's achievements included:

- An independent Citizen's Oversight Committee, and a Trustee Advisory Committee assists in enhancing communications between the Board of Trustees and the community.
- The District has more than 49 Articulation Agreements with colleges and universities.
- San Diego Unified School District and San Diego Community College District teachers and faculty focused on expectations for college-level writing and engaged in dialogue about successful reading and writing models being implemented at other institutions.
- The District joined universities and community organizations in Restoring Respect, a community initiative that aims to bring civility into civic dialogue.
- The District's commitment to community is evidenced in its annual participation in Black History Month, Hispanic Heritage Month, Asian-Pacific American Heritage Month, and Women's History Month events, along with the annual San Diego Pride and Martin Luther King, Jr., Day parades.

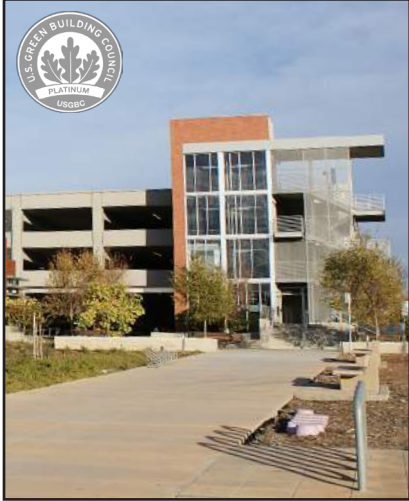


2015 San Diego Pride Parade

Student Transfers to Universities 2011-2015



FISCAL STEWARDSHIP



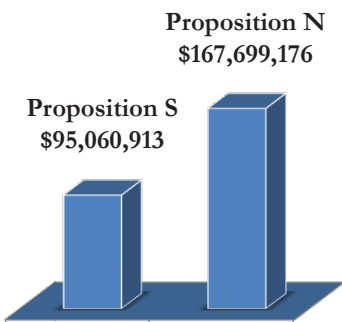
**Miramar College Police Station
2015 LEED Platinum
Certification**

Thanks to careful stewardship, the San Diego Community College District is in strong financial health and continues to employ solid internal controls to ensure that revenue and spending remain in order. Despite the state and national economic condition in the past five years, the District continued to meet all of its financial obligations while also maintaining adequate cash flow requirements.

The San Diego Community College District’s achievements included:

- A balanced, \$738.3-million budget was adopted by the Board of Trustees which included funds to add 410 course sections, hire 46 new and replacement full-time faculty members, and serve 3,100 additional students during the 2014-15 academic year.
- For the third consecutive year, the District received clean, “unmodified” audits for its financial management. In accounting parlance, audits that are “unmodified” are found to be in accordance with all applicable financial reporting frameworks.
- Propositions S and N – voter-approved measures allowing for \$1.5 billion in bond sales – have funded the completion of approximately 100 projects to date that have transformed San Diego City, Mesa, and Miramar colleges and San Diego Continuing Education campuses.
- The District is consistently awarded Standard and Poor’s highest bond performance rating of AA+ for Propositions S and N, and it also has been awarded a perfect score of 100 percent for bond performance from the San Diego Taxpayer’s Association.

Funding Totals Propositions S and N



SUSTAINABLE POLICIES AND PRACTICES

Environmental sustainability continues to be an essential goal of the San Diego Community College District and is reflected in instructional programs and facilities. The institution takes a multi-faceted energy and resource management approach to building sustainable systems, and to providing students with opportunities to gain the knowledge, competence, and disposition for creating a healthy and vibrant world.

The San Diego Community College District's achievements included:

- The District expanded its use of photovoltaic systems, thermal energy storage, rooftop gardens and green roofs, smart metering, and drought tolerant landscape design to lessen its environmental footprint.
- The District's Green Building Policy calls for all new facilities and major renovations to obtain, at minimum, a Leadership in Energy and Environmental Design (LEED) Silver certification.
- LEED Platinum, the highest designation possible and the first for a higher-education facility locally, was awarded to the Miramar College Police Station.
- Degree and certificate programs in subjects such as Sustainable Urban Agriculture and Sustainability Performance have been introduced and will be expanded in the coming year.
- The Board of Trustees and the District recognized the valuable service provided by 81 industry representatives who serve on the colleges' program advisory committees at the first annual Board of Trustees Industry Advisory Committees Member Appreciation Event.



**San Diego City College
Seeds Urban Garden**

24 SDCCD facilities have been awarded LEED certifications:



3 LEED Certified



11 Silver Certified



9 Gold Certified



1 Platinum Certified



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Offices

3375 Camino del Rio South
San Diego, CA 92108-3883

Board of Trustees

MARIA NIETO SENOUR, PH.D.
BERNIE RHINERSON
RICH GROSCH
MARY GRAHAM
PETER ZSCHIESCHE

Chancellor

CONSTANCE M. CARROLL, PH.D.

Presidents

ANTHONY E. BEEBE, ED.D., San Diego City College
PAMELA T. LUSTER, ED.D., San Diego Mesa College
PATRICIA HSIEH, ED.D., San Diego Miramar College
RUDY KASTELIC, San Diego Continuing Education (Interim)

The San Diego Community College District includes San Diego City College, San Diego Mesa College, San Diego Miramar College, and San Diego Continuing Education. The SDCCD is governed by its Board of Trustees. No oral or written agreement is binding on the San Diego Community College District without the express approval of the Board of Trustees.

www.sdccd.edu

Follow us on Facebook, YouTube, and Twitter!



facebook.com/sdccd



twitter.com/sdccd



youtube.com/TheSDCCD

SAN DIEGO COMMUNITY COLLEGE DISTRICT CAMPUSES



San Diego City College

1313 Park Boulevard
San Diego, CA 92101-4787
www.sdcity.edu 619-388-3400



San Diego Continuing Education & Educational Cultural Complex

4343 Ocean View Boulevard
San Diego, CA 92113-1915
www.sdce.edu 619-388-4956



San Diego Mesa College

7250 Mesa College Drive
San Diego, CA 92111-4998
www.sdmesa.edu 619-388-2600



San Diego Miramar College

10440 Black Mountain Road
San Diego, CA 92126-2999
www.sdmiramar.edu 619-388-7800

CE AT MESA COLLEGE

7350 Armstrong Place
San Diego, CA 92111-4998
619-388-1950

CÉSAR CHÁVEZ CAMPUS

1901 Main Street
San Diego, CA 92113-2116
619-388-1910

MID-CITY CAMPUS

3792 Fairmount Avenue
San Diego, CA 92105-2204
619-388-4500

NORTH CITY CAMPUS

8355 Aero Drive
San Diego, CA 92123-1720
619-388-1800

WEST CITY CAMPUS

3249 Fordham Street
San Diego, CA 92110-5332
619-388-1873