

SAN DIEGO MESA COLLEGE

ACADEMIC SENATE

Virtual Meeting

PLEASE TURN YOUR MICROPHONE OFF WHEN YOU ARE NOT SPEAKING.

November 2, 2020: 2:20PM – 4:00PM

AGENDA

DRAFT

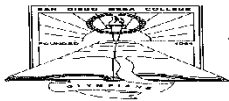
- I. **CALL TO ORDER & WELCOME** by Academic Senate President Manuel Vélez:
Parliamentarian – Veronica Gerace/Speaker Coordinator & Timekeeper – Veronica Gerace
- II. **APPROVAL OF DRAFT AGENDA:**
- III. **PUBLIC PRESENTATIONS:**
 - A. **Associated Student Government (ASG) Representative:** President Taylor Carpenter/Senator Catalina Henríquez
 - B. **Classified Senate Representative:** President Charlie Lieu/Vice President Eva Parill/Catherine Cannock
- IV. **PUBLIC COMMENTS:** (6 Minute Maximum Discussion per Item/Topic)(3 Minute Maximum Discussion per Participant)
- V. **APPROVAL OF DRAFT MINUTES:** October 19, 2020
- VI. **GUESTS:**
 - A. **Katlin Choi & Claudia Perkins – Restorative Justice:**
- VII. **COMMITTEE REPORTS:**
 - A. **Senate Executive Committees:**
 1. Academic Affairs Committee: Chair Oscar V. Torres (1 Minute)
 2. Professional Advancement Committee (PAC): Chair Janna Braun (1 Minute)
 3. Committee of Chairs (COC): Chair of Chairs Terry Kohlenberg (3 Minutes)
 4. Curriculum Review Committee (CRC): Faculty Co-Chair Andrew Hoffman (2 Minutes)
 5. Program Review Committee (PRC): Acting Faculty Co-Chair Dina Miyoshi (No Report)
 - B. **Other Committees:**
 1. The Committee for Diversity Action, Inclusion & Equity (CDAIE): Chair Judy Sundayo (5 Minutes)
 2. Mesa College Guided Pathways Committee: Co-Coordinators Marisa Alioto/Howard Eskew/Toni Parsons (5 Minutes)
 3. Other Committee Reports: (1 Minute)
- VIII. **OLD BUSINESS:**
 - A. **AP 5235 – Credit for Prior Learning:** Hoffman (Second Reading)
 - B. **BP 6980 – Sustainability:** Seiger (Second Reading)
- IX. **NEW BUSINESS:**
 - A. **Accreditation Report:** Dean Danene Brown (1st Reading)
 - B. **AP 5031 – Instructional Material Fee:** Hoffman
 - C. **AP 5104 – Contract Education:** Hoffman
 - D. **AP 5152 – Military Education:** Hoffman
- X. **SENATE EXECUTIVE OFFICER REPORTS:**
 - A. **President Elect:** John Crocitti (1 Minute)
 - B. **Vice President:** Howard Eskew (1 Minute)
 - C. **Secretary:** Holly Jagielinski (1 Minute)
 - D. **Treasurer:** Mary Gwin (1 Minute)
 - E. **Senator at Large (1):** Alison Gurganus (1 Minute)
 - F. **Senator at Large (2):** Leslie Seiger (No Report)
 - G. **President:** Manuel Vélez 10 Minutes
- XI. **Round Table Topic:**
 - A. **State Chancellor's Call to Action in Response to Black Lives Matter Protests:**
- XII. **ANNOUNCEMENTS:**
 - A. The next Academic Senate meeting is November 16, 2020 from 2:20PM – 4:20PM. (**Time Change**)
 - B. The next Academic Affairs meeting is November 9, 2020 from 4:15PM – 5:30PM.
 - C. The next Committee of Chairs (CoC) meeting is December 9, 2020 from 2:30PM – 4:00PM.
 - D. The next Professional Advancement meeting is November 18, 2020 @ 2:30PM.
 - E. Please donate to the Resiliency Fund to keep the dream of a higher education alive for our students. ([LINK](#))
 - F. Please donate to the Stand and help our students succeed. ([LINK](#))
- XIII. **ADJOURNMENT:**

TABLE 1:
Juxtaposition of Punitive and Restorative Regulatory Practices

REGULATORY PRACTICE	PUNITIVE	RESTORATIVE JUSTICE
Outcomes sought	Punishment of offender (retribution)	Reparation of harm (restitution)
Decision making process	Third-party (prescriptive)	First-party (resolutions)
Motivating source	External (control; rule based)	Internal (engagement; values based)

