



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

MEETING: Regular Meeting in November 2017

DATE: Tuesday, November 14, 2017, at 5:30 p.m.

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

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

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

AGENDA:

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Comments: Members of the Audience:** Members of the public may address the Board regarding items on the Agenda as such items are taken up, subject to regulations of the Board. All Board meetings, excluding closed sessions, shall be electronically recorded.
- d. **Consider Non-Personnel block-vote items indicated by [] in Sections 4 & 5**
- e. **Consider Personnel block-vote items indicated by [] in Section 6**
Agenda items designated as block-vote items with [] are considered by the Board of Trustees to either be routine or sufficiently supported by back-up information so that additional discussion is not required. Therefore, there will be no separate discussion on these items before the Board votes on them. Block vote items will be enacted by one motion.

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

Public records related to the public session agenda, that are distributed to the Board of Trustees less than 72 hours before a regular meeting, may be inspected by the public at the Chancellor's Office, 1830 W. Romneya Drive, Anaheim, CA 92801, during regular business hours (8:00 a.m. to 5:00 p.m.).

- f. **Reports:**
 Chancellor
 * **Cypress College Annual Report and Institutional Effectiveness Report**
 By: JoAnna Schilling, Cypress College President
- g. **Comments:**
 College Presidents/Provost
 Resource Table Personnel
 Members of the Board of Trustees

2. a. **Approval of Minutes of the Regular Meeting of October 24, 2017.**
- b. **CLOSED SESSION: Per the following sections of the Government Code:
Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES: Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.**

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

Per Section 94956.9(a): CONFERENCE WITH LEGAL COUNSEL.

**Claimant: Mark Jaunzemis
Agency Claimed Against: NOCCCD**

3. **PUBLIC HEARING**

- a. It is recommended that the Board receive comments from the public on the initial reopener proposals submitted by United Faculty (CCA/CTA/NEA).
- b. It is recommended that the Board receive comments from the public on the initial reopener proposals submitted by the District to United Faculty (CCA/CTA/NEA) and after providing the public with the opportunity to comment, adopt the District's initial proposal.

4. **FINANCE & FACILITIES**

- [a] It is recommended that the Board ratify purchase orders and checks. **(The Purchase Orders and Checks are available for review in the District's Business Office.)**
- [b] Authorization is requested for the 2017-2018 General Fund and Child Development Fund transfers and adoption of the resolutions showing the summary. **(The Resolution is available for review in the District's Business Office.)**
- c. It is recommended that the Board review the District's Quarterly Financial Status Report for the quarter ended September 30, 2017.
- d. It is recommended that the Board receive the Quarterly Investment Report for the quarter ended September 30, 2017.
- [e] It is recommended that the Board adopt Resolution No. 17/18-07, Declaring Surplus Property; Authorizing Offer of District Property for Sale to Public Entities; Authorizing Public Sale of Property at 429 E. Amerige Avenue, Fullerton, CA 92832.
- [f] Authorization is requested to establish a pool of architectural firms to provide architectural services for Districtwide projects.

- [g] Authorization is requested to award RFP #2017-07, Fullerton College Bookstore Point of Sales (POS) and Inventory Management System (IMS) to Total Computing Solutions.
- [h] Authorization is requested that the Board approve the implementation of an e-Signature Disclosure process for invoices, payment applications, "Qualifying" proposed changes orders, and change order requests for Measure J Bond projects.
- [i] Authorization is requested for the Fullerton College EOPS Department to expend funds from both the Fullerton College EOPS categorical budget and the allocated EOPS student equity funds for its 38th annual 2018 recognition ceremony.

5. **INSTRUCTIONAL RESOURCES**

- [a] It is recommended that the Board approve the summary of curriculum changes for Cypress College, to be effective Fall 2017 and Fall 2018.
- [b] Authorization is requested to accept new revenue from a sponsorship through the Deputy Sector Navigator – Small Business and Entrepreneurship in the amount of \$15,000.
- c. It is recommended that the Board receive as information the North Orange Continuing Education 2017-18 Professional Development Program highlights.

6. **HUMAN RESOURCES**

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

Promotion
 Leaves of Absence
 Administrative Leave With Pay
 Additional Duty Days @ Per Diem
 Payment for Independent Learning Contracts
 Temporary Academic Hourly

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

Resignation
 New Personnel
 Promotion
 Voluntary Changes in Assignment
 Professional Growth & Development
 Stipend for Additional Management Duties
 Leaves of Absence
 Administrative Leave of Absence With Pay
 Suspension Without Pay for Disciplinary Action
 Probationary Release

- [c] Request approval of Professional Experts.

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

7. **GENERAL**

- a. It is recommended that the Board schedule on the agenda for November 28, 2017, the establishment of December 12, 2017 as the date of its Organizational Meeting.
- b. It is recommended that the Board receive as a first reading the proposed, new Board Policy 7700 and Administrative Procedure 7700, Whistleblower Protection.
- c. It is recommended that the Board receive as a first reading the proposed, revised Board Policies in Chapter 4.

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution _____
DATE: November 14, 2017 Information _____
Enclosure(s) X
SUBJECT: United Faculty (CCA/CTA/NEA)
Reopeners for 2017-2018

BACKGROUND: The collective bargaining agreement between United Faculty (CCA/CTA/NEA) and the District provides that during a multiple-year agreement, either party shall have the right to reopen the agreement each fiscal year regarding the academic calendar, salaries and benefits, and two other articles of the agreement. United Faculty has submitted the attached reopeners.

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

How does this relate to Board Policy: This item relates to Board Policy and Administrative Procedure 2610, Presentation of Initial Collective Bargaining Proposals.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board receive comments from the public on the attached reopener proposal from United Faculty (CCA/CTA/NEA).

Irma Ramos

Recommended by

Approved for Submittal

3.a.1

Item No.

United Faculty

October 15, 2017

Irma Ramos
Vice Chancellor, Human Resources
North Orange County Community College District

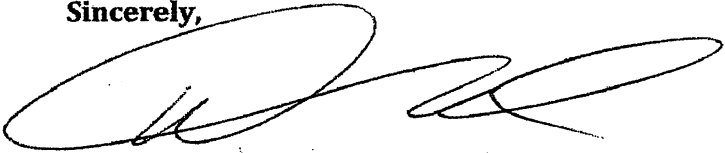
Dear Irma Ramos:

As per the United Faculty/NOCCCD contract section 1.3.1.2 this letter serves as official notification of contract reopeners. United Faculty confirms that the following agreed-to items are presently being negotiated or open for negotiation:

- Salary and Benefits
- Lecture/Lab compensation parity
- Management's access to student evaluations for tenure and peer evaluations (the two year pilot)
- Article 7 Librarian workload

At this time United Faculty does not wish to open any additional articles for negotiation but reserving the right under article 1.3.1.1 to open any article with mutual consent and to engage in Memorandum of Understandings regarding issues such as AB119.

Sincerely,



Dale Craig
United Faculty Chief Negotiator

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: November 14, 2017
SUBJECT: District Reopeners to United Faculty (CCA/CTA/NEA) for 2017-2018

Action X
Resolution _____
Information _____
Enclosure(s) X

BACKGROUND: The collective bargaining agreement between United Faculty (CCA/CTA/NEA) and the District provides that during a multiple-year agreement, either party shall have the right to reopen the agreement each fiscal year regarding the academic calendar, salaries and benefits, and two other articles of the agreement. The District has submitted the attached reopeners.

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

How does this relate to Board Policy: This item relates to Board Policy and Administrative Procedure 2610, Presentation of Initial Collective Bargaining Proposals.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board receive comments from the public on the attached reopener proposal from the District to United Faculty (CCA/CTA/NEA). It is further recommended that after providing the public with the opportunity to comment, the Board adopt the District's initial proposal.

Irma Ramos

Recommended by

Approved for Submittal

3.b.1

Item No.

**North Orange County Community College District
Office of Human Resources**

INTRADISTRICT CORRESPONDENCE

To: Dale Craig, Chief Negotiator, United Faculty

From: Irma Ramos, Vice Chancellor, Human Resources 

Date: October 16, 2017

Subject: Contract Reopeners for 2017-2018

Pursuant to the provisions of Article 1 of the Agreement between United Faculty and the District, this will serve as notice of the District's proposed contract reopeners on matters pertaining to wages, health and welfare benefits, and two other articles of the agreement. The District proposes the following:

Salary and Benefits

Achieve an agreement that is fair and reasonable within the context of the District's current budget environment.

Academic Calendars

Academic Calendars for 2018-2019 and 2019-2020

Article 11 – Class Size/Multiple Sections

Modify criteria for minimum class size and multiple sections

Article 12 – Class Cancellation

Modify language to change timeline and criteria

Continued Negotiations

- 1) Evaluation Pilot Program for Tenured Unit Members
- 2) Lecture/Lab Ratio

The District reserves the right to make proposals concerning other articles and issues as it deems necessary and appropriate. Additional subjects of meeting and negotiating arising after the presentation of this initial proposal shall be made public within 24 hours pursuant to Government Code section 3547(d).

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|--|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | X |
| | | Resolution | _____ |
| DATE: | November 14, 2017 | Information | _____ |
| | | Enclosure(s) | X |
| SUBJECT: | Ratification of Purchase Orders and Checks | | |

BACKGROUND: Pursuant to the Purchasing Policy for the North Orange County Community College District, a summary of purchase orders and checks shall be submitted to the Board of Trustees for ratification at the first meeting of the Board following the issuance or prior to issuance where required.

The purchase order numbers P0120261 - P0120669, check numbers C0046334 - C0046481; F0217690 – F0218863; Q0005805 - Q0005922; 88469846 - 88470837; V0031450 - V0031460; 70084759 - 70085205; disbursements E8709086 - E8718313; and amended purchase orders have been processed since the previous Board meeting. Checks beginning with "C" are from the Cypress College Bursar's office; checks beginning with "F" are Fullerton College Bursar; checks beginning with "Q" are SCE Bursar; checks beginning with "88" are District checks through the County Department of Education; checks beginning with "V" are District revolving checks; checks beginning with "7" are Cypress College Bursar's Office Student Refund Checks; and disbursements beginning with "E" are financial aid payments made electronically via the Higher One disbursement process. These purchase orders and checks can be reviewed in the District's Business Office. All purchase orders and checks have been processed in accordance with the Plan of Implementation as approved by the Board pursuant to the concept of fiscal accountability.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse.

FUNDING SOURCE AND FINANCIAL IMPACT: Actual costs will be charged to applicable funds as goods and/or services are received.

RECOMMENDATION: It is recommended that the Board ratify purchase order numbers P0120261 - P0120669 through October 12, 2017, totaling \$999,304.75, and check numbers C0046334 - C0046481, totaling \$263,620.43; check numbers F0217690 - F0218863, totaling \$986,921.56; check numbers Q0005805 - Q0005922, totaling \$4,810.00; check numbers 88469846 - 88470837, totaling \$3,374,457.48; check numbers V0031450 - V0031460, totaling \$5,051.00; check numbers 70084759 - 70085205, totaling \$102,595.70; and disbursements E8709086 - E8718313, totaling \$9,894,415.16, through October 31, 2017.

Fred Williams

Recommended by

Approved for Submittal

4.a.1

Item No.

**BOARD RECAP
FOR THE PERIOD SEPTEMBER 22, 2017, THROUGH OCTOBER 12, 2017
BOARD MEETING 11/14/17**

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|----------|--|--------------|----------------|------|--|
| P0120261 | Office Depot | \$ 5,000.00 | FC | FC | Blanket Order for Office Supplies |
| P0120288 | Hoist Service Inc | \$ 1,000.00 | FC | FC | Blanket Order for Automotive Equipment Repairs |
| P0120297 | Dick Blick Co | \$ 305.30 | NOCE | NOCE | Instructional Supplies |
| P0120298 | Mouser Electronics | \$ 107.41 | CC | CC | Lab Supplies |
| P0120299 | Division of the State Architect | \$ 7,380.00 | Bond | AC | Architectural Planning and Field Review Fee for NOCE 5th Floor |
| P0120300 | Amazon Business | \$ 107.70 | CC | CC | Campus Safety Supplies |
| P0120301 | Amazon Business | \$ 222.38 | FC | FC | Office Supplies |
| P0120302 | National Council on Black American Affairs | \$ 500.00 | AC | AC | Institutional Membership |
| P0120303 | Ecolab Inc | \$ 1,452.00 | FC | FC | Cleaning Supplies |
| P0120305 | Laurice De Villa | \$ 348.66 | FC | FC | CARE Auto Maintenance Reimbursement |
| P0120306 | Talia Medina | \$ 977.46 | FC | FC | CARE Auto Maintenance Reimbursement |
| P0120307 | Janee Price | \$ 85.00 | FC | FC | CARE Student Honor Society Reimbursement |
| P0120308 | Sodexo Inc and Affiliates | \$ 1,543.06 | FC | FC | Catering for Staff Appreciation Dinner |
| P0120309 | Buddy's All Stars, Inc. | \$ 467.55 | FC | FC | Instructional Supplies |
| P0120310 | CDW Government Inc | \$ 1,121.68 | NOCE | NOCE | Software Licenses |
| P0120311 | Fashion Supplies Inc | \$ 4,492.86 | FC | FC | Classroom Supplies |
| P0120312 | GST | \$ 564.56 | FC | FC | Computer Monitor |
| P0120313 | Super Bright LEDs Inc | \$ 43.89 | CC | CC | Lab Supplies |
| P0120314 | Nancy Ikeda | \$ 484.00 | AC | AC | Bond Sabbatical Reimbursement for Human Resources |
| P0120315 | Buddy's All Stars, Inc. | \$ 2,929.92 | FC | FC | Athletic Uniforms |
| P0120317 | Publishers Group LLC | \$ 53.43 | FC | FC | Office Supplies |
| P0120318 | Thermal Combustion Innovators Inc | \$ 55.65 | NOCE | NOCE | Biohazard Waste Disposal Service |
| P0120319 | Scantiron Corporation | \$ 176.98 | CC | CC | Instructional Supplies |
| P0120320 | Sodexo Inc and Affiliates | \$ 1,996.51 | FC | FC | Catering for the Humanities Division Meeting |
| P0120321 | Camrise LLC | \$ 27,185.74 | FC | FC | Drones for the Classroom Instruction |
| P0120323 | GI Energy | \$ 38,019.57 | Capital Outlay | AC | Labor and Materials to Replace Boiler Tubes @ CC Cogen Plant |
| P0120324 | Ana Dominguez | \$ 85.00 | CC | CC | Textbooks |
| P0120325 | Amazon Business | \$ 963.22 | CC | CC | Classroom Supplies |
| P0120326 | Amazon Business | \$ 152.39 | FC | FC | Textbooks |
| P0120327 | Amazon Business | \$ 20.98 | FC | FC | Instructional Supplies |
| P0120328 | SF Cable Inc | \$ 40.00 | CC | CC | Instructional Supplies |
| P0120329 | Toshiba Business Solutions | \$ 74.35 | FC | FC | Office Supplies |
| P0120330 | Office Depot | \$ 1,500.00 | FC | FC | Blanket Order for Office Supplies |
| P0120331 | Joe Darin Coaching | \$ 1,550.00 | AC | AC | Leadership Academy Workshop |
| P0120332 | American Association of Community Colleges | \$ 35,486.00 | AC | AC | Institutional Membership |
| P0120333 | State of California | \$ 820.00 | CC | CC | Radiology School Certificate Fee |
| P0120334 | Ik1sc Inc | \$ 87,300.00 | Bond | AC | Continuous Commissioning Planning for SEM Bldg. and VRC @ CC |
| P0120335 | KT Industries Inc | \$ 41,076.63 | Capital Outlay | AC | Labor and Materials for Replacement of Main Electrical Switch @ FC |
| P0120336 | Amazon Business | \$ 116.35 | FC | FC | Office Supplies |
| P0120337 | Amazon Business | \$ 301.69 | FC | FC | Classroom Supplies |
| P0120357 | Allsteel Inc | \$ 3,583.82 | CC | CC | Office Furniture |
| P0120358 | CDW Government Inc | \$ 1,552.55 | FC | FC | Document Scanner |

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|----------|--|---------------|------|------|--|
| P0120359 | GST | \$ 164.94 | | FC | Computer Monitor |
| P0120360 | Troxell Communications Inc | \$ 719.77 | | FC | Projector Screen |
| P0120361 | edu Business Solutions Inc | \$ 750.00 | | AC | Software License |
| P0120362 | Nth Generation Computing Inc | \$ 163,759.71 | | NOCE | Computer Hardware & Software -Adult Ed Block Grant; BA-9/12/17 |
| P0120363 | AlumniSync | \$ 864.60 | | CC | Alumni Address Finding Services |
| P0120364 | Eldon Young | \$ 605.56 | | CC | Reimbursement for Art Plaques |
| P0120365 | Sodexo Inc and Affiliates | \$ 77.52 | | FC | Catering for the Writing Center Meeting |
| P0120366 | Therese Mosqueda-Ponce | \$ 251.76 | | CC | Reimbursement for Student Success Kits |
| P0120367 | SCHOOLSin | \$ 1,533.76 | | FC | Room Divider for Teacher Pathway Department |
| P0120368 | Sodexo Inc and Affiliates | \$ 75.36 | | FC | Catering for Business and CIS Department |
| P0120369 | Sodexo Inc and Affiliates | \$ 797.79 | | FC | Catering for Incite End of Year Ceremony |
| P0120370 | WT Cox Information Services | \$ 18,100.00 | | CC | Blanket Order for Library Subscriptions |
| P0120371 | Office Depot | \$ 2,500.00 | | CC | Blanket Order for Office Supplies |
| P0120372 | Community College League of California | \$ 1,725.00 | | AC | Workshop Facilitator for Leadership Academy |
| P0120373 | Sodexo Inc and Affiliates | \$ 1,015.33 | | FC | Catering for Fullerton College Miles Welcome Luncheon |
| P0120374 | Fullerton Joint Union HSD | \$ 280.00 | | FC | Transportation for the Teacher Pathway Program |
| P0120375 | Brea Chamber of Commerce | \$ 652.50 | | FC | Institutional Membership |
| P0120376 | Jostens | \$ 19.44 | | CC | Degrees for Admissions and Records |
| P0120377 | CCOWBCA | \$ 320.00 | | FC | Institutional Membership |
| P0120378 | Guitar Center Inc | \$ 3,000.00 | | FC | Blanket Order for Instrument Repairs and Services |
| P0120379 | Amazon Business | \$ 347.66 | | FC | Classroom Supplies |
| P0120380 | Jostens | \$ 39.71 | | FC | Degrees for Admissions and Records |
| P0120381 | Fefifolios | \$ 7,000.00 | | CC | Website Design Services for Careers Technical Education |
| P0120382 | Hilico Fastener Warehouse | \$ 1,000.00 | | FC | Blanket Order for Fastener Supplies and Tools |
| P0120383 | Pilar Ellis | \$ 179.94 | | FC | Reimbursement for Field Trip Fee |
| P0120384 | California Teachers Association | \$ 210.00 | | FC | Institutional Memberships |
| P0120385 | Stephen Winston | \$ 195.00 | | FC | Honorarium for Law Lecturer |
| P0120386 | Refrigeration Supplies Distributor | \$ 4,885.66 | | CC | Instructional Supplies |
| P0120387 | CBJ LP | \$ 69.00 | | FC | Annual Publication Subscription |
| P0120388 | The Gallup Organization | \$ 957.11 | | FC | Textbooks |
| P0120389 | Green Oak Ranch Ministries Inc | \$ 5,800.00 | | FC | Fieldtrip Fees for the Music Department |
| P0120390 | Corporate Business Interiors Inc | \$ 914.63 | | CC | Table |
| P0120396 | Great Minds in Stem | \$ 4,200.00 | | CC | Science Tech Engineering and Math Conference Registration |
| P0120397 | Amazon Business | \$ 430.95 | | CC | Office Supplies |
| P0120399 | Buddy's All Stars, Inc. | \$ 395.14 | | FC | Athletic Uniforms |
| P0120400 | Sodexo Inc and Affiliates | \$ 161.51 | | FC | Catering for Fullerton College Faculty Senate |
| P0120401 | BSN Sports LLC | \$ 410.90 | | FC | Athletic Supplies |
| P0120402 | Buddy's All Stars, Inc. | \$ 2,068.59 | | FC | Athletic Uniforms |
| P0120404 | Full Compass Systems Ltd | \$ 1,018.24 | | FC | Computer Monitor |
| P0120405 | Laserfibre LLC | \$ 377.13 | | FC | Athletic Supplies |
| P0120406 | Corporate Business Interiors Inc | \$ 1,449.50 | | CC | Labor for Office Furniture Installation |
| P0120407 | School Outfitters LLC | \$ 1,011.94 | | CC | Classroom Equipment |
| P0120408 | Sasco Electric | \$ 350.00 | | FC | Computer Network Cabling Installation Project |
| P0120409 | GST | \$ 546.44 | | FC | Computer Monitor |
| P0120410 | Ellucian Company LP | \$ 1,920.00 | | AC | Online Banner Training |
| P0120411 | Carol Marzouk | \$ 3,200.00 | | AC | Guest Speaker for Human Resource Retreat |
| P0120412 | GST | \$ 1,861.32 | | FC | Computer |

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|----------|---|--------------|----------------|------|---|
| P0120413 | Apple Computer Inc | \$ 2,228.63 | | FC | Computer |
| P0120414 | Chariot Concepts LLC | \$ 495.44 | | CC | Classroom Supplies |
| P0120415 | Apple Computer Inc | \$ 2,171.18 | | FC | Computer |
| P0120416 | CBJ LP | \$ 45.50 | | FC | Textbooks |
| P0120417 | Sacramento Business Journal | \$ 71.65 | | FC | Textbooks |
| P0120418 | Amazon Business | \$ 159.44 | | FC | Instructional Supplies |
| P0120419 | Children's Learning Center | \$ 1,440.00 | | CC | Blanket Order for CC/CalWORKs Child Care Services |
| P0120420 | Office Depot | \$ 1,500.00 | | CC | Blanket Order for Office Supplies |
| P0120421 | Sodexo Inc and Affiliates | \$ 130.35 | | FC | Catering for Teacher Pathway Partnership |
| P0120422 | Office Depot | \$ 400.00 | | NOCE | Blanket Order for Instructional Supplies |
| P0120423 | Office Depot | \$ 400.00 | | NOCE | Blanket Order for Classroom Supplies |
| P0120424 | Community College League of California | \$ 1,725.00 | | AC | Workshop Speaker |
| P0120425 | Chefs Toys - Accusharp | \$ 1,702.27 | | CC | Lab Supplies |
| P0120426 | Orange County Police Canine Association | \$ 450.00 | | FC | Tickets for Police Canine Demonstration Presentation |
| P0120427 | Refrigeration Supplies Distributor | \$ 3,227.88 | | CC | Classroom Supplies |
| P0120428 | Refrigeration Supplies Distributor | \$ 6,272.47 | | CC | Instructional Equipment |
| P0120429 | Bioquip Products Inc | \$ 95.20 | | FC | Biology Supplies |
| P0120430 | Placentia Yorba Linda USD | \$ 4,650.00 | | NOCE | Custodial Fees for Adult Education Block Grant at El Camino HS |
| P0120431 | Computerland of Silicon Valley | \$ 13,364.00 | | NOCE | Microsoft Software Licenses |
| P0120432 | Transportation Charter Services Inc | \$ 735.00 | | FC | Field Trip Transportation from Fullerton to Long Beach for International Students Program |
| P0120433 | Amazon Business | \$ 42.03 | | NOCE | Office Supplies |
| P0120434 | Sodexo Inc and Affiliates | \$ 207.42 | | FC | Catering for New Leader Orientation |
| P0120435 | 4imprint Inc | \$ 9,247.84 | | CC | Science Tech Engineering and Math Program Supplies |
| P0120436 | Kenny the Printer | \$ 7,419.24 | | CC | Science Tech Engineering and Math Program Promotional Materials |
| P0120437 | Office Depot | \$ 279.66 | | FC | Office Supplies |
| P0120438 | Sodexo Inc and Affiliates | \$ 825.14 | | FC | Catering for Library Staff Training |
| P0120439 | Vital Link Orange County | \$ 7,500.00 | | NOCE | Consultant for Career Exploration & Workforce Prep Fair |
| P0120440 | Vital Link Orange County | \$ 7,300.00 | | NOCE | Consultant for Career Pathways Day Consultant |
| P0120441 | TMB Baking | \$ 271.39 | | CC | Freight Charges for Lab Supplies |
| P0120442 | WT Cox Information Services | \$ 2,953.65 | | CC | Software Subscription |
| P0120443 | Toshiba Business Solutions | \$ 7,863.95 | | AC | Copy Machine |
| P0120444 | CPP Inc | \$ 2,353.20 | | CC | Software for the Career Planning Department |
| P0120445 | Toshiba Business Solutions | \$ 4,801.59 | | AC | Copy Machine |
| P0120446 | Orange County Air Conditioning | \$ 7,990.00 | Capital Outlay | AC | Air Conditioning Unit Replacement for Buildings 200 & 1700 @ FC |
| P0120447 | Orange County Air Conditioning | \$ 7,935.00 | Capital Outlay | AC | Air Conditioning Unit Replacement for Buildings 200 & 1700 @ FC |
| P0120448 | Film Scientific Inc | \$ 1,367.74 | | CC | Lab Supplies |
| P0120449 | Symplicity Corporation | \$ 9,990.00 | | CC | Software Subscription |
| P0120450 | Pasco Scientific | \$ 721.93 | | CC | Lab Supplies |
| P0120451 | Home Depot | \$ 500.00 | | CC | Blanket Order for Physical Science Supplies |
| P0120452 | Office Depot | \$ 750.00 | | CC | Blanket Order for Office Supplies |
| P0120453 | Thomas Scientific Inc | \$ 4,000.00 | | FC | Blanket Order for Science Supplies |
| P0120454 | Amazon Business | \$ 142.24 | | CC | Lab Supplies |
| P0120455 | Granger Inc | \$ 160.97 | | CC | Lab Supplies |
| P0120456 | National League for Nursing Inc | \$ 2,156.00 | | CC | Online Nursing Exams |
| P0120457 | April Riley | \$ 650.00 | | CC | Guest Speaker for English Training |
| P0120458 | JB Bostick Company Inc | \$ 9,250.00 | Capital Outlay | AC | Parking Lot Overlay for Ben Franklin House @ FC |
| P0120459 | Duran, Wheaton, Kimble | \$ 2,431.70 | | FC | Chemistry Lab Supplies |

