**REEDLEY COLLEGE**

**Substantive Change Proposal**

**For Distance Education**

****

State Center Community College District

1525 East Weldon Avenue

Fresno, CA 93704

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Dr. Marilyn Behringer, Vic*e* President, Instruction (559 638-0304)

David Borofka, Coordinator, Distance Education (559 638-3641)

Pam Gilmore, Chair Curriculum Committee (559 638-3641)

Cheryl Hesse, Curriculum Analyst (559 638-0307)

Michelle Johnson, Coordinator, Institutional Research (559 638-3641)

**Reedley College**

**Distance Education**

**Substantive Change Proposal**

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**Reedley College**

**Substantive Change Proposal**

**For Online Instruction**

1. **Description of and Rational for Proposed Change**

Brief Description of Changes

The primary reason that Reedley College first began to offer online classes was because of the need to attract students from the college’s large geographic territory, and diverse demographics. The Creative Writing: Fiction class had been struggling for years to make sufficient enrollment (afternoon and evening times captured entirely different student populations, but they were never quite enough by themselves). This class was first offered in Fall 2001 as an online class and has consistently filled since that time. The first Information Systems class to be offered by the college in an online format was, Java Programming This class was offered at the Madera Center and again, was started in order to secure sufficient student enrollment so that the class could be offered. Since then decisions to add new course offerings were made by considering a combination of student needs, feasibility, and increasing enrollment. As a result of these new course offerings, students will be able to complete 50% or more of the coursework required to complete three programs.

Associate Degree Requirements that Apply to the A.A. and A.S. degrees

The following general education courses are delivered through online education and apply to the A.A. and A.S. degrees listed within this substantive change proposal. 16 of the total 19 required units of General Education for the associate degree area can be taken through this mode of instruction. Of the 29 courses that have approved course outlines for online, 26 have been offered online. See Addendum A for a list of courses that have been offered online which includes the courses in the programs included in this proposal.

* 1. Area A—Natural Sciences (3 units)
     1. Chemistry 8
     2. Foods and Nutrition 40
     3. Geography 5
     4. Natural Resources 7
  2. Area B—Social and Behavior Sciences (6 units)
     + 1. Government and Constitution (3 units) – currently no courses
     1. Other Social and Behavioral Sciences (3 units)
        1. Business Administration 33
        2. Child Development 38, 39
        3. Economics 1A, 1B
        4. History 11
        5. Psychology 2, 5, 38
  3. Area C—Humanities (3 units)
     1. Art 2
     2. English 1B, 15A, 15B, 41, 46B, 48, 49
     3. Music 12, 16
  4. Area D—Language and Rationality (7 units)
     1. English Composition (4 units)
        1. English 1A
     2. Communication/Analytical Thinking (3 units)
        1. Communication 2
        2. Communication 25

Online courses can satisfy the following Reedley College degree requirements:

* 1. Competence in writing: English 1A
  2. Competence in reading: English 1A
  3. Competence in oral communication: Communication 2, 25
  4. Competence in mathematics: Mathematics 4A, 4B**,** 11, 21, 45, 103
  5. Familiarity with computer concepts: Computer Science 41,Information Systems 12, 15**,** Office Technology 1
  6. Awareness of lifetime physical and mental wellness: Child Development 38,39, Foods and Nutrition 35, Health 1,Psychology 2

Online courses currently available cannot satisfy the following Reedley College degree requirements:

* 1. Two physical education and/or dance classes
  2. Principles of national, state, and local government

Business Administration

The following concentrations in the Business degree program have been approved for more than 50% online instruction. Some of the classes have not yet been offered in an online format. The total number of units available through online instruction is indicated after each title.

* Accounting 19 of 36 units
* Entrepreneurship 25 of 34 units
* General Business 21 of 34 units
* Information Systems Management 26.5 of 34 units
* Logistics & Distribution 28 of 34 units
* Management 28 of 34 units
* Marketing 25 of 34 units
* Real Estate 19 of 34 units.

There is also a Business Intern Certificate of Achievement program in which 14 of the 18 units may be taken online.

Information Systems

The following concentrations in the Information Systems degree program have been approved for more than 50% online instruction. Some of the classes have not yet been offered in an online format. The total number of units available through online instruction is indicated after each title.

* Help Desk 22.5 of 31.5 units
* Networking 19.5 of 31.5 units
* Web Design 22.5 of 31.5 units
* Web Programming 19.5 of 31.5 units

Additionally the following Certificate of Achievement programs have been approved for more than 50% online instruction:

Information Systems Certificate of Achievement 19.5 of 22.5 units

* + - Networking 13.5 of 21 units
    - Programming for the Web 21 of 21 units

English

The Associate of Arts degree in English was revised in 2008-2009 so that more than 50% of the courses could be taken online. The degree consists of 23 units, 22 of which may be taken at least 50% online.

Small Business Administration

The Associate of Science degree in Small Business Administration consists of 32 units, 25 may be taken at least 50% online.

Relationship to Reedley College’s mission:

The college mission states that “Reedley College offers an accessible, student-centered educational environment featuring high-quality learning opportunities to all who can benefit. We offer basic skills enhancement, associate degree programs, career technical education, and transfer-level courses as preparation for life-long learning within a diverse local and global community.”

Providing courses in an online, distance learning format, and fully online degree programs is consistent with Reedley College’s mission. By providing courses through distance education, access and learning is promoted, individual development is enhanced and students, regardless of their ability to physically attend classes, can become life-long learners. These courses are held to the same high standards as traditional face-to-face courses. Online support services are provided to assist students in achieving their educational goals.

In addition to the main campus, Reedley College is responsible for three centers; collectively known as the North Centers, these are the Madera Center, the Oakhurst Center, and the Willow International Center. These centers all follow the same curriculum as the main campus and have representation on both the Academic Senate and the Curriculum Committee. This substantive change proposal is for all Reedley College sites.

Rationale for the change:

Distance education provides greater access for community college students, many of whom are working, live at a distance from the college, and/or are considered nontraditional. A high quality, well-planned distance education program provides opportunities for students and increases their opportunities to complete their educational goals.

Student demand for online courses is high, enrollment is strong, and the college frequently receives requests from students for additional online courses. In order to meet student need, Reedley College has committed adequate technological, human and fiscal resources in support of online course offerings. High standards in course delivery and student support are maintained.

1. **Description of New Educational Program**

Not applicable

1. **Description of the planning process which led to the request for change**

Description of Analysis:

Online courses at Reedley College grew out of the interest of a small group of dedicated and technologically savvy instructors. As the mode of delivery evolved, more instructors became interested, and the student demand for online courses increased, the decision to increase the number of classes offered in an online instruction format resulted from informal surveys of students enrolled in these courses. These surveys showed that a high percentage of working professionals enrolled in the online courses for job advancement or to change careers, who would otherwise have difficulty attending classes.

A Distance Education Committee, comprised of the Distance Education coordinator, online instructors, Information Technology technicians, administrators and staff was established and began meeting regularly. The purpose of the committee is to improve and expand the distance education program, including sharing best practices, discussing student feedback, developing curriculum, mentoring others to develop curriculum, and improving processes. The committee also recommends standards of proficiency for instructors, and policies and procedures for development and support for online courses and development of outcomes assessment measures that evaluate the success of distance education.

The District provides support for online classes by granting faculty reassigned time to first develop a course in an online format and by compensating instructors on a 4:3 ratio for teaching an online class. (i.e. Instructor receives 4 LHE for teaching a class that would be 3 LHE class in a traditional face-to-face format.)

Student demand for online courses is high. Enrollment is strong, and there are frequently requests for additional online course opportunities. In order to meet student need, Reedley College has committed technological, human and fiscal resources in support of online course offerings. High standards in course delivery and student support are maintained.

**D. Evidence that Reedley College has provided resources and processes to initiate, maintain, and monitor the change and to assure that the activities undertaken are accomplished with acceptable quality, includes:**

Sufficient and qualified faculty, management and support staffing

All faculty members, both full-time and part-time must meet state recognized minimum qualifications. Administrators must possess a minimum of a Master’s degree and have community college experience.

The Vice President of Instruction oversees the distance education program at Reedley College. In addition, a full-time faculty member, with distance education expertise, is given 50% reassigned time to provide mentoring and faculty leadership. There is also a Distance Education subcommittee of the Academic Senate to which the Distance Education Coordinator belongs.

The college’s Information Technology Department provides technical help, including help desk services. Reedley College provides faculty with training and support services related to teaching via electronic means including Blackboard, Tegrity, WebAdvisor and Turnitin.

Numerous college personnel are involved in supporting and monitoring distance education (Addendum F) including:

1. Distance Education Committee: This committee provides technical and logistical support and extensive training for faculty utilizing Blackboard for both hybrid and full distance education courses. Additionally, this committee advises and reviews all curriculum elements related to distance education to ensure rigor and accessibility.

2. Distance Education (DE) Coordinator: David Borofka, a full-time faculty member experienced in distance education, is our current DE coordinator (50%) and chairs the DE committee, providing workshops and direct, one-on-one support for faculty teaching online.

3. The Vice-President of Instruction provides administrative support.

4. A Full-time, classified distance education technician provides support and training

5. Online and telephone help desk is provided by the Information Technology department.

6. The Reedley College website contains the RC Online webpage with links to relevant information and support services, both on and off-campus.

7. Faculty training is provided with regular refresher courses to keep instructors current on all curriculum and technology developments. Training is provided in online modules and face-to-face sessions.

8. Reedley College has a contract with Paradigm for Turnitin online plagiarism software. This software can be used by all faculty members.

9. The Institutional Researcher provides faculty and staff with program level data and analysis every year. The Institutional Researcher is available to help faculty track trends and to help identify possible program improvements.

Appropriate equipment and facilities

1. Blackboard, online education software, is maintained through the regular instructional budget process.

2. Each Reedley College faculty member has a PC in his/her office, as well as internet access.

3. Most students have access to personal computers and the Internet. Those students who do not have access to their own computers can use networked computers at the college computer lab, the college library, the public library, or make other arrangements on their own.

4. Online courses do not impact campus facilities.

5. Reedley College has committed to providing the fiscal resources necessary for a high quality distance education program using unrestricted general funds. Funding for distance education programs and services is incorporated in the Office of Instruction budget exactly the same as are traditional programs and services. Operation and maintenance of the Blackboard interface is handled through the Instructional Technology department, which does not cost the college additional funds as current IT staff perform these functions. The scheduling process controls the numbers of sections (seats) offered. Our current contract with Blackboard adequately covers the planned growth. The seat count is tracked; and if and when additional funds are needed to allow expansion of the contract, this increase will be requested through the normal budget process. The following table shows that fiscal support for distance education is consistent and increasing each year:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Distance Education Expenses | | | | | | | | | |
| Reedley College | | | | | | | | | |
|  |  | |  | |  | |  | |  |
|  |  | FY | | FY | | FY | | FY | | |
|  |  | 07-08 | | 08-09 | | 09-10 | | 10-11\* | | |
| Salaries |  | $ 1,236,095.78 | | $ 1,506,897.58 | | $ 1,536,604.13 | | $ 858,797.38 | | |
| Benefits |  | $ 158,620.09 | | $ 191,172.39 | | $ 193,807.58 | | $ 107,945.92 | | |
| Operational |  |  | |  | |  | |  | | |
|  | Blackboard | $ 47,548.00 | | $ 44,992.49 | | $ 49,345.90 | | $ 43,687.72 | | |
|  | Tegrity | $ 30,720.00 | | $ 38,400.00 | | $ 23,280.00 | | $ 16,920.00 | | |
|  | SARS |  | | $ 945.00 | | $23,999.18 | | $ 21,669.08 | | |
|  | Library Resources | $ 58,095.27 | | $ 44,902.67 | | $ 52,997.42 | | $ 63,220.02 | | |
| Total | l | $ 1,531,079.14 | | $ 1,827,310.13 | | $ 1,880,034.21 | | $ 1,112,240.11 | | |
|  |  | |  | |  | |  | |  |
| \*Fall and Summer only | | |  | |  | |  | |  |

Reedley College supports online courses and programs though the general operating fund and insures that adequate resources are available to fully support all online activities. Both State Center Community College District and Reedley College have reserves in excess of the state requirements. Reedley College has made a substantial ongoing fiscal commitment to distance education by continuously over a period of years paying one full-time faculty member 50% of his salary to coordinate the distance education program and provide training to online instructors. Reedley College is also actively involved in a grant that provides captioning for all distance education and hybrid classes to ensure accessibility to disabled students.

Evidence of instructional delivery systems and modes meeting student need

To meet the educational needs of students who work full-time or have other needs or preferences that prevent on-site class attendance, faculty determined that online instruction, either hybrid or in full, is an effective mode for delivery of course content as

it allows students to fulfill course requirements largely at their own pace and in their own time frame, within reasonable parameters. Classes are offered using the Blackboard course management system. Students are authenticated by use of a college issued user id and a student selected password that is required each time the student accesses the class. Instructors keep students informed of their grades electronically and post final grades online in Webadvisor.

Addendum I shows the form that provides detailed information on how each course meets student needs. This Request for Approval of a Course via Distance Learning form is a supplement to the main course outline of record.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REEDLEY COLLEGE SP 2007 – SPRING 2010**  **DISTANCE EDUCATION COMPARED TO TRADITIONAL CLASSES**  **STUDENT HEADCOUNT, RETENTION, SUCCESS** | | | | | | | | | | | | |
|  | **DISTANCE ED** | | | | **TRADITIONAL** | | | | **OVERALL** | | | |
| **#SEC** | **COUNT** | **RETEN** | **SUCC** | **#SEC** | **COUNT** | **RETEN** | **SUCC** | **#SEC** | **COUNT** | **RETEN** | **SUCC** |
| **SP07** | **71** | **1,671** | **78.2** | **50.3** | **389** | **10,809** | **85.9** | **58.2** | **460** | **12,480** | **84.9** | **57.1** |
| **FA07** | **92** | **1,713** | **76.5** | **51.2** | **415** | **12,863** | **86.7** | **59.2** | **507** | **14,576** | **85.5** | **58.3** |
| **SP08** | **95** | **1,785** | **78.5** | **54.0** | **387** | **10,927** | **87.3** | **60.3** | **482** | **12,712** | **86.1** | **59.4** |
| **FA08** | **96** | **2,785** | **80.1** | **54.9** | **406** | **13,977** | **87.8** | **60.4** | **502** | **16,762** | **86.5** | **59.5** |
| **SP09** | **105** | **2,829** | **81.5** | **55.2** | **396** | **12,980** | **88.1** | **60.5** | **501** | **15,809** | **86.9** | **59.6** |
| **FA09** | **127** | **3,175** | **81.7** | **53.7** | **399** | **14,916** | **89.6** | **61.6** | **526** | **18,091** | **88.2** | **60.2** |
| **SP10** | **115** | **3,125** | **82.3** | **55.0** | **363** | **12,956** | **88.9** | **61.6** | **478** | **16,081** | **87.6** | **60.3** |
| **TOTAL** | **701** | **17,083** | **80.3** | **53.8** | **2,755** | **89,428** | **87.8** | **60.3** | **3,456** | **106,511** | **86.6** | **59.3** |

Data Source: RC Office of Institutional Research; SCCCD\_ATERMs file

Note: Count = Headcount enrollment and are duplicated students, retention and success rates are percentages.

Distance Learning courses have seen a steady increase in all areas over the past 3.5 years. Section counts have increased 62.0% from 71 to 115 and duplicated enrollment has increased 87.0%. Retention rates have shown a steady gain of 4.1% and success rates have increased 4.7% over time. While success and retention rates are lower than their traditional in-class counterparts, these increases are all much higher than the overall total increases discussed in a later paragraph indicating continued improvement. Additionally, the average number of students enrolled per section has increased from 23.5 to 27.1, perhaps indicating need, accessibility, and desirability.

Traditional in-class course sections report similar, although slower growth, trends. The retention and success rates are slightly higher than the overall totals, indicating that these classes maintain a higher rate than their Distance Education counterparts. The number of sections decreased over time by 6.7% from 389 sections in spring 2007 to 363 in spring 2010. Enrollment headcount, however, increased by 19.8%. Retention rates increased 3.0% and success rates increased by 3.4%.

Overall, the Distance Education courses and their counterparts have enjoyed a steady increase in enrollment, retention and success. Headcount enrollment has increased by 28.9%, retention has increased 2.7%, and success rates have increased 3.2%.

The student population that engages in Distance Education courses is different than those who do not. While the DE and FTF (face-to-face) data indicate a typical Reedley college student population, the strictly online courses reverse the Hispanic and White non-Hispanic students with less than normal Hispanic students participating

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Distance Education** | **Traditional** | **DE and FTF**  **Combined** |
| **African-American/non-Hispanic** | 3.68 | 2.98 | 3.09 |
| **American Indian/Alaskan Native** | 1.41 | 1.21 | 1.24 |
| **Asian/Pacific Islander** | 5.99 | 5.20 | 5.32 |
| **Hispanic** | 34.56 | 46.32 | 44.43 |
| **Race/ethnicity unknown** | 10.44 | 10.15 | 10.20 |
| **White/non-Hispanic** | 43.92 | 34.15 | 35.72 |

Data Source: RC Office of Institutional Research; SCCCD\_ATERMs file

The age category demographic indicates an older than average age grouping for students in Distance Learning courses. Interestingly, when looking at these courses with their in-class traditional counter parts, the overall age groupings are slightly different than that of the typical Reedley college student. RC students are typically younger and reflect the above traditional and combined columns with most students fitting into the 24 or younger age groups. In the table above, over the 3.5 years, the difference between the traditional and DE student in the two youngest categories is a full 19.3%.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Distance Education** | **Traditional** | **DE and FTF**  **Combined** |
| **Female** | 67.4 | 58.2 | 59.7 |
| **Male** | 32.3 | 41.6 | 40.1 |
| **Unknown** | 0.3 | 0.2 | 0.2 |

Data Source: RC Office of Institutional Research; SCCCD\_ATERMs file; presented as percentages

Once again the Distance Education student is different than the typical student. In this case, the DE student is predominantly more female. While RC typically has more female students than male, when comparing the DE to the FTF courses, the averages show an increase of 9.2% for females and a decrease of -9.3% for males in the gender gap.

The average number of students enrolled per section in online classes has increased from 23.5 to 27.1, perhaps indicating need, accessibility, and desirability. The following table shows headcount enrollments in all online courses that have been offered at Reedley College and its’ centers since Summer 2007.

Headcount Enrollment Distance Education Courses by Term

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Su07 | Fa07 | Sp08 | Su08 | Fa08 | Sp09 | Su09 | Fa09 | Sp10 | Su10 | Fa10 | Total |
| BA-10 | 23 | 34 | 35 |  | 58 | 53 | 29 | 61 | 60 | 38 | 88 | 479 |
| BA-15 |  |  | 26 |  |  | 21 |  | 16 | 22 | 41 | 23 | 149 |
| BA-33 |  | 12 | 27 | 23 | 28 |  | 24 | 26 |  | 31 | 23 | 194 |
| BA-34 |  |  |  |  |  |  |  |  |  |  | 19 | 19 |
| BA-38 |  | 17 |  | 27 | 20 |  | 33 | 21 |  | 45 | 30 | 193 |
| BA-47 |  |  | 25 |  | 70 | 46 |  | 29 | 72 |  |  | 242 |
| BA-5 |  | 31 |  |  | 45 | 20 | 22 | 29 | 32 | 35 | 56 | 270 |
| ENGL-125 | 20 | 57 | 47 | 39 | 68 | 53 | 44 | 71 | 97 | 82 | 98 | 676 |
| ENGL-15A |  | 15 |  |  |  |  |  | 20 |  |  |  | 35 |
| ENGL-15B |  |  | 13 |  |  | 24 |  |  | 21 |  |  | 58 |
| ENGL-1A | 61 | 74 | 93 | 120 | 149 | 132 | 160 | 135 | 135 | 160 | 208 | 1427 |
| ENGL-1B | 15 | 16 | 23 | 17 | 14 | 22 | 18 | 32 | 15 | 25 | 30 | 227 |
| ENGL-2 |  |  |  |  | 10 |  |  |  |  |  |  | 10 |
| ENGL-3 | 24 | 58 | 96 | 42 | 88 | 112 | 41 | 133 | 116 | 48 | 131 | 889 |
| ENGL-41 |  | 10 | 16 |  | 22 | 27 |  | 40 | 26 |  | 16 | 157 |
| ENGL-46B |  | 19 |  |  |  |  |  |  |  |  |  | 19 |
| ENGL-48 |  |  | 11 |  |  | 25 |  |  | 21 |  |  | 57 |
| ENGL-49 |  | 8 |  |  | 21 |  |  | 20 |  |  | 23 | 72 |
| ENGL-72 |  | 4 | 3 |  |  |  |  |  |  |  |  | 7 |
| IS-12 | 95 | 43 | 70 | 95 | 81 | 63 | 66 | 56 | 74 | 95 | 67 | 805 |
| IS-15 | 147 | 126 | 139 | 115 | 162 | 196 | 78 | 191 | 225 | 125 | 122 | 1626 |
| IS-16 |  |  |  |  |  |  |  | 21 | 29 |  | 46 | 96 |
| IS-18 |  |  |  |  |  |  |  | 21 | 29 |  | 38 | 88 |
| IS-26A |  | 18 |  |  | 12 | 22 |  | 5 |  |  | 27 | 84 |
| IS-26B |  |  |  |  |  |  |  | 7 |  |  | 7 | 14 |
| IS-29 |  |  |  |  | 6 |  |  | 19 |  |  |  | 25 |
| IS-31 |  |  | 15 |  | 17 | 13 |  |  |  |  |  | 45 |
| IS-40A |  | 10 |  |  | 19 |  |  | 20 |  |  | 35 | 84 |
| IS-40B |  |  | 8 |  |  | 11 |  |  | 7 |  |  | 26 |
| IS-42A |  | 12 |  |  | 14 |  |  | 15 |  |  | 20 | 61 |
| IS-42B |  |  | 22 |  |  | 26 |  |  | 34 |  |  | 82 |
| IS-47 |  |  | 17 |  |  | 13 |  |  |  |  |  | 30 |
| *Total* | **385** | **564** | **686** | **478** | **904** | **879** | **515** | **988** | **1015** | **725** | **1107** | **8246** |

Data Source: Reedley College Office of Institutional Research

Description of student support

Reedley College provides students with adequate access to student services appropriate to support their learning. Links to the following departments and services can be found on the Reedley College homepage ([www.reedleycollege.edu](http://www.reedleycollege.edu)).

There is a menu item on the Reedley College home page entitled online services. By clicking on this option you will see a number of services available to students:

<http://www.reedleycollege.edu/index.aspx?page=6>

* + - 1. Admissions: Students may submit an online application for admission via the following link on the Reedley College homepage: <http://www.cccapply.org/applications/CCCApply/apply/State_Center_CCD.html>
      2. Online orientation is offered through the homepage by clicking on New & Returning Students then selecting Getting Started from the first drop down menu and orientation from the second drop down window. The online orientation is at:

<http://www.reedleycollege.edu/index.aspx?page=92>

* + - 1. Online registration is available using Webadvisor. From the Reedley College homepage students may click on New & Returning Students or Current Students then select Blackboard/Webadvisor from the dropdown menu. New Students following the Getting Started dropdown option will also access online registration. Webadvisor also shows students who are already registered their student schedule and allows students to add and/or drop classes:

<https://webadvisor5.scccd.edu/WebAdvisor/WebAdvisor?&TYPE=M&PID=CORE-WBMAIN&TOKENIDX=6068992694>

* + - 1. Online counseling services are available for all students, including those only enrolled in online courses. Online counseling is found from the Reedley College homepage by following either the New & Returning Students dropdown menu or the Current Students dropdown menu to Online Services.

<http://www.reedleycollege.edu/index.aspx?page=287>

* + - 1. Online tutoring is available through the Writing Center for all students, including those enrolled exclusively in online courses by following the same links as listed in 4 above from the Reedley College homepage.

<http://www.reedleycollege.edu/index.aspx?page=500>

* + - 1. Scheduling: the Reedley College schedule each semester lists the courses that are available online both with all classes listed in a subject area and in a section for distance education courses. The schedule also includes related information and instructions for accessing Blackboard, the online course software.

<http://www.reedleycollege.edu/index.aspx?page=101>

* + - 1. To determine if a student has the knowledge necessary to work online, a test of online skills is available at:

<http://www.reedleycollege.edu/index.aspx?page=990>

* + - 1. To assist a student to determine whether or not online education is right for him/her there is an area where students can answer a series of questions that help to predict whether or not a student will enjoy and be successful with the online experience at:

<http://www.reedleycollege.edu/index.aspx?page=988>

* + - 1. Financial Aid: The FAFSA form is available for students to complete and submit online. Questions are answered by email or by phone.

<http://www.reedleycollege.edu/index.aspx?page=263>

* + - 1. Library and Learning Resources: A number of library resources are available to students over the Internet. These resources can be accessed from the Reedley College web site by clicking on the RC Online tab the selecting Library from the dropdown menu. Numerous online resources and databases are available. Additionally books can be ordered from the libraries at Reedley College, Fresno City College or Willow/International Center.

<http://www.reedleycollege.edu/index.aspx?page=403>

* + - 1. Special Services: Staff from Reedley College’s Disabled Support Programs & Services and faculty work together to provide accommodations as required by law. Reedley College participates in a grant to provide captioning for all online classes that include video instructional materials.
      2. Blackboard Help Desk: Hosted by Presidium 24/7 email and phone support is provided for student and faculty using Blackboard.
      3. The Reedley College Information Technology Department provides help desk services.
      4. Students wishing to use their own laptop computers on campus have access to the college wireless network.

Evaluation of Information Provided to Students

The current system for providing information to students, outlined in the section above on Faculty and Student Support, is effective. Students are provided with information on the college website, in the college catalog and in the schedule of classes each semester. Students enrolled in online courses will be asked to participate in evaluation surveys conducted as part of Program Evaluation and Planning. The survey results of students enrolled in online courses/programs will be compared with the results of students enrolled on campus.