Morrison, B. E., & Vaandering, D. (2012). [Restorative Justice: Pedagogy, Praxis, and Discipline. Journal of School Violence](#), Vol. 11, pp 138-155. Copyright © Taylor & Francis Group, LLC
 DOI:10.1080/15388220.2011.653322, ISSN: 1538-8220
 print/1538-8239 online

Brenda E. Morrison - Centre for Restorative Justice, School of Criminology, Simon Fraser University, Burnaby, British Columbia, Canada;
Dorothy Vaandering - Faculty of Education, Memorial University of Newfoundland, St. John's, Newfoundland and Labrador, Canada.



SAN DIEGO MESA COLLEGE
ACADEMIC SENATE
Virtual Meeting
October 19, 2020: 2:20PM – 4:00PM
MINUTES
DRAFT

Present:

Academic Senate President Manuel Vélez, Carlyne Allbee, Isaac Arguelles-Ibarra, Janna Braun, Michael Brewer, Henry Browne, John Crocitti, Nellie Dougherty, Rosiangela Escamilla, Howard Eslew, Rob Fremland, Veronica Gerace, Lou Ann Gibson, Helen Greenbergs, Mary Gwin, Alison Gurganus, Bill Hoefer, Andrew Hoffman, Sharon Hughes, Christina Huynh, Holly Jagielinski, Geoffrey Johnson, Janue Johnson, Candace Katungi, Jesse Keller, Gloria Kim, Terry Kohlenberg, Kim Lacher, César López, Dina Miyoshi, Katherine Naimark, Bruce Naschak, Roger "Rusty" Nichols, Alison Primoza, Anthony Reuss, Robert Sanchez, Kristian Secor, Leslie Seiger, Shannon Shi, Irena Stojimirovic, Judy Sundayo, George Svoboda, Oscar V. Torres, Lauren Wade, Karen Wait and **guests** Katlin Choi, Erin Evans, Thekima Mayasa, Alessandra Moctezuma, Das Nugent-Odasso and Chris Sullivan

Absent:

Evan Adelson, Kim Lacher (Proxy to R. Rodrigo) and Walter "Duane" Wesley

I. CALL TO ORDER & WELCOME by Academic Senate President Manuel Vélez @ 2:21 PM.
Parliamentarian – Veronica Gerace/Speaker Coordinator & Timekeeper – Veronica Gerace

II. APPROVAL OF DRAFT AGENDA:

Motion to approve with the addition of Guest Ian Duckles (Guided Majors Work Group) to the agenda by President Manuel Vélez and a change by Janna Braun:

M/S

Hoffman/Seiger

UNANIMOUS

III. PUBLIC PRESENTATIONS:

A. Associated Student Government (ASG) Representative: Senator Catalina Henríquez

1. ASG Senator Catalina Henríquez introduced herself to the Senators.

B. Classified Senate Representative: Vice President Eva Parill

As reported by Eva Parill:

"At our last meeting, Classified Senate did a first read of a resolution condemning sexist and threatening language. We will do a second read and vote at meeting later this week.

The classified equity taskforce also presented at the campus community forum last week about our "Calling in to Action" discussion series.

We have also re-launched our name tag project, to offer a free name tag to any classified professional who would like one. We particularly see the value now, since face masks and other protective gear can make it difficult to recognize each other when we are on campus.

We are also recruiting volunteers for the upcoming stand food distribution events in November."

IV. PUBLIC COMMENTS:

A. Student Katya Azzam:

1. Katya expressed support for the Faculty Member at the center of the September 15th President's Cabinet (PCab) incident.

a. Katya said she is of Middle Eastern descent and her father came to the U.S. as a refugee.

- Katya reported she was raised with the belief that women do not have a voice.

* Katya said the Faculty Member not only gave her a voice, but also taught her the power of having a voice and reclaiming it in the community.

b. Katya said she has witnessed this Faculty Member have positive impacts on other Students too.

c. Katya opposes Academic Senate Resolution 2020.10.1 – Condemning Sexist and Misogynistic Inappropriate Language because it is harmful to the Faculty Member at the center of the September 15th PCab incident.

