



Academic Senate AGENDA

Facilitator: Dr. Minodora Moldoveanu, President

Date: September 3, 2020

Time: 12:30-2:00 p.m.

Recorder: Nikki Williams, Secretary

Location: Zoom Conference

<https://cccconfer.zoom.us/j/91210951098>

Vision:

Compton College will be the leading institution of student learning and success in higher education.

Mission Statement:

Compton College is a welcoming and inclusive community where diverse students are supported to pursue and attain student success. Compton College provides solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for completion of programs of study, transition to a university, and securing living-wage employment.

SENATORS:

Estrada, Harvey
 Evans, Jerome
 Gillis, Amber
 Khan, Mahbub
 Kooiman, Brent
 Maruri, Carlos

Mills, Jesse
 Moldoveanu, Minodora
 Moore, Sean
 Pham, Hoa
 Richardson, Pamela
 Roeun, Malinni
 Schumacher, Holly

Schwitkis, Kent
 Sidhu, Rajinder
 Thomas, Shirley
 Valdry, Andree
 Villalobos, Jose
 Williams, Nikki

AGENDA:

(Public comment will be allowed on each agenda item)

1. Call to Order
2. Approval of Agenda
3. Review and Approval of Minutes
 - a. June 4, 2020 Meeting
 - b. June 11, 2020 Special Meeting
4. Reports
 - a. President's Report
 - b. ASB President Report
 - c. Vice President's Report
 - d. Faculty Board Representative Report
 - e. Academic Affairs Report
 - f. Curriculum Report
 - g. Distance Education Report
 - h. Faculty Development Report
5. Unfinished Business/Tabled Business

6. New Business

- a. Consent Agenda Approvals – (First, Second Read and Vote)
 - Approved Curriculum Items – Summer, 2020
- b. New DE Addendum Language
- c. Academic Senate – Nominations for Adjunct Senators
- d. Introduce VP of Academic Affairs – Sheri Berger
- e. BP 4020 – Program Curriculum and Course Development
- f. AR 4020 – Program Curriculum and Course Development
- g. AR 4025 – Philosophy and Criteria for Associate Degree
- h. BP 4030 – Academic Freedom
- i. BP 4260 – Prerequisites and Corequisites
- j. AP 4260 – Prerequisites and Corequisites
- k. Faculty Development Committee and Professional Development Committee Relationship
- l. Faculty Development Committee – Seeking Co-Chair
- m. Professional Development Pre-Approval and Payment Process Review

7. Informational Items

- a. New Hires
 - i. Full Time
 - ii. Part Time
- b. Amber Gillis – Serving on the Resolution Writing Committee of the ASCCC
- c. Gayathri Manikandan – Featured in the CCCC Digital Futures Newsletter in July, 2020
- d. Elizabeth Walker – Serving on the Part Time Faculty Committee of the ASCCC
- e. Elizabeth Walker – Featured in the Rostrum in July, 2020
- f. Senate Subcommittees Use of Brown Act
- g. Robert’s Rules of Order Documents

8. Future Agenda Items

- a. Senate Elections
- b. Inclusion of OER in New Course Development
- c. Encourage Faculty Use of OER in All Courses
- d. Discuss Length of Terms for Different Senate Positions

9. Adjournment

Next Scheduled Meeting: September 17 at 12:30pm

Zoom Link:

<https://cccconfer.zoom.us/j/91210951098>

COMPTON COLLEGE ACADEMIC SENATE MEETING DATES AND LOCATIONS (1st & 3rd Thursday)

<u>FALL 2020</u>	<u>LOCATION</u>	<u>SPRING 2021</u>	<u>LOCATION</u>
September 3	zoom	February 25	TBA
September 17	zoom	March 4	TBA
October 1	zoom	March 18	TBA
October 15	zoom	April 1	TBA
October 29	zoom	April 22	TBA
November 19	zoom	May 6	TBA
December 3	zoom	May 20	TBA
		June 3	TBA

Per the *Brown Act*, all votes must be recorded by name. Only Nos and Abstentions will be recorded by name in the minutes. If a senator was signed in to the meeting and did not vote No/Abstain, their vote will be assumed to be a Yes.

CCCD Academic Senate Roster 2020-2021 (19 members)

Officers:

President/Chairperson	Minodora Moldoveanu (20-22)
Vice President/Vice Chairperson	Jesse Mills (19-21)
Secretary/Secretary	Nikki Williams (19-21)
Curriculum/Curriculum Representative	Sean Moore (17-20)
Adjunct Representative	Mahbub Khan (19-21)
Board Representative	Jerome Evans (19-21)

Members:

Career and Technical Education (2)

~~Brent Kooiman (19-20)~~
Pamela Richardson (20-21)

Health and Human Services (2)

Shirley Thomas (19-21)
~~Hoa Pham (19-20)~~

Humanities (2)

Minodora Moldoveanu (20-21)
Nikki Williams (19-20) Secretary

Social Sciences and Fine Arts (2)

Jesse Mills (20-21)
~~Harvey Estrada (19-20)~~

Mathematics (2)

~~Malinni Røeun (19-20)~~
Jose Villalobos (19-21)

Science (2)

Kent Schwitkis (19-21)
~~Rajinder Sidhu (19-20)~~

Library and Learning Resource Unit (1)

Andree Valdry (20-21)

Counseling (2)

Holly Schumacher (20-21)
Carlos Maruri (19-21)

At-Large (2)

Jerome Evans (19-21)
Amber Gillis (19-21)

Adjunct Representatives (2)

Mahbub Khan (19-21), Adjunct Representative
Vacant (19-21)



Academic Senate Minutes

Facilitator: Amber Gillis, President

Recorder: Nikki Williams, Secretary

Date: June 4, 2020

Time: 12:30-2:00 p.m.

Location: Zoom Conference in Canvas

Vision:

Compton College will be the leading institution of student learning and success in higher education.

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AGENDA:

1) Call to Order 1:06pm

2) Approval of Agenda- As Amended Mills/ Evans

Amend agenda- 6b- New DE Addendum- place as an informational item.

Updated FDC document

Updated Curriculum items

Updated Senate Constitution and By-Laws

3) Review and Approval of Minutes from May 21, 2020 Meeting- Evans/Moldoveanu

4) Reports

a) President's Report- Amber Gillis

It is my last meeting as Senate President and I have been with Senate for 3.5 years as a President elect and then as your president. There is a learning curve. Thank you for those that supported me, it was an honor to serve everyone. I am leaving in a way that I wasn't expecting to. The amount of goals that we have to accomplish, we have so much more to work on. I will be leaving this in good hands with M. Moldoveanu. One of my main goals that we still need to work on is to spread communication around campus. You will still see me with Accreditation. We have a Mid-term Report that is due in March 2021. We would like to solidify a rough draft by July. The next ISR is due in 2024. It took us 2.5-3 years to prepare for our last ISR, so this means that we really need to prepare and work on the next document. Thank you for allowing me to serve you and I will continue to serve in accreditation.

b) ASB President Report

No Report

c) Vice President's Report- Jesse Mills

- d) Curriculum Report- Sean Moore
Scheduling open labs in summer and working on those dates. 40 DE Addendums have come through as informational items. All necessary documents were submitted in order to have Non-DE courses operated as DE. We have some dates the Curriculum Committee will be meeting in the summer. All faculty participants will be compensated for their work over the summer. Attached are the consent agenda items.
- g) Distance Education Report- Jasmine Phillips
No report
- h) Faculty Development Report- Susan Johnson
FDC has some concerns about Fall flex. We were asked for our participation so late in the semester. We added two extra meetings to discuss these events. This is a huge task. The FDC is willing to work on spring flex. We do have concerns about participation in fall flex and compensation for our time if there is work asked to be done outside of our contract. We do have some recommendations for some fall flex workshops. A. Gillis- I just ask that you put those recommendations in writing by June 30, 2020.