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|----------|---|--------------|------|------|--|
| P0120460 | Shred-It USA LLC | \$ 5,000.00 | | AC | Blanket Order for Shredding Services |
| P0120461 | Pitney Bowes Inc | \$ 18,778.51 | | AC | Purchase Meter Equipment for Mailroom |
| P0120462 | Carlos Aguilár | \$ 300.00 | | FC | Guest Speaker for Social Science Department |
| P0120463 | Office Depot | \$ 465.46 | | FC | Computer Desks |
| P0120464 | Orange County Industrial Plastics Inc | \$ 718.44 | | CC | Classroom Supplies |
| P0120465 | Sodexo Inc and Affiliates | \$ 921.82 | | FC | Catering for Educational Opportunity Program Orientation |
| P0120466 | Transportation Charter Services Inc | \$ 2,870.00 | | CC | Transportation for Puente Program to University |
| P0120467 | Pilar Ellis | \$ 89.75 | | FC | Reimbursement for Staff Retreat Lunch |
| P0120468 | Quinnie Miser | \$ 128.16 | | FC | Reimbursement for Textbook |
| P0120469 | Bryan Obeso | \$ 78.65 | | FC | Reimbursement for Course Required Materials |
| P0120470 | Chelsea Thurman | \$ 72.74 | | FC | Reimbursement for Course Textbooks |
| P0120471 | Sodexo Inc and Affiliates | \$ 301.27 | | FC | Catering for Natural Science Mixer |
| P0120472 | Deluxe Small Business Sales Inc | \$ 206.79 | | CC | Financial Aid Booklets for Financial Aid |
| P0120475 | Mathew Perez | \$ 500.00 | | FC | Musician for Ethnic Studies Summit |
| P0120476 | Aldo Pozos | \$ 1,500.00 | | FC | Guest Speaker for Ethnic Studies |
| P0120477 | Sapsis Regging Inc | \$ 2,100.00 | | CC | Stage Safety Inspection Services |
| P0120478 | B & H Photo Video Inc | \$ 6,128.03 | | CC | Classroom Supplies |
| P0120479 | Refrigeration Supplies Distributor | \$ 1,763.00 | | CC | Blanket Order for Ventilation Supplies |
| P0120481 | City of Fullerton | \$ 52.20 | | FC | City Fire Services Fee |
| P0120482 | Jose Mendez | \$ 139.25 | | FC | Textbook |
| P0120483 | Rolix Vans | \$ 54,336.00 | | NOCE | Campus Van for Disabled Student Services Use |
| P0120484 | Stephanie Mendez | \$ 200.00 | | FC | Guest Speaker for Ethnic Studies Summit |
| P0120485 | Academic Senate for CA Community Colleges | \$ 97.68 | | AC | Reimbursement for Academic Senate Workshop |
| P0120486 | Kimberley Dieth | \$ 39.84 | | FC | Reimbursement for Class Supplies |
| P0120488 | Danny Budd | \$ 75.00 | | FC | Reimbursement for Course Textbook |
| P0120490 | Jesse Barker | \$ 81.86 | | FC | Reimbursement for Course Textbook |
| P0120492 | Academic Cap & Gown | \$ 4,727.53 | | FC | Commencement 2017 Diploma Covers |
| P0120493 | Sodexo Inc and Affiliates | \$ 752.10 | | FC | Catering for Student Activities Event |
| P0120495 | Air Gas Testing & Consulting Services | \$ 1,760.00 | | AC | Water Boiler Testing Services |
| P0120496 | WMFY We Mail For You | \$ 500.00 | | AC | Mailing Services |
| P0120497 | Fernando Caballero | \$ 45.00 | | CC | Reimbursement for Textbook |
| P0120498 | Conde Systems Inc | \$ 958.47 | | FC | Office Supplies |
| P0120500 | CDW Government Inc | \$ 588.22 | | FC | Computer Accessories |
| P0120501 | SphereXV | \$ 7,735.00 | | CC | Software Services |
| P0120502 | Airgas-West Inc | \$ 382.90 | | FC | Facilities Supplies |
| P0120503 | Bourret's Glass & Screen Co | \$ 528.05 | | FC | Screen and Window Repair |
| P0120504 | ConvergeOne Inc | \$ 2,995.00 | | CC | Software Maintenance Renewal |
| P0120505 | GST | \$ 1,635.62 | | FC | Computer |
| P0120506 | National Business Furniture LLC | \$ 2,320.51 | | CC | Campus Outdoor Seating |
| P0120507 | California Compressor Inc | \$ 1,344.83 | | FC | Air Compressor Maintenance |
| P0120508 | YBH Restaurants Inc | \$ 1,068.17 | | CC | Catering for Legacy Mentor Dinner |
| P0120509 | Posit Science Corporation | \$ 2,160.00 | | NOCE | Software License |
| P0120510 | WMFY We Mail For You | \$ 1,018.24 | | AC | Printing Services |
| P0120511 | Alberto Solano | \$ 5,000.00 | | AC | Independent Contractor for Facilitation Support |
| P0120512 | Sasco Electric | \$ 2,667.00 | | CC | Data Cable Installation Project |
| P0120513 | California State University Fullerton | \$ 20,505.73 | | AC | Baccalaureate Degree Program Symposium Conference |
| P0120515 | CDW Government Inc | \$ 612.88 | | FC | Document Scanner |

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|----------|---|--------------|------|------|---|
| P0120516 | Amazon Business | \$ 300.61 | | CC | Lab Supplies |
| P0120519 | Foundation for California Community Colleges | \$ 1,000.00 | | CC | Institutional Membership |
| P0120520 | Rising Software Australia Pty Ltd | \$ 700.00 | | FC | Software License |
| P0120521 | Ivy.ai Inc | \$ 13,500.00 | | FC | Software License |
| P0120554 | Rockfire Grill | \$ 808.13 | | AC | Catering for Leadership Academy Luncheon |
| P0120555 | CDW Government Inc | \$ 787.82 | | FC | Computer Monitor |
| P0120556 | Optitex USA Inc | \$ 64,124.00 | | FC | Software License |
| P0120557 | GST | \$ 164.94 | | FC | Computer Monitor |
| P0120558 | Mometrix Media LLC | \$ 513.59 | | NOCE | Textbooks |
| P0120559 | 2nd Gear LLC | \$ 466.86 | | CC | Computer |
| P0120560 | Electric Car Sales and Service Inc | \$ 3,832.50 | | FC | Van Storage Unit |
| P0120561 | Public Economics Inc | \$ 15,000.00 | | AC | Blanket Order for Consulting Services |
| P0120562 | Enthusiast Inc | \$ 2,700.00 | | FC | Web Design Services |
| P0120563 | Goodwill Industries of Orange County | \$ 7,500.00 | | FC | Blanket Order for Interpreting Services |
| P0120566 | Sodexo Inc and Affiliates | \$ 383.02 | | FC | Catering for UMOJA Welcome Back Fall Open House |
| P0120567 | Apple Computer Inc | \$ 753.71 | | FC | Computer Cables |
| P0120568 | Transportation Charter Services Inc | \$ 4,440.00 | | CC | Transportation Fees for the Educational Opportunity University Tours |
| P0120569 | Maxient LLC | \$ 21,000.00 | | AC | Software for Student Conduct Tracking |
| P0120570 | SOS Survival Products Inc | \$ 226.39 | | FC | Emergency Supplies |
| P0120571 | Sodexo Inc and Affiliates | \$ 183.18 | | FC | Catering for the Latins Students Forum |
| P0120572 | Styku | \$ 2,950.00 | | FC | Software License |
| P0120573 | ChargePoint Inc | \$ 767.72 | | FC | Cart Charging Station |
| P0120574 | Apple Computer Inc | \$ 1,318.30 | | CC | Computer |
| P0120575 | Sodexo Inc and Affiliates | \$ 354.24 | | FC | Catering for Basic Skills, ESL Student Event |
| P0120576 | Fisk Automotive | \$ 283.90 | | FC | Campus Vehicle Maintenance |
| P0120577 | 3 Day Blinds Corporation | \$ 1,210.30 | | FC | Window Blinds Installation |
| P0120578 | Office Depot | \$ 1,000.00 | | CC | Blanket Order for Toner Supplies |
| P0120579 | Cal Pro Specialties | \$ 749.56 | | FC | Marketing Materials |
| P0120580 | Shred-It USA LLC | \$ 900.00 | | FC | Blanket Order for Shredding Services |
| P0120581 | Dick Blick Co | \$ 727.82 | | NOCE | Instructional Supplies |
| P0120582 | Falima Acuna | \$ 500.00 | | FC | Aztec Dancers for Cultural Event |
| P0120583 | Pearson | \$ 10,373.08 | | NOCE | Assessment Publications and Supplies |
| P0120584 | Esther Franco | \$ 500.00 | | FC | Aztec Dancers for Cultural Event |
| P0120585 | Hampton Inn & Suites | \$ 4,122.54 | | CC | Lodging for Educational Opportunity Program Northern University Tour |
| P0120586 | Christian Pino | \$ 500.00 | | FC | Sound Technician for Cultural Event |
| P0120587 | Tracey Wallace | \$ 150.00 | | FC | Day of the Dead Guest Speaker |
| P0120588 | David Saldana | \$ 450.00 | | CC | Guest Speaker for the CARE Seminar |
| P0120589 | University of California, Davis | \$ 385.13 | | CC | Educational Opportunity Program Northern Trip UC Davis Dining Service |
| P0120590 | Jersey Mike's UTC | \$ 380.65 | | CC | Catering for Educational Opportunity Program Northern Trip |
| P0120591 | Stoneware Inc | \$ 133.61 | | FC | Instructional Supplies |
| P0120592 | South Coast Higher Education Council | \$ 50.00 | | FC | Institutional Membership |
| P0120593 | Orvac Electronics | \$ 348.98 | | FC | Classroom Supplies |
| P0120594 | California Community College Mental Health and Wellness | \$ 200.00 | | FC | Institutional Membership |
| P0120616 | Penn State University Press | \$ 350.00 | | FC | Institutional Membership |
| P0120617 | Honors Transfer Council of California | \$ 120.00 | | FC | Institutional Membership |
| P0120618 | Pearson | \$ 1,492.36 | | NOCE | Instructional Supplies |
| P0120619 | Omar Mawazini | \$ 226.00 | | FC | Student Reimbursement for Course Materials |

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|----------|---|-------------|------|------|---|
| P0120620 | Flinn Scientific Inc | \$ 2,500.00 | | FC | Blanket Order for Chemistry Lab Supplies |
| P0120622 | CDW Government Inc | \$ 1,787.60 | | NOCE | Classroom Equipment |
| P0120623 | Matthew Nieves | \$ 29.00 | | FC | Student Reimbursement for Course Materials |
| P0120624 | Lizette Stokes | \$ 334.83 | | FC | Reimbursement for Course Materials |
| P0120625 | Buddy's All Stars, Inc. | \$ 932.56 | | FC | Athletic Supplies |
| P0120627 | Margarito Castaneda | \$ 159.56 | | FC | Student Reimbursement for Course Materials |
| P0120630 | Aisha Al-Ali | \$ 1,200.00 | | FC | Guest Speaker for Ethnic Studies Summit |
| P0120631 | Sodexo Inc and Affiliates | \$ 99.66 | | FC | Catering for Social Science Division Meeting |
| P0120632 | Thomson Reuters | \$ 68.96 | | AC | Textbook |
| P0120633 | Amazon Business | \$ 22.82 | | FC | Office Supplies |
| P0120634 | Toni Nielson | \$ 32.15 | | FC | Reimbursement for Food on Field Trip |
| P0120635 | Vital Link Orange County | \$ 7,300.00 | | NOCE | Career Pathways Day Consultant |
| P0120636 | Digi-Key Corporation | \$ 165.53 | | FC | Physics Lab Supplies |
| P0120637 | Association of Career & Tech Educ | \$ 109.00 | | FC | Institutional Membership |
| P0120638 | BSN Sports LLC | \$ 990.98 | | FC | Athletic Supplies |
| P0120639 | Jeffrey Samano | \$ 42.00 | | FC | Reimbursement for Forensics Association |
| P0120640 | 2XL Corporation | \$ 1,339.20 | | FC | Athletic Supplies |
| P0120641 | Sodexo Inc and Affiliates | \$ 229.50 | | FC | Catering for the Puente Mentor Night |
| P0120643 | The Original Taco Girls | \$ 1,240.00 | | AC | Catering for New Faculty Orientation Luncheon |
| P0120657 | Sheraton | \$ 2,406.84 | | FC | Field Trip Hotel Fees for Umoja Conference |
| P0120662 | Umoja Community Education Foundation | \$ 2,739.00 | | FC | Registration Fees for Umoja State Conference |
| P0120666 | National Council for Marketing and Public Relations | \$ 40.00 | | AC | Registration Fees for National Council for Marketing Workshop |
| P0120667 | Amazon Business | \$ 25.84 | | FC | Computer Supplies |
| P0120669 | Ruth Gutierrez | \$ 398.68 | | CC | Reimbursement for Catering for Puente Event |

\$ 999,304.75

Approved by:

Fred Williams, Vice Chancellor

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|---|--------------|----------|
| TO: | BOARD OF TRUSTEES | Action | <u>X</u> |
| | | Resolution | <u>X</u> |
| DATE: | November 14, 2017 | Information | <u></u> |
| | | Enclosure(s) | <u>X</u> |
| SUBJECT: | 2017-2018 Budget Transfers: General Fund and Child Development Fund | | |

BACKGROUND: While all areas attempt to project their expenditures accurately, situations occur which require transfers to be made. Many times an amount is budgeted for a project but the specific areas of expenditures are not determined until a later date. In this case, the funds are then transferred to the specific accounts.

The attached transfers have been requested and only represent those that affect a contingency account, exceed \$10,000 and/or establish new revenue and expense budgets. In each case, a brief explanation is stated. Additional information will be provided upon request. Pursuant to the California Code of Regulations Title 5, §58307, transfers of funds may be made from reserve for contingencies to any expenditure classification or between expenditure classifications at any time by written resolution of the Board of Trustees. In addition, a resolution providing for the transfer from reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board of Trustees. This agenda item was submitted by Kashmira Vyas, Interim District Director, Fiscal Affairs.

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

How does this relate to Board Policy: This agenda item is submitted in accordance with Board Policy 6250, Budget Management.

FUNDING SOURCE AND FINANCIAL IMPACT: Budget transfers will be made to the various funds and accounts, as listed.

RECOMMENDATION: Authorization is requested for the 2017-2018 General Fund and Child Development Fund transfers netting to the amount of \$299,110 and adoption of the resolutions showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

Fred Williams

Recommended by

Approved for Submittal

4.b.1

Item No.

1. 18127: Community College Basic Skills & Student Outcomes Transformation Program Grant - FC

Transfer to align budget with approved program plan.

| | | |
|-------|--|----------|
| From: | 6000 Capital Outlay | (15,000) |
| To: | 5000 Other Operating Expenses & Services | 15,000 |

2. 11200: Current Year Funds - CC

To cover cost of carpet, installation, and related moving of furniture in the Admissions & Records and Student Services areas.

| | | |
|-------|--|----------|
| From: | 5000 Other Operating Expenses & Services | (14,000) |
| To: | 6000 Capital Outlay | 14,000 |

3. 11200: Current Year Funds - AC

To purchase of color printer for Vice Chancellor - Finance & Facilities needed increasingly regularly for bond and budget information.

| | | |
|-------|--------------------------------|-------|
| From: | 7900 Reserve for Contingencies | (400) |
| To: | 4000 Supplies & Materials | 400 |

4. 11100: Prior Year Funds - AC

Transfer of Innovation funds awarded.

| | | |
|-------|--------------------------------|---------|
| From: | 7900 Reserve for Contingencies | (1,500) |
| To: | 6000 Capital Outlay | 1,500 |

5. 11100: Prior Year Funds - CC

Transfer of Innovation funds awarded.

| | | |
|-------|--|----------|
| From: | 7900 Reserve for Contingencies | (60,800) |
| To: | 5000 Other Operating Expenses & Services | 19,500 |
| | 6000 Capital Outlay | 41,300 |

6. 11100: Prior Year Funds - FC

Transfer of Innovation funds awarded.

| | | |
|-------|--------------------------------|----------|
| From: | 7900 Reserve for Contingencies | (32,400) |
| To: | 1400 Noninstructional Salaries | 3,500 |
| | 2300 Noninstructional Salaries | 4,500 |
| | 3900 Benefits | 500 |
| | 4000 Supplies & Materials | 23,900 |

Budget Transfers
11-14-2017

7. 17050: Lottery Funds - FC

To cover purchase of instructional books to be added to the library collection.

| | | |
|-------|---------------------------|----------|
| From: | 4000 Supplies & Materials | (52,526) |
| To: | 6000 Capital Outlay | 52,526 |

8. 11100: Prior Year Funds - AC

Transfer of Innovation funds awarded.

| | | |
|-------|--|---------|
| From: | 7900 Reserve for Contingencies | (5,000) |
| To: | 5000 Other Operating Expenses & Services | 5,000 |

9. 17747: Student Equity Program - CC

To cover cost associated with student travel to the Umoja Conference, which supports the Legacy Program.

| | | |
|-------|--|----------|
| From: | 2100 Noninstructional Salaries | (16,000) |
| To: | 5000 Other Operating Expenses & Services | 16,000 |

10. 11100: Prior Year Funds - CC

To provide budget for approved campus department requests for one-time purposes such as equipment and tools repairs and replacements, instructional and operating supplies.

| | | |
|-------|--|-----------|
| From: | 6000 Capital Outlay | (201,075) |
| To: | 4000 Supplies & Materials | 30,157 |
| | 5000 Other Operating Expenses & Services | 170,918 |

11. 11100: Prior Year Funds - AC

For the repair of the audio/video system controls for the Board room.

| | | |
|-------|--|---------|
| From: | 7900 Reserve for Contingencies | (1,228) |
| To: | 5000 Other Operating Expenses & Services | 1,228 |

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

WHEREAS, the Board of Trustees finds there is a need to make the budget transfers between the expenditure classifications as listed below, within the General Fund (0101), pursuant to the California Code of Regulations Title 5, §58307;

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

| FROM | | | TO | | |
|-----------------------|-----------|----------------|-----------------------|-----------|----------------|
| Budget Classification | Amount | | Budget Classification | Amount | |
| 2100 | \$ | 50,025 | 1400 | \$ | 3,500 |
| 4000 | | 50,812 | 2300 | | 19,900 |
| 6000 | | 86,945 | 2400 | | 14,121 |
| 7900 | | 101,328 | 3900 | | 2,000 |
| | | | 5000 | | 249,589 |
| TOTAL | \$ | 289,110 | TOTAL | \$ | 289,110 |

AYES:
 NOES:
 ABSENT:

STATE OF CALIFORNIA)
) SS
 COUNTY OF ORANGE)

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on November 14, 2017, and passed by a _____ vote of said Board.

 Vice Chancellor, Finance and Facilities

The above transfer approved on the _____ day of _____.

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

by _____, Deputy

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

WHEREAS, the Board of Trustees finds there is a need to make the budget transfers between the expenditure classifications as listed below, within the Child Development Fund (1212), pursuant to the California Code of Regulations Title 5, §58307;

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

| FROM | | TO | |
|-----------------------|------------------|-----------------------|------------------|
| Budget Classification | Amount | Budget Classification | Amount |
| 8673 | \$ 10,000 | 8871 | \$ 10,000 |
| TOTAL | | TOTAL | |
| | \$ 10,000 | | \$ 10,000 |

AYES:
 NOES:
 ABSENT:

STATE OF CALIFORNIA)
) SS
 COUNTY OF ORANGE)

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on November 14, 2017, and passed by a _____ vote of said Board.

 Vice Chancellor, Finance and Facilities

The above transfer approved on the _____ day of _____.

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

by _____, Deputy

 4.b.5
 Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 14, 2017

SUBJECT: Quarterly Financial Status Report Ended
September 30, 2017

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

BACKGROUND: Pursuant to §58310 of Title 5 of the California Code of Regulations, the Chief Executive Officer of each community college district shall submit a report showing the financial and budgetary conditions of the district, including outstanding obligations, to the governing board on a quarterly basis.

The Chief Executive Officer of each community college district shall also prepare a quarterly report based on measurements and standards as established by the Board of Governors of the California Community Colleges and certified on forms provided by the State Chancellor. It is further required that this report be reviewed by the district governing board and entered into the minutes of a regularly scheduled meeting.

Accordingly, attached is the California Community Colleges Quarterly Financial Status Report form CCFS-311Q for the quarter ended September 30, 2017. This agenda item was submitted by Kashmira Vyas, Interim District Director, Fiscal Affairs.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6300, Fiscal Management.

FUNDING SOURCE AND FINANCIAL IMPACT: The State Chancellor's Office requires that the District file a quarterly financial status report known as the CCFS-311Q. This agenda item does not result in any financial impact to the District.

RECOMMENDATION: It is recommended that the Board review the District's Quarterly Financial Status Report for the quarter ended September 30, 2017, as required by §58310 of Title 5.

Fred Williams

Recommended by

Approved for Submittal

4.c.1

Item No.

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA**

CHANGE THE PERIOD

Fiscal Year: 2017-2018

Quarter Ended: (Q1) Sep 30, 2017

District: (860) NORTH ORANGE

| Line | Description | As of June 30 for the fiscal year specified | | | Projected 2017-2018 |
|--|---|---|-------------------|-------------------|------------------------|
| | | Actual 2014-15 | Actual 2015-16 | Actual 2016-17 | |
| I. Unrestricted General Fund Revenue, Expenditure and Fund Balance: | | | | | |
| A. | Revenues: | | | | |
| A.1 | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 180,429,355 | 222,624,900 | 221,215,270 | 215,363,297 |
| A.2 | Other Financing Sources (Object 8900) | 41,568 | 36,363 | 61,734,006 | 1,095,850 |
| A.3 | Total Unrestricted Revenue (A.1 + A.2) | 180,470,923 | 222,661,263 | 282,949,276 | 216,459,147 |
| B. | Expenditures: | | | | |
| B.1 | Unrestricted General Fund Expenditures (Objects 1000-6000) | 170,774,281 | 194,864,258 | 266,941,933 | 209,010,078 |
| B.2 | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 11,337,715 | 23,726,429 | 2,971,484 | 4,086,827 |
| B.3 | Total Unrestricted Expenditures (B.1 + B.2) | 182,111,996 | 218,590,687 | 269,913,417 | 213,096,905 |
| C. | Revenues Over(Under) Expenditures (A.3 - B.3) | -1,641,073 | 4,070,576 | 13,035,859 | 3,362,242 |
| D. | Fund Balance, Beginning | 43,698,857 | 42,057,784 | 46,128,360 | 59,164,219 |
| D.1 | Prior Year Adjustments + (-) | 0 | 0 | 0 | 0 |
| D.2 | Adjusted Fund Balance, Beginning (D + D.1) | 43,698,857 | 42,057,784 | 46,128,360 | 59,164,219 |
| E. | Fund Balance, Ending (C. + D.2) | 42,057,784 | 46,128,360 | 59,164,219 | 62,526,461 |
| F.1 | Percentage of GF Fund Balance to GF Expenditures (E. / B.3) | 23.1% | 21.1% | 21.9% | 29.3% |

II. Annualized Attendance FTES:

| | | | | | |
|-----|---|--------|--------|--------|--------|
| G.1 | Annualized FTES (excluding apprentice and non-resident) | 36,036 | 35,686 | 36,941 | 31,960 |
|-----|---|--------|--------|--------|--------|

III. Total General Fund Cash Balance (Unrestricted and Restricted)

| | | As of the specified quarter ended for each fiscal year | | | |
|-----|--------------------------------|--|------------|------------|------------|
| | | 2014-15 | 2015-16 | 2016-17 | 2017-2018 |
| H.1 | Cash, excluding borrowed funds | | 50,251,193 | 70,365,051 | 65,256,137 |
| H.2 | Cash, borrowed funds only | | 0 | 0 | 0 |
| H.3 | Total Cash (H.1 + H.2) | 60,162,439 | 50,251,193 | 70,365,051 | 65,256,137 |

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

| Line | Description | Adopted Budget (Col. 1) | Annual Current Budget (Col. 2) | Year-to-Date Actuals (Col. 3) | Percentage (Col. 3/Col. 2) |
|----------------------|---|-------------------------|--------------------------------|-------------------------------|----------------------------|
| Revenues: | | | | | |
| I.1 | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 215,363,297 | 215,363,297 | 38,501,030 | 17.9% |
| I.2 | Other Financing Sources (Object 8900) | 1,095,850 | 1,095,850 | 0 | |
| I.3 | Total Unrestricted Revenue (I.1 + I.2) | 216,459,147 | 216,459,147 | 38,501,030 | 17.8% |
| Expenditures: | | | | | |
| J.1 | Unrestricted General Fund Expenditures (Objects 1000-6000) | 208,909,978 | 209,010,078 | 43,594,631 | 20.9% |
| J.2 | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 4,086,827 | 4,086,827 | 2,000 | 0% |
| J.3 | Total Unrestricted Expenditures (J.1 + J.2) | 212,996,805 | 213,096,905 | 43,596,631 | 20.5% |
| K. | Revenues Over(Under) Expenditures (I.3 - J.3) | 3,462,342 | 3,362,242 | -5,095,601 | |
| L. | Adjusted Fund Balance, Beginning | 59,164,219 | 59,164,219 | 59,164,219 | |
| L.1 | Fund Balance, Ending (C. + L.2) | 62,626,561 | 62,526,461 | 54,068,618 | |
| M. | Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3) | 29.4% | 29.3% | | |

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

| Contract Period Settled (Specify) YYYY-YY | Management | | Permanent | | Academic | | Temporary | | Classified | |
|---|---------------------|-----|---------------------|-----|---------------------|-----|---------------------|-----|---------------------|-----|
| | Total Cost Increase | % * | Total Cost Increase | % * | Total Cost Increase | % * | Total Cost Increase | % * | Total Cost Increase | % * |
| a. SALARIES: | | | | | | | | | | |
| Year 1: | | | | | | | | | | |
| Year 2: | | | | | | | | | | |
| Year 3: | | | | | | | | | | |
| b. BENEFITS: | | | | | | | | | | |
| Year 1: | | | | | | | | | | |
| Year 2: | | | | | | | | | | |
| Year 3: | | | | | | | | | | |

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?