V. APPROVAL OF DRAFT MINUTES:

September 21, 2020:

Motion to approve:

M/S

G. Johnson/Hoffman

3 Abstained

Allbee

Greenbergs

Kim

October 5, 2020:

Motion to approve:

M/S

Gibson/Eskew

2 Abstained

Allbee

Brown

VI. GUEST:

A. Ian Duckles – Guided Majors Work Group:

1. Pathway to Student Success Goals: [LINK](#)
 - a. Career Advancement
 - b. Civic Engagement
 - c. Degrees
 - d. Explore
 - e. Lifelong Learning
 - f. Transfer
2. We are developing a framework for organizing Students based on the major they select that will allow us to direct Students to the resources they need.
3. We will expand on Mesa Journeys. (Mesa Journeys [LINK](#))

VII. COMMITTEE REPORTS:

A. Senate Executive Committees:

1. Academic Affairs Committee: Chair Oscar V. Torres
 - a. The committee met on October 12th.
 - We reported on the most recent Academic Senate and President's Cabinet meetings.
 - We made Faculty aware of news reports by the Mesa Press and the local CBS affiliate on the September 15, 2020 PCab Incident.
 - We also reviewed statewide resolutions on the CA State Universities (CSU) Ethnic Studies Requirement.
 - We worked on Constitutional amendments to be forward to the Executive committee and the Senate.
 - We discussed our position about academic dishonesty to be forward to the Executive committee and Senate.
2. Professional Advancement Committee (PAC): Chair Janna Braun
 - a. Sabbatical Leaves Page: [LINK](#)
 - b. 2021-2022 Sabbatical Timeline Information: [LINK](#)
 - The application for Sabbatical Leave must be filed with the appropriate Dean or Manager no later than February 12, 2021.
3. Committee of Chairs (COC): Chair of Chairs Terry Kohlenberg
 - a. The Chairs met on October 14th.
 - Amanda Johnston reported on the impact of Covid 19 on Physical Therapy Assistants programs.
 - Ian Duckles reported on the Mesa Pathways Committee (MPC) Guided Majors Work Group's work.
 - The Chairs support Resolution 2020.10.1 – Condemning Sexist and Misogynistic Inappropriate Language.
 - b. The next Joint Chairs and Deans Meeting for October 28th.
 - Our agenda will include the new Curriculum Inventory, the Enrollment Management Dashboard and Guided Majors.

4. Curriculum Review Committee (CRC): Faculty Co-Chair Andrew Hoffman
 - a. Catalog Deadline Reminder: November 19, 2020
 - b. Reminder: Distance Education must be approved specifically for Mesa College for all courses on your spring 2021 schedule.
 - c. Program Changes without Narratives and all necessary documents cannot be forwarded to Sacramento.
 - Please contact Chris Kinney if you need assistance preparing your Narrative.
5. Program Review Committee (PRC): Acting Faculty Co-Chair Dina Miyoshi
 - a. Reminder: Program Review is on hiatus for 2020-2021.
 - b. We are waiting for authorization to begin recruiting additional Faculty Committee Members.

B. Other Committees:

1. The Committee for Diversity Action, Inclusion & Equity (CDAIE): Chair Judy Sundayo
As reported by Judy Sundayo:

- The next CDAIE meeting will be on Friday, November 6, 2020, from 9 - 11 am, via Zoom.
- The Committee continues to work on Strategies for Racial & Social Justice for Mesa College
- Committee members are supportive of Resolution 20.10.1 Condemning Sexist and Racist Language
- In line with that resolution, the Committee has been explicit in their support of students who might face situations of this type on campus

Response to October 19th Public Comments:

Therefore, in reference to what was said by the Student guest who spoke earlier about how the root of certain derogatory words actually have positive meanings, I want to underscore that the word "Negus" is *not* the origin and of the N-word, and the name of an ancient Goddess does *not* establish that name as the origin of or the synonym for a misogynistic word. As Chair of CDAIE, I would like to caution us from accepting these pronouncements as facts, without research, and regardless, there is never an excuse for referring to someone with language that is racist, sexist, or misogynistic, regardless of *perceived* etymology.

2. Mesa College Guided Pathways Committee: Co-Coordinators Marisa Alioto/Howard Eskew/Toni Parsons
As reported by Marisa Alioto:

MPC/Workgroups Update:

Guided Majors and Mapping Workgroup:

- Maps were due October 15th, and continue to trickle in - thank you to all who have collaborated to get those completed
- Continued work with development and organization of "areas of interest/metamajors" for our programs. Ian Duckles provided additional details in his presentation today.