The faculty teaching online courses are evaluated through the approved tenure-track, tenured and adjunct evaluation processes. The student evaluation form was revised to relate more closely to the online student experience, while continuing to address the faculty teaching standards that apply to both distance and on-site teaching methods. The online survey software, Zoomerang, is often used to illicit additional feedback from students. In addition, Reedley College students and faculty participate in the annual California Community Colleges System Office distance education survey.

Description of College Accommodations for Campus Visit Requirements

A number of online courses offered by Reedley College require students to meet with the instructor on campus for an orientation to the course or for testing. In the event that a student is not able to travel to the campus, the student can make arrangements with the instructor to review the course orientation by telephone or email or to take the test at another educational site that will provide proper proctoring.

Many instructors have incorporated downloadable audio files that students can listen to

on "iPod' type devices. Many instructors are using Tegrity to incorporate both audio and video materials into their classes. The college is participating in a captioning grant so that all video included in online class sites is being captioned.

If an instructor requires that his/her students take proctored exams, the Reedley College Testing and Tutoring Center has set up procedures to do so. Online students have a high priority when the center is busy. If a student is not able to travel to the Reedley College campus, alternate arrangements can be made with the instructor, including arranging for proctoring services at a more convenient community or four-year college.

1. **Evidence that Reedley College has received all necessary internal approvals:**

As per California Education Code, Title 5, all courses being proposed for distance education mode, whether as a hybrid or full online course (51 %), are required to undergo separate review in the Curriculum Committee. The local curriculum process handles this by requiring the following:

1. The Course Outline of Record (COR) for any course being proposed for distance education must be revised for currency requirements.

2. The faculty author fills out and attaches a supplemental Request for Approval of a Course via Distance Learning.

3. The Curriculum Chair, the Curriculum Committee, and the CIO review the distance education forms to ensure rigor, appropriateness, and alignment with stated student learning outcomes for the course.

4. The full curriculum committee reviews both the COR and the Distance Education

form simultaneously to ensure continuity of content, objectives and outcomes between face-to-face and online course sections.

5. Once approved, the proposal goes through the regular curriculum approval process, ending with approval by the Board of Trustees.

Reedley College requires that all courses proposed for distance education mode are separately reviewed and approved by the Academic Senate Curriculum Committee. All courses are reviewed in the State Center Community College District Educational Curriculum and Programs Committee (ECPC) and recommended to the Board of Trustees for final approval. A separate form is attached to each course outline of record approved for distance education that details regular effective contact, assignments, contact modes and hours, and all other required information. Likewise, the Curriculum Committee requires six-year currency revision to the main body of the Course Outline of Record (COR) for all courses, including those approved for distance education mode. This ensures that the all course information, including Student Learning Outcomes (SLO), is current, accurate and appropriately supports all delivery modalities.

The following are required to review and approve all distance education curriculum proposals:

* Reedley College Curriculum Committee
* Reedley College Vice President of Instruction
* SCCCD Educational Curriculum and Planning Committee (ECPC)
* SCCCD Board of Trustees (BOT)

The curriculum review and approval process at Reedley College is handled through CurricuNet, an online database management system with electronic approvals for all requisite parties including the chief instructional officer. The attached 2009-2010 curriculum packets and BOT minutes reflect this local approval process. (Addendum E). Approval of the packet by the BOT incorporates approval by all requisite authorities. The materials documenting course approvals for previous years are available upon request.

**F. Evidence of Fulfillment of Eligibility Requirements**

1. Authority

The addition of online courses does not affect the authority of the college.

2. Mission

The Reedley College missions state that: “Reedley College offers an accessible, student-centered educational environment featuring high-quality learning opportunities to all who can benefit. We offer basic skills enhancement, associate degree programs, career technical education, and transfer-level courses as preparation for life-long learning within a diverse local and global community.” The mission statement appears in all significant college publications and is reviewed periodically for currency and completeness. Online education supports that mission to provide “accessible, student-centered high quality learning opportunities” and to offer courses “within a diverse local and global community.”

3. Governing Board

The Board of Trustees approves every course offered by the college individually, including all online courses. In addition, the Board of Trustees approves all degrees and certificates offered by the college including any online programs that may be offered in the future.

4. Chief Executive Officer

The responsibilities of the President of Reedley College are not impacted by the addition of online classes, programs or degrees. Dr. Hioco, President of Reedley College, is fully aware of all online courses added to the curriculum and has approved them.

5. Administrative Capacity

The college maintains an administrative staff sufficient to the operation of the college. All administrators and managers are hired through college hiring procedures with established hiring qualifications. All administrators meet minimum qualifications for their positions.

The Deans of Instruction who report to the Vice President of Instruction are responsible to provide administrative support for all online classes. The Deans of Instruction have classified staff to provide additional support. In addition, a faculty member has been given release time of 50% to provide support to online faculty. He provides assistance via email, online chat, over the phone and in-person, one-on-one assistance to faculty teaching online. He also provides workshops for faculty teaching online several times during the semester.

6. Operational Status

The addition of online classes doe not impact the operational status of Reedley College.

7. Degrees

The following degrees have 50% or more of the courses approved to be offered in an online format: Accounting, Agriculture & Technology, Agriculture Business, Business Administration-Gen Business, Business Administration-Entrepreneurship, Business Administration-Information Systems Management, Business Administration-Logistics & Distribution, Business Administration-Management, Business Administration-Marketing, Business Administration-Real Estate, Engineering, English, Information Systems-Help Desk, Information systems-Networking, Information Systems-Web Design, Information Systems-Web Programming, Liberal Arts, Liberal Arts & Sciences-Arts and Humanities, Liberal Studies, Small Business Management. It should be noted that although the degrees have 50% or more of the courses approved to be offered in an online format, only the following degrees actually offered more than 50% of the courses online: Business Administration (three options) Entrepreneurship, Information Systems and Marketing, English, Information Systems (four options) Help Desk, Networking, Web Design, and Web Programming and Small Business Management

8. Educational Programs

All Reedley College degrees, certificates and courses are listed in the catalog which is produced in hard copy and electronic formats on the institution’s website. All are evaluated in terms of measurable student learning outcomes and student achievement indicators. It is currently possible to complete 50% or more of the required coursework through online instruction in four degree program and seven certificate programs.

9. Academic Credit

Reedley College follows the relevant provisions of Title 5 as part of the California regulations and the California Education Code. The college catalog sets forth clear explanation of the awarding of credits and describes the formula used for calculating units of credit. There is no difference in the credit offered for online courses than for face-to-face courses.

10. Student Learning Achievement

Student achievement, measured at the degree and certificate level, is regularly assessed and monitored. Student learning outcomes have been identified and are being measured at the course, program, and college levels. These student learning outcomes are the same for online courses and programs as they are for face-to-face programs. Student achievement for online classes is in the process of being compared to face-to-face classes and if there is a difference, remediation steps will be taken to make improvements.

11. General Education

All general education requirements are outlined for students in the course catalog and counselors are available both online and in person to review student educational plans. Importantly, the general education requirements for students transferring to the University of California or California State University systems, including the Inter-segmental General Education Transfer requirements are also outlined in college documents including the course catalog.

All courses including online courses are reviewed by the curriculum committee. A separate form for classes that are also offered in an online format must be completed and approved by the curriculum committee. The following general education courses have been offered online: Art 2; Business Administration 33; Chemistry 8; Child Development 38, 39; Communication 2, 25; Economics 1A, 1B; English 1A, 1B, 15A, 15B, 41, 46B, 48, 49; Foods and Nutrition 40; Geography 5; History 11; Music 12, 16; Natural Resources 7; Psychology 2, 5, 38.

12. Academic Freedom

Intellectual free inquiry is a critical element of inquiry at Reedley College. The Board of Trustees has incorporated the right to academic freedom in board policies. Academic freedom policies are the same for online classes as for face-to-face classes.

13. Faculty

Online faculty must meet the same requirements for hire as face-to-face faculty. All Reedley College faculty members meet minimum qualifications for all sections they teach. Online faculty members are strongly encouraged to receive training in online instruction.

14. Student Services

The college provides appropriate student services for all of its students. Online students have access to comprehensive student services including application, orientation, counseling, financial aid, registration, library resources, technical assistance, special services, online catalog and online schedule of classes. Reedley College provides access to 25,383 online books in addition to online periodicals and databases.

15. Admissions

The college admissions practices are consistent with the college mission and are explained in the catalog. The policies parallel the expectations of California public community colleges.

Admissions policies for online students are no different than for face-to-face students. Online students may apply and register for classes using web access.

16. Information and Learning Resources

The college provides learning resources through a state-of-the-art facility that was recently remodeled. The library has ample resources for student inquiry in both hard copy and digital formats. Online students have access to the online library catalog with over 25,383 online books. In addition online students also have remote access to 15 databases. Students may also request books and get books from all the other colleges and campuses in the State Center Community College District, including Fresno City College, Madera Center and Willow International.

17. Financial Resources

Reedley College supports online courses and programs though the general operating fund and insures that adequate resources are available to fully support all online activities. The college’s operating budget is designed to meet the expectations identified in the mission statement that will enable college students to learn and succeed. Both State Center Community College District and Reedley College have reserves in excess of the state requirements. Reedley College has made a substantial ongoing fiscal commitment to distance education by continuously over a period of years paying one full-time faculty member 50% of his salary to coordinate the distance education program and provide training to online instructors, paying for and supporting licenses for Blackboard, Tegrity and other software to support online instruction. Reedley College is also involved in a grant that provides captioning for all distance education and hybrid classes to ensure accessibility to disabled students.

18. Financial Accountability

All financial funds and processes are audited annually by an external accounting firm. This audit includes the financial records of the Reedley College Foundation, an auxiliary organization. The audit report includes an opinion on the financial statements of the district, and findings and recommendations for improving the internal control system and compliance with state and federal programs. Financial accountability is not changed for online instruction. The same financial accountability policies apply to online courses as to face-to-face courses. Reedley College is working to develop a new accounting code structure so that funds spent on and in support of distance education will be assigned to a budget area dedicated to distance education thus fulfilling the recently published 2010 WASC guidelines.

19. Institutional Planning and Evaluation

Online courses are evaluated and compared to face-to-face courses as part of the program review process. The college is in the process of assessing program and course level outcomes for both online and face-to-face classes and developing improvement strategies if there is a significant difference in success factors.

20. Public Information

A statement of accreditation appears in the college catalog and at the college campus. The schedule of classes provides both a separate section for all online classes as well as integrated into the regular listing of all courses being offered. An online class in the integrated list of all classes is designated as an online class with information on how to contact the instructor. The separate section for all online classes in the class schedule provides information to students indicating they need to be self-motivated and comfortable in communicating electronically rather than through verbal interaction (see pages 86-96 in the Summer/Fall 2010course schedule). Information regarding online classes is also available on the college website on the Online Services tab under the New and Returning Students and Current Students Tabs.

21. Relations with the Accrediting Commission

A statement of accreditation appears in the college catalog. Additionally, all major college publications carry a statement recognizing accreditation status. The Commission reaffirmed the accreditation of Reedley College in the 2006 Accreditation Evaluation Report that the college is in compliance with the Standards for Accreditation. The relation with the Accrediting Commission is not changed with the addition of online programs. Reedley College is submitting this substantive change proposal to remain in compliance with the Commissions standards and is preparing a self-evaluation study for the Fall 2011 visit.

**G. Evidence of Fulfillment of Accreditation Standards**

None of the standards are particularly impacted by the change and each accreditation

standard will still be fulfilled after the change.

Standard IA: Mission

The online education offerings at Reedley College fall within the mission that defines the broad educational purposes, Reedley College's intended student population, and the college's commitment to student learning.

Standard IB: Improving Institutional Effectiveness

Reedley College demonstrates its effort to produce and support student learning, measure the learning, and assess how well learning is occurring through the curriculum approval process and program evaluation and planning. All courses that were recently approved by the Curriculum Committee have established learning outcomes. Faculty members are working to identify methods to assess student learning. These efforts should be complete by 2012. As assessment methods are identified, student learning is assessed. Each instructional program must develop program level SLOs, course level

SLOs and identify assessment measures as part of the Program Review process.

Resource allocations are based on the results of Resource Allocation Plan Proposals (RAPPs), Program Review and the prioritization of needs. Recent evaluations of the

Program Review process have resulted in the addition of annual reports, where programs will provide evidence of achievement of student learning outcomes, program objectives, and activities that support improvements.

Standard IIA: Instructional Programs

The programs offered through online instruction are of the same high quality as courses offered through other modes of instruction. Students may now earn 50% or more of

Associate degrees and certificates in Business, Information Systems and English by taking online classes. These programs are systematically assessed through Program Review and courses were approved through the curriculum review process. Program faculty and staff receive program data on an annual basis which they use to analyze and track improvements. Student surveys are administered on a regular basis to gather data on student satisfaction and to collect student comments.

Standard IIB: Student Support Services

A wide array of student support services are available in an online format to serve students enrolled in online courses. These services include online catalog, course schedule and an online instruction website that provide students with clear, complete, and timely information. Additional online services include admissions, registration, counseling, orientation, financial aid, library, special services, and technical assistance. Faculty members are available to online students via email and either in person or via phone during office hours. Efforts are underway to strengthen these services and to expand their availability to meet the growing demand for online instruction. To help students gain the background, knowledge and technical skills needed to successfully use the technology involved in their course work the college offers an introductory online course, a help desk, and other technical support services. Student services programs have developed student learning outcomes that will be assessed regularly, along with instructional programs. All student services programs participate in Program Review and identify the availability of online services. Student surveys are administered on a regular basis. Also, faculty members work with other college faculty and staff to arrange services for their students who need assistance.

Standard IlC: Library and Learning Resources

Appropriate learning resources are available to students who take electronically delivered courses. Online students find a wealth of information available as they use the automated library system. Students may borrow books, DVDs, videos, CDs and audiotapes from the libraries at Reedley College, Fresno City College and the Willow/International center are all linked to one system. Online access to the catalog of materials is available at <http://library.scccd.edu/> click on the RC Online link then on the dropdown Library menu option.

Valuable online resources available through the Reedley College library's internet database collection include LexisNexis, EBSCOhost, Credo Reference, CO Researcher, Gale Group and Encyclopedia Britannica to name a few of the many available databases. (<http://www.reedleycollege.edu/index.aspx?page=419> ) Faculty members also identify other online resources that support students enrolled in their classes.

Standard IllA: Human Resources

Reedley College employs faculty who are qualified by appropriate education, training, and

experience to provide and support online instruction courses and services. All faculty are evaluated on a regular basis. Most online courses are taught by regular full-time faculty members who also teach in the classroom. Written policies regarding distance education instruction are included in the State Center Community College District and State Center Federation of Teachers Local 1533, CFT/AFT, AFL-CIO contract, 2006-2007, 2007-2009, 2008-2009 (Article XII Section 12 pages 15-16). (Note: Although past the end date this contract has been extended pending conclusion of negotiations.) The contract includes a statement that "The District may cover the costs related to training of participants through staff development funds or other sources." Additional Distance Education policies are found in Academic Regulation 4105. (Addendum F)

Standard IllB: Phvsical Resources

Reedley College has acquired the equipment and resources necessary to support online instruction. The college uses Blackboard online education software. Each Reedley College faculty member has a PC in his/her office, as well as internet access. In addition, most students have access to personal computers and the internet. Those students who do not have access to their own computers can use networked computers at the Reedley College library, the Campus Computer Lab, the public library, or make other arrangements on their own. Physical resource planning is integrated with the Program Review process through the Educational Master Plan. As programs identify the need for equipment and physical resources to support online instruction, these will be identified in the Program Review reports.

Standard IllC: Technology Resource

Reedley College provides technology support to meet the needs of learning, teaching, college-wide communications and operational systems. The Distance Education Coordinator provides technical and logistical support and extensive training for faculty utilizing Blackboard for both hybrid and full distance education courses. The faculty Distance Education Coordinator, David Borofka, is currently the DE coordinator (50%). He is available to provide direct, one-on-one support for faculty teaching online. The Distance Education Committee operates under the Academic Senate and is chaired by David Atencio. The Distance Education Committee advises and reviews all curriculum elements related to distance education to ensure rigor and accessibility. Reedley College’s Information Technology Department provides online and phone help desk support to online faculty. The department also maintains the college's website that includes the Online Education webpage with links to all relevant information and support services, both on and off-campus. Faculty training is provided with regular refresher courses to keep instructors current on all curriculum and technology developments. Training is provided in online modules and face-to-face sessions. Reedley College will increase the frequency of these trainings as more instructors become involved in hybrid and online instruction. Fresno City College offers an online teaching certificate that is available to Reedley College faculty.

In addition, the Blackboard Help Desk provides email and phone support for student users of Blackboard. A short-term class, How to Be a Successful Online Student (IS 202)**,** is offered and students are encouraged to take this course before they begin an online course. Full-time faculty who teach online hold office hours equal to the number required for on-campus.

Standard IllD: Financial Resources

Reedley College assures that financial resources are sufficient to support online instructional programs and services. The online instruction budget is not separated from the traditional instruction budget, and is managed by the Vice President of Instruction. Financial resources’ planning is integrated with institutional planning. Resource needs will continue to be identified through the Program Review and RAPP process.

Standard IVA: Decision-Making Roles and Processes

Reedley College has followed written policies and procedures in the development of online

instruction, including: Participatory Governance Policy, Budget Process, Program Review process, RAPP, Academic Senate and Curriculum Committee procedures, and SCCCD-Faculty Contract. The implementation of online instruction has been approved by authorized individuals and groups.

Standard IVB: Board and Administrative Organization

Online instruction will not result in any changes to this standard. The courses and online programs have been approved by Reedley College administrators and the Board of Trustees and were developed consistently with district administrative procedures. The attached organizational chart shows that adequate administrative support is available to the online instructional program.

In 2006, the site visit team determined that Reedley College is in compliance with Standard IV. The college has worked diligently to develop clear guidelines for effective governance and to ensure active leadership throughout the organization.

The Commission reaffirmed the accreditation of Reedley College in the 2006 Accreditation Evaluation Report that the college is in compliance with the Standards for Accreditation.

**Addendum A Degree Courses Offered in an Online Format**

|  |  |  |
| --- | --- | --- |
| **CRSE** | **Short Title** | **GE AREA** |
| ART-2 | ART APPRECIATION | C |
| BA-10 | INTRO TO BUSINES |  |
| BA-15 | INTRO MANAGEMNT |  |
| BA-33 | HUMAN RELATIONS | B2 |
| BA-34 | INVEST FUNDAMENT |  |
| BA-38 | OPR OF SMALL BUS |  |
| BA-47 | CAREERS-BUSINESS |  |
| BA-5 | BUSINESS COMMUN |  |
| CHDEV-30 | CHILD,FAM,COMMUN |  |
| CHDEV-38 | LIFESPAN DEVELOP | B2 |
| CHDEV-39 | CHILD GRWTH DEV | B2 |
| CHDEV-40B | ADV ADMINISTRATN |  |
| CHDEV-45 | SUPRV OF ADULTS |  |
| CHEM-8 | ELEM ORGANIC CHEM | A |
| CJ-1 | INTRO CRIM JUST |  |
| COMM-15 | COMPUTER-MEDIATED |  |
| COMM-2 | INTERPERSON COM | D2 |
| COMM-25 | ARGUMENTATION | D2 |
| COUN-120 | COLLEGE INTRO |  |
| CRIM-1 | INTRO TO CRIM |  |
| CSCI-41 | PROG CONCEPTS II |  |
| ECON-1A | MACROECONOMICS | B2 |
| ECON-1B | MICROECONOMICS | B2 |
| EDUC-10 | INTRO TO TEACH |  |
| ENGL-125 | COLL WRIT SKILLS |  |
| ENGL-15A | CREAT WRT:POETRY | C |
| ENGL-15B | CREA WRT:FICTION | C |
| ENGL-1A | READ & COMP | D1 |
| ENGL-1B | INTRO LITERATURE | C |
| ENGL-2 | CRIT RDG/WRTG-LIT |  |
| ENGL-3 | CRIT RDG & WRIT |  |
| ENGL-41 | THEMES IN LIT | C |
| ENGL-46B | ENGL LITERATURE | C |
| ENGL-48 | AMERICAN LIT | C |
| ENGL-49 | LATINO&CHICNO LIT | C |
| ENGL-72 | WRITG CNTR THEORY |  |
| ENGL-72A | TUTOR: ESL/INTL |  |
| ENGL-72B | TUTR:WRTG CUR/ONLN |  |
| ENGL-72C | TUTR:WALK-IN THRY |  |
|  |  |  |
| **CRSE** | **Short Title** | **GE AREA** |
| ENGR-2 | GRAPHICS |  |
| ENGR-4 | ENGINEERING MAT |  |
| ENGR-6 | CIRCUITS W/LAB |  |
| ENGR-8 | STATICS |  |
| ESL-266 | BILINGUAL ENGL |  |
| FN-35 | NUTRITION & HLTH |  |
| FN-40 | NUTRITION | A |
| GEOG-5 | ENVIRON CONDITNS | A |
| GS-120 | COLLEGE INTRO |  |
| HIST-11 | U S TO 1877 | B2 |
| HLTH-1 | CONTEMP HLTH ISS |  |
| IS-12 | COMPUTR LITERACY |  |
| IS-15 | COMPUTER CONCEPTS |  |
| IS-16 | WORD PROCESSING |  |
| IS-18 | SPREADSHEET FUND |  |
| IS-26A | DB CONCPTS/DESIGN |  |
| IS-26B | ADV DB CNCPT/DSGN |  |
| IS-29 | OPERATING SYSTEMS |  |
| IS-31 | INTRO PROGRAMNG |  |
| IS-33 | BEGINN JAVA |  |
| IS-40A | INTRNT CNCPT/DESN |  |
| IS-40B | ADV INT CNCPT/DES |  |
| IS-42 | BUS WEB GRAPHCS |  |
| IS-42A | BUS & WEB GRAPHCS |  |
| IS-42B | FLASH DESIGNS |  |
| IS-47 | VISUAL BASIC |  |
| MATH-101 | ELEM ALGEBRA |  |
| MATH-103 | INTER ALGEBRA |  |
| MATH-11 | ELEM STATISTICS |  |
| MATH-21 | FINITE MATH |  |
| MATH-250 | COLL ARITHMETIC |  |
| MATH-256 | ALGEBRA TOPICS |  |
| MATH-45 | CONTEMP MATH |  |
| MATH-4A | TRIGONOMETRY |  |
| MATH-4B | PRECALCULUS |  |
| MKTG-10 | MARKETING |  |
| MKTG-11 | SALESMANSHIP |  |
| MKTG-12 | ADVERTISING |  |
| MUS-12 | MUS APPRECIATION | C |
| MUS-16 | JAZZ HIST & APPR | C |
| NR-7 | CON NAT RESOURCE | A |
| OT-1 | COMPUTER BASICS |  |
| OT-10 | MED TERMINOLOGY |  |
| **CRSE** | **Short Title** | **GE AREA** |
| OT-260C | WORD 2007 SKILLS |  |
| OT-41 | MED ADMIN ASST |  |
| OT-49 | BUS ENGLISH |  |
| PLS-2 | SOILS | A |
| PSY-16 | ABNORMAL PSYCH |  |
| PSY-2 | GEN PSYCHOLOGY | B2 |
| PSY-5 | SOCIAL PSYCH | B2 |
|  |  |  |
|  |  |  |
|  |  |  |

**Addendum B Contract Language**

*AGREEMENT FOR FISCAL YEARS 2006-07; 2007-08; 2008-09*

*BETWEEN STATE CENTER COMMUNITY COLLEGE DISTRICT*

*AND STATE CENTER FEDERATION OF TEACHERS*

*LOCAL 1533, CFT/AFT, AFL-CIO*

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Contract Word 2006-09 Final

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**ARTICLE I**

**TERM OF AGREEMENT**

This Agreement between the State Center Community College District (“District”) and the State

Center Federation of Teachers, Local 1533, CFT/AFT, AFL-CIO (“Federation”) is effective upon ratification, and shall remain in full force and effect through June 30, 2009.

**ARTICLE II**

**RECOGNITION**

The District recognizes the Federation as the sole and exclusive representative of those members of the bargaining unit enumerated in the certification of the Educational Employment Relations Board dated March 24, 1977, Case Number S-R-555, as amended, effective May 26, 1981.

**ARTICLE III**

**EFFECT OF AGREEMENT**

It is understood and agreed that the specific provisions contained in this Agreement shall prevail over District practices and procedures and over state laws to the extent permitted by state law, and that District practices, procedures, and policies shall be amended within a reasonable time in accordance with the terms and conditions of this Agreement.

**ARTICLE IV**

**SUPPORT OF AGREEMENT**

During the term of this Agreement, the District agrees not to negotiate with any other organization on matters upon which the Federation is the exclusive representative and which are within its scope of representation, nor will the District attempt to negotiate privately or individually with the members of the bargaining unit or any person not officially designated by the Federation as its representative.

The Federation agrees to negotiate only with the representatives officially designated by the District to act on its behalf and agrees neither the Federation, its members, or agents will attempt to negotiate privately or individually with the Board, an individual Board member, or any person not officially designated by the Board as its representative.

**ARTICLE V**

**WAIVER OF BARGAINING**

Section l. WAIVER:

A. This Agreement shall constitute the full and complete commitment between both parties. This

Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.

B. Except as otherwise provided in this Agreement, the District and the Federation expressly waive and relinquish the right to bargain collectively on any matter:

(1) Whether or not specifically referred to or covered in this Agreement;

(2) Even though not within the knowledge or contemplation of either party at the time of negotiations;

(3) Even though during negotiations the matters were proposed and later withdrawn.

Section 2. BEGINNING NEGOTIATIONS:

This is a closed contract and neither party will be required to negotiate on any item during the term of this contract unless both parties mutually agree to negotiate. Any AFT initial proposal for a successor contract shall be given to the District between January 1, 2009, and June 30, 2009.

