

2016

Substantive Change Follow-Up Report



MIRACOSTA COMMUNITY COLLEGE DISTRICT

MiraCosta Community College District

Substantive Change Follow-Up Report

Submitted by:

**MiraCosta College
1 Barnard Drive
Oceanside, CA 92056**

Submitted to:

**Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges**

July 15, 2016

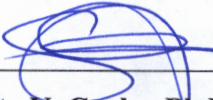
Substantive Change Follow-Up Report Certification Page


To: Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges

From: Sunita V. Cooke, Ph.D.
MiraCosta Community College District
1 Barnard Drive, Oceanside, CA 92056

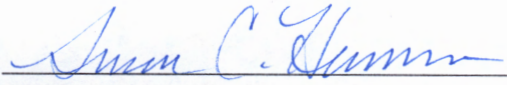
I certify there was broad participation/review by the campus community and believe this report accurately reflects the nature and substance of this institution.

Signed:


Date: 6/27/16
Sunita V. Cooke, Ph.D.
Superintendent/President


Date: 06/27/16
David Broad
President, Board of Trustees


Date: 6/27/16
Mary K. Benard, Ed.D.
Vice President, Instructional Services


Date: 6-27-16
Susan Herrmann
President, Academic Senate



Date: 6/27/16
Chris Hill, Ph.D.
*Dean, Research, Planning & Institutional Effectiveness
Accreditation Liaison Officer*

Table of Contents

I. Introduction	5
II. Report Preparation.....	6
III. Response to the Commission Action Letter.....	7
A. Chancellor’s Office Authorization	7
B. MiraCosta College Curriculum Review and Approval Process	7
C. Board Policy and Administrative Procedure Revisions	8
D. Baccalaureate Program Curriculum	9
E. Baccalaureate Program Approval	16
IV. Appendices	18
Appendix A Biomanufacturing BDP Program Implementation Work Plan	18
Appendix B Board of Governors authorization letter	18
Appendix C AP 4020: Program, Curriculum, and Course Development	18
Appendix D AP 2410: Board Policies/Administrative Procedures	18
Appendix E BDP at MiraCosta C&P Presentation	18
Appendix F C&P Committee 2/11/16 meeting minutes	18
Appendix G C&P Committee 3/10/16 meeting actions; BP 4100B: Graduation Requirements for Baccalaureate Degrees; AP 4100B: Graduation Requirements for Degrees and Certificates–Bachelor in Science Degree; BP/AP 4025B: Philosophy and Criteria for Baccalaureate Degrees and General Education.....	18
Appendix H AP 4100: Graduation Requirements for Degrees and Certificates— Associate in Arts or Associate in Science Degree; AP 4101: Directed Studies.....	18
Appendix I Academic Senate 4/1/16 meeting minutes; AP 7211.2B: Minimum Qualifications and Equivalencies Related to Upper-Division Instruction	18
Appendix J College Council 4/8/16 meeting minutes.....	18
Appendix K Board of Trustees 5/18/16 meeting minutes	18
Appendix L AP 5055: Student Enrollment Limitations and Priorities; Academic Affairs Committee 4/8/16 meeting minutes	18
Appendix M Academic Senate 5/20/16 meeting minutes	18
Appendix N College Council 6/3/16 meeting minutes.....	18

Appendix O Board of Governors March 21-22, 2016 Agenda Item Number 2.7 18

Appendix P C&P Committee 4/28/16 meeting actions; Associate of Science in
Biomanufacturing Program Outline..... 18

Appendix Q C&P Committee 4/14/16 meeting agenda 18

Appendix R Board of Trustees 6/22/16 meeting minutes 18

Appendix S Baccalaureate Degree Pilot Program Handbook, pp. 8–9..... 18

Appendix T Industry Advisory Board minutes 18

I. Introduction

MiraCosta Community College currently offers 64 associate degree programs and enrolls approximately 19,000 students in the College's credit programs. The College mission provides the foundation for all of MiraCosta's programs and services as well as for the creation of institutional goals. Career and technical education and lifelong learning opportunities as well as strengthening the economic and educational well-being of the community are essential to the College mission.

The passage of California Senate Bill (SB) 850 in 2014 provided MiraCosta the opportunity to offer a four-year degree. Over the past decade, the College has built well-recognized degree and certificate programs in biotechnology, capitalizing on the region's reputation in this industry and the attendant need for entry-level trained professionals. MiraCosta recognized that there will be significant growth in biomanufacturing positions in coming years and identified a niche discipline opportunity to develop a bachelor's degree to serve this growing need. The baccalaureate in biomanufacturing also complements the degree offerings at local universities and would add to the full spectrum of postsecondary degree options in the region for students in biotechnology. Additionally, the advisory board for MiraCosta's biotechnology program supported a baccalaureate in biomanufacturing.

In March 2015, the California Community Colleges Board of Governors approved MiraCosta's application to participate in the statewide baccalaureate pilot program. On October 4, 2015, MiraCosta College submitted a substantive change proposal to gain approval from the Accrediting Commission for Community and Junior Colleges (ACCJC) to offer a new Bachelor of Science in Biomanufacturing. The proposal was reviewed by the Committee on Substantive Change of the ACCJC, Western Association of Schools and Colleges at its meeting on December 1, 2015. At that meeting the committee approved the substantive change and required a follow-up report by July 15, 2016.

MiraCosta College is poised to begin offering junior and senior level courses as part of the baccalaureate in fall 2017. In the initial implementation plan, the College was to develop curriculum for the program during the 2016/17 academic year. However, the requirement for a follow-up report due July 15, 2016 led to a significant modification of that timeline. The College accelerated its timeline for development of the program, procedures, and curriculum throughout the spring 2016 semester rather than the subsequent academic year. This document address the requirements for the follow-up report and provides the current status of programmatic and curricular development as of June 2016. The College will continue to refine all aspects of the program throughout the 2016/17 academic year prior to the enrollment of students for a fall 2017 start.

II. Report Preparation

The College has a Biomanufacturing Baccalaureate Degree Pilot (BDP) Program Implementation Workgroup (BDP Workgroup) that is charged with developing and implementing all aspects of the College's baccalaureate program, including appropriate coordination with governance bodies. The workgroup participates in state-level planning via biweekly conference calls and attendance at state meetings with the California Community Colleges Chancellor's Office and the other pilot colleges.

In December 2015, upon receiving approval from the ACCJC, the workgroup developed a work plan to ensure the curriculum would be developed and approved by the College's curriculum committee and board of trustees by July 15, 2016. This work plan included a detailed timeline and identified all board policies and administrative procedures that needed to be revised and approved to support approval of the curriculum within this time frame ([Appendix A](#)).

The workgroup began preparing this Substantive Change Follow-Up Report in January 2016 by establishing the following preparation and approval timeline:

- First draft of Substantive Change Follow-Up Report completed: April 19
- Review by key personnel: April/May
- First reading by the District board of trustees: May 18
- Second reading/approval by the board of trustees: June 22

The campus-wide BDP Workgroup is composed of the following members:

- Gail Baughman, Ph.D., Chair, Biotechnology Department
- Mary K. Benard, Ed.D., Vice President, Instructional Services
- Joanne Benschop, Articulation Officer
- Cheryl Broom, Director of Public and Governmental Relations
- Kimberly Coutts, Research Analyst, Office of Research, Planning and Institutional Effectiveness
- Cynthia Dudley, Technical Writer
- Mike Fino, Dean, Math and Sciences
- Joanne Gonzales, Administrative Assistant, Vice President, Instructional Services
- Chris Hill, Ph.D., Accreditation Liaison Officer and Dean, Office of Research, Planning and Institutional Effectiveness
- Richard Robertson, Ph.D., Vice President, Student Services
- Jane Sparks, Director, Admissions and Records
- Wendy Stewart, Ed.D., Dean, Counseling and Student Development
- Alketa Wojcik, Ed.D., Dean, Admissions and Student Support

III. Response to the Commission Action Letter

The Commission requested the Substantive Change Follow-Up Report address the following:

Evidence that demonstrates the biomanufacturing baccalaureate program and courses have been approved by MiraCosta's curriculum process and board of trustees. Evidence should also include a letter from the California Community Colleges Chancellor's Office that demonstrates that the College has authorization of offer a bachelor's degree by the College (ER 1: Authority).

A. Chancellor's Office Authorization

On September 28, 2014, California Governor Jerry Brown signed into law Senate Bill (SB) 850, authorizing the California Community Colleges Board of Governors, in consultation with California State University and University of California representatives, to establish a statewide baccalaureate pilot program at no more than 15 California community colleges.

When the Chancellor's Office issued the request for applications to participate in the pilot baccalaureate program on November 19, 2014, MiraCosta reflected on the College's mission and institutional goal to be a vanguard institution—committed to experimentation and innovation—and decided to apply as a pilot institution. MiraCosta College submitted a proposal to participate in the pilot by developing and offering a baccalaureate program in biomanufacturing.

On March 16, 2015, the California Community Colleges Board of Governors approved MiraCosta College's proposal for a bachelor's degree in biomanufacturing as one of the initial 12 pilot programs. MiraCosta College is authorized by the California Community Colleges Chancellor's Office to offer a bachelor's degree in biomanufacturing ([Appendix B](#)).

B. MiraCosta College Curriculum Review and Approval Process

The Courses and Programs Committee acts by means of careful study and open discussion to assure the District's curriculum has consistent quality, rigor, and compliance with state regulations and standards as well as with District board policies and administrative procedures. The committee recommends routine curricular matters to the Academic Senate for ratification on the senate's consent calendar, and the senate forwards them directly to the board of trustees for final approval. Once approved by the board, all course and program proposals are submitted to the Chancellor's Office for approval ([Appendix C](#)).

The Courses and Programs Committee is also responsible for formulating and recommending to the Academic Senate board policies and administrative procedures related to the programs and courses offered by the District. Once approved by the Academic Senate, new and

modified board policies and administrative procedures are forwarded to the College Council, which is the governance group that makes recommendations to the superintendent/president. As the primary advisory for college-wide matters, the College Council is composed of the superintendent/president, three divisional vice presidents, governance committee chairs or co-chairs, Associated Student Government president, Classified Senate Council president and designee, Administrative Council representative, and Academic Senate president and designee.

The superintendent/president submits all new or revised board policies to the board of trustees for review and adoption; the board delegates to the superintendent/president final approval of administrative procedures ([Appendix D](#)).

C. Board Policy and Administrative Procedure Revisions

The BDP Workgroup followed the requirements in the Chancellor's Office Baccalaureate Degree Pilot Program Handbook to guide decisions about which board policies and administrative procedures needed to be created and which needed to be revised to support the development and implementation of the bachelor's degree.

The workgroup identified board policies and administrative procedures related to student services (including admissions and enrollment, nonresident tuition, enrollment limitations, and fees) and to instruction (including degree and general education criteria, graduation requirements, and minimum qualifications for faculty to teach the biomanufacturing curriculum). The workgroup also established a timeline for the work to be completed by the appropriate governance committee or division, routed to the appropriate council, and, in the case of new or modified board policies, submitted for board approval ([Appendix A](#)).

The majority of the identified board policies and administrative procedures were routed to the College's curriculum committee. In February 2016, the chair of the Biotechnology Department provided the Courses and Programs Committee with information about the pilot baccalaureate program, including state-mandated program requirements and the Commission's deadline to have the new program and its courses approved by the curriculum committee and District board of trustees by July 15, 2016 ([Appendix E](#)). Because the committee would be reviewing upper-division major and general education curriculum for the first time, members decided board policies and administrative procedures that describe how the College reviews, approves, and offers courses and programs would need to be modified or developed prior to approving the actual curriculum.

The Courses and Programs Committee approved a proposed timeline for reviewing the affected board policies and administrative procedures and creating new policies and procedures that would establish the criteria by which the committee would review the upper-

division curriculum ([Appendix F](#)). At its March 10, 2016 meeting, the committee approved the new policy and procedure that establish the graduation requirements for the bachelor's degree as well as the policy and procedure that establish the philosophy and criteria for the baccalaureate program and general education ([Appendix G](#)). The committee also approved three modified administrative procedures that were revised to accommodate the new bachelor's degree ([Appendices C and H](#)).

The MiraCosta College Academic Senate approved the curriculum committee's new and revised board policies and administrative procedures at the senate's April 1, 2016 meeting. The senate also approved the Equivalency Committee's Minimum Qualifications and Equivalencies administrative procedure addendum, which defines the process for faculty teaching in the bachelor's degree program ([Appendix I](#)).

The Academic Senate forwarded all approved board policies and administrative procedures to the College Council, which approved them as recommendations to the superintendent/president on April 8, 2016 ([Appendix J](#)). The superintendent/president recommended the new and revised board policies to the board of trustees; the board reviewed them on May 18, 2016 and approved them on June 22, 2016 ([Appendix K](#)).

The College's Academic Affairs Committee modified and approved the Student Enrollment Limitations and Priorities procedure to restrict enrollment in upper-division courses to students who have been admitted to the baccalaureate program (as required by the Chancellor's Office) and to exempt students enrolled in the program from MiraCosta's priority registration system ([Appendix L](#)). The Academic Senate approved the modified administrative procedure at its May 20, 2016 meeting ([Appendix M](#)). The College Council gave final approval on June 10, 2016 ([Appendix N](#)).

D. Baccalaureate Program Curriculum

The California Community Colleges Board of Governors adopted a regulation that gives the Baccalaureate Degree Pilot Program Handbook legal authority over the establishment of baccalaureate pilot programs ([Appendix O](#)). The College's biotechnology program faculty and Courses and Programs Committee followed the requirements published in the handbook to guide development of the bachelor's degree curriculum and associated board policies and administrative procedures. The College's Philosophy and Criteria for Baccalaureate Degrees and General Education administrative procedure codifies the following philosophy ([Appendix G](#)):

The baccalaureate degree at MiraCosta College is awarded to students who have successfully demonstrated that they have developed intellectual skills, information technology facility, affective and creative capabilities, social attitudes, and an appreciation for cultural diversity. In addition to these accomplishments, students

graduating with a baccalaureate degree shall possess sufficient depth in the major to contribute to preparation for career positions within the region and beyond. The depth will be provided with a minimum of 24 semester lower-division major units and a minimum of 34 semester upper-division major units.

The procedure also establishes the criteria by which the program's upper- and lower-division major and general education curriculum would be reviewed.

Lower-Division Course Work

Students interested in earning the bachelor's degree at MiraCosta may satisfy the lower-division major requirements by completing the Associate of Science in Biomanufacturing. This degree, which was approved by the Courses and Programs Committee on April 28, 2016, includes 40 to 41 units of major course work ([Appendix P](#)).

Students may satisfy the lower-division general education requirement for the baccalaureate by completing the California State University (CSU) breadth (CSU-GE) pattern or University of California (UC) intersegmental general education transfer curriculum (IGETC) pattern. MiraCosta courses approved for the CSU-GE and IGETC patterns meet the standards set forth in Board Policy and Administrative Procedure 4025B as well as the universal criteria of rigor, scope, autonomy, breadth, critical thinking, communication, and rationality ([Appendix G](#)).

Consistent with board policy, the CSU-GE and IGETC lower-division general education requirements are designed to provide the knowledge, skills, experiences, and perspectives that will enable students to expand their capacities to take part in a wide range of human interests and activities; to confront personal, cultural, moral, and social problems that are an inevitable part of human life; and to cultivate both the requisite skills and enthusiasm for lifelong learning ([Appendix G](#)).

Upper-Division Course Work

The Courses and Programs Committee determined upper-division course work at MiraCosta College will be defined as follows ([Appendix G](#)):

- Upper-division courses require lower-division knowledge and apply that knowledge as demonstrated measures of critical thinking through writing, oral communication, or computation.
- Upper-division courses will typically have prerequisites that have been established using content review of the entry skills necessary to be successful, as outlined in the California Code of Regulations.
- Upper-division courses may encompass research elements, workforce training, apprenticeships, internships, practicum, or capstone projects.

In addition, student learning outcomes for upper-division coursework reflect the higher levels of learning appropriate to 300- and 400-level courses that expand and build upon the foundational knowledge of lower-division coursework. For example, BTEC 221, a lower-division course that serves as a prerequisite for BTEC 310 and 360, has as one student learning outcome: "When performing a technical laboratory task, the students will produce an acceptable outcome by **employing** the appropriate equipment or tools." In BTEC 310, students are asked to perform at a higher level of Bloom's taxonomy and "will be able to **evaluate** the processes used for product formation and product purification and **design** an approach to scale-up those processes."

Approved Upper-Division Major Courses

Using the criteria set forth in the newly developed and approved administrative procedure described above, the Courses and Programs Committee reviewed the upper-division biomanufacturing courses described below for a first reading at the committee's April 14, 2016 meeting ([Appendix Q](#)). The committee approved them on April 28, 2016 ([Appendix P](#)). The Academic Senate approved and forwarded them for board approval on May 6, 2016 ([Appendix M](#)). They were approved by the board of trustees on June 22, 2016 ([Appendix R](#)).



Upper-Division Major Course Work					
Course Name	Course Descriptor	Units	Semester Offering*	Prerequisites	SLOs
Supply Chain and Enterprise Resource Planning in Biomanufacturing	BTEC 300	3 units (LEC)	Year Three, Spring	BTEC 120	Students will have sufficient knowledge of raw material management, personnel resources management, and inventory management required for the Certified in Production and Inventory Management (CPIM) certification test administered by the American Production and Inventory Control Society (APICS).
Biomanufacturing Process Sciences	BTEC 310	5 units (3 LEC; 2 LAB)	Year Three; Fall	BTEC 221 BTEC 222	The student will be able to evaluate the processes used for product formation and product purification and design an approach to scale-up those processes.
Design of Experiments for Biomanufacturing	BTEC 320	4 units (3 LEC; 1 LAB)	Year Three; Spring	BTEC 110 BTEC 180	Students will be able to identify the key process parameters for a bioprocess to improve its performance through the use of the design of experiments methodology.
Advanced Topics in Quality Assurance and Regulatory Affairs	BTEC 330	4 units (LEC)	Year Three; Fall	BTEC 120	Students will be able to evaluate how the integration of science and quality provides for a flexible regulatory paradigm in the development of biomanufactured products.
Six Sigma and Lean Manufacturing	BTEC 340	3 units (LEC)	Year Three; Spring	BTEC 120 BTEC 180	Students will be able to use Six Sigma and lean techniques to create a comprehensive project plan to implement a given process improvement in a biomanufacturing environment.
Design of Biomanufacturing Facilities, Critical Utilities, Processes, and Equipment	BTEC 360	3 units (LEC)	Year Three; Fall	BTEC 120 BTEC 221 BTEC 222	Students will be able to design a biomanufacturing plant with upstream and downstream components that maintains appropriate levels of cleanliness and sterility

Upper-Division Major Course Work					
Course Name	Course Descriptor	Units	Semester Offering*	Prerequisites	SLOs
					through appropriate flow of personnel, materials, and processes.
Bioprocess Monitoring and Control	BTEC 400	4 units (3 LEC; 1 LAB)	Year Four; Fall	BTEC 310	Students will be able to design a monitoring and control system for a measured process parameter that maintains the parameter in a specified state.
Methods in Quality, Improvements, Investigations, and Audits	BTEC 410	4 units (LEC)	Year Four; Spring	BTEC 330 BTEC 340	Students will be able to apply quality tools and techniques to adequately assess either the quality of a key raw material supplier or the impact of a corrective and preventative action project.
Capstone Seminar in Biomanufacturing Technologies	BTEC 460	3 units (LEC)	Year Four; Fall	BTEC 310	Students will be able to design and execute a project that identifies two options of new biomanufacturing technologies that serve as process improvements, including technical and financial benefits.
Capstone Seminar in Biomanufacturing Quality	BTEC 470	3 units (LEC)	Year Four; Spring	BTEC 330	Students will be able to perform an investigation that requires them to analyze an out of specification (OOS) occurrence during a production step in the manufacture of a pharmaceutical protein and perform the analysis to justify the batch disposition.

*Based on a four-year education plan to attain 120 semester units.

Approved Upper-Division General Education Courses

The Baccalaureate Degree Pilot Program Handbook requires upper-division general education courses come from “at least two disciplines outside of the major” and “relate to the required coursework for baccalaureate students” ([Appendix S](#), p. 9). In addition, upper-division general education coursework was designed to further develop the writing, leadership, and computational skills necessary for success in the biomanufacturing field, and to complement the general education program offerings as a whole, ensuring that students who complete both lower- and upper-division coursework will be able to demonstrate the following skills and characteristics that align strongly with the standards of good practice outlined in ACCJC Standard II.A.12:

- A broad understanding of mathematics, science, social science, humanities, and the arts.
- Effective communication in oral and written form.
- A multicultural, global perspective.
- Critical thinking skills that apply analytical and creative approaches to problem solving.
- The ability to adapt to new environments and technologies.
- Social awareness and responsibility as a participating member of society. ([Appendix G](#))

The Courses and Programs Committee reviewed the upper-division general education courses described below for a first reading at the committee’s April 14, 2016 meeting ([Appendix Q](#)). The committee approved the proposed courses on April 28, 2016 ([Appendix P](#)). The Academic Senate approved and forwarded them for board approval on May 6, 2016 ([Appendix M](#)). They were approved by the board of trustees on June 22, 2016 ([Appendix R](#)).

Upper-Division General Education Course Work					
Course Name	Course Descriptor	Units	Semester Offering	Prerequisites	SLOs
Molecular Mechanisms of Disease	BIO340	3 units (LEC)	Year Four, Fall	BIO100 or BIO101 or BIO105 or BIO204 or BIO204H and CHEM110 or CHEM110H	Students will apply their knowledge of molecular mechanisms to analyze and explain recent therapeutic or diagnostic advances in the treatment or detection of human disease
Leadership and Personal Development	BUS302	3 units (LEC)	Year Four, Spring	ENGL100	After completion of this course the student will be able to formulate personal leadership strategies in response to the contextual and strategic challenges typically encountered in a professional working environment.
Bioethics	PHIL302	3 units (LEC)	Year Three, Spring	ENGL100	<ol style="list-style-type: none"> 1. Evaluate arguments on opposing sides of a given issue in bioethics. 2. Explain and compare a variety of ethical approaches to policymaking in research and practice of medicine and the biological sciences. 3. Articulate a coherent, original argument in support of a stance in bioethics, demonstrating understanding of factual elements and the appropriate application of ethical theory.

Upper-Division Requirements Summary

The upper-division semester unit requirements are summarized below.

	Major Courses	General Education	Total Upper Division
Biomanufacturing Upper-Division Course Work	36	9	45

E. Baccalaureate Program Approval

The biomanufacturing bachelor's degree requires a minimum of 120 units as prescribed by the Chancellor's Office ([Appendix S](#), p. 8), codified in Board Policy 4100-B ([Appendix G](#)), supported in the program approval, and illustrated in the following representative student educational plan.

Topic	Year 1		Year 2		Year 3		Year 4	
English/Comm	Area A1: ENGL100 (4U)	Area 1B (3-4U)		Area 1C (3U)				
Math	MATH64 (4U)*	BTEC180 (4U)						
Sciences (Prep for major and GE area 5)	BIO105 (3U) or general bio	CHEM108 (4U)	CHEM110 (5U)	CHEM111 (5U)				
MAJOR COURSES			BTEC110 (4U) BTEC120 (3U) BTEC210 (1U)	BTEC211 (1U) BTEC221 (1.5U) BTEC222 (1.5U) 200-level BTEC elective courses (3U)	BTEC310 (5U) BTEC330 (4U) BTEC360 (3U)	BTEC300 (3U) BTEC320 (4U) BTEC340 (3U)	BTEC400 (4U) BTEC460 (3U)	BTEC410 (4U) BTEC470 (3U)
GE-Area 3	One course (3U)	One course (3U)	One course (3U)					
GE-Area 4	One course (3U)	One course (3U)		One course (3U)				
Upper Division GE						PHIL302 (3U)	BIO340 (3U)	BUS302 (3U)
Electives	Up to four (3U) electives to meet 120-unit requirement for the degree							
1.) *Units are not bachelor's degree applicable								
2.) All shaded requirements may be shifted between semesters to balance unit load								
TOTAL SEMESTER UNITS (MINIMUM): 120								

Using the approved Graduation Requirements for Degrees and Certificates—Baccalaureate in Science Degree administrative procedure as a guide ([Appendix G](#)), the Courses and Programs Committee approved the biomanufacturing bachelor's degree program after a second reading on April 28, 2016 ([Appendix P](#)). The Academic Senate approved the program on May 6, 2016 ([Appendix M](#)). The MiraCosta Community College District Board of

Trustees approved the fully developed Bachelor of Science in Biomanufacturing on June 22, 2016 ([Appendix R](#)).