This year? **NO**
Next year? **YES**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

The District experienced a decline in FTES for fiscal year 2016-17 and was able to shift Summer 2017 FTES in response to this. For 2017-18, we have seen enrollment continue to stay at lower levels. This, along with the movement of FTES from the Summer shift is expected to result in lower overall FTES for the 17/18 reporting year. Stability funding will carry the District in 2017-18.

For 2017-18, the District will be using a combination of one-time and on-going budget cuts to get through the year. We continue to evaluate the options to make ongoing reductions needed for the out years.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|---|--|---|
| TO: | BOARD OF TRUSTEES | | Action _____ |
| | | | Resolution _____ |
| DATE: | November 14, 2017 | | Information <u> X </u> |
| | | | Enclosure(s) <u> X </u> |
| SUBJECT: | Quarterly Investment Report as of September 30, 2017 | | |

BACKGROUND: The Quarterly Investment Report for the quarter ended September 30, 2017, is submitted in accordance with Section 53646 (b) of the Government Code. During the quarter, there has been no change to Board Policy 6320, Investments.

1. **The Orange County Treasurer's Money Market Educational Investment Pool.** As of September 30, 2017, the District had **\$267,528,890.10** on deposit. The total of the Orange County Treasurer's Combined Educational Investment Pool, at net book value, was **\$4,325,452,348** and the market value was **\$4,317,321,454**. This represents an unrealized loss for accounting purposes of approximately 0.19%, which equates to **\$502,895** for the District. This paper loss is the result of an increase in interest rates, which caused the values to decrease. The average net interest rate for the quarter ended September 30, 2017, was **1.05%**. Net interest earned for the quarter totaled **\$706,421.10**.

2. **Cypress College and Fullerton College Investments.** As of September 30, 2017, the colleges' investments total **\$1,990,368.86**. Of this amount, **\$1,885,047.33** was invested in certificates of deposit and **\$105,321.53** was invested in savings or money market accounts. The interest rates vary from **0.40%** to **2.23%**.

Investments in the Orange County Treasurer's Money Market Educational Investment Pool and the Cypress and Fullerton Colleges' investments meet Board Policy 6320, Investments, adopted by the Board of Trustees on February 12, 2002, and revised on May 10, 2016.

Irrevocable Retiree Benefits Trust

Starting in fiscal year 2017, the District began moving funds to its Irrevocable Retiree Benefits Trust ("Trust"). As of September 30, 2017, the market value of the Trust was \$89,387,799.67, with \$80,893,605.78 in funds having been transferred to date. This represents a net unrealized gain of \$8,494,193.89 or approximately 10.50% of contributions. The establishment of the Trust was approved at the May 12, 2015, meeting of the Board of Trustees. Additionally, the transfer of funds from the District's Retiree Benefit Fund to the Trust was approved at the September 27, 2016, meeting of the Board of Trustees.

This agenda item was submitted by Kashmira Vyas, Interim District Director, Fiscal Affairs.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6320, Investments.

FUNDING SOURCE AND FINANCIAL IMPACT: Interest earnings can be used for purposes specified within the funds where they are earned.

RECOMMENDATION: It is recommended that the Board receive the Quarterly Investment Report for the quarter ended September 30, 2017.

Fred Williams

Recommended by

Approved for Submittal

4.d.2

Item No.

Cash in County Treasury

As of September 30, 2017

| | |
|----------------------------|--------------------------|
| General Fund | \$ 65,256,136.87 |
| Child Development Fund | 188,510.41 |
| FC Bursar Fund | 3,136,879.09 |
| CC Bursar Fund | 1,040,830.76 |
| Capital Outlay Fund | 57,587,518.75 |
| Self Insurance Fund | 32,948,024.20 |
| Retiree Benefit Fund | 1,299,016.33 |
| Student Financial Aid Fund | 5,288,721.40 |
| Bond Fund | <u>100,783,252.29</u> |
| Total | <u>\$ 267,528,890.10</u> |

ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
FOR THE MONTH AND QUARTER ENDED: September 30, 2017

INVESTMENT STATISTICS - By Investment Pool*

| DESCRIPTION | CURRENT BALANCES | Average Days to Maturity | Daily Yield as of 9/30/17 | MONTHLY Gross Yield | QUARTER Gross Yield | Current NAV |
|--|--------------------------|--------------------------|---------------------------|---------------------|---------------------|-------------|
| COMBINED POOL BALANCES (includes the Extended Fund) | | | | | | |
| Orange County Investment Pool (OCIP) | MARKET Value \$ | 3,861,840,310 | 354 | 1.14% | 1.15% | 1.11% |
| | COST (Capital) \$ | 3,876,855,279 | | | | |
| | MONTHLY AVG Balance \$ | 3,855,856,727 | | | | |
| | QUARTERLY AVG Balance \$ | 3,875,715,219 | | | | |
| | BOOK Value \$ | 3,870,073,483 | | | | |
| Orange County Educational Investment Pool (OCEIP) | MARKET Value \$ | 4,317,321,454 | 323 | 1.14% | 1.14% | 1.11% |
| | COST (Capital) \$ | 4,332,462,219 | | | | |
| | MONTHLY AVG Balance \$ | 4,306,132,604 | | | | |
| | QUARTERLY AVG Balance \$ | 4,516,044,148 | | | | |
| | BOOK Value \$ | 4,325,452,348 | | | | |

INVESTMENT STATISTICS - Non Pooled Investments **

| DESCRIPTION | CURRENT BALANCE | BOOK BALANCE BY INVESTMENT TYPE | |
|-----------------------------------|--------------------------------------|---|---------------|
| Specific Investment Funds: | | | |
| 283, 505, 650 FVSD | MARKET Value \$ 84,442,005 | John Wayne Airport Investment Fund | 48,533,046 |
| | COST (Capital) \$ 84,463,196 | Fountain Valley School District Fund 40 | 34,848,650 |
| | MONTHLY AVG Balance \$ 86,369,982 | Repurchase Agreement | 1,081,500 |
| | QUARTERLY AVG Balance \$ 115,456,429 | | |
| | BOOK Value \$ 84,477,951 | | |
| | | | \$ 84,463,196 |

MONTH END TOTALS

| INVESTMENTS & CASH | | FUND ACCOUNTING & SPECIFIC INVESTMENTS | |
|---|------------------|--|------------------|
| COUNTY MONEY MARKET FUND (OCMMF) | | | |
| County Money Market Fund | \$ 884,956,161 | OCIP | \$ 3,901,824,025 |
| County Cash | 24,968,746 | OCEIP | 4,336,362,264 |
| EXTENDED FUND | 6,005,439,118 | Specific Investment Funds | 84,463,196 |
| EDUCATIONAL MONEY MARKET FUND (OCEMMF) | | Non Pooled Cash | 20,950,550 |
| Educational Money Market Fund | 1,318,922,219 | | |
| Educational Cash | 3,900,045 | | |
| NON POOLED INVESTMENTS | | | |
| Non Pooled Investments @ Cost | 84,463,196 | | |
| Non Pooled Cash | 20,950,550 | | |
| | \$ 8,343,600,035 | | \$ 8,343,600,035 |

KEY POOL STATISTICS

| INTEREST RATE YIELD | | WEIGHTED AVERAGE MATURITY (WAM) | |
|--|-------|---------------------------------|----|
| OCMMF - MONTHLY GROSS YIELD | 1.05% | OCMMF | 54 |
| OCEMMF - MONTHLY GROSS YIELD | 1.06% | OCEMMF | 48 |
| JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD | 1.08% | JOHN WAYNE AIRPORT WAM | 66 |
| OCIP - YTD NET YIELD*** | 1.05% | LGIP WAM (Standard & Poors) | 43 |
| OCEIP - YTD NET YIELD*** | 1.04% | | |
| 90-DAY T-BILL YIELD - MONTHLY AVERAGE | 1.04% | | |

ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
FOR THE MONTH AND QUARTER ENDED: September 30, 2017

INVESTMENT STATISTICS - By Investment Fund****

| DESCRIPTION | CURRENT BALANCES | Average Days to Maturity | Daily Yield as of 9/30/17 | MONTHLY Gross Yield | QUARTER Gross Yield | Current NAV |
|---|--|--------------------------|---------------------------|---------------------|---------------------|-------------|
| <u>County Money Market Fund (OCMMF)</u> | MARKET Value \$ 885,572,484 | 54 | 1.03% | 1.05% | 1.02% | 1.00 |
| | COST (Capital) \$ 884,956,161 | | | | | |
| | MONTHLY AVG Balance \$ 869,255,672 | | | | | |
| | QUARTERLY AVG Balance \$ 928,679,711 | | | | | |
| | BOOK Value \$ 885,455,900 | | | | | |
| <u>Educational Money Market Fund (OCEMMF)</u> | MARKET Value \$ 1,319,525,808 | 48 | 1.05% | 1.06% | 1.03% | 1.00 |
| | COST (Capital) \$ 1,318,922,219 | | | | | |
| | MONTHLY AVG Balance \$ 1,292,592,604 | | | | | |
| | QUARTERLY AVG Balance \$ 1,502,504,148 | | | | | |
| | BOOK Value \$ 1,319,246,552 | | | | | |
| <u>Extended Fund</u> | MARKET Value \$ 5,974,063,472 | 443 | 1.18% | 1.18% | 1.15% | 1.00 |
| | COST (Capital) \$ 6,005,439,118 | | | | | |
| | MONTHLY AVG Balance \$ 6,000,141,055 | | | | | |
| | QUARTERLY AVG Balance \$ 5,960,575,508 | | | | | |
| | BOOK Value \$ 5,990,823,379 | | | | | |

ALLOCATION OF EXTENDED FUND

| | | | | | | |
|---|--|-----|-------|-------|-------|------|
| <u>Extended Fund</u> <u>OCIP Share</u> | MARKET Value \$ 2,976,267,826 | 443 | 1.18% | 1.18% | 1.15% | 1.00 |
| | COST (Capital) \$ 2,991,899,118 | | | | | |
| | MONTHLY AVG Balance \$ 2,986,601,055 | | | | | |
| | QUARTERLY AVG Balance \$ 2,947,035,508 | | | | | |
| | BOOK Value \$ 2,984,617,583 | | | | | |
| <u>OCEIP Share</u> | MARKET Value \$ 2,997,795,646 | 443 | 1.18% | 1.18% | 1.15% | 1.00 |
| | COST (Capital) \$ 3,013,540,000 | | | | | |
| | MONTHLY AVG Balance \$ 3,013,540,000 | | | | | |
| | QUARTERLY AVG Balance \$ 3,013,540,000 | | | | | |
| | BOOK Value \$ 3,006,205,796 | | | | | |
| <u>Modified Duration</u> | | | | | | 1.20 |

* The Combined Pool Balances include the County and Educational Money Market Funds and their respective portions of the Extended Fund.

** Specific non pooled investments are reported in compliance with Government Code Section 53646 (b)(1). Detailed descriptions are included in the inventory listing in Section VII of this report.

*** The Net Yield differs from the monthly average yield as it includes the Treasury administration fees.

**** Book Value is computed as Cost reduced by amortization of premium and increased by the accretion of discount of the Investment Portfolio. Net Asset Value (NAV) is equal to Market Value divided by Book Value.

CYPRESS COLLEGE INVESTMENTS
MONTH ENDING September 30, 2017

| <i>FUND</i> | <i>TYPE</i> | <i>ISSUER</i> | <i>MATURITY DATE</i> | <i>DOLLAR VALUE</i> | <i>INTEREST RATE</i> | |
|----------------------------------|-----------------------|------------------------------|--------------------------|-------------------------------|----------------------|--------------------|
| <i>Bursar's Office</i> | <i>(6 mos - 2</i> | <i>CD # OBP-774145</i> | <i>Union Banc</i> | <i>7/31/2018</i> | <i>\$ 800,000.00</i> | <i>0.50%-1.35%</i> |
| | <i>(3 years)</i> | <i>CD # 911593-41</i> | <i>School 1st FCU</i> | <i>1/22/2020</i> | <i>\$ 105,133.12</i> | <i>1.640%</i> |
| | <i>(3 years)</i> | <i>CD # 0092620172-1000</i> | <i>OC's Credit Union</i> | <i>1/21/2020</i> | <i>\$ 250,000.00</i> | <i>1.250%</i> |
| | <i>(3 years)</i> | <i>CD # 920880751-293841</i> | <i>NuVision FCU</i> | <i>1/22/2020</i> | <i>\$ 262,564.06</i> | <i>1.492%</i> |
| <i>Total Bursar Investments</i> | | | | <u><u>\$ 1,417,697.18</u></u> | | |
| <i>Associated Students</i> | <i>CD # 911593-40</i> | <i>School 1st FCU</i> | <i>10/8/2019</i> | <i>\$ 157,727.66</i> | <i>1.49%</i> | |
| | <i>(3 Years CD)</i> | | | | | |
| <i>Total Associated Students</i> | | | | <u><u>\$ 157,727.66</u></u> | | |
| <i>Total Investments</i> | | | | <u><u>\$ 1,575,424.84</u></u> | | |

Note: \$1,000,000 invested in OC Investment Pool through District

**Fullerton College
Investment Report
For Period Ended 9/30/17**

| Fund | Investment Type | Issuer | Interest Rate | Maturity Date | Estimated Value |
|-----------------|------------------------|----------------------------|----------------------|----------------------|------------------------|
| Assoc. Students | Savings | CapitalOne 360 | 0.400 | N/A | 1,934.46 |
| Bursar | Savings | CapitalOne 360 | 0.400 | N/A | 103,387.07 |
| Assoc. Students | CD | Schools First Credit Union | 1.980 | 8/13/2019 | 209,255.25 |
| Assoc. Students | CD | Schools First Credit Union | 2.230 | 8/2/2022 | 100,367.24 |
| | | | | | \$ 414,944.02 |

Note: \$3,000,000 invested with County Department of Education (with interest accrued)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 14, 2017

SUBJECT: Resolution Declaring Surplus Property for Sale to Public Entities; Authorizing Public Sale of Property

| | |
|--------------|---|
| Action | X |
| Resolution | X |
| Information | |
| Enclosure(s) | |

BACKGROUND: The District owns two (2) lots, each approximately 0.16 acres and cumulatively 0.32 acres, of excess real property located within the District at 429 E. Amerige Ave., Fullerton, CA 92832. The District has determined that the best use of the property includes the sale of the Property at its highest and best use value. By passing the attached resolution, the Board declares the Property surplus and authorizes the District to offer the Property for sale to public entities pursuant to Government Code section 54222 and Education Code section 81363.5.

Should the appropriate time periods described in Government Code section 54222 and Education Code section 81363.5 lapse, and no offer has been made on the Property by the entities described in said sections, the District desires to sell the Property in a public bid hearing, pursuant to Education Code section 81365 et seq. Interested bidders for the purchase of the Property shall submit a bid proposal on a form supplied by the District. The appraisal estimated market value of the Property is \$300,000 per lot. The purchaser shall be required to move the vacant houses located at 438, 434, and 428 E. Chapman Ave., Fullerton, CA 92832 and relocate said houses to the Property, all at the purchaser's sole cost. This agenda item was submitted by Fred Williams, Vice Chancellor, Finance & Facilities.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6500, Property Management and Board Policy 6550, Disposal of District Property.

FUNDING SOURCE AND FINANCIAL IMPACT:

RECOMMENDATION: It is recommended that the Board adopt Resolution No. 17/18-07, Declaring Surplus Property; Authorizing Offer of District Property for Sale to Public Entities; Authorizing Public Sale of Property at 429 E. Amerige Avenue, Fullerton, CA 92832. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to conduct the sale on behalf of the District.

Fred Williams
Recommended by

Approved for Submittal

4.e.1
Item No.

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
DECLARING SURPLUS PROPERTY; AUTHORIZING OFFER OF DISTRICT
PROPERTY FOR SALE TO PUBLIC ENTITIES; AUTHORIZING PUBLIC SALE OF
PROPERTY**

RESOLUTION NO. 17/18-07

WHEREAS, the North Orange County Community College District ("District") owns two lots, each approximately 0.16 acres and cumulatively 0.32 acres, of excess real property located within the District at 429 E. Amerige Ave., Fullerton, CA 92832, APN: 033-083-32 and 033-083-33 ("Property"), and as more particularly described in the legal description attached hereto as Exhibit "A;"

WHEREAS, the District has determined that the best use of the Property includes the sale of the Property at its highest and best use value;

WHEREAS, the District desires to sell its fee simple interest in the Property;

WHEREAS, prior to any sale to the public, the Property must be offered to specified public entities pursuant to Government Code section 54222 and Education Code section 81363.5;

WHEREAS, pursuant to Education Code section 81363.5, notice must also be given by publication in a newspaper of general circulation to certain entities, including any public district, public authority, public agency, public corporation, or any other political subdivision of the state, to the federal government and to nonprofit charitable and nonprofit public benefit corporations;

WHEREAS, should the appropriate time periods described in Government Code section 54222 and Education Code section 81363.5 lapse, and no offer has been made on the Property by the entities described in said sections, the District desires to sell the Property in a public bid hearing, pursuant to Education Code section 81365 *et seq.*; and

WHEREAS, interested bidders for the purchase of the Property shall submit a bid proposal on a form supplied by the District;

NOW THEREFORE, be it resolved by the Board of Trustees of the North Orange County Community College District ("Board") as follows:

1. That the above recitals are true.
2. That the Board hereby declares the Property surplus, and hereby declares the Board's intention to sell said Property.

4.e.2
Item No.

3. That, while the sale of the Property is not hereby limited to any particular development, the District will use its best efforts to ensure the Property is sold at its highest and best use value.

4. That the District's Chancellor or her designee is/are authorized and directed to send written offers for the sale of the Property to public agencies pursuant to Government Code section 54222 and Education Code section 81363.5.

5. That the District's Chancellor or her designee is authorized and directed to give public notice to public entities of the District's intent to dispose of the Property by publishing notice in any newspaper of general circulation located within the District, once a week for three weeks.

6. That in the event that no public agencies listed in Government Code section 54222 and Education Code section 81363.5 express an interest in the Property, this Board pursuant to Education Code section 81365 *et seq.*, does hereby announce its intention to receive and consider proposals for the sale of the Property.

7. That each bidder shall submit with its bid proposal a certified or cashier's check made payable to the North Orange County Community College District in the amount of Ten Thousand Dollars (\$10,000.00) as bid security for entering into the purchase agreement. The deposit of the successful bidder will be retained by the District and applied towards the purchase of the Property pursuant to the purchase agreement. After execution of the purchase agreement by a successful bidder, or thirty (30) days, whichever comes first, all other deposits will be returned. If the successful bidder fails to execute the purchase agreement and provide all necessary documents within five (5) days of the Board's acceptance of its bid, the District may retain the bid security.

8. That the sale of the Property shall be upon the following terms and conditions:

a. The minimum bid for the Property shall be no less than the District appraised value, or updated appraised value, whichever is greater.

b. The purchaser shall be required to remove the vacant houses located at 438, 434 and 428 E. Chapman Ave., Fullerton, Ca 92832 and relocate said houses to the Property, all at the purchaser's sole cost.

c. The Property is sold in an "As-Is" condition.

d. The purchaser shall bear all costs associated with recording fees, documentary and other transfer taxes, title insurance premiums, and other escrow costs.

4.e.3
Item No.

9. The District will not pay a real estate commission for the purchase or sale of the Property, except as specifically authorized by contractual agreement with the Board.

10. That bid proposal forms for the purchase of the Property may be obtained from the Business Office of the North Orange County Community College District, 1830 W. Romneya Drive, Anaheim, CA 92801. Although a bidder may propose changes to the purchase agreement, unless otherwise agreed to by the District, the bidder shall agree that the existing terms and conditions of the purchase agreement will be binding upon the successful bidder. Any proposed changes to the purchase agreement must be submitted with the bid proposal. Any proposed material changes to the existing terms and conditions of the purchase agreement shall render such bid a counteroffer, which counteroffer may not be accepted by the District should any written or oral offer be made at or greater than the terms and conditions set forth in the purchase agreement and the minimum terms set forth herein.

11. That the bid proposals shall be sealed and filed with the Business Office of the North Orange County Community College District at a specified future date and time, which date and time shall be noticed pursuant to the surplus property procedures and the law of the State of California.

12. That at the public bid hearing to be held at the District board room at a date to be determined by the District, that the sealed bid proposals shall be opened, examined and declared. The District's Chancellor or her authorized designee shall then call for oral bids. If, upon the call for oral bidding, any responsible person's offer to enter into said purchase agreement, upon the terms and conditions specified and for a price exceeding by at least five percent (5%) the highest written proposal for the Property, then the oral bid, which is highest for the Property shall be finally accepted. Final acceptance shall not be made, however, until the oral bid is reduced to writing and signed by the offeror and bid security, as described herein, in the form of a certified or cashier's check payable to the District has been submitted.

13. That final acceptance of the highest bid, either written or oral, will be made at the Board meeting following the public bid hearing, or at any adjourned session of the same meeting held within ten (10) days. The Board may select the highest bid of any of the bids, or if it deems such action to be for the best public interest, it may reject any and all bids. The District reserves the right to make non-substantive changes to the purchase agreement. The highest successful bidder shall be required to execute the purchase agreement as a requirement for final acceptance by the Board.

14. That the Chancellor of the District or her designee is hereby authorized and directed to give notice of the Board's intent to sell the Property by posting executed copies of the Resolution in three (3) public places in the District not less than fifteen (15) days before the date of the public bid hearing, and by publication of a Notice of Intent to Sell not less than once a week for three (3) consecutive weeks before the date of the public

bid hearing in a newspaper of general circulation published in the District or in the County in which the District or any part thereof is situated and having a general circulation in the County.

15. The Board delegates authority to and appoints the Chancellor or her designee to conduct a public bid hearing for the sale of the Property. Any action taken at said public bid hearing will be presented to the Board for ratification at a regularly scheduled Board meeting.

ADOPTED, SIGNED AND APPROVED this 14th day of November, 2017.

President of the Governing Board for the
North Orange County Community College District

I, _____, Clerk of the Governing Board of the North Orange County Community College District, do hereby certify that the foregoing Resolution was adopted by the Governing Board of said District at a meeting of said Board held on the 14th day of November 2017, and that it was so adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Clerk of the Governing Board of the
North Orange County Community College District

EXHIBIT "A"

LEGAL DESCRIPTION OF PROPERTY

PARCEL 1:

LOTS 3 AND 22, IN BLOOK 2 OF VICTORIA SQUARE, IN THE CITY OF FULLERTON, COUNTY OF ORANGE, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 8 PAGE 41 OF MISCELLANEOUS MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID PROPERTY.

PARCEL 2:

LOTS 2, 3, 10, 11 AND 12 IN BLOCK 3 OF VICTORIA SQUARE, IN THE CITY OF FULLERTON, COUNTY OF ORANGE, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 8 PAGE 41 OF MISCELLANEOUS MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

EXCEPT FROM SAID LOTS 10, 11 AND 12 THOSE PORTIONS THEREOF LYING WESTERLY OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT A POINT IN THE NORTHERNLY LINE OF SAID LOT 10, DISTANT LONG SAID NORTHERLY LINE EASTERLY 65.68 FEET FROM THE NORTHWESTERLY CORNER OF SAID LOT 10; THENCE IN A DIRECT LINE SOUTHEASTERLY TO A POINT IN THE SOUTHERNLY LINE OF SAID LOT 12 DISTANT ALONG SAID SOUTHERLY LINE EASTERLY 82.50 FEET FROM THE SOUTHWESTERLY CORNER OF SAID LOT 12.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|---|--------------|-------------------|
| TO: | BOARD OF TRUSTEES | Action | <u> X </u> |
| DATE: | November 7, 2017 | Resolution | <u> </u> |
| | | Information | <u> </u> |
| SUBJECT: | RFQ #1718-01, Request for Qualifications (RFQ) for Architectural Services for Districtwide Projects | Enclosure(s) | <u> </u> |

BACKGROUND: In June 2017, the District issued a request for qualifications for architectural services for districtwide projects. The RFQ's aim was to pre-qualify firms that demonstrate the highest level of experience and capability to provide architectural services. The selected firms will comprise the pool of architectural firms to provide architectural services for Districtwide projects and replace the pool the Board of Trustees approved on December 9, 2014 that will expire in December 2017.

The District received proposals from sixteen (16) firms. Fourteen (14) firms were selected to be part of the architectural pool. The 14 selected firms are the following:

1. **Architecture for Education, Inc.**
2. **DLR Group**
3. **Dougherty + Dougherty Architects, LLP**
4. **Harley Ellis Devereaux (HED)**
5. **HPI Architecture**
6. **Lionakis**
7. **LPA, Inc.**
8. **Pfeiffer Partners Architects, Inc.**
9. **PMSM Architects**
10. **R2A Architecture**
11. **Sillman Wright Architects**
12. **SVA Architects, Inc.**
13. **Westberg + White, Inc.**
14. **WLC Architects, Inc.**

The District intends to employ the Architects, on an as-needed basis, to serve various roles in support of the District's facilities construction program. Pre-qualified firms will remain in the architectural pool for a minimum of three (3) years with options to extend eligibility for additional one (1) year period(s) and not to exceed five (5) years. After three (3) or with optional five (5) successive years of eligibility, qualified firms must re-qualify for the pool. This agenda item was submitted by Jenney Ho, District Director, Purchasing and Richard Williams, District Director, Facilities Planning & Construction.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse.