1) Unfinished Business/Tabled Business

- a) Second Read & Vote: BP3226 – Institutional Review Board (IRB)
Motion to open discussion- Mills/ Evans. A. Gillis- Does anyone have any comments, questions, or concerns regarding this BP. Motion to close discussion- Moldoveanu/Evans. Motion to approve- Mills/Moldoveanu. Vote taken and the motion carries.
- b) Second Read & Vote: Program Maps (Various Programs: See Attached)
Motion to open discussion- Evans/Moldoveanu. A. Gillis- We have Dr. Jimenez here in case you have any additional questions. The maps are on the OneDrive. M. Moldoveanu- For the AA in Liberal Arts Studies I wish that wherever there is English 103 listed that COMS 120 would also be listed as an option. Motion to close discussion- Moldoveanu/Evans. Motion to approve- Mills/Schumacher. Vote taken and the motion carries.
- c) Second Read & Vote: Approved Curriculum Items from May 19, 2020
Motion to open discussion- Mills/Maruri. A. Gillis- Does anyone have any questions or comments regarding this item for S. Moore. Motion to close discussion- Maruri/ Moldoveanu. Motion to approve-Mills/Evans. Vote taken and the motion carries.
- d) Second Read & Vote: Faculty Development Committee Purpose Statement
Motion to open discussion-Mills/Schumacher. A. Gillis- Would J. Crozier or S. Johnson please walk us through the changes. S. Johnson- the only changes that were made were to the membership and making sure that they are expressly stated. H. Pham- When does the FDC start approving flex hours? H. Schumacher- We have not agreed on this. We do not approve hours that have been created by the district. H. Pham- The Dean stated that he no longer approves flex. So who is doing this? Discussion followed. Motion to close discussion- Mills/Evans. Motion to approve-Maruri/ Moldoveanu. Vote taken and the motion carries.
- e) Second Read & Vote: Enrollment Management Plan
Motion to open discussion-Moldoveanu/Maruri. A. Gillis- I reached out to E. Martinez and she stated there have been no major content changes. Are there are questions about this document? Motion to close discussion-Mills/ Moldoveanu. Motion to approve- Moldoveanu/Evans. Vote taken and the motion carries.

2) New Business

- a) First Read, Second Read, and Vote: Academic Senate Constitution and Bylaws – 2020 (Revised)
Motion to open discussion-Maruri/Evans. A. Gillis-We are open for discussion. N. Williams- There were some suggested changes from members of the Executive Board. All of the new changes are red-lined. Some of the changes are clean up in language. The Curriculum Chair was placed back under the officers area and is no longer in the ex-officio area. H. Schumacher- Why was this done? When the writing committee did this, we made the decisions to ensure that all of the subcommittees were equal. N. Williams- The thinking for this was that it was the way the Curriculum chair is compensated. H. Schumacher- If we are going to do this, then we need to move all chairs of Senate sub-committees to be Executive Board members. S. Moore- Another reason for this is because like the other Executive Board members, the Curriculum Chair is elected by the Senate. H. Schumacher- The DE chair and Faculty Development chair should also be of equal footing. J. Phillips- Is the larger question then that the other subcommittees should have chairs selected by the senate. Discussion followed. A. Gillis- I think that we may need a special meeting next week to get these completed and passed.

Motion to close discussion-Mills/ Moldoveanu. Motion to call for a special meeting Tuesday, June 9, 2020 at 1pm- Moldoveanu/Maruri.

Motion to call for a special meeting. Is Tuesday the 9th good? Would Tuesday, June 9th at 1pm be ok? This will give the writing team and E-board a chance to touch base over the weekend and finalize the document, so we can get this out to senators on Monday, June 8th. Motion to call for a special meeting Tuesday, June 9, 2020 at 1pm- Moldoveanu/Maruri. Vote taken and the motion carries.

Motion to approve amended agenda to remove the Minimum Qualifications Adoption Document- Moldoveanu/Mills. Vote taken and the motion carries.

Motion to amend the agenda to include the DE Addendum Process Instructions in the Consent Agenda Items- Schumacher/Evans. Vote taken and the motion carries.

b) Consent Agenda Approvals – (First, Second Read and Vote)

Motion to open discussion- Moldoveanu/Maruri. A. Gillis- We are open for discussion. Is there anything here that we need to discuss or pull from consent? Motion to close discussion-Maruri/Moldoveanu. Motion to approve-Mills/Maruri. Vote taken and the motion carries.

- i) ASCCC Third Category of Online Classes
- ii) New DE Addendum- placed as informational in amendment to agenda
- iii) DE Summer and Fall Expectations
- iv) DE Publisher Applications and Websites Policy
- v) DE Instructional Material Fee and Access Code Policy
- vi) AR4240 – Academic Renewal (Proposed Changes in AR)
- vii) Minimum Qualifications Adoption- removed from agenda in amendment to agenda
- viii) Approved Curriculum Items – June 2, 2020
- ix) DE Addendum Process Instructions- added in amendment to agenda

c) Curriculum Chair Election- The E-board decided to approve S. Moore to continue as the Curriculum Chair through the summer and we will hold elections in fall 2020 when we host elections.

d) Resolutions: Tenure Confirmations and Retirements

1st resolution- Jasmine Philips. The work that J. Philips has been doing in DE is exceptional, but in particular during the transition needs to be recognized. Resolution read. Motion to approve the resolution. Vote taken and the resolution is approved.

Resolution for Jerome Evans. Resolution read. Motion to approve the resolution. Vote taken and the motion the resolution is approved.

I also want to recognize Aurora Cortez-Perez who is retiring this year as well.

Tenure recipients- Eckko Blake, Hassan Elfarissi, Emma Adams, Stephen Ellis, Ayesha Sirajuddin, Juan Tavarez, Minodora Moldoveanu, and Sean Moore. Let's congratulate them.

7) Informational Items

- a) AR 3226 – Institutional Review Board
- b) BP 5400 – Associated Student Body
- c) BP 5800 – Prevention of Identify Theft in Student Financial Transactions
- d) BP 6250 – Budget Management
- e) BP 6450 – Wireless or Cellular Telephone Use
- f) AR 6450 – Mobile Communication Device
- g) Attendance Tracking Communication Email and Banner Instructions

8) Future Agenda Items

- a) TBA

9) Adjournment- 2:17pm

Next Scheduled Meeting: TBA at 12:30pm
Academic Senate Canvas Site



Academic Senate Special Meeting Minutes

Facilitator: Amber Gillis, President

Recorder: Nikki Williams, Secretary

Date: June 11, 2020

Time: 12:30-1:30 p.m.

Location: Zoom Conference in Canvas

Vision:

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- Villalobos, Jose
- Williams, Nikki

AGENDA:

- 1) **Call to Order**
- 2) **Approval of Agenda-** Mills/Schwitkis
- 3) **Public Comment**

A. Gillis- Does anyone have any public comment? Hearing that there is none, we will move into item 4.

4) **Unfinished Business/Tabled Business-** Mills/Schwitkis

- a) **Second Read, and Vote: Academic Senate Constitution and Bylaws – 2020 (Revised)**
 Motion to open discussion of Second Read and Vote: Academic Senate Constitution and Bylaws
 Mills/Schwitkis. A. Gillis- Let me preface this by saying that we identified that there were some ways that we can make some improvements to the document. S. Moore in his role as Curriculum Chair was trying to have some clarity as to roles and responsibilities. I got an email from Ms. Sasser and Dr. Curry himself. They had a problem with parts of the Constitution primarily the part that mentions a Faculty Development Coordinator since this is a position that we do not have. I went through and there are a couple of things that I saw and the one thing that I have a question about personally. We are including the Union President as an ex-officio voting member. Can someone tell me why? I am asking why the Union President would have voting rights in Senate. M. Moldoveanu- We said that it was our goal to strengthen the relationship between Senate and Union. I spoke with Dolores Davison and she did mention that it is not common practice for that but that it is up to local control for that. We thought that we would try for a while and if it does work we can report out to State Academic Senate and if at some point we realize that it does not work out we can revise the Constitution. N. Williams- Union president is voted in by the entire faculty body for their position so this is not an appointment. The Senate President does have a vote on the Union as a voting member. The Union President would not sit on the Executive Board of Senate just like the Senate President does not sit on the Union Executive Board

K. Schwitkis- So is this saying that the Academic Senate is dictating roles and responsibilities to the Union President? J. Mills- My understanding is that these things are saying what the role of the Union President is in Senate but it is not telling them what their role is on campus. K. Schwitkis- I think the title should be different to indicate the intent. M. Moldoveanu- We can change it to say Senate Duties or Academic Senate Duties. Discussion followed. A. Gillis- I had a conversation with the District and they don't like to be told who they will pick for a position. They have issue with the idea that for some of these positions such as Curriculum Chair and Distance Education Faculty Coordinator we would elect someone and then forward the name to them. Dr. Curry made it clear that when they fly a position anyone can apply for it and they would do the hiring. I was thinking that maybe we can reduce some of the language of the duties of subcommittee chairs so that it is not so specific and it would be relevant to all subcommittee chars. J. Mills- The reason I know that some of these changes were made, I looked at some of these positions at other colleges and they are elected by Senate or appointed by Senate. So the question is why the district is picking these when they are sub-committees of Senate. Discussion followed. A. Gillis- So I think the only correction made was with the word Coordinator when it should say Chair. Motion to close discussion- Schwitkis/Evans. Motion to approve the Academic Senate Constitution and By-Laws Revised 2020- Schwitkis/Williams. Vote taken and the motion carries.