As required by the Chancellor's Office, the Biotechnology Department recently sought advisory-board approval of the new associate degree in biomanufacturing, which will form the basis of the bachelor's degree program. In addition to approving the associate degree, the advisory board offered its enthusiastic support of the new bachelor's degree program ([Appendix T](#)).

The biomanufacturing program will serve the needs of the growing biotechnology economic sector in San Diego County. As described in the substantive change proposal approved by the ACCJC on December 1, 2015, there will be significant growth in biomanufacturing positions in coming years, and MiraCosta College's proposed bachelor's degree will be well positioned to serve this need. The College will begin offering upper-division courses in the baccalaureate program beginning fall 2017.



Appendices



IV. Appendices

- Appendix A** Biomanufacturing BDP Program Implementation Work Plan
- Appendix B** Board of Governors authorization letter
- Appendix C** AP 4020: Program, Curriculum, and Course Development
- Appendix D** AP 2410: Board Policies/Administrative Procedures
- Appendix E** BDP at MiraCosta C&P Presentation
- Appendix F** C&P Committee 2/11/16 meeting minutes
- Appendix G** C&P Committee 3/10/16 meeting actions; BP 4100B: Graduation Requirements for Baccalaureate Degrees; AP 4100B: Graduation Requirements for Degrees and Certificates—Bachelor in Science Degree; BP/AP 4025B: Philosophy and Criteria for Baccalaureate Degrees and General Education
- Appendix H** AP 4100: Graduation Requirements for Degrees and Certificates—Associate in Arts or Associate in Science Degree; AP 4101: Directed Studies
- Appendix I** Academic Senate 4/1/16 meeting minutes; AP 7211.2B: Minimum Qualifications and Equivalencies Related to Upper-Division Instruction
- Appendix J** College Council 4/8/16 meeting minutes
- Appendix K** Board of Trustees 5/18/16 meeting minutes
- Appendix L** AP 5055: Student Enrollment Limitations and Priorities; Academic Affairs Committee 4/8/16 meeting minutes
- Appendix M** Academic Senate 5/20/16 meeting minutes
- Appendix N** College Council 6/3/16 meeting minutes
- Appendix O** Board of Governors March 21-22, 2016 Agenda Item Number 2.7
- Appendix P** C&P Committee 4/28/16 meeting actions; Associate of Science in Biomanufacturing Program Outline
- Appendix Q** C&P Committee 4/14/16 meeting agenda
- Appendix R** Board of Trustees 6/22/16 meeting minutes
- Appendix S** Baccalaureate Degree Pilot Program Handbook, pp. 8–9
- Appendix T** Industry Advisory Board minutes

The graphic features a large, light yellow rounded rectangle with a white 'A' inside a darker yellow rounded rectangle at the top right. Several smaller yellow rounded rectangles are scattered around the main shape. The text 'Appendix A' is centered below the main shape.

A

Appendix A

BOARD POLICY/ADMINISTRATIVE POLICY TIMELINE (Updated 6/27/16)

Color Key
BP Only
AP Only
BP & AP

RESPONSIBLE PARTY	BP/AP	C&P/ACADEMIC AFFAIRS: 2nd READ/VOTE	ACADEMIC SENATE: 2nd READ/VOTE	Student Success Cmte.	Admin Council	COLLEGE COUNCIL	BOARD OF TRUSTEES: 1st READ	BOARD OF TRUSTEES: 2nd READ/VOTE
Instruction-C&P	AP 4020: Program, Curriculum & Course Development	3/10/2016 APPROVED	4/1/2016 APPROVED	N/A	N/A	4/8/2016 APPROVED	N/A	N/A
Instruction-C&P	AP 4100-B: Graduation Requirements for Degrees & Certificates- Associate in Arts and Associate in Science Degrees	3/10/2016 APPROVED 9/8/16 <i>Goes back to C&P as Info Only re: corrections to A.2 & A.3</i>	4/1/2016 APPROVED 5/20/16 <i>Info Only</i> Corrections to A.2 & A.3 REVIEWED	N/A	N/A	4/8/2016 APPROVED 5/20/2016 Corrections to A.2 & A.3 APPROVED	N/A	N/A
Instruction-C&P	AP4101: Directed Studies	3/10/2016 APPROVED	4/1/2016 APPROVED	N/A	N/A	4/8/2016 APPROVED	N/A	N/A
Student Services- Wojcik	AP 5010: Admissions & Concurrent Enrollment	N/A	N/A	N/A	N/A	5/6/2016 APPROVED	N/A	N/A
Student Services- Wojcik	AP 5020: Nonresident Tuition	N/A	N/A	5/13/2016 APPROVED	5/19/2016 APPROVED	6/10/2016 APPROVED	N/A	N/A
Student Services- Wojcik	AP 5030: Fees			N/A	N/A	5/6/2016 APPROVED		
Human Resources- Wright	AP 7211.2B: Minimum Qualifications & Equivalencies	N/A	4/1/2016 APPROVED	N/A	N/A	4/8/2016 APPROVED	N/A	N/A
Instruction- Academic Affairs	AP 5055: Student Enrollment Limitations & Priorities	4/8/2016 APPROVED	5/20/2016	N/A	N/A	6/10/2016 APPROVED	N/A	N/A

RESPONSIBLE PARTY	BP/AP	C&P/ACADEMIC AFFAIRS: 2nd READ/VOTE	ACADEMIC SENATE: 2nd READ/VOTE	Student Success Cmte.	Admin Council	COLLEGE COUNCIL	BOARD OF TRUSTEES: 1st READ	BOARD OF TRUSTEES: 2nd READ/VOTE
Instruction-C&P	BP 4100-B: Graduation Requirements for Degrees & Certificates	3/10/2016 APPROVED	4/1/2016 APPROVED	N/A	N/A	4/8/2016 APPROVED	5/18/2016 APPROVED	6/22/2016 APPROVED
Student Services-Wojcik	BP 5030: Fees	N/A	N/A	N/A	N/A	5/6/2016 APPROVED	5/18/2016 APPROVED	6/22/2016 APPROVED
Instruction-C&P	BP/AP 4025-B: Philosophy & Criteria for Baccalaureate Degrees & General Education	3/10/2016 APPROVED	4/1/2016 APPROVED	N/A	N/A	4/8/2016 APPROVED	5/18/2016 APPROVED	6/22/2016 APPROVED

**BIOMANUFACTURING BACCALAUREATE DEGREE
CURRICULUM PROPOSALS as of 6/27/16**

#	Curriculum Proposals	C&P: VOTE (Proposal #1: 2nd Read & Vote; Proposal #2: Single Read & Vote)	ACADEMIC SENATE: VOTE	COLLEGE COUNCIL	BOARD OF TRUSTEES: Consent
1	New Upper Division (300-400 level) BTEC Courses, New Upper Division GE Courses; New Associate Degree & Baccalaureate Degree	4/28/2016 APPROVED	5/6/2016 APPROVED	6/10/2016 APPROVED	6/22/2016 APPROVED

The graphic features a large, light yellow rounded rectangle with a white border. Inside this rectangle, there is a smaller, darker yellow rounded rectangle in the top right corner containing the white letter 'B'. To the left of the main rectangle is a small, light yellow rounded square. Below the main rectangle is another small, light yellow rounded square. The overall design is clean and modern with a warm color palette.

B

Appendix B



CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

State of California

BRICE W. HARRIS
Chancellor

1102 Q Street, Suite 4554 | Sacramento, California 95811-6539
t. 916.322.4005 | f. 916.327.8271
www.cccco.edu

October 23, 2015

Dr. Sunita Cooke, Superintendent/President
MiraCosta College
One Bernard Drive
Oceanside, CA 92056-3899

Dear President Cooke:

Congratulations on being selected and approved by the Board of Governors of the California Community Colleges to offer a Bachelor's degree in Biomanufacturing. What an exciting opportunity for your college to be selected as one of the 15 Baccalaureate Degree Pilot Programs. I realize the extra work is significant as we collectively develop new programs, but the opportunities for our students are extraordinary and you have my sincere appreciation for taking on this exciting endeavor.

The California Community Colleges Chancellor's Office and the Academic Affairs Division are here to support your efforts and I wish you great success.

Sincerely,

A handwritten signature in cursive script that reads "Brice W. Harris".

Brice W. Harris
Chancellor

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C

Appendix C

Courses and Programs Committee: Membership and Responsibilities

Courses and Programs is a governance committee comprised of thirteen faculty (including the chair, articulation officer, and director of online education), three administrators, two classified staff (one evaluator and one whose job duties relate to curriculum), one associate faculty, and one student representative. The chair is the only nonvoting member. The committee chair may form subcommittees to facilitate and expedite the tasks designated to the Courses and Programs (C&P) Committee.

The roles and responsibilities of the C&P Committee fall under two main categories: curriculum review and governance items (district policies and administrative procedures) related to curriculum.

- A. The responsibility for curriculum review (defined as all additions, modifications, or deletions of courses, certificates, or degrees managed via a curriculum management system at the college) is exclusively delegated to a standing subcommittee of C&P referred to as CPCC, the Courses and Programs Curriculum Committee. CPCC is comprised of one administrator and the following thirteen faculty members:
1. The chair of C&P, who votes only in the case of a tie
 2. Two faculty members from career and technical education (CTE)
 3. One faculty member from each of the following: counseling, noncredit, and pre-transfer
 4. Five faculty members representing general education: one each who teaches in English (ENGL), math (MATH), natural sciences, art and humanities (excluding English), and social and behavioral sciences. (Note: If a faculty member from this group takes an absence during the academic year or if no one volunteers to serve, the substitute faculty member cannot be from a department already represented on the committee.)
 5. The articulation officer

6. The director of online education.
- B. Governance items that include any and all additions, modifications, or deletions to board policies and/or administrative procedures under C&P jurisdiction are the responsibility of, and are acted upon by, the full C&P Committee.

The Courses and Programs Curriculum Committee (CPCC) reviews associate-degree applicable courses for their adherence to uniform standards in accordance with Title 5 §55002(a). These standards include the following areas:

- A. Grading policy
- B. Units (credit hours) related to number of lecture and/or laboratory hours required*
- C. Intensity in terms of independent-study requirements
- D. Prerequisites and co-requisites
- E. Basic skills requirements
- F. Difficulty in terms of critical thinking and understanding and application of concepts
- G. Level in terms of critical thinking, learning skills, and vocabulary

CPCC reviews non-degree-applicable credit courses for their adherence to uniform standards in accordance with Title 5 §55002(b). These standards include the following areas:

- A. Grading policy
- B. Units (credit hours) related to the number of lecture and/or laboratory hours required*
- C. Intensity in terms of independent-study requirements
- D. Prerequisites and co-requisites.

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

- A. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately sixteen weeks for one semester hour of credit or the equivalent amount of work over a different amount of time, or
- B. At least an equivalent amount of work as required in the paragraph above for other academic activities as established by the college, including laboratory work, internships, studio work, and other academic work leading to the award of credit hours.

CPCC recommends approval of noncredit courses if they treat their subject matter and use resource materials, teaching methods, and standards of attendance and achievement that the committee deems appropriate for the enrolled students (per Title 5 §55002(c)).

Curriculum Development Procedures

Only faculty may create, modify, and delete courses and programs, which are then reviewed by a technical writer, the appropriate department chair and division dean, the articulation officer, and a technical review committee comprised, at minimum, of the C&P Committee chair, an administrator member of C&P, and the instructional technical support specialist. Course and program proposals are subsequently forwarded to CPCC for review and vote.

All course and program proposals recommended for approval by CPCC are routed first to the Academic Senate and then the Board of Trustees for approval before being submitted to the Chancellor's Office for approval. Credit curriculum is submitted to the board for approval once in the late fall and once in the early spring for implementation the following academic year; noncredit curriculum may go to the board for approval in the late fall for spring implementation or together with the credit curriculum in the early spring for implementation the following academic year. Experimental (Topics) courses may be approved by CPCC in the fall for spring implementation or at the January meeting for summer implementation. The vice president of instructional services must grant permission for any additional submissions of curriculum beyond the submission and approval periods described above.

All course and program deletions, additions, and modifications are maintained in a curriculum database and are reflected in the college catalog. All information published in the catalog is effective for the academic year beginning with the fall semester and concluding with the summer intersession.

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D

Appendix D

A. Purpose

The purpose of this administrative procedure is to detail how policies and procedures are developed and approved to support the governance system at MiraCosta College.

B. Scope

This procedure applies to all governance and operational policies, procedures, and other related documents handled by the governance system, as defined in Administrative Procedure 2510.

C. Definitions**1. Board Policies (BPs)**

Broad, holistic statements that guide operations and set standards for the institution. They are classified as legally required (by law, regulation, and/or accreditation), legally advised (to protect the district from potential liability), or suggested as good practice (for making effective operations). BPs represent the voice of the Board of Trustees and require official board adoption.

2. Administrative Procedures (APs)

Create a plan of action for achieving policies. They identify processes used and related documents. They are classified as legally required (by law, regulation, and/or accreditation), legally advised (to protect the district from potential liability), or suggested as good practice (for making effective operations). APs are the responsibility of the superintendent/president and do not require board action.

3. Minor Change

An administrative change that can be made directly by the College Council to ensure currency and compliance with state and federal laws and consistency with other BPs, APs, district policies and regulations, and legal guidelines. A minor change has no material impact on the intended scope, purpose, or function of a policy or procedure.

4. Major Change

Any change to a policy or procedure that originates through the document's defined routing.

5. Controlling Language

The language used in writing and revising policy and procedure documents that controls the level of commitment, procedure, and/or outcome.

- a. Language such as should, might, may, normally indicates some flexibility in a commitment, process, or outcome.
- b. Language such as shall, will, must indicates strict adherence to the commitment, process, or outcome.

D. Document Routing

1. College Council determines the appropriate routing of all issues (governance, operational, or working conditions) that leads to the creation or revision of BPs and APs, as described in AP 2510.
2. Current routings are maintained on the College Council website.
3. Any employee or student may submit an agenda request form to the College Council (via the executive assistant to the superintendent/president) to route or re-route a new or existing BP or AP. Board members submit their requests directly to the superintendent/president.

E. Creation, Review, and Revision of BPs and APs

1. The Board of Trustees and superintendent/president regularly review board policies to ensure currency and compliance with state and federal laws.
2. The superintendent/president is responsible, through the collegial participation described in AP 2510, for crafting administrative procedures that conform to board policies.
3. Any employee or student may initiate a review of an existing BP or AP or request development of a new BP or AP by submitting an agenda request to the governance, district advisory, or working conditions committee to which the BP or AP has been routed.
4. The College Council reviews all BP and AP revisions.
 - a. After College Council reviews a new or revised BP or AP, the Office of the Superintendent/President formats it for consistency.
 - b. The superintendent/president approves new and revised APs after the College Council review.

- c. Whenever possible, new or revised BPs are accompanied by any related APs to ensure continued consistency between BPs and APs.
 - d. The superintendent/president submits all new or revised BPs to the board for a first reading prior to the second (adoption) reading.
5. The Office of the Superintendent/President notes the date of board approval for all BPs and the date of College Council review for all APs before posting the documents on the district's website.

F. Reconciliation of Revisions During Routing

- 1. When the College Council routes a policy, procedure, or issue to a governance committee, the governance committee considers the matter and takes appropriate action.
- 2. Governance committees forward their recommendations to the appropriate governance council or councils, as determined by the College Council.
- 3. When a recommendation is approved by all councils to which it was routed, the matter goes forward to the superintendent/president for action or for referral to the Board of Trustees, if appropriate, for approval as noted above.
- 4. Single Council Process
 - a. Nonacademic and professional matters as defined in BP 2510
 - 1) When a recommendation is not approved by the only governance council to which it was routed, the council returns the recommendation to the governance committee with suggestions for modification and a timeline for completion. The committee considers the suggestions for amending the recommendation and then either sends a modified recommendation to the council or meets with council members to reach agreement on a modified recommendation.
 - 2) If the committee declines to modify the recommendation or the process stalls, the council consults with the superintendent/president and sets a new deadline for a revised recommendation to be returned to the council for action. If the modified recommendation is not approved by the council, the recommendation fails.

- b. Academic and Professional Matters as Defined in BP 2510
 - 1) When the Academic Senate sends a recommendation and suggestions for modification back to the governance committee and the governance committee declines to modify the recommendation, or the modified recommendation is not accepted by the Academic Senate, the Academic Senate may modify the recommendation before approving it.
 - 2) When the Academic Senate does not approve a modified recommendation, the recommendation fails.

5. Multiple Councils Process

- a. When a governance committee recommendation is not approved by all governance councils to which it was routed, the opposing councils or council returns the recommendation to the governance committee and all other councils to which it was routed with suggestions for modification. The governance committee, and any council to which the recommendation was routed, may request a meeting with appropriate representatives to reach agreement on a modified recommendation.
- b. This process must be completed in a defined period of time determined by mutual agreement among the disapproving councils.
- c. If the process stalls, affected councils consult with the superintendent/president and set a new deadline for a revised recommendation to be brought forward to the councils.
- d. If the modified recommendation is not approved by all councils to which it was routed, the recommendations of all the councils involved are forwarded to the superintendent/president.
- e. The superintendent/president may request a meeting with all the involved council presidents, refer the issue back to the original governance committee, deny the proposals, or move one of the proposals forward to action or to the Board of Trustees for final approval. When the superintendent/president denies a proposal, s/he provides the relevant council(s) with a written rationale for that decision.

6. Operational Matters

- a. Operational matters that are not routed to a governance council are assigned to the appropriate person, persons, or committee for action.
- b. Operational recommendations rejected by the superintendent/president are returned to the originating committee or person for modification or for consultation with the superintendent/president.
- c. If no agreement is reached on a modified recommendation, the matter fails.

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E

Appendix E

Bachelor's Degree Program (BDP) at MiraCosta

Background

- ▶ In September 2014 Governor Brown signed SB850 (Block) that provided the authority for **15** community colleges to pilot baccalaureate degree programs


Applications for new programs were solicited (late fall 2014):

- ▶ “to meet the need for graduates in high demand technical disciplines which are increasingly requiring bachelor’s degrees”
- ▶ “to improve workforce training opportunities for local residents unable to relocate”
- ▶ “that do not duplicate a Baccalaureate degree program already offered by the CSU or UCs”
- ▶ “only one program per college”
- ▶ “for programs that will begin by fall 2017 and have graduates by spring 2023


BOG approved programs (May 2015)

- ▶ Antelope Valley–Airframe Manufacturing Technology
- ▶ Bakersfield–Industrial Automation
- ▶ Cypress–Mortuary Science
- ▶ Feather River–Equine and Ranch Management
- ▶ Foothill–Dental Hygiene
- ▶ **MiraCosta– Biomanufacturing**
- ▶ Modesto–Respiratory Care
- ▶ Rio Hondo–Automotive Technology
- ▶ San Diego Mesa– Health Information Management
- ▶ Santa Ana– Occupational Studies
- ▶ Santa Monica– Interaction Design
- ▶ Shasta–Health Information Management
- ▶ Skyline– Respiratory Therapy
- ▶ Solano– Biomanufacturing
- ▶ West Los Angeles– Dental Hygiene

Then the talks began between the colleges, chancellor's office and ASCCC ...

- ▶ Defining minimum qualifications to teach upper division at the community colleges
 - ▶ Defining upper division coursework in the major (criteria and unit amounts)
 - ▶ Defining general education requirements for the baccalaureate degree at the community colleges (pattern of lower division GE, amount and type for upper division GE)
- 

Talking, continued


- ▶ Submitting a substantive change proposal to ACCJC to offer baccalaureate degrees
 - ▶ Identifying policies and procedures (BPs, APS) to be written or modified to allow the bachelor's level coursework, the new degree, a new fee structure for upper division courses, restricted enrollments in upper division courses ...
 - ▶ Engaging student services (counseling, financial aid, eligibility for federal programs) to support the new program
- 

And continued...

- ▶ Oh, yeah, and about actually writing all of the new upper division major and GE courses, crafting the degree, and taking all this through the curriculum approval process (CPCC, AS, the board of trustees) by **July 15, 2016**, a deadline that was given to us by ACCJC in December!

Where C&P and CPCC fits in..

First job: Modifying, reviewing, and approving changes to BPs and APs that directly affect curriculum (criteria, philosophy, requirements for graduation, and so forth)



In particular, these will:

- ▶ Define what it means to be an “upper division” course in general
- ▶ Define what it means for a course to be upper division general education
- ▶ State how many units are required in the major, or in GE
- ▶ Stipulate what pattern(s) of lower division GE are acceptable for the degree
- ▶ Describe how coursework from other institutions will be accepted for the degree requirements
- ▶ Describe residency requirements for the degree
- ▶ Determine overall GPA standards for the degree
- ▶ And more...

Where C&P and CPCC fits in..

- ▶ Agreeing to review and approve upper division coursework for the degree (both major coursework and GE) this spring (to meet the July 15, 2016 deadline set by ACCJC in the sub-change report.
 - We are suggesting a timeline of **first read April 14th, second read April 28.**

Degree Requirements from the BDP Pilot Program Handbook

- ▶ **Must be 120 units (semester units)**
- ▶ **Must use the CSU-GE or IGETC lower division GE pattern not the local pattern (no “Plan A”)**
- ▶ **Must complete a minimum of 24 units of upper division courses including 6 units of upper division GE**
- ▶ **The major must include a minimum of 18 units of lower division courses and 18 units of upper division courses.**
- ▶ **Upper division GE courses should come from at least two disciplines outside of the major, one of which must have an emphasis in written communication, oral communication, or computation**
- ▶ **Upper division GE courses are not open to students who are not enrolled in the baccalaureate program**


Definition of “Upper Division” (BDP Handbook)

- ▶ “Upper division courses are defined as requiring lower division knowledge and applying that knowledge as demonstrated measures of critical thinking through writing, oral communication, or computation”
- ▶ “Upper division courses will typically have lower division or upper division prerequisites that have been established using content review of the entry skills necessary to be successful as outlined in the California Code of Regulations”

Definition of Upper Division General Education

- ▶ Not specifically defined in the handbook
- ▶ ASCCC Resolution FA15 9.02 as follows:
“Resolved, That the Academic Senate for California Community Colleges work with the Chancellor’s Office to ensure that upper division courses are defined as requiring lower division knowledge and applying that knowledge as demonstrated measures of critical thinking through writing, oral communication, or computation, and allow that upper division coursework may encompass research elements, workforce training, apprenticeships, internships, required practicum, or capstone projects.”

What now?

- ▶ As a committee we must define, for our college and program, what it means to be an “upper division” course and what is meant by “upper division GE”
 - ▶ We must define the requirements for the bachelor’s degree, in detail
 - ▶ We must define the process for curriculum development, review and approval by CPCC, AS and the college
- 

What now? Our suggestions:

- ▶ Draft proposals of relevant BPs, APs to address needs, or impact, of the bachelor's program will come to C&P on **Feb 25** for a first read and discussion
- ▶ Second read and vote of BPs, APs scheduled for C&P on **March 10**
- ▶ Subsequently, new curriculum (courses, degrees, and/or certificates proposals) will come to CPCC for a first read on **April 14** and a second read and vote on **April 28**
- ▶ This timeline allows us to send the APs and curriculum to AS and to the board for approval prior to the July 15 deadline.

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F

Appendix F

**Courses and Programs Committee
&
Courses and Programs Curriculum Committee**

February 11, 2016

CPCC Members Present: Shafin Ali, Megan Allison, Peter Avery, Gail Baughman, Joanne Benschop, Billy Gunn, Jim Julius, Gail Meinhold, Curry Mitchell, Erika Peters, Robbi Rosen, Angela Senigaglia, and Al Taccone.

C&P Members Present: Jeffrey Barnett, Mary Benard, Nikki Schaper, and Dixie Schulz.

CPCC Members Absent: Andrew Layton.

C&P Members Absent: Maria Lopez.

Guests Present: Scott Fallstrom, Mike Fino, and Stacy Ingham.

Recording Secretary: Mimi Lively.

Call to Order: 2:03

PART I. COURSES AND PROGRAMS COMMITTEE

I. January 28, 2016 C&P/CPCC Minutes - 2:02 p.m.

MSU (Ali/Senigaglia) to approve.

II. 2016-2017 Material Fees List

MSU (Taccone/Benschop) to approve.

Fallstrom explained that the department is requesting a materials fee for the new courses MATH 52 and MATH that would guarantee that students have a required workbook that is used for in-class lab-related activities at an affordable price.