FUNDING SOURCE AND FINANCIAL IMPACT: There is no financial impact.

RECOMMENDATION: Authorization is requested to establish a pool of architectural firms to provide architectural services for Districtwide projects. The pre-qualified firms will remain in the architectural pool for a minimum of three (3) years with options to extend eligibility for additional one (1) year period(s) and not to exceed five (5) years. The terms and conditions of the employment of the Consultant selected for a specific task will be set forth in an agreement.

Fred Williams

Recommended by

Approved for Submittal

4.f.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|--|--------------|-------------------|
| TO: | BOARD OF TRUSTEES | Action | <u> X </u> |
| DATE: | November 14, 2017 | Resolution | <u> </u> |
| | | Information | <u> </u> |
| SUBJECT: | Award RFP #2017-07, Fullerton College Bookstore Point of Sales (POS) and Inventory Management System (IMS) | Enclosure(s) | <u> X </u> |

BACKGROUND: The Fullerton College Bookstore’s current POS / Inventory Management System has been in place for ten years and the existing hardware and software is in need of an upgrade. Additionally, the upgrade will allow the bookstore to be able to process credit card transactions via terminals connected to the POS system. This connectivity will allow the bookstore to take advantage of textbook rental programs offered by the various wholesale companies and enable the store to promote student success through lower prices on required course materials.

In June 2017, an RFP was issued, and the District received six (6) proposals. Attached is the Summary of the proposals received.

A Campus selection committee (Committee) was formed to review the submitted proposals. After a thorough review of the submitted proposals, the Committee invited Nebraska Book Company and Total Computing Solutions for interviews/demos. Committee together with District IT staff have determined that Total Computing Solutions POS/IMS met District’s Information Technology standard and Total Computing Solutions’ proposal is the best fit for Fullerton College Bookstore. Based on the initial RFP the selection committee consisting of Nick Karvia, Mary Frances Giacalone, Lisa Corrigan, Teresa Perry-White and Co Ho, the vendors Nebraska Book & Total Computing Solutions were selected for interviews and demos based on the provided RFP responses, pricing, feature set, exceptions to RFP requirements and conversations with other stores using the system in question. Each potential vendor presented via conference call with District Information Services (DIS) staff to ensure that their credit card processing hardware and procedures met DIS standards. After this call it was determined that both potential vendors met these standards; Tim from DIS informed Nick Karvia that a cloud-based server would be acceptable as well. We invited both TCS and Nebraska to come to the bookstore to give presentations. After hosting the interviews and demos from both companies we determined that the TCS solution using a cloud-based server would be the best fit for the bookstore.

This agenda item was submitted by Nick Karvia, Director, Fullerton College Bookstore.

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

priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this project will come from Fullerton College Bookstore.

RECOMMENDATION: Authorization is requested to award RFP #2017-07, Fullerton College Bookstore Point of Sales (POS) and Inventory Management System (IMS) to Total Computing Solutions in the amount of \$69,118, cost of Software & Cloud Based Server with annual support of \$27,288 per year plus travel expenses for training. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

4.g.2

Item No.

RFP #2017-07, Fullerton College Bookstore Point of Sales (POS) and Inventory Management System (IMS)

| | Software & Cloud Based Server | Annual Support | | | |
|--|--|---|--|--|--|
| Total Computing Solutions | \$ 69,118.00 | \$ 27,288.00 | | | |
| Blackboard Campus Store Solutions | \$ 214,784.00 | Year (1) \$86,738, (2) - \$38,034, (3) \$39,175, (4) \$40,350, (5) - \$41,560 | | | |
| Book Log | Non-Responsive - System does not meet Bookstore's needs. Failed to quote per specification in the RFP | | | | |
| MBS | Non-Responsive - System does not meet Bookstore's needs. Failed to quote per specification in the RFP | | | | |
| Nebraska Book Company | \$ 249,880.00 | price includes 5 years support | | | |
| Ratex Business Solution | Non-Responsive - System does not meet Bookstore's needs. Failed to quote per specification in the RFP | | | | |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 14, 2017

SUBJECT: e-Signature Disclosure Process for Processing of Invoices and other Payments for Measure J Bond Projects

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

BACKGROUND: To streamline current hard-copy document handling for Measure J Bond projects, the District would like to implement a system to allow for the processing of invoices and payment applications electronically, and accept digital signatures (e-Signature) in lieu of wet signatures on documents utilizing an e-Workflow process tied into PROMPT.ed, MAAS' program management system software. This e-Signature Disclosure process would be for invoices, payment applications, "Qualifying" proposed changes orders, and change order requests.


In consultation with the District's legal counsel, the e-Signature verification will need to comply with the "Digital Signature Law" found in Government Code 16.5 and associated regulations. The Digital Signature Law applies to written communications with a "public entity" requiring a signature, and provides that certain technological measures must be implemented to ensure that the transactions and signatures are valid and properly authenticated. Under the Law, digital signatures must be unique, capable of verification, solely under the control of the users, and are linked to data in such a manner that if the data were changed, the electronic signature would be invalidated. In accordance with California Regulation provision in Section 22003(a) 1, the software that will be used to validate digital signatures will leverage Public Key Cryptography. It is requested that the Board authorize the implementation of an e-Signature Disclosure process that meets applicable legal requirements. Pursuant to above listed regulations, any contractor and/or consultant who does not wish to provide a digital signature may elect to receive and submit a paper copy of the e-Disclosure Agreement and provide a wet signature. Upon approval, MAAS will develop procedures and guidelines to implement a new e-Workflow process incorporating the e-Signature Disclosure process along with corresponding milestones for deliverables. This agenda item was submitted by Richard Williams, District Director, Facilities Planning & Construction.

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


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

FUNDING SOURCE AND FINANCIAL IMPACT: There is no financial impact.

RECOMMENDATION: Authorization is requested that the Board approve the implementation of an e-Signature Disclosure process for invoices, payment applications, "Qualifying" proposed changes orders, and change order requests for Measure J Bond projects.


Fred Williams

Recommended by


Cheryl Marshall

Approved for Submittal

4.h.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution _____
DATE: November 14, 2017 Information _____
Enclosure(s) _____
SUBJECT: Fullerton College EOPS Student & Faculty
Annual Recognition Ceremony

BACKGROUND: The Extended Opportunity Program and Services is a student support services program designed to assist marginalized students in attaining their educational/career goals. As part of the department's 2017-2018 program plan, Fullerton College EOPS proposes to host the 38th annual EOPS Recognition Ceremony. This ceremony provides certificates and awards to students graduating, transferring or exiting the EOPS program. With state mandates related to Title 5 and with the newly implemented student equity guidelines towards access, inclusion, and success, it is imperative for EOPS to recognize student success and be inclusive by allowing all eligible EOPS students who are graduating, transferring to four-year institutions, or completing their EOPS goals and exiting the program to attend this event. This recognition ceremony is an acceptable and encouraged expense under EOPS Title 5 guidelines Activity 630 (category B funds) Cultural Enrichment Activities Functions (A/F 633) Academic Recognition/Award Activities Functions. The total cost for this event will be charged to the EOPS categorical budget.

There is a projection of 250 attendees requiring the event to be held off site rather than on campus because campus facilities cannot accommodate such a large group without incurring exorbitant expenses. Total expenditures are not to exceed \$12,000. Expenditures are estimated to include, but are not limited to:

- \$9,000 for hotel venue/food/beverage/audio-visual accommodations/ changing room
- \$1,500 for speakers/presenters
- \$1,500 for contracted activities, supplies, and any other materials needed to carry-out event

The event costs will consist of necessary related items including, but not limited to, supplies, venue, promotional activities, contracted services, event materials, recognition awards, activities, and speakers.

This item was prepared by Christi O'Daniel, Administrative Assistant II and Jennifer LaBounty, Director of EOPS/CARE, CalWORKS & Foster Youth.

How does this relate to the five District Strategic Directions? This item relates to District-wide Strategic Direction 1: The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements, and courses, and directly relates to District Objective 1.3: NOCCCD will support programs and strategies that have demonstrated quantifiable improvement in, and those that show innovative promise for, student completion of degrees, certificates, diplomas, transfer, transfer-readiness requirements and courses.

How does this relate to Board Policy: The EOPS Recognition Ceremony will relate directly to Board Policy 5050, Student Success and Support Program, Section 1.0: The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of matriculation is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements.

FUNDING SOURCE AND FINANCIAL IMPACT: The funding source is \$12,000 provided from EOPS Category B funds to cover all expenses.

RECOMMENDATION: Authorization is requested for Fullerton College EOPS Department to expend funds from the Fullerton College EOPS categorical budget for its 38th annual 2018 recognition ceremony not to exceed \$12,000.

Fred Williams

Recommended by

Approved for Submittal

4.i.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 14, 2017

SUBJECT: Cypress College
Curriculum Matters

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

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

The Educational Master Plan has indicated that "instructional programs need to be continually reviewed as to viability and priority" and the curriculum "needs to provide state-of-the-art training in vocational programs." The assessment process, mandated by the state, provides several reasons for the proposed curricular changes: (1) to meet changing employment requirements, as per the recommendations of both the faculty and advisory committees; (2) to expand and streamline certificate programs in keeping with state mandates; (3) to provide meaningful categorization of Faculty Service Areas; (4) to provide specific courses to meet student needs; (5) to restructure programmatic curricula; (6) to provide greater consistency between Cypress and Fullerton courses; and (7) to eliminate courses that either are no longer critical or that have been subsumed into other curricular offerings.

All curricula are submitted to the President's Office for review and approval prior to submission to the District Curriculum Coordinating Committee. This agenda item is submitted by Mark Majarian, Chair of the Cypress College Curriculum Committee.

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

How does this relate to Board Policy: This item is in compliance with Board Policy 4020, Program and Curriculum Development.

FUNDING SOURCE AND FINANCIAL IMPACT: Campus General Fund.

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum changes for Cypress College, to be effective Fall 2017 and Fall 2018. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

Cherry Li-Bugg

Recommended by

Approved for Submittal

5.a.1

Item No.

CYPRESS COLLEGE CURRICULUM

Board Agenda

November 14, 2017

(DCCC approved October 13, 2017)

| DELETE COURSES | | |
|----------------|-----------|-----------------------------|
| COURSE ID | EFF DATE | JUSTIFICATION |
| ATC 191 C | 2018 Fall | Course no longer active. |
| SPAN 050 C | 2018 Fall | Course is no longer offered |

| NEW COURSES | | | | | |
|--|--|------------|--|--------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| DANC 110 C Adaptive Dance Units:1-2 Lecture:0 Laboratory:3-6 | * New Course * Advisory: This course is designed, but not limited to, students with disabilities, registered with the Disability Support Services (DSS). * Repeatable 2 semesters * UC/CSU Transfer * AA/GE: Area E * CSUGE: Area E | 25 | Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports) | 2018 Fall | The course promotes inclusiveness and diversity in abilities of students. The logic of the course is in line with the college's mission. |
| ENGL 248 C Science Fiction Units:3 Lecture:3 Laboratory:0 | * New Course * Prerequisite: A minimum grade of 'C' in ENGL 100 C or ENGL 100HC * Advisory: ENGL 102 C or ENGL 102HC. * Distance Education and Hybrid * UC/CSU Transfer * AA/GE: Area C2 * CSUGE: Area C2 * IGETC: Area 3B | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. | 2018 Fall | This course fulfills the need for a broad and comprehensive coverage of the genres of science fiction and speculative fiction while increasing the diversity of literature courses offered by the English department at Cypress. It continues to be a successful course offering at Fullerton College and other colleges and universities |

| NEW COURSES | | | | | |
|---|---|------------|--|--------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| ENGR 220 C Programming and Problem-Solving in MATLAB Units:3 Lecture:2 Laboratory:4 | * New Course * Prerequisite: A minimum grade of 'C' in MATH 150AC. * Distance Education * UC/CSU Transfer | 25 | Labs in which the instructor evaluates written analyses completed by students after lab sessions and provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports) | 2018 Fall | New class complying with C-ID ENGR 220. |
| HS 361 C Dying/Death and Grief/ Mourning Units:3 Lecture:3 Laboratory:0 | * New Course * Prerequisite: PSY 101C or SOC 101C * Distance Education and Hybrid * CSU Transfer | 20 | Designed as an upper division general education course with a significant communication component In addition to the issue of appropriate rigor, the Cypress College Baccalaureate Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations. | 2018 Fall | New course needed as the entire program is revised to comply with accreditation mandates, student enrollment preferences and survey responses, and advisory committee recommendations |
| MAD 106 C Social Media Vlog Production Units:3 Lecture:2 Laboratory:4 | * New Course * Prerequisite: none * Material Fee \$20.00 * CSU Transfer | 25 | Individualized Instruction: Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2018 Fall | This course presents an essential set of skills and knowledge employed in contemporary film marketing and entrepreneurial video businesses. |
| MAD 198 C Horror Film Genre Units:3 Lecture:3 Laboratory:0 | * New Course * Advisory: ENGL 060 C * Distance Education * UC/CSU Transfer * CSUGE: Area C1 * AAGE: Area C1 * IGETC: Area 3A | 45 | The primary mode of instruction is lecture and may include discussion and/or group learning. | 2018 Fall | This course is part of a continuing series of courses which explore the history and technology of cinema. This course will be an elective course in the MAD certificate Digital Cinema Arts & Industry. |

| NEW COURSES | | | | | |
|--|--|------------|---|--------------|--|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| MAD 201 C 3D Typography for Media Design Units:3 Lecture:2 Laboratory:4 | * New Course * Advisory: MAD 100 C and MAD 101 C * Material Fee \$20.00 * UC/CSU Transfer | 25 | Class time focuses on individualized instruction, student presentation time, and/or group learning. | 2018 Fall | This class is needed to provide students with skills to prepare them for entry level positions in the field of graphic design and illustration as well as prepare them to transfer to four year colleges |
| MAD 203 C Intermediate 2D Animation Units:3 Lecture:2 Laboratory:4 | * New Course * Prerequisite: A minimum grade of 'C' in MAD 193 C * Material Fee \$20.00 * Hybrid * UC/CSU Transfer | 25 | Class time focuses on individualized instruction, student presentation time, and/or group learning. | 2018 Fall | This course is needed to provide students with intermediate level skills to prepare them for entry level positions in the field of animation and to help them transfer for four year colleges. |
| MAD 204 C Visual Development and Layout Units:3 Lecture:2 Laboratory:4 | * New Course * Advisory: ART 120 C * Material Fee \$20.00 * UC/CSU Transfer | 25 | Class time focuses on individualized instruction, student presentation time, and/or group learning. | 2018 Fall | This class is needed to provide students with skills to prepare them for entry level positions in the field of animation and illustration as well as prepare them to transfer to four year colleges |
| MAD 207 C Projection Mapping for Live Entertainment Units:3 Lecture:2 Laboratory:4 | * New Course * Advisory: MAD 101 C, MAD 107 C, MAD 100 C * Material Fee \$20.00 * UC/CSU Transfer | 25 | Class time focuses on individualized instruction, student presentation time, and/or group learning. | 2018 Fall | The Class is needed to provide students with skills to prepare them for entry level positions in the fields of motion design and animation, as well as prepare them to transfer to four year colleges. |
| MAD 210 C 3D Storyboarding and Layout Units:3 Lecture:2 Laboratory:4 | * New Course * Advisory: MAD 200 C, MAD 104 C, MAD 105 C * Material Fee \$20.00 * UC/CSU Transfer | 25 | Class time focuses on individualized instruction, student presentation time, and/or group learning. | 2018 Fall | This class is necessary for student to gain entry level placement in the field of animation, game art and film. |

| NEW COURSES | | | | | |
|---|--|------------|--|--------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| MORT 201 C Funeral Directing Units:5 Lecture:3 Laboratory:6 | * New Course * Prerequisite: Admission to the Mortuary Science Program * Hybrid * CSU Transfer | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning. Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service clinical program. | 2018 Fall | New course needed as the entire program is revised to comply with accreditation mandates, student enrollment preferences and survey responses, and advisory committee recommendations |
| MORT 202 C Funeral Service Administration I Units:4 Lecture:3 Laboratory:3 | * New Course * Prerequisite: Completion of or concurrent enrollment MORT 201 C. * Distance Education and Hybrid * CSU Transfer | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning. Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program. | 2018 Fall | New course needed as the entire program is revised to comply with accreditation mandates, student enrollment preferences and survey responses, and advisory committee recommendations |
| MORT 203 C Methods of Disposition Units:4 Lecture:4 Laboratory:0 | * New Course * Prerequisite: Completion of or concurrent enrollment MORT 201 C and MORT 202 C * Distance Education and Hybrid * CSU Transfer | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning. Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program. | 2018 Fall | New course needed as the entire program is revised to comply with accreditation mandates, student enrollment preferences and survey responses, and advisory committee recommendations |
| MORT 204 C Funeral Service Administration II Units:4 Lecture:3 Laboratory:3 | * New Course * Prerequisite: Completion of or concurrent enrollment MORT 201 C and MORT 202 C * Hybrid * CSU Transfer | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning. Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program. | 2018 Fall | New course needed as the entire program is revised to comply with accreditation mandates, student enrollment preferences and survey responses, and advisory committee recommendations |

| NEW COURSES | | | | | |
|---|---|------------|--|--------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| MORT 214 C Funeral Service Sciences Units:5 Lecture:5 Laboratory:0 | * New Course * Prerequisite: Admission to the Mortuary Science Program * Hybrid * CSU Transfer | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning. Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program. | 2018 Fall | New course needed as the entire program is revised to comply with accreditation mandates, student enrollment preferences and survey responses, and advisory committee recommendations |
| MORT 215 C Embalming Units:5 Lecture:3.5 Laboratory:4.5 | * New Course * Prerequisite: MORT 214 C * Distance Education and Hybrid * CSU Transfer | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning. Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service clinical program. | 2018 Fall | New course needed as the entire program is revised to comply with accreditation mandates, student enrollment preferences and survey responses, and advisory committee recommendations |
| MORT 216 C Restorative Art Units:5 Lecture:3 Laboratory:6 | * New Course * Prerequisite: Completion of or concurrent enrollment MORT 214 C and MORT 215 C * Hybrid * Material Fee \$170 * CSU Transfer | 30 | Work in lab setting requires the instructor to provide extensive individualized training/feedback/evaluation to develop their skill sets during each lab activity. | 2018 Fall | New course needed as the entire program is revised to comply with accreditation mandates, student enrollment preferences and survey responses, and advisory committee recommendations |
| MORT 234 C Funeral Service Ethics and Laws I Units:4 Lecture:4 Laboratory:0 | * New Course * Prerequisite: Completion of or concurrent enrollment MORT 204 C * Distance Education and Hybrid * CSU Transfer | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning. Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program. | 2018 Fall | New course needed as the entire program is revised to comply with accreditation mandates, student enrollment preferences and survey responses, and advisory committee recommendations |

| NEW COURSES | | | | | |
|--|--|------------|--|--------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| MORT 236 C Funeral Service Ethics and Laws II Units:4 Lecture:4 Laboratory:0 | * New Course * Prerequisite: Completion of or concurrent enrollment MORT 234 C * Hybrid * CSU Transfer | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning. Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program. | 2018 Fall | New course needed as the entire program is revised to comply with accreditation mandates, student enrollment preferences and survey responses, and advisory committee recommendations |
| MORT 281 C Funeral Service Practicum Units:4-12 Lecture:1 Laboratory:9-33 | * New Course * Prerequisite: Completion of or concurrent enrollment MORT 201 C * Distance Education and Hybrid * CSU Transfer | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning. Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service clinical. | 2018 Fall | New course needed as the entire program is revised to comply with accreditation mandates, student enrollment preferences and survey responses, and advisory committee recommendations |
| PHOT 277 C Food Photography Units:3 Lecture:2 Laboratory:4 | * New Course * Advisory: PHOT 101 C, PHOT 103 C, and PHOT 201 C * Material Fee \$45 * CSU Transfer | 25 | Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds | 2018 Fall | The Food Photography course provides an additional elective for career oriented students seeking an AA Degree with an emphasis in the Advertising Photography field. |

| REVISED COURSES | | | | | |
|--|---|------------|--|-----------|--|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| AJ 110 C Introduction to Criminal Justice Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * Catalog Description Update * Schedule Description Update * CSU GE: Area D * IGETC: Area 4 * AAGE: Area D * Textbook Update | 45 | The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2018 Fall | Added UC IGETC, CSU GE, and AS GE to be consistent with TMC and other colleges. Outline, catalog, schedule & textbook updated to better reflect course content. |
| AJ 120 C Concepts of Criminal Law Units: 3 Lecture: 3 Laboratory: 0 | * Catalog Description Update * Schedule Description Update * Prerequisite revalidated * AAGE: Area D * CSU GE: Area D * IGETC: Area 4 | 45 | The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2018 Fall | Add CSU GE, and IGETC for this CID approved course. Catalog and schedule updated to better reflect course content. |
| ANTH 105 C Introduction to Linguistic Anthropology Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * Catalog Description Update * Schedule Description Update * Advisory revalidated * CSUGE: Area C2 * IGETC: Area 3 * AAGE: Area D * Textbook Update | 45 | The primary mode of instruction is lecture and may include discussion and/or group learning. | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |
| ANTH 208 C Anthropology of Death Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * Catalog Description Update * Schedule Description Update * Advisories added: ANTH 102 C or ANTH 104 C or ANTH 107 C * Distance Education and Hybrid added * Change to Standard Letter Grade * UC Transfer * CSUGE: Area D & E * IGETC: Area 4 * Textbook Update | 45 | The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2018 Fall | Updating catalog/schedule descriptions and content, instructional objectives, etc., to improve chances of CSU/UC Social Science and Lifelong Learning transfer credit. |

| REVISED COURSES | | | | | |
|--|--|------------|--|--------------|--|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| ANTH 308 C Anthropology of Death for Mortuary Science Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * Catalog Description Update * Schedule Description Update * Advisories added: ANTH 102 C or ANTH 104 C or ANTH 107 C * Distance Education and Hybrid added * Textbook Update | 20 | The Cypress College Baccalaureate Advisory Group recommends a maximum of 20 students for a seminar- style course to allow for in-depth class discussion and student presentations. | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |
| ATC 112 C Homeland Security Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update | 35 | Students are required to research, write, revise, and present research projects, including essays and Power Point presentations. Students also work together in small groups preparing a presentation over the course of the semester. While the instructor does lecture, much of the class time focuses on discussion, group learning, and student presentations. | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |
| ATC 116 C Aviation/ Transportation Security Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * Schedule Description Update * Textbook Update | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2018 Fall | Program Review Outline, schedule & textbook updated to better reflect course content. |

| REVISED COURSES | | | | | |
|---|---|------------|--|--------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| ATC 126 C Travel Management Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Student Learning Outcomes | 35 | Students are required to research, write, revise, and present research projects, including essays and Power Point presentations. Students also work together in small groups preparing a presentation over the course of the semester. While the instructor does lecture, much of the class time focuses on discussion, group learning, and student presentations. | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |
| ATC 136 C Air Navigation Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * Catalog Description Update * Schedule Description Update * Prerequisite changed to advisory * Distance Education * Textbook Update | 35 | Students are required to research, write, revise, and present research projects, including essays and Power Point presentations. Students also work together in small groups preparing a presentation over the course of the semester. and student presentations. Extensive preparation for students to pass complex Federal Aviation Administration exams. | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands. |
| ATC 140 C Meteorology Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Prerequisite changed to advisory * Student Learning Outcomes | 35 | Students are required to research, write, revise, and present research projects, including essays and Power Point presentations. Students also work together in small groups preparing a presentation over the course of the semester. While the instructor does lecture, much of the class time focuses on discussion, group learning, and student presentations. Extensive preparation for students to pass complex Federal Aviation Administration exams. | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |

| REVISED COURSES | | | | | |
|--|--|------------|--|--------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| ATC 144 C Aircraft and Engines Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * Catalog Description Update * Schedule Description Update * Prerequisite changed to advisory * Textbook Update | 35 | Students are required to research, write, revise, and present research projects, including essays and Power Point presentations. Students also work together in small groups preparing a presentation over the course of the semester. While the instructor does lecture, much of the class time focuses on discussion, group learning, and student presentations. Extensive preparation for students to pass complex Federal Aviation Administration exams. | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |
| ATC 180 C Tourism and Conference Management Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Student Learning Outcomes | 35 | Students are required to research, write, revise, and present research projects, including essays and Power Point presentations. Students also work together in small groups preparing a presentation over the course of the semester. While the instructor does lecture, much of the class time focuses on discussion, group learning, and student presentations. | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |
| ATC 189 C Flight Training Device - Introduction Units: .5 Lecture: 0 Laboratory: 1.5 | * Outline Update * Schedule Description Update * Textbook Update | 25 | Lab - individualized Feedback/Evaluation Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports). This is a flight lab conducted in flight simulators. | 2018 Fall | Program Review Outline, schedule & textbook updated to better reflect course content. |
| ATC 192 C Airline Reservations: SABRE Units: 3 Lecture: 2 Laboratory: 3 | * Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Student Learning Outcomes | 27 | Lab - individualized Feedback/Evaluation Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports). | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |

| REVISED COURSES | | | | | |
|--|--|------------|---|--------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| ATC 196 C Flight Simulator Private Pilot Units: 1 Lecture: .5 Laboratory: 1.5 | * Outline Update * Catalog Description Update * Schedule Description Update * Lecture hours from 1 to .50 * Lab hours from 1 to 1.5 * Advisory revalidated * Remove Distance Education * Change to Standard Letter Grade * Textbook Update | 25 | This is a flight lab conducted in the flight simulators with individualized instruction. Consistent with the class size document for 25: "Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds." | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |
| ATC 197 C Flight Simulator Instrument Units: 1 Lecture: .5 Laboratory: 1.5 | * Outline Update * Catalog Description Update * Schedule Description Update * Lecture hours from 1 to .50 * Lab hours from 1 to 1.5 * Advisory revalidated * Remove Distance Education * Textbook Update | 25 | This is a flight lab conducted in the flight simulators with individualized instruction. Consistent with the class size document for 25: "Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds." | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |
| ATC 198 C Flight Simulator Commercial Units: 1 Lecture: .5 Laboratory: 1.5 | * Outline Update * Catalog Description Update * Schedule Description Update * Repeatability removed * Lecture hours from 1 to .50 * Lab hours from 1 to 1.5 * Advisory revalidated * Remove Distance Education * Textbook Update | 25 | This is a flight lab conducted in the flight simulators with individualized instruction. Consistent with the class size document for 25: "Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds." | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |

| REVISED COURSES | | | | | |
|---|---|------------|--|--------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| ATC 199 C Flight Simulator Instructor Units: 1 Lecture: .5 Laboratory: 1.5 | * Outline Update * Catalog Description Update * Schedule Description Update * Lecture hours from 1 to .50 * Lab hours from 1 to 1.5 * Advisory revalidated * Remove Distance Education * Textbook Update | 25 | This is a flight lab conducted in the flight simulators with individualized instruction. Consistent with the class size document for 25: "Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds." | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |
| ATC 212 C Airline/ Aviation Management Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * Catalog Description Update * Schedule Description Update * Student Learning Outcomes * TOPS code change * Textbook Update | 35 | Students are required to research, write, revise, and present research projects, including essays and Power Point presentations. Students also work together in small groups preparing a presentation over the course of the semester. While the instructor does lecture, much of the class time focuses on discussion, group learning, and student presentations. | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |
| ATC 220 C Advanced Air Navigation Units: 2 Lecture: 2 Laboratory: 0 | * Outline Update * Catalog Description Update * Schedule Description Update * Prerequisite revalidated * Student Learning Outcomes * Textbook Update | 30 | Individualized Instruction/Group Learning/Student Presentations Class time focuses on individualized instruction, student presentation time, and/or group learning. | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |
| ATC 223 C Cruise Line Sales and Operations Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * Schedule Description Update * Change to Standard Letter Grade * Student Learning Outcomes * Textbook Update | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2018 Fall | Program Review Outline, schedule & textbook updated to better reflect course content. |

| REVISED COURSES | | | | | |
|--|---|------------|---|--------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| ATC 232 C Instrument Rating Units: 3 Lecture: 3 Laboratory: 0 | * Catalog Description Update * Schedule Description Update * Prerequisite changed to advisory * Textbook Update | 25 | Extensive preparation for students to pass complex Federal Aviation Administration exams. A teaching pedagogy, which includes Socratic questioning and debate, group analyses, hands-on activities, and students' practical demonstrations. "Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds." | 2018 Fall | Program Review Catalog, schedule & textbook updated to better reflect course content. |
| ATC 236 C Aerodynamics Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * Catalog Description Update * Schedule Description Update * Advisory revalidated * Textbook Update | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Students work together in small groups preparing an airline simulation project over the course of the semester. Extensive preparation for students to pass complex Federal Aviation Administration exams. | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |
| ATC 240 C Commercial Pilot Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * Catalog Description Update * Schedule Description Update * Prerequisite changed to advisory * Student Learning Outcomes * Textbook Update | 30 | Individualized Instruction/Group Learning/Student Presentations Class time focuses on individualized instruction, student presentation time, and/or group learning. Students work together in small groups preparing an airline simulation project over the course of the semester. Extensive preparation for students to pass complex Federal Aviation Administration exams. | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |

| REVISED COURSES | | | | | |
|---|---|------------|---|--------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| ATC 244 C Aviation Instructor Units: 3 Lecture: 1 Laboratory: 6 | * Outline Update * Catalog Description Update * Schedule Description Update * Prerequisite revalidated and revised * Remove Distance Education * Textbook Update | 30 | Extensive preparation for students to pass complex Federal Aviation Administration exams. A teaching pedagogy, which includes Socratic questioning and debate, group analyses, hands-on activities, and students' practical demonstrations. | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |
| ATC 250 C Turbine Simulator Observation Units: .5 Lecture: .5 Laboratory: 0 | * Outline Update * Catalog Description Update * Schedule Description Update * Corequisite revalidated * Textbook Update | 20 | This course is taught in conjunction with Flight Safety International at the Long Beach Airport in full-motion flight simulators. Only 20 students can be accommodated in one session by our industry partner. | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |
| ATC 255 C Turbine Simulator Orientation Units: .5 Lecture: .5 Laboratory: 0 | * Outline Update * Catalog Description Update * Schedule Description Update * Advisory revalidated * Textbook Update | 20 | This course is taught in conjunction with Flight Safety International at the Long Beach Airport in full-motion flight simulators. Only 20 students can be accommodated in one session by our industry partner. | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |
| ATC 256 C Crew Resource Management Units: 3 Lecture: 3 Laboratory: 0 | * Catalog Description Update * Schedule Description Update * Textbook Update | 35 | All students prepare a research project that includes an essay and class Power Point presentation. While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2018 Fall | Program Review Catalog, schedule & textbook updated to better reflect course content. |

| REVISED COURSES | | | | | |
|---|--|------------|--|--------------|--|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| ATC 270 C Airline Operations Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * Catalog Description Update * Schedule Description Update * Student Learning Outcomes * Textbook Update | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |
| ATC 274 C Passenger Services and Safety Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * Schedule Description Update * Student Learning Outcomes * Textbook Update | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics. | 2018 Fall | Program Review Outline, schedule & textbook updated to better reflect course content. |
| BIOL 101 C General Biology Units: 4 Lecture: 3.5 Laboratory: 2 | * Catalog Description Update * Schedule Description Update * Lecture hours from 4 to 3.5 * Lab hours from 3 to 2 * Units from 5 to 4 * Advisories revalidated * Textbook Update * Student Learning Outcomes | 25 | This course contains labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports) | 2018 Fall | The number of units for this course is being reduced from 5 units to 4 units to better align with other area colleges and universities. We have also made textbook and SLO updates for program review. |

| REVISED COURSES | | | | | |
|--|--|------------|--|--------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| BIOL 101HC Honors General Biology Units: 4 Lecture: 3.5 Laboratory: 2 | * Catalog Description Update * Schedule Description Update * Units from 5 to 4 * Lecture hours from 4 to 3.5 * Lab hours from 3 to 2 * Advisories revalidated * Textbook Update * Student Learning Outcomes | 20 | The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar- style honors course to allow for in-depth class discussion and student presentations. | 2018 Fall | The number of units for this course is being reduce from 5 units to 4 units to better align with other area colleges and universities. We have also made textbook and SLO updates for program review. |
| BIOL 160 C Integrated Medical Science Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * Textbook Update * Student Learning Outcomes | 45 | The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2018 Fall | Program Review Outline & textbook updated to better reflect course content. |
| CHEM 101 C Chemistry for Health Science Majors I Units: 4 Lecture: 3 Laboratory: 3 | * Outline Update * Catalog Description Update * Schedule Description Update * Prerequisites revalidated * Textbook Update * Student Learning Outcomes | 25 | This course contains labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, lab reports) | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |
| CHEM 103 C Chemistry and Society Units: 3 Lecture: 3 Laboratory: 0 | * Catalog Description Update * Schedule Description Update * Prerequisite Deletion * Textbook Update * Student Learning Outcomes | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure | 2018 Fall | Program Review Catalog, schedule & textbook updated to better reflect course content. |

| REVISED COURSES | | | | | |
|---|---|------------|---|-----------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| CHEM 104 C Physical Science for Teachers Units: 4 Lecture: 3 Laboratory: 3 | * Outline Update * Catalog Description Update * Schedule Description Update * Prerequisites revalidated * Textbook Update * Student Learning Outcomes | 25 | Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports) | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |
| CHEM 107 C Preparation for General Chemistry Units: 5 Lecture: 4 Laboratory: 3 | * Outline Update * Catalog Description Update * Schedule Description Update * Prerequisites revalidated * Textbook Update | 25 | This course contains labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, lab reports) | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |
| CHEM 111BC General Chemistry II Units: 5 Lecture: 3 Laboratory: 6 | * Outline Update * Catalog Description Update * Schedule Description Update * Lecture hours from 4 to 3 * Lab hours from 5 to 6 * Prerequisite revalidated * Hybrid added * Textbook Update * Student Learning Outcomes | 25 | Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports) | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |
| CHEM 112 C General Chemistry II for Engineers Units: 4 Lecture: 4 Laboratory: 0 | * Outline Update * Catalog Description Update * Schedule Description Update * Prerequisite revalidated * Textbook Update * Student Learning Outcomes | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure | 2018 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. |

| REVISED COURSES | | | | | |
|---|---|------------|---|--------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| CIS 195 C Network Security Units: 3 Lecture: 3 Laboratory: 1 | * Catalog Description Update * Schedule Description Update * Student Learning Outcomes | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure | 2018 Fall | Catalog and schedule change to revise industry certificates and important topics. |
| CIS 196 C Ethical Hacking Units: 3 Lecture: 3 Laboratory: 1 | * Catalog Description Update * Schedule Description Update * Title change * Textbook Update * Student Learning Outcomes | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. | 2018 Fall | Catalog, schedule, title & textbook updated to better reflect course content. |
| CIS 245 C Perl Programming Units: 3 Lecture: 3 Laboratory: 1 | * Textbook Update | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. | 2018 Fall | Program Review Textbook updated to better reflect course content. |
| CIS 247 C Python Programming Units: 3 Lecture: 3 Laboratory: 1 | * UC Transfer * Textbook Update | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. | 2018 Fall | Program Review Textbook updated to better reflect course content. |
| CIS 276 C Computer Forensics I Units: 3 Lecture: 3 Laboratory: 1 | * Textbook Update | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. | 2018 Fall | Program Review Textbook updated to better reflect course content. |

| REVISED COURSES | | | | | |
|--|---|------------|---|-----------|--|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| CIS 277 C Computer Forensics II Units: 3 Lecture: 3 Laboratory: | * Outline Update | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. 35 is the maximum number of students because this is a highly technical class that requires equipment and special materials. | 2018 Fall | Program Review Outline updated to better reflect course content. |
| CIS 278 C Cyber Crime Units: 3 Lecture: 3 Laboratory: 1 | * Textbook Update | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. | 2018 Fall | Program Review Textbook updated to better reflect course content. |
| CIS 279 C Computer Forensics Legal Aspects Units: 3 Lecture: 3 Laboratory: 1 | * Outline Update | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. | 2018 Fall | Program Review Outline updated to better reflect course content. |
| CIS 280 C Analysis of Digital Media Units: 3 Lecture: 3 Laboratory: 1 | * Textbook Update | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. | 2018 Fall | Program Review Textbook updated to better reflect course content. |
| CIS 281 C Computer Forensics Capstone Units: 3 Lecture: 3 Laboratory: 1 | * Prerequisite revalidated * Textbook Update | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. | 2018 Fall | Program Review Textbook updated to better reflect course content. |

| REVISED COURSES | | | | | |
|---|---|------------|---|-----------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| COUN 150 C Academic and Life Success Units: 3 Lecture: 3 Laboratory: 0 | * Catalog Description Update * Schedule Description Update * UC Transfer * Distance Education and Hybrid added | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. | 2018 Fall | Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands. |
| CSCI 133 C Data Structures in C++ Units: 4 Lecture: 4 Laboratory: 1 | * Catalog Description Update * Schedule Description Update * Prerequisite revalidated * Distance Education and Hybrid added * Textbook Update | 25 | Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2018 Fall | Program Review Catalog, schedule & textbook updated to better reflect course content. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands. |
| CTRP 050 C CSR/RPR Directed Practice Units: .5-2 Lecture: 1 Laboratory: 4 | * Outline Update * Catalog Description Update * Schedule Description Update | 35 | While the instructor does lecture, most of the class time focuses on dictation material, group learning, and/or formal/informal student presentations through transcription and live reading scenarios. | 2018 Fall | Program Review Outline, catalog & schedule updated to better reflect course content. This course needs to be updated to meet new state and national regulations. |
| CTRP 071 C Legal Terminology and Rhetoric Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * Textbook Update | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. | 2018 Fall | Program Review Outline & textbook updated to better reflect course content. |
| CTRP 099 C Court Reporting: Independent Study Units: .5-2 Lecture: .5-2 Laboratory: 0 | * Outline Update * Catalog Description Update * Remove repeatability | 20 | Most of the time the students are engaged in practicing the skill(s) and/or topics they are learning, and the instructor gives each student individual instruction as the class proceeds. This is a standard size for an independent study class. | 2018 Fall | Program Review Outline & catalog updated to better reflect course content. This course is being revised in order to meet the changing needs of independent study. |

| REVISED COURSES | | | | | |
|---|---|------------|--|--------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| DANC 102 C Pilates Mat Work Units: 1 Lecture: 0 Laboratory: 3 | * Catalog Description Update * AAGE: Area E * CSUGE: Area E * Textbook Update | 25 | Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2018 Fall | Program Review Catalog & textbook updated to better reflect course content. Proposed for AA GE Area E to align with CSU GE Area E. |
| DANC 105 C Ballet I Units: 2 Lecture: 1 Laboratory: 3 | * Catalog Description Update * AAGE: Area E * Textbook Update | 25 | Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2018 Fall | Program Review Catalog & textbook updated to better reflect course content. Proposed for AA GE Area E to align with CSU GE Area E. |
| DANC 106 C Ballet II Units: 2 Lecture: 1 Laboratory: 3 | * Catalog Description Update * Prerequisite revalidated * AAGE: Area E * Textbook Update | 25 | Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2018 Fall | Program Review Catalog & textbook updated to better reflect course content. Proposed for AA GE Area E to align with CSU GE Area E. |
| DANC 107 C Modern Dance I Units: 2 Lecture: 1 Laboratory: 3 | * Outline Update * Catalog Description Update * AAGE: Area E * Textbook Update | 25 | Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2018 Fall | Program Review Catalog & textbook updated to better reflect course content. Proposed for AA GE Area E to align with CSU GE Area E. |
| DANC 108 C Modern Dance II Units: 2 Lecture: 1 Laboratory: 3 | * Catalog Description Update * Prerequisite revalidated * AAGE: Area E * Student Learning Outcomes * Textbook Update | 25 | Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2018 Fall | Program Review Catalog & textbook updated to better reflect course content. Proposed for AA GE Area E to align with CSU GE Area E. |

| REVISED COURSES | | | | | |
|--|--|------------|--|--------------|--|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| DANC 109 C Dance Improvisation Units: 2 Lecture: 1 Laboratory: 3 | * Catalog Description Update * AAGE: Area E * Textbook Update | 25 | Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2018 Fall | Program Review Catalog & textbook updated to better reflect course content. Proposed for AA GE Area E to align with CSU GE Area E. |
| DANC 111 C Jazz Dance I Units: 2 Lecture: 1 Laboratory: 3 | * Catalog Description Update * AAGE: Area E * Textbook Update | 25 | Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2018 Fall | Program Review Catalog & textbook updated to better reflect course content. Proposed for AA GE Area E to align with CSU GE Area E. |
| DANC 112 C Jazz Dance II Units: 2 Lecture: 1 Laboratory: 3 | * Catalog Description Update * Prerequisite revalidated * AAGE: Area E * Textbook Update | 25 | Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2018 Fall | Program Review Catalog & textbook updated to better reflect course content. Proposed for AA GE Area E to align with CSU GE Area E. |
| DANC 130 C Afro-Caribbean Dance Units: 1 Lecture: 0 Laboratory: 3 | * Catalog Description Update * AAGE: Area E * Textbook Update | 25 | Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2018 Fall | Program Review Catalog & textbook updated to better reflect course content. Proposed for AA GE Area E to align with CSU GE Area E. |
| DANC 132 C Flamenco Dance Units: 1 Lecture: 0 Laboratory: 3 | * Catalog Description Update * AAGE: Area E * Textbook Update | 25 | Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2018 Fall | Program Review Catalog & textbook updated to better reflect course content. Proposed for AA GE Area E to align with CSU GE Area E. |
| DANC 136 C Middle Eastern Dance Units: 1 Lecture: 0 Laboratory: 3 | * Catalog Description Update * AAGE: Area E * Textbook Update | 25 | Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2018 Fall | Program Review Catalog & textbook updated to better reflect course content. Proposed for AA GE Area E to align with CSU GE Area E. |

| REVISED COURSES | | | | | |
|--|--|------------|--|--------------|--|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| DANC 141 C Performance Class I Units: 2-3 Lecture: 0 Laboratory: 6-9 | * Catalog Description Update * Schedule Description Update * Lab hours from 8-12 to 6-9 * Prerequisite revalidated * Advisory revalidated * Textbook Update | 25 | Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2018 Fall | Program Review Catalog, schedule & textbook updated to better reflect course content. |
| DANC 142 C Performance Class II Units: 2-3 Lecture: 0 Laboratory: 6-9 | * Catalog Description Update * Lab hours from 8-12 to 6-9 * Prerequisite revalidated * Advisory revalidated * Textbook Update | 25 | Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2018 Fall | Program Review Catalog & textbook updated to better reflect course content. |
| DANC 143 C Performance Class III Units: 2-3 Lecture: 0 Laboratory: 6-9 | * Catalog Description Update * Lab hours from 8-12 to 6-9 * Prerequisite revalidated * Advisory revalidated * Textbook Update | 25 | Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2018 Fall | Program Review Catalog & textbook updated to better reflect course content. |
| DANC 144 C Performance Class IV Units: 2-3 Lecture: 0 Laboratory: 6-9 | * Catalog Description Update * Lab hours from 8-12 to 6-9 * Prerequisite revalidated * Advisory revalidated * Textbook Update | 25 | Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2018 Fall | Program Review Catalog & textbook updated to better reflect course content. |
| DANC 230 C Dance Teaching Methodologies Units: 3 Lecture: 2 Laboratory: 3 | * Catalog Description Update * Prerequisite revalidated * Lab hours from 2 to 3 * UC Transfer * Textbook Update | 25 | Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2018 Fall | Program Review Catalog & textbook updated to better reflect course content. |

| REVISED COURSES | | | | | |
|--|--|------------|--|--------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| GEOG 120 C Introduction to Spatial Reasoning Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * Catalog Description Update * Schedule Description Update * Hybrid added * Textbook Update * Student Learning Outcomes | 45 | Lecture - Discussion The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2018 Fall | Program Review Outline, catalog, schedule, and textbooks updated to better reflect course content. |
| GEOG 140 C Weather and Climate Units: 3 Lecture: 3 Laboratory: 0 | * Catalog Description Update * Schedule Description Update * AAGE: Area B1 * Textbook Update * Student Learning Outcomes | 45 | The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2018 Fall | Program Review Catalog, schedule, and textbooks updated to better reflect course content. |
| GEOG 230 C Introduction to GIS Units: 3 Lecture: 2 Laboratory: 3 | * Outline Update * Catalog Description Update * Schedule Description Update * UC Transfer * Distance Education and Hybrid added * Student Learning Outcomes * Textbook Update | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. | 2018 Fall | Program Review Outline, catalog, schedule, and textbooks updated to better reflect course content. |
| GEOG 231 C GIS: Spatial Analysis Units: 3 Lecture: 2 Laboratory: 3 | * Outline Update * Catalog Description Update * Schedule Description Update * Prerequisite revised/revalidated * Distance Education and Hybrid added * Student Learning Outcomes * Textbook Update | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. | 2018 Fall | Program Review Outline, catalog, schedule, and textbooks updated to better reflect course content. |

| REVISED COURSES | | | | | |
|---|--|------------|--|--------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| GEOG 232 C GIS: Analysis and Modeling Units: 3 Lecture: 2 Laboratory: 3 | * Outline Update * Catalog Description Update * Schedule Description Update * Prerequisite revised from GEOG 231 C to GEOG 230 C * Distance Education and Hybrid added * Student Learning Outcomes * Textbook Update | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. | 2018 Fall | Program Review Outline, catalog, schedule, and textbooks updated to better reflect course content. |
| GEOG 233 C GIS: Advanced/ Internship Units: 3 Lecture: 1 Laboratory: 7 | * Outline Update * Catalog Description Update * Schedule Description Update * Prerequisite: GEOG 231 C added * Distance Education and Hybrid added * Student Learning Outcomes * Textbook Update | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. | 2018 Fall | Program Review Outline, catalog, schedule, and textbooks updated to better reflect course content. |
| HIST 135 C History of Africa Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * Catalog Description Update * Schedule Description Update * Advisory revalidated * Textbook Update | 45 | The primary mode of instruction is lecture and may include discussion and/or group learning. | 2018 Fall | Program Review Outline, catalog, schedule, and textbooks updated to better reflect course content. |
| HIST 142 C History of Latin America I Units: 3 Lecture: 3 Laboratory: 0 | * Catalog Description Update * Schedule Description Update * Advisory revalidated * Textbook Update | 45 | The primary mode of instruction is lecture and may include discussion and/or group learning. | 2018 Fall | Program Review Catalog, schedule, and textbooks updated to better reflect course content. |

| REVISED COURSES | | | | | |
|--|--|------------|---|-----------|--|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| HIST 143 C History of Latin America II Units: 3 Lecture: 3 Laboratory: 0 | * Catalog Description Update * Schedule Description Update * Advisory revalidated * Textbook Update | 45 | The primary mode of instruction is lecture and may include discussion and/or group learning. | 2018 Fall | Program Review Catalog, schedule, and textbooks updated to better reflect course content. |
| HIST 160 C Asian Civilizations I Units: 3 Lecture: 3 Laboratory: 0 | * Catalog Description Update * Schedule Description Update * Advisory revalidated * AAGE: Area C * Textbook Update | 45 | The primary mode of instruction is lecture and may include discussion and/or group learning. | 2018 Fall | Program Review Catalog, schedule, and textbooks updated to better reflect course content. |
| HIST 161 C Asian Civilizations II Units: 3 Lecture: 3 Laboratory: 0 | * Catalog Description Update * Schedule Description Update * Advisory revalidated * AAGE: Area C * Textbook Update | 45 | The primary mode of instruction is lecture and may include discussion and/or group learning. | 2018 Fall | Program Review Catalog, schedule, and textbooks updated to better reflect course content. |
| MORT 248 C Funeral Service Thanatology Units: 6 Lecture: 4 Laboratory: 6 | * Outline Update * Catalog Description Update * Schedule Description Update * Title change * Course number from MORT 264 C to MORT 248 C * Units from 4 to 6 * Lab hours: 6 hours added * Prerequisite from MORT 100 C to MORT 201 C * Add Distance Education and Hybrid * Student Learning Outcomes * Textbook Update | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program | 2018 Fall | Program Review Outline, catalog, schedule, title, course number, units, lab hours and textbooks updated to better reflect course content. Revising program to comply with accreditation mandates, student enrollment preferences and survey responses, and advisory committee recommendations |

| REVISED COURSES | | | | | |
|---|--|------------|--|--------------|--|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| MORT 288 C Funeral Service Capstone Units: 4 Lecture: 2 Laboratory: 6 | * Outline Update * Catalog Description Update * Schedule Description Update * Title change * Course number from MORT 297 C to MORT 288 C * Units from 2 to 4 * Lecture hours from 1 to 2 * Laboratory hours from 3 to 6 * Fees from \$106 to \$110 * Prerequisite revalidated * Textbook Update * Student Learning Outcomes | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program, and 25:1 in clinical/laboratory courses. Required by ABFSE accreditation. | 2018 Fall | Program Review Outline, catalog, schedule, title, course number, units, lecture, lab hours and textbooks updated to better reflect course content. Revising program to comply with accreditation mandates, student enrollment preferences and survey responses, and advisory committee recommendations |
| PHSC 104 C Physical Science for Teachers Units: 4 Lecture: 3 Laboratory: 3 | * Catalog Description Update * Schedule Description Update * Prerequisites revalidated * Textbook Update * Student Learning Outcomes | 25 | Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports) | 2018 Fall | Program Review Catalog, schedule & textbook updated to better reflect course content. |

MODIFY DEGREES/CERTIFICATES

| DEGREE | | EFF DATE | JUSTIFICATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC101 C | Introduction to Travel Careers | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC102 C | Career Communication/Portfolio | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC174 C | Destinations: Americas/Europe | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC175 C | Destinations: Africa/Pacific | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC182 C | Cultural Tourism | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| ATC256 C | Crew Resource Management | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC183 C | Customer Care: Airline/Travel | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | or | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC274 C | Passenger Services and Safety | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC192 C | Airline Reservations: SABRE | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC270 C | Airline Operations | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC271 C | Airport Operations | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC112 C | Homeland Security | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC116 C | Aviation/Transportation Security | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC118 C | Disaster Preparedness and Response | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC132 C | Private Pilot | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC182 C | Cultural Tourism | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC183 C | Customer Care: Airline/Travel | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC196 C | Flight Simulator Private Pilot | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC256 C | Crew Resource Management | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC274 C | Passenger Services and Safety | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC278 C | Public Relations | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC295 C | Aviation/Travel Internship | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC298 C | Aviation/Travel Seminar | 0.5 - 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC299 C | Independent Study | 0.5 - 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Total Units | | 35 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