Next Scheduled Meeting: September 3, 2020 at 12:30pm

Proposal	Proposed Changes	Approval Dates	Column1
New Program			
ESL- Personal Care Attendant	Non-Credit Certificate of Completion	CCC approved 8/18/2020	
New Courses			
CIS 192 - Database Essentials in AWS	3 units; Lecture Hours: 36; Lab Hours: 54; Outside Hours: 72; CSU transferable only. Prerequisite: CIS 190. This course addresses cloud database management which supports a number of different approaches for storing data. In the course, students define, operate and scale both SQL and noSQL data storage solutions. This course considers factors that should be balanced during the design of a storage solution. Principles are applied by performing exercises using Amazon RDS and SQL to create and fill tables, retrieve and manipulate data. Object-based APIs are used to serialize objects to Amazon DynamoDB for noSQL solutions. Topics include automated backups, transaction logs, restoration and retention.	CCC approved 7/7/2020	
CIS 194 - Compute Engines in AWS	3 units; Lecture Hours: 36; Lab Hours: 54; Outside Hours: 72; CSU transferable only. Prerequisite: CIS 192. In this course, students explore how cloud computing systems are built using a common set of core technologies, algorithms, and design principles centered around distributed systems. Students will use the Amazon Web Services (AWS) Management Console to provision, load-balance and scale their applications using the Elastic Compute Cloud (EC2) and the AWS Elastic Beanstalk. The course discusses, from a developer perspective, the most important reasons for using AWS and examines the underlying design principles of scalable cloud applications.	CCC approved 7/7/2020	
CIS 196 - Security in AWS	3 units; Lecture Hours: 36; Lab Hours: 54; Outside Hours: 72; CSU transferable only. Prerequisite: CIS 194. This course focuses on protecting the confidentiality, integrity and availability of computing systems and data. Students learn how Amazon Web Service (AWS) uses redundant and layered controls, continuous validation and testing, and a substantial amount of automation to ensure the underlying infrastructure is continuously monitored and protected. Students examine the AWS Shared Responsibility Model and access the AWS Management Console to learn more about security tools and features provided by the AWS platform.	CCC approved 7/7/2020	
CSCI 101 - Problem Solving and Program Design Using C++	4 units; Lecture Hours: 54; Lab Hours: 54; Outside Hours: 108; CSU transferable only. Prerequisite: MATH 170. This course will help the students that want to transfer to Universities as engineering or other STEM-related majors, such as computer engineering, electronic engineering technology among other majors. In addition, this course meets the CSU general education requirements for mathematics and quantitative reasoning.	CCC approved 8/18/2020	

CSCI 102 - Introduction to Data Structure	4 units; Lecture Hours: 54; Lab Hours: 54; Outside Hours: 108; CSU transferable only. Prerequisite: CSCI 101. In this course, the C++ computer language is used to demonstrate a method of representing and manipulating data structures. the student will learn the object-oriented problem-solving skill necessary to read, write, correct complex computer program, and to make an important design decision. Topics include lists, stacks, queues, trees, searching, sorting, modeling and algorithm analysis.	CCC approved 8/18/2020	
CSCI 103 - Computer programming in Java	4 units; Lecture Hours: 54; Lab Hours: 54; Outside Hours: 108; CSU transferable only. Prerequisite: CSCI 101. This course includes a detail coverage of the Java programming language, including Java data types, operators and expressions, control structures, iteration, functions, arrays, classes and inheritance, files, graphical user interface (GUI) applications with event handling, and applets for world wide web applications.	CCC approved 8/18/2020	
ESL 11 -Literacy	Units: 0; Lecture Hours: 90; Lab Hours: 0; Grading Method: Noncredit; Credit Status: Noncredit; Transfer: Not Transferable. Conditions of Enrollment: None. This foundational ESL course is for students that have no experience using the English language. We will be covering the alphabet, numbers, pronunciation, and vocabulary acquisition skills. Students will learn English language skills through diverse instructional methodologies to strengthen reading, writing, listening and speaking skills.	CCC approved 7/7/2020	
ESL 12- Level 1	Units: 0; Lecture Hours: 90; Lab Hours: 0; Grading Method: Noncredit; Credit Status: Noncredit; Transfer: Not Transferable. Conditions of Enrollment: None. This Beginning- Low English vocabulary and basic grammar course will cover listening, speaking, reading, and writing skills on topics of personal interests, career, and life experiences.	CCC approved 7/7/2020	
ESL 13 - Level 2	Units: 0; Lecture Hours: 90; Lab Hours: 0; Grading Method: Noncredit; Credit Status: Noncredit; Transfer: Not Transferable. Conditions of Enrollment: None. This Level 2 - Beginning- High conversation and grammar course provides practice in English through listening, speaking, reading, and writing activities. Students will cover a variety of grammar points and move from writing a singular paragraph to multiple paragraphs.	CCC approved 7/7/2020	
ESL 14- Level 3	Units: 0; Lecture Hours: 90; Lab Hours: 0; Grading Method: Noncredit; Credit Status: Noncredit; Transfer: Not Transferable. Conditions of Enrollment: None. This Low Intermediate English communication and grammar course includes listening, speaking, reading, and writing skills. Activities include team projects, presentations, and exams in preparation for academic and career success as well as civic participation.	CCC approved 7/7/2020	

ESL 15 - Level 4	Units: 0; Lecture Hours: 90; Lab Hours: 0; Grading Method: Noncredit; Credit Status: Noncredit; Transfer: Not Transferable. Conditions of Enrollment: None. This Intermediate- High course will focus on English grammar forms and structures through listening, speaking, reading and writing activities. Students will listen to oral stories and dialogues learn conversation strategies, write main ideas and supporting details, conclusions and inferences, paragraph structure, transition words and complex sentences.	CCC approved 7/7/2020	
ESL 16 - Level 5	Units: 0; Lecture Hours: 90; Lab Hours: 0; Grading Method: Noncredit; Credit Status: Noncredit; Transfer: Not Transferable. Conditions of Enrollment: None. This Level 5- Low Advanced English communication and study skills course gives students skills to transition into college-level, Career and Technical education (CTE) courses or Vocational ESL (VESL) courses. Activities include teamwork, projects, presentations, and exams to ensure academic and career success, civic participation, and strategies for lifelong learning.	CCC approved 7/7/2020	
ESL 17 - Level 6	Units: 0; Lecture Hours: 90; Lab Hours: 0; Grading Method: Noncredit; Credit Status: Noncredit; Transfer: Not Transferable. Conditions of Enrollment: None. This Advanced English communication and study skills course gives students skills to transition into college-level and career and technical education (CTE)/ Vocational ESL (VESL) courses. Activities include teamwork, projects, presentations, and exams to ensure academic and career success, civic participation, and strategies for lifelong learning.	CCC approved 7/7/2020	
MATH 15C - Statistics Corequisite	2 units. Lecture Hours: 36; Lab Hours: 0; Outside Hours: 72. Grading Method: Pass/No Pass; Credit Status: Credit, Non-degree applicable. Transfer: Non-transferable; Conditions of Enrollment: Prerequisites- MATH 65 or MATH 73 or MATH 80 or by multiple measures. Corequisites- MATH 150. A review of the core prerequisite skills, competencies, and concepts needed in statistics. Intended for students who are concurrently enrolled in MATH 150, Elementary Statistics, at Compton College. Topics include concepts from arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics that are needed to understand the basics of college-level statistics. Concepts are taught through the context of descriptive data analysis. Additional emphasis is placed on solving and graphing linear equations and modeling with linear functions.	CCC approved 8/18/2020	
Course Inactivation			
SOCI 122 - Research Methods in the Behavioral Sciences		CCC approved 7/7/2020	
Course Review- Change Course Title			