III. Annual Review of BPs and APs

A. MSU (Senigaglia/Meinhold) to approve BP4106, Post Baccalaureate Nursing Students.

All BPs and APs reviewed and passed by the committee with “no changes” will be forwarded to the superintendent/president’s secretary to be posted on the website.

Baughman made the recommendation that the committee comprehensively review all BPs and APs assigned to C&P on a biannual basis (even years). The committee agreed by consensus.

IV. Information

A. Biomanufacturing Bachelor's Degree Presentation

Baughman made a PowerPoint presentation (attached to these minutes) to provide the committee with background on this new pilot program as well as to share information with the committee from the state regarding requirements and restrictions that apply to these new degrees. As part of the presentation she outlined the work that would be required to move forward with the biomanufacturing bachelor's degree at MiraCosta. She informed the committee that we have been given a deadline by ACCJC to have all courses and the degree approved by the Board of Trustees by July 15, 2016. Baughman outlined the work that would be required by the committee this spring to allow the college to meet that deadline. This includes modification of certain Board Policies and Administrative Procedures that describe how we review, approve and offer courses and degrees at the college and the actual review and approval of the course outline of record and degree proposals. The committee agreed by consensus with the timeline put forward by Baughman for review of the BP/APs and curriculum this spring by C&P, AS and the Board to meet the set deadline. In response to a request for more information Baughman will email the committee the PowerPoint presentation from this meeting as well as the Biomanufacturing Subchange Proposal submitted by MiraCosta to ACCJC.

V. Formation of Subcommittees for Spring 2016

A. AP4020 (Program, Curriculum, and Course Development), BP/AP4025 Philosophy and Criteria for Associate's Degrees and General Education (including addition of Bachelor's Degrees and Upper Division GE), BP/AP4100 Graduation Requirements for Degrees and Certificates (including Bachelor's Degree), AP4101 Directed Studies - assigned to task force Baughman, Benschop, Benard, and Fino.

B. AP4022 (Course Approval Process) - **assigned to Baughman.**

C. Prereqs/Enrollments – **assigned to Ali, Avery, Barnett, Peters, and Schulz.**

1. AP4260 (Prerequisites and Corequisites) need modification to clarify the section on content review (currently says that syllabi, homework, etc of “target course” is reviewed but these would not yet exist if the target course is a new course

2. Development of descriptions of credit limits versus enrollment limits for inclusion in our handbook both as guidance to course authors and to curriculum reviewers (may also end up as part of modification to AP4260 - prereqs and coreqs).

D. Review of the New Curriculum Planning Form, curriculum review, and overall processes/timeline – **assigned to Alison, Gunn, Meinhold, Mitchell, Rosen and Taccone.**

1. Currently this form for new degrees/certificates does not include any detailed information such as a list of all courses to be included in the degree/cert which makes it

impossible for the TR committee to monitor progress to ensure that all items (degree/cert/course proposals) make appropriate review deadlines.

2. A textbox should be added to the end of the planning form where the author/department can insert their rationale when requesting an exception to the spring deadline.

3. Consideration of the timeline for new curriculum proposals - due date for submission of the form to earlier in the spring? Change in procedures to allow submission/review and approval of curriculum by the committee in the spring for implementation in the future? (Not upcoming fall catalog but future catalog/academic year.)

4. Consideration of modification proposals for the future catalog (extending the timeline, process) to include spring review?

E. Operational Processes – assigned to Layton, Lopez, Schaper, and Senigaglia.

1. Need to define/include the Non-credit timeline (certs and courses, new and modification) in the C&P handbook and in the C&P calendar.

2. Generation of a form, process, and deadlines for how/when departments update their repeatability plan each year (and describe this in the handbook).

3. Modifications to Meta (need for additional instructions, fields, etc). Mention of email – lab/lecture required at same time. Fix is “limitation of enrollment” rather than language of “coreq.”

F. Updates to Form A –assigned to Jim Julius.

Time will be built into the next meeting of C&P for the subcommittee to meet.

PART 2. CPCC SUBCOMMITTEE

I. Discussion

A. Timeline for Curriculum Review (New Planning Forms and Proposals)

Discussion ensued regarding curriculum proposal submission deadlines and the work of this committee. The decision, based on this discussion, was that faculty will be informed this year that the committee would like a philosophical shift towards a culture of curriculum development in the spring take place at the college. This year faculty will be instructed that all curriculum proposals are due to the technical writer no later than July 1 but next year the deadline will be moved forward to commencement day in May. Baughman will confirm with the Faculty Assembly President that this deadline is not problematic. New course proposals, especially those that will be asking for CSU- or UC-GE approval, will be given higher priority in terms of agenda preparation.

B. KINE request for exception to bring forward course modifications for online delivery

Motion passed (Ali/Benschop) with one abstention to approve allowance of a late submittal for four KINE course modifications for the 2016-17 catalog. The course proposals will be put through CurricUNET in time for review at February 25, 2016 C&P meeting.

C. Other Requests for Exception

1. Noncredit

Approval to allow a late submittal of 2 noncredit course proposals for the 2016-17 catalog was given by consensus. In addition the committee agreed to only one read for the two new noncredit course proposals. These will be reviewed by CPCC at the February 25, 2016 meeting.

2. Deletion of Computer Science Degree

Approval to allow a late submittal of a proposal to delete the Computer Science Degree for the 2016-17 catalog was agreed upon by consensus. This will be reviewed by CPCC at the February 25, 2016 meeting.

Discussion ensued regarding the impact and effect of reviewing curriculum for 2016-17 after the fall curriculum review cycle has passed. This discussion included, but was not limited to, compliance with Administrative procedures that describe how curriculum is reviewed and approved at the college, risk of errors that can occur when multiple board packets are prepared and shepherded through subsequent approval steps, less opportunity for due diligence by the committee when packets go through the process in a hurried manner, and the perception of inequity when exceptions are allowed for some as compared to those who met set timelines when submitting curriculum.

II. Announcements

None.

III. Adjournment: 4:10 p.m.

*Consent Items are considered routine and will be approved by consensus. There will be no separate discussion of these matters unless a member of the C&P committee requests it be removed and considered as a separate item.

Disability Access: OC 1202 is located on MiraCosta’s Oceanside campus and is wheelchair accessible. Please contact Gwen Partlow (760.795.6813), Curriculum Support Specialist for C&P, if you need assistance in order to participate or if you need the agenda and public documents modified as required by Section 202 of the Americans with Disabilities Act.

A large graphic for Appendix G. It features a light yellow background with rounded corners. In the top right corner, there is a dark orange-to-yellow gradient tab with a white letter 'G'. To the left of the main shape, there is a small yellow tab. Below the main shape, there is another small yellow tab.

G

Appendix G

**Courses and Programs Committee
&
Courses and Programs Curriculum Committee**

March 10, 2016

CPCC Members Present: Shafin Ali, Megan Allison, Peter Avery, Gail Baughman, Joanne Benschop, Billy Gunn, Jim Julius, Gail Meinhold, Curry Mitchell, Erika Peters, Robbi Rosen, Angela Senigaglia, and Al Taccone.

C&P Members Present: Jeffrey Barnett, Mary Benard, Maria Lopez, Nikki Schaper, and Dixie Schulz.

CPCC Members Absent: Andrew Layton.

C&P Members Absent: Maria Lopez.

Guests Present: Cindy Dudley, Don Kalescky, and Gwen Partlow.

Recording Secretary: Mimi Lively.

Call to Order: 2:04

PART 1. COURSES AND PROGRAMS COMMITTEE

I. February 25, 2016 C&P/CPCC Minutes

MSU (Meinhold/Mitchell) to approve the February 25, 2016 minutes as submitted.

II. Development of Bachelor's Degree BPs and APs

A. BP/AP4100-B: Graduation Requirements for Baccalaureate Degree

**B. B. BP/AP4100-B: Graduation Requirements for Degrees and Certificates -
Baccalaureate in Science Degree**

MSU (Taccone/Meinhold) to approve new BP4100-B and AP4100-B as written.

**C. BP4025-B: Philosophy and Criteria for Baccalaureate Degrees and General
Education**

**D. AP4025-B: Philosophy and Criteria for Baccalaureate Degrees and General
Education**

MSU (Ali/Rosen) to approve new BP4025-B and AP4025-B as written.

III. Annual Review of BPs and APs

A. AP4020: Program, Curriculum, and Course Development

MSU (Meinhold/Gunn) to approve AP4020 as written.

B. AP4100: Graduation Requirements for Degrees and Certificates - Associate in Arts or Associate in Science Degree

MSU (Benschop/Julius) to approve AP4100 as written.

C. AP4101: Directed Studies

MSU (Mitchell/Rosen) to approve AP4101 as written.

All updated and new documents will be entered into the document tracking system. BPs will go to the Academic Senate, then College Council, then the Board of Trustees. The APs will go to Academic Senate, then College Council.

PART 2. CPCC SUBCOMMITTEE

I. Subcommittee Reports

A. Curriculum Review Process

B. New Curriculum Planning Form

Discussion surrounding the Curriculum Review Process and New Curriculum Planning Form ensued. The subcommittee was charged with updating various sections of the handbook with respect to new curriculum and all curriculum timelines.

Discussion regarding the timeline for curriculum proposals for this upcoming review cycle (fall 2016 for the 2017-18 catalog) resulted in a decision to extend the deadline for *some* modification proposals of existing curriculum as follows:

All new curriculum proposals (courses, degrees, certificates) still have the July 1 submission date. This includes new courses for UC transferability, new CTE courses, and new non-credit courses. All new courses, degrees or certificates.

Modification proposals that are directly tied to a new curriculum proposal will also have the July 1 deadline since these must be reviewed as a "package" of changes along with the new curriculum proposal. These include such things as updates to degrees or certificates that will include one or more of the new courses, concurrent modification of a non-honors version of a course along with a proposal to add a new honors course, update proposals of repeatability (family) plans due to the addition of new courses in families, and so forth.

All other modification proposals that are not directly impacted by a new course, certificate or degree proposal, such as the standard 6-year mandated updates (i.e. the MCUL list), will be accepted through the fall and reviewed by the committee according to the typical curriculum review deadlines (for specific dates see C&P calendar for fall 2016 to be finalized by the committee in May).

Discussion regarding the New Curriculum Planning Form determined that this form is necessary because it informs the staff of the Office of Instruction before they begin their work that the proposals for new curriculum have been vetted by the department chair and dean. The release of the compiled list of all new curriculum plans to the full faculty by the chair of C&P allows faculty college-wide to start thinking about the potential impact of new curriculum on their programs.

Committee discussion determined that the subcommittee should draft instructions in the handbook on how curriculum proposals will be prioritized in terms of the work of instructional staff and agenda development.

II. Announcements/Discussion

A. Solano College – Definition of Upper Division Coursework

At the request of the committee Baughman shared a document from Solano College on their definition of Upper Division coursework for the new bachelor's degree program. Discussion ensued with the committee deciding to post the rubric from this document to the portal for committee review, input and modification. This will drive broader discussions by the committee towards development of a rubric that will be published in the C&P handbook and used by the committee to evaluate upper division coursework in the future.

III. Adjournment: 3:19 p.m.

***Consent Items** are considered routine and will be approved by consensus. There will be no separate discussion of these matters unless a member of the C&P committee requests it be removed and considered as a separate item.

Disability Access: OC 1202 is located on MiraCosta's Oceanside campus and is wheelchair accessible. Please contact Gwen Partlow (760.795.6813), Curriculum Support Specialist for C&P, if you need assistance in order to participate or if you need the agenda and public documents modified as required by Section 202 of the Americans with Disabilities Act.

Courses & Programs Committee

March 10, 2016

ACTIONS

Item	
PART 1. FULL COURSES & PROGRAMS	
I. February 25, 2016 C&P/CPCC Minutes	APPROVED
II. Development of Bachelor's Degree BPs and APs	
A. BP4100-B: Graduation Requirements for Baccalaureate Degree	APPROVED
B. AP4100-B: Graduation Requirements for Degrees and Certificates - Baccalaureate in Science Degree	APPROVED
C. BP4025-B: Philosophy and Criteria for Baccalaureate Degrees and General Education	APPROVED
D. AP4025-B: Philosophy and Criteria for Baccalaureate Degrees and General Education	APPROVED
III. Annual Review of BPs and APs	
A. AP4020: Program, Curriculum, and Course Development	APPROVED
B. AP4100: Graduation Requirements for Degrees and Certificates - Associate in Arts or Associate in Science Degree	APPROVED
C. AP4101: Directed Studies	APPROVED

The district grants the degree of baccalaureate in science in biomanufacturing to those students who have completed 120 degree-applicable semester units and meet the following grade-point requirements:

- A. An overall GPA of no less than 2.5 in designated science prerequisite courses, with no grade less than a “C” or “P”2.0 average.
- B. An overall 2.0 GPA:
 - 1. In all upper-division coursework.
 - 2. In all of the coursework completed at MiraCosta College.
 - 3. In all coursework from any institution.

Students must also complete general education, residency, and competency requirements set forth in Title 5 regulations.

The superintendent/president shall establish procedures to determine degree and requirements that include appropriate involvement of the Courses and Programs Committee. The procedures shall assure that graduation requirements are published in the district’s catalog and are included in other resources that are convenient for students.

See Administrative Procedure 4100B.

Adoption History:

6/22/16

Requirements for Graduation

MiraCosta College shall offer the baccalaureate in science degree. To obtain a baccalaureate degree, students must:

- A. Complete a combination of lower-division and upper-division coursework totaling a minimum of 120 semester or 180 quarter units to include the following:
 1. A minimum of twenty-four (24) units of lower-division-major courses
 - a. Lower-division courses acceptable toward the baccalaureate degree are designated as CSU or UC transferable or determined to be at the baccalaureate level.
 - b. Lower-division courses from other U.S. regionally accredited institutions will be evaluated by faculty to determine baccalaureate credit based on course description, comparable content, appropriate prerequisites, or C-ID number.
 - c. All lower-division requirements must be met before the baccalaureate degree is granted.
 - d. International courses will be evaluated for baccalaureate major requirements only when course descriptions are submitted in English, along with a transcript evaluated by an approved foreign transcript service.
 2. Thirty-four (34) units of upper-division-major courses
 - a. MiraCosta College courses designated as upper-division are applicable only to the baccalaureate degree and may not be used to satisfy associate degree requirements.
 - b. Upper-division courses from other U.S. regionally accredited institutions will be evaluated for appropriate major, general education, or elective baccalaureate degree credit.
 - c. When a previously completed lower-division course from another U.S. regionally accredited institution is determined by faculty to be equivalent to an upper-division baccalaureate requirement, the

student will be granted “subject” credit for that requirement, but will still be required to complete an additional upper-division course to meet the total upper-division unit requirement.

3. Completion of the California State University (CSU) GE Breadth (Plan B) or the University of California (UC) intersegmental general education transfer curriculum IGETC (Plan C) lower-division general education patterns (37-41 units)
 - a. Previously completed lower-division general education courses will be evaluated according to the CSU-GE or IGETC certification guidelines.
 - b. Students enrolled in the baccalaureate program who have not completed the CSU-GE or IGETC pattern must complete any remaining CSU-GE or IGETC Areas.
 4. Nine (9) units of upper-division general education courses
- B. Satisfy competency in reading, writing, and mathematics through the completion of the CSU-GE or IGETC general education patterns.
 - C. Complete a minimum of twelve (12) units in residence.
 - D. Maintain an overall 2.0 grade-point average (GPA); courses completed with a “P” may be used toward meeting baccalaureate degree requirements.

The awarding of a baccalaureate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop progressively higher level capabilities and insights.

In addition to these accomplishments, the student shall possess sufficient depth in the field of bio manufacturing to contribute to entry level career preparation and lifetime interest.

The MiraCosta Community College District General Education Program promotes skill development and knowledge acquisition through the study of ideas, the analysis of data, and the interpretation of issues and events. Students completing the MiraCosta Community College District General Education Program are systematic, critical, creative thinkers and clear communicators who are intellectually curious, culturally and scientifically literate, civic-minded, and aesthetically appreciative. These students are able to demonstrate the following:

- A. A broad understanding of mathematics, science, social science, humanities, and the arts.
- B. Effective communication in oral and written form.
- C. A multicultural, global perspective.
- D. Critical thinking skills that apply analytical and creative approaches to problem solving.
- E. The ability to adapt to new environments and technologies.
- F. Social awareness and responsibility as a participating member of society.

In modifying its general education program, the MiraCosta Community College District will continue to seek coherence and integration among the separate requirements, and to establish a general education program that actively involves students in examining values inherent in proposed solutions to major social problems.

The superintendent/president shall establish procedures to assure that courses used to meet general education and baccalaureate degree requirements meet the standards in this policy. These procedures shall provide for appropriate Academic Senate involvement.

MiraCosta Community College District programs are consistent with the college mission, vision, and core values.

Baccalaureate Degree

The baccalaureate degree at MiraCosta College is awarded to students who have successfully demonstrated they have developed intellectual skills, information technology facility, affective and creative capabilities, social attitudes, and an appreciation for cultural diversity. In addition to these accomplishments, students graduating with a baccalaureate degree shall possess sufficient depth in the major to contribute to preparation for career positions within the region and beyond. The depth will be provided with a minimum of twenty-four (24) semester lower-division-major units and a minimum of thirty-four (34) semester upper-division-major units. The college catalog will clearly differentiate upper-division and lower-division course work. Upper-division courses will be open only to those students enrolled in the baccalaureate degree program.

- A. Upper-division courses require lower-division knowledge and apply that knowledge as demonstrated measures of critical thinking through writing, oral communication, or computation.
- B. Upper-division courses will typically have prerequisites that have been established using content review of the entry skills necessary to be successful as outlined in the California Code of Regulations.
- C. Upper-division courses may encompass research elements, workforce training, apprenticeships, internships, practicum, or capstone projects.

General Education

General education at MiraCosta College introduces the content and methodology of major areas of knowledge. Its purpose is to encourage students to select a broad spectrum of classes. The MiraCosta College general education program for the baccalaureate degree is comprised of thirty-seven (37) to forty-one (41) units of lower-division general education courses and nine (9) units of upper-division general education courses. Students completing this program are able to demonstrate the following:

- A. A broad understanding of mathematics, science, social science, humanities, and the arts.
- B. Effective communication in oral and written form.

- C. A multicultural global perspective.
- D. Critical-thinking skills that apply analytical and creative approaches to problem solving.
- E. The ability to adapt to new environments and technologies.
- F. Social awareness and responsibility as a participating member of society.

Lower-Division General Education

Students may satisfy the lower-division general education requirement for the baccalaureate degree at MiraCosta College by completing the California State University (CSU) breadth (CSU-GE) pattern or the University of California (UC) intersegmental general education transfer curriculum (IGETC) pattern. MiraCosta College courses approved for the CSU-GE and IGETC patterns meet the standards set forth in Board Policy 4025-B and meet the following universal criteria: rigor, scope, autonomy, breadth, critical thinking, communication, and rationality.

Consistent with Board policy 4025, the CSU-GE and IGETC lower-division general education requirements are designed to provide the knowledge, skills, experiences, and perspectives that will enable students to expand their capacities to take part in a wide range of human interests and activities; to confront personal, cultural, moral, and social problems that are an inevitable part of human life; and to cultivate both the requisite skills and enthusiasm for lifelong learning.

Lower-division general education courses for the baccalaureate degree will fulfill the following criteria related specifically to the designated CSU-GE or IGETC Area:

- A. CSU-GE Area A and IGETC Area 1: Communication in the English Language and Critical Thinking

Courses emphasize development of students' communication and reasoning skills. These areas require coursework in communication in the English language, to include both oral and written communication. Critical-thinking courses will develop the students' abilities to analyze, criticize, and advocate ideas; to reason inductively and deductively; and to reach well-supported factual or judgmental conclusions.

- B. CSU-GE Area B1-3, Scientific Inquiry and IGETC Area 5, Physical and Biological Sciences

Courses will develop the student's knowledge of scientific theories, concepts, and data about both living and nonliving systems. Students will achieve an understanding and appreciation of scientific principles and the scientific method, as well as the potential limits of scientific endeavors and the value systems associated with human inquiry.

C. CSU-GE Area B4 and IGETC Area 2: Mathematical Concepts and Quantitative Reasoning

Courses will be designed so that students' will not just practice computational skills, but will be able to explain and apply basic mathematical concepts and will be able to solve problems through quantitative reasoning.

D. CSU-GE Area C and IGETC Area 3: Arts and Humanities

Courses will cultivate and refine student's affective, cognitive, and physical faculties through studying great works of the human imagination. Courses will encourage students to analyze and appreciate works of philosophical, historical, literary, aesthetic, and cultural importance from Western and non-Western perspectives. Activities may include participation in aesthetic, creative experiences. Courses that primarily focus on skill development will be excluded.

E. CSU-GE Area D and IGETC Area 4: Social and Behavioral Sciences

Courses provide students with the understanding that human social, political, and economic institutions and behavior are inextricably interwoven. Courses will ensure that students' have the opportunity to develop understanding of the perspectives and methods of the social and behavioral sciences. Courses will help students gain an understanding and appreciation of the contributions and perspectives of men, women, and of ethnic and other minorities and a comparative perspective on both Western and non-Western societies.

F. CSU-GE Area E (CSU Only)

Courses in this area are designed to equip students for lifelong understanding and development of themselves as integrated physiological, social, and psychological beings. Courses will draw on findings from the biological, behavioral, and social sciences to study humans from psychological, sociological, and physiological perspectives.

Placement of courses on CSU-GE and IGETC is governed by the California State University (CSU) and University of California (UC) and will be in accordance with CSU and UC transfer submission and acceptance policies.

Successful completion of the CSU-GE or IGETC general education patterns will be in accordance with CSU-GE or IGETC certification guidelines that include the following:

1. Each course completed in CSU-GE Area A and B4 must be completed with a "C" or a "P" or better.
2. Each course completed on IGETC must be completed with a "C" or a "P" or better.
3. Courses listed in two different areas may be used to satisfy a requirement in one area but not both areas.
4. All areas of the CSU-GE or IGETC pattern must be fully completed.

5. Students may request CSU-GE or IGETC certification, but certification is not necessary to fulfill the lower-division general education component of the baccalaureate degree.

Coursework from other U.S. regionally accredited institutions will be approved to meet CSU-GE (Plan B) or IGETC (Plan C) requirements according to the following CSU-GE and IGETC certification guidelines:

1. A CSU-GE or IGETC-approved course in the same area at another California community college.
2. A course comparable to an approved MiraCosta College course on CSU-GE (Plan B) or IGETC (Plan C) or a course on another California community college CSU-GE or IGETC pattern.
3. A lower-division course that meets the CSU-GE or IGETC area criteria.
4. An upper-division course that is determined comparable by faculty to a lower-division CSU-GE or IGETC-approved course.
5. Completion of the CSU-GE or IGETC general education pattern will satisfy the MiraCosta College associate degree competency requirements.
6. A single course may be used to complete both a general education requirement and a lower-division major requirement.

Upper-Division General Education

Upper-division general education courses will enhance the foundational knowledge gained by students through the completion of the lower-division general education program. The further development of writing, leadership, and/or computational skills will supplement the major specific skill set that biotechnology employers seek in their employees.

- A. Students will be provided with an upper-division general education curriculum designed to be:
 1. An integrative learning experience that make connections among the disciplines.
 2. Intentional, engaging, and meaningful.
 3. Contextualized to the major and global workplace.
- B. Courses will be offered in at least two disciplines outside of the biomanufacturing major.
- C. At least one course will have an emphasis in written or oral communication or on further development of computation skills and analysis.
- D. Courses will be open only to those students enrolled in the baccalaureate degree program.

- E. Comparable upper-division courses from other U.S. regionally accredited institutions may be used to satisfy upper-division general education requirements.

A stylized white letter 'H' is centered within a yellow rounded square, which is itself set against a larger orange rounded square background.