Pathways Communications Workgroup:

- A few changes have been in the works to the Communications Plan to improve the ways in which we communicate our Pathways work to the greater campus

BSI/PIZZAS:

- Basic Skills Initiative (BSI) has merged with Proactive and Integrated Student and Academic Support Pathways Workgroup (PIZZAS) - new name/mission in process
- Hiring 11 Pathways Fellows, who will work under the direction of our lead fellow Daniela Perez Padilla to really amplify student voices to inform our pathways work

Onboarding and Career Exploration Workgroup:

- Offering Career Development Training to faculty and classified professionals (see dates below)

Continuing Education Workgroup:

New Workgroup taking shape - Continuing Education.

- Meeting on Friday, October 23rd (update at next meeting)

On the Horizon:

- Mesa Pathways plans to present at the Community Forum and will be working with MPC to create an engaging presentation on November 10, 2020
- Career Development Training: (one took place for faculty on 10/16), Classified Professionals: October 30th and Faculty: November 13th; both from 8am-12pm

3. Other Committee Reports:

- a. California State Universities (CSU) Ethnic Studies Requirement Task Force: Chair Cesar Lopez
 - Task Force Members:
 - * Candace Katungi (Black Studies)
 - * Gloria Kim (History)
 - * Cesar Lopez (Chicano/Chicana Studies Chair)
 - * Thekima Mayasa (Black Studies Chair)
 - * Juliette Parker (Articulation Officer)
 - * Manuel Velez (Chicano/Chicana Studies)
 - * Black Studies Student Representative
 - * Chicano/Chicana Studies Student Representative
- b. Rosiangela Escamilla and Ranmali Rodrigo expressed interest in serving on the task force.

VIII. OLD BUSINESS:

A. Resolution 2020.10.1 – Condemning Sexist and Misogynistic Inappropriate Language: Katungi
(2nd Reading)

1. A policy did not exist to address similar incidents in the past.
2. Alison Primoza wants us to make it clear that the Mesa College Academic Senate acknowledges the harm caused by the sexist and misogynistic inappropriate language.
3. Geoffrey Johnson:
 - a. The Student who spoke on behalf of the Faculty Member at the center of the September 15th PCab Incident reminds us that good people can do bad things.
 - b. The person was not excused from the meeting and the meeting was not stopped.
 - We kind of let Taylor down in that particular situation.
 - I really feel that a strong statement condemning this behavior and speaking to it in a timely fashion is something that has to happen.
4. Gloria Kim said Faculty needs to express our opposition to using Sexist and Misogynistic Inappropriate Language especially words that insult a Student's intelligence and urged everyone to approve the resolution.
5. George Svoboda reported he is voting no because the Faculty Member at the center of the September 15th PCab meeting is currently not able to speak about the incident due to an investigation.
6. Rusty Nichols and Alison Primoza said we need to make sure we address both words that were used.
 - a. One word is more damaging than the other.
7. Rob Fremland provided an amendment recommending the separation of the first resolve to indicate that we are condemning what happened and we also want to make sure that this does not happen again.
8. The resolution author and mover accept the recommended amendments.

Motion to approve the resolution with recommended amendments:

M/S

Wade/G. Johnson

1 Opposed
G. Svoboda

IX. NEW BUSINESS:

A. AP 5235 – Credit for Prior Learning: Hoffman (1st Reading)

1. This is Administrative Policy for the Board Policy that the Academic Senate approved this semester to expand Credit for Prior Learning, which was mandated by the state of California.
2. Please review the document for discussion and potential vote on November 2, 2020.

Motion to move the item forward as Old Business on the November 2nd agenda:

M/S

Hoffman/Seiger

UNANIMOUS

B. BP 6980 – Sustainability: Seiger (1st Reading)

The following policy expresses the Board's intent to implement a District-wide Sustainability program in accordance with applicable state laws, District goals, and District resolutions. Sustainable practices balance three needs: environmental quality, social equity, and economic productivity. The District acknowledges that the environment provides the foundation upon which society rests, and society provides the support for the economy to function. A core tenet of sustainability requires that the present generation meet its needs without compromising the ability of future generations to meet their needs. The District's Sustainability program works to analyze the impacts of decisions today and in the future.