FILM 110 - Film Analysis and Appreciation	Course title change from "Film Appreciation" to "Film Analysis and Appreciation"	CCC approved 7/21/2020	
Course Review- Change Course Hours			
MUSI 290 Intermediate Applied Music/Individual Lessons	Lab hours decrease from 72 to 54.	CCC approved 7/21/2020	
NURS 103 Nurse Assistant	Increase lecture hours from 52 to 66. Decrease lab hours from 128 to 100.	CCC approved 8/4/2020	
Course Review: Removal of Recommended Preparation Requisite Courses			
BIOL 115 - Environmental Aspects of Biology	Removal of ENGL 82	CCC approved 8/4/2020	
CDEV 110 - Child Health, Safety, and Nutrition	Removal of eligibility for ENGL 101	CCC approved 8/18/2020	
CHEM 102 - Fundamentals of Chemistry	Removal of ENGL 84	CCC approved 7/7/2020	
COMS 100 - Public Speaking	Removal of eligibility for ENGL 101	CCC approved 7/7/2020	
COMS 130 - Interpersonal Communication	Removal of eligibility for ENGL 101	CCC approved 7/21/2020	
COMS 140 - Small Group Communication	Removal of eligibility for ENGL 101	CCC approved 7/21/2020	
HDEV 115 - Career Development Across the Lifespan	Removal of ENGL 84, ESL 52B, ENGL A, ESL 53C	CCC approved 8/18/2020	
2 year CTE Course Review- No Recommended Changes			
ACR 121 - Air Conditioning Fundamentals		CCC approved 7/7/2020	
ACR 123 - Commercial Refrigeration Applications		CCC approved 7/7/2020	
ACR 125 - Energy Efficient Residential, Commercial and Industrial Air Conditioning		CCC approved 7/7/2020	
ACR 127 - Heating Technologies		CCC approved 7/7/2020	
ACR 130 - Electric Controls		CCC approved 7/7/2020	
ACR 131 - HVAC Electronics		CCC approved 7/7/2020	
ACR 134 - HVAC Customer Service and industry certifications		CCC approved 7/21/2020	
ACR 136 - Electrical Applications		CCC approved 7/7/2020	
ACR 160 - Refrigeration and Air Conditioning Control Systems		CCC approved 7/21/2020	
ACR 161 - Fundamentals of Automation Systems		CCC approved 7/7/2020	
ACR 162 - Energy Control and Optimization Systems		CCC approved 7/7/2020	
CDEV 103 - Child Growth and Development		CCC approved 7/7/2020	
CDEV 104- The Home, The School, The Community		CCC approved 7/7/2020	
ENGR 101 - Introduction to Engineering		CCC approved 7/7/2020	
ENGR 109 - Engineering Mechanics - Statics		CCC approved 7/7/2020	
MTT 140 - Machine Shop Calculations		CCC approved 7/7/2020	
6 year Course Review- No Recommended Changes			
ANAT 132 - General Human Anatomy		CCC approved 7/7/2020	
BIOL 101 - Principles of Biology I		CCC approved 7/7/2020	
BIOL 102 - Principles of Biology II		CCC approved 7/7/2020	
CHEM 152 - General Chemistry II		CCC approved 7/7/2020	
COMS 120 - Argumentation and Debate		CCC approved 8/4/202	
DANC 110 - Beginning Dance		CCC approved 7/21/2020	
DANC 120B- Beginning Ballet B		CCC approved 7/21/2020	

DANC 165- African Dance		CCC approved 7/7/2020	
DANC 250- Pilates Mat Class		CCC approved 7/21/2020	
ENGL 101H - Honors Reading and Composition		CCC approved 7/7/2020	
ENGL 150- Survey of British Literature I		CCC approved 7/7/2020	
ENGL 152- Survey of British Literature II		CCC approved 7/7/2020	
ESL 02A - Grammar and Conversation Level I		CCC approved 7/21/2020	
ESL 02B - Grammar and Conversation Level II		CCC approved 7/21/2020	
ESL 02C - Conversation and Grammar Level III		CCC approved 7/7/2020	
ESL 02D - Conversation and Grammar Level IV		CCC approved 7/21/2020	
FILM 113 - Screenplay Analysis		CCC approved 7/21/2020	
HDEV 110 - Strategies for Creating Success in College and in Life		CCC approved 7/7/2020	
MATH 110- Structures and Concepts in Mathematics		CCC approved 7/7/2020	
MATH 111- Mathematics for Elementary School Teachers- Geometry, Probability & Statistics		CCC approved 7/7/2020	
MATH 130 - College Algebra		CCC approved 7/7/2020	
MATH 165 - Calculus for Business and Social Sciences		CCC approved 7/7/2020	
MATH 180 - Precalculus		CCC approved 7/7/2020	
MATH 18C - Corequisite for PreCalculus		CCC approved 7/7/2020	
MATH 190 - Single Variable Calculus and Analytic Geometry I		CCC approved 7/7/2020	
MATH 191 - Single Variable Calculus and Analytic Geometry II		CCC approved 7/7/2020	
MATH 220 - Multi-Variable Calculus		CCC approved 7/7/2020	
MATH 270- Differential Equations with Linear Algebra		CCC approved 7/7/2020	
MATH 47A - Math Academy - Elementary Algebra		CCC approved 7/7/2020	
MATH 60 - Elementary Geometry		CCC approved 7/7/2020	
MATH 65 - Pre-Statistics		CCC approved 7/7/2020	
MATH 7C - Intermediate Algebra Corequisite		CCC approved 7/7/2020	
MATH 80 - Intermediate Algebra for Science, Technology, Engineering, and Mathematics		CCC approved 7/7/2020	
PE 102 - Walking for Fitness		CCC approved 7/21/2020	
PE 110 - Body Conditioning and Physical Fitness		CCC approved 7/21/2020	
PE 118 - Beginning Boxing		CCC approved 8/4/2020	
PE 125 - Weight Training		CCC approved 7/21/2020	
PE 127 - Yoga for Health and Fitness		CCC approved 8/4/2020	
PE 134 - Badminton		CCC approved 7/21/2020	
PE 150- Sport-Specific, Periodized Training for Athletes		CCC approved 7/21/2020	
PE 155- Off-Season Training for Women's Intercollegiate Badminton Team		CCC approved 7/21/2020	
PE 159- Off-Season Training for Men's intercollegiate Baseball		CCC approved 7/21/2020	

PE 162- Men's Intercollegiate Basketball Team		CCC approved 7/21/2020	
PE 163 - Off-Season Training for Men's Intercollegiate Basketball Team		CCC approved 7/21/2020	
PE 164- Woment's Intercollegiate Basketball Team		CCC approved 7/21/2020	
PE 165 - Off-Season Training for Women's Intercollegiate Basketball Team		CCC approved 7/21/2020	
PE 167- Intercollegiate Cross Country Teams		CCC approved 8/4/2020	
PE 168 - Off-Season Training for Intercollegiate Cross Country Teams		CCC approved 7/21/2020	
PE 170- Metn's Intercollegiate Football Team		CCC approved 7/21/2020	
PE 171 - Off-Season Training for Men's Intercollegiate Football Team		CCC approved 7/21/2020	
PE 174- Men's Intercollegiate Soccer Team		CCC approved 7/21/2020	
PE 175 - Off-Season Training for Men's Intercollegiate Soccer Team		CCC approved 7/21/2020	
PE 177-Women's Intercollegiate Soccer Team		CCC approved 7/21/2020	
PE 178 - Off-Season Training for Women's Intercollegiate Soccer Team		CCC approved 7/21/2020	
PE 181- Off-Season Training for Women's Intercollegiate Softball Team		CCC approved 7/21/2020	
PE 184- Off-Season Training for Intercollegiate Track and Field Teams		CCC approved 8/4/2020	
PE 260 - Basic Principles of Fitness and Weight Control		CCC approved 8/4/2020	
PE 280 Exercise and Nutrition Programs for Fitness and Weight Management		CCC approved 7/7/2020	
PHYO131- Human Physiology		CCC approved 9/1/2020	
PHYS 122- General Physics		CCC approved 9/1/2020	
POL 102- Introduction to Comparative Politics		CCC approved 7/7/2020	
POL 110- Introduction to International Rlations		CCC approved 7/7/2020	
PSYC 102 - Psychology for Effective Living		CCC approved 7/7/2020	
PSYC 115- Abnormal Psychology		CCC approved 7/7/2020	
SLAN 111 American Sign Language I		CCC approved 7/7/2020	
SPAN 121 - Beginning Conversational Spanish		CCC approved 7/7/2020	
TUTR 200 - Theory and Practice of Tutoring		CCC approved 7/7/2020	
Distance Education Addendum Approved- Hybrid Only			
ACR 121 - Air Conditioning Fundamentals		DECS approved DE addendum 5/7/2020; CCC approved 7/7/2020	
ACR 123 - Commercial Refrigeration Applications		DECS approved DE addendum 5/7/2020; CCC approved 7/7/2020	
ACR 125 - Energy Efficient Residential, Commercial and Industrial Air Conditioning		DECS approved DE addendum 5/7/2020; CCC approved 7/7/2020	

ACR 127 - Heating Technologies		DECS approved DE addendum 5/7/2020; CCC approved 7/7/2020	
ACR 130 - Electric Controls		DECS approved DE addendum 5/7/2020; CCC approved 7/7/2020	
ACR 131 - HVAC Electronics		DECS approved DE addendum 5/7/2020; CCC approved 7/7/2020	
ACR 134 - HVAC Customer Service and industry certifications		DECS approved DE addendum 5/7/2020; CCC approved 7/21/2020	
ACR 136 - Electrical Applications		DECS approved DE addendum 5/7/2020; CCC approved 7/7/2020	
ACR 160 - Refrigeration and Air Conditioning Control Systems		DECS approved DE addendum 5/7/2020; CCC approved 7/21/2020	
ACR 161 - Fundamentals of Automation Systems		DECS approved DE addendum 5/7/2020; CCC approved 7/7/2020	
ACR 162 - Energy Control and Optimization Systems		DECS approved DE addendum 5/7/2020; CCC approved 7/7/2020	
NURS146- Health Assessment		DECS approved DE addendum 8/4/2020; CCC approved 9/1/2020	
NURS 232- OB Patients and the Newborn		DECS approved DE addendum 8/4/2020; CCC approved 9/1/2020	
NURS234- Pediatric Nursing		DECS approved DE addendum 7/28/20; CCC approved 9/1/2020	
NURS240- Int Med Surg Nursing I		DECS approved DE addendum 7/21/2020; CCC approved 9/1/2020	
Distance Education Addendum Approved- Online			Fully Online by Mutual Agreement Only
ACRP 101 - Introduction to Automotive Collision Repair;		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
ACRP 104 - Mechanical and Electrical Systems for Collision; Repair Technicians;		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
ACRP 136 – Introduction to Automotive Collision Estimating;		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X