Appendix H

Requirements for Graduation: Associate Degrees

MiraCosta College shall offer the associate in arts and associate in science degrees. To obtain an associate degree, students must:

- A. Complete a minimum of sixty (60) units of approved coursework, including a minimum of eighteen (18) units in a college-defined major.
 1. Courses from other U.S. regionally accredited colleges or universities will be evaluated for associate degree requirements based on C-ID number or course description, comparable or equivalent content, and appropriate prerequisites. Students may be required to provide a course outline and/or a syllabus to determine course comparability and a transcript to verify prerequisite completion.
 2. International courses will be evaluated for associate degree major requirements only when course descriptions are submitted in English, along with a transcript evaluated by an approved foreign transcript evaluation service. Course descriptions may also be required for prerequisite review. Only courses that were taught in the English language will be considered for the writing competency requirement.
- B. Complete a minimum of twelve (12) units in residence.
- C. Complete the approved MiraCosta College general education pattern (Plan A) or the CSU (Plan B) or UC (Plan C) transferable general education pattern. (See Administrative Procedure 4025).
- D. Satisfy competency in reading, written expression, and mathematics.
 1. Reading competency must be demonstrated by completing one of the following: achieve a qualifying score on the reading component of the MiraCosta College English assessment that gives a recommendation for READ 100; present proof of achieving one of the following minimum test scores:
 - a. A passing score on the CSU English placement exam

- b. A score of 3, 4, or 5 on a College Board advanced placement English examination.
 - c. A score of 5 or better on the International Baccalaureate higher level English test.
 - d. Complete one of the following with a minimum grade of "C" or "P": READ 100, ENGL 201, ENGL 201H, ENGL 202, ENGL 202H, or equivalent.
2. Writing competency must be demonstrated by completing one of the following:
- Present proof of achieving one of the following minimum test scores:
 - A passing score on the CSU English placement exam.
 - A score of 3, 4, or 5 on a College Board advanced placement English examination.
 - A score of 5 or better on the International Baccalaureate English Language A1 higher level examination.
 - Complete one of the following with a minimum grade of "C" or "P" at MiraCosta College or an equivalent course at another U.S. regionally accredited college or university: ENGL 100, ENGL 201, ENGL 201H, ENGL 202, ENGL 202H.
3. Mathematics competency must be demonstrated by completing one of the following:
- Achieve a qualifying score on the MiraCosta College mathematics competency examination that gives clear placement into a math course numbered 103 through 150.
 - Pass a MiraCosta College mathematics course numbered 64 through 270 (with the exception of 95) or equivalent with a minimum grade of "C" or "P."

Present proof of achieving one of the following minimum test scores:

- A passing score on the College Board mathematics achievement test (500 Level I; 600 Level II).
- A score of 3, 4, or 5 on a College Board advanced placement math examination.
- A minimum score of 50 on a college-level examination program subject exam (college algebra, pre-calculus, or calculus).

- A score of 4 or better on an International Baccalaureate mathematics examination.
 - A passing score on the CSU elementary level mathematics (ELM) placement exam.
 - Achieve a qualifying score on a California community college mathematics assessment exam that gives clear placement into a math course that requires intermediate algebra as a prerequisite or has a traceable prerequisite to intermediate algebra.
4. Competencies may be also met when students complete either the CSU-GE (Plan B) or the IGETC (Plan C) general education pattern or through submission of an official transcript verifying completion of a bachelor's degree from a U.S. regionally accredited institution.
 5. Upper-division courses in math or English with a stated prerequisite of intermediate algebra or college-level English, or a traceable prerequisite to intermediate algebra or college-level English may be used to satisfy competency requirements for the associate degree.
- E. Maintain an overall 2.0 GPA with a grade of "C" or "P" or better in each course counted towards the major.

Requirements for Graduation: Associate Degrees for Transfer (AD-T)

MiraCosta College shall offer an associate in arts for transfer and an associate in science for transfer degrees. To obtain an AD-T degree, students must:

- A. Complete a minimum of sixty (60) CSU-transferable semester units.
 1. Courses from other U.S. regionally accredited colleges will be reviewed for placement on the associate degrees for transfer based on existing C-ID numbers and/or course comparability to the transfer model curriculum template developed by the California Community Colleges Chancellor's Office.
- B. Complete a minimum of eighteen (18) units in an approved AD-T major.
- C. Complete all courses in the major with a "C" or "P" or better.
- D. Complete the CSU-GE (Plan B) or CSU-IGETC (Plan C) general education pattern.
- E. Obtain a minimum CSU-transferable GPA of 2.0.
- F. Complete a minimum of twelve (12) units in residence.

Multiple Degrees

Students who are in progress to complete or who have previously been awarded a MiraCosta College associate degree may be qualified for an additional associate degree(s) under the following circumstances:

- A. The additional degree(s) represents a new major.
- B. Each degree has at least 12 mutually exclusive major units.
- C. All degree requirements have been met, including residency, with at least twelve (12) units completed in the new major at MiraCosta College.

Requirements for Graduation: College Certificates

Students may obtain certificates of achievement and certificates of proficiency through MiraCosta College.

A. Certificates of Achievement

Certificates of achievement have been state-approved and thus will be printed on a recipient student's transcript. To obtain a certificate of achievement students must:

- 1. Complete a state-approved program of study that is a minimum of twelve (12) units.
- 2. Obtain a "C" or "P" or better in each course counted toward the certificate with the exception that CSU-GE certificates will be awarded according to CSU policies.

B. Certificates of Proficiency

Certificates of proficiency are approved locally and are not printed on student transcripts. To obtain a certificate of proficiency students must:

- 1. Complete a course of study that is less than eighteen (18) units.
- 2. Obtain a "C" grade or better in each course counted towards the certificate.
- 3. Complete at least six (6) units, or the maximum number of units required for the certificate, whichever is less, in residence at MiraCosta College.

Directed-study courses provide an opportunity for students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses offered at MiraCosta College.

Students enrolled in a directed study work independently and interact directly with an instructor of record on an individual basis and as prescribed by the directed-study agreement, which is a learning contract developed collaboratively with the instructor; approved by the instructor, department chair, and appropriate dean; and submitted to the Admissions and Records Office by the add-deadline date for the class session.

General Regulations

- A. The maximum number of units of directed-study credit that may be applied toward a degree is three (3) units.
- B. To offer a directed-study course, the department must have a course titled "Directed Study" listed in the catalog.
- C. Directed-study units may apply toward the student's degree; they will not, however, fulfill general-education requirements.
- D. Special activity or project-type work may constitute a directed study.
- E. Directed-study courses may not substitute for credit by examination.
- F. Directed-study courses may not be offered in place of courses listed in the catalog.

Academic Standards

Academic standards for directed-study courses are the same as those applied to other credit courses at MiraCosta, including the following:

- A. Units and required hours are Carnegie-standard compliant.
- B. Course content represents the specific body of knowledge the course will cover.
- C. Performance objectives emphasize critical thinking about the content of the student's individualized study.

- D. Assignments are used as appropriate to promote student mastery of the course objectives.

Instruction

- A. Students enrolled in directed-study courses have the same access to the instructor that students enrolled in traditional credit courses have, in addition to regularly scheduled office hours. The instructor's consultation schedule is included in the directed-study agreement.
- B. The directed-study instructor is qualified to provide service in that capacity during the period in which that service is rendered.
- C. The instructor is responsible for the following:
 - 1. Assisting the student in developing the directed-study agreement, which includes identifying the following:
 - a. Course content
 - b. Number of units and hours of study required
 - c. Performance objectives
 - d. Work product(s) to be evaluated
 - 2. Providing orientation, guidance, and information regarding course-content materials and services for the student as soon as possible subsequent to the student's official enrollment in the course
 - 3. Supervising, controlling, and evaluating the course and the enrolled student.

Student Progress

- A. The instructor measures the student's mastery of the directed-study's performance objectives using the same standards of achievement as those used in other MiraCosta credit courses.
- B. The methods of evaluation, including the work product(s) to be evaluated and the certification of adequate and proper progress toward accomplishment of course objectives, are identified in the directed-study agreement.

Limits on Enrollment

- A. Instructor, department chair, and instructional dean approval is required.
- B. Student must have previously successfully completed twelve (12) units of college work with at least a 3.0 grade-point average
- C. May be taken for a total of three (3) units.



Appendix I





AGENDA

- I. **Call to Order**
- II. **Persons Wishing to Address the Senate**
- III. **Changes to Agenda Order**
- IV. **Reports**
 - A. Academic Senate President – *Herrmann*
 - B. College Superintendent/President – *Cooke*
 - C. Associate Faculty – *Carlsson, Chirra, Pynes, Thomas, Warren*
 - D. Classified Senate Council – *Level*
 - E. Accreditation – *Hill*
 - F. Course Management System Evaluation—*Julius*
 - G. Equity and Inclusion—*Ongyod, Stephenson*
- V. **Consent Calendar**
 - A. Minutes of the March 18 Regular Meeting
- VI. **Old Business**
 - A. The Facilities Master Plan—**Ng Time Certain: 9:10 a.m.**
Description: *The most recent version of the Facilities Master Plan (FMP) is presented to Senate for review.*
 - B. Bachelor Degree Program New AP/BPs and Annual Review of AP/BPs—**Benschop**
Description: *Every spring C&P reviews AP/BPs related to the committee's responsibilities. In addition, this year the committee developed AP/BPs for the new Bachelor's Degree Program. Please see the attached document showing a summary of the actions taken this spring by C&P, the new AP/BPs for the Bachelor's Degree Program, and AP/BPs reviewed by C&P.*

New AP/BPs being submitted for approval are: AP/BP4100-B Graduation Requirements for Degrees and Certificates (including Bachelors Degree), and AP/BP4025-B Philosophy and Criteria for Associates Degrees and General Education (including addition of Bachelors Degrees and Upper Division GE). AP/BPs reviewed and being submitted for approval are: AP4020, AP4100, and AP4101.
 - C. **Revised AP72112.b: Minimum Qualification and Equivalencies Related to Upper Division Instruction** – **Lewis**
Description: *Equivalency Committee submits for approval an addendum to this AP to define the process for faculty teaching in the Bachelor's Degree Program.*

VII. New Business

- A. 6-year Realignment Proposal—*Figueroa, Laurel* **Time Certain: 9:40 a.m.**
Description: *Coming from PG&E, the proposed Evaluation: 6 Year process seeks to build on the strengths of the approved and implemented Evaluation: 3 Year process, which more directly aligns the TFM evaluation elements with the Ed. Code goal of teaching excellence.*
- B. Application for Comparable Degree Titles—*Lewis*
Description: *AP72311.2 allows for disciplines to submit a comparable degree title form to allow for blanket approvals of degree with language that is comparable but not exactly the same as the ASCCC Discipline’s List. Submitted for your approval are two forms for Noncredit ESL.*

VIII. Information

- A. Energy Conservation—*Falco* **Time Certain: 10:00 a.m.**
Description: *Madeleine Falco, our Cenergistic Energy Specialist, will give an update on the progress of the college’s energy conservation program.*
- B. Hiring Subcommittee Timeline for Fall 2016—*Bonds* **Time Certain: 10:10 a.m.**
Description: *The new timeline document for the Hiring Subcommittee for the 2016 Fall Semester comes from the Academic Affairs Committee for information.*

IX. Closed Session Pursuant to Government Code §54957

- A. Application for Faculty Equivalency to the Minimum Qualifications — *Lewis*

X. Reconvene from Closed Session—Report Actions Taken

- A. Application for Faculty Equivalency to the Minimum Qualifications

XI. Future Agenda Items

XII. Council Commentary

XIII. Adjournment



Academic Senate Meeting Official Minutes

Progress Report 902
9:00 to 11:00am

April 1, 2016
Room OC1202

Members present: Susan Herrmann (president), Tony Burman, Laura Carlsson, Joe Chirra, Sunny Cooke (ex-officio), Jim Julius (vice-president), Anthony Ongyod, Susan Pynes, Freddy Ramirez, Sue Simpson, Denise Stephenson (coordinating officer), Erin Thomas, Krista Warren

Members absent: Joanne Benschop, Michelle Farnam, Luke Lara, David McField

Others present: Maria Figueroa, Madeleine Falco, Mark Laurel, Lisa Level, Kathy Lewis, Charlie Ng, JP Schumacher

- I. **Call to Order** – The meeting was called to order at 9:07am.
- II. **Persons Wishing to Address the Senate** – None.
- III. **Changes to Agenda Order** – Move equity and inclusion report to the beginning of the reports.
- IV. **Reports**
 - A. **Academic Senate President** – *Susan Herrmann*
 - There will be an equity retreat on April 8th.
 - Project Joy follow-up emails will be sent this week and next week asking all to think about how the ideas discussed at the event can be directed.
 - Herrmann will be attending the Area D meeting tomorrow for the Statewide Senate at Cypress College.
 - Herrmann, Julius, Ongyod, and Warren will be attending the ASCCC 2016 Spring Plenary Session in Sacramento April 21-23rd.
 - B. **College Superintendent/President** – *Sunny Cooke*
 - Noted student equity at the state level; however, to achieve student equity locally, we have to focus on what we, as a college, are doing. We have a lot of different groups working on equity i.e. DEqCCC, EEO, and PADE. Our equity retreat will be our first step. Invitations have gone out to the folks who have a functional role in this area. The goal is to have a college-wide event in the fall at All College Day. Attendance is encouraged on April 8th from 9am-3pm with breakfast at 8:30am.
 - There are several hiring searches currently underway. Appreciation is being sent to everyone who has been working hard on hiring committees.
 - C. **Associate Faculty** – *Laura Carlsson, Joe Chirra, Susan Pynes, Erin Thomas, Krista Warren*
 - No report.
 - D. **Classified Senate Council** – *Lisa Level*
 - The call for nominations for Classified Senate Council went out on Monday, March 14th. The deadline to submit nominations was Tuesday, March 29th. Elections will be held April 12 – 19 and results announced at the CSC General Meeting on April 21st, 2016.
 - E. **Accreditation** – *Sunny Cooke for Chris Hill*
 - The Accreditation Report is available for review. All comments are welcome and helpful. The form will continue to be open for feedback. The document goes public today. The board will look at it in May.
 - F. **Course Management System Evaluation** — *Jim Julius*
 - The task force is looking at the over 40 survey responses from faculty and students who looked at all three systems.

- A proposal will go from the task force to AAC next Friday and then to each of the councils.
- G. Equity and Inclusion** — *JP Schumacher for Anthony Ongyod and Denise Stephenson,*
- The queer cupcake fundraising event will take place in Aztlan A&B on April 6th. The equity retreat will take place on April 8th.
 - The background of equity and inclusion was explained. It had its roots in the '90s when all 113 CCCs were required to erase equity gaps. With the passage of the Student Success Act in 2012, there was money available. In 2014, \$70 million was allocated to invest in student equity to reduce the gaps in areas such as ethnicity and gender. As one of newest departments on campus, Equity and Inclusion serves to operationalize the plan and work in partnership with faculty and student services. They are trying to form a plan and vision including access, completion, and transfer. The website is a work in progress.

V. Consent Calendar

A. Minutes of the March 18 Regular Meeting

MSP (Simpson / Ramirez) [Stephenson abstained] to approve the minutes of the March 18 regular meeting as presented.

VI. Old Business

A. The Facilities Master Plan—*Charlie Ng*

Description: *The most recent version of the Facilities Master Plan (FMP) is presented to Senate for review.*

- Presented an overview of the information for the FMP which can be found on the Portal.
- The FMP should be ready for Board approval in May.
- Volumes I through 4 include updates to the FMP including an overview of the plan for all three campuses.
- The survey will be open until April 6th. The final document will be completed around April 15th and then go before every council prior to the May 15th Board meeting.
- Thanks were offered for helping to get to this point.

B. Bachelor Degree Program New AP/BPs and Annual Review of AP/BPs

Description: *Every spring C&P reviews AP/BPs related to the committee's responsibilities. In addition, this year the committee developed AP/BPs for the new Bachelor's Degree Program. Please see the attached document showing a summary of the actions taken this spring by C&P, the new AP/BPs for the Bachelor's Degree Program, and AP/BPs reviewed by C&P.*

New AP/BPs being submitted for approval are: AP/BP4100-B Graduation Requirements for Degrees and Certificates (including Bachelor's Degree), and AP/BP4025-B Philosophy and Criteria for Associates Degrees and General Education (including addition of Bachelor's Degrees and Upper Division GE). AP/BPs reviewed and being submitted for approval are: AP4020, AP4100, and AP4101.

MSU (Julius / Ongyod) [Stephenson was not present for the vote] to approve the Bachelor Degree Program New AP/BPs including AP/BP4100-B Graduation Requirements for Degrees and Certificates (including Bachelor's Degree), and AP/BP4025-B Philosophy and Criteria for Associates Degrees and General Education (including addition of Bachelor's Degrees and Upper Division GE) and the Annual Review of AP/BPs including AP4020, AP4100, and AP4101 as presented.

C. Revised AP7211.2.b: Minimum Qualification and Equivalencies Related to Upper Division Instruction – *Kathy Lewis*

Description: *Equivalency Committee submits for approval an addendum to this AP to define the process for faculty teaching in the Bachelor's Degree Program.*

MSU (Simpson / Julius) to approve the revised AP72112.b: Minimum Qualification and Equivalencies Related to Upper Division Instruction as presented.

VII. New Business

A. 6-year Realignment Proposal — *Maria Figueroa, Mark Laurel*

Description: *Coming from PG&E, the proposed Evaluation: 6 Year process seeks to build on the strengths of the approved and implemented Evaluation: 3 Year process, which more directly aligns the TFM evaluation elements with the Ed. Code goal of teaching excellence.*

- The proposal for the 6yr Tenured Faculty Member (TFM) realignment was presented.
- The proposed Evaluation: 6 Year process seeks to build on the strengths of the approved and implemented Evaluation: 3 Year process, which more directly aligns the TFM evaluation elements with the Ed. Code goal of teaching excellence. The most significant process change moves the teaching observation and related documentation (i.e., the Visitation and Discussion Report) from an optional to a required evaluation element. By the same rationale, the Survey of Participation in Professional Activities moves from a required to an optional evaluation element. After much deliberation and revision, the Professional Growth and Evaluation Committee (PG&E) feels the proposed changes to the Evaluation: 6 year process more clearly align with the classroom faculty job description and the language and goals of Ed. Code to promote teaching excellence.
 - PG&E's work is in response to direction given by the Academic Senate (2012).
 - The primary focus of this work is to insure alignment of our tenure review processes with Ed Code.
 - ◆ The teaching component of the review process was moved from "optional" to "required."
 - ◆ The SGID was added as an optional tool under "student evaluation of teaching."
- This process is only for those who have tenure. The FA and Senate have a working group to figure out what process to follow in order to bring this into operation. Included is how to get outcomes expectation into the evaluation in a way that is acceptable.
- This will be voted on some time in the future.
- Associate faculty voiced concerns that when full-time faculty do something involving professionalism of faculty, they respectfully suggest AF be involved with this, as well.
- In the old standards regarding SLOs, it was acceptable to report that the work was simply being done. In the new standards, a faculty member must report that the results are being used. When evaluation was negotiated with AF, we were operating under the new standards. In the F/T faculty piece, the SLO component in the evaluation must now meet the new standards, so the work being done now is being focused to meet the new standard that is not missing in the AF standards.
- It would be nice to include AF in this important discussion about including SLOs.
- The requirements of the TFM evaluation process cannot be changed by the Senate in the middle of a contract cycle, but should come back for a vote at the right time. This seems to be a negotiated item that will need to be discussed with FA.
- This will come back as old business with a better timeline.

B. Application for Comparable Degree Titles—*Lewis*

Description: *AP72311.2 allows for disciplines to submit a comparable degree title form to allow for blanket approvals of degree with language that is comparable but not exactly the same as the ASCCC Discipline's List. Submitted for your approval are two forms for Noncredit ESL.*

MSU (Ramirez / Warren) to approve two applications for comparable degree titles for Noncredit ESL as presented.

VIII. Information

A. Energy Conservation — *Madeleine Falco*

Description: *Madeleine Falco, our Cenergistic Energy Specialist, will give an update on the progress of the college's energy conservation program.*

- Tabled.

B. Hiring Subcommittee Timeline for Fall 2016 — David Bonds

Description: *The new timeline document for the Hiring Subcommittee for the 2016 Fall Semester comes from the Academic Affairs Committee for information.*

- This timeline comes from the integrated planning manual. The focus of discussion is on weeks 13, 14, and 15 of fall semester 2016. The necessary schedule will create a time squeeze with AS to be able to vote; there will likely have to be a special meeting of AS to vote. At week 13, Academic Affairs will need to meet on the 3rd Friday because of a holiday on the 2nd Friday. Enough time needs to be given to the Superintendent/President and HR.
- It was noted that AS could meet on 11/18 for a special meeting after AA meets on that day, and then call for a vote on 12/2.

AS went into closed session at 10:16am.

IX. Closed Session Pursuant to Government Code §54957

A. Application for Faculty Equivalency to the Minimum Qualifications — Kathy Lewis

MSU (Warren / Simpson) to approve the application for faculty equivalency to the minimum qualifications for Noncredit ESL as presented.

MSU (Ramirez / Warren) to approve the application for faculty equivalency to the minimum qualifications for French as presented.

AS reconvened from closed session at 10:20am.

X. Reconvene from Closed Session—Report Actions Taken

A. Application for Faculty Equivalency to the Minimum Qualifications

- Actions taken in closed session were reported in open session for the two applications for faculty equivalency to the minimum qualifications.

XI. Future Agenda Items

- Sabbatical Leave reports and Salary Advancement applications.
- FMP vote.
- Course Management System recommendation.

XII. Council Commentary

- A faculty hire for Pre-transfer English was declared a failed search. It was asked if there is a process for this when there is a failed search. It was noted that the position holds its place and does not go away. They could extend it or re-advertise and it could be a mid-year hire for spring of next year. As a Senate, we should get clarification about the process for declaring a failed search. Herrmann will inquire.
- As the Coordinating Officer, Stephenson noted she is still meeting with committee chairs and would like to be on the May 6th AS agenda to discuss how we recruit leaders, term lengths, and more.

XIII. Adjournment – The meeting adjourned at 10:56am.

MiraCosta Community College District (district) provides an opportunity for individuals applying for academic positions to provide evidence of their qualifications as stated in the *Baccalaureate Degree Pilot Program Handbook*.

I. QUALIFICATIONS FOR EMPLOYMENT

Minimum Qualifications: Minimum qualifications are established by the Legislature and the Board of Governors in consultation with the Academic Senate of the California Community Colleges and published as the Board of Governors-approved *Baccalaureate Degree Pilot Program Handbook*. Faculty shall meet minimum qualifications established by the Board of Governors.

Diversity Qualifications: In accordance with California Code of Regulations, Title 5, §53022, job requirements shall include "sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students." These criteria are included in standard language on all district faculty job announcements.

II. PROCEDURE FOR THE DETERMINATION OF COMPARABLE DEGREE MAJOR TITLES WITHIN DISCIPLINES

This procedure is to establish and approve a list of degree major titles acceptable at MiraCosta Community College that are comparable to the degree major titles listed in the *Baccalaureate Degree Pilot Program Handbook* and the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*.

- A. A department compiles a list of comparable degree major titles and reviews with faculty for input and approval.

For each comparable degree major title, the following documentation is required:

1. A table comparing coursework from any U.S. accredited institution awarding a degree major title that is listed in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* with coursework from another U.S. accredited institution awarding a comparable degree with a different major title. The table should include:
 - a. Name of institutions
 - b. Course numbers
 - c. Course titles
 - d. Course descriptions
 - e. Semester units

2. Catalog pages from both institutions showing course descriptions.
- B. Department chairs submit the comparable degree major title list and required documentation to the equivalency committee for review. Department chairs may attend the equivalency committee meeting to advocate for the request to add the comparable degree major title(s). Equivalency committee members review the documents, meet, and make a recommendation to Academic Senate.
 - C. Academic Senate reviews the documents and acts on the recommendation of the equivalency committee, accepting or rejecting the recommendation. If the department chair wishes to appeal the decision by the Academic Senate, he or she may do so at a future Academic Senate meeting.
 - D. Action by Academic Senate is recorded by the administrative secretary to the Academic Senate president.
 - E. The comparable degree major title is sent to the Board of Trustees via the superintendent/president for approval.
 - F. If the comparable degree major title is approved, the degree major title is added to the list of comparable degree major titles maintained by the administrative secretary to the Academic Senate president.
 - G. After board approval, the administrative secretary to the Academic Senate president sends an e-mail notification to the requesting department chair, dean, vice presidents of instructional services and/or student services, and human resources technicians.
 - H. If a comparable degree major title is not approved, the administrative secretary to the Academic Senate president sends an e-mail notification to the requesting department chair, dean, vice presidents of instructional services and/or student services, and human resources technicians.
 - I. Faculty positions posted will contain the approved comparable degree major titles.
 - J. The list of approved comparable degree major titles will be sent by the administrative secretary to the Academic Senate president to all department chairs, deans, vice presidents of instructional services and student services, and human resources technicians on or about June 1 of each year.

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Appendix J

COLLEGE COUNCIL (CC) MEETING AGENDA

Friday, April 8, 2016 – 3 p.m.

NOTE: The meeting will be held in Room 1030.