1. The San Diego Community College District (SDCCD) Board of Trustees is in the process of updating the Board Policies and Administrative Policies.
 - a. Vice Chancellor of Facilities Chris Manis Chairs the Sustainability Committee at the district.
 - The district's Sustainability Committee is proposing this new Board Policy.
2. Leslie is Co-Chair of the Mesa College Environmental Sustainability Committee.
 - a. Our committee endorses this update and has worked with Chris Manis.
 - We feel very positive about the proposed Board Procedure and I'm here to request Faculty Senate approval for the policy.

Motion to move the item forward as Old Business on the November 2nd agenda:

M/S

Primoza/G. Johnson

UNANIMOUS

X. Round Table Topic: Response to September 15th President's Cabinet Incident

Motion to move the item to immediately following New Business:

M/S

Crocitti/G. Johnson

UNANIMOUS

A. Carlyne Allbee:

1. Carlyne expressed dismay that the meeting was not stopped immediately and the Faculty Member at the center of the incident was not asked to leave the meeting.
 - a. It would have been more effective to address the behavior at the time that it occurred.

B. Mary Gwin:

1. There has been a suggestion that we (the Academic Senate) write a letter to the San Diego Mesa College Administration and ask for a public apology for ASG President Taylor Carpenter and the Mesa College Community.
 - a. We have all been harmed by the incident.
2. Restorative Justice can help the person understand why the behavior was wrong and why the behavior occurred.

C. John Crocitti:

1. We need to create another resolution on the proper language we need to use towards Student and our colleagues.
2. We need to have a safe and confidential place where Students, Faculty and Staff can go to report their concerns without fear of retaliation.

D. Geoffrey Johnson:

1. We need to talk about repairing the injury using tools like Restorative Justice.
 - a. I think that's where I'd like to see our energies focus from now on.

E. Candace Katungi:

1. People did not know how to respond.
 - a. We need to create a structures and policies and procedures so we can address these things properly.
2. If we are going to say that we're the "Leading College of Equity and Excellence", we have to be prepared to figure out what changes we need to make within the structures that we have in order to address harm and to make sure it doesn't happen moving forward.
3. I hope that this conversation extends beyond this Round Table and into more concrete ways as an Academic Senate to think about ways to prevent things like this from happening in the future.

F. Alison Primoza:

1. We need to change the structure of our college so that people will be heard when someone hurts them.
 - a. They need to be heard and something like Restorative Justice needs to happen.

XI. SENATE EXECUTIVE OFFICER REPORTS:

A. President Elect: John Crocitti (No Report)

B. Vice President: Howard Eskew (No Report)

C. Secretary: Holly Jagielinski (No Report)

D. Treasurer: Mary Gwin (No Report)

E. Senator at Large (1): Alison Gurganus (No Report)

F. Senator at Large (2): Leslie Seiger (No Report)

G. President: Manuel Vélez

1. Fall 2020 Academic Senate for California Community College (ASCCC) Plenary Session:

a. Senators: Please contact Manuel If you would like to attend the online session.

XII. ANNOUNCEMENTS:

A. The next Academic Senate meeting is November 2, 2020 from 2:20PM – 4:00PM.

B. The next Academic Affairs meeting is October 26, 2020 from 4:15PM – 5:30PM.

C. The next Joint Chairs and Deans meeting is October 28, 2020 from 2:30PM – 4:00PM.

D. The next Professional Advancement meeting is October 21, 2020 @ 2:30PM.

E. Please donate to the Resiliency Fund to keep the dream of a higher education alive for our students. ([LINK](#))

F. Please donate to the Stand and help our students succeed. ([LINK](#))

XIII. MEETING EXTENSION:

Motion to extend the meeting five (5) additional minutes:

M/S

Katungi/Seiger

UNANIMOUS

XIV. ADJOURNMENT @ 4:05PM.

Motion to adjourn:

M/S

Allbee/Gibson

UNANIMOUS



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Administrative Procedures Chapter 4 – Academic Affairs

The following Administrative Policies are being put forth for approval as part of the District's ongoing 6-year comprehensive review of all Board policies and procedures.

Category 2 Procedures:

New and/or revisions to policies and/or procedures in response to legal and/or regulatory requirements.

Items in category 2 have a streamlined review process. However, any member of the participatory governance structure may recommend items undergo a full review at the completion of its current approval process.

AP 5031 Instructional Materials Fees

New procedure:

This new legally required procedure formalizes the process for developing, approving, and charging students instructional material fees.