ACRP 138 - Computerized Collision Damage Estimating;		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
ACRP 146 - Intermediate Automotive Collision Repair II;		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
ACRP 152 - Beginning Automotive Painting II;		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
ANAT 132 - General Human Anatomy		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
ART110- Drawing Fundamentals I		DECS approved DE addendum 7/21/2020; CCC approved 9/1/2020	
ART130- Two-Dimensional Design I		DECS approved DE addendum 7/21/2020; CCC approved 9/1/2020	
ART222- Fundamentals Painting I		DECS approved DE addendum 7/21/2020; CCC approved 9/1/2020	
ART223- Fundamentals Painting II		DECS approved DE addendum 7/21/2020; CCC approved 9/1/2020	
ASTR125- Stars and Galaxies		DECS approved DE addendum 7/28/2020; CCC approved 9/1/2020	
ASTR128- Astronomy Laboratory		DECS approved DE addendum 7/28/2020; CCC approved 9/1/2020	
ATEC116- Suspension/Four Whl Align		DECS approved DE addendum 8/17/2020; CCC approved 9/1/2020	
ATEC125- Auto Electrical Systems		DECS approved DE addendum 8/17/; CCC approved 9/1/2020	
ATEC134- Automatic Transmissions		DECS approved DE addendum 8/17/2020; CCC approved 9/1/2020	
ATEC143- Intro to Engine Repair		DECS approved DE addendum 8/17/2020; CCC approved 9/1/2020	
BIOL 101 - Principles of Biology I		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
BIOL100H- Honors Fundamentals of Biology		DECS approved DE addendum 8/4/2020; CCC approved 9/1/2020	

BIOL 102 - Principles of Biology II		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
BIOL 115 - Environmental Aspects of Biology		DECS approved DE addendum 5/7/2020; CCC approved 8/4/2020	
CDEV 103 - Child Growth and Development		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
CDEV 104- The Home, The School, The Community		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
CDEV 110 - Child Health, Safety, and Nutrition		DECS approved DE addendum 6/11/2020; CCC approved 8/18/2020	
CHEM 102 - Fundamentals of Chemistry		DECS approved DE addendum 6/11/2020; CCC approved 7/7/2020	
CHEM 104 - Beginning Chemistry;		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	
CHEM150- General Chemistry I		DECS approved DE addendum 6/11/2020; CCC approved 9/1/2020	
CDEV116- Creative Art-Young Children		DECS approved DE addendum 8/17/2020; CCC approved 9/1/2020	
CIS102- Office Applications		DECS approved DE addendum 6/11/2020; CCC approved 9/1/2020	
CIS 192 - Database Essentials in AWS		DECS approved DE addendum 5/7/2020; CCC approved 7/7/2020	
CIS 194 - Compute Engines in AWS		DECS approved DE addendum 4/23/20; CCC approved 7/7/2020	
CIS 196 - Security in AWS		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
COMS 100 - Public Speaking		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
COMS 120 - Argumentation and Debate		DECS approved DE addendum 5/28/20; CCC approved 8/4/202	
COMS 130 - Interpersonal Communication		DECS approved DE addendum 5/28/20; CCC approved 7/21/2020	
COMS 140 - Small Group Communication		DECS approved DE addendum 5/28/20; CCC approved 7/21/2020	

COSM 101 - Introduction to Cosmetology Procedures;		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
COSM 104 - Introduction to Cosmetology I;		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
COSM 105 - Introduction to Cosmetology II;		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
COSM 110 - Intermediate Cosmetology;		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
COSM 112 - Advanced Cosmetology;		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
COSM 114 - Advanced Cosmetology and Introduction to State Board Review;		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
COSM 116 - Advanced Preparation for State Board Review;		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
COSM 125 - Cosmetology Applications;		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
COSM 130 - Advanced Cosmetology Applications;		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
COSM 140 - Cosmetology Practicum;		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
CSCI 101 - Problem Solving and Program Design Using C++		DECS approved DE addendum 6/11/2020; CCC approved 8/18/2020	
CSCI 102 - Introduction to Data Structure		DECS approved DE addendum 6/11/2020; CCC approved 8/18/2020	
CSCI 103 - Computer programming in Java		DECS approved DE addendum 6/11/2020; CCC approved 8/18/2020	
DANC 110 - Beginning Dance		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	
DANC 120B- Beginning Ballet B		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	

DANC 165- African Dance		DECS approved DE addendum 6/11/20; CCC approved 7/7/2020	
DANC 250- Pilates Mat Class		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	
ENGL 101H - Honors Reading and Composition		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
ENGL101S- Reading and Comp Support		DECS approved DE addendum 7/28/20; CCC approved 9/1/2020	
ENGLRWA- Integrated Reading and Writing		DECS approved DE addendum 8/4/2020	
ENGL 150- Survey of British Literature I		DECS approved DE addendum 5/7/2020; CCC approved 7/7/2020	
ENGL 152- Survey of British Literature II		DECS approved DE addendum 5/7/2020; CCC approved 7/7/2020	
ENGR 101 - Introduction to Engineering		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
ENGR 109 - Engineering Mechanics - Statics		DECS approved DE addendum 6/11/20; CCC approved 7/7/2020	
ESL 02A - Grammar and Conversation Level I		DECS approved DE addendum 5/28/20; CCC approved 7/21/2020	
ESL 02B - Grammar and Conversation Level II		DECS approved DE addendum 5/28/20; CCC approved 7/21/2020	
ESL 02C - Conversation and Grammar Level III		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
ESL 02D - Conversation and Grammar Level IV		DECS approved DE addendum 5/28/20; CCC approved 7/21/2020	
ESL 16 - Level 5		DECS approved DE addendum 4/23/20; CCC approved 7/7/2020	
ESL 17 - Level 6		DECS approved DE addendum 4/23/20; CCC approved 7/7/2020	
ETEC110A- Principles Engineering Tech I		DECS approved DE addendum 7/28/20	
ETEC114A- Electronics-Engineering Techs I		DECS approved DE addendum 7/28/20; CCC approved 9/1/2020	
ETEC114B- Electronics-Engineering Techs II		DECS approved DE addendum 7/28/20; CCC approved 9/1/2020	
ETEC115A- Aerospace Engineer I		DECS approved DE addendum 7/28/20; CCC approved 9/1/2020	
ETEC116A- Cmptr Integrated Manufact I		DECS approved DE addendum 7/28/20; CCC approved 9/1/2020	

ETEC116B- Cmptr Integrated Manufact II		DECS approved DE addendum 7/28/20; CCC approved 9/1/2020	
FILM 110 - Film Analysis and Appreciation		DECS approved DE addendum 6/11/20; CCC approved 7/21/2020	
FILM 113 - Screenplay Analysis		DECS approved DE addendum 6/11/20; CCC approved 7/21/2020	
HDEV 110 - Strategies for Creating Success in College and in Life		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
HDEV 115 - Career Development Across the Lifespan		DECS approved DE addendum 5/28/20; CCC approved 8/18/2020	
MATH 110- Structures and Concepts in Mathematics		DECS approved 5/28/20; CCC approved 7/7/2020	
MATH 111- Mathematics for Elementary School Teachers- Geometry, Probability & Statistics		DECS approved 5/28/20; CCC approved 7/7/2020	
MATH 130 - College Algebra		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
MATH140- Finite Math Bus/Soc Sciences		DECS approved DE addendum 7/28/20	
MATH 150 Elementary Statistics with Probability		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
MATH 150H - Honors Elementary Statistics with Probability		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
MATH 165 - Calculus for Business and Social Sciences		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
MATH 180 - Precalculus		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
MATH 15C - Statistics Corequisite		DECS approved DE addendum 5/28/2020; CCC approved 8/18/2020	
MATH 18C - Corequisite for PreCalculus		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
MATH 190 - Single Variable Calculus and Analytic Geometry I		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
MATH 191 - Single Variable Calculus and Analytic Geometry II		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
MATH210- Intro-Discrete Structures		DECS approved DE addendum 7/28/20	
MATH 220 - Multi-Variable Calculus		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
MATH 270- Differential Equations with Linear Algebra		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
MATH 47A - Math Academy - Elementary Algebra		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	