	Comments / Action / Responsibility
A. College Complaint Process (Cynthia Rice-Carroll)	Cynthia Rice-Carroll presented the latest revisions to the webpage and forms.
B. Board Policies/Administrative Procedures – Baccalaureate Pilot Related	Routing for items 1-7: C&P/AS Routing for item 8: ProfS/EquivC/AS
<ol style="list-style-type: none"> 1. AP4020–Program, Curriculum, and Course Development 2. BP4025-B–Philosophy and Criteria for Baccalaureate Degrees and General Education 3. AP4025-B–Philosophy and Criteria for Baccalaureate Degrees and General Education 4. BP4100-B–Graduation Requirements for Baccalaureate Degree 5. AP4100–Graduation Requirements for Degrees and Certificates – Associate in Arts or Associate in Science Degree 6. AP4100-B–Graduation Requirements for Degrees and Certificates – Baccalaureate in Science Degree 7. AP4101–Directed Studies 8. AP7211.2-B–Minimum Qualification and Equivalencies Related to Upper Division Instruction 	<ol style="list-style-type: none"> 1. AP4020: approved; upload to CMS and website 2. BP4025B: approved; on to 5/18/16 board agenda 3. AP4025B: approved; on to 5/18/16 board agenda as informational attachment to BP4025B. 4. BP4100B: approved; on to 5/18/16 board agenda 5. AP4100: approved; upload to CMS and website 6. AP4100B: approved; on to 5/8/16 board agendas as informational attachment to BP4100B 7. AP4101: approve; upload to CMS and website 8. AP7211.2B: approved; upload to CMS and website.
C. Board Policies/Administrative Procedures – Periodic Review – CHANGES	Routing for items 1-7: VPSS
<ol style="list-style-type: none"> 1. BP2015–Student Trustee 2. AP2015–Student Trustee 3. AP5200–Student Health Services 4. BP5400–Associated Student Government 5. AP5400–Associated Student Government 6. BP5410–Associated Student Government Elections 7. AP5410–Associated Student Government Elections 	<ol style="list-style-type: none"> 1. BP2015: approved; on to 5/11/16 board agenda for approval 2. AP2015: approved with change to “must” be accompanied when traveling; upload to CMS and website 3. AP5200: approved; upload to CMS and website 4. BP5400: approved; on to 5/18/16 board agenda 5. AP5400: approved; upload to CMS and website 6. BP5410: approved; on to 5/18/16 board agenda 7. AP5410: approved; upload to CMS and website
D. Board Policies/Administrative Procedures – Periodic Review – NO CHANGES	
<ol style="list-style-type: none"> 1. BP5200–Student Health Services 2. BP5210–Communicable Disease 3. AP5210–Communicable Disease 	<ol style="list-style-type: none"> 1. BP5200: update footer; upload to CMS and website 2. BP5210: update footer; upload to CMS and website 3. AP5210: update footer; upload to CMS and website

<p>E. CCLC Policy and Procedure Subscriber Service – Update #28 <i>The new CCLC update #28 has been received.</i></p> <p><i>Blue highlighting indicates MiraCosta College routing.</i> <i>Green highlighting indicates revisions to footer references or typo corrections that do not require College Council review.</i></p>	<p>Following discussion, notification emails will be sent to designated steering individuals; progress update will be requested in early fall.</p>
<p>F. Facilities Master Plan – Charlie Ng</p>	<p>FMP work coming to an end. A flyer regarding a general obligation facilities bond being produced. Process proceeding in building public awareness for need for facilities bond. A second tracking poll will be completed in June.</p>
<p>G. Self-Evaluation Progress <i>The first-read version of the accreditation self-evaluation report is nearing completion after the incorporation of feedback from the first round of college review. It is anticipated that the first-read document will be posted online and emails will go out to the representative council chairs by Wednesday, April 13, with final approval occurring at each of those councils in May. Council chairs will be asked to gather all constituent feedback and return it to the RPIE office no later than Wednesday, May 4, in order to incorporate the changes into a final version for approval.</i></p>	<p>See comments in the left column.</p>
<p>H. Roundtable – Updates</p>	<p>Susan Asato commented that the equity retreat held on this date was well done. Alketa Wojcik noted it is becoming harder to get people together for committee work, so efficient work will be required.</p>
<p>I. Superintendent/President Update</p>	<p>None.</p>
<p>J. Other</p>	<p>None.</p>

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Appendix K



**MIRACOSTA COMMUNITY COLLEGE DISTRICT
ONE BARNARD DRIVE — OCEANSIDE, CA**

MINUTES OF REGULAR MEETING

MAY 18, 2016
(Approved June 22, 2016)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a regular meeting on Wednesday, May 18, 2016, in the Student Center Conference Room at the San Elijo Campus. President David Broad called the meeting to order at 3:10 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

David Broad	Frank Merchat (absent)
Rick Cassar	Jeanne Shannon
William Fischer	Jacqueline Simon
George McNeil	Naweed Tahmas, Student Trustee (absent)

Administrators present:

Superintendent/President Sunita V. Cooke
Vice President Mary Benard, Instructional Services
Vice President Charlie Ng, Business and Administrative Services
Vice President Dick Robertson, Student Services

III. APPROVE MEETING MINUTES

A. Special Meeting/Closed Session of April 6, 2016

B. Regular Meeting of April 6, 2016

By motion of Trustee McNeil, seconded by Trustee Fischer, the minutes of the special meeting/closed session of April 6, 2016, and the regular meeting of April 6, 2016, were approved.

Vote: 6/1

Aye: Broad, Cassar, Fischer, McNeil, Shannon, Simon

Absent: Merchat

IV. PUBLIC COMMENTS ON ITEMS ON AND NOT ON THE AGENDA

A counselor and students from Alta Vista High School and a representative of Polynesian Outreach expressed their support for a rugby club at MiraCosta College.

V. CHANGES IN AGENDA ORDER

None.

VI. PRESENTATIONS

A. Introduction of New Student Leaders

Vice President Dick Robertson and Director of Student Activities Jim Gonzales introduced the 2016/17 ASG president, Juana Reyes, and student trustee, Deon Edwards.

B. Recognition of Student Trustee

Naweed Tahmas was recognized for his service as the 2015/16 student trustee.

C. Presentation of First Draft of Potential General Obligation Ballot Measure

Jared Boigon of TBWB Strategies and bond counsel David Casnocha presented and reviewed draft documents required to place a general obligation ballot measure on the November general election ballot.

D. Facilities Master Plan Update – Steinberg Architects

Steinberg Architects recapped the final iteration of the facilities master plan update. Andrea Stalker highlighted the sustainability goals and guidelines within the plan, presented updates to the security master plan, reviewed the project cost summaries. Discussion of the level contingency funding needed.

E. MiraCosta Community College District Accrediting Commission for Community and Junior College Self Evaluation Report in Support of Reaffirmation of Accreditation, including Quality Focus Essay

Dean of Research, Planning, and Institutional Effectiveness Chris Hill reviewed key areas of the self-evaluation report. She highlighted the college's work in meeting the four accreditation standards. She outlined the two projects staff chose to be addressed in the newly required quality focus essay.

F. Follow-Up Report to Substantive Change Proposal for Baccalaureate Degree in Biomanufacturing

Gail Baughman, Mike Fino, Alketa Wojcik provided an update on the dynamic work to prepare the substantive change proposal for the biomanufacturing baccalaureate degree program. They reviewed the admission criteria, curriculum requirements, and costs/financial aid. The program will have a thirty-student cohort each year.

VII. CONSENT ITEMS

A. Ratify Recommendations of Superintendent/President in Approving Academic Personnel Actions

B. Ratify Recommendations of Superintendent/President in Approving Classified Personnel Actions

C. Approve Minimum Qualifications Comparable Degree Title Request

D. Ratify Modification of Language to District/Faculty Assembly Agreement - Class Size Maxima Faculty Service Areas and Grievance Procedure

E. Approve Reclassification of Existing Position

F. Ratify Contracts and Approve Purchase Orders – March 22 to April 30, 2016

G. Ratify Budget Transfers

H. Adopt Annual Resolutions

- 1. Resolution No. 9–15/16: Designating Authorizing Agent to Receive Mail and Pick Up Warrants at the San Diego County Office of Education**
- 2. Resolution No. 10–15/16 Authorizing Agents to Sign Payroll Payment Orders**

3. **Resolution No. 11–15/16 Authorizing the County Office of Education Credentials Department to Release Credential Held Warrants to Employees**
4. **Resolution No. 12–15/16 Authorizing Agents to Sign School Orders (Commercial Warrants)**
5. **Resolution No. 13–15/16 Authorizing Representative to Joint Powers Authority**
6. **Resolution No. 14–15/16 Authorizing Representative to Fringe Benefits Consortium**
- I. **Adopt Resolution No. 15–15/16: Determination to Spend Monies Received from Education Protection Act**
- J. **Approve Bid #08-16 Community Learning Center Package AC Units Replacement**
- K. **Approve Purchase of Furniture for 2016 Classroom Modernization Multi-year Project**
- L. **Ratify and Reject BID #10-16, Student Center Renovation/Classroom Upgrades (Phase 2); Approve Two Contracts to be Entered into with Straight Line General Contractors, Inc.**
- M. **Ratify Student Accident Insurance Renewal 8/1/16-8/1/17**
- N. **Approve Purchase Order with Community College Library Consortium**
- O. **Approve Request to Destroy Education Records Marked for Destruction**
- P. **Approve Legal Services**
- Q. **Rescind Old Board Policies**
 1. **BP III.B–Buildings and Ground Maintenance and Operations**
 - a. **Buildings and Grounds Maintenance**
 - b. **Buildings and Grounds Operations**
 2. **BP IV.E–Individual Activities-Conflict of Interest**
 3. **BP VII.B–Academic Policies/Regulations: Copyright Law**

Item M was pulled for discussion.

By motion of Trustee McNeil, seconded by Trustee Fischer, consent items A to L and N to Q were approved.

Vote: 6/1
 Aye: Broad, Cassar, Fischer, McNeil, Shannon, Simon
 Absent: Merchat

By motion of Trustee McNeil, seconded by Trustee Fischer, consent item M was approved.

Vote: 6/1
 Aye: Broad, Cassar, Fischer, McNeil, Shannon, Simon
 Absent: Merchat

VIII. ACTION ITEMS

A. Approve Gold Circle Club Membership for Retired Classified Employees
 By motion of Trustee McNeil, seconded by Trustee Cassar, the board approved Gold Circle Club membership for Angela DeGirolamo, Teri Farris, Moira Mahony, and Dixie Schulz.

Vote: 6/1
 Aye: Broad, Cassar, Fischer, McNeil, Shannon, Simon
 Absent: Merchat

IX. SECOND READING AND ADOPTION – BOARD POLICIES

A. Board Policy 3840 – Children on Campus

By motion of Trustee McNeil, seconded by Trustee Shannon, Board Policy 3840 was adopted.

Vote: 6/1

Aye: Broad, Cassar, Fischer, McNeil, Shannon, Simon

Absent: Merchat

X. FIRST READING – BOARD POLICIES

A. Board Policy 3530 – Weapons on Campus

B. Board Policy 4025B – Philosophy and Criteria for Baccalaureate Degree and General Education

C. Board Policy 4100B – Graduation Requirements for Baccalaureate Degree

D. Board Policy 5030 – Fees

E. Board Policy 5400 – Associated Student Government

F. Board Policy 5410 – Associated Student Government Elections

G. Board Policy 5420 – Associated Student Government Finance

The policies were accepted for a first reading and will be included on a future agenda for adoption.

XI. PERIODIC REVIEW – BOARD POLICIES

A. Board Policy 4050 – Articulation

B. Board Policy 4235 – Credit by Examination

C. Board Policy 5700 – Athletics

D. Board Policy 6750 – Parking

The noted board policies have received periodic review with no revisions recommended.

XII. INFORMATION

A. First Reading: Potential General Obligation Ballot Measure

Attorney David Casnocha presented a draft resolution that would be used to place a general obligation bond measure on the November 2016 general election ballot. The board directed staff to continue planning and preparing required documentation.

B. First Reading: MiraCosta Community College District Accrediting Commission for Community and Junior College Self Evaluation Report in Support of Reaffirmation of Accreditation

The accreditation self-evaluation report was presented for a first reading and will be submitted for approval at the June business meeting.

C. First Reading: Substantive Change Follow-Up Report for Baccalaureate Degree in Biomanufacturing

The baccalaureate degree substantive change follow-up report was presented for a first reading and will be submitted for approval at the June business meeting.

D. Third Quarter Fiscal Report

The third-quarter fiscal report was presented for information.

E. JPA Insurance Renewal 7/1/16–7/1/17 and District Insurance Schedule

The district's JPA and insurance renewal schedule was presented for information and is also available on the website.

XIII. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustees Cassar and Shannon attended a Hispanic leadership breakfast. Trustee Fischer is working as the board's liaison to the district's equity efforts. Trustee McNeil attended a number of events, including the Japanese festival, the sand volleyball final game, a rugby game, and an EOPS event. He attended the monthly SDICCCA meeting and reported there is a lot of support for increasing Cal Grants for community colleges. Two state task forces are currently looking at improving accreditation and new models, and SDICCCA again considering an economic impact survey to determine the impact graduates have on local economies. He also attended the math awards, car show, Celebration of Excellence, Medal of Honor recognition, the Umoja graduation, and the First Year Experience celebration. Trustee Broad attended a RAFFY program event.

B. Students

No report.

C. Classified Employees

Classified Senate President Gwen Partlow noted the meeting on this date would be her final one. She noted Classified Appreciation Week activities during the current week and thanked classified staff for their service to the district. She introduced Kim Simonds, newly elected president of the Classified Senate Council.

D. Faculty

A written report was included in the agenda. Academic Senate President Susan Herrmann reported the Academic Senate approved the facilities master plan update at its last meeting and will consider the accreditation self study at its meeting this week. Seven full-time faculty will be retiring this year.

E. Vice Presidents

1. Instructional Services

A written report was included in the agenda. Vice President Mary Benard noted the nurse pinning ceremony following the meeting. She reported that instructor Scott Fallstrom had again facilitated a children's chess tournament on campus this year. The board expressed their appreciation for the division highlight reports.

2. Student Services

A written report was included in the agenda. Vice President Dick Robertson noted only internal candidates will be considered for the interim dean of admissions and student support position.

3. Business and Administrative Services

A written report was included in the agenda. Vice President Charlie Ng thanked the Classified Senate for the opportunity to provide information about the classification/compensation study. The Student Center Advisory Committee approved repurposing a space in the Student Center to create a social justice and equity center.

F. Office of the President

A written report was included in the agenda. Dr. Cooke thanked the staff working on the screening and interview committees for sixteen faculty, three administrators, and numerous classified positions.

G. Superintendent/President

Dr. Cooke recently attended an Agua Hedionda Lagoon Foundation meeting to give a college update and introduce Dr. Keith Meldahl, geology and oceanography professor. She noted meeting with students from the Black

Student Union to hear their concerns. She added that she and Dr. Wendy Stewart received the NAACP Salute to Women of Color award this year.

XIV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.

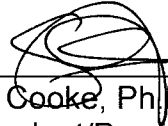
XV. ADJOURNMENT

The regular meeting adjourned at 5:08 p.m.

MINUTES APPROVAL:



David Broad
Board President



Sunita V. Cooke, Ph.D.
Superintendent/President



Appendix L



Enrollment in specific courses or programs may be limited as follows:

- A. Students may enroll in no more than 18 credit units per semester and no more than 8 credit units per summer session. Concurrently enrolled high school students may enroll in no more than 11 credit units per semester and no more than 8 credit units per summer session as defined in Administrative Procedure 5011, Admission and Concurrent Enrollment of High School and Other Young Students. Students who have extenuating circumstances and who need to enroll in more than the allowed limit must meet with a counselor to discuss their options.
- B. Enrollment may be limited to students meeting properly validated prerequisites and corequisites as outlined in Administrative Procedure 4260.
- C. Enrollment may also be limited due to the following legal or practical considerations:
 - 1. Health-and-safety considerations
 - 2. Facility limitations
 - 3. Faculty workload
 - 4. Availability of qualified instructors
 - 5. Funding limitations
 - 6. Regional planning constraints
 - 7. Legal requirements imposed by statutes, regulations, or contracts.
- D. The college may establish audition or try-out as a limitation on enrollment for intercollegiate competition and public performance courses, or may establish a limitation on enrollment in honors courses, allocating available seats to those students judged most qualified. The specific criteria of the limitation shall be both well-defined and as measurably objective as possible.

The college may limit enrollment to a cohort of students enrolled in two or more courses together provided a majority of all sections of each course do not have such restrictions. However, the college may limit enrollment in a course section to any group of students, with approval of the vice president of Instructional

Services, if the college does not claim that course section for state apportionment.

- F. With respect to students on probation or subject to dismissal, the college may limit enrollment to a total number of units or to selected courses for students who have appealed and been granted permission to set aside their dismissal as determined by the dean of counseling and student development.
- G. Enrollment in upper division courses is limited to students who are enrolled in the baccalaureate degree program.

See Administrative Procedure 5052, Student Open Enrollment, for the enrollment-limitation challenge process.

Enrollment Priority System

Students will have the following registration priority in the order of priority listed below. Priority may not apply for enrollment in programs requiring a separate application process, such as nursing and the baccalaureate degree program.

- Group A Students who have completed all the steps for matriculation and are eligible as any of the following:
1. Member or former member of the armed forces of the United States and a resident of California (as determined by Admissions and Records) for any academic term within four years of leaving active duty or while receiving G.I. Bill benefits. Veterans who have been discharged within the last 15 years and have not taken advantage of priority enrollment for more than four years may request priority enrollment through the Admissions and Records Office.
 2. Foster youth or former foster youth (up to and including the age of 24).
 3. Disabled student as defined by statute and upon the recommendation of Disabled Students Programs and Services (DSPS).
 4. Disadvantaged student as defined by statute and upon the recommendation of Extended Opportunity Programs and Services (EOPS).
 5. CALWorks student.

To receive and maintain priority enrollment, new and continuing Group A students must maintain good academic standing with at least a 2.0 grade-point average, develop a student education plan, complete at least 50 percent of enrolled units, and not have exceeded 90-degree applicable units.

- Group B Students new to the college or returning after two semesters who have completed the steps for matriculation. To receive and maintain priority enrollment, new and continuing Group B students must maintain good

academic standing with at least a 2.0 grade-point average, complete at least 50 percent of enrolled units, and not have exceeded 90 degree applicable units.

- Group C Continuing students who have not matriculated and new and returning students, including those in Group A and Group B who have not matriculated.
- Group D Any student who has been on probation for at least two consecutive semesters, including students on academic probation (GPA based) or progress probation (based on percentage of courses completed with an evaluative grade).
- Group E Students who have completed more than 90 units with a grade of A–F, P, or NP. Courses considered “basic skills” will not be counted toward the completion of units in this category, but they will be counted in Group B and Group C.
- Group F Concurrently enrolled high school students.

Loss of Enrollment Priority

Student Services will notify students who are placed on academic or progress probation, or who have earned 75 percent or more of the unit limit, of the potential for loss of enrollment priority. The student will be notified that a second consecutive term on academic or progress probation will result in the loss of priority registration until the student is no longer on probation or that enrollment priority will be lost when the student reaches the unit limit.

Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances or when a student with a disability applied for but did not receive a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student’s control.

Students who have demonstrated significant academic improvement may also appeal the loss of priority-enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade-point average and progress standard established in Administrative Procedure 4250, Probation, Disqualification, and Readmission.

The dean of counseling and student development or his/her designee will determine the appeal in his/her sole discretion.

MiraCosta College
Academic Affairs Committee
Meeting Minutes

April 8, 2016
10:00 a.m., OC1202

Members Present: Francisco Alvarez, Suzie Bailey, Mary Benard, Robert Bond, David Bonds (Chair), Christy Coobatis, Cindy Dudley, Jonathan Fohrman, Trudy Fore, Julie Harland, Wendy Horton, Bruce Hoskins, Steve Wezniak

Members Absent: Larry Burns, Lesley Doig, Nora Kenney, Nancy Lee, Jennifer Paris, Dana Smith

Guests: Jim Julius

Call to Order: 10:10 a.m.

Persons Wishing to Address the Committee:

I. Minutes

[Alvarez/Harland] MSP - Approval of March 11, 2016 minutes with minor edits.

II. Changes in/Additions to the Agenda

III. Old Business

A. AP Updates

AP 4072 came forward with some additional language offered by other committees. The question of children on campus/classroom was brought up. Fohrman thought that item C covered the issue of children. The issue of parents bringing their children to class without prior notification or approval was brought up. It was suggested that a final sentence be added to item C that mentions something about extenuating circumstances and instructors approving the class visitation and then the instructional dean is notified after the fact. Language regarding the child/visitor not disrupting the learning environment should also be included in the AP. Remove the second word "visit" from item C.

[Hoskins/Fore] MSP – Approval of AP 4072 with discussed edits.

AP 5055 **[Fohrman/Harland] MSP – Approve AP 5055 as presented.**

AP 4021 Membership of an ad hoc program discontinuance task force was discussed. Under item K, it was unclear as to who should appoint the vice president. In the end it was decided that it would be the Superintendent/President who will appoint an additional vice president to the task force. Attention was brought to the final page of this AP. The "25 percent" was changed to "no more than 50 percent."

[Hoskins/Harland] MSP – Approve AP 4021 with minor changes.

AP 3750 Dudley reported that the first part of this AP is right from the CCLC template. The final section, 'Obtaining Permission to Use Copyrighted Material' was taken from other college websites.

Coobatis is hoping that the college's legal team will back up an instructor who may misinterpret the copyright law. Can language be added regarding this?

IV. Reports/Discussion

A. Hiring Subcommittee

NA

B. Textbook Affordability Subcommittee

Bond reported that there is an initiative (AB 798) to provide funding from the state for open educational resources. This subcommittee is supportive in those efforts. This would be a great opportunity for other departments to participate.

Julius explained that the bill would create the Open Educational Resources Adoption Incentive Fund which will reward campus and faculty efforts to adopt open educational resources. Will support 10 – 50 course sections in the upcoming academic year. Julius, along with the subcommittee is writing the Grant plan to determine how the grant money should be spent. The grant must show a savings of 30%. The Grant is due in June.

C. Academic Calendar Subcommittee

A draft of the 2017-2018 Academic Calendar was distributed. Harland said it pretty much matches the previous year's calendar because the holidays fall in the same place. Benard explained that the calendar must be approved by the end of this semester. With the publication of the Annual Planning Guide we must now develop our schedule a year at a time. MCC is trying to bring the schedule in line with the catalog year. In order to align

everything the summer 2018 schedule must be approved. Benard would eventually like to see a fall-spring-summer calendar. She has reached out to administrators at both Oceanside Unified and Carlsbad Unified to see whether or not they plan their graduation dates far enough in advance for us to plan summer school start dates.

V. New Business

A. Course Management System recommendation from MOE

Jim Julius was present to give a summary of the new Course Management System Evaluation Task Force Recommendation. After much research the task force recommends that MiraCosta adopts Canvas as their new course management system. Canvas was rated highest by faculty and students.

[Coobatis/Benard] MSP – Approve recommendation of Canvas as the new course management system for MiraCosta College.

B. Update for AP 7212

Fohrman informed the committee that the changes to this AP are aligned with Title V language. Fohrman suggested and Benard agreed that HR should be included in the routing of this AP due to clarification in job titles.

VI. Information

The AAC internal survey closes tonight.

The Chair position for AAC is now up for “grabs.” Bonds will continue as Chair unless someone else steps up.

VII. Future Agenda Items

VIII. Adjournment – 12:15 p.m.

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Appendix M



Academic Senate Meeting Official Minutes

**Progress Report 905
9:00 to 11:00am**

**May 20, 2016
Room OC1202**

Members present: Susan Herrmann (president), Joanne Benschop, Tony Burman, Laura Carlsson, Joe Chirra, Michelle Farnam, Jim Julius (vice-president), Luke Lara, David McField, Anthony Ongyod, Susan Pynes, Freddy Ramirez, Sue Simpson, Denise Stephenson (coordinating officer), Erin Thomas, Krista Warren

Members absent: Sunny Cooke (ex-officio)

Others present: Mary Benard, David Bonds, Maria Figueroa, Luke Lambert, Chris Hill, Lisa Level, Glorian Sipman, Mark Whitney, Sheri Wright

- I. **Call to Order** – The meeting was called to order at 9:05am.
- II. **Persons Wishing to Address the Senate** – None.
- III. **Changes to Agenda Order**
 - Government Code 54954.2.B.2. states we can take action on an item if two-thirds of our members approve it so it can be added onto the agenda.
 - A chart of Institutional Effectiveness Indicators needs to be approved.