AP 5104 Contract Education

New procedure:

This new legally advised procedure formalizes the process for the development, review, approval, and evaluation process for contract education,

AP 5152 Military Education

Revised Procedure:

This procedure was developed for the Military Education Program. Since the program is being eliminated, it is recommended this procedure be deactivated.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Administrative Procedure

Chapter 4—Academic Affairs

AP 5235 FACULTY DEVELOPMENT OF CREDIT FOR PRIOR LEARNING BY EXAMINATION

Information in red is legally required.

This procedure implements Board of Trustees Policy BP 5235 Credit ~~By Examination~~ for Prior Learning regarding the attempt to pass a class through an approved examination.

District must publish its Policies pertaining to credit for prior learning must be published in the City, Mesa, and Miramar College and Continuing Education catalogs. ~~its college catalog.~~ The District must also review its credit for prior learning policy every three years and report particular findings specified in Title 5 Section 55050 subdivision (I) to the California Community Colleges Chancellor's Office.

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods of awarding credit including authorized assessments that may include the evaluation of approved credit by examination, Joint Services Transcripts, student-created portfolios, industry-recognized credentials, and standardized exams.

Credit may be awarded to a student for prior learning only for individually identified courses with subject matter similar to that of the individual's prior learning, and only for a course listed in the catalog of the community college. Credit shall be applied as appropriate to the California Intersegmental General Education Transfer Curriculum, California State University General Education Breadth, and local community college general education requirements, or requirements for a student's chosen program. Award of credit may be applied to electives for students who do not require additional general education or program credits to meet their goals.

In order to be eligible to receive Credit for Prior Learning, the student must meet the following criteria:

- be enrolled at the college and in good standing in the District;
- have an education plan on file;
- apply for credit for a course listed in the current College catalog; and
- not be currently enrolled in the course.

Credit acquired by Credit for Prior Learning may not be applicable to meeting load requirements for Selective Service deferment, veterans benefits, or Social Security benefits.

Credit acquired by Credit for Prior Learning shall not be counted in determining residency requirements for any degree or certificate.

All students who may be eligible shall be informed of Credit for Prior Learning opportunities when completing an education plan.

Students shall be given the opportunity to accept, decline, or appeal the Credit for Prior Learning assigned by the faculty.

Transcription of Credit for Prior Learning

Industry Recognized Credentials

Credit for Prior Learning may be awarded using industry recognized credential(s) that the department chair or faculty designee has determined adequately demonstrates mastery of the course content as set forth in the Course Outline of Record. This may be determined by prior evaluation or via student petition.

Credit by Examination

1. Faculty guidelines and limitations for developing Credit by Examination (CBE)
 - a. The nature and content of the examination shall be determined solely by college faculty in the discipline who normally teach the course for which credit is to be granted (See AP 3900.1);
 - b. A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior learning only in terms of individually identified courses for which examinations are conducted pursuant to this section;
 - c. Grading shall be according to the regular grading system approved by the Board of Trustees, including pass/fail if that option is available for the regular college course. The student's grade awarded for the course shall be determined by the student's grade on the CBE assessment;
 - d. The CBE assessment shall address the topics and student learning objectives listed in the course outline of record to the same rigor as the standard college course; and
 - e. The college shall provide any student requesting CBE with a copy of the official Course Outline of Record to aid the student in making the decision whether or not to attempt the CBE assessment.
2. CBE approval process
 - a. Courses shall be proposed and approved to be offered through CBE via the curriculum review and approval process; each college approved to offer a designated course via CBE must be identified in the curriculum documentation;