MATH 60 - Elementary Geometry		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
MATH 65 - Pre-Statistics		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
MATH 7C - Intermediate Algebra Corequisite		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
MATH 80 - Intermediate Algebra for Science, Technology, Engineering, and Mathematics		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
MTT 140 - Machine Shop Calculations		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
MUSI120- Voice Class I		DECS approved DE addendum 8/17/2020; CCC approved 9/1/2020	
MUSI220- Voice Class II		DECS approved DE addendum 8/17/2020; CCC approved 9/1/2020	
NURS 103 Nurse Assistant		DECS approved DE addendum 6/11/2020; CCC approved 8/4/2020	
PE 102 - Walking for Fitness		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
PE 110 - Body Conditioning and Physical Fitness		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
PE 118 - Beginning Boxing		DECS approved DE addendum 6/11/2020; CCC approved 8/4/2020	X
PE 125 - Weight Training		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
PE 127 - Yoga for Health and Fitness		DECS approved DE addendum 6/11/2020; CCC approved 8/4/2020	X
PE 134 - Badminton		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
PE 150- Sport-Specific,Periodized Training for Athletes		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
PE 155- Off-Season Training for Women's Intercollegiate Badminton Team		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
PE 159- Off-Season Training for Men's intercollegiate Baseball		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X

PE 162- Men's Intercollegiate Basketball Team		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
PE 163 - Off-Season Training for Men's Intercollegiate Basketball Team		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
PE 164- Women's Intercollegiate Basketball Team		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
PE 165 - Off-Season Training for Women's Intercollegiate Basketball Team		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
PE 167- Intercollegiate Cross Country Teams		DECS approved 6/11/2020; CCC approved 8/4/2020	X
PE 168 - Off-Season Training for Intercollegiate Cross Country Teams		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
PE 170- Men's Intercollegiate Football Team		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
PE 171 - Off-Season Training for Men's Intercollegiate Football Team		DECS approved 6/11/2020; CCC approved 7/21/2020	X
PE 174- Men's Intercollegiate Soccer Team		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
PE 175 - Off-Season Training for Men's Intercollegiate Soccer Team		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
PE 177-Women's Intercollegiate Soccer Team		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
PE 178 - Off-Season Training for Women's Intercollegiate Soccer Team		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
PE 181- Off-Season Training for Women's Intercollegiate Softball Team		DECS approved DE addendum 6/11/2020; CCC approved 7/21/2020	X
PE 184- Off-Season Training for Intercollegiate Track and Field Teams		DECS approved DE addendum 6/11/2020; CCC approved 8/4/2020	X
PE 260 - Basic Principles of Fitness and Weight Control		DECS approved DE addendum 6/11/2020; CCC approved 8/4/2020	
PE 280 Exercise and Nutrition Programs for Fitness and Weight Management		DECS approved DE addendum 4/23/20; CCC approved 7/7/2020	

PHYO131- Human Physiology		DECS approved DE addendum 6/11/20; CCC approved 9/1/2020	
PHYS111- Descriptive Intro-Physics		DECS approved DE addendum 8/4/2020; CCC approved 9/1/2020	
PHYS122- General Physics		DECS approved DE addendum 7/28/20; CCC approved 9/1/2020	
POL 102- Introduction to Comparative Politics		DECS approved DE addendum 5/7/20; CCC approved 7/7/2020	
POL 110- Introduction to International Relations		DECS approved DE addendum 5/7/20; CCC approved 7/7/2020	
PSCI125- Exploring Physical Sciences		DECS approved DE addendum 8/17/2020; CCC approved 9/1/2020	
PSYC 102 - Psychology for Effective Living		DECS approved DE addendum 5/7/20; CCC approved 7/7/2020	
PSYC 115- Abnormal Psychology		DECS approved DE addendum 5/7/20; CCC approved 7/7/2020	
SLAN 111 American Sign Language I		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	
SOCI 107- Issues of Race and Ethnicity I the United States		DECS approved DE addendum 8/17/2020; CCC approved 9/1/2020	
SPAN102- Elementary Spanish II		DECS approved DE addendum 7/28/20; CCC approved 9/1/2020	
SPAN103- Intermediate Spanish I		DECS approved DE addendum 8/4/20; CCC approved 9/1/2020	
SPAN104- Intermediate Spanish II		DECS approved DE addendum 7/28/20; CCC approved 9/1/2020	
SPAN 121 - Beginning Conversational Spanish		DECS approved DE addendum 6/11/20; CCC approved 7/7/2020	
SPAN122- Inter Convrsntnl Spanish		DECS approved DE addendum 6/11/20; CCC approved 9/1/2020	
TUTR 200 - Theory and Practice of Tutoring		DECS approved DE addendum 5/28/20; CCC approved 7/7/2020	

Emergency DE Addendum Fully Online Statement

“A course may be offered fully online when the president of the college issues a state of emergency. The dean and division chair shall rely primarily on the assigned faculty for a recommendation to provide the course(s) entirely online for the present and or subsequent semesters/terms. The District and the assigned faculty shall mutually agree upon the implementation of the fully online course(s).”



COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES

**BP 4020 Program, Curriculum,
and Course Development**

**Issued: November 21, 2016
Revised: November 17, 2020**

References:

Education Code Sections 70901(b), 70902(b), and 78016;
Title 5 Sections 51000, 51022, 55100, 55130 and 55150;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
~~34~~ Code of Federal Regulations *Title 34 Sections-Parts* 600.2, 602.24, 603.24, and 668.8;
ACCJC Accreditation Standards II.A and II.A.9 Philosophy and Criteria for Associate Degree

The programs and curricula of the District shall be of high quality, relevant to our mission, community, and student needs, and evaluated regularly to ensure quality and currency. To that end, the *President/Chief Executive Officer (CEO)* shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

The *President/CEO* delegates to the *Vice President of Academic Affairs/Chief Instructional Officer (CIO)* the development of procedures to initiate and review curriculum and program development. These procedures are developed jointly by the Academic Senate and the CIO or designee. The procedures are located in the College Curriculum Handbook.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- Opportunities for training for persons involved in aspects of curriculum development; *and*.
- Consideration of job market and other related information for vocational and occupational programs.

All new programs and program deletions shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges Chancellors Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Credit Hour

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

The *President/CEO* will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

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

The *President/CEO* delegates to CIO the development of procedures regarding the “credit hour” and “clock hour”. These procedures are developed jointly by the Academic Senate and the CIO. The procedures are located in the College Curriculum Handbook.

Applicable Administrative Regulation:

AR 4020 Program, Curriculum, and Course Development



COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS

**AR 4020 Program, Curriculum and
Course Development**

Issued: November 17, 2020

References:

*Board Policy 4020 – Program, Curriculum, and Course Development
Title 5 Sections 55002.5, 55100, 55130, and 55256.5
Chancellor’s Office Program and Course Approval Handbook
Code of Federal Regulations Title 34 Parts 600.2, 602.24, 603.24, and 668.8
ACCJC Accreditation Standard II.A*

Procedures for program and curriculum development and review are located in the Curriculum Handbook which is housed in the Office of Academic Affairs, division offices and the College Curriculum Committee web page. Additional guidelines for Program, Curriculum and Course Development are provided in the Chancellor’s Office Program and Course Approval Handbook, available on the Curriculum Committee web page.

To monitor for compliance with state and local regulations related to credit hour calculations, the President, Vice President of Academic Affairs, Academic Senate President, and the Curriculum Chair shall annually certify to the Chancellor’s office compliance with the following for credit courses:

- *The Curriculum Committee and the District governing Board have approved each credit course pursuant to Title 5 §55002.5 and the Chancellor’s Office Program and Course Approval Handbook.*
- *The college promptly reports all credit courses approved by the district governing board to the Chancellor’s Office Curriculum Inventory and Management Information Systems.*
- *College personnel involved in the credit course approval process, including members of the curriculum committee, are provided with training regarding the rules, regulations and local policies applicable to the approval of credit courses per Title 5 §55100 and §55130.*

Credit Hour

The College Curriculum Committee reviews all credit courses for compliance with credit hour calculations in accordance with Title 5 and Chancellor’s Office policy.

Title 5, section 55002.5(a) defines one credit hour of community college work (one unit of credit) as a minimum of 48 hours of total student work, which may include inside and/or outside-of-class hours. The Chancellor’s Office further defines this by using each college’s fiscally approved calendar as the divisor for the calculations of units using the following equation. At Compton College the primary terms are 18 weeks in length but are currently offered in a 16-week compressed format. This makes the hours-per-unit divisor 54 hours. Title 5, section 55002.5(e) allows credit hours for all courses to be awarded in increments of one unit or less. The Chancellor’s office requires colleges to award units of credit in a minimum of 0.5 units.



**COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS**

1. *Standard Formula (relationship) for Hours and Units of Credit*

Courses not classified as cooperative work experience use the following formula for calculating units of credit: Divide the hours of total student work (lecture, laboratory, activity, and/or outside-of-class hours) by 54, then round down to the nearest 0.5 units. Expressed as an equation:

$$\frac{\text{(Total Contact Hours + Total Outside of Class Hours)}}{54} = \text{Units of Credit}$$

The result of this calculation is then rounded down to the nearest 0.5 increment.