**ARTICLE VI**

**SEVERABILITY AND SAVINGS**

If any provision of this Agreement to any unit member or group of members is held invalid by operation of law or by a court or other tribunal of competent jurisdiction, such provision shall be inoperative, but all other provisions shall not be affected thereby and shall continue in full force and effect.

Any such provision held invalid or inoperative shall be renegotiated upon written request of either party to this Agreement.

**ARTICLE VII**

**MAINTENANCE OF OPERATIONS**

The Federation agrees that neither the Federation, nor any person officially acting in its behalf, will cause, authorize, engage in, sanction, or, take part in a strike, a concerted failure to report for duty, or other similar action against the District. In consideration thereof, the District agrees there shall be no lockout of unit members.

**ARTICLE VIII**

**PAST PRACTICES**

The District is not bound by any past practices of the District or understandings with any employee unless such past practices or understandings are specifically stated in this agreement.

**ARTICLE IX**

**FEDERATION RIGHTS**

Section 1. PUBLIC INFORMATION:

The Federation shall be provided upon written request with materials and data that are available to the public. The Federation shall pay reasonable photocopying costs for documents requested pursuant to this section.

Section 2. BOARD POLICIES/ADMINISTRATIVE REGULATIONS:

The District shall provide the Federation with one (1) book of State Center Community College District Policies and Regulations. During the term of this Agreement, the District shall provide copies to the Federation of any changes, additions, alterations, or deletions to this book.

Section 3. BOARD MINUTES:

The District shall furnish the Federation with one (1) copy of all official Board agenda(s) "packets", excluding all confidential information or materials as defined by applicable law.

Section 4. EMPLOYEE LISTS:

The District shall provide the Federation with the names, addresses, and telephone numbers of unit members at intervals not to exceed twice per year upon the Federation's written request. Additional newly hired unit members' names, addresses, and telephone numbers shall be furnished as hired during the year. The District is not obliged to release addresses and/or telephone numbers of unit members who have designated in writing to the District that such information remain confidential.

Section 5. FEDERATION OFFICIALS:

The Federation shall furnish annually, and update as required, a list of all officials and representatives authorized to act on the Federation's behalf. The list shall show the name and the title of these officials. The District is obligated to recognize or allow reasonable access to any work location by any Federation official or representative when they appear on the official list submitted, subject to the following limitation:

Authorized Federation officials and representatives shall be allowed work location access to unit members only when unit members are not engaged in classroom or other assigned responsibilities.

Section 6. MAILBOX USAGE:

Duly authorized communications may be placed by the Federation in the mailboxes of unit members. Such communications must be dated and bear Federation identification as the distributor.

Section 7. BULLETIN BOARD USAGE:

Duly authorized communications may be placed by the Federation on the bulletin boards of each college. Such communications must be dated and bear Federation identification as the distributor. Reasonable space and time limitations may be invoked by the District when necessary.

Section 8. EQUIPMENT USAGE:

The Federation shall pay for its own supplies whenever the use of District equipment is approved for producing Federation materials. The Federation shall pay a reasonable fee for such use. The fee shall be set by the college administration and shall represent the cost to the District, including staff time and maintenance. The District requirements shall, at all times, have priority over that of the Federation.

Section 9. FACILITIES USAGE:

Upon advance request, and with approval, the Federation will be granted the use of facilities, depending upon availability of space.

Section 10. POSTAGE MACHINE:

The Federation shall not be granted the use of the District postage machine.

Section 11. TELEPHONE USAGE:

The Federation shall not cause any long distance telephone or any other charges to be billed to the District.

Section 12. DUES DEDUCTIONS:

The District will deduct from the pay of each unit member and pay to the Federation the normal and regular monthly Federation membership dues as voluntarily authorized, in writing, by the member on the District approved form, subject to the following:

A. The District agrees to deduct dues in uniform amounts from all eligible Federation members within the unit recognized and enumerated in Exhibit "A" who have signed an authorization card for such deduction in a form approved by the District, subject to the following conditions:

(1) Such deduction shall be made only upon the submission on a District approved form of a duly-executed and revocable authorization by the unit member;

(2) The District shall not be obligated to put into effect any new, changed, or discontinued deduction unless the change is in the District payroll office prior to the tenth (10th) of the month;

(3) Unit members who have voluntarily authorized dues deductions shall, from year to year, continue to have dues deducted until discontinued in writing;

(4) Dues shall be deducted from warrants for each month of the twelve (12) month fiscal year.

B. Notwithstanding Section 12, "A" above, the parties acknowledge the provisions of Government

Code 3546(a) which states:

(a) An organizational security arrangement, in order to be effective, must be agreed upon by both parties to the agreement. At the time the issue is being negotiated, the public school employer may require that the organizational security provision be severed from the remainder of the proposed agreement and cause the organizational security provision to be voted upon separately by all members in the appropriate negotiating unit, in accordance with rules and regulations promulgated by the board. Upon such a vote, the organizational security provision will become effective only if a majority of those members of the negotiating unit voting approve the agreement, such vote shall not be deemed to either ratify or defeat the remaining provisions of the proposed agreement.

(1) Pursuant to Government Code section 3546(a), a request may be filed with the Public Employment Relations Board office that a proposed organization security provision be voted upon separately from the remainder of the proposed agreement by the members of the unit.

The request will be in accordance with the PERB regulations and on a form provided by the Public Employment Relations Board.

An election among the employees of a negotiating unit to ratify an organizational security arrangement shall be conducted under procedures established by the Public Employment Relations Board, and in accordance with election procedures described in these regulations.

(2) The organizational security arrangement shall become effective as part of the agreement

only when approved by a majority of the valid votes cast by employees in the negotiating unit.

(3) If the organization security for the payment of service fees is passed and approved by a majority of members of the negotiating unit, and certified by the PERB, the Federation shall have the right to have service fees deducted for employees in the bargaining unit who do not otherwise pay dues in accordance with Section 12 "A" above as follows:

a) All employed unit members who are not Federation members and who elect not to initiate a dues deduction authorization form shall pay service fees in an amount no greater than the current Federation dues. The service fees must not support Federation activities beyond the Federation's representational obligations. Any dispute between an employee and the Federation over the amount of the service fees must be expedited by the Federation and must be consistent with current law. Such service fees may be paid by submitting a service fees deduction authorization form to the District, by direct annual payment to the Federation by October 1 of any school year in lieu of having such fees deducted, or by involuntary deduction from wages pursuant to Education Code Section 87834 which is the sole remedy in this Article for failure to voluntarily pay the service fees.

b) New employees, within thirty (30) days from the commencement of actual employment, must submit a dues or service fee deduction authorization form, or shall pay an amount no greater than the current Federation dues directly to the Federation. Failure to do either shall mean involuntary deduction from wages pursuant to Education Code Section 87834 which is the sole remedy in this Article for failure to voluntarily pay the service fees.

c) Notwithstanding any other provision of this Article, any unit member who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join, maintain membership in, or financially support any employee organization as a condition of employment; except that such employee is required, in lieu of payment of dues or service fees to the Federation, to pay sums equal to such service fee to a nonreligious, nonlabor organization, charitable fund exempt from taxation under Section 501(c)(3) of Title 26 of the Internal Revenue Code, and chosen by such employee from the following list of such funds:

(1) State Center Community College District Foundation.

Proof of payment to any fund shall be made on an annual basis to the

Federation. Any dispute over the eligibility of an employee under this Provision c) shall be

resolved at any step in the following procedure: (1) investigation by the Federation; (2) meeting(s) between the Federation and the employee; and (3) the Grievance Procedure of this Agreement.

C. The Federation agrees to indemnify, defend, and hold the District harmless against any claims

made of any nature whatsoever, and against any claim or suit instituted against the District

arising from the provisions of Article IX Section 12.

Section 13. FEDERATION/DISTRICT CONSULTATION:

The parties agree that communication involving employer-employee relations may be facilitated by consultation meetings. Either party may request a consultation meeting where they believe a resolution of a problem or problems may be feasible. The party requesting such a meeting shall, in writing, submit an agenda with sufficient detail to allow an understanding of the problem to be discussed or resolved and the date, place, and time requested. The receiving party shall, within five (5) work days, notify the requesting party of agreement as requested or at another date, time or place mutually agreed upon to the meeting. Meetings shall be held during Federation members' nonworking hours. Neither party shall have more than three (3) representatives at any such meeting unless mutually agreed to prior to the meeting. These meetings are not intended to bypass the Grievance Procedure and shall not constitute any invitation to renegotiate any provisions of the Agreement.

Definition:

Consult shall mean that the District or Federation shall seek advice, opinions, and/or information from the other party regarding items listed above. The District will give the Federation reasonable time to consider such items.

Section 14. FEDERATION ADVISEMENT:

A. The Federation has the right to consult on the definition of educational objectives, institutional direction or purpose, and the determination of the content of courses and curriculum.

B. To provide for the consultation process, the following channels may be used:

(1) The Federation shall have the right to add a representative to the following committees:

a) Educational Coordinating and Planning (ECPC);

b) Equal Employment Opportunity

c) Curriculum and Instruction.

(2) The Federation/District Consultation process (Article IX, Section 13) may be used by either party to discuss the subject areas covered under Section 14, "A" of this article.

(3) Other committees to which appointments by the Federation can be made shall be determined only through mutual agreement between the Federation and the college president.

Section 15. RELEASED TIME:

A maximum of three (3) (or the same number as the District’s team, whichever is greater) authorized unit members of the Federation Bargaining Committee shall be released from their regular work duties, with pay, if negotiation meetings with management are scheduled during the working hours of the unit members involved.

The District may, where required, provide substitutes for such classes as may be missed by these three (3) unit members (or the same number as the District’s team, whichever is greater).

The chairperson of the Federation Grievance Committee at Fresno City College and the chairperson of the Federation Grievance Committee at Reedley College shall be released from their regular work duties, with pay, if grievance resolution meetings are scheduled with management during the working hours of the chairperson involved. The parties shall seek to schedule grievance resolution meetings at times when the grievance chairperson is not assigned to classes.

Released Time for Federation Officers

The District agrees to provide the Federation released time of the equivalent of two (2) FTE for the conduct of Federation activities. Such released time shall be agreed to and scheduled prior to the beginning of each semester as to:

A. A unit member may be released one (1) FTE per year except in cases where the college president determines that such release would have a significant adverse impact upon a college program.

B. Such allocation shall be based on whole courses.

C. Such two (2) FTE released time shall be calculated based on the District load policy.

D. All such released time shall be reimbursed to the District by the Federation based upon Salary

Schedule C, Class IV, Step 4.

E. The District agrees to grant to the Federation Executive Council released time for attendance at conferences and seminars pertaining to labor relations activities. No District payment shall be made for travel, rooms, meals or related expenses.

(1) Such released time shall be requested, whenever possible, two weeks or more in advance of such conference or seminar;

(2) Such released time cumulatively shall not exceed one hundred and fifty (150) teaching hours during any fiscal year, and no one member shall exceed one-fifth of the total days.

(3) All such released time shall be reimbursed to the District by the Federation based upon

Governing Board Policies, Salary Schedule C, Class IV, Step 4.

1. The cost of the one and one-half (1.5) FTE shall be deducted from the Federation monthly dues payments by the District each month as used. The District shall be responsible for only the amount of up to 0.5 FTE which shall be utilized before the Federation is charged. A reasonable number, not exceeding five (5) members within the District of the Grievance Committee, shall be released from their regular work duties with pay, when assisting members in grievance resolution meetings which are scheduled with management during the working hours of the Grievance Committee member involved.

This section shall be effective July 1, 1981.

**ARTICLE X**

**MANAGEMENT RIGHTS**

Section 1.

The Federation recognizes and agrees that the exercise of the express and implied legal powers, rights, duties, and responsibilities by the Board, e.g., the adoption of policies, rules, regulations, and practices in furtherance of these powers, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement.

Section 2.

The Federation recognizes and agrees that the District retains its right to amend, modify, or rescind policies and practices referred to in this Agreement in case of emergency. An "emergency" is considered an Act of God, a natural disaster, or other dire interruption of the District program.

Where an emergency is declared, the District shall immediately notify and consult with the Federation. The Federation agrees it will abide by such emergency decisions of the Board during the time of the declared emergency.

Section 3.

The District agrees that in regard to a declared emergency and decisions made therein, the

Federation shall have the right to subject such declaration and decisions made therein to the provisions of the Grievance Procedure, Article XVI.

**ARTICLE XI - A**

**NONDISCRIMINATION**

The Board and the Federation agree to comply with all pertinent provisions of Title VII and Title IX of the United States 1964 Civil Rights Act, as amended in 1972. The Board and the Federation agree expressly not to discriminate illegally against any faculty member or prospective faculty member on the basis of race, color, creed, national origin, religion, sex, age, political affiliations, marital status, sexual orientation, or physical handicap.

**ARTICLE XI - B**

**SAFETY**

Section 1. SAFETY

The District shall provide a safe educational environment in accordance with the California Occupational Safety and Health Regulations and guidelines of CAL OSHA. The Federation and its unit members may also bring to the attention of the District health, safety, and security guidelines from other regulatory agencies that govern employee health, safety, and security whereupon the District and the Federation will engage in consultation.

Section 2. SAFETY COMMITTEE

The District shall establish a districtwide safety committee in addition to campus safety committees to review health, safety, sanitation, and security as set forth in guidelines from CAL OSHA. Additionally, the committee may make recommendations per the District-appointed administrator who shall chair the safety committee meetings.

Section 3. REPORTING VIOLATIONS

A. When the District receives a written report of unsafe condition which poses a serious and immediate threat to the health or safety of any unit member, the District shall investigate the allegations and take appropriate actions in a timely manner.

B. The individual bargaining unit member forwarding a written report of an unsafe condition may request information relating to action(s) taken as a result of his or her report pursuant to the California Public Records Act.

Section 4. SAFETY REPORTS

The District shall make available, pursuant to the California Public Records Act, any annual report in compliance with applicable laws and District safety policies. A copy will be on file and available for inspection, as required by the California Public Records Act, in the office of the Vice Chancellor, Finance & Administration.

**ARTICLE XII**

**HOURS, WORKLOAD, CLASS SIZE**

Section 1. DISTRICT POLICY:

District policy, practices, and regulations in respect to class size, hours, and workload not specifically modified herein, shall not be changed by the District without agreement with the Federation.

Section 2. NEW PRACTICES:

New practices within the scope of bargaining shall not be initiated which are inconsistent with present District policy, practices, and regulations, or with this Agreement.

Section 3. LECTURE HOUR EQUIVALENTS:

Lecture hour equivalent (LHE) value for Large Group Instruction classes shall be as follows (to becomputed on the first (lst) census week enrollment):

Number of Students Lecture Hour Equivalents

50 or less 1.0

5l - 65 1.2

66 – 75 1.4

76 - 85 1.5

86 - 100 1.6

101 - 120 1.8

121 - 140 1.9

141 - 175 2.1

176 - 215 2.3

216 - 260 2.5

261 - 310 2.7

The above figures apply to laboratory classes, except that the L.H.E. figures will be multiplied by seventy-five hundredths (0.75).

By mutual agreement between the instructor and the dean of instruction, adjustments in teacher workload based on the application of the above formula which would normally dictate the changing of an instructor of a class shall not be made until the following semester. By mutual agreement between the instructor and the dean of instruction, factors for lecture hour equivalents for lecture classes may be established by using the number which is the arithmetic mean of the number of students in all classes of the contract load for the instructor, computed on the first (1st) census week enrollment. The first (lst) census week enrollment reflects all new registrations, additions, and drops that are returned to the admissions and records offices by the end of the Friday that precedes Monday of the first (lst) census week; this Friday could be the thirteenth (13th), fourteenth (14th) or fifteenth (15th) day of the semester.

Section 4. WORK WEEK:

All unit members, including special assignment faculty (Article XIII Section 5), are required to perform contractual services forty (40) hours per week. All full-time contract instructors shall be assigned the equivalent of 14-16 lecture hours per week. This range may be extended to 12-18 in individual instances by mutual agreement. Teaching loads shall be balanced over a two (2) semester period to achieve the equivalent of 29-31 lecture hours per year.

Regular contract teaching assignments shall be scheduled within a daily span of time of nine hours or less. If deemed appropriate by management, exceptions may be allowed when the canceling of a course(s) in an instructor's assignment makes lengthening the span necessary to provide a full load.

All other exceptions may be made only by agreement of the instructor.

Section 5. OFFICE HOURS:

Office hours shall be sufficient in number so that when office hours are combined with class hours an instructor shall normally have a total of at least twenty (20) hours weekly. All office hours shall be posted conspicuously for students. In no event will an instructor have fewer than three (3) office hours per week, and no instructor shall be required to have more than five (5) office hours per week. At least one office hour shall be scheduled by unit members on days when they do not have classes scheduled. Said office hour may be rescheduled to another day under the following circumstances:

1. For unit member to perform assignment-related work off-campus.

2. For unit member to participate in professional development.

3. For unit member to develop curriculum.

4. For unit member to engage in college-related activity with students currently enrolled in one of his/her classes.

The instructor shall, not later than the day prior, inform his/her immediate supervisor of the need to reschedule the office hour and publish the rescheduled office hour conspicuously for students.

The instructor is responsible for attending meetings including all meetings called by administration, curriculum, department, faculty, or committee on non-teaching days.

The instructor may not reschedule an office hour during a week when students specify a need for his/her office hour assistance on a non-teaching day.

The rescheduling of an office hour may not exceed more than one (1) day in any full five (5) day work week period. Exceptions warranted by special circumstances may be authorized by the college president or the unit member's immediate supervisor.

Section 6. CALENDAR:

The week preceding Easter will be vacation days for all bargaining unit members. Duty days shall be one hundred seventy-seven (177) in each school year. Teaching faculty members shall attend meetings called by the president, vice president, dean, or department chairperson on duty days prior to the beginning of instruction each semester.

One flexible schedule day shall be provided at the beginning of each semester, unless the District and the Senates mutually agree otherwise. Faculty members may request to reschedule a “flex day” at a time other than the date at the beginning of the fall and spring semester(s) for a specific educationally related activity which is beneficial to the education of students, providing such alternate schedule is management approved and within the normal travel and conference budget expenses. Any approved rescheduled “flex day” must occur within the academic year from which it was rescheduled and must be outside of the individual faculty member’s regular contract and overload teaching schedule as assigned. Weekday evenings and/or weekend days are permissible. Evening and/or weekend assigned time cannot be counted. Faculty scheduling alternate flex day activities are responsible for the reporting requirements required in regulation.

Section 7. LABORATORY HOUR EQUIVALENTS:

Beginning in January, 1994, the District will assign seventy-five (0.75) hundredths lecture hour to each laboratory class.

Section 8. SPECIAL COURSES:

The Federation recognizes the District's right and responsibility to offer experimental courses. It is understood that sections of such courses may be offered with fewer students required than the normal class size minimum.

It is further understood that such sections as well as courses necessary for students to complete majors and sequences may be offered with fewer students required than the normal class size minimum.

Section 9. CANCELLATION OF COURSES:

All contracts and/or "employment agreements" will be approved and mailed to unit members by the Associate Vice Chancellor, Human Resources.

If sections of courses are canceled, it is the District’s responsibility to provide a full assignment as defined in Article XII, Section 4.

Section 10. DEPARTMENT CHAIR RELEASED TIME:

Department chairs approved for released time shall be given twenty percent (20%) released time per academic year, except in cases where the college determines that such release would have a significant adverse impact upon a college program. In such cases the department chair will be compensated on Salary Schedule "C."

Section 11. REASSIGNED TIME FOR FACULTY SENATE:

A. The district agrees to provide the Academic Senates at Fresno City College and Reedley

College reassigned time of the equivalent of 1.5 FTE each for the conduct of faculty senate activities as follows: (1) perform faculty senate duties and responsibilities, (2) direct, coordinate or participate on faculty senate subcommittees or on campus or district committees to which the senate has member appointment rights or programs. Such reassigned time shall be agreed to and scheduled prior to the beginning of each semester.

B. A unit member may be reassigned to perform faculty senate duties described in paragraph A above except in cases when the College president determines that such reassigned time would have a significant adverse impact upon the college program. The reassigned time in addition to a unit member’s regular assignment shall equal a full-time assignment.

Section 12. DISTANCE EDUCATION:

A. Definition: Distance Education is a method of instruction where the instructor and student are physically separate for most, if not all, of the instruction. Interaction is mediated by some form of technology, - e.g. audio, video, and computer – that allows for students and the instructor to engage in the educational process.

B. Teaching Load Factor: A unit member teaching a distance education course (as designated by the College District) shall receive LHE credit on the ratio of four (4) LHE per three (3) units taught. LGI factors shall apply to distance education courses in the same manner as for traditional courses. Unit members teaching distance education courses must teach at least 40% of his/her load on campus per semester. The District may allow a unit member to teach less than 40% of his/her load on campus per semester, provided there is mutual agreement between the President or Vice Chancellor North Centers or their designee and unit member.

C. Course Development Factor: A unit member assigned by the Vice President of Instruction to develop or redevelop a course for distance education shall receive released time during the semester when the course is being developed. The ratio of released time shall be one (1) LHE per one (1) unit of course development.

D. Office Hours: Office hours held by unit members teaching a distance education course shall be consistent with the provisions of Article XII, Section 5. OFFICE HOURS.

E. The District and the Federation agree that if and when guidelines regarding training for and evaluation of distance education instructors are approved on a districtwide basis, the two parties will seek to reach agreement regarding aspects which are mandatory subjects of negotiation for inclusion in a Memorandum of Understanding.

Section 13. ASSIGNMENT:

Assignment to more than one location within a College shall be at the discretion of the District and shall take into consideration any aspects related to the assignment, such as necessary travel time between locations. However, faculty members, including special assignment faculty, shall be entitled to consultation with the immediate supervisor regarding their assignment. Mileage shall be paid in accordance with Article XVII, Section 2.

**ARTICLE XIII**

**FACULTY CONDITIONS**

Section 1. EVALUATION OF FACULTY:

TENURE REVIEW/EVALUATION OF CONTRACT EMPLOYEES

A. PURPOSE

The tenure review process should ensure that students have access to the most knowledgeable, talented, creative, and student-oriented faculty available. A four-year probationary period provides sufficient time for certificated contract employees to understand the expectations for tenure, to continue developing skills and acquiring experience to participate successfully in the educational process, and to use the District's and other resources for professional growth.

The tenure review process should promote professionalism, enhance academic growth, and evaluate contract employees relative to continued employment consideration by providing a useful assessment of performance, using clear evaluation criteria.

B. PROCEDURES

1. Contract provisions for the evaluation of the contract certificated faculty shall be clarified for tenured faculty and supervisors early in the college year by District and Federation representatives.

2. A contract employee's evaluation committee shall consist of three (3) members, including two tenured department members (from contract employee's discipline, whenever possible) and the immediate supervisor (or his/her representative). If the department of the contract employee does not have two tenured faculty, division members may be used. Faculty members shall be drawn randomly by the department chair from the discipline/department pool of volunteers. At a department's discretion, the department chair may serve regularly as one of two faculty members on the committee. At the request of the contract employee and based on sufficient cause, the committee may be augmented by one member beginning in the second semester of the first year provided there is approval by the District and the Federation. The District and Federation shall receive input from both the contract employee and the committee.

Except for persons who are in a need-to-know position, the evaluation process shall be confidential to the extent provided by law. An evaluation committee member may be removed from the committee by the District for a breach of confidentiality or a material breach of the contractual obligations of a committee member. The committee member who is removed shall be replaced in the same manner as committee members are selected.

3. The immediate supervisor shall schedule all committee meetings, retain evaluation related paperwork in his/her office, and make sure that all contractual timelines are followed.

4. The following steps will occur in the evaluation process:

a. The evaluation committee shall meet to review evaluation regulations and timelines.

b. The contract employee meets with his/her evaluation committee to review the evaluation criteria, evaluation process and procedures, and timelines. The contract employee shall be responsible to review the duties and responsibilities for his/her position and, if applicable, the course outlines for that position.

c. First- and second-contract employees will receive a minimum of one (1) classroom visitation (or other appropriate observation for other than classroom instructors) from each member of his/her evaluation committee. The person being evaluated shall be given at least twenty-four (24) hours notice of an intended visitation listing the specific (class) section to be visited where appropriate. The contract employee shall provide the observer a brief (instructional) plan prior to the visitation.

d. Third-contract employees shall receive a minimum of two (2) classroom visitations over this evaluation period. Committee members need not give prior notice of any intended visitation/observation.

e. A committee member(s) shall administer a standard District evaluation questionnaire to students in at least one class of each of the contract employee's preparations. The questionnaire shall be administered at the end of the class session, allowing students a minimum of fifteen minutes to complete the form. The contract employee shall not be present at the time. (In the event the contract employee has a non-teaching assignment, the student questionnaire shall be administered to an appropriate number of students associated with the individual's assignment.)

All student questionnaire results shall be made available to the evaluation committee and the contract employee. Should the results of the questionnaire raise serious concerns regarding the contract employee, committee members may solicit verbal comments from students as part of the evaluation process. f. The committee shall meet to consider all evaluation input ("See Other Evaluation Procedures"), decide on a recommendation regarding subsequent employment status, and if appropriate, devise a plan for instructional or professional improvement.

g. The committee meets with the contract employee to discuss the evaluation results, the employment recommendation, and, if appropriate, the plan for improvement to be monitored by the members of the committee. The contract employee may offer his/her own additional performance assessment.

h. A written employment recommendation (based upon the evaluation criteria), along with all pertinent documentation, shall be submitted by the committee to the President of the College through the Vice President of Instruction or Vice President of Student Services.

i. The College President shall make a recommendation to the Chancellor and to the Board of Trustees. However, if the College President does not concur with the evaluation committee's recommendation, he or she will meet with the committee to discuss differences. If the meeting does not produce a concurrence of opinion, both the president's and the committee's recommendation shall be forwarded to the Chancellor and Board of Trustees, with pertinent documentation provided.