MODIFY DEGREES/CERTIFICATES

| DEGREE | | EFF DATE | JUSTIFICATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| ATC101 C | Introduction to Travel Careers | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC102 C | Career Communication/Portfolio | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC174 C | Destinations: Americas/Europe | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC175 C | Destinations: Africa/Pacific | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC182 C | Cultural Tourism | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| ATC256 C | Crew Resource Management | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC183 C | Customer Care: Airline/Travel | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| ATC274 C | Passenger Services and Safety | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC192 C | Airline Reservations: SABRE | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC270 C | Airline Operations | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC271 C | Airport Operations | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC112 C | Homeland Security | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC116 C | Aviation/Transportation Security | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC118 C | Disaster Preparedness and Response | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC132 C | Private Pilot | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC182 C | Cultural Tourism | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC183 C | Customer Care: Airline/Travel | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC196 C | Flight Simulator Private Pilot | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC256 C | Crew Resource Management | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC274 C | Passenger Services and Safety | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC278 C | Public Relations | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC295 C | Aviation/Travel Internship | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC298 C | Aviation/Travel Seminar | 0.5 - 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATC299 C | Independent Study | 0.5 - 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Total Units | | 35 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
|------------------------------|--|--|---|----|
| DEGREE | | EFF DATE | JUSTIFICATION | |
| Computer Information Systems | Cybersecurity Certificate | | 2018 Fall Title change on CIS 196 C Add CIS 190 C Remove CIS 258 C and replace with CIS 245 C Remove CIS 279 C and replace with CIS 247 C Add CIS 190 C No total unit change. This certificate prepares students to identify Cyber security threats and implement procedures to protect Cyber assets. It will also enhance students' chances to pursue a professional career in Cyber Security by preparing them for industry-recognized certificates such as Security + and Certified Ethical Hacker. | |
| | Take any four of the following courses: | | | |
| | | Units | | |
| | CIS 190 C | Cybersecurity Competition Fundamentals | | 3 |
| | CIS 195 C | Network Security | | 3 |
| | CIS196 C | Ethical Hacking | | 3 |
| | CIS230 C | Cisco Networking 1 | | 3 |
| | CIS245 C | Perl Programming | | 3 |
| | | or | | |
| | CIS247 C | Python Programming | | 3 |
| | | | | |
| | Total Units | | | 12 |
| Computer Information Systems | Computer Forensics | | 2018 Fall The certificate prepares students for a career in Computer Forensics, which a branch of forensic science pertaining to legal evidence found in computers and digital storage mediums. Upon completion of this certificate program, students may be qualified for jobs as Computer Forensic technicians. | |
| | Take a total of 3 units from the following courses: | | | |
| | | Units | | |
| | CIS271 C | Computer Forensics in Practice | | 1 |
| | CIS272 C | Computer Forensics New Challenge | | 1 |
| | CIS273 C | Computer Forensics Tools | | 1 |
| | CIS276 C | Computer Forensics I | | 3 |
| | Take all of the following required courses (15 units): | | | |
| | | Units | | |
| | CIS277 C | Computer Forensics II | | 3 |
| | CIS278 C | Cyber Crime | | 3 |
| | CIS279 C | Computer Forensics Legal Aspects | | 3 |
| | CIS280 C | Analysis of Digital Media | | 3 |
| | CIS281 C | Computer Forensics Capstone | | 3 |
| | | | | |
| Total Units | | 18 | | |

MODIFY DEGREES/CERTIFICATES

| DEGREE | | EFF DATE | JUSTIFICATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|----------|---------------|-------|-----------|------------------|---|--|----|--|-----------|-------------------------|---|-----------|-----------------------------|---|-----------|--------------------|---|-----------|---------------------|---|-----------|----------------------|---|-----------|------------|---|-----------|-------------|---|---|--|--|--|--|-------|-----------|-------------------|---|-----------|--------------------|---|-----------|-----------------|---|--|----|--|-----------|------------------------|---|-------------|--|----|--------------|--|
| Geology | <p>Associate in Science Degree in Geology for Transfer</p> <p>Core Courses (26 units)</p> <table border="1" data-bbox="289 289 982 991"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>GEOL100 C</td> <td>Physical Geology</td> <td align="center">3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>GEOL100HC</td> <td>Honors Physical Geology</td> <td align="center">3</td> </tr> <tr> <td>GEOL101 C</td> <td>Physical Geology Laboratory</td> <td align="center">1</td> </tr> <tr> <td>GEOL103 C</td> <td>Historical Geology</td> <td align="center">4</td> </tr> <tr> <td>CHEM111AC</td> <td>General Chemistry I</td> <td align="center">5</td> </tr> <tr> <td>CHEM111BC</td> <td>General Chemistry II</td> <td align="center">5</td> </tr> <tr> <td>MATH150AC</td> <td>Calculus I</td> <td align="center">4</td> </tr> <tr> <td>MATH150BC</td> <td>Calculus II</td> <td align="center">4</td> </tr> <tr> <td colspan="3">Additional Recommended Course Work (not required)</td> </tr> <tr> <th></th> <th></th> <th>Units</th> </tr> <tr> <td>PHYS221 C</td> <td>General Physics I</td> <td align="center">4</td> </tr> <tr> <td>PHYS222 C</td> <td>General Physics II</td> <td align="center">4</td> </tr> <tr> <td>BIOL101 C</td> <td>General Biology</td> <td align="center">4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>BIOL101HC</td> <td>Honors General Biology</td> <td align="center">4</td> </tr> <tr> <td>Total Units</td> <td></td> <td align="center">26</td> </tr> </tbody> </table> | | | Units | GEOL100 C | Physical Geology | 3 | | or | | GEOL100HC | Honors Physical Geology | 3 | GEOL101 C | Physical Geology Laboratory | 1 | GEOL103 C | Historical Geology | 4 | CHEM111AC | General Chemistry I | 5 | CHEM111BC | General Chemistry II | 5 | MATH150AC | Calculus I | 4 | MATH150BC | Calculus II | 4 | Additional Recommended Course Work (not required) | | | | | Units | PHYS221 C | General Physics I | 4 | PHYS222 C | General Physics II | 4 | BIOL101 C | General Biology | 4 | | or | | BIOL101HC | Honors General Biology | 4 | Total Units | | 26 | 2018 Fall | <p>Update BIOL 101 C and Honors BIOL 101HC units from 5 to 4 under Additional Recommended Course Work.</p> <p>No total unit change. Degree that follows the Transfer Model Curriculum mandated by SB 1440.</p> |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GEOL100 C | Physical Geology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | or | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GEOL100HC | Honors Physical Geology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GEOL101 C | Physical Geology Laboratory | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GEOL103 C | Historical Geology | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CHEM111AC | General Chemistry I | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CHEM111BC | General Chemistry II | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MATH150AC | Calculus I | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MATH150BC | Calculus II | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Additional Recommended Course Work (not required) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PHYS221 C | General Physics I | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PHYS222 C | General Physics II | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BIOL101 C | General Biology | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | or | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BIOL101HC | Honors General Biology | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Units | | 26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

MODIFY DEGREES/CERTIFICATES

| DEGREE | | EFF DATE | JUSTIFICATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|----------|---------------|-------|-----------|-----------------|--|--|----|--|-----------|------------------------|--|--|----|--|-----------|---------------|--|--|----|--|-----------|----------------------------|--|--|----|--|-----------|------------------------|--|--|----|--|-----------|-----------------------|--|----------|-----------------------------|--|----------|------------------------------|--|--|----|--|----------|-------------------|--|----------|--------------------------------|--|--|----|--|----------|---------------------------------|--|--|-----|--|--|--|--|-----------------------------|--|--|--|--|-------|----------|--|---|----------|---------------------------------------|---|----------|--------------------|---|----------|-------------------------------|---|----------|-----------------------------|---|----------|-------------------|---|----------|---------------------|---|----------|-----------------------------------|---|----------|------------------|---|----------|---------------------------|---|----------|---------------------|---|----------|-----------------------------------|---|-----------|--------------------------|---|----------|-----------|---|----------|------------------------------------|---|-------------|--|---------|-----------|---|
| Kinesiology | <p>ASSOCIATE IN ARTS DEGREE KINESIOLOGY</p> <p>Required courses are listed in suggested sequence:</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>BIOL101 C</td> <td>General Biology</td> <td></td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>BIOL101HC</td> <td>Honors General Biology</td> <td></td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>BIOL102 C</td> <td>Human Biology</td> <td></td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>BIOL160 C</td> <td>Integrated Medical Science</td> <td></td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>BIOL210 C</td> <td>Anatomy and Physiology</td> <td></td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>BIOL231 C</td> <td>General Human Anatomy</td> <td></td> </tr> <tr> <td>KIN230 C</td> <td>Introduction to Kinesiology</td> <td></td> </tr> <tr> <td>KIN284 C</td> <td>Contemporary Personal Health</td> <td></td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>KIN244 C</td> <td>Human Performance</td> <td></td> </tr> <tr> <td>KIN235 C</td> <td>First Aid, CPR and Emergencies</td> <td></td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>KIN249 C</td> <td>Sport and United States Society</td> <td></td> </tr> <tr> <td></td> <td>and</td> <td></td> </tr> <tr> <td colspan="2">Choose at least 3 units from Physical Education activity courses 100-222</td> <td></td> </tr> <tr> <td colspan="3">Electives: Choose 3-4 units</td> </tr> <tr> <td></td> <td></td> <td>Units</td> </tr> <tr> <td>KIN231 C</td> <td>Elementary School Movement-Kinesiology</td> <td>3</td> </tr> <tr> <td>KIN236 C</td> <td>Athletic Injuries-Prevention and Care</td> <td>3</td> </tr> <tr> <td>KIN240 C</td> <td>Sports Officiating</td> <td>3</td> </tr> <tr> <td>KIN241 C</td> <td>Theory of Coaching Basketball</td> <td>3</td> </tr> <tr> <td>KIN242 C</td> <td>Theory of Coaching Baseball</td> <td>3</td> </tr> <tr> <td>KIN247 C</td> <td>Sports Management</td> <td>3</td> </tr> <tr> <td>KIN248 C</td> <td>Psychology of Sport</td> <td>3</td> </tr> <tr> <td>KIN270 C</td> <td>Nutrition Science and Application</td> <td>3</td> </tr> <tr> <td>KIN271 C</td> <td>Movement Anatomy</td> <td>3</td> </tr> <tr> <td>KIN272 C</td> <td>Strength and Conditioning</td> <td>3</td> </tr> <tr> <td>KIN273 C</td> <td>Exercise Physiology</td> <td>3</td> </tr> <tr> <td>KIN274 C</td> <td>Exercise Testing and Prescription</td> <td>3</td> </tr> <tr> <td>BIOL241 C</td> <td>General Human Physiology</td> <td>4</td> </tr> <tr> <td>HRC100 C</td> <td>Nutrition</td> <td>3</td> </tr> <tr> <td>REC101 C</td> <td>Principles of Community Recreation</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>18 – 21</td> </tr> </tbody> </table> | | | Units | BIOL101 C | General Biology | | | or | | BIOL101HC | Honors General Biology | | | or | | BIOL102 C | Human Biology | | | or | | BIOL160 C | Integrated Medical Science | | | or | | BIOL210 C | Anatomy and Physiology | | | or | | BIOL231 C | General Human Anatomy | | KIN230 C | Introduction to Kinesiology | | KIN284 C | Contemporary Personal Health | | | or | | KIN244 C | Human Performance | | KIN235 C | First Aid, CPR and Emergencies | | | or | | KIN249 C | Sport and United States Society | | | and | | Choose at least 3 units from Physical Education activity courses 100-222 | | | Electives: Choose 3-4 units | | | | | Units | KIN231 C | Elementary School Movement-Kinesiology | 3 | KIN236 C | Athletic Injuries-Prevention and Care | 3 | KIN240 C | Sports Officiating | 3 | KIN241 C | Theory of Coaching Basketball | 3 | KIN242 C | Theory of Coaching Baseball | 3 | KIN247 C | Sports Management | 3 | KIN248 C | Psychology of Sport | 3 | KIN270 C | Nutrition Science and Application | 3 | KIN271 C | Movement Anatomy | 3 | KIN272 C | Strength and Conditioning | 3 | KIN273 C | Exercise Physiology | 3 | KIN274 C | Exercise Testing and Prescription | 3 | BIOL241 C | General Human Physiology | 4 | HRC100 C | Nutrition | 3 | REC101 C | Principles of Community Recreation | 3 | Total Units | | 18 – 21 | 2018 Fall | BIOL 101C and 101HC unit change from 5 to 4. No total unit change. |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BIOL101 C | General Biology | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| BIOL101HC | Honors General Biology | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| BIOL102 C | Human Biology | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| BIOL160 C | Integrated Medical Science | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| BIOL210 C | Anatomy and Physiology | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| BIOL231 C | General Human Anatomy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN230 C | Introduction to Kinesiology | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN284 C | Contemporary Personal Health | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| KIN244 C | Human Performance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN235 C | First Aid, CPR and Emergencies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| KIN249 C | Sport and United States Society | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Choose at least 3 units from Physical Education activity courses 100-222 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electives: Choose 3-4 units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN231 C | Elementary School Movement-Kinesiology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN236 C | Athletic Injuries-Prevention and Care | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN240 C | Sports Officiating | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN241 C | Theory of Coaching Basketball | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN242 C | Theory of Coaching Baseball | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN247 C | Sports Management | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN248 C | Psychology of Sport | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN270 C | Nutrition Science and Application | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN271 C | Movement Anatomy | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN272 C | Strength and Conditioning | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN273 C | Exercise Physiology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN274 C | Exercise Testing and Prescription | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BIOL241 C | General Human Physiology | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HRC100 C | Nutrition | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| REC101 C | Principles of Community Recreation | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Units | | 18 – 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

MODIFY DEGREES/CERTIFICATES

| DEGREE | | EFF DATE | JUSTIFICATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Kinesiology | <p>Associate in Science in Public Health for Transfer</p> <p>Required Core Courses: 29-30 units</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>KIN284 C</td> <td>Contemporary Personal Health</td> <td>3</td> </tr> <tr> <td>KIN280 C</td> <td>Introduction to Public Health</td> <td>3</td> </tr> <tr> <td>BIOL231 C</td> <td>General Human Anatomy</td> <td>4</td> </tr> <tr> <td>BIOL241 C</td> <td>General Human Physiology</td> <td>4</td> </tr> <tr> <td>MATH120 C</td> <td>Introduction to Probability and Statistics</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>PSY161 C</td> <td>Probability and Statistics-Social Sciences</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>PSY161HC</td> <td>Honors Probability and Statistics-Social Sciences</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>SOC161 C</td> <td>Probability and Statistics-Social Sciences</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>SOC161HC</td> <td>Honors Probability and Statistics-Social Sciences</td> <td>4</td> </tr> <tr> <td>BIOL101 C</td> <td>General Biology</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>BIOL101HC</td> <td>Honors General Biology</td> <td>4</td> </tr> <tr> <td>CHEM101 C</td> <td>Chemistry for Health Science Majors I</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>CHEM111AC</td> <td>General Chemistry I</td> <td>5</td> </tr> <tr> <td>PSY101 C</td> <td>Introduction to Psychology</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>PSY101HC</td> <td>Honors Introduction to Psychology</td> <td>3</td> </tr> <tr> <td colspan="3">List A: Select one course (3 units)</td> </tr> <tr> <td>ECON105 C</td> <td>Principles of Economics-Micro</td> <td>3</td> </tr> <tr> <td>ECON105HC</td> <td>Honors Principles of Economics</td> <td>3</td> </tr> <tr> <td>ECON100 C</td> <td>Principles of Economics-Macro</td> <td>3</td> </tr> <tr> <td>ECON100HC</td> <td>Honors Principles of Economics</td> <td>3</td> </tr> <tr> <td>KIN270 C</td> <td>Nutrition Science and Application</td> <td>3</td> </tr> <tr> <td>HRC100 C</td> <td>Nutrition</td> <td>3</td> </tr> <tr> <td>PSY120 C</td> <td>Human Sexuality</td> <td>3</td> </tr> <tr> <td>KIN281 C</td> <td>Health and Social Justice</td> <td>3</td> </tr> <tr> <td>SOC101 C</td> <td>Introduction to Sociology</td> <td>3</td> </tr> <tr> <td>SOC101HC</td> <td>Honors Introduction to Sociology</td> <td>3</td> </tr> <tr> <td>KIN235 C</td> <td>First Aid, CPR and Emergencies</td> <td>3</td> </tr> <tr> <td>Total Units</td> <td></td> <td>32 – 33</td> </tr> </tbody> </table> | | | Units | KIN284 C | Contemporary Personal Health | 3 | KIN280 C | Introduction to Public Health | 3 | BIOL231 C | General Human Anatomy | 4 | BIOL241 C | General Human Physiology | 4 | MATH120 C | Introduction to Probability and Statistics | 4 | | or | | PSY161 C | Probability and Statistics-Social Sciences | 4 | | or | | PSY161HC | Honors Probability and Statistics-Social Sciences | 4 | | or | | SOC161 C | Probability and Statistics-Social Sciences | 4 | | or | | SOC161HC | Honors Probability and Statistics-Social Sciences | 4 | BIOL101 C | General Biology | 4 | | or | | BIOL101HC | Honors General Biology | 4 | CHEM101 C | Chemistry for Health Science Majors I | 4 | | or | | CHEM111AC | General Chemistry I | 5 | PSY101 C | Introduction to Psychology | 3 | | or | | PSY101HC | Honors Introduction to Psychology | 3 | List A: Select one course (3 units) | | | ECON105 C | Principles of Economics-Micro | 3 | ECON105HC | Honors Principles of Economics | 3 | ECON100 C | Principles of Economics-Macro | 3 | ECON100HC | Honors Principles of Economics | 3 | KIN270 C | Nutrition Science and Application | 3 | HRC100 C | Nutrition | 3 | PSY120 C | Human Sexuality | 3 | KIN281 C | Health and Social Justice | 3 | SOC101 C | Introduction to Sociology | 3 | SOC101HC | Honors Introduction to Sociology | 3 | KIN235 C | First Aid, CPR and Emergencies | 3 | Total Units | | 32 – 33 | 2018 Fall | BIOL 101C and 101HC unit change from 5 to 4. No total unit change. |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN284 C | Contemporary Personal Health | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN280 C | Introduction to Public Health | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BIOL231 C | General Human Anatomy | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BIOL241 C | General Human Physiology | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MATH120 C | Introduction to Probability and Statistics | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| PSY161 C | Probability and Statistics-Social Sciences | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| PSY161HC | Honors Probability and Statistics-Social Sciences | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| SOC161 C | Probability and Statistics-Social Sciences | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| SOC161HC | Honors Probability and Statistics-Social Sciences | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BIOL101 C | General Biology | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| BIOL101HC | Honors General Biology | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CHEM101 C | Chemistry for Health Science Majors I | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| CHEM111AC | General Chemistry I | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PSY101 C | Introduction to Psychology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| PSY101HC | Honors Introduction to Psychology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| List A: Select one course (3 units) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ECON105 C | Principles of Economics-Micro | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ECON105HC | Honors Principles of Economics | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ECON100 C | Principles of Economics-Macro | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ECON100HC | Honors Principles of Economics | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN270 C | Nutrition Science and Application | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HRC100 C | Nutrition | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PSY120 C | Human Sexuality | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN281 C | Health and Social Justice | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SOC101 C | Introduction to Sociology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SOC101HC | Honors Introduction to Sociology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN235 C | First Aid, CPR and Emergencies | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Units | | 32 – 33 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

MODIFY DEGREES/CERTIFICATES

| DEGREE | | EFF DATE | JUSTIFICATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Mortuary Science | <p>ASSOCIATE IN SCIENCE DEGREE IN MORTUARY SCIENCE</p> <p>Prerequisites</p> <table border="1"> <tr> <td></td> <td></td> <td align="right">Units</td> </tr> <tr> <td>ENGL100 C</td> <td>College Writing</td> <td align="right">4</td> </tr> <tr> <td>BIOL210 C</td> <td>Anatomy and Physiology</td> <td align="right">5</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>BIOL231 C</td> <td>General Human Anatomy</td> <td align="right">4</td> </tr> <tr> <td>MATH040 C</td> <td>Intermediate Algebra</td> <td align="right">4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>MATH041 C</td> <td>Combined Algebra I and II</td> <td align="right">6</td> </tr> </table> <p>SEMESTER 1</p> <table border="1"> <tr> <td></td> <td></td> <td align="right">Units</td> </tr> <tr> <td>MORT201 C</td> <td>Funeral Directing</td> <td align="right">5</td> </tr> <tr> <td>MORT202 C</td> <td>Funeral Service Administration I</td> <td align="right">4</td> </tr> <tr> <td>MORT203 C</td> <td>Methods of Disposition</td> <td align="right">4</td> </tr> <tr> <td>MORT214 C</td> <td>Funeral Service Sciences</td> <td align="right">5</td> </tr> </table> <p>Summer Session – Optional</p> <table border="1"> <tr> <td></td> <td></td> <td align="right">Units</td> </tr> <tr> <td>MORT299 C</td> <td>Work Experience</td> <td align="right">1 - 4</td> </tr> <tr> <td>MORT281 C</td> <td>Funeral Service Practicum</td> <td align="right">4 - 12</td> </tr> </table> <p>SEMESTER 2</p> <table border="1"> <tr> <td></td> <td></td> <td align="right">Units</td> </tr> <tr> <td>MORT204 C</td> <td>Funeral Service Administration II</td> <td align="right">4</td> </tr> <tr> <td>MORT215 C</td> <td>Embalming</td> <td align="right">5</td> </tr> <tr> <td>MORT234 C</td> <td>Funeral Service Ethics and Laws I</td> <td align="right">4</td> </tr> <tr> <td>MORT248 C</td> <td>Funeral Service Thanatology</td> <td align="right">6</td> </tr> </table> <p>SEMESTER 3</p> <table border="1"> <tr> <td></td> <td></td> <td align="right">Units</td> </tr> <tr> <td>MORT216 C</td> <td>Restorative Art</td> <td align="right">5</td> </tr> <tr> <td>MORT236 C</td> <td>Funeral Service Ethics and Laws II</td> <td align="right">4</td> </tr> <tr> <td>MORT288 C</td> <td>Funeral Service Capstone</td> <td align="right">4</td> </tr> </table> <p>Winter Intersession – Optional</p> <table border="1"> <tr> <td></td> <td></td> <td align="right">Units</td> </tr> <tr> <td>MORT299 C</td> <td>Work Experience</td> <td align="right">1 - 4</td> </tr> <tr> <td>MORT281 C</td> <td>Funeral Service Practicum</td> <td align="right">4 - 12</td> </tr> <tr> <td>Total Units</td> <td></td> <td align="right">50</td> </tr> </table> | | | Units | ENGL100 C | College Writing | 4 | BIOL210 C | Anatomy and Physiology | 5 | | or | | BIOL231 C | General Human Anatomy | 4 | MATH040 C | Intermediate Algebra | 4 | | or | | MATH041 C | Combined Algebra I and II | 6 | | | Units | MORT201 C | Funeral Directing | 5 | MORT202 C | Funeral Service Administration I | 4 | MORT203 C | Methods of Disposition | 4 | MORT214 C | Funeral Service Sciences | 5 | | | Units | MORT299 C | Work Experience | 1 - 4 | MORT281 C | Funeral Service Practicum | 4 - 12 | | | Units | MORT204 C | Funeral Service Administration II | 4 | MORT215 C | Embalming | 5 | MORT234 C | Funeral Service Ethics and Laws I | 4 | MORT248 C | Funeral Service Thanatology | 6 | | | Units | MORT216 C | Restorative Art | 5 | MORT236 C | Funeral Service Ethics and Laws II | 4 | MORT288 C | Funeral Service Capstone | 4 | | | Units | MORT299 C | Work Experience | 1 - 4 | MORT281 C | Funeral Service Practicum | 4 - 12 | Total Units | | 50 | 2018 Fall | <p>Update program information as required by ABFSE accreditation and update the Course selections as requested by Mortuary Science Advisory Committee to better align the instruction material and the funeral industry practical application.</p> <p>Prerequisites remain the same.</p> <p>Changed courses: MORT 264 C to MORT 248 C, title change, and units from 4 to 6</p> <p>MORT 297 C to MORT 288 C, title change, and units from 2 to 4</p> <p>MORT 085 C to MORT 299 C</p> <p>Total units from 53 to 50.</p> |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ENGL100 C | College Writing | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BIOL210 C | Anatomy and Physiology | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| BIOL231 C | General Human Anatomy | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MATH040 C | Intermediate Algebra | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| MATH041 C | Combined Algebra I and II | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MORT201 C | Funeral Directing | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MORT202 C | Funeral Service Administration I | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MORT203 C | Methods of Disposition | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MORT214 C | Funeral Service Sciences | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| MORT299 C | Work Experience | 1 - 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MORT281 C | Funeral Service Practicum | 4 - 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MORT204 C | Funeral Service Administration II | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MORT215 C | Embalming | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MORT234 C | Funeral Service Ethics and Laws I | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MORT248 C | Funeral Service Thanatology | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MORT216 C | Restorative Art | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MORT236 C | Funeral Service Ethics and Laws II | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MORT288 C | Funeral Service Capstone | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MORT299 C | Work Experience | 1 - 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MORT281 C | Funeral Service Practicum | 4 - 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Units | | 50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