Definitions for the terms used above:

- *Total Contact Hours: The total time per term that a student is under the direct supervision of an instructor or other qualified employee as defined in Title 5, §§58050 - 58051. This number is the sum of all contact hours for the course in all calculation categories, including lecture, recitation, discussion, seminar, laboratory, activity, clinical, studio, practica, to-be-arranged, etc. Contact hours for courses may include hours assigned to more than one instructional category, e.g. lecture and laboratory, lecture and activity, lecture and clinical.*
- *Outside-of-class Hours: Hours students are expected to engage in course work outside the classroom. Federal and state regulations for credit hour calculations are based on the total time a student spends on learning, including outside-of-class hours. As a matter of standard practice in higher education, lecture and related course formats require two hours of student work outside of class for every hour in-class. All other academic work, including laboratory, activity, clinical, studio, practica, to-be-arranged, etc. must provide an equivalent total number of student learning hours as typically required for lecture, with the ratio of in-class to outside-of-class work prorated appropriately for the instructional category.*

The ratios of in-class to outside-of-class hours for each type of instructional category offered at Compton College shall be determined as follows based on one (1) unit of credit:

<i>Instructional Category</i>	<i>In-Class Hours*</i>	<i>Outside-of-Class Hours*</i>
<i>Lecture (Lecture, Discussion, Seminar and Related Work)</i>	<i>1 hr/week 18 total hours</i>	<i>2 hrs/week 36 total hours</i>
<i>Activity (Activity, Lab w/ Homework, Studio, and Similar)</i>	<i>2 hrs/week 36 total hours</i>	<i>1 hr/week 18 total hours</i>
<i>Laboratory (Traditional Lab, Natural Science Lab, Clinical, and Similar)</i>	<i>3 hrs/week 54 total hours</i>	<i>0 hrs</i>

**Standard weekly hours based on an 18-week semester.*



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

2. *Cooperative Work Experience Formula*

Credit hour calculations for work experience are governed by the regulations set forth in title 5, section 55256.5. In title 5, section 55256.5(c)(1-2) the following requirements are specified:

- *Each 75 hours of paid work equals one semester credit.*
- *Each 60 hours of non-paid work equals one semester credit.*

3. *Clock Hour Courses/Programs*

Credit for clock-hour designated programs shall be awarded consistent with the Code of Federal Regulations Title 24 Part 600.2. In this regulation, a program is considered to be a clock-hour program if it is required to measure student progress in clock hours when:

- *Receiving Federal or State approval or licensure to offer the program*
- *Completing clock hours is a requirement for graduates to apply for licensure or the authorization to practice the occupation that the student is intending to pursue.*

Programs that meet this definition are required to use a federal formula for determining appropriate units of credit. This formula is outlined in the Code of Federal Regulation Title 34 Part 668.8:

- *One unit of credit is 37.5 clock hours of instruction.*



**AR 4025 Philosophy and Criteria
for Associate Degree
and General Education**

Issued: November 17, 2020

References:

Board Policy 4025 - Philosophy and Criteria for Associate Degree and General Education

Title 5 Sections 55061 and 55063

ACCJC Accreditation Standard II.A

Philosophy and Criteria for Associate Degree

The philosophy and criteria for the associate degree and general education of the Compton Community College District address the considerations contained in the references listed above. These include, but are not limited to:

The philosophy and criteria regarding the associate degree reference the policy of the Board of Governors that the associate degree symbolizes a successful attempt to lead students through patterns of learning experiences designed to develop certain capabilities and insight, including the following:

- *To think and to communicate clearly and effectively both orally and in writing;*
- *To use mathematics;*
- *To understand the modes of inquiry of the major disciplines;*
- *To be aware of other cultures and times;*
- *To achieve insights gained through experience in thinking about ethical problems;*
- *To develop the capacity for self-understanding; and*
- *To engage in lifelong learning.*

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest. Each associate degree offered by Compton College shall contain a pattern of general education and major courses selected to assure the college of experiences, capabilities, and insights.

Philosophy and Criteria for General Education

Central to an associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of the College that those who receive their degrees must possess in common certain basic principles, concepts, and methodologies both unique and shared by the various disciplines. College-educated individuals must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, general education should lead to better self-understanding. Courses approved for inclusion in the general education requirements shall be evaluated as meeting this philosophy.



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

The general education areas are as follows:

1. **Natural Sciences:** *A minimum of 3 units.*
Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics, and other scientific disciplines that emphasize experimental methodology, the testing of hypotheses, and the power of systematic questioning, rather than only the recall of facts. Courses which focus on personal, practical, or applied aspects are not suitable for this category.

2. **Social and Behavioral Sciences:** *A minimum of 9 units for an Associate of Arts Degree and a minimum of 3 units for an Associate of Science Degree.*
Courses in the social and behavioral sciences promote an appreciation and understanding of how members of diverse societies operate or have operated as individuals and social groups. To satisfy the general education requirement in social and behavioral sciences, a course shall develop an awareness of methods of inquiry and stimulate critical thinking about the ways in which people act and interact within social and cultural contexts. This category would include introductory or integrative survey courses such as child development, cultural anthropology, cultural geography, economics, family and consumer studies, history, political science, psychology, sociology, and related disciplines.

3. **Humanities:** *A minimum of 3 units.*
Courses in the humanities are those that promote an appreciation of the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in humanities, a course shall develop the student's awareness of the ways that people throughout the ages have artistically and culturally responded to themselves and the world around them and shall develop the student's aesthetic understanding and ability to make value judgments. This category would include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

4. **Language and Rationality:** *A minimum of 6 units including one course in English Composition and one course from Communication/Analytical Thinking.*
Courses in language and rationality are those that develop for the student the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation.
 - a. *English Composition courses that fulfill the written composition requirement shall focus primarily on both expository and argumentative writing.*



COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS

- b. *Communication and Analytical Thinking courses that fulfill the communication and analytical thinking requirement shall include oral communications, written communications, critical reasoning, mathematics, logic, statistics, and computer languages and programming.*
5. *Health and Physical Education/Kinesiology: A minimum of 3 units. Courses in health and physical education promote lifelong understanding of the basic human need for development and maintenance of good personal health and fitness. To satisfy the general education requirement in health education, a course shall help the student develop knowledge of personal health through the examination of health-related social problems, potential preventative strategies, and mediating actions. A physical education course shall establish a foundation for regular life-long physical activity and provide opportunities for a student to develop competencies in activities that promote movement, reduce disease risk, and improve overall quality of life.*
6. *Mathematics Competency: A minimum of 3 units. A course used to the Mathematics Competency requirement may be double counted as meeting the Communication and Analytical Thinking requirement.*

Competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at or above the level of the course typically known as Intermediate Algebra (either Intermediate Algebra or another mathematics course at or above the same level, with the same rigor and with Elementary Algebra as a prerequisite, approved locally) or by demonstrating competency that is comparable to satisfactory completion of a mathematics course at or above the level of the course typically known as Intermediate Algebra, determined locally. The competency requirement may also be met by obtaining a satisfactory grade in courses in mathematics taught in or on behalf of other departments and disciplines, and which, as determined by the local governing board, require entrance skills at a level equivalent to those necessary for Intermediate Algebra.

Elements of the review process shall include, at a minimum, the following:

- The alignment of the course outcome to the general education outcome of the proposed area*
- The rigor and comprehensive nature of the course as a lower-division introduction to the discipline*
- Applicability of the course for fulfilling California State University General Education Breadth (CSU GE Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) for transfer.*

A student has three options for completing the general education requirement: 1) complete the general education pattern noted above, 2) complete the CSU GE Breadth transfer requirements, or 3) complete the CSU/UC IGETC transfer requirements.



COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES

BP 4030 Academic Freedom

Issued: January 17, 2017
Revised: November 17, 2020

References:

Title 5 Section 51023

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard I.C.7
(formerly II.A.7)

Agreement Between the Compton Community College District and the Compton Community College Federation of Employees (Certificated Unit)

The Compton Community College District recognizes that the search for the truth and the expressions of diverse opinions are essential to a democratic society, learning, and excellence in education, will encourage and protect academic freedom. Academic freedom is fundamental for the protection of the rights of the faculty member in teaching and of the student in learning. It carries with it responsibilities correlative with rights.