MSU (McField / Chirra) to add this item to the agenda in order to take action.

IV. Reports

A. Academic Senate President – Susan Herrmann

- Last Friday we had a wonderful Celebration of Excellence including seven full-time faculty retirees and one associate faculty retiree. Recognitions were given to three AF; Anjeanette Oberg, Krista Warren, and Al Nyman. The Senate President plaque was presented to Mike Fino, and he has been invited to our June meeting for further recognition at that time. As well, a memorial recognition and acknowledgement of Rob Archer was given. The video of the Celebration is available on the Portal.
- This room (OC1202) will be used for classes and the computer room OC1201 is booked as a classroom throughout the summer. The library hours will be expanded starting at 7:30am.
- Water bottle refill centers will be installed on all three campuses in the Student Centers.
- Introduced Carisa Chavez. Chavez is an Interim Career Specialist, Noncredit working for the Block Grant.
- It was noted that three members of Senate are attending their last meeting today; Joanne Benschop, Luke Lara, and David McField. They were thanked for their service.

B. College Superintendent/President – Mary Benard on behalf of Sunny Cooke

- Thirteen new faculty have been hired, of which seven are MiraCosta Associate faculty. A total of 16 full-time faculty will be hired and so there is a need for 16 Lodestars. Contact Jim Sullivan or Dana Smith if interested in serving as Lodestar.
- Construction is being focused on computer labs. We are trying to keep all classes on campus and not moving them to Sage Creek HS as was done last summer.
- AHS graduation was Thursday night and last night was the nursing pinning ceremony.
- Commencement is this Friday. The reception will be held in the library at 3:45pm, and line up will begin at 4:30 in front of the administration building. Joanne Gonzalez will be available with needs for faculty in front of the administration building this year. Thus far, 542 grads will be walking, the largest graduating class in the history of the college.
- Looking at July 15th for another equity session. An open invitation will be forthcoming for those who want to participate.

C. Associate Faculty – *Laura Carlsson, Joe Chirra, Susan Pynes, Erin Thomas, Krista Warren*

- No report.

D. Classified Senate Council – *Lisa Level*

- CS will be represented at Commencement.
- The new '16-'17 CSC will have a retreat in July.

E. Accreditation – *Chris Hill*

- See report under "Old Business."

F. Equity and Inclusion — *Anthony Ongyod, Denise Stephenson*

- Thanked everyone for their support and asked for feedback including what has been useful or what can be changed.

V. Consent Calendar

A. Minutes of the May 6, 2016, Regular Meeting

MSP (Simpson / Chirra) [Stephenson abstained] to approve the minutes of the May 6, 2016 regular meeting as corrected.

VI. Old Business

A. Accreditation Self-Evaluation Report – *Chris Hill*

Description: *The accreditation Self Evaluation Report is the culmination of an almost two year self-study process. The document is going for a first read to campus constituent groups in April and for final approval in May. The report is due to the ACCJC in July and we are expecting a visit from an external evaluation team on October 3-6, 2016.*

MSU (Stephenson / Julius) to approve the Accreditation Self-Evaluation Report as presented.

B. Administrative Procedures from Academic Affairs Committee (AP 4072, AP 4021, AP 4040, AP 5055) – *David Bonds*

Description: *AS returned AP 4072 to AAC for modifications, which have been made. AP 4021 is shared between C&P and AAC; both committees have approved the proposed modifications. AP 4040 updated as part of the periodic review cycle. AP 5055 needed to be modified per state regulations pertaining to baccalaureate pilot programs. At the last meeting, AS returned AP 4040 to AAC to delete references to administrators and add sentence to Writing Center, and AS returned AP 5055 to AAC to correct wording in Priority Groups A, B, C.*

MSP (Jim / Sue) [McField abstains] to approve Administrative Procedures from Academic Affairs Committee (AP 4072, AP 4021, AP 404, AP 5055) as corrected and presented.

C. AP4260: Prerequisite and Corequisites – *Gail Baughman*

Description: *Every spring C&P reviews AP/BPs related to the committee's responsibilities. AP4260 includes a revision for clarity sake to Levels of Scrutiny, A.2.*

MSU (Benschop / Burman) to approve AP4260: Prerequisite and Corequisites as presented.

D. 2016-2017 Credit and Noncredit Disciplines List – *Gail Baughman*

Description: *Every spring C&P does an annual review and update of the official disciplines and course list for all credit and noncredit courses. These lists are then forwarded to the Academic Senate. Once approved by the ASC, they are then distributed to department chairs, instructional deans, and Human Resources and are posted to the C&P website.*

- The business courses will be deleted when they are no longer active.

MSP (Benschop / Lara) [Simpson opposed] to approve the 2016-2017 Credit and Noncredit Disciplines List as presented.

E. Sabbatical Leave Handbook – *Trisha Hanada-Rogers*

Description: *The annual revision of the handbook comes from the Sabbatical Leave Committee for approval.*

MSP (Lara / Burman) [Carlsson, Chirra, Pynes, Thomas, and Warren abstained] to approve the Sabbatical Leave Handbook as presented.

F. Resolution in Support of Open Educational Resources (OER) – *Jim Julius*

Description: *This resolution declares the Senate's support for increased access to, and support for, high-quality online resources for instructional use. MOE and the Textbook Affordability Committee have been at work on this effort, and an endorsement by the Senate will be necessary in seeking a grant to support OER. The grant application is now at this link:*

https://docs.google.com/spreadsheets/d/1Fzgle5aZ6Hihbmh_9IOTW8VNBAwkQZHtrgkHjxK8QxU/edit?usp=sharing. Please note that there are multiple tabs at the bottom of the spreadsheet (and you may need to scroll left-right to see all the tabs) and you need to click on each to review the entire plan.

- MCC will receive \$50K through this grant. The previous cost for similar materials would be over \$300K; cost savings will be \$260K, 86%. The grant will have a huge impact and expand the number of classes able to reduce materials costs.
- Most of these materials have print options and are not required to be digital. Math is switching to MyOpenMath. Math is using some of the grant money to offset print costs.
- In the 50 sections participating, there are five disciplines: Math, Sociology, Oceanography, International Languages, and Child Development.

MSP (Julius / Ongyod) [McField abstains] to approve the Resolution in Support of Open Educational Resources (OER) and authorize the AS President to approve the grant plan, AB 798 Campus Plan.

VII. New Business

A. AP7212, AP3710, and AP 3750 — *David Bonds*

Description: *AP 7212 is a revision due to a CCLC template update. APs 3710 and 3750 are new to MiraCosta.*

- AP 7212 refers to replacements for sick leave, parental leave, etc.
 - This AP seems to contradict what we are doing in the hiring of the SSSP counselors. There are multiple Ed Codes for hiring temporary faculty, and a different set of codes is being cited for the hiring of SSSP counselors based on categorical funding. The conflicting codes need to be sorted out.
 - The last sentence of the first paragraph says, “no person shall be employed as a full-time temporary employee...” Perhaps a clarification or exception should be added to the AP, or an entirely new AP should be created to address the other circumstance.
 - This is the CCLC wording and has gone through a legal review.
 - A meeting will be called next week to make changes and include recommended wording in order to bring this back for a vote. Wright will check for correct legal interpretation. A separate AP will be considered in the fall, if needed.
 - “Any qualified individual as a non-categorical faculty member” is recommended as wording in the beginning of the first paragraph.
- AP 3710: Securing of Copyright: The CCLC says the college needs this AP, and has supplied the language.. In some APs there is redundancy. Our AP on intellectual property may need to be revisited because we already have this covered.
- AP 3750 also comes from the CCLC. This passed through the VP of Business Services' office and does not specify our local practices. The Teach Act is not only about online courses. Will change the wording from “online course materials” to “course materials online” making it less ambiguous.
- These will come back for action at the June meeting.

B. Comparable Degree Title — Glorian Sipman

Description: *One comparable degree title request for Noncredit English comes to AS for approval.*

- This has already been approved on the credit side and needs approval on the noncredit side.

MSU (Lara / Ramirez) to approve the comparable degree title request for Noncredit English as presented.

C. Institutional Effectiveness indicators – Luke Lambert

- This item was added to New Business in accordance with Government Code 54954.2.B.2.
- The Student Success Committee discussed what indicators to include and determined it was important to include both English and Math, although we are only required to have one.
- There are campus-wide efforts designed to help increase student success. We are looking at where our trends are, other benchmarks, and standard deviations (a pure statistical approach). Sometimes this does not reflect what we see. The idea is to base the Institutional Effectiveness Indicators on the student success initiatives we already have and see if we sale them in the year or over six years; then look at our target goal based on that.
- Initial discussions in SS said we only had to pick one in basic skills. They wanted to use all three: English, Math and ESL; however, ESL was concerned because they didn't have anyone sitting on the SSC, so they chose to wait to develop that one for now. Moving forward it would be helpful to have these discussions early and nice to have department discussions, bringing them forward to SSC.

MSU (Warren / Burman) to suspend the rules in order to vote on the MCC Institutional Effectiveness Indicators.

- A friendly amendment was proposed to condense the columns of years to a single column heading labeled "2016 to 2022" to more clearly indicate the growth from now (2016) to the target year.

MSU (Ramirez / McField) to approve the MCC Institutional Effectiveness Indicators as presented, including the friendly amendment.

VIII. Information

A. Outcomes Language in Faculty Evaluation Reports – Maria Figueroa, Mark Whitney, Sheri Wright

Description: *PG&E has agreed upon consensus in support of the proposed language to address ACCJC's, "Standard III: Resources, A. Human Resources" which essentially points to SLO participation and faculty evaluation. We have agreed but not yet made a formal recommendation to Senate that the following language sufficiently and succinctly addresses the SLO accreditation criteria: "I have provided evidence of my participation in the assessment of student learning outcomes and have reflected on these outcomes to improve teaching and learning. "*

- AS needs to vote on this item and forward it to the FA for negotiations with the District. It is essential this procedure to be initiated in the fall.
- The numeric scores faculty derive from their assessments will not be used to compare one faculty member's performance with another faculty's performance. This will be in classroom and non-classroom instruction.

MSP (McField /Simpson) [Thomas abstained] to suspend the rules in order to vote on the Outcomes Language in Faculty Evaluation Reports.

MSP (Stephenson / McField) [Carlsson, Chirra, Pynes, Thomas, and Warren abstained] that AS affirm the language produced by PG&E, and send forward to the Faculty Assembly the Outcomes Language in Faculty Evaluation Reports as presented.

B. Coordinating Officer's Report – Denise Stephenson

Description: *The Coordinating Officer has prepared a report of the year's work and makes recommendations for the position going forward.*

- The CO report was summarized including three recommendations:
 - A set of committee guidelines be developed.
 - Assess clerical needs of committees including web support and record keeping.
 - Send Faculty Assembly questions about chair compensation for summer and change requiring chairs of AAC, C&P, and IPRC to sit on College Council which increases hours required of the positions.
- It was noted that AF should negotiate to receive compensation for doing the CO position equal to 3 LHE. The position is due to be filled by an elected Associate for the 2017-18 and 2018-19 academic years.
- This will come back at the next meeting for further discussion.

C. Report on the study of Associate Faculty Voting for Senate Officers — Laura Carlson, Joe Chirra, David McField, Anthony Ongyod

Description: *For information and discussion, the task force brings the results of the survey. After sorting through additional information and constituent feedback, the task force will bring a recommendation to Senate in fall 2016.*

- The task force shared the results of the survey and is looking for constituent feedback. Task force members will meet today and hope to bring a recommendation to AS in the fall.
- Of the 588 AF and 191 FT faculty, 18.25% participated in the survey.
- There were a number of comments about proportional voting.
- This can be discussed further in June and at the retreat this summer; the hope of AF is to address this with a vote in the fall semester.

D. AP4100-B Correction – Mary Benard

Description: *Errors were found in AP4100-B. The corrected AP is presented for information.*

- It was discovered in the Board packet that there was a misspelled word in Item 3. They will also edit for parallel language between Items 1 and 2.

Academic Senate went into closed session at 10:19am.

IX. Closed Session Pursuant to Government Code §54957

A. Application for Faculty Equivalency to the Minimum Qualifications — Glorian Sipman

MSP (McField / Farnam) [Lara abstained] to approve the seven applications for faculty equivalency to the minimum qualifications as presented: five in noncredit English and one in Child Development.

MSP (Stephenson / Chirra) [Carlsson not present for the vote] to approve one application for faculty equivalency to the minimum qualifications as presented in noncredit English.

Academic Senate reconvened from closed session at 10:23am.

X. Reconvene from Closed Session — Report Actions Taken

A. Application for Faculty Equivalency to the Minimum Qualifications

- Actions taken in closed session were reported.

XI. Future Agenda Items

- None noted.

XII. Council Commentary

- Everyone expressed wishes for a great summer and good luck to outgoing senate members.
- McField shared that a couple of students recently conducted a study regarding campus climate. They found that there are still some issues that stir up more concerns and conflict, noting that MCC has more work to do.

XIII. Adjournment - The meeting adjourned at 11:24am.

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Appendix N

COLLEGE COUNCIL (CC) MEETING AGENDA
Friday, June 10, 2016 – 2:45 p.m.
Room 1054

	Comments / Action / Responsibility
A. Review June Board Agendas	The agendas were discussed/edited.
B. Board Policies/Administrative Procedures – Periodic Review – CHANGES AP4021–Program Discontinuance AP4040–Library and Learning Support Services AP4072–Opening Classes to the Public AP4260–Prerequisites and Corequisites AP5020–Nonresident Tuition AP5055–Student Enrollment Limitations and Priorities AP7212–Temporary Faculty	AP4021–approved, as presented; up load to PPDMS and website AP4040–revisions made, send back through PPDMS, AP4072–approved, as presented; up load to PPDMS and website AP4260–approved, as presented; up load to PPDMS and website AP5020–approved, as presented; up load to PPDMS and website AP5055–Student Enrollment Limitations and Priorities– approved, as presented; up load to PPDMS and website AP7212–obtain review by legal counsel; bring back to next CC meeting
C. Self-Evaluation Progress (Chris Hill) Self-evaluation report: final reading and approval	The self-evaluation report received a final reading, was approved by the College Council, and will be included on the June 22 board agenda for approval.
D. Governance Schematic and Manual	The draft manual was reviewed, discussed, and several revisions were made. Chris Hill will incorporate those edits and the document will move forward as the final version.
E. Roundtable – Updates	Lisa Level: Classified Senate officers have met with the new president, Kim Simonds, and are working on a shared vision. Juana Reyes: ASG officers will meet for the first time next week and reviewing students for appointed positions. A planning retreat will be held in the near future. Kim Simonds: Kim shared that the four officers met and set a meeting schedule.

	<p>Susan Asato: Susan noted her term as the classified administrator representative is ending; Cheryl Broom will serve in that position.</p> <p>Mike Fino was hired as the new dean of math/sciences.</p> <p>Dick Robertson reported the college has received \$75K grant funding for student equity efforts, which must be used by the end of 2016.</p> <p>David Bonds attended a minority male conference at SDSU.</p> <p>Suzie Bailey was welcomed as the new Academic Affairs Committee representative to College Council.</p>
F. Superintendent/President Update	<p>Dr. Cooke noted the second part of the equity conference will be held on July 14 on the Oceanside Campus.</p>
G. Other	<p>None.</p>





Appendix O



The Board of Governors of the California Community Colleges

PRESENTED TO THE BOARD OF GOVERNORS
DATE: May 16, 2016

SUBJECT: March 21-22, 2016 Board Meeting Minutes		Item Number: 1.1	
		Attachment: No	
CATEGORY:	Executive	TYPE OF BOARD CONSIDERATION:	
Recommended By:	 Paul Feist, Vice Chancellor	Consent/Routine	X
		First Reading	
Approved for Consideration:	 Erik E. Skinner , Acting Chancellor	Action	
		Information	

ISSUE: This item presents the March 21-22, 2016, board meeting minutes for review and approval by the Board of Governors.

March 21-22, 2016

Call to Order

The Board of Governors meeting was called to order at 10:00 a.m. by Board of Governors President Geoffrey Baum.

Roll Call

The following board members were present on Monday, March 21, 2016:

Arnoldo Avalos, Geoffrey L. Baum, Joseph J. Bielanski, Jr., Scott Budnick, Jeff Burdick, Andrew Campbell, Connie Conway, Thomas Epstein, Cecilia V. Estolano, Danny Hawkins, Pamela Haynes, Hasun Khan, Jennifer Perry, Gary Reed, Valerie Shaw, Nancy Sumner

Pledge of Allegiance

Led by Board of Governors member Pamela Haynes

RECOMMENDED ACTION: It is recommended that the Board of Governors approve the March 21-22, 2016 meeting minutes as presented.

President's Report

President Geoffrey Baum

Introduced and welcomed newly appointed Board Member Pamela Haynes to the Board of Governors and extended gratitude to the Governor for his wisdom in selecting Haynes as an exceptional member to the Board.

Announced the unanimous confirmation of the appointment of Valerie Shaw to the Board of Governors.

Expressed his appreciation for Vice President Cecilia Estolano and Screening Committee for their tremendous work in helping recruit and review an outstanding pool of candidates offering to serve as Chancellor of this great system.

Attended the National Legislative Summit to advocate for the California Community Colleges in Washington, D.C. with Vice President Estolano, Board Member Malumed, and former Board Member Manuel Baca.

Chancellor's Report

Chancellor Brice W. Harris

Congratulated Board Member Shaw on her confirmation and Board Member Haynes on her appointment.

Introduced the newest addition to the Chancellor's Office staff, Vice Chancellor Debra Connick, and informed the board that Assistant Vice Chancellor Mario Rodriguez will serve in the interim capacity as Vice Chancellor Dan Troy leaves the Chancellor's Office.

Addressed a handout for the new Center for Community College Leadership and Research that will be established at the University of California, Davis in March.

Expressed sincere appreciation to Chancellor's Office staff and the Board of Governors for having him serve as Chancellor. On behalf of his wife, children, and himself, Chancellor Harris thanked everyone for all their support.

Consent Calendar

Item 1.1 Approval of the Minutes

This item requested approval of the January 19-20, 2016, meeting minutes.

Item 1.2 Relocation and Name Change of Middlefield Education Center, Foothill-DeAnza Community College District

Presented by: Dan Troy

This item requested approval for the Foothill-De Anza Community College District to relocate the existing programs at Foothill College's Middlefield Center to a new location to be called the Foothill College Education Center.

Nancy Sumner moved approval of the Consent Calendar, Connie Conway seconded the motion. The vote was unanimous in support of the motion.

Action Calendar

Item 2.1 Approval of Contracts and Grants

Presented by: Erik Skinner

This item recommended that the Board of Governors approve entering into the contracts and grants described in the March 2016 agenda.

Joseph J. Bielanski, Jr. moved approval of entering into the contracts and grants described in the March 2016 agenda, Danny Hawkins seconded the motion. The vote was unanimous in support of the motion.

Board Comments

Joseph J. Bielanski, Jr.

Item 2.2 Moving to a new Model of Accreditation for California Community Colleges

Presented by: Brice W. Harris

This item requested approval of Resolution 2016-03 stating their intention to seek a new model of accreditation for the California community colleges.

Cecilia Estolano moved approval of Resolution 2016-03. Scott Budnick seconded the motion. A request was made for a roll call vote. Member votes were the following: **Aye:** Arnoldo Avalos, Geoffrey L. Baum, Scott Budnick, Jeff Burdick, Andrew Campbell, Connie Conway, Thomas Epstein, Cecilia V. Estolano, Danny Hawkins, Jennifer Perry, Gary Reed, Valerie Shaw, Nancy Sumner. **Nay:** None; **Abstain:** Joseph Bielanski, Jr. Aye votes in support of the motion were the majority.

Public Comments

Lenora Lacy Barnes, Victor Chavarin, Jeff Freitas, Richard Hansen, Christine Hanson, Alvin Ja, Timothy Killikelly, Wendy Kaufmyn, Alisa Messer, David Morse, Tim Nader, Lynette Nyaggah, Daniel O'Neil, Karen Saginor, Shaaron Vogel, Joanne Waddell, John Zimmerman

Board Comments

Geoffrey Baum, Joseph J. Bielanski, Jr., Jeff Burdick, Andrew Campbell, Connie Conway, Thomas Epstein, Cecilia Estolano, Pamela Haynes

Item 2.3 Approval of the 2016-17 Expenditure Plan of the Workforce & Economic Development Division; Update on Workforce Data & Outcomes

Presented by: Van Ton-Quinlivan

This item requested the approval of the Workforce and Economic Development Division 2016-17 expenditure plan for seven funding streams and provides an update on Workforce Data and Outcomes.

Valerie Shaw moved approval of the Workforce and Economic Development Division 2016-17 expenditure plan for seven funding streams, Scott Budnick seconded the motion. The vote was unanimous in support of the motion.

Public Comments

David Morse

Board Comments

Arnoldo Avalos, Joseph J. Bielanski, Jr., Jeff Burdick Cecilia Estolano, Pamela Haynes, Hasun Khan, Valerie Shaw

Item 2.4 Approval of Los Rios Community College District’s Rancho Cordova Educational Center

Presented by: Dan Troy

This item requested state approval of the Rancho Cordova Educational Center in the Los Rios Community College District.

Nancy Sumner moved approval of the Rancho Cordova Educational Center in the Los Rios Community College District, Gary Reed seconded the motion. The vote was unanimous in support of the motion. Member Pamela Haynes abstained from voting.

Board Comments

Joseph J. Bielanski, Jr.

Item 2.5 Update to the 1991 Long-Range Growth Plan

Presented by: Dan Troy

This item recommended that the Board of Governors approve the update to the 1991 Long-Range Growth Plan and the renaming of the document to the “Long-Range Master Plan.”

Jeff Burdick moved approval of the update to the 1991 Long-Range Growth Plan and the name change to the “Long-Range Master Plan.” Joseph J. Bielanski, Jr. seconded the motion. The vote was unanimous in support of the motion.

Board Comments

Arnoldo Avalos, Cecilia Estolano, Nancy Sumner

Item 2.6 California Community Colleges-University of California (CCC-UC) Transfer Partnership

Presented by: Pamela Walker

This item recommended that the Board of Governors approve the proposed strategies and funding to build upon and strengthen California Community College transfer pathways to the University of California, with special emphasis towards serving under-represented students.

Hasun Khan moved approval of the proposed strategies and funding to build upon and strengthen California Community College transfer pathways to the University of California, Danny Hawkins seconded the motion. The vote was unanimous in support of the motion.

Public Comments

Lynette Nyaggah

Board Comments

Arnoldo Avalos, Joseph J. Bielanski, Jr., Tom Epstein, Pamela Haynes, Hasun Khan, Valerie Shaw, Nancy Sumner

*The minutes are intended to provide a brief summary of the items that were discussed at the Board Meeting. If you would like more detailed information please, contact the Board of Governors Office at (916) 322-4005.

Item 2.7 Regulations Authorizing the Establishment of the Baccalaureate Degree Pilot Program Handbook

Presented by: Pamela Walker

This item requested the approval of proposed regulations authorizing the establishment of the Baccalaureate Degree Pilot Program Handbook.

Cecilia Estolano moved approval of proposed regulations authorizing the establishment of the Baccalaureate Degree Pilot Program Handbook, Joseph J. Bielanski, Jr. seconded the motion. The vote was unanimous in support of the motion.

Item 2.8 Minimum Qualifications for Disabled Students Programs and Services Employees

Presented by: Pamela Walker

This item recommended the adoption of proposed changes to California Code of Regulations (CCR) title 5, section 53414, to create minimum qualifications for a faculty Learning Disability Specialist position, and to amend the current minimum qualifications for a Disabled Student Programs and Services (DSPS) Counselor position.

Joseph J. Bielanski, Jr. moved approval of the adoption of proposed changes to California Code of Regulations (CCR) title 5, section 53414, to create minimum qualifications for a faculty Learning Disability Specialist position, and to amend the current minimum qualifications for a Disabled Student Programs and Services (DSPS) Counselor position, Danny Hawkins seconded the motion. The vote was unanimous in support of the motion.

Board Comments

Joseph J. Bielanski, Jr.

Item 2.9 California and Nevada Interstate Attendance Agreement – Lake Tahoe Community College

Presented by: Thuy T. Nguyen

This item requested the approval of the proposed Interstate Attendance Agreement between the Board of Governors of the California Community Colleges and the Board of Regents of the Nevada System of Higher Education.