C. COMMITTEE COMPENSATION

1. Each faculty committee member shall receive ten (10) hours of compensation equivalent to the top of Schedule "C" Lab rate for each year he or she serves on the evaluation committee and completes the evaluation cycle. To be eligible to receive the compensation, counselors, librarians, nurses, and tutorial instructors must perform such evaluation services outside of their regularly assigned work week under Article XII, Section 4.

D. OTHER EVALUATION PROCEDURES

1. Duties and Responsibilities Evaluation

a. Immediate supervisor conducts a "duties and responsibilities evaluation” in accordance with District Policy. The contract employee will be evaluated on requirements such as holding classes, maintaining roster and attendance records, turning in grades, posting and holding office hours, and performing departmental/institutional duties such as attending meetings, serving on committees, advising students, etc.

2. Records Evaluation

a. Contract employee shall submit classroom (or other appropriate) records for evaluation, including syllabi, course objectives for students, tests, grading criteria, etc.

3. Professional Activities Evaluation

a. Contract employee shall submit a written record of professionally related activities such as conference/workshop attendance, staff development and participation, institutional/District committee participation, professional association memberships, scholarly publications, research, etc.

4. Self-Evaluation

a. Contract employee shall submit to the committee a written evaluation of his/her job performance with respect to the criteria on which he/she is being evaluated.

5. Relevant Input for Outside of Formal Evaluation Process

a. The committee will consider only complaints, concerns, or commendations that have been documented (signed, dated, and presented to supervisor or department chair) or verbal complaints, concerns, or commendations of a consistent, recurring nature.

b. The contract employee has the right to respond to any complaint or concern which the committee is considering as part of the evaluation process.

1. EVALUATION CRITERIA

1. STUDENTS

a. Responsive to the educational needs of students by exhibiting awareness of and sensitivity to the following:

(1) Diversity of cultural backgrounds, gender, age, and lifestyles;

(2) Variety of learning styles;

(3) Student goals and aspirations.

b. Concern for student rights and welfare.

c. Respect for the opinions and concerns of students.

d. Willingness and availability to assist students.

2. PROFESSIONAL RESPONSIBILITIES

a. Participation in departmental, college, or related activities.

b. Maintenance of ethical standards in accordance with American Association of University Professors (AAUP) ethical standards statement.

c. Maintenance of workable relationship with colleagues.

d. Demonstrates commitment to the profession (Code of Ethics).

3. CLASSROOM TEACHING

a. Knowledge of subject matter.

b. Awareness of current developments and research in field.

c. Demonstration of effective communication with students.

d. Effective use of teaching methods appropriate to subject matter.

e. Institutionally approved course outline.

f. Evidence of course objectives being met through evaluation of student work that measures those objectives, through tests and examinations, written assignments, oral responses, etc.

g. Maintenance of classroom records in accordance with District Policy.

h. Evaluation of student progress in keeping with the course objectives and institutionally adopted course outlines.

i. No later than completion of the seventh semester in contract status or prior to receiving tenure status, whichever occurs first, contract employees hired after January 1, 2001, must be knowledgeable and be able to demonstrate computer proficiencies, including operating a computer, using the storage devices, printer controls, essential operating system commands, browsing the internet, receiving and sending e-mail, and the basic features of word processing and spreadsheet applications. Additionally, the contract employee will be able to demonstrate proficiency as to particular computer applications designed to meet the needs of students in the employee’s teaching field or other work area, as determined by the evaluation team and department.

4. COUNSELORS

a. Evidence of appropriate counseling techniques as designated by review of student educational plans, career test interpretations, etc.

b. Maintenance of counseling session records in accordance with District Policies.

c. Effective use of counseling methods appropriate to student need.

d. Knowledge of subject matter.

e. Awareness of current developments and research in the field.

f. Demonstration of effective communication with students.

g. Demonstration of respect for all students through the development of a warm and accepting environment.

h. Maintains confidentiality of the counseling session.

i. No later than completion of the seventh semester in contract status or prior to receiving tenure status, whichever occurs first, contract employees hired after January 1, 2001, must be knowledgeable and be able to demonstrate computer proficiencies, including operating a computer, using the storage devices, printer controls, essential operating system commands, browsing the internet, receiving and sending e-mail, and the basic features of word processing and spreadsheet applications. Additionally, the contract employee will be able to demonstrate proficiency as to particular computer applications designed to meet the needs of students in the employee’s teaching field or other work area, as determined by the evaluation team and department.

5. LIBRARIANS

a. Knowledge of library usage.

b. Awareness of current developments and publications in the field.

c. Demonstration of effective communication with students and faculty.

d. Effective use of research methods appropriate to faculty and student needs.

e. Awareness of college curricula.

f. Maintenance of appropriate records.

g. No later than completion of the seventh semester in contract status or prior to receiving tenure status, whichever occurs first, contract employees hired after January 1, 2001, must be knowledgeable and be able to demonstrate computer proficiencies, including operating a computer, using the storage devices, printer controls, essential operating system commands, browsing the internet, receiving and sending e-mail, and the basic features of word processing and spreadsheet applications. Additionally, the contract employee will be able to demonstrate proficiency as to particular computer applications designed to meet the needs of students in the employee’s teaching field or other work area, as determined by the evaluation team and department.

6. NURSES

a. Knowledge of subject matter.

b. Awareness of current development and research in the field.

c. Effective communication with students.

d. Effective use of nursing procedure.

e. Evidence of appropriate nursing objectives which are met through a student evaluation of services.

f. Appropriate maintenance of student records which protect the confidentiality of all service users.

g. Evaluation of student's progress in keeping current with nursing protocols and public health procedures.

h. No later than completion of the seventh semester in contract status or prior to receiving tenure status, whichever occurs first, contract employees hired after January 1, 2001, must be knowledgeable and be able to demonstrate computer proficiencies, including operating a computer, using the storage devices, printer controls, essential operating system commands, browsing the internet, receiving and sending e-mail, and the basic features of word processing and spreadsheet applications. Additionally, the contract employee will be able to demonstrate proficiency as to particular computer applications designed to meet the needs of students in the employee’s teaching field or other work area, as determined by the evaluation team and department.

7. COORDINATORS

a. Shall be evaluated on the basis of their duties and responsibilities statement.

b. No later than completion of the seventh semester in contract status or prior to receiving tenure status, whichever occurs first, contract employees hired after January 1, 2001, must be knowledgeable and be able to demonstrate computer proficiencies, including operating a computer, using the storage devices, printer controls, essential operating system commands, browsing the internet, receiving and sending e-mail, and the basic features of word processing and spreadsheet applications. Additionally, the contract employee will be able to demonstrate proficiency as to particular computer applications designed to meet the needs of students in the employee’s teaching field or other work area, as determined by the evaluation team and department.

F. EVALUATION TIME LINE FOR FIRST OR SECOND CONTRACT EMPLOYEES

1. The following time line is repeated each year in the fall for contract employees.

a. WEEKS 1 – 5 (Typically weeks 1-3 for 9-week courses)

1) Tenure committee established by division dean.

2) Committee orientation meeting convened by immediate supervisor serving on committee.

3) Committee meeting with contract employee to discuss evaluation process and time lines.

4) Immediate supervisor begins "duties and responsibilities" evaluation.

5) Contract employee submits copies of classroom records.

b. WEEKS 6 – 13 (Typically weeks 3-7 for 9-week courses)

1) Classroom visitations made by committee members.

2) Student questionnaires are administered (no earlier than 6th week).

3) Contract employee submits list of professional activities.

4) Additional visitations may be conducted if deemed necessary by the committee.

c. WEEKS 14 – 16 (Typically week 8 for 9-week courses)

1) Contract employee submits self-evaluation.

2) Committee meets and reviews all pertinent areas of evaluation and evaluation materials.

3) Committee decides upon employment recommendation for contract employee and, if the recommendation is a second or third contract, establishes a course of action by which the employee can improve in areas of weakness.

4) Committee meets with probationary employee to discuss the employment recommendation. If appropriate, the committee will recommend a course of action for instructional/professional improvement.

d. WEEKS 17 – 18 (Typically weeks 7-9 for 9-week courses)

1) Committee submits employment recommendation to the College President, along with copies of all pertinent documents.

e. This time line does not preclude a committee member's or administrator's right to visit a contract faculty member's classroom during the spring term should such be deemed necessary.

G. TIMELINE FOR THIRD-CONTRACT EMPLOYEES

1. YEAR 3

a. WEEKS 1-5 (Typically weeks 1-3 for 9-week courses)

1) Committee meets with contract employee to review calendar and activities for the year.

b. WEEKS 6 – 13 (Typically weeks 3-7 for 9-week courses)

1) Classroom visitations made by committee members.

2) Student questionnaires are administered (no earlier than 6th week).

3) Contract employee submits list of professional activities

c. WEEKS 14 – 20 (Typically weeks 7-10 for 9-week courses)

1) Contract employee submits self-evaluation.

2) Committee meets and reviews all pertinent areas of evaluation and evaluation materials.

3) Committee meets with contract employee to present and discuss progress report and, if appropriate, a professional improvement plan.

d. WEEKS 20 – 35 (Typically weeks 10-18 for 9-week courses)

1) Committee conducts additional classroom visitations as deemed appropriate.

2) Committee meets with probationary employee to discuss the third-year evaluation.

2. YEAR 4

a. WEEKS 1 – 5 (Typically weeks 1-3 for 9-week courses)

1) Committee meets with contract employee to review calendar and activities for the year.

b. WEEKS 6 – 13 (Typically weeks 3-7 for 9-week courses)

1) Classroom visitations made by committee members.

2) Student questionnaires are administered (no earlier than 6th week).

3) Contract employee submits list of professional activities.

c. WEEKS 14 – 15 (Typically weeks 7-8 for 9-week courses)

1) Contract employee submits self-evaluation.

2) Committee meets and reviews all pertinent areas of evaluation and evaluation materials.

3) Committee decides upon employment recommendation for contract employee.

4) Committee meets with probationary employee to discuss the employment recommendation.

d. WEEKS 16 – 17 (Typically weeks 8-9 for 9-week courses)

1) Committee submits employment recommendation to the College President, along with copies of all pertinent documents.

H. RIGHT TO GRIEVE

1. In the event there is a negative decision made regarding the granting of tenure, that to a reasonable person was unreasonable, or violated, misinterpreted, or misapplied, any policy or procedure concerning the evaluation of a probationary (contract) employee, the effected contract employee shall have the right to grieve such negative decision in accordance with the provisions of Education Code section 87610.1.

2. Allegations that the District, in a decision to reappoint a probationary (contract) employee, violated, misinterpreted, or misapplied any of its policies and procedures concerning the evaluation of probationary employees shall be classified and addressed as grievances in accordance with the provisions of Education Code section 87610.1.

I. RECONSIDERATION

In the event the arbitrator rules that the District must reconsider its decision not to grant tenure, the arbitrator's decision and findings of fact shall be served upon the Board of Trustees President or Secretary, along with all evidence, exhibits, documents, and briefs which were provided to the arbitrator. Either party may additionally submit a written argument, stating why the Board of Trustees should or should not grant tenure to the employee and stating the reasons therefore. Not later than 60 days after having been served the arbitrator's decision, the Board of Trustees shall determine upon reconsideration whether the decision not to grant tenure shall stand, or whether to grant tenure to the employee. The decision of the Board of Trustees upon reconsideration shall be final in all respects and served on the employee.

Section 2. EVALUATION OF TENURED FACULTY:

A. Purpose:

The purpose of the evaluation procedure of tenured faculty is to enhance the quality of education, to recognize outstanding performance, to enhance performance and to further the growth and development of faculty members, to identify areas of performance needing improvement and to assist faculty members in achieving improvement, and to maintain the educational quality and standards of the College District.

B. Evaluation Team:

1. The evaluation team shall consist of a peer reviewer and the immediate supervisor. The peer reviewer shall be selected by the immediate supervisor from a list of three names provided and in order of preference by the unit member being evaluated from the unit member's department or division (with prior approval from the immediate supervisor, the unit member may offer one or more names for peer review selection from a different department, division, and/or campus).

2. The evaluation team shall meet a sufficient number of times during the evaluation period in order to formalize the evaluation plan, perform visitations, observations and review, and to discuss the results of the evaluation.

C. Timeline:

1. The regular evaluation of tenured faculty shall take place at least once in every three academic years. More frequent evaluation may occur in the event job performance is less than acceptable.

2. The evaluation process will normally be completed within one semester.

3. The evaluation team and the unit member being evaluated shall endeavor to reach consensus on specific time lines (except as otherwise set forth in the evaluation provisions of this article) for visitations and observations, the administration of student questionnaires, the discussion of the results of the evaluation, and the procedures required in the evaluation process. In the event consensus is not reached regarding the time line, the immediate supervisor shall determine the time line to be used.

D. Evaluation Process:

1. A peer reviewer shall be selected during the first three weeks of the evaluation semester.

2. Typically by the fourth week of the semester, the unit member, peer reviewer, and immediate supervisor shall meet to discuss and agree upon the evaluation plan. If consensus cannot be reached, the immediate supervisor, Vice President of Instruction, and Department Chair shall determine the plan to be used by majority approval. The evaluation plan shall consist of elements which may include, but are not limited to:

a. educational discussions with peers and/or immediate supervisor

b. classroom visitations and observations

c. video taping of class sessions

d. peer review

e. written and/or oral student evaluations of the unit member

f. appropriate service or activities

3. Student questionnaires are a required part of evaluation, to be administered by an evaluation team member to students in two different courses, or in two sections of the same course if unit member teaches only one course.

4. Between the 6th and 14th weeks, the evaluation plan is typically carried out and completed.

5. At the completion of the evaluation process, the unit member, peer, and immediate supervisor shall meet to discuss the results of the evaluation, including the peer written review, student evaluation, unit member self-evaluation, and the immediate supervisor's evaluation, as well as suggestions for improving the performance of the unit member. The summary written evaluation report shall be prepared by the immediate supervisor. The summary evaluation shall take into account the peer reviewer's written report as well as the results of each of the evaluation elements.

The unit member shall have the opportunity to comment on the results of the written summary evaluation report and have any written comments attached to the written evaluation report which shall thereafter be forwarded to the College President.

E. Augmented Evaluation: In the event the immediate supervisor or peer reviewer indicates unacceptable job performance through a negative summary evaluation, the unit member may appeal the evaluation to the augmented team within ten (10) working days. The augmented team will consist of the original team plus one unit member selected by the person being evaluated and one additional administrator.

1. If the unit member appeals the negative evaluation, the augmented team will determine whether the negative evaluation finding was warranted. If the negative evaluation is upheld, or if the unit member doesn't appeal, the unit member will continue being evaluated by the augmented team until his or her job performance reaches at least a minimally acceptable level, upon which time he or she will return to the regular evaluation cycle, or a determination is made by the District to discharge the unit member.

2. The augmented evaluation process will provide ongoing assistance to and evaluation of unit members whose job performance must improve to assure continued employment with the District.

Section 3. TEACHER LOAD CREDIT FOR ASSIGNED CLASSES:

All assigned classes which generate FTES shall be included in determining teacher load credit; however, load credit will be prorated for classes which are less than a semester in duration and for those classes to which a teacher is assigned for less than the full duration of the class.

Section 4. CLASS ADVANCEMENT SALARY SCHEDULE

A. In accordance with salary schedule and unit requirements, the evaluation of requests for class advancement shall be made by the respective campus Evaluation Committee.

1) Each College President shall designate an administrator, in addition to the one serving on the Campus Evaluation Committee, who will prepare a thorough analysis of all classification advancement requests before presentation to the committee. This administrator also will have the responsibility of obtaining proper documentation and insuring that these supportive documents are retained in appropriate college files following committee action.

2) Each campus committee shall consist of one (1) administrator from each college (to be appointed by the College President) and one (1) faculty member from each division at Fresno City College and one (1) faculty member from four (4) different departments at Reedley College. The faculty members shall be selected for the respective college committees by the Academic Senate President at Fresno City College and by the Academic Senate President at Reedley College. Each committee shall elect a faculty member to serve as chairperson.

B. A unit member anticipating a change in class placement must file a "Letter of Intent" by May

1 of the preceding college year with the administrator designated by the college president to assist the committee.

C. As proof of completion, official transcripts or other written supporting evidence must be submitted to the designated administrator no later than the Wednesday immediately preceding the first (1st) day of instruction for the year for which the change in salary placement is requested. In the event that the written supporting evidence is not available by the deadline, a notarized statement by the individual concerned on a form provided by the college may be submitted to, and accepted by, the committee on or before the deadline date. However, a subsequent downward adjustment will be made in the unit member's pay sufficient in amount to offset any prior overpayment if the unit member is not able to provide evidence substantiating his/her claim by the first (1st) school day of the second (2nd) full month of instruction of the fall semester. A statement indicating the unit member's knowledge of this downward adjustment provision shall be included on the notarized statement form.

D. Committee recommendations for salary class advancements shall be forwarded to the office of the president by Wednesday of the first (1st) week of instruction for his/her review and comment and for filing with the Office of the Chancellor by Wednesday of the second (2nd) week of instruction.

E. All recommendations for salary schedule class advancement must receive final approval from the Chancellor or his/her designee.

F. When a faculty member qualifies for a new class, placement in that class will be without loss of annual increment.

G. Salary Advancement Unit Requirements:

The following regulations pertain to units to be used for class advancement on the certificated salary schedule:

1) Units of credit for upper-division and graduate courses from accredited colleges and universities in the unit member's teaching field or other professional assignment may be submitted for a class advancement without obtaining prior approval.

2) Units of credit for upper-division and graduate courses from accredited colleges and universities outside of the unit member’s teaching field or other professional assignment submitted for a class advancement must have the prior approval of the Campus Evaluation Committee.

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3) Lower-division units:

a) Lower-division units may be applied to salary class advancement only when prior approval has been obtained and the particular units are one of the following: [1] required for a credential or degree fulfillment, [2] required in connection with preparation for a specific institutional assignment, [3] part of an in-service training program, or [4] recognized by the Campus Evaluation Committee as contributing to the unit member's effectiveness in his/her assignment.

b) In order to obtain prior approval for any lower-division course work, each applicant must submit to the Campus Evaluation Committee the proper application form. Not more than twenty percent (20%) of the units required for advancement from one column to the next may be lower-division units in any case.

4) In addition to total unit requirements, over one-half (1/2) of the total number of units required for placement on a particular salary schedule class must be in the unit member's teaching field or appropriate to his/her professional assignment.

5) Even when they may not carry college credit, National Science Foundation, Industrial

Institutes, factory training, and other appropriate courses may be counted for credit for class advancement if, prior to the onset of the course, approval by the Campus Evaluation Committee has been obtained and the committee has determined how much credit for salary advancement purposes shall be granted. Other than exceptional circumstances, approved in advance by the Chancellor or his/her designee, not more than twenty percent (20%) of the units required for advancement from one column to the next may be units that fit in this category.

Section 5. SPECIAL ASSIGNMENTS:

Work week is defined in Article XII, Section 4.

A. Counselors

1) The basic work year of the counseling staff shall consist of the same number of duty days assigned to the full-time teaching staff.

2) The number of additional days, if any, to be worked by each counselor on an extended- contract basis shall be determined by management after consultation with the counselor.

3) The work week shall consist of thirty-five (35) hours of assigned duty which may include committee assignments, faculty senate, other college-related meetings, research and orientation, counseling appointments, teaching responsibilities, if assigned, staff development activities, and/or any other professionally related activities as authorized and/or directed by the administration. Assignments shall be consistent with the approved statements of duties and responsibilities for each position. 4) Counselors who have teaching responsibilities as part of their contract assignments shall have the thirty-five (35) hours of assigned duty time reduced by an average of two (2) hours per week over the period of a semester for each lecture hour equivalent (LHE) taught. (For example, a counselor teaching one (1) section of a one (1) unit

Guidance Studies course for two (2) hours a week for a nine (9) week period shall average thirty-three (33) hours per week of other assigned duty time during the semester in addition to his/her teaching assignment.)

5) Duty days and hours shall be assigned by management after consultation between the counselor and the administration with consideration of the unit member's concerns.

B. Librarians:

1) The basic work year of the library staff shall consist of the same number of duty days assigned to the full-time teaching faculty.

2) The number of additional days, if any, to be worked by each librarian on an extended contract basis shall be determined by management after consultation with the librarian.

3) The work week shall consist of thirty-five (35) hours of assigned duties which may include teaching responsibilities, if assigned, scheduled professional meetings, staff development activities, and/or other professionally related activities as authorized and/or directed by the administration.

4) Librarians who have teaching responsibilities assigned as part of their contract assignments may have thirty-five (35) hours of duty time reduced by an average of two (2) hours per week over the period of a semester for each lecture hour equivalent (LHE) taught. (For example, a librarian teaching one (1) section of a library science course for three (3) hours a week for a semester shall average twenty-nine (29) hours per week of other assigned duty time in addition to his/her teaching assignment.)

5) Duty days and hours shall be assigned by management after consultation between the librarian and the administration with consideration of the unit member's concern.

C. College Nurses:

1) The basic work year of the college nursing staff shall consist of the same number of duty days assigned to the full-time teaching faculty.

2) The number of additional days, if any, to be worked by each college nurse on an extended contract basis shall be determined by management after consultation with the college nurse.

3) The work week shall consist of thirty-five (35) hours of assigned nursing duties, office hours, scheduled professional meetings, staff development activities, and other appropriate professional activities as authorized and/or directed by management.

4) Duty days and hours shall be assigned by management after consultation with the individual college nurse affected with consideration of the unit member's concern.

D. Vocational Training Center:

1) The basic work year for the Vocational Training Center instructional staff shall be the same as for other full-time teaching faculty members. The number of additional duty days to be worked on an extended-contract basis shall be determined by management after consultation with the individuals affected.

2) The work week shall consist of thirty-five (35) assigned duty hours which may include instructional activities not to exceed thirty (30) hours per week, and/or any other professionally related activities as authorized and/or directed by management, such as meetings scheduled by the administration, staff development activities, faculty consultations, and student consultations with community agency representatives.

3) Duty days and hours will be assigned by management after consultation with the individual affected, with consideration of the unit member's concerns.

E. Tutorial Instructors:

1) The basic work year of the Tutorial Center instructional staff shall consist of the same number of duty days assigned to full-time teaching faculty members.

2) The number of additional days, if any, to be worked by tutorial instructional staff members on an extended-contract basis shall be determined by management after consultation with the individual affected.

3) The work week shall consist of thirty-five (35) hours of assigned duty which may include teaching responsibilities, staff development activities, meetings, faculty consultations, and/or any other professionally related activities as authorized and/or directed by management. Assignments shall be consistent with the approved statements of duties and responsibilities for each position.

4) Duty days and hours will be assigned by management after consultation with the individual affected, with consideration of the unit member's concerns.

F. Coordinators

1) It is acknowledged by the Federation and the College District that coordinators are part of the bargaining unit. Coordinators are unit members who assist in specific programs but are not considered management employees and perform no significant responsibilities for formulating district policies and administering district programs.

2) The basic work year of the coordinators shall consist of the same number of duty days assigned to the full-time teaching faculty.

3) The number of additional days, if any, to be worked by each coordinator on an extended-contract basis shall be determined by management after consultation with the coordinator.

4) The work week shall consist of thirty-five (35) hours of assigned duties which may include teaching responsibilities, if assigned, scheduled professional meetings, staff development activities and/or other professionally related activities as authorized and/or directed by the administration.

5) Coordinators who have teaching responsibilities assigned as part of their contract assignments may have thirty-five (35) hours of duty time reduced by an average of two (2) hours per week over the period of a semester for each lecture hour equivalent (LHE) taught. (For example, a coordinator teaching one (1) section of a course for three (3) hours a week for a semester shall average twenty-nine (29) hours per week of other assigned duty time in addition to his/her teaching assignment.)

6) Duty days and hours shall be assigned by management after consultation between the coordinator and the administration, with consideration of the unit member's concerns.

Section 6. EXTENDED CONTRACT TEACHERS:

The determination of salary for Salary Schedule "A" personnel on extended contracts shall utilize the following formula:

P + (D) (N) = T

P = Annual salary figure shown for

Salary Schedule "A" placement.

D = Per diem rate of pay for Salary

Schedule "A" placement.

N = Number of duty days assigned beyond

the number of duty days in the

academic year.

T = Total extended contract salary.

Section 7. FACULTY RIGHTS:

Individual members have the right of consultation with the immediate supervisor on matters relating to the members' teaching assignment, instructional program changes, analysis and/or evaluation of instructional programs, and the educational direction of their department and institution.

Section 8. TRANSFER AND REASSIGNMENT:

Voluntary Transfer:

A voluntary transfer is initiated by the unit member. (See Memorandum of Understanding Exhibit F)

Any regular or contract unit member may request a transfer from one (l) college to another college or North Centers, or from the North Centers to another college where his/her training, experience, skills, degrees and/or credentials coincide with the requirements of a vacant position. Applications for transfer will be considered for vacancies before other outside applicants. The District will post vacancies at District sites as well as on the District website and intranet.

A unit member may transfer within the District to a vacant faculty position for which he or she is qualified once all of the following conditions occur and are completely satisfied:

• Job announcements shall be posted for transfer through the District’s bulk e-mail for a ten

(10) calendar-day period.

• Transfer applicants shall submit to the Human Resource Department a letter containing why they wish to transfer to the posted vacancy and an updated resume, within that ten (10) day posting period.

• Following an interview with each applicant and within five (5) days of receipt of the files from Human Resources, the department shall reach one of the following recommendations regarding the applicants:

(1) acceptance of request to transfer

(2) rejection of request to transfer

(3) consideration to include applicant in the pool along with all other applicants.

• The transfer request is preliminarily approved by both the department and the immediate supervisor for the department in which the position is available

• The transfer request is forwarded for approval to the office of the relevant College

President/Vice Chancellor North Centers

• A suitable replacement is found for the position being vacated by the applicant

Any such transfer shall be considered permanent only upon the completion of each and every condition precedent stated above.