Accordingly, a member of the faculty shall have the right to:

1. ~~To f~~Freely examine or endorse unpopular or controversial ideas appropriate to course content in discussions with students, academic research and publications; nonetheless, the faculty member shall attempt to be accurate and objective and show respect for the opinions of others.
2. ~~To s~~Select or recommend the selection of instructional materials for the courses which may contain unpopular or controversial ideas.
3. ~~To s~~Speak and write as a citizen, provided that the faculty member recognizes a special obligation as a member of the educational profession and indicates that he or she is not speaking for ~~the Center~~*Compton College* or *the District*.
4. ~~To p~~Present all points of view, including library materials of interest, information and enlightenment without regard for the race, nationality, social, political or religious view of the author.
5. ~~To e~~Exercise other rights as a faculty member within the structure of state and federal laws protecting such rights.



COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES

**BP 4260 ~~Pre-Requisites~~Prerequisites
and ~~Co-requisites~~Corequisites**

**Issued: October 18, 2016
Revised: November 17, 2020**

References:

Title 5 Sections 55000 and 55003

The *President/Chief Executive Officer (CEO)* is authorized to establish ~~pre-requisites~~ *prerequisites*, ~~Co-requisites~~, and advisories on recommended preparation for courses in the curriculum *in consultation with the Academic Senate*. All such ~~pre-requisites~~ *prerequisites*, ~~co-requisites~~ *corequisites*, and advisories shall be established in accordance with the standards set out in Title 5. Any ~~pre-requisites~~ *prerequisites*, ~~co-requisites~~ *corequisites*, or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a ~~pre-requisites~~ *prerequisites* or ~~co-requisites~~ *corequisites*, and advisories shall be identified in District publications available to students.

The *President/CEO* ~~Chief Executive Officer~~ shall, in consultation with the Academic Senate, develop and submit to the Board for approval procedures to assure that the policy is implemented according to the standards set forth in Title 5.

Applicable Administrative Regulations:

AR 4260 - Prerequisites and Corequisites



AR 4260 Prerequisites and Corequisites

Issued: November 17, 2020

References:

*Board Policy 4260 – Prerequisites and Corequisites
Title 5 Sections 55000, 55003, and 58106*

Prerequisites, corequisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, corequisites, advisories, and limitations do not constitute unjustifiable obstacles to student success and access.

The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department are responsible for establishing prerequisites and corequisites through the curriculum process. The approval of a prerequisite or corequisite must be based on the determination that it is necessary and appropriate for a student's readiness to enter a course or program.

The level of scrutiny required to establish prerequisites, corequisites, and advisories on recommended preparation shall be based on content review or content review with statistical validation. Determinations about prerequisites and corequisites shall be made on a course-by-course or program-by-program basis, including those establishing communication and computational skill requirements. Prerequisites, corequisites, and advisories shall be reviewed at least once every six years, except that prerequisites, corequisites, and advisories for vocational courses or programs shall be reviewed every two years.

No prerequisite or corequisite may be established or renewed unless it is determined to be necessary and appropriate to achieve the purpose for which it has been established. A prerequisite or corequisite need not be scrutinized using content review or content review with statistical validation if:

- 1. it is required by statute or regulation;*
- 2. it is part of a closely-related lecture-laboratory course pairing within a discipline;*
- 3. it is required by four-year institutions;*
- 4. baccalaureate institutions will not grant credit for a course unless it has the particular communication or computation skill prerequisite; or*
- 5. it is a corequisite that has been recommended through placement guidelines approved by the Chancellor for the California Community Colleges.*

A course Prerequisite, Corequisite, Recommended Preparation or Enrollment Limitation is subject to change. Questions regarding the status of the conditions of enrollment for a particular course should be directed to the academic division responsible for the course.

The curriculum review process is described in the College Curriculum Handbook.



**COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS**

Definitions:

Prerequisite: A Prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A prerequisite must be met before enrolling in a course or educational program.

Corequisite: A Corequisite is a condition of enrollment consisting of a course that a student is required to take simultaneously to enroll in another course.

Recommended Preparation: Recommended Preparation is 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.

Enrollment Limitation: An Enrollment Limitation means that a student may be required to meet certain conditions before enrolling in a course. This may apply to such courses as intercollegiate competition courses, public performance courses, or honors courses, or courses with legal requirements imposed by statutes, regulations, or contracts.

Challenging a Prerequisite or Corequisite:

Any prerequisite or corequisite may be challenged by a student on one or more of the grounds listed below. The student shall bear the initial burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question.

Grounds for challenge are:

1. The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites;
2. The prerequisite or corequisite is in violation of Title 5, Section 55003;
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite; or
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

New Faculty Hires – June 2020

Full-Time

Todd Kler - HVAC

Adjuncts

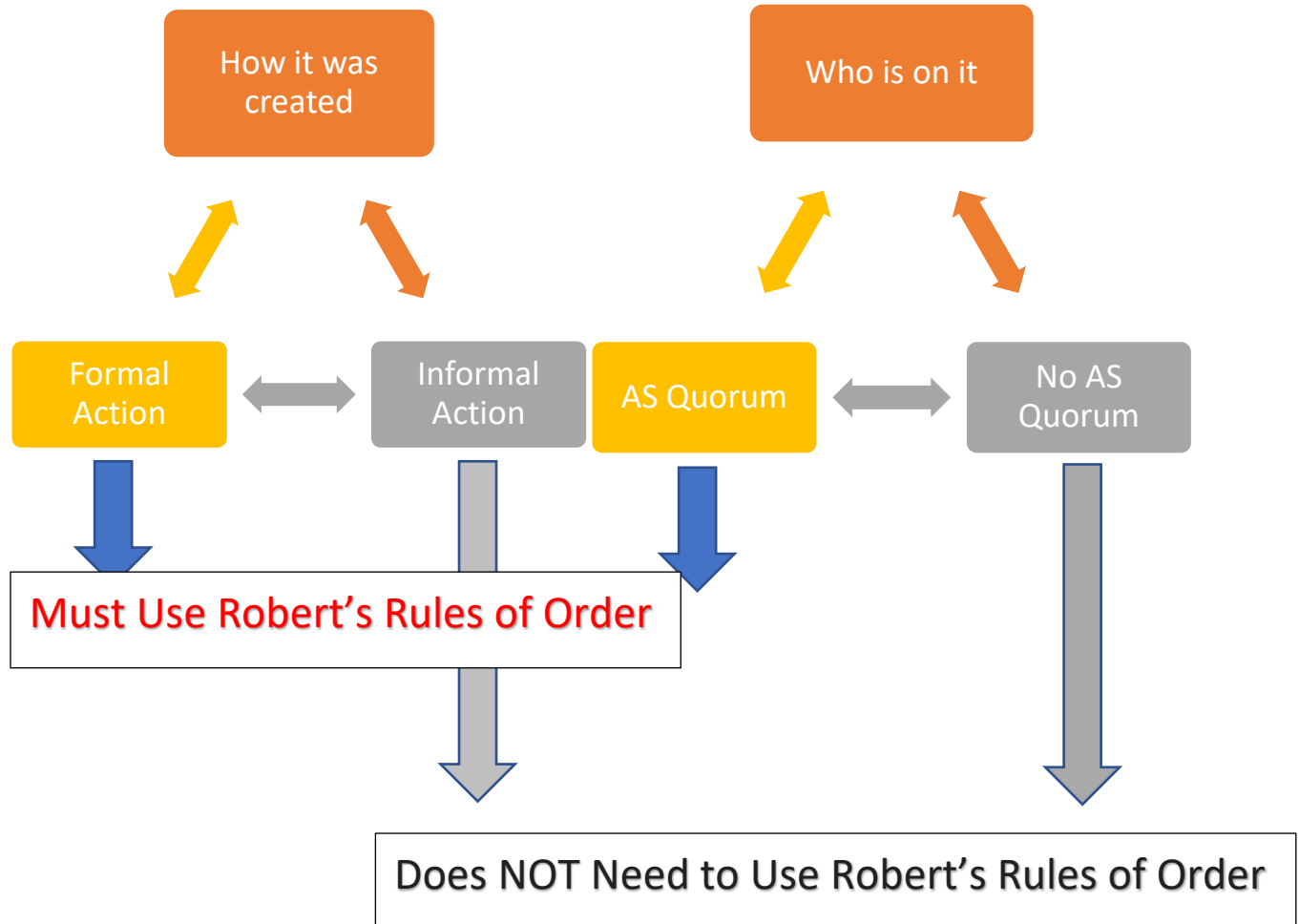
Andrew Brabbee – Spanish

Billy Harris – Communication Studies

Donna Johnson - Child Development

Mashidu Ndoley - Spanish

Robert's Rules of Order for Academic Senate Subcommittees



Roberts Rules of Order – Simplified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
 “Call for orders of the day.”

You want to take a short break.
 Move to recess for a set period of time.

You want to end the meeting.
 Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.
 Without being recognized, call for a “division of the house.” A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.
 Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
 Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
 Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
 - to get information about business –point of information to get information about rules– parliamentary inquiry
 - if you can't hear, safety reasons, comfort, etc. –question of privilege
 - if you see a breach of the rules –point of order
 - if you disagree with the president of the board’s ruling –appeal
 - if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√