- b. The District Instructional Services office will maintain and annually provide a list of courses approved to be offered via CBE at the colleges;
 - c. Faculty with minimum qualifications in the discipline shall develop and/or approve each CBE assessment. To approve a CBE assessment, the college's discipline faculty members must agree to the following:
 - 1) The nature and content of the examination;
 - 2) The measurement method used to score the examination;
 - 3) The scores required on the examination for each grading level (i.e. A, B, C, D, F);
 - 4) The location and circumstances under which the examination will be administered; and
 - 5) Examination eligibility criteria, such as performance in a non-collegiate preparatory course.
 - d. Only assessments approved by faculty with minimum qualifications in the discipline shall be used for CBE.
 - e. An archive of the discipline faculty-approved CBE assessment for each course offered via CBE shall be maintained by the college.
 - f. All CBE assessments shall be reviewed by the appropriate college faculty members at least once every two years.
3. Administration of CBE assessments
- a. CBE assessments may be administered at non-college locations such as local high schools or Continuing Education campuses by designated college or District employees or approved proctors according to AP 3900.1 Section 5 and 6;
 - b. In instances where external accreditation or licensure requirements exist administration of CBE exams must be conducted in accordance with those additional requirements;
 - c. A faculty member with minimum qualifications in the discipline or a faculty designated proctor must administer the grading of all CBE assessments, regardless of location;
 - d. The district career education and workforce development education dean shall:
 - 1) Coordinate the administration of CTE Transitions CBE agreements and assessments at Continuing Education and/or high schools, including facilitating the development of agreements. Agreements will stipulate grading, proctoring, student requirements, and process for students to receive college credit;
 - 2) Maintain a list of approved CBE proctors who are not SDCCD employees along with the discipline faculty or department chair's written approval and appointment of such proctors;
 - 3) Coordinate with student services personnel to ensure the proper awarding of credit and grades earned through CBE (See AP 3900.1, 5, and 6);

- 4) Ensure that agreements stipulate that assigned grades are based solely on the student's actual performance on the CBE assessment (see II.4.iii above);
- 5) Coordinate between the college discipline faculty or department chair and the Continuing Education campuses and/or high schools to ensure the enforcement of eligibility criteria and the proctoring and grading expectations (see iii, II.4.v. above).

Additional procedures shall be developed for student-created portfolio assessment, credit for military service training, and standardized examinations.

References:

Education Code Sections 66025.71, 66700, 70901, Sections 70901 and 70902;
Section 79500;

Title 5 Sections 55002, 55023, 55021, 55025, 55050, and 55052

References:

Education Code Section; 66025.71, 66700, 70901, Sections 70901 and 70902

Title 5 Sections 55002, 55023, 55021, 55025, 55050, 55052

~~Approved by the Chancellor: 11/18/2019~~

SUPERSEDES:

~~New Procedure~~

BP 6980 – Sustainability

The following policy expresses the Board's intent to implement a District-wide Sustainability program in accordance with applicable state laws, District goals, and District resolutions. Sustainable practices balance three needs: environmental quality, social equity, and economic productivity. The District acknowledges that the environment provides the foundation upon which society rests, and society provides the support for the economy to function. A core tenet of sustainability requires that the present generation meet its needs without compromising the ability of future generations to meet their needs. The District's Sustainability program works to analyze the impacts of decisions today and in the future.



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Chapter 4 – Academic Affairs

AP 5031 – INSTRUCTIONAL MATERIALS FEES

References:

Education Code Section 76365;

Title 5 Sections 59400 et seq.

Students may be required to acquire instructional materials required for a credit or noncredit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

The District will publish these regulations in a place accessible to students.

Definitions

"Required instructional materials" means any materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

"Solely or exclusively available from the District" means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) the instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

"Required instructional materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during the class.

Establishing Required Materials and Related Fees

In establishing any instructional fees, the District adheres to guidelines published by the California Community Colleges Chancellor's Office (CCCCO).

Disciplines or departments identify the need for required and/or non-mandatory fees. Materials and supplies must be included in the officially approved course outline of record.

Before materials fees may be required for a course, a request must be submitted through the Department Chair to the Dean. The dean reviews and validates each request and sends a consolidated list from the school to the Curriculum Services Department by November 1, each year. The requested fees are then forwarded to the Chancellor and Board of Trustees for approval prior to implementation. Curriculum Services Department sends the approved list to the college and Continuing Education Business Services Office.

All required fees associated with specific courses are included as part of the course description in the schedule of classes. Instructional materials fees are primarily collected along with enrollment fees at the time of registration.

Students will be directed by their instructors or the appropriate department personnel as to where they can obtain the instructional materials.

The District Instructional Services division is responsible for gathering data related to student fees and for disseminating that information to the appropriate college personnel. The District Instructional Services division responds to inquiries from the CCCCCO related to instructional materials fees.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

AP
5104

Administrative Procedure Chapter 4 – Academic Affairs

AP 5104 CONTRACT EDUCATION

Reference:

Title 5 Section 55170

The District may contract for instructional classes to be offered at the request of public or private agencies or groups.

The District may contract to offer instructional classes or services for businesses, nonprofit organizations, public agencies, and/or other groups. These contracted activities shall be self-supporting and independent of the unrestricted general fund. If the contract covers the full cost of the classes, the classes shall not be submitted for apportionment from the state and are not required to be open to the public.