The District reserves the right to open to outside applicants any subsequent full-time position resulting from the transfer.

Any unit member accepted by another college will be permitted to make the transfer when a suitable replacement is found. Any such transfer shall be considered permanent.

Involuntary Transfer:

An involuntary transfer is initiated by the District, and shall not be done capriciously or as a punitive action.

Where the District finds it necessary to transfer an employee from one college to another, qualified volunteers will be sought. Where there are no qualified volunteers, the District will determine which qualified person is to be transferred.

Transferees involuntarily transferred from one college to another to meet District needs shall be returned to the original college, upon request, to fill a vacancy which occurs for which the transferee is deemed qualified.

If a split assignment between campuses is made to a unit member and that split assignment requires the unit member to travel additional miles, the District will pay mileage for travel for the additional miles.

Section 9. USE OF FACILITIES:

Unit members may use District physical education facilities during regular work hours when the facilities are not in use for classes, athletic events, or authorized special events, provided the facility is open or an authorized District employee is available "to open and secure" the facility. Unit members will be required to abide by institutional rules in effect at each campus.

Section 10. ACADEMIC ATTIRE:

Academic attire required by the District for unit members to wear at the graduation ceremony shall be provided at District-expense. Academic attire includes cap, gown and hood.

Section 11. PERSONNEL RECORDS:

Materials in the personnel file of a unit member which may serve as a basis for affecting the status of his/her employment are to be made available for inspection by the person involved.

By law, such material is not to include ratings, reports, or records: (1) which were obtained prior to the employment of the person involved, (2) were prepared by identifiable examination committee members, or (3) were obtained in connection with a promotional examination. Materials not to be made available to the unit member shall be kept in a separate envelope within the personnel file. Every unit member shall have the right to inspect material in his/her personnel file at any time mutually convenient to the employee and the District. The unit member may be accompanied by a Federation representative, if desired, or a Federation representative may inspect such materials individually at the request of the unit member.

Any complaints made by any person directed toward a unit member deemed serious enough to become a matter of formal record, shall be promptly called to the unit member's attention, by copy, and the unit member given an opportunity to respond.

An employee is entitled to know the identity or source of all such complaints. (Any retaliatory action shall be deemed to be unprofessional conduct.)

The unit member shall acknowledge that such material has been read by affixing his/her signature and the date on the actual copy to be filed, with the understanding that his/her signature signified only that the material has been read and does not indicate agreement with its contents.

The unit member shall have ten (10) working days from the date he/she receives a copy to respond in writing before any derogatory material or a complaint regarding a unit member will be placed in his/her personnel file and to have such comments attached to the material in question.

The content of material in personnel files shall not be subject to Article XVI, Grievance and

Arbitration Procedure of this Agreement.

During the ten (10) day period, the content of material to be added to the personnel files shall be subject to the Complaint Procedure. (Refer to District Policy and Regulations)

The official files for all personnel shall be housed and maintained at the District office, except that files containing official evaluations, job-performance related data, directives, complaints, and other personal communications will be located in the college president's office.

Materials being held out of a personnel file due to a grievance may be submitted as evidence in a punitive action. No other performance evaluation materials outside the personnel file may be used as evidence in a punitive action.

Personnel files for certificated personnel shall be maintained by the District Office.

The following material should be obtained for, and retained in, all certificated/academic personnel files located in the District Human Resources Office:

1. Initial employment records

Application

Official transcripts of academic records

Transcript evaluation form

Pre-employment confidential materials, including:

a) Interview reports

b) Placement office papers

c) Letters of recommendation

Health verification documents

Verification of related work experience

Copies of credential documents

Certificated/academic employment recommendation form (P22)

Offer of employment letter

Original signed contracts and employment agreements

Leaves of absence approval documents

Copies of early retirement agreements

Sick leave transfer letters

Periodic evidence of chest x-ray or approved intradermal tuberculin test

Notices of employment

2. Salary schedule classification advancement information

Petition for advancement

Supportive documents

Action on petition

The following materials should be retained in certificated/academic personnel files located in the college president's office:

l. Evaluations and other correspondence related to job performance, including professional growth reports.

2. Directives and other personal communications.

3. Written complaints and commendations.

4. Employee response to written complaints.

For any of the preceding materials not contained within existing files, only those which are considered essential will be required to be added to these files.

**ARTICLE XIV-A**

**LEAVES WITH PAY**

Section 1. SICK LEAVE PROVISIONS:

A. Sick Leave:

(1) Sick leave for a unit member's illness or injury shall be granted for a maximum of ten (10) days annually to each unit member at the rate of one (1) day per calendar month of service computed on a contractual basis.

(2) Earned sick leave which is not used may be accumulated indefinitely from one (1) year of service to the next and may be used as required during such subsequent years of service.

(3) Credit for sick leave of absence need not be accrued prior to taking sick leave by the unit member, and such leave may be taken at any time during the fiscal year, not to exceed the balance of the unit member's sick leave entitlement through June 30 of that fiscal year.

(4) Any unit member who is on paid status while on sick leave, sabbatical, or other paid leave shall continue to earn all leave benefits to which entitled if employed full time. A unit member who is on other leaves of absence without pay shall retain all accumulated sick leave benefits but shall not accrue any additional sick leave benefits during such periods of absence.

(5) Where a unit member in a position requiring certification qualifications has exhausted his/her sick leave benefits and is absent from work because of illness or accident for a period of five (5) school months or less, whether or not the absence arises out of or in the course of the employment of the unit member, the unit member shall receive fifty percent (50%) of his/her regular salary during the period of such absence up to a maximum of five (5) school months.

(6) Sick leave credit received by transfer from the previous employer of a new unit member shall be accepted pursuant to the provisions and limitations provided in the Education Code.

It shall be the responsibility of the unit member to notify the Chancellor's Office, in writing, of the name and address of the district by which he/she was last employed and request credit for the accumulated leave of absence for illness or injury to which he/she is, or was, entitled at the time of separation.

(7) All sick leave rights or accumulations shall be canceled when a full-time unit member severs all official connection with the District as an employee, except that accumulated sick leave may be transferred to a subsequent employing district upon request pursuant to the provisions of the Education Code.

(8) Any unit member shall have the right to utilize sick leave necessitated by pregnancy, miscarriage, childbirth, and recovery there from.

(9) At the time a unit member begins his/her contracted employment for the academic year, he/she shall be provided with a current accounting of his/her accumulated sick leave.

(10) Any unit member utilizing sick leave benefits under provisions of this Article shall provide the administration with a signed absence report (Form No. P-1), and, if absent five (5) or more consecutive duty days, shall provide the administration, upon return, with a statement from a physician verifying his/her fitness to return to duty. A member absent for more than five (5) duty days shall notify their immediate supervisor of his/her approximate return date.

(11) Sick leave may be utilized by any unit member placed under quarantine on the same basis as though this unit member were ill.

B. Sick Leave Bank:

(1) The Sick Leave Bank program shall be administered by a District/Federation committee composed of five (5) members: three (3) appointed by the Federation, and two (2) appointed by the District.

(2) The Sick Leave Bank program shall continue from year to year.

(3) The parties agree that a Sick Leave Bank shall be established to assist unit members who suffer a long-term illness.

(4) All unit members may voluntarily participate in the Sick Leave Bank program by: a) Contributing one (1) day of sick leave during the first (1st) full month following the signing of this Agreement; or b) Contributing one (1) day of sick leave during the first (1st) month of a unit member's employment; or c) New participants may annually join the program during the month of September.

(5) The District shall contribute one (1) sick leave day for each four (4) days of personal sick leave days contributed by participating unit members.

(6) Whenever the Sick Leave Bank becomes depleted, each participating unit member will be taxed a maximum of one (1) additional day per year from his/her accumulated sick leave bank to restock the bank. Sick leave days placed in the bank by participating unit members:

a) May not subsequently be withdrawn from the bank excepting as they are used

for sick leave purposes as defined herein;

b) May not be transferred to another district should that unit member obtain employment elsewhere;

c) May only be used by participating unit members currently employed by the District;

d) May not be withdrawn at the time of retirement.

(7) A unit member may withdraw from participation in the Sick Leave Bank program at any time by notifying the committee of such withdrawal; however, any days contributed previously may not be withdrawn.

(8) Eligibility to use Sick Leave Bank days requires that a participating unit member must have:

a) Exhausted his/her personal sick leave days;

b) Been absent without full pay for five (5) additional consecutive work days.

(9) On a half (2) pay basis only, the Sick Leave Bank may be drawn upon to supplement the fifty percent (50%) pay provision of the District's one hundred (100) day additional sick leave during the time a unit member is eligible for that provision coverage.

(10) There shall be a maximum number of forty (40) withdrawal days per participating unit member per year.

(11) A participating unit member using Sick Leave Bank days shall not have to replace those days except as a regular contributing member to the bank.

Section 2. INDUSTRIAL ACCIDENT AND ILLNESS LEAVE:

A. For accidents or illnesses which are job-incurred, unit members shall be provided leave benefits under the following provisions:

(1) Allowable leave shall be sixty (60) days during which the schools of the District are required to be in session or when the unit member would otherwise have been performing work for the District in any one (1) fiscal year for the same accident.

(2) Allowable leave shall not be accumulated from year to year.

(3) Industrial accident or illness leave shall commence on the first (1st) day of absence.

(4) When a certificated unit member is absent from his/her duties on account of an industrial accident or illness, he/she shall be paid such portion of the salary due him/her for any month in which the absence occurs as, when added to his/her temporary disability indemnity under Division 4 or Division 4.5 (commencing with Section 6100) of the Labor Code, will result in a payment to him/her of not more than his/her full salary.

The phrase, "full salary," as utilized in this section shall be computed so that it shall not be less than the unit member's "average weekly earnings" as that phrase is utilized in Section 4453 of the Labor Code. For purposes of this section, however, the maximum and minimum average weekly earnings set forth in Section 4453 of the Labor Code shall otherwise not be deemed applicable.

(5) Industrial accident or illness leave shall be reduced by one (1) day for each day of authorized absence regardless of a temporary disability indemnity award.

(6) When an industrial accident or illness leave overlaps into the next fiscal year, the unit member shall be entitled only to the amount of unused industrial accident or illness leave due him/her for the same illness or injury.

(7) Termination of the industrial accident or illness leave, the unit member shall be entitled to the benefits provided in Education Code Sections 87781 and 87786, and for the purposes of each of these sections his/her absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave, provided that if the unit member continues to receive temporary disability indemnity, he/she may elect to take as much of his/her accumulated sick leave which, when added to his/her temporary disability indemnity, will result in a payment to him/her of not more than his/her full salary. (See Sick Leave, Article XIV-A, Section 1).

(8) During any paid leave of absence, the unit member may endorse to the District the temporary disability indemnity checks received on account of his/her industrial accident or illness. The District, in turn, shall issue the unit member appropriate salary warrants for payment of the unit member’s salary, and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually covered by such salary warrants.

(9) Any unit member receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California, unless the Board of Trustees authorizes travel outside the state.

(10) When all available leaves of absence have been exhausted and the unit member is not medically able to return to all the duties of his/her prior assignment, the District shall provide first (1st) priority in assigning such a person into classes where his/her disability, at the discretion of the District, does not hinder the performance of the duties required of him/her if he/she is otherwise qualified.

Section 3. BEREAVEMENT LEAVE:

A. Unit members may be granted, without loss of salary, or other benefits, leave of absence not to exceed three (3) working days (five (5) working days if out-of-state travel is required) per occurrence on account of the death of any member of the unit member's immediate family.

Bereavement leave may be extended through the use of "personal emergency leave," Article

XIV-A, Section 6.

B. "Member of the immediate family," as used in this section, means the mother, father, grandmother, grandfather, or grandchild of the unit member or of the unit member's spouse, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, or any relative living in the immediate household of the unit member, or stepmother, step-father, step-daughter or step-son.

C. An extension of bereavement leave may be requested by the unit member, but such extension shall be without salary for the period of time covered by the extension.

D. A bereavement leave of one (1) day per occurrence may be granted, without loss of salary, on account of the death of any close friend or colleague not included as a "member of the immediate family" where the unit member has responsibility for carrying out personal business and funeral arrangements attendant to the death.

E. Bereavement leave may be granted, without loss of salary for the time necessary to attend the funeral of a district colleague conditioned upon the following:

1. The unit member receives written permission from the Vice President of Instruction or designee;

2. The unit member's absence does not result in the unit member being unavailable to teach any assigned class unless such unavailability is made unavoidable by the date and time scheduled for the funeral;

3. Written application shall be made to the Vice President of Instruction or his/her designee NOT later than two (2) working days in advance of the date and time for leave unless special circumstances necessitate a later application.

Section 4. QUARANTINE:

All unit members are entitled to receive full salaries when quarantined by the County Health Officer because of another's illness. Such quarantine must be verified by the County Health Officer.

Section 5. JURY DUTY LEAVE:

A. When regularly called for jury duty in the manner provided by law, a unit member shall be granted a leave of absence without loss of pay for the time he/she is required to perform jury duty during the unit member's regularly assigned working hours.

B. Requests for jury service leave should be made by presenting as soon as possible the official court summons to jury service to the unit member's immediate supervisor and to the District payroll office through regular administrative channels.

C. Reimbursement to the District of any monies earned as a juror, except mileage, shall be made by the unit member.

D. A unit member regularly called for jury duty shall not be encouraged in any way to seek exemption from such duty nor shall he/she be discriminated against in any way for not seeking such exemption.

E. Unit members are required to return to work during any day in which jury duty services are not required.

F. The District may require verification of jury duty time prior to, or subsequent to, providing jury duty compensation.

Section 6. PERSONAL EMERGENCY LEAVE:

A. A unit member may be granted a maximum of six (6) days leave of absence in any college year, at his/her election, without loss of pay, in cases of personal emergency. Such leave shall be deducted from the unit member's accumulated sick leave.

B. Personal emergencies include serious illness or death of a member of his/her immediate family; an accident involving his/her person or property or the person or property of a member of his/her immediate family; appearance in court as a litigant or as a witness under an official order.

C. "Immediate family" will be interpreted to mean the mother, father, grandmother, grandfather,

or grandchild of the unit member or of the spouse of the unit member, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, or any relative living in the immediate household of the unit member, or step-mother, step-father, step-daughter, or step-son.

D. Two (2) of the six (6) days may be granted for any reason deemed appropriate by the member and with prior approval of the supervisor, and in no case will there be more than two (2) employees off at any one time in any work unit under this paragraph.

E. Verification of personal emergency leave shall be made on the form approved by the District and signed by the unit member.

Section 7. SABBATICAL LEAVE:

A. Sabbatical leaves shall be granted to unit members, under provisions of the Education Code, for the purpose of carrying out an approved program which will enable the unit member to provide improved service to the District and its students. Consideration will be given to programs which involve an appropriate program of organized study, research, or travel.

B. Sabbatical leave application, processing, approval, and compensation for unit members for fiscal year 2006-07 and thereafter shall be in accordance with the following provisions:

(1) Faculty members may apply for a sabbatical leave during their sixth consecutive year of full-time service, or during their sixth consecutive year of full-time service following a sabbatical leave, such that the faculty member will have completed six consecutive years of full-time service by the beginning of his or her sabbatical leave. After completing a sabbatical leave, a unit member is not again eligible to apply for such leave until he/she has served on a full-time basis for at least six (6) additional consecutive years. A leave for health, maternity, military service, or professional improvement, while not constituting a break in continuity of service, will not count as one of the six (6) years required for sabbatical eligibility.

(2) The District shall allocate funds in the District budget for financing of sabbatical leaves for up to a maximum of twelve (12) of the eligible unit members. Apportionment of sabbatical leaves between the District colleges shall be as follows: the number of leaves assigned to Fresno City College and Reedley College-North Centers shall be based upon the ratio of full-time faculty members at Fresno City College and at Reedley-North Centers to the total of all faculty employed by the State Center Community College District.

(3) If an insufficient number of candidates apply, or if an insufficient number of applications are recommended by the Committee for Sabbatical Leave as having met the written criteria for sabbatical leave consideration, the application period will be extended for an additional three (3) weeks. All faculty shall be notified of the extension and reasons for such. If, after the extension an insufficient number still fails to meet the minimum written qualifications, the President may recommend fewer leaves than that number allocated to the college.

(4) Leaves granted will be distributed among the various divisions of a college so as not to impair the instructional program.

(5) The unit member applying for a sabbatical leave will agree to serve the District for at least two (2) years immediately following completion of the leave. The unit member is expected to complete his or her sabbatical leave as indicated in his or her approved sabbatical leave proposal.

(6) Each unit member applying for sabbatical leave shall submit a formal application

(Form No.P-21) to the appropriate Committee for Sabbatical Leaves prior to

November 1 of the academic year preceding the academic year of the proposed leave.

The committee at each college shall consist of the Vice President of Instruction, acting

as chairperson, the division dean or comparable positions, and an equal number of faculty members appointed by the President of the Academic Senate.

The Vice President of Student Services will serve as an ex-officio member when considering applications from the counseling student services staff.

The committee at each institution shall provide the college president with a recommended rank order of leave applications which shall be submitted to the Chancellor, along with the president's recommendations, if any, for subsequent presentation to the Board of Trustees.

Applications submitted after the deadline date will be given consideration when accompanied by valid reasons. Valid reasons normally will be limited to government, professional, or academic programs which materialize after the deadline date.

(7) Within one (1) semester after return to duty, a unit member who has completed a sabbatical leave will submit to the Committee for Sabbatical Leaves and for distribution among faculty a written report covering the period of the sabbatical. When applicable, a transcript or other evidence of completion of the planned program will accompany this report. A copy of each sabbatical leave report, together with the committee's evaluation, shall be forwarded through the college president's office to the District Chancellor not later than one (1) semester after return to duty.

If the Committee's evaluation reflects that the sabbatical leave report is unacceptable and/or the terms and conditions of the sabbatical were not fully met, the unit member has one additional semester to rectify the problem. If the evaluation remains "unacceptable" at the conclusion of the semester, the District has the right to reclaim through automatic payroll deduction from the unit member that percentage of the sabbatical stipend that in the Committee's viewpoint reflects the unit member's degree of incompletion.

(8) Compensation while on sabbatical leave will be computed in accordance with the salary schedule in effect during the period of leave and will be paid in equal monthly payments. A sabbatical leave will be counted as service and experience on the salary schedule.

(9) Sabbatical leaves may be granted as follows:

a) One (1) semester at one hundred percent (100%) of full salary, or

b) One (1) full academic year at sixty-five percent (65%) of full salary, or

c) Two (2) semesters within three (3) academic years at sixty-five percent (65%) of full salary. If the option of two (2) semesters within three (3) academic years is elected, the service between semesters will be credited toward a subsequent sabbatical.

(10) Unit members on a full-year sabbatical may work for outside employers (or themselves) and receive remuneration, so long as the combined income from the District's 65% salary payment nd the outside remuneration does not exceed 100% of what the unit member would receive on the regular faculty salary schedule. Any excess amounts shall adjust the District's 65% salary payment downward to maintain the 100% salary figure. Outside income that a unit member previously and regularly received during a school year is not affected by the provisions of this section, which apply only to additional employment that a unit member secures during the sabbatical year. Income that a unit member may receive from an employer as a part of his or her sabbatical leave also is not affected by the provisions of this section. Unit members, on a one-semester leave, upon approval may work for outside employers and receive remuneration if the income was previously and regularly received during the prior two school years. Additional employment must receive prior approval from the Sabbatical Leave Committee.

(11) Time on sabbatical leave will count towards retirement. The District shall pay retirement benefits and fringe benefits for the unit member on leave. District paid health and welfare benefits shall end if the employee receives reasonably comparable health and welfare benefits (including dependent coverage) from any other employer.

Section 8. GRANT LEAVE:

A. A grant leave is a leave to permit a regular faculty member to accept a grant to teach, lecture,

or do research for a public or private institution or a city, county, state, federal, or foreign government. Such service should result in the employee's rendering more effective service to the District upon return.

B. Leave may be granted for a maximum of one (1) year.

C. District may compensate unit member on leave by paying the difference between the amount of the grant and the unit member's regular salary.

D. District shall pay retirement benefits and fringe benefits for the unit member on leave. District paid health and welfare benefits shall end if the employee receives reasonably comparable health and welfare benefits (including dependent coverage) from any other employer.

E. All unit members who have satisfactorily completed six (6) consecutive years of full-time service in this District will be eligible to apply for a grant leave. A leave for health, maternity, military service, or professional improvement, while not constituting a break in continuity of service, will not count as one of the six (6) years required for grant leave eligibility.

F. The unit member applying for a grant leave will agree to serve the District for at least twice the time approved for the grant leave immediately following completion of the leave.

G. Eligibility:

(1) The unit member shall submit to the college president a request for Grant Leave;

(2) The request shall be submitted at least one (1) semester prior to the semester in which the leave is granted;

(3) The college president shall consider the Grant Leave request on the basis of enhancing the unit member's professional growth;

(4) The District contributions toward the unit member's regular salary shall not exceed twenty (20) percent;

(5) Unit members on Grant Leave shall not exceed three (3) at Fresno City College and one (1) at Reedley College;

(6) The president shall forward the Grant Leave request to the Board of Trustees with a recommendation.

**ARTICLE XIV-B**

**LEAVES WITHOUT PAY**

Section 1. PERSONAL BUSINESS LEAVE:

A. The college president, upon request and with prior approval, may grant an absence for personal business leave to a unit member.

B. Absences for personal business leave shall be without pay unless the unit member elects to have such days of absence deducted from his/her accumulated sick leave. In the event the unit member elects to have the absence deducted from sick leave, he/she may do so up to a maximum of two (2) accumulated sick leave days per college year for reasons of personal business.

Section 2. PROFESSIONAL IMPROVEMENT LEAVE:

A. Any unit member, after two (2) years of successful service to the District, may, upon request and approval, be granted a leave of absence for up to one (1) year. Upon application, one (1) additional year of professional improvement leave may be granted, subject to determination of benefit to the District and Board approval.

B. The unit member, upon returning from leave, shall be placed on the step of the salary schedule that he/she would have attained had he/she been continuously employed by the District during such absence.

C. There shall be no loss of seniority, tenure, break in service, or other rights available under law because of such leave of absence.

D. Requests for professional improvement leave shall be submitted no later than the beginning of the semester preceding the semester of requested leave.

E. A professional improvement leave of less than one (1) year may be granted, but not less than one (1) full semester.

Section 3. PUBLIC OFFICE LEAVE:

A. Any unit member elected to public office shall be granted a leave of absence without pay for the duration of his/her elected term of office, if requested by the unit member.

B. The unit member must resume his/her full duties within six (6) months after his/her term of office expires.

C. Compensation for part-time service by a unit member on public office leave shall be on a pro rata basis of the unit member's full-time salary.

D. The period of time away on public office leave shall be counted as years of experience toward total years of service.

E. Unless otherwise agreed to, a unit member, upon completion of his/her term of office, shall be reinstated to a comparable position to the one he/she held prior to his/her election.

F. A person employed to take the place of a unit member who has been granted a public office leave shall not have any right to such position following the return of such unit member upon expiration of his/her term of office.

Section 4. HEALTH LEAVE:

A. Any unit member may, at the discretion of the Board, be granted a leave of absence for health reasons for a period of time not to exceed one (1) year. Such leave shall be without pay and retirement benefits.

B. Certification of the need, or proof of illness, for such leave, acceptable to the District, must be provided by the unit member or a physician.

C. Any such leave shall not be counted as experience on the salary schedule, nor shall it be counted in determining other benefits such as sick leave or sabbatical leave eligibility.

D. Any such leave granted, however, shall not count as a break in continuity of service to the District.

E. The District agrees to pay the District insurance contribution when a unit member is on a health leave.

Section 5. PERSONAL AND PARENTAL LEAVE:

A. Any unit member may be granted a leave for a specific reason deemed appropriate including leave to care for a child, at the convenience of the District.

B. Any such leave granted shall be without pay or other benefits granted unit members. Any personal health or life insurance carried by the unit member through the District may, with the carrier's approval, be continued at the expense of the unit member on personal leave.

C. Any such leave requires Board approval prior to taking such leave.

D. There shall be no loss of seniority, tenure, or other rights available under law because of such leave.

**ARTICLE XIV-C**

**OTHER LEAVE**

Section 1. MILITARY LEAVE:

Unit members shall be granted military leave in accordance with the provisions of the State of California Education Code and of the Military and Veterans Code.

**ARTICLE XV**

**INSURANCE PROGRAMS**

Section 1. HEALTH INSURANCE:

A. The District shall provide health plan insurance coverage for eligible unit members and their dependents, conditioned upon the provisions of this Article, including but not limited to the District contribution as set forth in Section C of this Article.

B. Health plan insurance coverage shall remain in effect during approved leaves, providing unit members pay, in accordance with insurance carrier requirements, District and unit member premium contributions, except as otherwise provided.

C. District Contribution

Effective upon ratification/approval, the 2006-07 District contribution toward the health insurance plans shall not exceed $867.94 per month per employee.

The 2007-08 District contribution shall be an amount not to exceed a maximum monthly contribution of $935.00 per month per employee.

The 2008-09 District contribution shall be an amount not to exceed a maximum monthly contribution of $1,029.00 per month per employee.

D. Any health insurance plan(s) offered to unit members shall first be mutually agreed to by the District and the Federation.

The unit member will pay the difference between the District contribution and the cost of any premium in excess of the District contribution for any selected health plan.

Section 2. DENTAL INSURANCE:

A. The District shall provide a dental care insurance program for eligible unit members and their dependents.

B. The District shall provide a dental program for the years 2006-2009, with benefits equal to the dental care insurance plan in effect during fiscal year 1997-98, a PPO network with nonparticipating dentists compensated at 100% of usual and customary rates (UCR) as established by the 1998 national Dental Advisory Fee Survey. In the years 2006-2007, 2007-2008, and 2008-2009 the District will contribute a premium amount equivalent to the premium cost of the CVDP dental PPO network plan.