Joseph J. Bielanski, Jr. moved approval of the proposed Interstate Attendance Agreement between the Board of Governors of the California Community Colleges and the Board of Regents of the Nevada System of Higher Education, Nancy Sumner seconded the motion. The vote was unanimous in support of the motion.

Board Comments

Arnoldo Avalos

Item 2.10 Chancellor Emeritus

Presented by: Geoffrey L. Baum

This item requested approval of the proposed Resolution No. 2016-04 conferring the title of Chancellor Emeritus upon Dr. Brice W. Harris.

Geoffrey Baum moved approval of proposed Resolution No. 2016-04 conferring the title of Chancellor Emeritus upon Dr. Brice W. Harris, Cecilia Estolano seconded the motion. The vote was unanimous in support of the motion.

Public Comments

Victor Chavarin, David Morse

Board Comments

Arnoldo Avalos, Geoffrey L. Baum, Joseph J. Bielanski, Jr., Scott Budnick, Jeff Burdick, Andrew Campbell, Connie Conway, Thomas Epstein, Cecilia V. Estolano, Danny Hawkins, Pamela Haynes, Hasun Khan, Jennifer Perry, Gary Reed, Valerie Shaw, Nancy Sumner

Information and Reports Calendar

Item 3.1 “I Can Afford College” Financial Aid Awareness Campaign Update and Preview of New Ad Campaign

Presented by: Paul Feist

This item presented an Update on The California Community Colleges “I **Can** Afford College” Financial Aid Awareness Campaign and a Screening of the New TV/Online Video & Radio Ad.

Board Comments

Arnoldo Avalos, Cecilia Estolano, Hasun Khan, Jennifer Perry

Item 3.2 State & Federal Legislative Update

Presented by: Vincent Stewart

This item presented an update on recent state and federal activities.

Board Comments

Tom Epstein, Hasun Khan

Item 3.3 Inmate and Re-Entry Education

Presented by: Pamela Walker

This item presented an update on the Inmate Education Pilot Program.

Board Comments

Arnoldo Avalos, Joseph J. Bielanski, Jr., Scott Budnick, Hasun Khan, Valerie Shaw

Item 3.4 Update—Demonstration of Professional Learning Network

Presented by: Paul Steenhausen

This item presented an update on the Professional Learning Network, and included a demonstration of its features and functionalities.

Board Comments

Arnoldo Avalos, Joseph J. Bielanski, Jr., Cecilia Estolano, Danny Hawkins, Pamela Haynes

**Item 3.5 The Foundation for California Community Colleges' CollegeBuys Program:
Expanding Engagement, Partnerships, and Collaboration in Cooperative Purchasing**

Presented by: Keetha Mills

This item was deferred to May 2016

Item 3.6 2016 Hayward Awards For Excellence in Education

Presented by: Pamela Walker

This item announced the 2016 Hayward Awards for Excellence in Education recipients representing the best of California's community college educators.

**Item 3.7 Recognition of Mario Camara, Founding Member of the Board of Directors for the
Foundation for California Community Colleges**

Presented by: Keetha Mills

This item recognized the long-standing service of Mario Camara, founding member of the Board of Directors for the Foundation for California Community Colleges, and former Board of Governors Member.

Item 3.8 Board Member Reports

Board members reported on their activities since the last board meeting.

Arnoldo Avalos

Attended the Community College League of California (CCLC) Conference and the Foundation for California Community Colleges Board meeting in December. Visited Cerritos College where he was made aware of an issue that limits students' ability to sell and buy used textbooks. Publishers are including an online code that prevents students from transferring books to other students. This practice drives up costs for students by preventing them from selling and buying used textbooks. Selected Alumnus of the Year by Butte College.

Joseph J. Bielanski, Jr.

Attended the CCLC Conference, enjoyed the Chancellor's presentation and the fact that it highlighted students. Attended an IEPI planning meeting at DeAnza College and will be attending the CCLC Legislative Conference where he is looking forward to seeing presentations by Martha Kanter and Belle Wheelen. Thanked Denise Noldon for her service to the Chancellor's Office and Alice Van Ommeren for stepping in as Interim Vice Chancellor of TRIS.

Jeff Burdick

No Report

Andrew Campbell

Attended Student Senate meeting pleased to see the work that group is doing. Trying to meet with each of the 10 student senate regions.

Connie Conway

Was asked to write a letter of recommendation for a community college staff member who would like to be appointed to become a judge.

Thomas Epstein

Attended the CCLC Conference. Was invited to represent the community colleges at a meeting hosted by the Aspen Institute on the future of work that Senator Mark Warren was chairing.

Cecilia Estolano

Attended the CCLC Conference and has been working hard with President Baum and Thuy Nguyen on the chancellor search committee process.

Danny Hawkins

Attended the CCLC Conference. Announced the Annual Classified Staff Awards. The due date for applications is March 12, 2016. He hopes to see 72 applications!

Hasun Khan

Will be visiting region 3, Foothill-DeAnza and Chabot College, and region 4, the Peralta District. Thanked President Baum for appointing him to the Chancellor Search Committee.

Deborah Malumed

Visited a new orthotics and prosthetics lab in Los Alamitos. The program is a part of Cal State Dominguez Hills. There are only twelve of these programs in the country, and only two in California. They spoke about the possibility of connecting with the community colleges in the future. Visited Tibet University and Peking University while she and her husband were in China. Had an opportunity to speak with the students and one of the main topics they wanted to know about was the climate and global warming.

Gary Reed

Attended the Foundation for California Community Colleges board meeting in Los Angeles.

Valerie Shaw

Met with Sydney Kamlager, Los Angeles CCD Board of Trustees member, regarding raising funds for Umoja.

Nancy Sumner

Spoke at the Women Veterans Leadership Summit at Irvine Community College in November. Appreciates the opportunities that being a member of the Board of Governors has afforded her in being able to reach out to community college student veterans.

Thanked the Chancellor and board, she is honored to be serving on the Board of Governors.

Public Forum

Victor Chavarin, Tami Dunning, Laurie Jones, David Morse, Dahlia Salem

New Business

The Board of Governors did not discuss any new business.

Adjournment



The meeting was adjourned Wednesday, January 20, 2016 at 12:36 p.m.



The Board of Governors of the California Community Colleges

PRESENTED TO THE BOARD OF GOVERNORS

DATE: March 21-22, 2016

SUBJECT: Regulations Authorizing the Establishment of the Baccalaureate Degree Pilot Program Handbook		Item Number: 2.7	
		Attachment: Yes	
CATEGORY:	Academic Affairs	TYPE OF BOARD CONSIDERATION:	
Recommended By:	 Pamela D. Walker, Vice Chancellor	Consent/Routine	
		First Reading	
Approved for Consideration:	 Brice W. Harris, Chancellor	Action	X
		Information	

ISSUE: This item is a second reading of new regulations that would authorize the establishment of the Baccalaureate Degree Pilot Program Handbook. The proposed regulations would authorize the Chancellor to prepare and maintain a handbook of baccalaureate degree pilot program requirements including, but not limited to, admissions, curriculum, student services, and financial aid. The handbook would be incorporated by reference into title 5 and would prevail when there is a conflict with other provisions of title 5 for purposes of administering the Baccalaureate Degree Pilot Program.

BACKGROUND: The Academic Affairs Division has been working with the 15 colleges selected to participate in the Baccalaureate Degree Pilot Program on issues related to the implementation of their baccalaureate programs. Many colleges have been seeking guidance on the implementation of the pilot program as it relates to the requirements of title 5. The Chancellor’s Office has determined that the best way to help colleges implement their pilot program is to develop a handbook that colleges can use to ensure they are following legal requirements and best practices. The proposed regulations would incorporate the Baccalaureate Degree Pilot Program Handbook by reference into title 5, consistent with the approach used for the Program and Course Approval Handbook (PCAH) found in title 5, section 55000.5. **(Background cont’d)**

RECOMMENDED ACTION: The proposed regulations are presented to the Board of Governors for approval and adoption. The Board of Governors is asked to adopt the following resolution:

Be it Resolved

The Board of Governors of the California Community Colleges, acting pursuant to Education Code sections 66700, 70901(c), and 70901.5, hereby:

- approve and adopt the proposed regulations;
- directs the Chancellor to file the regulations with the Secretary of State and submit the regulations to the Office of Administrative Law for printing unless the Department of Finance determines the regulations would create a state-mandated local program cost and is unable to certify to the Board of Governors and the Legislature that a source of funds is available to reimburse the cost as set forth in Education Code section 70901.5(a)(6);
- authorizes the Chancellor to take any necessary ministerial action to process these regulations; and
- the regulations will become effective 30 days after filing with the Secretary of State and submission of the regulations to the Office of Administrative Law.

(Background cont'd)

The pilot program handbook concept was vetted through monthly phone calls held between the 15 pilot colleges, Academic Senate for California Community Colleges (ASCCC) and staff in the Academic Affairs and Student Services Division of the Chancellor's Office. A workgroup was formed to work on the development of the handbook. Members of the workgroup include staff from the Academic Affairs, Student Services, and Fiscal Divisions of the Chancellor's Office, representatives from ASCCC, and three representatives from the 15 pilot colleges (college president, chief student services officer, and program director). A member of the Board of Governors assisted the workgroup after the January 2016 Board meeting. The handbook was distributed to the 15 pilot colleges for review and input. The workgroup met several times to discuss input received and to finalize the handbook. The Chancellor's Office Legal Division has been actively involved with the workgroup throughout the process and has completed a thorough legal review of the handbook.

The proposed regulations would incorporate the Baccalaureate Degree Pilot Program Handbook by reference into title 5. This would give the provisions of the handbook the force of law, as if they were fully set forth within the text of title 5 itself.

By incorporating the Baccalaureate Degree Pilot Program Handbook into title 5 by reference, the proposed regulations provide a degree of flexibility and assurance for the colleges participating in the pilot program. The existing provisions of title 5 applicable to California Community Colleges are generally geared toward programs that award traditional two-year associates degrees. Each of the 15 colleges participating in the pilot program is now offering a four-year baccalaureate degree. Many program requirements, including requirements related to admissions, curriculum, student services and financial aid are different for a four-year program than they would be for a traditional two-year program. The creation of a Baccalaureate Degree Pilot Program Handbook places the new requirements for the pilot programs into one convenient document. The handbook also allows the Chancellor's Office to respond quickly to issues that arise or changes that need to be made as the pilot programs begin to offer baccalaureate degrees for the first time. From an administrative perspective, it is much more efficient to create a handbook for the pilot program than to separately

modify and amend each and every provision of title 5 that would be necessary for the pilot programs to operate. This is especially true since the pilot program, as currently authorized by statute, is limited and temporary in nature. In the event that the program is approved or expanded in the future, the Board of Governors may consider a different and more permanent regulatory approach.

The Baccalaureate Degree Pilot Program Handbook is included for your review.

The proposed regulations are presented to the Board of Governors for approval and adoption. The Board of Governors held a public hearing in January. No public comments were received during the hearing and no public comments were made during the public comment period of January 5 through February 18, 2016.

Attachment: Proposed text of title 5, section 55009 (Attachment 1)

A graphic design for an appendix page. It features a large, light yellow rounded rectangle with a white 'P' on a darker yellow background in the top right corner. The text 'Appendix P' is centered in the middle of the rectangle. There are several smaller yellow rounded rectangles scattered around the main graphic: one to the left, one above the main graphic, and one below it.

P

Appendix P

**Courses and Programs Committee
&
Courses and Programs Curriculum Committee**

April 28, 2016

CPCC Members Present: Shafin Ali, Peter Avery, Gail Baughman, Joanne Benschop, Billy Gunn, Gail Meinhold, Curry Mitchell, Erika Peters, Angela Senigaglia, and Al Taccone.

C&P Members Present: Maria Lopez and Nikki Schaper.

CPCC Members Absent: Megan Allison, Jim Julius, Andrew Layton, and Robbi Rosen.

C&P Members Absent: Jeffrey Barnett, Mary Benard, and Dixie Schulz.

Guests Present: Paul Clarke and Mike Fino.

Recording Secretary: Mimi Lively.

Call to Order: 2:05 pm

PART 1. FULL COURSES AND PROGRAMS COMMITTEE

I. Consent

MSU (Senigaglia/Gunn) to approve April 28, 2016 consent items and agenda as submitted.

A. April 14, 2016 C&P/CPCC Minutes

B. AP4021: Program Discontinuance

C. Biotechnology Department

Biomufacturing Bachelor's Degree (*Second Read*)

Biomufacturing COA and AS Degree (*Second Read*)

BTEC 300 Supply Chain and Enterprise Resource Planning in Biomufacturing (*Second Read*)

BTEC 310 Biomufacturing Process Sciences(*Second Read*)

BTEC 320 Design of Experiments for Biomufacturing (*Second Read*)

BTEC 330 Advanced Topics in Quality Assurance and Regulatory Affairs (*Second Read*)

BTEC 340 Six Sigma and Lean Manufacturing (*Second Read*)

BTEC 360 Design of Biomufacturing Facilities, Critical Utilities, Process, and Equipment (*Second Read*)

BTEC 400 Bioprocess Monitoring and Control (*Second Read*)

BTEC 410 Methods in Quality, Improvements, Investigations, and Audits (*Second Read*)

BTEC 460 Capstone Seminar in Biomufacturing Technologies (*Second Read*)

BTEC 470 Capstone Seminar in Biomufacturing Quality (*Second Read*)

II. Subcommittee Reports

A. AP4260: Prerequisite and Corequisites

MSU (Taccone/Benschop) to approve. AP4260 will be forwarded to Academic Senate through the document management system on the college portal.

B. C&P Handbook: Prerequisite and Corequisites

MSU (Meinhold/Mitchell) to approve with friendly amendment to include “that requires simultaneous enrollment in another course” to the following statements (two places, page 92) as follows:

--Establishing requisites: Faculty proposing any prerequisite, corequisite, advisory and/or enrollment limitation **that requires simultaneous enrollment in another course** must validate....

-- Reason for Co/Prerequisite or Advisory: The faculty author of the proposal must select one of the five reasons for proposing an enrollment limitation **that requires simultaneous enrollment in another course**, advisory, corequisite, or prerequisite.

C. Curriculum Review Process Timeline

MSU (Ali/Meinhold) to approve the Curriculum Review Process Timeline as submitted. All new curriculum planning forms are due December 15. Discussion ensued that focused on the requirement that new curriculum proposals must be bundled with modification proposals to include such new curriculum and submitted together by this deadline. Questions arose as to how to do this if the existing curriculum is sitting in the futures database and thus cannot be modified until it is rolled over on August 1. For example, if faculty are proposing a new Honors course but the current course went through CPCC this year it cannot be modified and submitted with the new Honors course. The committee agreed by consensus that the faculty author should simply make a note in the audit trail when submitting the new course that the companion modification would be submitted after August 1.

D. New Curriculum Planning Form 2018-2019

MSU (Taccone/Senigaglia) to approve with friendly amendment: Statement added to the top paragraph, “This includes any curriculum for which a NCPF had previously been submitted but had not successfully reached C&P.”

PART 2. CPCC SUBCOMMITTEE

I. Biomanufacturing Bachelor's Degree Program

A. Biology Department - BIO 340 Molecular Mechanisms of Disease (*Second Read*)

MSP (Senigaglia/Ali) to approve BIO340. Discussion focused on the criteria for Upper Division GE and the lack of course selection by students to fulfill this degree requirement.

B. Business Department - BUS 302 Leadership and Personal Development (*Second Read*)

MSU (Taccone/Ali) to approve BUS 302.

Discussion ensued with respect to the rigor of this course. Clarke explained the course as a whole is very rigorous, especially with respect to the content and methods of instruction/evaluation and reflects or leadership courses taken by the course authors as upper division in their respective programs.

C. Philosophy and Religious Studies Department - PHIL 302 Bioethics (Second Read)

MSU (Meinhold/Taccone) to approve PHIL 302.

II. Requests for Exceptions to New Curriculum Planning Forms

A. ART 219, 221, 222, 227, 228, and 229

The committee considered the request for exception to the deadline for New Curriculum Planning Forms submitted by ART. Discussion ensued. The committee approved the requests and recommended that a statement be added to the NCPF indicating that if curriculum did not progress to an agenda in one year that a new form must be submitted the next year if the proposal is still moving forward for the next catalog.

III. Announcements/Discussion

A. GE Upper Division Guide Rubric

Discussion on the criteria for upper division courses in the major and upper division GE continued from previous meetings. By consensus the committee agreed that it should be a focus next year for the committee to develop and formalize specific guidelines (possibly a rubric) to be used when evaluating courses for upper division (both GE and major). Baughman suggested that it would make sense to incorporate discussion at the same time of the criteria used to define and describe lower division coursework (both GE and major) to give this effort context and ensure continuity. The end product would be included as a guide in the C&P Handbook to be used by CPCC members during their review processes.

B. C&P Internal Survey Results

Baughman presented the results of the annual internal survey of C&P. The committee had no recommendations for any changes in the committee. Baughman will forward the results to Dr. Cooke, chair of College Council, with no recommended changes at this time.

C. Other

Baughman distributed a rough draft of the 2016-17 C&P calendar for review by the committee at the next meeting. The draft calendar will be posted to the portal and discussed on May 12. The draft includes changes requested by the committee to make deadlines more obvious to faculty and to incorporate new deadlines for curriculum proposals.

Baughman announced to the committee that it was an oversight on the part of the Biotechnology Department when the BPs and APs came forward this spring to C&P to not initiate a discussion with the committee on whether there should be an

American Institutions requirement in our new (pilot) Bachelor's degree. Currently students earning an Associate's Degree from MiraCosta following Plan A, or a bachelor's degree from any of the CSUs, must fulfill a requirement in American Institutions as part of their degree. Baughman realized that we did not have any discussion on this when recently reviewing the draft ACCJC policy on Accreditation of Baccalaureate Degrees (January 2016) that specifically mentions that the granting institution should require various components of general education and that "*the learning outcomes include a student's preparation for and acceptance of responsible participation in civil societies...*" Baughman recommended that the committee visit this topic next year (prior to the implementation date of the new bachelor's degree at MiraCosta). The committee agreed by consensus.

The next C&P meeting is in 2 weeks; on May 12, 2016.

IV. Adjournment: 3:09

***Consent Items** are considered routine and will be approved by consensus. There will be no separate discussion of these matters unless a member of the C&P committee requests it be removed and considered as a separate item.

Disability Access: OC 1202 is located on MiraCosta's Oceanside campus and is wheelchair accessible. Please contact Gwen Partlow (760.795.6813), Curriculum Support Specialist for C&P, if you need assistance in order to participate or if you need the agenda and public documents modified as required by Section 202 of the Americans with Disabilities Act.

Courses & Programs Committee

April 28, 2016

ACTIONS

Item	Add/ Mod/ Del	OL	GE	Pre-/ Coreqs / Adv.	ACTIONS
PART 1. FULL COURSES AND PROGRAMS COMMITTEE					
I. Consent					
A. April 14, 2016 C&P/CPCC Minutes					APPROVED
B. AP4021: Program Discontinuance					APPROVED
C. Biotechnology Department					
Biomufacturing Bachelor's Degree (<i>Second Read</i>)	ADD				APPROVED
Biomufacturing COA and AS Degree (<i>Second Read</i>)	ADD				APPROVED
BTEC 300 <i>Supply Chain and Enterprise Resource Planning in Biomufacturing (Second Read)</i>	ADD			X	APPROVED
BTEC 310 <i>Biomufacturing Process Sciences (Second Read)</i>	ADD			X	APPROVED
BTEC 320 <i>Design of Experiments for Biomufacturing (Second Read)</i>	ADD			X	APPROVED
BTEC 330 <i>Advanced Topics in Quality Assurance and Regulatory Affairs (Second Read)</i>	ADD			X	APPROVED
BTEC 340 <i>Six Sigma and Lean Manufacturing (Second Read)</i>	ADD			X	APPROVED
BTEC 360 <i>Design of Biomufacturing Facilities, Critical Utilities, Process, and Equipment (Second Read)</i>	ADD			X	APPROVED
BTEC 400 <i>Bioprocess Monitoring and Control (Second Read)</i>	ADD			X	APPROVED
BTEC 410 <i>Methods in Quality, Improvements, Investigations, and Audits (Second Read)</i>	ADD			X	APPROVED
BTEC 460 <i>Capstone Seminar in Biomufacturing Technologies (Second Read)</i>	ADD			X	APPROVED
BTEC 470 <i>Capstone Seminar in Biomufacturing Quality (Second Read)</i>	ADD			X	APPROVED
II. Subcommittee Reports					
A. AP4260: Prerequisite and Corequisites					APPROVED
B. C&P Handbook: Prerequisite and Corequisites					APPROVED
C. Curriculum Review Process Timeline					APPROVED
D. New Curriculum Planning Form 2018-2019					APPROVED w/edits
PART 2. CPCC SUBCOMMITTEE					
I. Biomufacturing Bachelor's Degree Program					
A. Biology Department					
BIO 340 <i>Molecular Mechanisms of Disease (Second Read)</i>	ADD	X	X	X	APPROVED
B. Business Department					
BUS 302 <i>Leadership and Personal Development (Second Read)</i>	ADD		X	X	APPROVED
C. Philosophy and Religious Studies Department					
PHIL 302 <i>Bioethics (Second Read)</i>	ADD	X	X	X	APPROVED
II. Requests for Exceptions to New Curriculum Planning Forms					
A. ART 219, 221, 222, 227, 228, and 229					APPROVED

BIOMANUFACTURING

CERTIFICATE OF ACHIEVEMENT AND AS DEGREE

Description

The biomanufacturing certificate expands on the skills and theoretical foundation presented in the bioprocess technology certificate to further prepare entry-level technicians for employment in the regulated environment of biomanufacturing. Technicians in this field must learn and implement laboratory procedures and use specialized laboratory equipment in the production of a cell-based product. Competency in organizational, computational, and communication skills is required. This program is designed to give students the theoretical background and practical experience necessary to work effectively in biomanufacturing at the entry level as well as to prepare them for advancement to the baccalaureate degree in biomanufacturing at MiraCosta College. Graduates of this certificate program can expect to be employed in various capacities, including quality control, quality assurance, production, applied research, process development, and analytical testing.

Career Opportunities

The current workforce demand for students with academic experience in biotechnology and bioprocessing is well documented; this certificate and degree simply ensures that the student will complete the appropriate preparation to be eligible to apply to the BDP in Biomanufacturing at MiraCosta

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Upon completion of this program students will be able to successfully perform a technical laboratory task common to the biomanufacturing environment by employing the appropriate equipment and tools, safely and effectively.

Degree Requirements:

Required Courses:	Credit Hours: (37 - 38 Required)
BIO100 or General Biology (Lecture and Lab)	4
BIO101 or General Biology	3
BIO105 Genes and Technology in Society	3
BIO180 or Biostatistics	4
BTEC180 Biostatistics	4
BTEC110 Basic Techniques in Biotechnology	4
BTEC120 Business and Regulatory Practices in Biotechnology	3
BTEC210 Data Analysis with Excel	1
BTEC211 Technical Writing for Regulated Environments	1
BTEC221 Bioprocessing: Cell Culture and Scale-up	1.5
BTEC222 Bioprocessing: Large Scale Purification	1.5
CHEM108 Preparatory Chemistry	3
CHEM110 or General Chemistry	5

CHEM110H	General Chemistry (Honors)	
CHEM111 or	General Chemistry	5
CHEM111H	General Chemistry (Honors)	
ENGL100	Composition and Reading	4

Select three courses from the following:

Credit Hours: (3 Required)

BTEC201	Advanced Cell Culture	1
BTEC203	Techniques in DNA Amplification	1
BTEC207	Techniques in Immunochemistry and ELISA	1
BTEC230	Techniques in Biofuels Production and Analysis	1
BTEC292	Internship Studies	0.5 - 3
BTEC299	Occupational Cooperative Work Experience	1 - 6

Total: 40.00 - 41.00



Appendix Q

Courses & Programs Committee

April 14, 2016

2 - 4:00 p.m.