MODIFY DEGREES/CERTIFICATES

| DEGREE | | EFF DATE | JUSTIFICATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Psychology | <p>ASSOCIATE OF ARTS IN PSYCHOLOGY FOR TRANSFER Required Core Courses: (11 units)</p> <table border="1"> <tr> <td></td> <td></td> <td align="right">Units</td> </tr> <tr> <td>PSY101 C</td> <td>Introduction to Psychology</td> <td align="right">3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>PSY101HC</td> <td>Honors Introduction to Psychology</td> <td align="right">3</td> </tr> <tr> <td>PSY161 C</td> <td>Probability and Statistics-Social Sciences</td> <td align="right">4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>PSY161HC</td> <td>Honors Probability and Statistics-Social Sciences</td> <td align="right">4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>SOC161 C</td> <td>Probability and Statistics-Social Sciences</td> <td align="right">4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>SOC161HC</td> <td>Honors Probability and Statistics-Social Sciences</td> <td align="right">4</td> </tr> <tr> <td>PSY202 C</td> <td>Research Methods in Psychology</td> <td align="right">4</td> </tr> </table> <p>List A: Select one course of three (3) to four (4) units.</p> <table border="1"> <tr> <td></td> <td></td> <td align="right">Units</td> </tr> <tr> <td>PSY221 C</td> <td>The Brain and Behavior</td> <td align="right">3</td> </tr> <tr> <td>BIOL101 C</td> <td>General Biology</td> <td align="right">4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>BIOL101HC</td> <td>Honors General Biology</td> <td align="right">4</td> </tr> </table> <p>List B: Select one of the following three (3) unit courses, or any course not taken in List A (3-4 units)</p> <table border="1"> <tr> <td></td> <td></td> <td align="right">Units</td> </tr> <tr> <td>PSY139 C</td> <td>Developmental Psychology</td> <td align="right">3</td> </tr> <tr> <td>PSY222 C</td> <td>Abnormal Psychology</td> <td align="right">3</td> </tr> </table> <p>List C: Select one of the following three (3) unit Psychology courses, or any course not already selected in List A or List B</p> <table border="1"> <tr> <td></td> <td></td> <td align="right">Units</td> </tr> <tr> <td>PSY110 C</td> <td>Applied Psychology</td> <td align="right">3</td> </tr> <tr> <td>PSY120 C</td> <td>Human Sexuality</td> <td align="right">3</td> </tr> <tr> <td>PSY145 C</td> <td>Child Psychology</td> <td align="right">3</td> </tr> <tr> <td>PSY251 C</td> <td>Social Psychology</td> <td align="right">3</td> </tr> <tr> <td>PSY255 C</td> <td>Psychology of Aging</td> <td align="right">3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>HUSR255 C</td> <td>Psychology of Aging</td> <td align="right">3</td> </tr> <tr> <td>PSY131 C</td> <td>Cross-Cultural Psychology</td> <td align="right">3</td> </tr> <tr> <td>Total Units</td> <td></td> <td align="right">20 - 22</td> </tr> </table> | | | Units | PSY101 C | Introduction to Psychology | 3 | | or | | PSY101HC | Honors Introduction to Psychology | 3 | PSY161 C | Probability and Statistics-Social Sciences | 4 | | or | | PSY161HC | Honors Probability and Statistics-Social Sciences | 4 | | or | | SOC161 C | Probability and Statistics-Social Sciences | 4 | | or | | SOC161HC | Honors Probability and Statistics-Social Sciences | 4 | PSY202 C | Research Methods in Psychology | 4 | | | Units | PSY221 C | The Brain and Behavior | 3 | BIOL101 C | General Biology | 4 | | or | | BIOL101HC | Honors General Biology | 4 | | | Units | PSY139 C | Developmental Psychology | 3 | PSY222 C | Abnormal Psychology | 3 | | | Units | PSY110 C | Applied Psychology | 3 | PSY120 C | Human Sexuality | 3 | PSY145 C | Child Psychology | 3 | PSY251 C | Social Psychology | 3 | PSY255 C | Psychology of Aging | 3 | | or | | HUSR255 C | Psychology of Aging | 3 | PSY131 C | Cross-Cultural Psychology | 3 | Total Units | | 20 - 22 | 2018 Fall | BIOL 101 C and BIOL 101HC changing units from 5 to 4. No total unit change |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PSY101 C | Introduction to Psychology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| PSY101HC | Honors Introduction to Psychology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PSY161 C | Probability and Statistics-Social Sciences | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| PSY161HC | Honors Probability and Statistics-Social Sciences | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| SOC161 C | Probability and Statistics-Social Sciences | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| SOC161HC | Honors Probability and Statistics-Social Sciences | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PSY202 C | Research Methods in Psychology | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| PSY221 C | The Brain and Behavior | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BIOL101 C | General Biology | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| BIOL101HC | Honors General Biology | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PSY139 C | Developmental Psychology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PSY222 C | Abnormal Psychology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PSY110 C | Applied Psychology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PSY120 C | Human Sexuality | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PSY145 C | Child Psychology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PSY251 C | Social Psychology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PSY255 C | Psychology of Aging | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| HUSR255 C | Psychology of Aging | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PSY131 C | Cross-Cultural Psychology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Units | | 20 - 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| COURSES SUBMITTED FOR UC TRANSFER for Fall 2017 | |
|--|-----------|
| COURSE ID | EFF DATE |
| AJ 140 C Criminal Investigation | 2017 Fall |
| COUN 105 C Stress and Anxiety Management | 2017 Fall |
| HS 147 C Survey of Disease | 2017 Fall |
| KIN 271 C Movement Anatomy | 2017 Fall |
| KIN 272 C Strength and Conditioning | 2017 Fall |
| KIN 273 C Exercise Physiology | 2017 Fall |
| KIN 274 C Exercise Testing and Prescription | 2017 Fall |
| REC 102 C Recreation Leadership and Diverse Groups | 2017 Fall |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|--|--------------|---|
| TO: | BOARD OF TRUSTEES | Action | X |
| | | Resolution | X |
| DATE: | November 14, 2017 | Information | |
| | | Enclosure(s) | X |
| SUBJECT: | Cypress College Sponsorship between Rancho Santiago CCD and NOCCCD/Cypress College | | |

BACKGROUND: Cypress College is pleased to report that it is the recipient of a sponsorship from the Deputy Sector Navigator – Small Business and Entrepreneurship in the amount of \$15,000.00, for the performance period beginning November 15, 2017 (or upon Board of Trustees’ approval) and continuing through December 31, 2017, for Cypress College’s Management / Marketing Program. The funding received will be used to conduct college enrichment programs related to Small Business and Entrepreneurship. The College will be working with industry participants, community college peers, and Dual Enrollment students to develop and market startup ventures with proof of concept. Our faculty will work with current students’ hard skills and refine soft skills, both essential for student success. This agenda item is being submitted by Henry Hua, Dean of Business and CIS.

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

How does this relate to Board Policy: This item is in compliance with Board Policy 3280 (1.0) The Board will be informed about all grants received by the District; and, (2.0) The Chancellor shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

FUNDING SOURCE AND FINANCIAL IMPACT: Cypress College is the recipient of a Sponsorship from the Deputy Sector Navigator – Small Business and Entrepreneurship in the amount of \$15,000.00. All funding will be received following Board approval and must be spent on program improvements for the above-referenced programs by December 31, 2017.

RECOMMENDATION: Authorization is requested to accept new revenue from a sponsorship through the Deputy Sector Navigator – Small Business and Entrepreneurship in the amount of \$15,000.00. It is also requested that a resolution be adopted to accept new revenue and authorize expenditures within the General Fund, pursuant to the California Code of Regulations Title 5, Section 58308. Further authorization is requested for the Vice Chancellor, Finance and Facilities, or the District Director, Fiscal Affairs, to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Cypress College

Dual Enrollment Small Business Deputy Sector Navigator Sponsorship with Rancho Santiago CCD

Budget November 15, 2017 - December 31, 2017

| <u>OBJECT OF EXPENDITURE</u> | <u>BUDGET ACCOUNT NUMBER</u> | | | | <u>PROPOSED BUDGET</u> |
|--|------------------------------|------|-----------------------|------|----------------------------|
| 40000 Supplies & Material | 19361 | 2436 | 40000 | 6190 | \$ 8,000 |
| 50000 Other Operating Expenses | 19361 | 2436 | 50000 | 6190 | \$ 7,000 |
| | | | Total Expenses | | \$ 15,000 |
| 80000 Revenue | | | | | |
| Dual Enrollment Sm Bus DSN Sponsorship | 19361 | 2436 | 88970 | 6190 | \$ 15,000 |
| | | | Total Revenues | | \$ 15,000 |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 14, 2017

SUBJECT: North Orange Continuing Education
Professional Development Opportunities

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

BACKGROUND: The North Orange Continuing Education (NOCE) Professional Development committee supports the institutional vision to embrace multiple facets of diversity and to provide personal, academic, and career development that enable student success. Support involves the facilitation of consistent, systematic, and comprehensive training to develop a vibrant culture of inquiry to continually strengthen instruction, learning and student support services, and fortifies the gifts and strengths of the educational leadership staff and instructors bring to NOCE. In response to data from a yearly needs assessment survey and collaborative input related to student needs, emerging technology, pedagogical practices and state and federal educational initiatives, this representative committee coordinates, plans, and implements professional development opportunities in correlation with the institutional and district strategic directives. Using a research-based framework and theory-to-practice model, the NOCE professional development program honors the dedication and leadership of faculty and staff with opportunities to grow in individual and institutional knowledge, skills and attitudes that foster life-long learning. A purposeful goal for the NOCE program of professional development is to provide training that demonstrates improvement in instruction in direct correlation to higher student achievement, academic transfers, and life success.

2017/18 Opportunities Include:

Flex Program Elements

- Department Specific Training
- Opening Day Overview of NOCE's Brand and Parade of Programs
- "Student's First" Flex Training: Growth Mindset, Grit - Student Support Embedded in Instruction, Overview of Canvas, Demonstration of Improve (SLO Software), and Introducing "New World of Work – 21st Century Skills" curriculum; *We coordinated this training to our February Student Equity Symposium theme/concepts

General Training Opportunities

- Department/Program New Faculty Orientation
- New Faculty Orientation (District)
- Equity Training Program
- 3CSN Basic Skills Series

Classified Staff S.T.A.R. Program

- Service Skills Modules 9 a trimester to end in February, 2018
- Summative Training Event to include certificate ceremony and Call to Action Walk
- Classified Staff Appreciation Event

Management Program

- District Management Association participation and leadership
- Each manager is encourage to select at least one off campus training in alignment with their job
- Managers are encouraged to present and/or represent noncredit at state levels
- Funding for Management professional growth is reviewed at Provost's Staff

Workshop Series

- Classroom Technology
- OTAN Technology Training Webinar and Discussion
- Tech at the Podium – Canvas, Say it in a Screencast, Quizlet, 24/7 Learning, etc.
- Microsoft 365/Outlook and Surface – In response to tech migration this year
- Social Media at NOCE
- Improve (SLO Software) Pilot, Demonstration, and Program Specific Training
- Accessibility (District)
- Stylin' (Professionalism Tips and Treasures)
- Health and Wellness for Educators
- Bridges (Educational Partnerships and Pathways)
- Get Safe (Safe Learning Environments and Emergency and Safe Classrooms)

Yearly Off Campus Training

- A2MEND
- American Association of Community College (AACC)
- California Association for Postsecondary Education and Disability (CAPED)
- California Teachers of English to Speakers of Other Languages (CATESOL)
- Fall and Spring Association of Community and Continuing Education (ACCE)
- Great Teachers Seminar (Santa Barbara/August)
- Institutional Effectiveness Partnership Initiative (Guided Pathways, New World of Noncredit)
- Strengthening Student Success Conference

WIOA II Professional Development Plan

The purpose of this plan is to help NOCE improve student outcomes for the Workforce Innovation and Opportunity Act (WIOA), Title: Adult Education and Family Literacy Act (AEFLA) by addressing the areas of greatest need:

- Increase knowledge of and incorporate College and Career Readiness Standards into the ESL curriculum.
- Increase knowledge of and incorporate World of Work: 21st Century Employability Skills into the Basic Skills, DSS, and ESL curriculum.
- Increase knowledge of and incorporate the Integrated EL Civics objectives into ESL curriculum.

Lead to Exceed Professional Development Opportunities

- Facilitation of a Workshop
- Dooley Brown Bag Lunch Share
- Present at a Conference
- Take the Lead –Present New Tech, SLO Component, etc. at a department meeting
- Publish a journal article
- Serve on a Pilot Team

NOCE Administrative Professionals Team

In July 2017, NOCE Executive Assistant, Julie Schoepf, formed an NOCE Administrative Professionals Team in order to provide consistent training for any NOCE staff with an “administrative assistant” title. The 17 member team meet on a monthly basis. Julie recruits and schedules training based on the requested needs of the group. The team has received the following training to date:

- Office 365 Outlook overview and calendaring
- Excel
- Banner RQ
- NOCE and WASC logo use protocols
- Stress management
- Human Resources

This item is submitted by Cathryn Neiswender, Special Projects Manager, NOCE.

How does this relate to the five District Strategic Directions? This item relates to District- wide Strategic Direction 1: *The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements, and courses.* When educators are provided with meaningful and sustained opportunities for professional learning, they transform their practice and identities as educators which contributes to a more powerful learning environment across campus, in classrooms, support centers, and the offices that support the work of the college. Clearly the goals of the Staff Development program directly relate to District Objective 1.1: *NOCCCD will provide professional development and training on factors that impact student success.* If we provide transformational learning experiences focused on best practices for educators and encourage everyone at the college to consider the ways in which professional improvement contributes to the development of a true learning institution, then we will all be aware of the factors that impact student success and empowered to incorporate them into our everyday interactions with each other and the students we serve.

How does this relate to Board Policy: BP 7160: Professional Development - The NOCE Professional Development Committee and policies adhere to the Board’s guidelines regarding professional development and training opportunities that are consistent with the institutional mission and based on identified needs communicated in a yearly needs assessment. It promotes and informs stakeholders of internal and external training opportunities and the development of scholarly professionalism and expertise with outcomes of effective educational leadership.

FUNDING SOURCE AND FINANCIAL IMPACT: The funding source for NOCE Professional Development is the General Fund.

RECOMMENDATION: It is recommended the Board receive as information the above highlights relating to the NOCE 2017-2018 Professional Development Program. The program’s expenditures will include:

- \$40,000 - Professional development opportunities for classified, instructors and managers.
- \$13,189 - S.T.A.R Training Modules, leadership, and instruction supplement

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 14, 2017 Resolution _____
SUBJECT: Academic Personnel Information _____
Enclosure(s) X

BACKGROUND: Academic personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

6.a.1

Item No.

PROMOTION

Gottdank, Adam NOCE Noncredit Counselor, Vocational/DSPS

To: NOCE Director, Disability Support Services
 Range 24, Column G + Doctorate (100%)
 Management Salary Schedule
 Eff. 11/15/2017
 PN SCM999

LEAVES OF ABSENCE

Adams, Virgil CC Human Services Instructor
 Family Medical Leave (FMLA/CFRA) (100%)
 Paid Leave using Regular and Supplemental
 Sick Leave until Exhausted: Unpaid thereafter
 Eff. 10/09/2017-10/13/2017

McAllister, George FC Accounting Instructor
 Family Medical Leave (FMLA/CFRA)
 (Intermittent)
 Paid Leave using Regular and Supplemental
 Sick Leave until Exhausted: Unpaid thereafter
 Eff. 09/25/2017-11/21/2017

Wahbe, Randa CC English Instructor
 Family Medical Leave (FMLA/CFRA)
 (Intermittent)
 Paid Leave using Regular and Supplemental
 Sick Leave until Exhausted: Unpaid thereafter
 Eff. 10/30/2017-12/14/2017

ADMINISTRATIVE LEAVE WITH PAY

@01152380 CC Physical Education Instructor
 Eff. 11/02/2017 until further notice

ADDITIONAL DUTY DAYS @ PER DIEM

| | | | |
|------------------|----|--------------------------------|---------|
| Alhadeff, Andrew | CC | Head Coach, Men's Basketball | 15 days |
| Mohr, Margaret | CC | Head Coach, Women's Basketball | 15 days |
| Welliver, Nancy | CC | Head Coach, Women's Volleyball | 13 days |

PAYMENT FOR INDEPENDENT LEARNING CONTRACTS FALL 2017

Afra, Maha CC \$ 20.00

Academic Personnel
November 14, 2017

| | | |
|-------------------------|----|----------|
| Angelov, Katalin | CC | \$ 20.00 |
| Assef, Celia | FC | \$ 40.00 |
| Badal, Gloria | CC | \$ 10.00 |
| Cadena, Leonor | FC | \$ 10.00 |
| Coronado, Michael | CC | \$ 60.00 |
| Daniel, William | FC | \$ 80.00 |
| Giardina, Edward | CC | \$ 20.00 |
| Henke, Carol | FC | \$ 10.00 |
| Markley, Karen | FC | \$ 10.00 |
| Minton, Jeffrey | FC | \$ 70.00 |
| Mosqueda-Ponce, Therese | CC | \$ 20.00 |
| Owen Driggs, Janet | CC | \$ 20.00 |
| Page, Jennifer | CC | \$ 10.00 |
| Paient, Paul | CC | \$ 20.00 |
| Pinkham, Bill | CC | \$135.00 |
| Ramos, Jaime | CC | \$ 40.00 |
| Seidel, Jay | FC | \$ 20.00 |
| Shew, Jamie | FC | \$ 20.00 |
| Shiroma, Ryan | FC | \$ 50.00 |
| Valdez, Edilberto | CC | \$ 85.00 |
| Valencia, Wendy | CC | \$ 5.00 |

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2017 FALL SEMESTER,
TRIMESTER

| | | |
|-------------------|------|------------------|
| Firme, Khristian | NOCE | Column 2, Step 1 |
| Gaw, Judith | CC | Column 1, Step 1 |
| Hau Eisen, Brooke | FC | Column 3, Step 1 |
| Reutzal, Paul | NOCE | Column 2, Step 1 |
| Ruiz, Lisa | NOCE | Column 1, Step 1 |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 14, 2017 Resolution _____
Information _____
SUBJECT: Classified Personnel Enclosure(s) X

BACKGROUND: Classified personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

6.b.1

Item No.

Classified Personnel
November 14, 2017

RESIGNATION

Griffith, Ashley CC Special Project Director, Student Equity
12-month position (100%)
Eff. 11/01/2017
PN CCT985

NEW PERSONNEL

Perkins, Ryann FC Instructional Assistant
10-month position (100%)
Range 36, Step A
Classified Salary Schedule
Eff. 11/15/2017
PN FCC831

PROMOTION

Vyas, Kashmira AC District Manager, Fiscal Affairs
12-month position (100%)
PN DEM995

To: AC District Director, Fiscal Affairs
12-month position (100%)
Range 32, Column B + PG&D
Management Salary Schedule
Eff. 11/15/2017
PN DEM987

VOLUNTARY CHANGES IN ASSIGNMENT

Mai, Donald FC Library Assistant I (100%)

Temporary Change in Assignment
To: FC Library Assistant II
11-month position (100%)
Range 36, Step C
Classified Salary Schedule
Eff. 11/13/2017 – 05/01/2018

PROFESSIONAL GROWTH & DEVELOPMENT

Thompson, Scott FC Student Services Specialist (100%)
5th Increment (\$350)
Eff. 07/01/2021

STIPEND FOR ADDITIONAL MANAGEMENT DUTIES

| | | |
|-----------------|----|--|
| Bongco, Timothy | FC | Laboratory Technician (100%) Child Development Center 6% Stipend Eff. 09/14/2017 – 09/27/2017 |
|-----------------|----|--|

LEAVES OF ABSENCE

| | | |
|--------------|------|---|
| Diaz, Angela | NOCE | Instructional Assistant (100%) Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 11/13/2017 – 02/09/2018 (Consecutive Leave) |
|--------------|------|---|

| | | |
|---------------|----|---|
| Ebright, Jami | FC | Accounting Technician (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 10/05/2017 -- 11/05/2017 (Intermittent Leave) |
|---------------|----|---|

| | | |
|---------------|----|--|
| Stinson, Mark | FC | Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 10/09/2017 – 01/11/2018 (Consecutive Leave) |
|---------------|----|--|

ADMINISTRATIVE LEAVE OF ABSENCE WITH PAY

| | | |
|-----------|----|---|
| @00004236 | FC | Child Care Teacher I (100%) Eff. 10/26/2017 until further notice |
|-----------|----|---|

| | | |
|-----------|----|---|
| @00007451 | FC | Child Care Teacher I (100%) Eff. 10/26/2017 until further notice |
|-----------|----|---|

SUSPENSION WITHOUT PAY FOR DISCIPLINARY ACTION

| | | |
|-----------|----|--|
| @00005626 | FC | Four (4) Days Eff. 12/05/2017, 12/06/2017, 12/12/2017 and 12/13/2017 |
|-----------|----|--|

Classified Personnel
November 14, 2017

PROBATIONARY RELEASE

@01337477

CC

Campus Safety Officer – 11 month (50%)
Eff: 10/26/2017
PN CCC852

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 14, 2017 Resolution _____
SUBJECT: Professional Experts Information _____
Enclosure(s) X

BACKGROUND: Professional Experts within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

6.c.1

Item No.

Professional Experts
November 14, 2017

PROFESSIONAL EXPERTS

| Name | Site | Job Classification | Project Title | Max Permitted Hours per Week | Begin | End |
|-------------------|------|---------------------|---|------------------------------|------------|------------|
| Brannigan, Rachel | FC | Technical Expert I | Certified Assistant Athletic Trainer | 26 | 11/06/2017 | 06/30/2018 |
| Byrnes, Timothy | FC | Project Expert | Incite – Academic Support for Student Athletes | 12 | 10/18/2017 | 06/30/2018 |
| Cendejas, Krystal | FC | Project Expert | Incite – Academic Support for Student Athletes | 24 | 11/16/2017 | 05/04/2018 |
| Cherney, Julia | CC | Technical Expert I | Perkins Health Science Cluster | 5 | 01/08/2018 | 01/26/2018 |
| Cho, Seol | NOCE | Project Coordinator | Project Coordinator for AEBG | 10 | 10/17/2017 | 12/15/2017 |
| Florin, Philipp | FC | Project Coordinator | Incite – Academic Support for Student Athletes | 26 | 10/26/2017 | 06/30/2018 |
| Kirk, Morgan | FC | Project Coordinator | Service Learning and Extended Reach Programs | 26 | 01/22/2018 | 06/15/2018 |
| Makabali, Jason | NOCE | Project Expert | Research Analyst – Student Equity | 26 | 01/08/2018 | 03/15/2018 |
| Makabali, Jason | NOCE | Project Expert | Research Analyst – Student Equity | 26 | 04/02/2018 | 04/30/2018 |
| McCormack, James | CC | Technical Expert I | Photographer (archives, publicity) | 10 | 11/06/2017 | 12/22/2017 |
| McCormack, James | CC | Technical Expert I | Photographer (archives, publicity) | 10 | 02/16/2018 | 05/25/2018 |
| Mirascija, Jenna | NOCE | Technical Expert I | AEBG Medical Assistant Internship Program | 26 | 01/02/2018 | 06/30/2018 |
| Nordberg, Colby | FC | Project Manager | Lighting Designer | 20 | 10/23/2017 | 11/11/2017 |
| Peters, Cherrie | FC | Technical Expert II | Strong Workforce – Internship Project – Simplicity Site Development | 20 | 11/09/2017 | 02/28/2018 |
| Pham, Thu | CC | Technical Expert I | Nursing Proficiency Testing | 5 | 10/15/2017 | 05/25/2018 |
| Velez, Juan | NOCE | Project Expert | Community Liaison | 20 | 10/30/2017 | 12/15/2017 |
| Williams, Jodie | NOCE | Project Manager | Instructional Resource Specialist | 26 | 10/16/2017 | 12/08/2017 |
| Williams, Jodie | NOCE | Project Manager | Instructional Resource Specialist | 26 | 01/08/2018 | 06/26/2018 |

Professional Experts
November 14, 2017

NOCE TUITION PROGRAMS

| Name | Salary | Trimester | Max Permitted Hours per Week |
|---------------|--------------|----------------------|------------------------------|
| Webb, Raymond | Tuition Rate | Fall, Winter, Spring | 26 |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 14, 2017 Resolution
SUBJECT: Hourly Personnel Information
Enclosure(s) X

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

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

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

6.d.1

Item No.