C. Dental care insurance coverage shall remain in effect during approved leaves, providing unit members pay, in accordance with insurance carrier requirements, District and unit member premium contributions, except as otherwise provided.

Section 3. VISION INSURANCE:

A. The District shall provide a vision care insurance program for eligible unit members and their dependents.

B. Assuming insurance carrier availability, the program shall be equal to the vision care insurance plan in effect during fiscal year 1977-78.

C. Vision care insurance coverage shall remain in effect during approved leaves, providing unit members pay, in accordance with insurance carrier requirements, District and unit member premium contributions, except as otherwise provided.

Section 4. SALARY PROTECTION INSURANCE: (Long Term Disability)

A. The District shall provide a salary protection program for eligible unit members.

Bargaining unit members employed after June 5, 1984:

Eligibility

After the first year eligible up to three (3) years

After the second year eligible up to four (4) years

After the third year eligible up to five (5) years

After the fourth year eligible up to six (6) years

After the fifth year eligible up to seven (7) years

Beginning with sixth year eligible up to age sixty-five (65)

B. Assuming insurance carrier availability, the program shall be equal to the salary protection plan in effect during the fiscal year 1977-78.

C. Salary protection coverage shall remain in effect during approved leaves, providing unit members pay, in accordance with insurance carrier requirements, District and unit member premium contributions except as otherwise provided.

D. The salary protection plan (long term disability plan) shall be amended as provided in an amended plan document on file with the District administration, which shall eliminate the monthly maximum limit of $1,500.00. The benefit shall now state:

Should you be disabled, you will receive 66 2/3% of your monthly "salary" commencing on the 101st day of your disability or the end of any period for which you are receiving sick leave pay, if that is later than 100 days.

Section 5. LIFE INSURANCE:

A. The District shall provide a level term life insurance program for eligible unit members and their dependents: $50,000 level term plus $5,000.00 dependent coverage. This benefit shall become effective not later than July 1, 1995.

B. Level term life insurance coverage shall remain in effect during approved leaves, providing unit members pay, in accordance with insurance carrier requirements, District and unit member premium contributions, except as otherwise provided.

Section 6. INSURANCE PREMIUMS:

The District shall pay one hundred percent (100%) of the premium for coverage listed in Section 2, 3, 4, and 5, except for dental insurance and as otherwise stated herein.

Section 7. RETIREE HEALTH INSURANCE

The Retiree Health Insurance provisions shall be effective for faculty members who retire during the term of the Agreement. At the time of separation and retirement from the College District, unit members who qualify shall make an election of either OPTION 1 or OPTION 2 as set forth below.

**OPTION 1:**

A. For unit members retiring early (prior to age of Medicare eligibility), and who wish to continue coverage under the District's health insurance program, the District will contribute a maximum of two thousand, four hundred dollars ($2,400.00) per year conditioned upon the following:

1. The unit member shall have retired after ratification/approval of this Collective Bargaining Agreement by both parties;

2. The unit member has attained his/her fifty-fifth (55th) birthday;

3. The unit member shall have served the District for a minimum of (10) consecutive years immediately preceding retirement.

4. The unit member is receiving his/her regular retirement allowance from STRS;

5. This benefit terminates on the date the unit member reaches age of Medicare eligibility.

6. Upon death of retiree, surviving spouse shall not be eligible for benefit contribution

until he/she reaches age sixty (60).

7. Surviving spouse's benefit terminates on the date surviving spouse reaches age of Medicare eligibility.

B. For bargaining unit members who retire and have served the District for a minimum of fifteen (15) consecutive years immediately prior to retiring, the District shall contribute a maximum of up to two thousand two hundred twenty-eight dollars and eighty-eight cents ($2,228.88) per year toward the health insurance supplement to Medicare, or the cost of the health insurance supplement to Medicare, whichever is less, for the life of the employee and his/her spouse, as conditioned below. The maximum District contribution in effect on July 1, 2006, shall be increased annually by two percent (2%) effective September 1, 2006. The unit member shall be eligible to receive said District contributions toward the designated retiree health care supplement as mutually determined by the parties, conditioned upon the following:

1. The unit member shall have retired after ratification/approval of this Collective

Bargaining Agreement by both parties;

2. The retired individual shall have attained his/her age of Medicare eligibility;

3. The unit member is receiving his/her regular retirement allowance from STRS.

4. Coverage will continue for life of member or surviving spouse;

5. Spousal coverage is limited to legal spouse on date of retirement;

6. Contribution toward surviving spouse's supplement shall terminate should spouse remarry.

C. If a retiree or covered spouse drops the plan for any reason, he/she is not eligible for reenrollment.

**OPTION 2:**

A. For unit members retiring early (prior to age of Medicare eligibility), and who wish to continue coverage under the District’s health insurance program, the District will contribute a maximum of seventy (70%) percent of the District’s contribution to the premium of the health insurance program following:

1. The unit member shall have retired after ratification/approval of this Collective Bargaining Agreement by both parties;

2. The unit member has attained his/her fifty-fifth (55th) birthday;

3. The unit member shall have served the District for a minimum of (10) consecutive years immediately preceding retirement

4. The unit member is receiving his/her regular retirement allowance for STRS

5. This benefit terminates on the date the unit member reaches age of Medicare eligibility;

6. Upon death of retiree, surviving spouse shall not be eligible for benefit contribution until he/she reaches age sixty (60);

7. Surviving spouse’s benefit terminates on the date surviving spouse reaches age of Medicare eligibility.

B. Unit members who elect OPTION 2 which provides an enhanced pre-Medicare eligibility age contribution toward health coverage, are not eligible for a District contribution toward the health insurance supplement to Medicare. (Option 1B)

C. If a retiree or covered spouse drops the plan for any reason, he/she is not eligible for reenrollment.

Section 8: IRC SECTION 125 PLAN

An IRC section 125 Plan shall be implemented in accordance with Governmental rules and regulations for full-time faculty for premium conversion, medical reimbursement, and dependent

care made available by the College District. The Federation agrees to defend, indemnify, and hold harmless the District, its officers, agents, and employees from any claims, demands, damages, or other liability, including costs and attorney’s fees arising out of this section or the administration or implementation thereof. Upon valid service of a summons and complaint or of a claim under the Government Tort Claims Act, the District agrees to notify the Federation thereof and to cooperate as reasonably necessary for the defense or settlement of such action.

**ARTICLE XVI**

**GRIEVANCE PROCEDURE**

Section 1. PURPOSE:

To provide an orderly procedure for reviewing and resolving grievances promptly.

Section 2. DEFINITIONS:

A. Grievance: A formal written allegation by a grievant that there has been a violation, misapplication, or misinterpretation of any provision of this Agreement.

Actions to challenge or change the policies of the District as set forth in the policies, rules, and regulations, or administrative regulations and procedures not included within this contract must be undertaken under District policy rather than this Grievance Procedure.

B. A "grievant" may be any unit member covered by the terms of this Agreement.

C. A "day" (for the purposes of this grievance policy) is any day on which the central administrative office of the State Center Community College District is open for business.

D. The "immediate supervisor" is the first (1st) administrator having immediate jurisdiction over the grievant--not within the same bargaining unit as the grievant.

Section 3. TIME LIMITS

A. A grievant who fails to comply with the established time limits at any step shall forfeit all rights to further application of this Grievance Procedure relative to the grievance in question.

B. Failure of the District to respond within established time limits to any step entitles the grievant to proceed to the next step.

C. Time limits and steps may be waived by mutual written consent of the parties.

Section 4. OTHER PROVISIONS:

A. Unit Member Legal Rights: Nothing contained herein shall deny to any unit member his/her rights under state or federal constitution laws.

B. Any grievance which arose prior to the effective date of this Agreement shall not be processed under this procedure.

C. Unit members may be represented by the campus grievance chairperson or his/her designee at any conference or at any level.

D. Informal Discussion--Oral: Within thirty (30) days of the time a unit member knew or reasonably should have known of an alleged grievance, the unit member, either directly or accompanied by the Federation's "grievance chairperson", or designee, shall orally discuss with his/her immediate supervisor during non-teaching hours the alleged grievance. Within five (5) days, the immediate supervisor shall give his/her oral response.

Section 5. FORMAL LEVEL:

A. Level I:

(1) Within five (5) work days of the oral response, if the grievance is not resolved, it shall be stated in writing on the "Statement of Grievance" form as provided by the District (and shown as Exhibit "C" of this Agreement), signed by the grievant, and presented to his/her supervisor or designee at the dean level or above.

(2) The supervisor or designee shall communicate his/her decision to the unit member in writing within five (5) days after receiving the grievance.

(3) Within the above time limits, either the grievant or the immediate supervisor or designee may request a personal conference with the other party.

B. Level II:

(1) In the event the grievant is not satisfied with the decision at Level I, he/she may appeal the decision on the appropriate form to the college president, or his/her designee, within five (5) days.

(2) This statement shall include a copy of the original grievance and a written copy of the decision rendered by the unit member's supervisor or designee.

(3) The college president, or his/her designee, shall communicate the decision to the grievant in writing within seven (7) days of receiving the appeal. Either the grievant or the college president, or his/her designee, may request a personal conference within the above time limits.

C. Level III:

(1) If the grievant is not satisfied with the decision at Level II, he/she may, within five (5) days, appeal the decision on the appropriate form to the Chancellor or his/her designee.

(2) This statement shall include copies of the original grievance and appeal and written copies of the decisions rendered.

(3) The Chancellor, or his/her designee, shall communicate his/her decision in writing to the grievant within fifteen (15) days.

D. Level IV--Arbitration:

(1) Within fifteen (15) work days after receipt of the decision of the Chancellor, the

Federation may, upon written notice to the Associate Vice Chancellor, Human

Resources, submit the grievance to arbitration under and in accordance with the prevailing rules of the American Arbitration Association. a) Only the Federation (exclusive representative) may demand arbitration.

(2) Powers of the Arbitrator: It shall be the function of the arbitrator and he/she is empowered, except as his/her powers are herein limited, after due investigation, to make a decision in cases of alleged violation of the specific articles and sections of this Agreement and to determine the arbitrability of any grievance where arbitrability is questioned by either party.

(3) The arbitrator shall have no power to:

a) Add to, subtract from, disregard, alter, or modify any of the terms of this Agreement;

b) Establish, alter, or modify any salary structure;

c) Rule on any of the following:

[1] Termination of services of, or failure to reemploy, any first- or second contract unit member;

[2] Any matter involving any unit member's evaluation, except procedural matters;

d) All fees and expenses of the arbitrator shall be shared equally by the Board and the Federation. Other expenses shall be borne by the party incurring them. Neither party shall be responsible for the expense of non-employee witnesses called by the other.

(4) The decision of the arbitrator shall be final and binding on all parties.

**ARTICLE XVII**

**COMPENSATION**

Section 1. SALARY

2006-2007 Salary

Effective July 1, 2006, the District shall provide for the 2006-2007 school year an increase equivalent to the Statutory Cost-of-Living Adjustment (5.92%) to each cell of the salary schedule which was in effect during the 2005-2006 school year for unit members. The District shall provide to each bargaining unit member who was in paid work status on September 1, 2006, a one-time nonrepetitive (off schedule) stipend in the amount of $100.00.

2007-2008 Salary

Effective July 1, 2007, the District shall provide for the 2007-2008 school year an increase equivalent to the Statutory Cost of Living Adjustment to each cell of the salary schedule in effect during the 2006-2007 school year for unit members. In addition, if the District exceeds the Second Principal Apportionment Report (P2) for the previous year’s actual credit FTES by 3%, the District will increase each cell of the 2006-2007 salary schedule by an additional 1% effective July 1, 2007. If the actual credit FTES growth is less than 3%, the 1% increase will only be paid in the same ratio the actual growth bears to 3%. The Statutory Cost-of-Living Adjustment shall be defined as that percentage amount included for California Community Colleges as contained in the 2007-2008 California State Budget Act to the extent that it is actually funded.

\*Example

Suppose the Statutory Cost-of-Living Adjustment for the 2007-08 school year for California

Community Colleges is 3.0%, then each cell of the salary schedule in effect for 2006-07 would be increased by the sum of 3.0%. However, if the cost of living adjustment for 2007-08 is 3.0% but is funded through the state budget at only 2.5%, then each cell of the salary schedule in effect for 2006-07 would be increased by 2.5%. If, at anytime during the term of this Agreement, the unfunded amount of 0.5% is restored or partially restored and paid to the District, it shall, to the extent paid to the District, be applied retroactively to the salary schedule for bargaining unit members in paid work status on the date the District is actually paid said funds by the state.

Additionally, if the District’s actual credit FTES growth for the 2006-07 year meets or exceeds 3%, as reported on the 2006-07 Second Principal Apportionment Report (P2), then each cell of the salary schedule for the 2007-08 school year shall be increased by an additional 1% effective July 1, 2007. However, if the actual credit FTES growth for the 2006-07 is 2.5%, the District will calculate the ratio of actual growth bears to 3% (2.5% divided by 3% or 0.83%) and each cell of the salary schedule for the 2007-08 school year shall be increased by an additional 0.83% effective July 1, 2007.

2008-2009 Salary

Effective July 1, 2008, the District shall provide for the 2008-2009 school year an increase equivalent to the Statutory Cost of Living Adjustment to each cell of the salary schedule in effect during the 2007-2008 school year for unit members. In addition, if the District exceeds the

Second Principal Apportionment Report (P2) for the previous year’s actual credit FTES by 3%, the District will increase each cell of the 2007-2008 salary schedule by an additional 1% effective July 1, 2008. If the actual credit FTES growth is less than 3%, the 1% increase will only be paid in the same ratio the actual growth bears to 3%. The Statutory Cost-of-Living Adjustment shall be defined as that percentage amount included for California Community Colleges as contained in the 2008-2009 California State Budget Act to the extent that it is actually funded.

\*Example

Suppose the Statutory Cost-of-Living Adjustment for the 2008-09 school year for California

Community Colleges is 3.0%, then each cell of the salary schedule in effect for 2007-08 would be increased by the sum of 3.0%. However, if the cost of living adjustment for 2008-09 is 3.0% but is funded through the state budget at only 2.5%, then each cell of the salary schedule in effect for 2007-08 would be increased by 2.5%. If, at anytime during the term of this Agreement, the unfunded amount of 0.5% is restored or partially restored and paid to the District, it shall, to the extent paid to the District, be applied retroactively to the salary schedule for bargaining unit members in paid work status on the date the District is actually paid said funds by the state.

Additionally, if the District’s actual credit FTES growth for the 2007-08 year meets or exceeds 3%, as reported on the 2007-08 Second Principal Apportionment Report (P2), then each cell of the salary schedule for the 2008-09 school year shall be increased by an additional 1% effective July 1, 2008. However, if the actual credit FTES growth for the 2007-08 is 2.5%, the District will calculate the ratio of actual growth bears to 3% (2.5% divided by 3% or 0.83%) and each cell of the salary schedule for the 2008-09 school year shall be increased by an additional 0.83% effective July 1, 2008.

Salary Dispute

Any dispute pertaining to the salary provisions contained herein for the 2007-08 and 2008-09 school years is subject to the Grievance Procedure of this Agreement except, however, that only the Federation may bring a grievance concerning such implementation and any such grievance must be filed within ten (10) days of notice from the District of any proposed implementation of these provisions. The District will notify the Federation concerning its calculations pursuant to the salary provisions contained herein. Such notification shall be in writing. If the Federation disagrees with the calculations, it shall notify the District within ten (10) days. Such notice of the disagreement shall include calculations prepared by the Federation. The District may implement its proposed calculations, the proposed calculations from the Federation, or attempt to resolve the disagreement.

If the matter cannot be satisfactorily implemented or resolved by mutual agreement, the parties shall agree to reopen negotiations regarding salaries, at which time these salary formula provisions shall be of no force or effect.

Coaching Stipends:

For Coaching Stipends refer to Exhibit D.

MFA Degree:

SALARY SCHEDULE "A" shall include the statement: A Master of Fine Arts (MFA) degree shall be compensated with a stipend equal to doctoral degree if a committee composed of two faculty and two management employees, all with doctoral degrees, determine the MFA is the terminal degree in an area of study equivalent to a doctorate degree and the MFA is awarded from an institution accredited at the time the degree was granted.

Part-Time (Adjunct) Teaching Credit for Initial Placement on the Salary Schedule

Effective July 1, 2004, initial placement on the salary schedule shall include part-time (adjunct) teaching credit (to include librarians, counselors, coordinators, colleges nurses, vocation training center and tutorial instructors) at any post-secondary institutions which are accredited by the appropriate regional accreditation agency at the time the teaching experience occurs, and must be verified by official documentation.

For each accumulated amount of thirty (30) lecture hour equivalents (LHE), one (1) year of placement shall be credited on the initial placement of the salary schedule up to a maximum of four (4) years. In no event shall placement exceed step 6 when part-time teaching experience is combined with full-time teaching experience. Example: A part-time faculty member who has taught 3.3 semesters at 9 LHE would be initially placed at Step 2.

Section 2. TRAVEL OFF CAMPUS/MILEAGE:

Travel compensation for teaching off-campus classes is based upon the principle that all unit members report to campus duty at their own expense. Additional travel required to perform a

District assignment is at District expense. Computation of the amount of travel compensation will be based upon the number of additional miles an off-campus assignment causes to be traveled over the miles traveled to teach on campus. Mileage compensation shall be at the rate per mile as established by the Internal Revenue Service (IRS) as the standard business deduction. The mileage rate shall become effective upon notification by the Chancellor. This provision does not apply to classes taught on overload.

Section 3. DIRECT DEPOSIT

The District shall, as soon as is practicable, implement electronic transfer of payroll to unit members' personal bank or trust account unless the unit member otherwise declines the electronic transfer by filing an appropriate written notice with the District Business Office.

Section 4. SALARY CLASSIFICATIONS:

A. CLASS 1

(1) Bachelor’s degree with a General Secondary or other valid credential granted prior to

1971 authorizing service in grades 13 and 14, OR

(2) Full-time valid vocational teaching credential granted prior to 1971 (e.g., two (2) year renewal Standard Designated Subjects Credential requiring three (3) years appropriate occupational experience) and no degree, OR

(3) Community College Instructor (or Health Services) Partial Fulfillment Credential [requiring a bachelor’s degree plus master’s degree in progress], OR

(4)\* Community College Instructor (or Health Services) Partial Fulfillment Credential [requiring a bachelor’s degree plus master’s degree in progress], OR

(5) Community College Instructor (or Health Services) Partial Fulfillment Credential [requiring a high school diploma plus six (6) years appropriate occupational experience and no additional college units], OR

(6) Community College Limited Service, or Special Limited Service, or Provisional Credential, OR

(7) Certificate of Qualification for Teaching Classes for Adults, OR

(8) Bachelor’s degree in a subject area normally taught at the community college level, OR

(9)\* Associate degree plus six (6) years appropriate occupational experience.

B. CLASS II

(1) Master’s degree, OR

(2) Bachelor’s degree plus forty-five (45) units subsequent to date of bachelor’s degree and Community College Instructor or other appropriate fulfilled credential, OR

(3) Full-time valid vocational teaching credential granted prior to 1971 [e.g., Life

Standard Designated Subjects Credential requiring three (3) years appropriate occupational experience] and an associate degree, or sixty (60) units, OR

(4) Full-time valid vocational teaching credential granted prior to 1971 [e.g., five (5) year renewal Vocational Class A Credential requiring three (3) years appropriate occupational experience, successful completion of a competency examination, and twenty-eight (28) college semester units], OR

(5)\* Community College Instructor or other appropriate fulfilled Credential [requiring an associate degree plus 6 units or sixty-six (66) units and 12 semester units of teacher training course work and four (4) years appropriate occupational experience], OR

(6)\* Community College Instructor or other appropriate fulfilled credential [requiring a high school diploma plus 24 college semester units including 12 units of teacher training course work and six (6) years appropriate occupational experience], OR

(7)\* Community College Instructor Partial Fulfillment Credential or any other appropriate Partial Fulfillment Credential [requiring a bachelor’s degree and two years appropriate occupational experience].

(8)\* Bachelor’s degree plus two (2) years appropriate occupational experience.

C. CLASS III

(1) Master’s degree plus thirty (30) units subsequent to date of master’s degree, OR

(2) Master’s degree and sixty (60) units subsequent to date of bachelor’s degree, OR

(3) Full-time valid vocational teaching credential granted prior to 1971 [e.g., Life

Standard Designated Subjects of five (5) year renewal Vocational Class A Credential requiring three (3) years experience as a journeyman, successful completion of a competence examination, twenty-two (22) or twenty-eight (28) units of professional college courses], and a bachelor’s degree, OR

(4) Full-time valid life vocational credential granted prior to 1971 [e.g., Life Vocational

Class A Credential requiring forty-eight (48) months teaching experience of which 21 are in California, twenty-eight (28) units of professional college courses], plus thirty (30) units subsequent to completion of the credential requirements.

(5)\* Community College Instructor or other appropriate fulfilled credential [requiring bachelor’s degree and two (2) years appropriate occupational experience].

(6)\* Master’s degree and two (2) years appropriate occupational experience.

(7)\* Bachelor’s degree and four (4) years appropriate occupational experience.

D. CLASS IV

(1) Master’s degree and forty-five (45) units subsequent to date of master’s degree, OR

(2) Master’s degree and seventy-five (75) units subsequent to date of bachelor’s degree,

OR

(3) Full-time valid vocational teaching credential granted prior to 1971 [e.g., Life Standard Designated Subjects Credential requiring three (3) years experience as a journeyman, successful completion of a competence examination, twenty-two (22) units of professional college counsel], and a master’s degree, OR

(4) Full-time valid life vocational credential granted prior to 1971 [e.g., Life Vocational

Class A Credential requiring forty-eight (48) months teaching experience of which twenty-one (21) are in California, and twenty-eight (28) units of professional college courses], plus forty-five (45) units subsequent to completion of the credential requirements, OR

(5)\* Community College Instructor Credential plus a master’s degree and two (2) years appropriate occupational experience.

(6)\* Master’s degree and four (4) years appropriate occupational experience.

E. CLASS V

(1) Earned doctorate’s degree, OR

(2) Master’s degree and sixty (60) units subsequent to date of master’s degree, OR

(3) Master’s degree and ninety (90) units subsequent to date of bachelor’s degree, OR

(4) Full-time valid vocational teaching credential granted prior to 1971 (e.g., Life

Standard Designated Subjects of five (5) year renewal Vocational Class A Credential requiring three (3) years experience as a journeyman, successful completion of a competence examination, twenty-two (22) or twenty-eight (28) units of professional college courses), and a master’s degree plus thirty (30) units subsequent to date of master’s degree, OR

(5) Full-time valid life vocational credential granted prior to 1971 (e.g., Life Vocational

Class A Credential requiring forty-eight (48) months teaching experience of which twenty-one (21) are in California, and twenty-eight (28) units of professional college courses), plus sixty (60) units subsequent to completion of credential requirements, OR

(6)\* Community College Instructor or other appropriate credential with a master’s degree, including sixty (60) units earned subsequent to the date of the bachelor’s degree, and two (2) years occupational experience.

(7)\* Master’s degree, including sixty (60) units subsequent to date of bachelors and four (4) years of occupational experience.

\*Applies only to vocational education assignments.

**ARTICLE XVIII**

**RETIREMENT AND RETIREES**

Section 1. EARLY RETIREMENT:

Unit members may elect to retire before the mandatory retirement age pursuant to the provisions of the State Teacher's Retirement Law and upon such early retirement the unit member's service with the District shall be considered terminated due to his/her taking early retirement.

Section 2. RETIREMENT CONTRIBUTION:

Unit members are required to contribute to the California State Teacher's Retirement System as

provided by State Teacher's Retirement Law. The District will contribute such sums to the State

Teacher's Retirement System as is required by law.

Section 3. EARLY RETIREMENT PROGRAM:

A. Eligibility:

(1) Applicants for this early retirement program must have a minimum of ten (10) consecutive years of service in the State Center Community College District in a position requiring certification. A year of service is defined as working seventy-five percent (75%) of the days required by the unit member's contract of employment, or on District-paid leaves.

(2) Applicants shall be between fifty-five (55) and sixty-four (64) years of age.

B. Compensation:

Annual compensation for approved projects (see #4 below) shall range between five thousand dollars ($5,000.00) and seven thousand five hundred dollars ($7,500.00) depending upon the number of days involved, conditioned upon the following contract terms:

1. In order to be eligible for this early retirement program, the member must retire from the

District and may not be employed in any position requiring contribution to the STRS.

2. Unit members contracted under this proposal shall be designated as consultants to the District. As consultants, they will be considered independent contractors. The District will not make contribution to OASDI.

3. Early retirement consultants shall be guaranteed annual renewable contracts for parttime service based upon the project or projects meeting a specific need of the District and providing the consultant=s work is performed in a satisfactory manner as determined by management. Projects will be subject to annual review by the administration. Such contracts shall not be renewable after the fifth (5th) college year.

4. Under the terms of this plan, the early retirement consultant shall perform such services for the District as may be mutually agreed upon. Services to be provided by the retiree under contract will vary with the individual but shall be limited to the following:

a. Demonstration teaching;

b. Working on staff development and in-service programs;

c. Assisting in the testing program;

d. Compiling test data;

e. Orienting and providing aid to new teachers;

f. Updating courses of study;

g. Articulation with high schools and colleges;

h. Observation and evaluation of programs;

i. Work with business and industry;

j. Review and develop college, division, and department goals and objectives;

k. Conduct surveys of current and former students;

l. Activities in any area of curriculum, business, or student personnel.

5. The following formula shall be used to determine the number of days, to the nearest whole figure, to be performed by the consultant.

Maximum Class IV, Step 25 Figure

(Not including doctorate) = 177 Days

$7500 x contract days

The actual dates of service will be determined on a mutually agreed-upon basis.