OC1202

Item				
Call to Order - <i>2:00 p.m.</i>				
PART 1. FULL COURSES & PROGRAMS				
I. March 10, 2016 C&P/CPCC Minutes				
II. International Baccalaureate Chart Update				
III. Disciplines/Minimum Qualifications/Course Placement List				
A. Credit				
B. Noncredit				
IV. Subcommittee Reports				
A. Curriculum Review Process Timeline				
B. New Curriculum Planning Form 2018-2019				
C. Form A				
D. Recommendations/Additions to Noncredit Processes				
V. New Curriculum Planning Form List				
Item	Add/ Mod/ Del	OL	GE	Pre-/ Coreqs/ Adv.
PART 2. CPCC SUBCOMMITTEE				
I. Biomanufacturing Bachelor's Degree Program				
A. Biology Department				
BIO 340 <i>Molecular Mechanisms of Disease (First Read)</i>	ADD	X	X	X
B. Biotechnology Department				
Biomanufacturing Bachelor's Degree <i>(First Read)</i>	ADD			
Biomanufacturing COA and AS Degree <i>(First Read)</i>	ADD			
BTEC 300 <i>Supply Chain and Enterprise Resource Planning in Biomanufacturing (First Read)</i>	ADD			X
BTEC 310 <i>Biomanufacturing Process Sciences (First Read)</i>	ADD			X
BTEC 320 <i>Design of Experiments for Biomanufacturing (First Read)</i>	ADD			X
BTEC 330 <i>Advanced Topics in Quality Assurance and Regulatory Affairs (First Read)</i>	ADD			X
BTEC 340 <i>Six Sigma and Lean Manufacturing (First Read)</i>	ADD			X
BTEC 360 <i>Design of Biomanufacturing Facilities, Critical Utilities, Process, and Equipment (First Read)</i>	ADD			X
BTEC 400 <i>Bioprocess Monitoring and Control (First Read)</i>	ADD			X
BTEC 410 <i>Methods in Quality, Improvements, Investigations, and Audits (First Read)</i>	ADD			X
BTEC 460 <i>Capstone Seminar in Biomanufacturing Technologies (First Read)</i>	ADD			X
BTEC 470 <i>Capstone Seminar in Biomanufacturing Quality (First Read)</i>	ADD			X
C. Business Department				

Item	Add/ Mod/ Del	OL	GE	Pre-/ Coreqs/ Adv.
BUS 302 Leadership and Personal Development (First Read)	ADD		X	X
D. Philosophy and Religious Studies Department				
PHIL 302 Bioethics (First Read)	ADD	X	X	X

II. Announcements/Discussion

Adjournment - 4:00 p.m.

NOTE: These are time estimates. We advise that faculty attending to represent their course(s) arrive 5-10 minutes early. Thank you.

A large graphic for Appendix R. It features a light yellow background with rounded corners. In the top right corner, there is a dark orange-to-yellow gradient rectangle containing a white letter 'R'. To the left of this rectangle, there is a smaller, light yellow rounded square. Below the main graphic, there is a small yellow rounded square.

R

Appendix R



**MIRACOSTA COMMUNITY COLLEGE DISTRICT
ONE BARNARD DRIVE — OCEANSIDE, CA**

MINUTES OF REGULAR MEETING

JUNE 22, 2016
(Draft)

I. CALL TO ORDER

The Board of Trustees of the MiraCosta Community College District met in a regular meeting on Wednesday, June 22, 2016, in the John MacDonald Board Room, Building 1000, Oceanside Campus. President David Broad called the meeting to order at 3 p.m.

II. FLAG SALUTE / ROLL CALL

Board members present:

David Broad	Frank Merchat
Rick Cassar	Jeanne Shannon
William Fischer (absent)	Jacqueline Simon
George McNeil	Deon Edwards , Student Trustee

Administrators present:

Superintendent/President Sunita V. Cooke (absent)
Dean Al Taccone (attending for Vice President Mary Benard, Instructional Services)
Vice President Charlie Ng, Business and Administrative Services
Vice President Dick Robertson, Student Services

III. OATH OF OFFICE

- A. 2016/17 Student Trustee**
- B. 2016/17 Associated Student Government President**

Student Trustee Deon Edwards and ASG President Juana Reyes were sworn into office by Vice President Charlie Ng.

IV. APPROVE MEETING MINUTES

- A. Special Meeting/Closed Session of May 11, 2016**
- B. Regular Meeting/Workshop of May 11, 2016**
- C. Special Meeting/Closed Session of May 18, 2016**
- D. Regular Meeting of May 18, 2016**

By motion of Trustee McNeil, seconded by Trustee Merchat, the minutes of the special meeting/closed session of May 11, 2016, the regular meeting of May 18, 2016, the special meeting/closed session of May 18, 2016, and the regular meeting of May 18, 2016, were approved.

Vote: 6/1
Aye: Broad, Cassar, McNeil, Merchat, Shannon, Simon
Absent: Fischer
Student Trustee: Aye

V. PUBLIC COMMENTS ON ITEMS ON AND NOT ON THE AGENDA

None.

VI. CHANGES IN AGENDA ORDER

None.

VII. PRESENTATIONS

- A. Introduction Presentation of Student Athletes**

Athletic Director Pat Conahan introduced a number of the 2015/16 student athletes, who excelled in the classroom as well as in their respective sports.

B. Retirement of Dr. Richard Robertson

Representatives of Assembly Members Darrell Issa and Rocky Chavez and Chamber of Commerce President David Nydegger presented Dr. Dick Robertson certificates of recognition for his service to the college over the years.

C. Outcomes Assessment Report

Academic Senate President Susan Herrmann and Dean Jonathan Fohrman presented an overview of the key accreditation standards, explained the differences between outcomes and objectives, recapped a number of methods being used to assess student learning outcomes, and methodologies to assess institutional learning outcomes.

VIII. CONSENT ITEMS

- A. Ratify Recommendations of Superintendent/President in Approving Academic Personnel Actions**
- B. Ratify Recommendations of Superintendent/President in Approving Classified Personnel Actions**
- C. Approve Minimum Qualifications Comparable Degree Title Request**
- D. Approve Reclassification of Existing Positions**
- E. Authorize Administrator Employment Contracts**
- F. Ratify Contracts and Approve Purchase Orders – May 1 through 31, 2016**
- G. Approve MiraCosta Community College District Accrediting Commission for Community and Junior College Self Evaluation Report in Support of Reaffirmation of Accreditation**
- H. Approve Substantive Change Follow-Up Report for Baccalaureate Degree in Biomanufacturing**
- I. Approve Biomanufacturing Curriculum**
- J. Approve Memorandum of Understanding Between MiraCosta Community College District and San Dieguito Union High School District for MiraCosta College to Offer All Adult Education Programs Within the Program Areas of the Adult Education Block Grant**
- K. Approve Community Education Classes – Summer 2016**
- L. Approval of Annual Contract with Mira Mesa Driving School for Behind-the-Wheel Driver's Education Training**
- M. Approve Facilities Master Plan Update**
- N. Approve Extension of Audit Services Contract**
- O. Approve Renewal of Network Hardware and Software Maintenance and Support Agreements with Trace3**
- P. Approve Architectural Design Services Contract Amendment #1 for MJK Architecture**
- Q. Approve Architectural Facilities Master Planning Services Contract Amendment #3 for Steinberg Architects**
- R. Adopt Resolution No. 16–15/16 – Establishing the 2017 Gann Limit**
- S. Approve 2016/17 Legal Services**

By motion of Trustee McNeil, seconded by Trustee Merchat, the consent items were approved.

Vote: 6/1

Aye: Broad, Cassar, McNeil, Merchat, Shannon, Simon

Absent: Fischer

Student Trustee: Aye

IX. ACTION ITEMS

A. Approve FY17 Tentative Budget

By motion of Trustee McNeil, seconded by Trustee Shannon, the board approved the FY17 tentative budget.

Vote: 6/1

Aye: Broad, Cassar, McNeil, Merchat, Shannon, Simon

Absent: Fischer

Student Trustee: Aye

B. Approve 2017–2021 Five-Year Construction Plan and Initial Project Proposal

By motion of Trustee McNeil, seconded by Trustee Merchat, the board approved the 2017–2021 Five-Year Construction Plan and initial project proposal.

Vote: 6/1

Aye: Broad, Cassar, McNeil, Merchat, Shannon, Simon

Absent: Fischer

Student Trustee: Aye

C. Approve Individual Employment Contracts for MiraCosta Community College District Academic Administrators Association Members

By motion of Trustee McNeil, seconded by Trustee Merchat, the board approved three-year individual employment contracts for Academic Administrators Association members Sandy Comstock, Jonathan Fohrman, Nikki Schaper, Dana Smith, Wendy Stewart, Al Taccone, and Mario Valente, and one-year contracts for Cynthia Rice Carroll and Chris Hill.

Vote: 6/1
Aye: Broad, Cassar, McNeil, Merchat, Shannon, Simon
Absent: Fischer
Student Trustee: Aye

D. Approve Employment Contract for Vice Presidents

By motion of Trustee McNeil, seconded by Trustee Shannon, the board approved employment contracts for Mary Benard, Charlie Ng, and Alketa Wojcik.

Vote: 6/1
Aye: Broad, Cassar, McNeil, Merchat, Shannon, Simon
Absent: Fischer
Student Trustee: Aye

E. Approve Employment Contract for Superintendent/President

By motion of Trustee McNeil, seconded by Trustee Merchat, the board approved a four-year employment contract for Dr. Sunny Cooke at an annual salary of \$253,750.

Vote: 6/1
Aye: Broad, Cassar, McNeil, Merchat, Shannon, Simon
Absent: Fischer
Student Trustee: Aye

X. SECOND READING AND ADOPTION – BOARD POLICIES

A. Board Policy Board Policy 3530 – Weapons on Campus

By motion of Trustee McNeil, seconded by Trustee Shannon, the board adopted Board Policy 3530– Weapons on Campus.

Vote: 6/1
Aye: Broad, Cassar, McNeil, Merchat, Shannon, Simon
Absent: Fischer
Student Trustee: Aye

B. Board Policy 4025B – Philosophy and Criteria for Baccalaureate Degree and General Education

By motion of Trustee McNeil, seconded by Trustee Shannon, the board adopted Board Policy 4025B – Philosophy and Criteria for Baccalaureate Degree and General Education.

Vote: 6/1
Aye: Broad, Cassar, McNeil, Merchat, Shannon, Simon
Absent: Fischer
Student Trustee: Aye

C. Board Policy 4100B – Graduation Requirements for Baccalaureate Degree and General Education

By motion of Trustee McNeil, seconded by Trustee Shannon, the board adopted Board Policy 4100B– Graduation Requirements for Baccalaureate Degree and General Education.

Vote: 6/1
Aye: Broad, Cassar, McNeil, Merchat, Shannon, Simon
Absent: Fischer
Student Trustee: Aye

D. Board Policy 5030 – Fees

By motion of Trustee McNeil, seconded by Trustee Merchat, the board adopted Board Policy 5030– Fees.

Vote: 6/1
Aye: Broad, Cassar, McNeil, Merchat, Shannon, Simon
Absent: Fischer
Student Trustee: Aye

E. Board Policy 5400 – Associated Student Government

By motion of Trustee McNeil, seconded by Trustee Shannon, the board adopted Board Policy 5400 – Associated Student Government.

Vote: 6/1
Aye: Broad, Cassar, McNeil, Merchat, Shannon, Simon
Absent: Fischer
Student Trustee: Aye

F. Board Policy 5410 – Associated Student Government Elections

By motion of Trustee McNeil, seconded by Trustee Simon, the board adopted Board Policy 5410 – Associated Student Government Elections.

Vote: 6/1
Aye: Broad, Cassar, McNeil, Merchat, Shannon, Simon
Absent: Fischer
Student Trustee: Aye

G. Board Policy 5420 – Associated Student Government Finance

By motion of Trustee McNeil, seconded by Trustee Shannon, the board adopted Board Policy 5420– Associated Student Government Finance.

Vote: 6/1
Aye: Broad, Cassar, McNeil, Merchat, Shannon, Simon
Absent: Fischer
Student Trustee: Aye

XI. FIRST READING – BOARD POLICIES

A. Board Policy 6740 – Independent Citizens’ Bond Oversight Committee Finance

The policy was accepted for a first reading and will be included on a future agenda for adoption.

XII. INFORMATION

A. First Reading: Periodic Review – Board Policies

- a. **Board Policy 3720 – Computer and Network Use**
- b. **Board Policy 5200 – Student Health Services**
- c. **Board Policy 5210 – Communicable Disease**
- d. **Potential General Obligation Ballot Measure**

The above-referenced policies were periodically reviewed and needed no changes.

XIII. COLLEGE-RELATED REPORTS

A. Trustees Activities

Trustee Simon attended a number of end-of-year events including the Latino film series and graduation, the athletic awards presentations, the honors lunch, and the Oceanside Heroes reception. Trustee McNeil attended a service learning event, a small business seminar, the monthly SDICCCA meeting, and enjoyed the adult high school graduation. Trustee Merchat attended the CCLC annual trustee conference, the small business lunch awards, and various graduation activities. Trustee Broad commended the support for the RAFFY program.

B. Students

Student Trustee Deon Edwards reported attending Umoja and Summer Bridge events, and the Oceanside Juneteeth celebration. The ASG executive team is developing the year’s calendar and goals, which will be presented to the board when they are complete.

C. Classified Employees

Classified Senate President Kim Simonds noted an upcoming retreat is planned for developing goals.

D. Faculty

A written report was included in the agenda. Academic Senate President Susan Herrmann reported a taskforce is working on an evaluation process for temporary, full-time counselors. She noted a presentation on open educational resources will be provided in July.

E. Vice Presidents

1. Instructional Services

A written report was included in the agenda. Dean Al Taccone, attended for Vice President Mary Benard.

2. Student Services

A written report was included in the agenda. Vice President Dick Robertson shared thoughts about his service to MiraCosta College. The board thanked him for his service to students and the college over the years.

3. Business and Administrative Services

A written report was included in the agenda. Vice President Charlie Ng noted his appreciation to Dick Robertson and commended the BAS staff for their hard work to close out the fiscal year.

F. Office of the President

A written report was included in the agenda.

G. Superintendent/President

Dr. Cooke was absent due to illness.

XIV. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

None.

XV. ADJOURNMENT

The regular meeting adjourned at 4:50 p.m.

MINUTES APPROVAL:

David Broad
Board President

Sunita V. Cooke, Ph.D.
Superintendent/President



S



Appendix S



BACCALAUREATE DEGREE CURRICULUM

All baccalaureate degrees offered by a California community college must meet the minimum requirements outlined in this section. These requirements are designed to ensure the baccalaureate degrees are equivalent or superior to other baccalaureate degrees offered by other community colleges or universities throughout the United States. Each degree program must include the following:

1. A combination of lower division and upper division coursework totaling a minimum of 120 semester or 180 quarter units that are applicable to a baccalaureate degree as defined within these guidelines.
2. Completion of the CSU General Education Breadth or Intersegmental General Education Transfer Curriculum pattern.
3. Completion of a minimum of 24 semester or 36 quarter units of upper division courses, including a minimum of six semester or nine quarter units of upper division general education.
4. An identified major that includes a minimum of 18 semester or 27 quarter units of lower division courses and 18 semester or 27 quarter units of upper division courses.

The following subsections outline the details of each of these requirements and provide instructions on submitting baccalaureate degree curricula to the California Community Colleges Chancellor's Office. For areas not included in these guidelines, colleges are to refer to current adopted requirements listed in the *California Code of Regulations* and the *Program and Course Approval Handbook* as applicable.

Lower Division Coursework

A. Degree Applicable Lower Division Courses

Lower division courses are consistent with the requirements for associate degree applicable credit courses outlined in the California Code of Regulations title 5, section 55062. These courses include the following:

1. All lower division courses accepted toward a baccalaureate degree granted by the CSU or UC or designed to be offered for transfer.
2. Credit courses that apply to the major or area of emphasis in career technical fields that would typically be applicable to an associate degree.

Title 5, section 55062 permits colleges to designate nontransferable courses in mathematics (elementary and beginning algebra), reading, English, and English as a Second Language as applicable for an associate degree; however, these courses do not transfer to four-year universities and the units are not applicable to baccalaureate degree programs.

B. Lower Division General Education Requirements

All students are expected to complete lower division general education as part of the lower division course requirements for a baccalaureate degree. Currently, the only allowable lower division general education patterns for baccalaureate degrees are CSU General Education Breadth or the Intersegmental General Education Transfer Curriculum, which consists of two versions, one intended for students transferring to a CSU and one for students planning to transfer to a UC campus. Since it is not the primary intent of the community college baccalaureate degree program to facilitate transfer, either of these options may be used. Colleges have the option to designate only one option as acceptable for their baccalaureate degree, but such a restriction is not required. Locally defined associate degree general education patterns that are consistent with the title 5, section 55063 are not applicable for baccalaureate degree programs.

C. Lower Division Major Requirements

As required for associate degrees in title 5, section 55063, colleges should identify a minimum of 18 semester or 27 quarter units of lower division coursework in the declared major for each baccalaureate degree. A declared major is defined as a single field of study or related fields, as listed in the community colleges Taxonomy of Programs or an area of emphasis involving lower division coursework, which prepares students for the identified field of baccalaureate study.

Upper Division Coursework

A. Definition of Upper Division

Upper division courses are defined as requiring lower division knowledge and applying that knowledge as demonstrated measures of critical thinking through writing, oral communication or computation. Upper division coursework may also encompass research elements, workforce training, apprenticeships, internships, required practicum or capstone projects. Upper division courses typically will have one or more lower division or upper division prerequisites that have been established using content review of the entry skills necessary to be successful as outlined in title 5, section 55003. Courses that have been designated as upper division are only intended to be applicable to baccalaureate degrees.

B. Upper Division Unit and General Education Requirements

Each baccalaureate degree must require a minimum of 24 semester or 36 quarter units of upper division coursework including, a minimum of six semester or nine quarter units of upper division general education courses. Upper division general education courses should come from at least two disciplines outside of the major, one of which must have an emphasis in written communication, oral communication or computation. These upper division general education courses may be developed in any discipline, but the courses should relate to the required coursework for baccalaureate students. Upper division general education courses are intended only for baccalaureate students and should not be open to students who are not enrolled in the baccalaureate program.

C. Upper Division Major Requirements

Each baccalaureate program must include a minimum of 18 semester or 27 quarter upper division units within the identified major for the baccalaureate degree. A major is defined as a single field of study from the Classification of Instructional Programs. Colleges may determine that a lower division course meets the requirements for an identified upper division course requirement, but the minimum number of upper division units must still be completed.

All courses designated as an upper division major requirement must be completed with a grade of C or better.

Numbering of Courses

No common numbering system is required for baccalaureate degree programs, but colleges must create a numbering system that clearly delineates lower and upper division courses and include the numbering system information in the college catalog. Two possible numbering systems are those used by the CSU and UC systems.

Colleges wishing to use a numbering system similar to the CSU campuses would number their courses as follows:

- 100 – 199: Freshman or first-year courses
- 200 – 299: Sophomore or second-year courses
- 300 – 399: Junior or third-year courses
- 400 – 499: Senior or fourth-year courses

Colleges wishing to use a numbering system similar to the UC campuses would number their courses as follows:

- 1 – 99: Lower division courses (freshman and sophomore)
- 100 – 199: Upper division curriculum (junior and senior)

College catalogs must clearly indicate when courses are applicable to the associate degree but not applicable to baccalaureate degrees. Colleges may wish to develop a numbering system for these types of courses.

Taxonomy of Programs and Classification of Instructional Programs

All baccalaureate degrees must have an identified code from the Classification of Instructional Programs. Those codes may be located on the National Center for Education Statistics website at: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

All degrees offered by a California community college must also identify the appropriate code from the Taxonomy of Programs. The Taxonomy of Programs can be found on the California Community Colleges Chancellor's Office website at: http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files/TOPmanual6_2009_09corrected_12.5.13.pdf

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Appendix T

Biotechnology
Advisory Board Meeting
Minutes of April 18, 2016

Present:

Dave Backer, Gloria Banuelos, Gail Baughman, Bryan Bjorndal, Elizabeth Brady, Matthew Escobar, Mike Fino, Maha Gebara-Lamb, Anne Holland, Bill Jankowski, Jim Kenney, Daniela Olszova, Paul Ryan, Al Taccone, Anna Waters, Keau Wong

Introductions and Program Overview:

Department Chair Gail Baughman welcomed board members to this year's advisory board meeting. Baughman gave an update of course offerings and trends. Members had the opportunity to review the current associate and certificate degree programs as well as the new bachelor's degree in biomanufacturing course outlines.

The following is a compilation of board members' feedback of these courses:

The existing associate degree/certificate program comments

Non-duplication of CSU/UC degrees. Research – Development – Production: quality, compliant, cost, safety.

Well done and on target

Soft skills; what to expect in the work world.

Excellent program! Keep this program going strong.

Excellent course work program.

We find AA 2 year degree good for entry-level GMP manufacturing jobs (and QMOC). Very good start. Of course some weed out as employee matures.

Critique/comments on specific coursework in biomanufacturing (please identify the course by name or number)

410: Root cause analysis is critical to ability to understand and improve process.

360: Design – Ensure to include engineered controls such as isolators, ventilated balance enclosures for weighing.

Possible to add an EHS/sustainability course: Emergency Response (spills); biosafety/biosafety protocols; Industrial hygiene/occupational exposure; potent compound safety or banding; hazard communication/globally harmonized system; safety data sheets; PPE

Add “soft skills” supplemental courses such as “work group interactions”

Bio informatics, understanding the interdependence between biomanufacturing and bio informatics.
Know the basic language/vocabulary.

A+ for including APICS and CAPA in the coursework. ILMN is challenged to find root cause analysis skills and strong technical writing skills.

Finance for manufacturing

Exposure to Engineering Change Control, work instructions

Manufacturing systems – LIMS, manufacturing execution systems (MES), PLM, (Agile)

Ensure raw materials supply/variability is addressed

Lab expansion needed?

Financials – CDGs and ROI in scale up R&D to manufacturing.

GH&S components and sustainability.

ERP system to actually handle inventory? Use throughout the course.

Encourage students to form a club/association – they can organize guest speakers and company tours.

BTEC 400: This is a big knowledge and skill need at our company. Need to focus on process monitoring and how to assess issues right on the floor. Also need to communicate problems effectively to support groups.

Small company versus large company philosophies.

Safety aspect – real-life incidents through DSHA website examination.

Design of experiments: could include a project designed by a student should touch up on qualification/validation.

Safety

Local biotech companies tours and internships.

Will provide resources for soft skills.

This is online curriculum – ACT National Career Readiness Certificate

World of work – 21st Century skills

What's the difference between the bioprocessing and the biomanufacturing AAs? Should they be combined?

Need to have (future) difference in Reqs for diagnostics and difference from therapeutics.

410: Make sure root cause analysis is key part.

360: Make sure they include variances necessary when using potent chemicals and how that can affect design (i.e. containment).

Critique/comments on the new bachelor's degree program overall

How do you plan to market this to hiring managers and HR? Critical to emphasize the amount of hands on/lab time.

Excellent!! Great curriculum.

Interface and promote at Biocom LSSI?

Internships are highly recommended but I think MCC needs to put forth the description, let the company modify.

Are GE courses (upper division) actually GE certified? No prereqs for their courses (e.g. BTEC 340)?
How will enrollment be controlled? Limited capacity, and enrollment needs to be aligned.
If students were to decide to pursue a graduate degree (immediately or later on), what kinds of programs could they pursue? Is it so specialized that it would be a “terminal” degree?

Production: Quality, compliance. Cost and safety; will these be covered?
Reproducibility/consistency.
Model therapeutic product only; or diagnostics also?

Like the range very much.
Keep core around ½ manufacturing and ½ quality/reg.
Tell industry what you need (who is teaching is still a little soft; have some concerns but you have time).

Please indicate how you might see yourself or your company involved in the implementation of this new program at MiraCosta College

It makes me want to sign up for teaching some classes again! 😊 Happy to help with tours at my company or with introductions to others, also guest speakers, etc.

Please let us know how we can support this program. We can provide tours and advertise the program.

Continued involvement with industry advisory board.

Happy to consult, serve on board.

Happy to continue as advisory board member if you'll have me.
Our company can probably provide in kind materials and maybe even single use bioreactors, filters, etc.
Other funding is possible and I can lead that.
Will have site in Temecula and I can help represent that site too.

Adjournment:

Meeting adjourned at 9:00 a.m.



MIRACOSTA COMMUNITY COLLEGE DISTRICT

► miracosta.edu

Community Learning Center: 1831 Mission Avenue, Oceanside, CA 92058 ► P 760.795.8710 ► F 760.795.8730

Oceanside Campus: 1 Barnard Drive, Oceanside, CA 92056 ► P 760.757.2121 ► F 760.795.6609

San Elijo Campus: 3333 Manchester Avenue, Cardiff, CA 92007 ► P 760.944.4449 ► F 760.634.7875

Technology Career Institute & North San Diego Small Business Development Center: 2075 Las Palmas Drive, Carlsbad, CA 92011 ► P 760.795.6820 ► F 760.795.6826