Hourly Personnel
November 14, 2017

Short-Term Hourly

| Name | Site | Title and Description of Service | Begin | End | Grade/Step |
|------------------------|------|---|----------|----------|------------|
| Anderson, Shyla | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 04/28/18 | TE A 1 |
| Battiest, Marcus | FC | Direct Instr Support - Assist in ACT computer lab | 02/26/18 | 05/26/18 | TE A 1 |
| Battiest, Marcus | FC | Tech/Paraprof - Assist in ACT computer lab | 02/26/18 | 05/26/18 | TE B 2 |
| Bustamante, Kaylie | FC | Tech/Paraprof - Athletic Program Assistant - Softball | 11/15/17 | 06/30/18 | TE H 3 |
| Castillo, Eric | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 04/28/18 | TE A 1 |
| Chen, Justin | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 05/30/18 | TE A 1 |
| Chu, Matthew | FC | Tech/Paraprof - Assist ACT with various projects | 02/12/18 | 05/12/18 | TE A 2 |
| Diaz, Oscar | CC | Clerical/Secretarial - Assist in Campus Communications Office | 11/15/17 | 02/13/18 | TE A 4 |
| Diaz, Oscar | CC | Clerical/Secretarial - Assist in Campus Communications Office | 04/17/18 | 06/30/18 | TE A 4 |
| Dowdalls, Rie | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 04/28/18 | TE A 2 |
| Gomez, Jannelle | FC | Clerical/Secretarial - Assist in campus Bookstore | 12/04/17 | 03/02/18 | TE A 1 |
| Guadarrama, Angelica | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 05/30/18 | TE A 1 |
| Guzman, DeAnna | FC | Clerical/Secretarial - Clerical assistance for Academic Computing | 01/29/18 | 04/28/18 | TE B 3 |
| Han, Alexandria | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 05/30/18 | TE A 1 |
| Hernandez, Diego | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 04/28/18 | TE A 2 |
| Hernandez, Edgar | FC | Clerical/Secretarial - Assist in campus Bookstore | 12/04/17 | 03/02/18 | TE A 1 |
| Holguin, Krystal | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 05/26/18 | TE A 1 |
| Huynh, Huy | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 05/26/18 | TE A 1 |
| Jaimes Davila, S. | CC | Tech/Paraprof - Assist with STEM program | 11/20/17 | 12/15/17 | TE A 2 |
| Joya Ruiz, Diana | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 05/30/18 | TE A 1 |
| Joya Ruiz, Diana | FC | Tech/Paraprof - Assist in ACT computer lab | 01/29/18 | 05/30/18 | TE A 2 |
| Lagazo, Mario | FC | Clerical/Secretarial - Assist in campus Bookstore | 12/04/17 | 03/02/18 | TE A 1 |
| Le, Thomas-James | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 05/30/18 | TE A 1 |
| Le, Thomas-James | FC | Tech/Paraprof - Assist in ACT computer lab | 01/29/18 | 05/30/18 | TE A 2 |
| Martinez Blanco, Diana | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 05/26/18 | TE A 1 |
| Martinez Blanco, Diana | FC | Tech/Paraprof - Assist in ACT computer lab | 01/29/18 | 05/26/18 | TE B 2 |

Hourly Personnel
November 14, 2017

| | | | | | |
|-------------------------|----|--|----------|----------|--------|
| Martinez, Cecilia | FC | Direct Instr Support - Assist in ACT computer lab | 11/15/17 | 02/10/18 | TE A 1 |
| Medina, Arlet-Christian | FC | Direct Instr Support - Assist in ACT computer lab | 11/15/17 | 02/10/18 | TE A 1 |
| Medina, Arlet-Christian | FC | Tech/Paraprof - Assist in ACT computer lab | 11/15/17 | 02/10/18 | TE A 2 |
| Miller, Neely | FC | Clerical/Secretarial - Clerical assistance for Academic Computing | 02/19/18 | 05/19/18 | TE B 3 |
| Munoz, Daniel | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 05/26/18 | TE A 1 |
| Nguyen, Kyle | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 05/30/18 | TE A 1 |
| Nguyen, Kyle | FC | Tech/Paraprof - Assist in ACT computer lab | 01/29/18 | 05/30/18 | TE A 2 |
| Nunez, Abrahm | FC | Clerical/Secretarial - Clerical assistance for the Counseling Center | 11/29/17 | 02/21/18 | TE A 1 |
| Nunez, Abrahm | FC | Clerical/Secretarial - Clerical assistance for the Counseling Center | 05/02/18 | 06/30/18 | TE A 1 |
| Parikh, Bhavin | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 05/30/18 | TE A 1 |
| Park, Nicholas | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 05/26/18 | TE A 1 |
| Piao, Yingmin | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 05/30/18 | TE A 1 |
| Prabowo, Anthony | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 05/30/18 | TE A 1 |
| Ramirez, Angel | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 05/30/18 | TE A 1 |
| Ramirez, Angel | FC | Tech/Paraprof - Assist in ACT computer lab | 01/29/18 | 05/30/18 | TE A 2 |
| Ramirez, Gustavo | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 05/30/18 | TE A 1 |
| Roa, Jessica | FC | Clerical/Secretarial - Assist in campus Bookstore | 12/04/17 | 03/02/18 | TE A 1 |
| Rodriguez, Alex | CC | Clerical/Secretarial - Assist in EOPS/CARE/CalWORKS Office | 11/15/17 | 02/14/18 | TE B 3 |
| Rodriguez, Alex | CC | Clerical/Secretarial - Assist in EOPS/CARE/CalWORKS Office | 04/09/18 | 06/30/18 | TE B 3 |
| Sanabria, Hector | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 05/26/18 | TE A 1 |
| Sanchez, Alejandro | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 05/26/18 | TE A 1 |
| Sanghvi, Ameer | FC | Direct Instr Support - Assist in ACT computer lab | 02/26/18 | 05/26/18 | TE A 1 |
| Sanghvi, Ameer | FC | Tech/Paraprof - Assist in ACT computer lab | 02/26/18 | 05/26/18 | TE B 2 |
| Schultz, Andrew | FC | Direct Instr Support - Assist in ACT computer lab | 02/26/18 | 05/26/18 | TE A 1 |
| Schultz, Andrew | FC | Tech/Paraprof - Assist in ACT computer lab | 02/26/18 | 05/26/18 | TE B 1 |
| Silva, Leslie | FC | Clerical/Secretarial - Assist in campus Bookstore | 12/04/17 | 03/02/18 | TE A 1 |
| Tan, Johan Aldric | FC | Tech/Paraprof - Assist ACT with various projects | 01/29/18 | 04/28/18 | TE A 2 |
| Vasquez, Scott | CC | Tech/Paraprof - Assist with STEM program | 11/15/17 | 02/13/18 | TE A 1 |
| Vasquez, Scott | CC | Tech/Paraprof - Assist with STEM program | 04/18/17 | 06/30/18 | TE A 1 |

Hourly Personnel
November 14, 2017

| | | | | | |
|-----------------|----|--|----------|----------|--------|
| Ventura, Emily | FC | Direct Instr Support - Assist in the Earth Science Undergrad Research Inst | 11/15/17 | 06/30/18 | TE B 3 |
| Wang, Yufangjue | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 05/30/18 | TE A 1 |
| Wishart, Greg | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 04/28/18 | TE A 1 |
| Wishart, Greg | FC | Tech/Paraprof - Assist in ACT computer lab | 01/29/18 | 04/28/18 | TE B 1 |
| Zahir, Fahim | FC | Direct Instr Support - Assist in ACT computer lab | 11/15/17 | 02/10/18 | TE A 1 |
| Zhao, Chen | FC | Direct Instr Support - Assist in ACT computer lab | 01/29/18 | 05/30/18 | TE A 1 |

Tutors, Interpreters, and Readers

| Name | Site | Title and Description of Service | Begin | End | Grade/Step |
|--------------------|------|--|----------|----------|------------|
| Cervantes, Omar | FC | Direct Instr Support - Tutor for the Teacher Pathway Partnership Program | 11/15/17 | 06/30/18 | TE B 2 |
| Flores, Samantha | FC | Direct Instr Support - Tutor students in the campus Tutoring Center | 11/15/17 | 06/30/18 | TE A 1 |
| Podsakoff, Chase | FC | Direct Instr Support - Tutor for the Supplemental Instruction Program | 11/15/17 | 12/15/17 | TE A 1 |
| Velasco, Cassandra | CC | Direct Instr Support - Tutor in the Learning Resource Center | 10/16/17 | 06/30/18 | TE B 3 |

Hourly Substitutes

| Name | Site | Title and Description of Service | Begin | End | Grade/Step |
|----------------------|------|---|----------|----------|------------|
| Gonzales, Rolando | FC | Service/Maint - Substitute for vacant Campus Safety Officer PN FCC935 | 10/19/17 | 01/25/18 | TE B 4 |
| Gutierrez, Dorothy | FC | Clerical/Secretarial - Substitute for Classified employee on leave | 11/06/17 | 12/21/17 | TE B 4 |
| Hernandez, Carolina | NOCE | Clerical/Secretarial - Substitute for vacant A&R Tech PN SCC928 | 11/13/17 | 12/22/17 | TE B 3 |
| Taylor-Parker, Kelan | FC | Clerical/Secretarial - Substitute for Classified employee on leave | 10/23/17 | 12/22/17 | TE A 2 |

Full Time Students and Work Study

| Name | Site | Title and Description of Service | Begin | End | Grade/Step |
|------------------|------|---|----------|----------|------------|
| Adam, Maha | FC | Work Study Student - Assist in the Writing Center | 10/10/17 | 06/30/18 | TE A 1 |
| Avila, Yasmin | FC | Work Study Student - Assist the Athletic Trainer | 09/16/17 | 06/30/18 | TE A 1 |
| Bonilla, Jessica | CC | Work Study Student - Assist with PE and Baseball | 11/07/17 | 06/30/18 | TE A 1 |

Hourly Personnel
November 14, 2017

| | | | | | |
|----------------------|----|---|----------|----------|--------|
| Bris, Georgios | CC | Full-time Student - Assist in the PE department | 10/11/17 | 12/15/17 | TE A 1 |
| Calderon, Fernando | FC | Work Study Student - Assist in the Financial Aid Office | 10/20/17 | 06/30/18 | TE A 1 |
| Escapite, Morgan | FC | Full-time Student - Assist in the Student Activities Office | 11/15/17 | 06/30/18 | TE A 1 |
| Eslami, Aidin | CC | Full-time Student - Assist in Campus Communications Office | 10/30/17 | 06/30/18 | TE A 3 |
| Giles, Brandon | FC | Work Study Student - Assist in the Writing Center | 10/12/17 | 06/30/18 | TE A 1 |
| Heziquio, Sergio | FC | Work Study Student - Tutor in the Math Lab | 10/24/17 | 06/30/18 | TE A 2 |
| Jimenez, Robert | FC | Full-time Student - Assist in the Construction Department | 11/01/17 | 12/15/17 | TE B 1 |
| Mendoza, Zail | FC | Work Study Student - Assist in the Financial Aid Office | 10/19/17 | 06/30/18 | TE A 1 |
| Nguyen, Trang | CC | Full-time Student - Assist with program outreach | 11/15/17 | 06/30/18 | TE A 2 |
| Rivera, Kevin | FC | Full-time Student - Tutor for Dual Enrollment Program | 10/16/17 | 06/30/18 | TE A 2 |
| Samra, Zinnia | FC | Full-time Student - Clerical assistance for the Counseling Center | 11/06/17 | 06/30/18 | TE A 1 |
| Shin, Ronald | FC | Work Study Student - Assist in the Physical Education Department | 10/18/17 | 06/30/18 | TE A 1 |
| Solano, Estephanie | FC | Work Study Student - Assist in the Writing Center | 10/06/17 | 06/30/18 | TE A 1 |
| Stamper, Ryan | FC | Work Study Student - Assist in the Math Lab | 10/20/17 | 06/30/18 | TE A 1 |
| Tomlinson, Scott | FC | Full-time Student - Assist in the Construction Department | 10/23/17 | 06/30/18 | TE B 1 |
| Valenzuela, Vladimir | FC | Full-time Student - Assist in campus Bookstore | 11/13/17 | 06/30/18 | TE A 1 |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 14, 2017 Resolution _____
Information _____
SUBJECT: Volunteers Enclosure(s) X

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

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

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Irma Ramos

Recommended by

Approved for Submittal

6.e.1

Item No.

Volunteer Personnel
November 14, 2017

| Name | Site | Program | Begin | End |
|------------------------|-------------|---|--------------|------------|
| Andrade, Ru | FC | Physical Education - Softball | 10/25/2017 | 06/30/2018 |
| Arguello, Marilyn | NOCE | DSS - Personal Care Attendant | 10/23/2017 | 06/30/2018 |
| Burns, Kelly | CC | Physical Education - Women's Basketball | 11/15/2017 | 12/29/2017 |
| Francis, John | FC | Technology & Engineering | 10/25/2017 | 11/07/2017 |
| Gallardo, Crescenciano | FC | Tutoring Center | 09/20/2017 | 12/15/2017 |
| Hernandez, Maria | NOCE | DSS - Personal Care Attendant | 10/09/2017 | 06/29/2018 |
| Hill, Kishawn | CC | Physical Education - Women's Basketball | 11/15/2017 | 12/29/2017 |
| Lopez, Mayra | FC | Internship - Student Services/EOPS | 01/02/2018 | 04/24/2018 |
| Lu, Ching-Peng | FC | Tutoring Center | 10/16/2017 | 12/15/2017 |
| Martin, Esmeralda | FC | Internship - Counseling | 11/07/2017 | 12/16/2017 |
| Park, Jaeyoung | FC | Math & Computer Science Div - Math Lab | 10/13/2017 | 06/30/2018 |
| Quevedo, Dayana | NOCE | DSS - Personal Care Attendant | 10/17/2017 | 06/30/2018 |
| Schielke, Angela | FC | DSS - Personal Services Assistant | 10/30/2017 | 05/25/2018 |
| Shipman, Wade | FC | Tutoring Center | 10/16/2017 | 12/15/2017 |
| Streeter, Phillip | CC | Physical Education - Women's Basketball | 11/15/2017 | 12/29/2017 |
| Strom, Kevin | FC | Technology & Engineering | 10/18/2017 | 06/01/2018 |
| VanVoorhis, Richard | NOCE | DSS - Personal Care Attendant | 10/10/2017 | 06/30/2018 |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|---|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | _____ |
| | | Resolution | _____ |
| DATE: | November 14, 2017 | Information | X |
| | | Enclosure(s) | X |
| SUBJECT: | Organizational Meeting and 2018 Board Calendar | | |

BACKGROUND: The provisions of Education Code Section 35143 and 72000 require the governing board of each school district and community college district to hold an annual Organizational Meeting within a prescribed 15-day period. For 2017, this 15-day period is December 1 through December 15.

The law further requires that, unless otherwise provided by rule of the governing board, the day and time of the annual organizational meeting shall be selected by the Board at its regular meeting held immediately prior to the first day of the 15-day period. Therefore, at the Board meeting of November 28, 2017, the Board will be asked to establish Tuesday, December 12, 2017, as the date of its Organizational Meeting. The County Superintendent of Schools must be informed of the time and day selected no later than November 15, 2017.

At the Organizational Meeting, the Board must establish its meeting calendar for 2018. A probable calendar is presented now so that the Board may review all dates. Where known, the dates of national or state conventions or conferences have been listed so that the Board can determine possible scheduling conflicts.

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

How does this relate to Board Policy: This item is in accordance with Board Policy 2305, Annual Organizational Meeting.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board schedule on the agenda for November 28, 2017, the establishment of December 12, 2017, as the date of its Organizational Meeting and receive as information the tentative dates for Board meetings in 2018, along with the dates of national and state conferences and conventions.

Cheryl Marshall

Recommended by

Approved for Submittal

7.a.1

Item No.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
2018 BOARD MEETING CALENDAR**

**Board Room at the Anaheim Campus
1830 W. Romneya Drive, Anaheim, CA 92801**

First Regular Meeting in January
Second Regular Meeting in January

Second Tuesday, January 9, 2018
Fourth Tuesday, January 23, 2018

**CCLC Effective Trustee Workshop in
Sacramento, January 26-28, 2018**

**CCLC Annual Legislative Conference
in Sacramento, January 28-29, 2018**

First Regular Meeting in February

Second Tuesday, February 13, 2018

**ACCT National Legislative Summit in
Washington, DC, February 11-14, 2018**

**ACCCA Annual Conference in Santa
Rosa, February 21-23, 2018**

Second Regular Meeting in February

Fourth Tuesday, February 27, 2018

First Regular Meeting in March
Second Regular Meeting in March

Second Tuesday, March 13, 2018
Fourth Tuesday, March 27, 2018

Spring Recess, March 26-28, 2018

First Regular Meeting in April
Second Regular Meeting in April

Second Tuesday, April 10, 2018
Fourth Tuesday, April 24, 2018

**CCCT Annual Trustees Conference in
Valencia, May 3-6, 2018**

First Regular Meeting in May
Second Regular Meeting in May

Second Tuesday, May 8, 2018
Fourth Tuesday, May 22, 2018

First Regular Meeting in June
Second Regular Meeting in June

Second Tuesday, June 12, 2018
Fourth Tuesday, June 26, 2018

First Regular Meeting in July
Second Regular Meeting in July

Second Tuesday, July 10, 2018
Fourth Tuesday, July 24, 2018

First Regular Meeting in August
Second Regular Meeting in August

Second Tuesday, August 14, 2018
Fourth Tuesday, August 28, 2018

First Regular Meeting in September
Second Regular Meeting in September

Second Tuesday, September 11, 2018
Fourth Tuesday, September 25, 2018

First Regular Meeting in October
Second Regular Meeting in October

Second Tuesday, October 9, 2018
Fourth Tuesday, October 23, 2018

**ACCT Leadership Congress in New
York, October 24-27, 2018**

First Regular Meeting in November

Second Tuesday, November 13, 2018

**CCLC Annual Convention in Rancho
Mirage, November 15-17, 2018**

Second Regular Meeting in November

Fourth Tuesday, November 27, 2018

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|--|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | _____ |
| | | Resolution | _____ |
| DATE: | November 14, 2017 | Information | X |
| | | Enclosure(s) | X |
| SUBJECT: | New Board Policy and Administrative Procedure 7700, Whistleblower Protection | | |

BACKGROUND: Board Policy and Administrative Procedure 7700 are legally advised by the Community College League of California to address the reporting and investigation of improper governmental activities by District employees, and the protection from retaliation of those who make those reports. Prior to implementing a District fraud hotline, both BP/AP7700 must be adopted.

The District Consultation Council reviewed, discussed, and reached consensus on new BP/AP7700 on October 23, 2017.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board receive the proposed, new Board Policy and Administrative Procedure 7700, Whistleblower Protection, and direct that they be placed on the November 28, 2017 Board meeting agenda for action:

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

Cheryl Marshall

Recommended by

Approved for Submittal

7.b.1

Item No.

BP 7700 Whistleblower Protection

Reference:

Education Code Sections 87160-87164;
Labor Code Section 1102.5;
Government Code Section 53296
Private Attorney General Act of 2004 (Labor Code Section 2698);
Affordable Care Act (29 U.S. Code Section 218C)

- 1.0 The Chancellor shall establish procedures regarding the reporting and investigation of suspected improper governmental activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or to assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, "improper governmental activities" is defined as any activity by a District department, or by an employee that is undertaken in the performance of the employee's official duties, whether or not such action is within the scope of his or her employment or by an individual or company conducting or performing work for the District and which is:
 - 1.1 In violation of any Federal or State law or regulation including, but not limited to, corruption, malfeasance, bribery, theft of a District's property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of a District's property and facilities, or willful omission to perform duty.
 - 1.2 In violation of the District's policies and administrative procedures.
 - 1.3 Is economically wasteful, or involve gross misconduct, incompetence, or inefficiency.
 - 1.4 Is a substantial and specific danger to public health or safety.
- 2.0 Individuals are encouraged to report suspected incidents of improper governmental activities without fear of retaliation, and such reports will be investigated thoroughly and promptly. Remedies may be applied for any improper governmental activity and protection provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.
- 3.0 District employees shall not:
 - 3.1 Retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order.
 - 3.2 Retaliate against an employee or applicant for employment because the employee or applicant is a family member of a person who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order.
 - 3.3 Directly or indirectly use or attempt to use the official authority or influence of their position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate

BP 7700 Whistleblower Protection

retaliation and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

See Administrative Procedure 7700.

Date of Adoption:

AP 7700 Whistleblower Protection

Reference:

Education Code Sections 87160-87164;
Labor Code Section 1102.5;
Government Code Section 53296
Private Attorney General Act of 2004 (Labor Code Section 2698);
Affordable Care Act (29 U.S. Code Section 218C)

- 1.0 Individuals are encouraged to report, in good faith, suspected incidents of improper governmental activities by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, report such activities and/or assist the District in the investigation will be protected from retaliation. This procedure sets out the processes for responding to and investigating reports of improper governmental activities, as defined in Board Policy 7700, and addressing complaints of retaliation for making such reports.

- 2.0 A “whistleblower” is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:
 - 2.1 A violation of a state or federal statute.
 - 2.2 A violation or noncompliance with a local, state or federal rule or regulation.
 - 2.3 A danger to public health or safety.
 - 2.4 An economically wasteful, inefficient, or incompetent operations, or involve gross misconduct.

- 3.0 **Filing a Report of Suspected Improper Governmental Activities**
 - 3.1 Any person may report allegations of suspected improper governmental activities. Knowledge or suspicion of such improper governmental activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.
 - 3.2 Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the District’s ability to thoroughly investigate the claim and take appropriate remedial measures. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District’s ability to investigate and respond

AP 7700 Whistleblower Protection

effectively to the complaint. As set forth fully below, retaliation against individuals who report suspected improper governmental activities will not be tolerated.

- 3.3 Normally, a report by a district employee of allegations of a suspected improper governmental activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit.
 - 3.3.1 However, if the report involves or implicates the employee's direct supervisor or others in the operating unit, the report may be made to any another district official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged improper governmental activity on behalf of the District.
 - 3.3.2 When the alleged improper governmental activity involves a college president, provost, or a vice chancellor, the report should be made directly to the Chancellor.
 - 3.3.3 When the alleged improper governmental activity involves the Chancellor, the report should be made to the President of the Board of Trustees.
 - 3.3.4 When the alleged improper governmental activity involves the Board of Trustees or one of its members, the report should be made to the Chancellor who will confer with the President of the Board of Trustees and/or legal counsel on how to proceed.
- 3.4 Allegations of suspected improper governmental activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally.
 - 3.4.1 Such reports should be factual and contain as much specific information as possible.
 - 3.4.2 The receiving supervisor or administrator should elicit as much information as possible.
 - 3.4.3 If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to review and confirm by his or her signature that it is accurate and complete.
- 3.5 Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged improper governmental activity, he or she must immediately forward the written report to the President or Provost of the college

AP 7700 Whistleblower Protection

where the alleged activity has occurred or to the Chancellor if the activity involves the District office or is district-wide.

3.5.1 However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined in Section 3.3.1.

3.5.2 The highest-level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation and that the assistance of legal counsel and/or an outside investigator is secured if deemed necessary.

3.6 In the course of investigating allegations of improper governmental activity, all individuals who are contacted and/or interviewed shall be advised of the following:

3.6.1 Retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination.

3.6.2 If he or she experiences retaliation for cooperating in the investigation, then it must be reported immediately.

3.6.3 Must maintain strict confidentiality.

3.7 In the event that an investigation into alleged improper governmental activity determines that the allegations are accurate, prompt and appropriate corrective action shall be taken.

4.0 Protection from Retaliation

4.1 When a person makes a good-faith report of suspected improper governmental activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation.

4.2 Any employee who believes he or she has been (1) subjected to or affected by retaliatory conduct for reporting suspected improper governmental activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct).

4.2.1 Any supervisory employee who receives such a report or who otherwise is aware of retaliatory conduct is required to inform their college president, provost, or Chancellor or the Chancellor's designee.

North Orange County Community College District
ADMINISTRATIVE PROCEDURE

Chapter 7
Human Resources

AP 7700 Whistleblower Protection

4.2.2 If the allegations of retaliation or the underlying allegations of improper governmental activity involves a President, the Provost, or the Chancellor, the supervisor shall report to the highest-level administrator and/or trustee who is not implicated in the reports of improper governmental activity and retaliation.

4.3 All allegations of retaliation shall be investigated promptly and all information obtained will be handled on a “need to know” basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated by preponderance of evidence.

5.0 Internal Reporting

5.1 Improper Governmental Activity: To report an alleged improper governmental activity, contact the immediate supervisor or other appropriate administrator or supervisor within the operating unit as outlined in Section 3.0.

5.2 Alleged Fraud, Waste or Abuse: To report an alleged fraud, waste or abuse, visit the webpage of the Office of the Internal Audit for the Fraud Hotline (<https://www.nocccd.edu/internal-audit>).

6.0 External Reporting

6.1 In addition to the internal reporting process set forth above, any employee who has information regarding possible violations of state or federal statutes, rules, or regulations, may contact any one of the following government agencies:

6.1.1 The California Community College Chancellors Office (916) 445-8752

6.1.2 The State Personnel Board Hotline (916) 653-1403 (for complaints of retaliation resulting from whistleblower activities)

6.1.3 The State Auditor’s Whistle-Blower Hotline (800) 952-5665.

6.1.4 Investigations, Bureau of State Audits, 555 Capitol Mall #300, Sacramento, CA 95814

6.1.5 The State of California Department of Insurance Fraud Division (619) 645-2485, 1495 Pacific Highway., Suite 300, San Diego, CA 92101

6.1.6 WeTip Corporate Ethics Hotline (800) 873-7283, P.O. Box 1296, Rancho Cucamonga, CA 91729-1296 www.wetip.com

6.1.7 California State Attorney General Whistleblower Hotline (800) 952-5225 or (916) 322-3360

AP 7700 Whistleblower Protection

7.0 This administrative procedure will not supersede the Collective Bargaining agreement(s) unless contrary to any applicable rule of law.

See Board Policy 7700.

Date of Adoption:

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|------------------------|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | _____ |
| | | Resolution | _____ |
| DATE: | November 14, 2017 | Information | X |
| | | Enclosure(s) | X |
| SUBJECT: | Revised Board Policies | | |

BACKGROUND: Board Policy 4025, Philosophy and Criteria for Associate Degree and General Education and Board Policy 4100, Graduation Requirements for Degrees and Certificates were revised by the District Curriculum Coordinating Committee to include new bachelor's degree language in order to meet ACCJC requirements related to the Cypress College Funeral Services bachelor's degree.

The District Consultation Council reviewed, discussed, and reached consensus on BP4025 and BP4100 on October 23, 2017.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board receive the following proposed, revised Board Policies, and direct that they be placed on the November 28, 2017 Board meeting agenda for action:

- **BP4025, Philosophy and Criteria for Associate Degree, ~~and~~ General Education, and Bachelor's Degree**
- **Graduation Requirements for Degrees and Certificates**

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

Cheryl Marshall

Recommended by

Approved for Submittal

7.c.1

Item No.

**BP 4025 Philosophy and Criteria for Associate Degree, ~~and~~
General Education, and Bachelor's Degree**

Reference:

Title 5 Section 55061;
ACCJC Accreditation Standard II.A;
WASC/ACS Criterion 1, Indicator 1.4; Criterion 4, Indicator 4.1

- 1.0 Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy:
- 1.1 The awarding of an Associate degree and/or a Bachelor's degree is intended to represent more than an accumulation of units. It is to facilitate measurable student learning outcomes in vocational and liberal arts education. Among these are the ability to think and to communicate clearly and effectively both orally and in writing, to adequately utilize 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; and, to develop the capacity of self-understanding.
- 2.0 The Chancellor, in consultation with the faculty, as stated in BP/AP2510, shall establish procedures to assure that courses used to meet general education, ~~and~~ Associate degree, and Bachelor's degree requirements meet the standards in this policy.

See Administrative Procedure 4025.

Date of Adoption: June 22, 2004

Date of Last Revision: September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff
August 20, 2008 Chancellor's Staff

North Orange County Community College District
BOARD POLICY
Chapter 4
Academic Affairs

BP 4100 Graduation Requirements for Degrees & Certificates

Reference:

**Education Code Section 70902(b)(3);
Title 5, Sections 55800, et seq.**

- 1.0 The District grants the degrees of Associate in Arts, ~~and~~ Associate in Science, and Bachelor's degree to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average in courses completed. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.
- 2.0 Students may be awarded a Certificate of Achievement upon successful completion of courses of study or curriculum for which the District offers a certificate. The District has certificate programs that upgrade and develop occupational and vocational proficiency.
- 3.0 The Chancellor, in consultation with the faculty, as stated in BP/AP2510 shall establish procedures to determine degree and certificate requirements and to assure that graduation requirements are published in the District's catalog(s) and included in other resources that are convenient for students.

See Administrative Procedure 4100.

Date of Adoption: June 22, 2004