6. The early retirement consultant may choose to discontinue this program at the end of any contract year.

7. Application for this program shall be directed to the college president's office by January 1 of each college year. Late applications will not be considered. From those who apply, selection shall be made on the basis of available funds, and District need.

8. The project or projects proposed to be performed by an applicant must be mutually agreed upon by the applicant and the president of the college.

9. At the end of the contract, the consultant continues eligibility for retiree insurance benefits.

10. For purposes of this section, the school year shall be from August 1 to June 30.

Section 4. REDUCTION TO PART-TIME EMPLOYMENT STATUS PRIOR TO

RETIREMENT

A. Reduced load contracts for unit members may be issued only when a reduced load contract immediately precedes retirement from the District and the unit member is in paid work status, performing services during the semester(s) of any reduced load contract, pursuant to the following conditions:

(1) The unit member shall have reached his/her 55th birthday prior to reduction in workload;

(2) The unit member shall have served in a position in the District as a member of the bargaining unit for at least ten (10) years of which the immediately preceding five (5) years were full-time employment;

(3) During the period immediately preceding a request for a reduction in workload, the employee shall have been employed full time in a position requiring membership in this system for a total of at least five years without a break in service. For purposes of this subdivision, sabbaticals and other approved leaves of absence shall not constitute a break in service. Time spent on a sabbatical or other approved leave of absence shall not be used in computing the five-year full time service requirement prescribed by this section.

(4) The option of a reduced load contract shall be exercised at the request of the member and can be revoked only with the mutual consent of the District and the member.

(5) All reduced load contracts issued under this section must constitute at least a fifty percent (50%) assignment with corresponding pro rata pay on Salary Schedule "A."

The minimum number of duty days shall be equal to one-half (2) the number of individual unit members’ contract duty days.

(6) Unit members in the reduced load contract program shall be entitled to the same insurance benefits as though they were employed full-time. Time in service for purposes of determining step advancement on the salary schedule and sabbatical leave eligibility shall be as though they were employed fulltime, and sick leave shall be on a pro rata cumulative basis;

(7) The period of the reduced load contract, shall not exceed five (5) years.

(8) The member shall contribute to the State Teachers Retirement Fund the amount that would have been contributed had the member been employed full time.

(9) The District shall contribute to the State Teachers Retirement Fund an amount based upon the salary that would have been paid to the unit member had the unit member been employed full time and at the rate specified by the Board.

(10) The unit member must retire at the conclusion of the reduced load contract period.

Section 5. EARLY RETIREMENT INCENTIVE

A. Early Retirement Incentives Program for Full-time Certificated Bargaining Unit Members.

B. The Early Retirement Incentive Program set forth below, is only available and applicable to bargaining unit members who are in full-time work status with the District. Persons on a reduced load contract, in accordance with Section 4 immediately above, shall not be eligible to participate in this program.

C. Incentive stipends are to be paid in two equal installments. The first installment shall be paid shortly after separation. The second installment shall be paid in January of the tax year following retirement. To be eligible to receive the incentive stipend, the retiree must have applied for S.T.R.S. retirement and must begin receiving his/her S.T.R.S. retirement allowance immediately following retirement separation from the District.

Age on effective date of retirement: Incentive

Age 56: $14,000

Age 57: $12,000

Age 58: $10,000

Age 59: $ 8,000

Age 60: $ 6,000

Age 61: $ 4,000

Age 62 and older-No incentive.

To be eligible for the stipend, faculty must notify the District Office of intent to retire by April 30 of the year before their final school year of teaching. Exceptions to the notification deadlines must be approved by the chancellor. Faculty members must have 15 years with the District to be eligible.

In lieu of the above decreasing incentive, a special one-time-only incentive bonus of

$14,000.00 will be granted to any bargaining unit member age 56 or older who chooses to retire at the end of the fall term 2007 but no later than January 2, 2008, or who chooses to retire at the end of spring term 2008 but no later than June 30, 2008. In addition to paragraphs A, B and C above, faculty members must also have 15 years with the District to be eligible for this incentive. Faculty members planning to retire during 2007-08 must submit their letter of intent to the District no later than October 12, 2007, for retirement at the end of fall semester 2007, and November 16, 2007, for retirement at the end of the spring semester, 2008.

D. Faculty members retiring under this Early Retirement Incentive Plan may teach up to a one-fifth teaching load during the year immediately following retirement (August through June or Spring/Fall). Salary shall be on an hourly basis calculated upon the unit member's Schedule A salary at time of retirement. The total hourly compensation under this incentive program shall not exceed twenty (20%) percent of the unit member's Schedule A salary paid at the time of retirement, and in no event shall it exceed the maximum earnings allowed by S.T.R.S. Counselors, nurses, librarians and tutorial staff may work up to a one-fifth load within their area of expertise. Subsequent assignments under this Early Retirement Incentive Program must be mutually agreed upon on an individual basis at the discretion of the college president.

E. This Early Retirement Incentive Program for full-time certificated bargaining unit members shall be in effect for the term of this contract only, and shall expire at the end of the academic year on June 30, 2009, and shall thereafter not be considered a status quo by the parties.

**ARTICLE XIX**

**INTELLECTUAL PROPERTY RIGHTS**

1.0 Purpose

The District and the Federation have a mutual interest in establishing an environment that fosters and encourages the creativity of individual unit members. In accordance with that mutual goal, the purpose of this Article is to identify the owners of the copyrights to certain works that may be created by unit members.

2.0 Definitions

2.1 “Works” means any material that is eligible for copyright protection under the laws of the United States including but not limited to books, articles, dramatic and musical compositions, poetry, instructional materials (e.g. syllabi, lectures, student exercises, multimedia programs, and tests), fictional and non-fictional narratives, analyses (e.g. scientific, logical, opinion, or criticism), works of art and design, photographs, films, video and audio recordings, computer software, architectural and engineering drawings, and choreographic works and pictorial or graphic works fixed in any tangible medium or expression.

2.2 “Copyright Rights” shall include all rights recognized under Section 106 of the Copyright Act of 1976, as amended.

2.3 “Work for Hire” shall have the same meaning as provided under Section 101 of the

Copyright Act of 1976 as amended:

a. A District-supported work prepared within the scope of employment.

“District-Supported Work” shall mean a work produced that is the result of the unit member’s having received appreciable amounts of additional District support beyond that normally provided by the District in the performance of the member’s assignment. District-supported work does not include works made in the course of the unit member’s independent efforts.

b. A work specifically ordered or commissioned if the parties expressly agree in a written instrument signed by them that the work shall be considered a work for hire.

2.4 “Independent Efforts” shall mean that the ideas for the work came from the unit member; the work was not made with appreciable amounts of additional district support beyond that normally provided by the district in the performance of the unit member’s assignment; and the district is not responsible for the opinions expressed in the work by the author.

2.5 “License” means permission to use a work. An exclusive license gives the copyright owner sole permission to claim the work. A “non-exclusive license” is one that gives permission to use a work while that same work may also be used by the party who gave the permission and by others to whom permission is also given.

3.0 Copyright

3.1 Rights

Copyright rights of the unit members

The copyrights to works created by a unit member as independent efforts (as defined in Section 2.4) shall be owned by him/her, even if those works are created in connection with courses taught or other duties performed as unit members while they are employed by the District and in connection with their employment.

Copyright rights of the District

The District will own the copyright to any work created as a “work for hire” in accordance with the contractual definition. Any subsequent work created by the unit member as an independent effort that is related to the work for hire shall be the property of the unit member.

The unit member who created the “work for hire” shall have an option to acquire the work’s copyright by paying the District an amount of money agreed upon by the District and the unit member.

3.2 Non-exclusive license

Unit members in the performance of their normally assigned duties shall have a nonexclusive license to use works they created whose copyrights are owned by the District in the following ways: (1) to reproduce such works; (2) to distribute such works (for example, to students in classes); (3) to perform such works (for example, in classroom teaching, by web casting, or by broadcasting); (4) to display such works (for example, over the web); and (5) to create derivative works (for example, companion materials or updated versions). Unit members may do these things themselves, but may not authorize them to be done by others unless they first obtain the written consent of the District.

3.3 Exclusive License

Unit members shall have exclusive license to works owned by them but may through their written permission, provide a non-exclusive license to the District or to other unit members to use the work in a manner prescribed in the written permission by the unit members who own the works.

If the work is considered a “Work for Hire,” the copyright shall be owned by the District and may be assigned or licensed by the District without the consent or permission of the unit member.

3.4 The District and the unit member may enter into any other arrangement regarding the exercise of copyright in such works as may be agreeable to both parties, including licensing, releasing, or assigning back to the employee the fully copyrights in said works. Such agreements shall be in writing. (See Appendix for sample “Agreement to Purchase District Copyright.”)

4.0 Rights of Departing Unit Members

If a departing instructor owns the copyright of a program that the District desires to continue, the District shall pay the departing instructor the market-value price for obtaining the nonexclusive right of usage for the program or an otherwise mutually agreed upon price.

5.0 Recording of Course Sessions

By mutual agreement of the instructor and College President or designee, district education course sessions may be video taped.

6.0 Responsibilities

6.1 Registration of copyright

It shall be the responsibility of the party who owns the copyright to register that copyright with the United States Copyright Office.

6.2 Acquiring and paying for necessary rights from third parties

If the creation or use of a work requires rights to be acquired from third parties, such rights shall be acquired and paid for by the party who owns the copyright to that work. Unit members acknowledge that, in some cases, when the cost of acquiring those rights from third parties is paid by the District, this payment may constitute a “District-Supported Work,” thereby fixing the ownership of the copyright with the District.

6.3 Dispute resolution

Disputes between unit members and the District concerning this Article shall be resolved pursuant to the grievance procedures in Article XVI of this Agreement.

**AGREEMENT**

This Agreement made and entered into this 10th day of October, 2006, between the State Center

Community College District and the State Center Federation of Teachers Local 1533, CFT/AFT,

AFL-CIO, its successors and/or affiliates upon ratification as set forth in Article I of the Agreement and shall remain in full force and effect until the close of the workday of June 30, 2009.

This final settlement agreement concludes bargaining on all issues currently the subject of negotiations between the parties.

Signed and entered into this 26th day of January, 2007.

FOR THE COLLEGE DISTRICT FOR THE EXCLUSIVE REPRESENTATIVE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXHIBIT A

UNIT COMPOSITION

First contract, second contract, third contract, fourth contract, regular teachers, counselors, librarians, and school nurses who were employed full-time on Salary Schedule “A” on November 30, 1976, with the following exclusions:

A. Employees in positions designated as management by the Board of Trustees, including the chancellor, vice chancellors, college presidents, vice presidents, deans, and directors

(except Directors of Athletics).

B. All personnel compensated solely on Salary Schedule “C”, substitutes, both short-term and long-term.

C. All temporary employees as defined by Education Code sections 87470, 87482, and 87612.

This exclusion shall remain as set forth above until PERB rules otherwise.

It is further acknowledged by the Federation and the District that Coordinators are part of the bargaining unit. Should the District establish a new position or reclassify an existing position, the District will meet and negotiate whether the position is a bargaining unit position. If the District and Federation cannot agree, the matter shall be referred to the Public Employment Relations Board.

EXHIBIT B

SCCCD PERSONNEL SYSTEM

FACULTY SALARY SCHEDULE: A -- (YEARLY AMOUNTS)

Effective July 1, 2006

CLASS CLASS CLASS CLASS CLASS

Step I II III IV V

1 $48,917 $52,283 $55,204 $58,129 $ 61,045

2 $51,440 $54,810 $57,730 $60,651 $ 63,574

3 $53,965 $57,329 $60,253 $63,175 $ 66,097

4 $56,488 $59,859 $62,781 $65,699 $ 68,620

5 $59,015 $62,382 $65,305 $68,223 $ 71,145

6 $61,544 $64,910 $67,831 $70,755 $ 73,647

7 $64,066 $67,433 $70,351 $73,275 $ 76,197

8 $66,598 $69,958 $72,880 $75,802 $ 78,724

9 $69,118 $72,484 $75,404 $78,326 $ 81,251

10 $71,638 $75,004 $77,931 $80,855 $ 83,773

11 $74,169 $77,533 $80,453 $83,378 $ 86,296

12 $74,169 $80,053 $82,980 $85,901 $ 88,826

13 $74,169 $80,053 $85,505 $88,425 $ 91,345

14 $74,169 $80,053 $85,505 $88,425 $ 91,345

15 $74,169 $80,053 $85,505 $88,425 $ 91,345

16 $74,169 $80,053 $85,505 $88,425 $ 91,348

17 $76,693 $82,582 $88,030 $90,952 $ 93,874

18 $76,693 $82,582 $88,030 $90,952 $ 93,874

19 $76,693 $82,582 $88,030 $90,952 $ 93,874

20 $76,693 $82,582 $88,030 $90,952 $ 93,874

21 $79,219 $85,111 $90,555 $93,472 $ 96,397

22 $79,219 $85,111 $90,555 $93,472 $ 96,397

23 $79,219 $85,111 $90,555 $93,472 $ 96,397

24 $79,219 $85,111 $90,555 $93,472 $ 96,397

25 $81,742 $87,630 $93,081 $96,003 $ 98,923

26 $81,742 $87,630 $93,081 $96,003 $ 98,923

27 $81,742 $87,630 $93,081 $96,003 $ 98,923

28 $81,742 $87,630 $93,081 $96,003 $ 98,923

29 $81,742 $87,630 $93,081 $96,003 $ 98,923

30 $84,266 $90,154 $95,603 $98,526 $101,445

EXHIBIT C

\_\_\_\_\_\_\_\_\_\_\_\_

CERTIFICATED GRIEVANCE FORM Grievance No. \*

(For use by certificated bargaining unit members)

Employee name College Department

Date of alleged violation Date of informal discussion Date of oral response

Date of filing of this statement Specific articles and sections alleged to have been violated

Explanation of alleged violation, including all pertinent supportive facts.

Statement of relief, remedy, action believed necessary to resolve this grievance.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Receipt: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Response: \_\_\_\_\_\_\_\_\_\_\_\_

Level I: Step 1 – Supervisor response to grievance

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grievance Resolved:

Grievance Denied:

Date of Receipt: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Response: \_\_\_\_\_\_\_\_\_\_\_\_

Level I: Step 2 – Employee response to Step 1 decision and if not acceptable, reasons for appeal to Level II

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Decision Acceptable:

Appeal to Level II:

Date of Receipt: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Response: \_\_\_\_\_\_\_\_\_\_\_\_

Level II: Step 1 – College President/Designee response to grievance

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grievance Resolved:

Grievance Denied:

Date of Receipt: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Response: \_\_\_\_\_\_\_\_\_\_\_\_

Level II: Step 2 – Employee response to Step 1 decision and, if not

acceptable, reasons for appeal to Level III

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Decision Acceptable:

Appeal to Level III:

Date of Receipt: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Response: \_\_\_\_\_\_\_\_\_\_\_\_

Level III: Step 1 – Chancellor/Designee response to grievance

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grievance Resolved:

Grievance Denied:

Date of Receipt: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Response: \_\_\_\_\_\_\_\_\_\_\_\_

Level III: Step 2 – Employee response to step 1 decision and, if not acceptable, reasons for appeal to Level IV

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Decision Acceptable:

Appeal to Level IV:

Level IV: Final and Binding Decision of the Arbitrator

Date of Receipt: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Hearing: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Response: \_\_\_\_\_\_\_\_\_\_\_\_

EXHIBIT D

STATE CENTER COMMUNITY COLLEGE DISTRICT

2006-07 Stipends

Coaching Stipend

Baseball (Head Coach) $2,562.20

Baseball (Assistant Coach) $1,274.22

Basketball (Head Coach) $2,562.20

Basketball (Assistant Coach) $1,274.22

Cross Country (Head Coach) $2,562.20

Cross Country (Assistant Coach) $1,274.22

Football (Head Coach) $2,562.20

Football (Assistant Coach) $1,274.22

Golf (Head Coach) $2,562.20

Golf (Assistant Coach) $1,274.22

Soccer (Head Coach) $2,562.20

Soccer (Assistant Coach) $1,274.22

Softball (Head Coach) $2,562.20

Softball (Assistant Coach) $1,274.22

Tennis (Head Coach) $2,562.20

Tennis (Assistant Coach) $1,274.22

Track (Head Coach) $2,562.20

Track (Assistant Coach) $1,274.22

Volleyball (Head Coach) $2,562.20

Volleyball (Assistant Coach) $1,274.22

Wrestling (Head Coach) $2,562.20

Wrestling (Assistant Coach) $1,274.22

Water Polo (Head Coach) $2,562.20

Water Polo (Assistant Coach) $1,274.22

Badminton (Head Coach) $2,562.20

Badminton (Assistant Coach) $1,274.22

Athletic Director $2,562.20

Department Head (100%) $1,714.84

Earned Doctorate $1,830.03

Earned Master’s of fine Arts $1,830.30

Mentor (Full Year) $3,370.37

EXHIBIT E

AGREEMENT TO PURCHASE DISTRICT COPYRIGHT

This agreement is between the State Center Community College District and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who is a unit member represented by the State Center Federation of

Teachers. In compliance with Article XIX Intellectual Property Rights,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wishes to purchase the District’s right to copyright the below

described material(s), and the District agrees to convey their rights in these materials for the sum of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Compensation for these rights is due and payable upon each party signing this purchase agreement.

The description of the materials for which the right to copyright is being purchased is as follows:

EXHIBIT F

**Side Letter of Agreement Regarding Voluntary Transfer**

Article XIII - Faculty Conditions, Section 8 - Transfer and Reassignment

Voluntary transfer will only apply to regular faculty members. If the immediate supervisor does not accept the department recommendation, he/she will meet and notify the department of the

reason or reasons.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

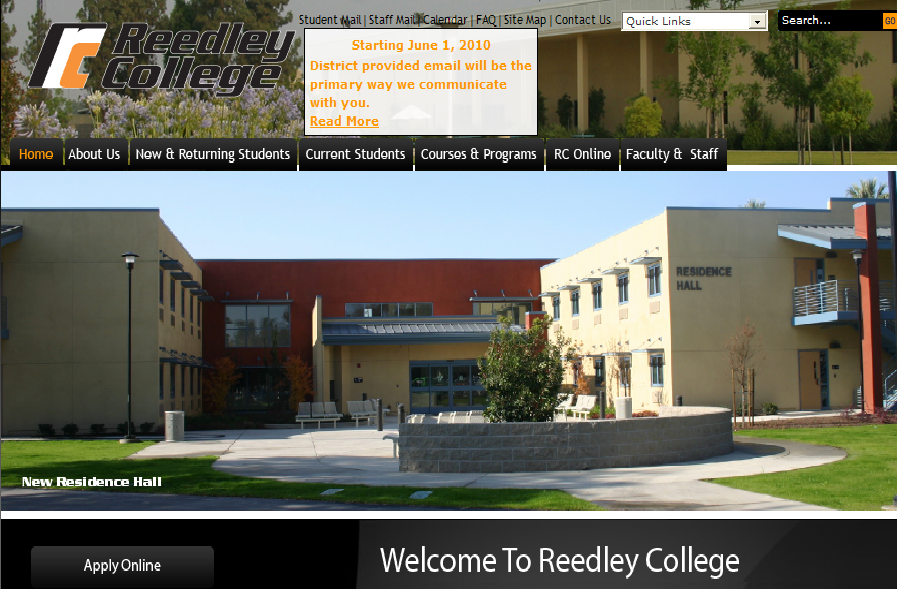
Randy Rowe Date

Associate Vice Chancellor, Human Resources

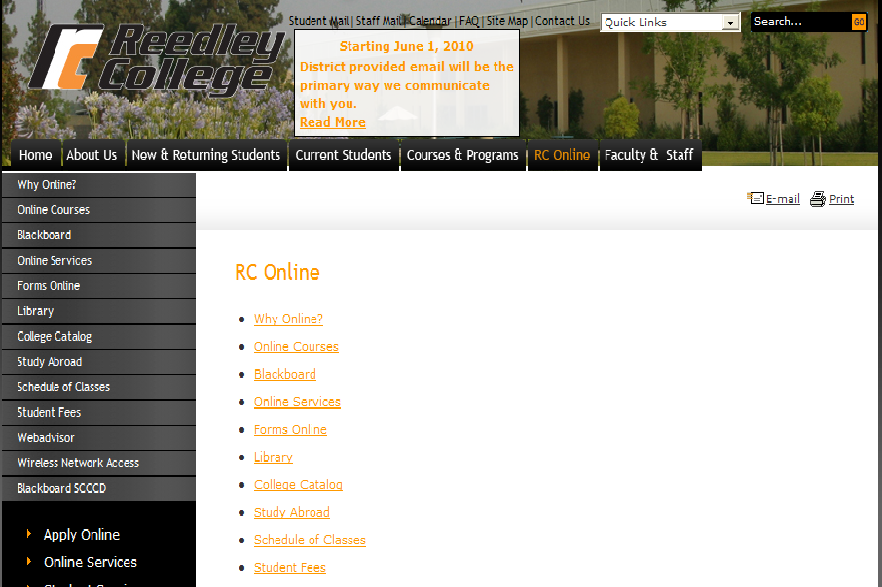
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCFT Representative Date

**Addendum C Reedley College Website Homepage**

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**Addendum D Distance Education Homepage**

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**Addendum E Distance Education Organizational Chart**

RC Distance Education Coordinator

Reedley College Technology Advisory Committee

College Council

Distance Education Committee

Reedley College

President

Reedley College

Vice President of Instruction

RC/NC Director of Technology

**Addendum F Board Agendas and Minutes Reflecting Curriculum Changes for 2009-2010**

Matters pertaining to curriculum in Fall 2010 were submitted to the Board of Trustees on December 8, 2009. The agenda and minutes for that meeting are available at:

[**http://retrieve.scccd.edu/trustees/calendar09.html**](http://retrieve.scccd.edu/trustees/calendar09.html)

The Agenda and Minutes pertaining to curriculum considered during Spring 2010 are also found at the above URL. The changes were submitted to the Board at their meeting of June 1, 2010 and are reflected in the Agenda and Minutes for that meeting.

[**http://www.scccd.edu/index.aspx?page=183**](http://www.scccd.edu/index.aspx?page=183)

The Agenda and Minutes pertaining to curriculum considered during Spring 2010 are also found at the above URL. The changes were submitted to the Board at their meeting of June 1, 2010 and are reflected in the Agenda and Minutes for that meeting.

**Addendum G Administrative Regulation on Distance Education**

AR 4105

**Distance Education**

The Academic Senates are developing and recommending to the District, “Distance Education Guidelines.” When completed this Administrative Regulation and all other appropriate aspects of Distance Education shall be reviewed for compliance with the approved guidelines.

Course Approval

Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designated to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

Certification

When approving distance education courses, the Vice President of Instruction will certify the following:

1. Course Quality Standards: The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.
2. Course Quality Determinations: Determinations and judgments about the quality of the distance education course are made with the full involvement of the Curriculum Committee.
3. Instructor Contact: Each section of the course that is delivered through distance education will include regular effective contact between instructor and students through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, electronic mail or other activities.

1

AR 4105

**Distance Education** (continued)

Duration of Approval

All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

**Faculty Selection**

Instructors will be selected by the same procedures as other instructor assignments.

Reference: Title 5 Section 55200 et seq.