The total of all revenues earned from contract education shall be an amount equal to or greater than the actual costs (including administrative costs) incurred in providing contracted services.

Contract Education consists of any of the following:

- Credit courses from the approved curriculum, from which students may earn college credit upon successful completion;
- Noncredit courses from the approved curriculum;
- Customized educational offerings designed for a particular purpose, which are not credit bearing; or
- Specialized services, which are not credit bearing.

Fees:

Contract fees shall be based on, but not limited to, the following factors:

- needs and analyses;
- curriculum development and implementation;
- supplies, materials, and equipment needs;
- required qualifications and expertise of the presenter(s) or instructor(s);
- total hours of instruction or consultation;
- total hours of staff support and project coordination; and
- indirect costs.

Process

- An agreement shall include the following components:
 - Classes being taught and/or services being offered;
 - Length of the contract;
 - Billing cycle; and
 - Fees paid.
- The proposed agreement is evaluated for feasibility by discipline faculty, instructional administrator, business services office (including information technology), and risk management office using the following criteria (adjust based on question about offering):
 - Congruence with the District's mission, mandates, and goals;
 - Adherence to the approved course outline of record, collective bargaining agreement, and other applicable policies and regulations for credit and noncredit courses;
 - Measurable and attainable scope, objectives, and outcomes; and
 - Ability to recover the costs of delivering the instruction including administrative costs, technology costs, supplies, rentals, etc., from revenue generated by the contract.
- The proposed agreement is approved by one of the following:
 - Chancellor or designee for all District contracts;
 - Foundation Executive Director and Continuing Education President for all Foundation contracts; or
 - College President.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 4—Instructional Services

AP 5152 MILITARY

EDUCATION

~~This procedure outlines the tasks that ensure compliance with the District's standards of ethical conduct and transparency in business transactions within the Military Education Program.~~

FUNCTION

1. Definitions

- ~~a. Federal Acquisition Regulation—The Federal Acquisition Regulation (FAR) is the principal set of rules in the Federal Acquisition Regulation System. This system consists of regulations issued by agencies of the federal government of the United States to govern the acquisition process; a process through which the government purchases goods and services.~~
- ~~b. Code of Business Ethics and Conduct—a written code provided to each employee engaged in the performance of a contract that promotes an organizational culture encouraging ethical conduct and commitment to compliance with the law.~~
- ~~c. Business Ethics Awareness and Compliance Program—a program that includes steps to communicate periodically the District's standards and procedures for business ethics and conduct. The program includes periodic training provided to the District's employees performing on federal contracts.~~
- ~~d. Internal Control System—a system to establish standards and procedures to facilitate timely discovery of improper conduct in connection with Government contracts and ensures corrective measures are promptly instituted and carried out.~~

IMPLEMENTATION

1. Responsibility

- ~~a. The Director, Military Education Program is responsible for establishing and maintaining a Code of Business Ethics and Conduct and a system of internal controls in accordance with the FAR 52.203-13.~~
- ~~b. The Director, Military Education Program will promote an organizational~~

culture that encourages ethical conduct, a commitment to compliance with the law, and

~~provides for timely disclosure of and corrective action for any violations or non-compliance.~~

- ~~c. The Chancellor will review all components of the Military Education Program's compliance with FAR 52.203-13 to include the Contractor Code of Business Ethics and Conduct and an internal control system, and to ensure compliance with all laws and regulations pertaining to contracting with the Federal Government.~~

- ~~2. Development and approval of contractor code of business ethics and conduct, business ethics awareness and compliance program, and system of internal controls.~~

- ~~a. The Director, Military Education Program, will develop, maintain, and update a contractor code of business ethics and conduct, business ethics awareness and compliance program, and system of internal controls in compliance with federal contracting requirements.~~
- ~~b. The Chancellor will review and evaluate the code of business ethics and conduct, business ethics awareness and compliance program, and system of internal controls for compliance with federal contracting requirements in light of District goals and objectives.~~
- ~~c. The Chancellor will submit the code of business ethics and conduct, business ethics awareness and compliance program, and system of internal controls to the Board of Trustees for approval.~~

~~FORMS AND REFERENCES~~

- ~~1. Federal Acquisition Regulation 52.203-13~~

~~Adopted: August 14, 2014~~

~~SUPERSEDES~~

~~New procedure.~~