Adopted by Chancellor’s Cabinet: August 18, 2008

2

**Addendum H Course outline of Record for Distance Education**

**CURRICULUM COMMITTEE  
REQUEST FOR APPROVAL OF A COURSE VIA DISTANCE LEARNING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Course ID# |  | Course Title |  | Units |

Requested Mode of delivery

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Live Interactive TV (2-way) | | |  | TV/Video (1-way) |  | 100% Internet-based |
|  | Hybrid |  | % on campus |  | Other |  |  |

|  |  |  |
| --- | --- | --- |
| 1. |  | Course has received prior approval in a different distance learning mode |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. | The reason(s) that this course is being considered for distance learning is/are: | | |
|  |  |  | |
|  | | To reach students in remote areas whose attendance at a regular District site is inconvenient. |
|  | | To provide a specialty course for students at one or more sites where there is not a sufficient pool of students to warrant traditional classroom instruction. |
|  | | To recruit and support students who would not otherwise have initial access to the District. |
|  | | To serve the community and business institutions by providing work-site courses for public agencies and private companies whose employees require special training. |

It is understood that:

* **The course listed above will follow an existing RC course outline.**
* **The distance learning mode of delivery will not adversely affect the enrollments on campus.**
* **Instructor is aware the course must be in compliance with requirements regarding EIT (Electronic and Information Technology) pursuant to Section 508 of the Rehabilitation Act and provisions of California Government Code Section 11135.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3. | | What adjustments to the ways in which the course is delivered or presented to students will be necessary in order to offer it in the distance learning mode? (Add a second sheet if necessary to outline units in the course.) | | |
| 4. | | | What provisions will you make for regular effective contact between instructors and students? | |
|  | | | Announcements/Bulletin Boards |
|  | | | Discussion Board/Chat Rooms |
|  | | | Email communication/Correspondence |
|  | | | Schedule Face-to-face meetings, such as orientation, classes, field trips or workshops |
|  | | | Face-to-face examinations |
|  | | | Voice mail/Telephone contact |
|  | | | Individualized instructor feedback |
|  | | | Other(explain) |
|  | | | The instructor will provide opportunities for students to schedule one-on-one meetings. |

|  |  |
| --- | --- |
| 5. | What other pertinent information should be shared with the committee? |

**Addendum I Reedley College Curriculum Packet**

**PROPOSED PROGRAM MODIFICATIONS**

**EFFECTIVE FALL 2009**

Approved and Recommended by the Curriculum Committee

To ECPC May 11, 2010

Agriculture Business Intern Certificate of Achievement, 15 units Changed title to *Agriculture Business Management*. State Chancellor’s Office approved this Certificate of Achievement with the new title in December 2009. (voc)

**PROPOSED COURSE DELETIONS**

**EFFECTIVE SPRING 2010**

Approved and Recommended by the Curriculum Committee

To ECPC May 11, 2010

CREDIT, DEGREE APPLICABLE

1. **Art 130A Computer Drawing and Design I, 3 units.** This course is non-transferable to the CSU/UC systems and is applicable only to a degree at RC. Students do not register for non-transferable art classes. (unique)
2. **Art 141 Computerized Multimedia, 3 units.** This course is non-transferable to the CSU/UC systems and is applicable only to a degree at RC. Students do not register for non-transferable art classes. (unique)
3. **Art 142 Computer Animation/3D, 3 units.** This course is non-transferable to the CSU/UC systems and is applicable only to a degree at RC. Students do not register for non-transferable art classes. (unique)
4. **Art 144 Digital Video Editing, 3 units.** This course is non-transferable to the CSU/UC systems and is applicable only to a degree at RC. Students do not register for non-transferable art classes. (unique)
5. **Biology 4 Principles of Zoology, 5 units.** This course has been replaced with the Biol 11A / Biol 11B series. We will no longer offer this course. (common)
6. **Biology 6 Principles of Botany, 5 units.** This course has been replaced with the Biol 11A / Biol 11B series. We will no longer offer this course. (common)
7. Environmental Horticulture 19V Cooperative Work Experience, Environmental Horticulture, 1-8 units. Course no longer needed as a component of Associate’s Degree or Certificate Program. (voc) *(unique)*
8. Environmental Horticulture 45 Turgrass Management, 3 units. Course no longer needed as a component of Associate’s Degree or Certificate Program. (voc) (unique)
9. Environmental Horticulture 46 Landscape Irrigation, 3 units. Course no longer needed as a component of Associate’s Degree or Certificate Program. (voc) (unique)
10. Environmental Horticulture 47 Plant Materials and Usage II, 3 units. Course no longer needed as a component of Associate’s Degree or Certificate Program. (voc) (unique)

CREDIT, NON-DEGREE APPLICABLE

1. English 258 Reading for Word Use, 1 unit. Created in spring 1997 but has never been offered. (unique)
2. Environmental Horticulture 260A Advanced Floral Design, 1 unit. Course no longer needed. (voc)(unique)
3. Environmental Horticulture 260B Wedding Floral Arranging, 1 unit. Course no longer needed. (voc) (unique)
4. **Environmental Horticulture 260C Floral Design Capstone Seminar, 1 unit**. Course no longer needed. (voc) (unique)
5. **Environmental Horticulture 260D Accounting & Business Procedures, 1.5 units**. Course no longer needed. (voc) (unique)
6. **Environmental Horticulture 260E Display Merchandising & Salesmanship, 1.5 units**. Course no longer needed. (voc) (unique)
7. **Environmental Horticulture 260F Arboriculture I, 1 unit**. Course no longer needed. (voc)(unique)
8. **Environmental Horticulture 260G Arboriculture II, 1 unit**. Course no longer needed.(voc) (unique)
9. **Environmental Horticulture 260H Arboriculture III, 1.5 units.** Course no longer needed.(voc) (unique)
10. **Environmental Horticulture 260I Sports Turf Management, .5 unit**. Course no longer needed. (voc) (unique)
11. **Environmental Horticulture 260J CCN Nursery Seminar, 1 unit**. Course no longer needed. (voc) (unique)
12. **Environmental Horticulture 260K Intermediate Landscape Design/CAD, 1 unit**. Course no longer needed. (voc) (unique)
13. **Environmental Horticulture 260L Organic Farming in the San Joaquin Valley, .5 unit**. Course no longer needed. (voc) (unique)
14. **Environmental Horticulture 260M Intermediate Irrigation Principles, 1.5 units**. Course no longer needed. (voc) (unique)
15. **Environmental Horticulture 260N Tournament of Roses Parade Field Trip, 1 unit**. Course no longer needed. (voc) (unique)
16. **Environmental Horticulture 260O San Francisco Flower & Garden Show Field Trip, .5 unit**. Course no longer needed. (voc) (unique)
17. **Environmental Horticulture 260P Filoli Garden Tour, .5 unit**. Course no longer needed. (voc) (unique)
18. **Environmental Horticulture 260Q Gardens of the Paso Robles Wineries Tour, .5 unit**. Course no longer needed. (voc) (unique)
19. **Environmental Horticulture 260R Food & Vegetable Preservation, .5 unit**. Course no longer needed. (voc) (unique)
20. **Environmental Horticulture 260S Cooking Vegetables from the Garden I, .5 unit**. Course no longer needed. (voc) (unique)
21. **Environmental Horticulture 260T Cooking Vegetables from the Garden II, .5 unit**. Course no longer needed. (voc) (unique)
22. **Environmental Horticulture 260U Pruning Plants Japanese Style, .5 unit**. Course no longer needed. (voc) (unique)
23. **Environmental Horticulture 260V Designing Floral Arrangements with Plants from your Garden, 1 unit**. Course no longer needed. (voc) (unique)
24. **Environmental Horticulture 260W Golf Course Evaluation Tour, 1.5 units**. Course no longer needed. (voc) (unique)
25. **Environmental Horticulture 260X Advanced Landscape Design/CAD, 1.5 units**. Course no longer needed. (voc) (unique)
26. **Environmental Horticulture 260Y Vegetable Market Tour, .5 unit** . Course no longer needed. (voc) (unique)
27. **Environmental Horticulture 260Z Equipment Field Service & Maintenance, .5 unit**. Course no longer needed. (voc) (unique)
28. **Environmental Horticulture 260AA Environmental Issues, 1unit**. Course no longer needed. (voc) (unique)
29. **Environmental Horticulture 260AJ Hearst Castle Garden Tour, .5 unit**. Course no longer needed. (voc) (unique)
30. **Environmental Horticulture 260AK Bonsai Plants, .5 unit**. Course no longer needed. (voc) (unique)
31. **Environmental Horticulture 260AL Pond Construction & Care, .5 unit**. Course no longer needed. (voc) (unique)
32. **Environmental Horticulture 260AM Ornamental Plant Identification III, 1.5 units**. Course no longer needed. (voc) (unique)
33. **Environmental Horticulture 260AN Garden and Holiday Night Lighting, 1.5 units**. Course no longer needed. (voc) (unique)
34. **Environmental Horticulture 260AO Getty Museum and Garden Tour, .5 unit**. Course no longer needed. (voc) (unique)
35. **Environmental Horticulture 260AP Daffodil Hill, .5 unit**. Course no longer needed. (voc) (unique)
36. **Environmental Horticulture 260AQ Huntington Library & Botanical Gardens, .5 unit**. Course no longer needed. (voc) (unique)
37. **Environmental Horticulture 260AR Gardens Of California Missions, .5 unit**. Course no longer needed. (voc) (unique)
38. **Environmental Horticulture 260AS Asian Vegetable Specialties, .5 unit**. Course no longer needed. (voc) (unique)
39. **Environmental Horticulture 260AT Landscape Maintenance Practices For Hispanic Gardeners, .5 unit**. Course no longer needed. (voc) (unique)
40. **Environmental Horticulture 260AU Mediterranean Garden Design, 1.5 units**. Course no longer needed. (voc) (unique)
41. **Environmental Horticulture 260AV Spanish Garden Design, 1.5 units**. Course no longer needed. (voc) (unique)
42. **Environmental Horticulture 270 Xeriscape/Appropriate Horticulture, 1.5 units**. Course no longer needed. (voc) (unique)
43. **Environmental Horticulture 271 Landscape Maintenance, 1.5 units**. Course no longer needed. (voc) (unique)
44. **Environmental Horticulture 271A Advanced Maintenance/Arboriculture, 1.5 units**. Course no longer needed. (voc) (unique)
45. **Environmental Horticulture 272 Irrigation Principles, 1.5 units**. Course no longer needed. (voc) (unique)
46. **Environmental Horticulture 272A Advanced Irrigation Principles, 1.5 units**. Course no longer needed. (voc) (unique)
47. **Environmental Horticulture 273 Ornamental Plant Identification, 1.5 units**. Course no longer needed. (voc) (unique)
48. **Environmental Horticulture 274 Landscape Planning, 1.5 units**. Course no longer needed. (voc) (unique)
49. **Environmental Horticulture 274A Advanced Landscape Planning, 1.5 units**. Course no longer needed. (voc) (unique)
50. **Environmental Horticulture 275 Landscape Installation, 1.5 units**. Course no longer needed. (voc) (unique)
51. **Environmental Horticulture 276 Ornamental Plant Identification II, 1.5 units**. Course no longer needed. (voc) (unique)
52. **Environmental Horticulture 277 Basic Pest Management, 1.5 units**. Course no longer needed. (voc) (unique)
53. **Environmental Horticulture 277A Advanced Pest Management, 1.5 units**. Course no longer needed. (voc) (unique)
54. **Environmental Horticulture 278 Turf Management, 1.5 units**. Course no longer needed. (voc) (unique)
55. **Environmental Horticulture 279 Colorscaping in the Garden, 1.5 units**. Course no longer needed. (voc) (unique)
56. **Natural Resources 60A Riparian Habitat, 1 unit**. Course no longer needed. (voc) (unique)
57. **Natural Resources 260 Selected Technical Field Studies, 1 unit**. Course no longer needed. (voc) (unique)
58. **Natural Resources 261 Emergency Skills Training, 1 unit**. Course no longer needed. (voc) (unique)
59. **Natural Resources 270 Basic Firefighter Training I, 1 unit**. Course no longer needed. (voc) (unique)
60. **Natural Resources 271 Basic Firefighter Training II, 1 unit**. Course no longer needed. (voc) (unique)

NON-CREDIT

**English 372 Assistance in College Writing, 0 units.** Did not receive state approval.(unique)

**PROPOSED COURSE MODIFICATIONS**

**EFFECTIVE SPRING 2010**

Approved and Recommended by the Curriculum Committee

To ECPC May 11, 2010

CREDIT, NON-DEGREE APPLICABLE

**Office Technology 260C Upgrade your Skills to Word 2007, 1 unit, 1lecture hour**. Revised title to ***Using Word***, units to ***.5***, hours to ***.5***, catalog description. (voc) (unique)

**NEW COURSE PROPOSALS**

**EFFECTIVE SPRING 2010**

Approved and Recommended by the Curriculum Committee

To ECPC May 11, 2010

CREDIT, NON-DEGREE APPLICABLE

1. **Office Technology 260D Using Excel, .5 unit, 9 lecture hours, pass/no pass option, 0 repeats**. This course is designed for anyone who wishes to develop an understanding of the basic operations of Microsoft Excel spreadsheets, and how to apply that understanding to real-world topics. Topics may include discovering the difference between earlier versions of Excel and the current version, and may also include creating and formatting worksheets, using formulas and functions, and creating graphs. (voc) (unique)
2. **Office Technology 260E Using PowerPoint, .5 unit, 9 lecture hours pass/no pass option 0 repeats**. This course is designed for anyone who wishes to develop an understanding of the basic operations of Microsoft PowerPoint, and how to apply that understanding to real-world topics. Topics may include discovering the difference between earlier versions of PowerPoint and the current version, and may also include creating, formatting and editing slides, using transitions, using design templates, using clip art and graphics, and using video/sound in a presentation. (voc) (unique)
3. **Special Studies 277 Ceramic Kiln Building, 1 unit, .5 lecture hour, 1.5 lab hours, pass/no pass option.** Students in this course will build a kiln for firing ceramics. In addition to building the kiln, students will be taught kiln design, kiln operation, kiln types and construction techniques for a variety of kiln types. (unique)

**PROPOSED COURSE DELETIONS**

**EFFECTIVE FALL 2010**

Approved and Recommended by the Curriculum Committee

To ECPC May 11, 2010

**CREDIT, DEGREE APPLICABLE**

1. Art 13X Watercolor Painting, 2 units. This event class has not been taught for several semesters due to its consistently low enrollment. (unique)
2. **Biology 100 Survey Anatomy and Physiology, 3 units.** Course not offered.(unique)
3. **English 72B Tutoring Writing Across the Curriculum and Online, 2 units.** No longer in use. (unique)
4. **English 72C Walk-in Tutoring Theory & Practice, 2 units.** No longer in use. (unique)
5. **Physical Educational 19V Cooperative.** Course not offered.(unique)

**CREDIT, NON-DEGREE APPLICABLE**

1. **Child Development 206 Family Child Care Health and Safety, 2 units.** This course was designed as part of a grant with Verizon which we never received, so it is no longer needed, nor was it ever offered. (voc)(unique)
2. **Child Development 207 Starting a Family Child Care, 2 units**. This course was designed as part of a grant with Verizon which we never received, so it is no longer needed, nor was it ever offered. (voc) (unique)
3. **English 254 Sentence Writing, 2 units.** No longer in use. (unique)
4. **English as a Second Language 206 English as a Second Language for Child Development, 2 units, 2 lecture hours.** Course was designed and offered once as a learning community with a Child Development course which no longer exists.(unique)

**PROPOSED COURSE MODIFICATIONS**

**EFFECTIVE FALL 2010**

Approved and Recommended by the Curriculum Committee

To ECPC May 11, 2010

**CREDIT, DEGREE APPLICABLE**

1. **Art 1 Art Basics: 2/3 Dimensional Design, 3 units, 2 lecture hours, 4 lab hours.** Revised student learning outcomes. (unique)
2. **Art 5 Art History 1, 3 units, 3 lecture hours.** Revised student learning outcomes. (common)
3. **Art 6 Art History 2, 3 units, 3 lecture hours.** Revised student learning outcomes and texts. (common)
4. **Art 6H Honors Art History 2, 3 units, 3 lecture hours.** Revised student learning outcomes and texts. (common)
5. **Art 7 Beginning Drawing, 3 units, 2 lecture hours, 4 lab hours.** Revised student learning outcomes. (common)
6. **Art 9 Beginning Painting: Oil/Acrylic, 3 units, 2 lecture hours, 4 lab hours.** Revised student learning outcomes. (common)
7. **Art 10 Beginning Ceramics, 3 units, 2 lecture hours, 4 lab hours.** Revised student learning outcomes. (common)
8. **Art 13 Beginning Watercolor Painting, 3 units, 2 lecture hours, 4 lab hours.** Revised student learning outcomes and texts. (common)
9. **Art 17 Intermediate Drawing, 3 units, 2 lecture hours, 4 lab hours.** Revised student learning outcomes. (common)
10. **Art 19 Intermediate Painting: Oil/Acrylic, 3 units, 2 lecture hours, 4 lab hours.** Revised student learning outcomes. (common)
11. **Art 20 Intermediate Ceramics, 3 units, 2 lecture hours, 4 lab hours.** Revised student learning outcomes. (common)
12. **Art 23 Intermediate Watercolor Painting, 3 units, 2 lecture hours, 4 lab hours.** Revised student learning outcomes. (common)
13. **Art 30A Illustrator: Beginning Computer Drawing and Design, 3 units, 2 lecture hours, 4 lab** **hours.** Revised student learning outcomes and texts. (unique)
14. **Art 30B Illustrator: Intermediate Computer Drawing and Design, 3 units, 2 lecture hours, 4 lab** **hours**. Revised student learning outcomes and texts. (unique)
15. **Art 37A Photoshop: Digital Visual Art, 3 units, 2 lecture hours, 4 lab hours.** Revised student learning outcomes and texts. (unique)
16. **Art 37B Photoshop: Digital Visual Art, 3 units, 2 lecture hours, 4 lab hours.** Revised student learning outcomes and texts. (unique)
17. **Art 38 Painter: Computer Digital Imaging, 3 units, 2 lecture hours, 4 lab hours.** Revised student learning outcomes and texts. (unique)
18. **Art 41 Computerized Multi-media, 3 units, 2 lecture hours, 4 lab hours.** Revised student learning outcomes. (unique)
19. **Art 42 Computer Animation/3D, 3 units, 2 lecture hours, 4 lab hours.** Revised student learning outcomes. (unique)
20. **Art 43 Independent Project Studio, 2-3 units, 1-2 lecture hours, 3-4 lab hours.** Revised catalog description, prerequisites to ***Art 7 or 9 or 10 or 13 or 30A or 37A or 38*** and student learning outcomes. (unique)
21. **Art 44 Digital Video Editing, 3 units, 2 lecture hours, 4 lab hours.** Revised student learning outcomes. (unique)
22. Aviation Maintenance Technology 1, 17.5 units, 15 lecture hours, 15 lab hours. Revised student learning outcomes, objectives, content outline, texts, and methods of grading. (voc) (unique)
23. Aviation Maintenance Technology 2, 17.5 units, 15 lecture hours, 15 lab hours. Revised advisories to *Eligibility for English 125, 126, Mathematics 101, and Aviation Maintenance Technology 1*, student learning outcomes, objectives, content outline, texts, and methods of grading. (voc) (unique)
24. Aviation Maintenance Technology 3, 17.5 units, 15 lecture hours, 15 lab hours. Revised advisories to *Eligibility for English 125, 126, Mathematics 101, Aviation Maintenance Technology 1 and 2*, prerequisites to *none* student learning outcomes, objectives, content outline texts, and methods of grading. (voc) (unique)
25. Aviation Maintenance Technology 4, 17.5 units, 15 lecture hours, 15 lab hours. Revised advisories to *Eligibility for English 125, 126, Mathematics 101, Aviation Maintenance Technology 1 and 2*, prerequisites to *None*, student learning outcomes, objectives, content outline texts, and methods of grading. (voc) (unique)
26. Biology 20 Human Anatomy, 4 units, 3 lecture hours, 3 lab hours. Revised prerequisites *Biology 1 or 5 or 11A*, student learning outcomes, lab content, texts, and special facilities. (common)
27. **Biology 22 Human Physiology, 5 units, 4 lecture hours, 3 lab hours.** Revised student learning outcomes and texts.(common)
28. **Biology 31 Microbiology, 5 units, 3 lecture hours, 6 lab hours.** Revised grading basis to ***grading scale only,*** prerequisites to ***Biology 1 or 5 or 11A and Chemistry 3A or 1A***, student learning outcomes, objectives, texts, methods of grading, and grading scale. (common)
29. **Chemistry 8 Elementary Organic Chemistry 3 units, 3 lecture hours. Basic Skills Advisories: Eligibility for English 125 and 126. Subject Advisories: Mathematics 103. Prerequisites: Chemistry 1A or 3A.** Revised advisories to ***Eligibility for English 125 and126***, student learning outcomes, objectives, content outline, texts, and methods of grading. (in-lieu FCC’s CHEM 8A)
30. Child Development 2 Introduction to Early Childhood Education 2 units, 2 lecture hours. Revised content outline and texts. (voc) (unique)
31. Child Development 5 Parent Education, 3 units, 3 lecture hours. Revised catalog description, student learning outcomes, objectives, content outline, multicultural paragraph, methods of grading, grading scale, and texts. (voc) (common)
32. **Child Development 6 Health, Safety and Nutrition in Early Childhood Education 3 units, 3 lecture hours.** Revised textbooks. (voc) (common)
33. **Child Development 7 Infant-Toddler Development and Care 3 units, 2 lecture hours, 3 lab hours. Advisories: Eligibility for English 125 and 126.** Revised lecture content outline, removed lab content outline, revised texts, and methods of grading. (voc) (in-lieu FCC’s CHDEV 17A)
34. **Child Development 7A Advanced Infant Toddler Development and Care 3 units, 3 lecture hours. Advisories: Eligibility for English 125 and 126. Prerequisites: Child Development 7.** Revised course objectives, texts, and methods of grading. (voc) (in-lieu FCC’s CHDEV 17B)
35. Child Development 8A Introduction to School Age Child Care, 3 units, 2 lecture hours, 3 lab hours. Revised student learning outcomes, content outline, and texts. (voc) (unique)
36. **Child Development 8B School-Age Child Care 3 units, 3 lecture hours. Advisories: Eligibility for English 125 and 126.** Revised student learning outcomes, texts, and methods of grading. (voc) (common)
37. Child Development 12 Child Abuse, 3 units, 3 lecture hours. Revised student learning outcomes, objectives, content outline, texts, and methods of grading. (voc) (common)
38. **Child Development 33A Early Childhood Curriculum: Emphasis on Art Drama Music and Movement 3 units, 3 lecture hours.** Revised content outline, texts, and methods of grading. (voc) (in-lieu CHDEV 3)
39. **Child Development 33B Early Childhood Curriculum: Emphasis on Math, Science and Literacy 3 units, 3 lecture hours.** Revised content outline, texts, and methods of grading. (voc) (unique)  
     **Child Development 40B Advanced Administration of Childhood Programs 3 units, 3 lecture hours.** Revised catalog description, student learning outcomes, objectives, content outline, texts, and methods of grading. (voc) (common)
40. **Child Development 45 Supervision of Adults in ECE Classrooms 2 units, 2 lecture hours.** Revised student learning outcomes and special facilities. (voc) (common)
41. Child Development 47 Emergent Literacy 3 units, 3 lecture hours. Revised student learning outcomes, content outline, texts, methods of grading. (voc) (unique)
42. **Child Development 49 Guidance for Young Children 2 units, 2 lecture hours. Advisories: Eligibility for English 125 and 126.** Revised title to ***Guidance for Young Children***, units to ***3,*** hours to ***3,*** catalog description, student learning outcomes, objectives, content outline, texts, and methods of grading. (voc) (unique)
43. Communication 1 Public Speaking, 3 units, 3 lecture hours. Revised catalog description, student learning outcomes, objectives, content outline, texts, methods of grading. (common)
44. **Communication 1H Honors Public Speaking, 3 unit, 3 lecture hours.** Revised catalog description, student learning outcomes, objectives, and content outline. (common)
45. **Communication 4 Persuasion.** Revised student learning outcomes and content outline. (common)
46. **Communication 12 Fundamentals of Interpretation 3 units, 3 lecture hours.** Revised catalog description, student learning outcomes, objectives, content outline, texts, and methods of grading. (common)
47. **Communication 15 Computer-Mediated Communication 3 units, 3 lecture hours.** Revised student learning outcomes and methods of grading. (unique)
48. **English 15F Creative Writing: Screenwriting, 3 units, 3 lecture hours.** Revised student learning outcomes, texts, and methods of grading. (unique)
49. **Film 1 Film Appreciation, 3 units, 3 lecture hours.** Revised catalog description, student learning outcomes, objectives, content outline, and methods of grading. (common)
50. **History 11 History of the United States to 1877, 3 units, 3 lecture hours.** Revised title student learning outcomes and texts. (common)
51. **History 12 History of the United States since 1877, 3 units, 3 lecture hours.** Revised title student learning outcomes and texts. (common)
52. **History 12H Honors History of the United States since 1877, 3 units, 3 lecture hours.** Revised title student learning outcomes and texts. (common)
53. **Journalism 1 Introduction to Mass Communications 3 units, 3 lecture hours.** Revised student learning outcomes, objectives, texts, multicultural statement, methods of assessment, and added to RC General Education Area B2. (common)
54. **Journalism 3 News Writing 3 units, 3 lecture hours.** Revised student learning outcomes, objectives, content outline, texts, global/multicultural statement, and methods of grading. (common)
55. **Journalism 7 Writing by Design: Publication and Production, 3 units, 3 lecture hours. Advisories: Eligibility for English 125.** Revised student learning outcomes, objectives, texts, and methods of grading. (unique)
56. **Journalism 8 Newspaper Staff 1-3 units, 3-9 lab hours. Eligibility for English 125 and 126.** Revised title to ***Student Publication Staff***, units to ***3***, hours to ***9,*** catalog description, student learning outcomes, objectives, content outline, texts, methods of grading, and educational materials. (unique)
57. **Mechanized Agriculture 20 Equipment Technician: Diesel Engines, Service Fundamentals, Machine Systems 11 units, 8 lecture hours, 9 lab hours.** Revised catalog description, student learning outcomes, objectives, content outline, texts, and methods of grading. (voc) (unique)
58. **Mechanized Agriculture 30 Equip Tech: Electrical, Hydraulic Systems, & Welding 11 units, 8 lecture hours, 9 lab hours. Advisories: Eligibility for English 125, 126, and Mathematics 101.** Revised student learning outcomes, objectives, content outline, and methods of grading. (voc) (unique)
59. **Mechanized Agriculture 31 Equipment Technician: Fuel Systems & Machine Undercarriage 8 units, 6 lecture hours, 6 lab hours. Advisories: Eligibility for English 125, 126, and Mathematics 101.** Revised student learning outcomes, objectives, content outline, texts, and methods of grading. (voc) (unique)
60. **Photography 1 Basics of Digital Photography, 3 units, 3 lab hours.** Revised student learning outcomes. (in-lieu FCC’s PHOTO 5)
61. Physical Education 1 Adapted Physical Education 1 unit, 2 lab hours. Revised student learning outcomes, objectives, content outline, and methods of grading. (unique)
62. **Physical Education 2 Aerobics (Dance, Step Or Water) 1 unit, 2 lab hours**. Revised advisories, student learning outcomes, objectives, content outline**,** texts, and methods of grading**.** (unique)
63. **Physical Education 4 Badminton 1 unit, 2 lab hours. Basic Skills Advisories: Eligibility for English 125 and 126.** Revised advisories, course, outcomes, objectives, content outline, texts, global statement, and methods of grading. (common)
64. **Physical Education 5 Basketball 1 unit, 2 lab hours. Basic Skills Advisories: Eligibility for English 125 and 126.** Revised advisories, texts, global statement, and methods of grading. (common)
65. **Physical Education 6 Fitness and Health 1 unit, 2 lab hours. Basic Skills Advisories: Eligibility for English 125 and 126.** Revised advisories to *none*, student learning outcomes, objectives, content outline, and methods of grading. (common)
66. **Physical Education 7 Golf 1 unit, 2 lab hours. Basic Skills Advisories: Eligibility for English 125 and 126.** Revised advisories, outcomes, objectives, texts, global statement, and methods of grading. (common)
67. **Physical Education 10 Racquetball 1 unit, 2 lab hours.** Revised student learning outcomes, objectives, and methods of grading**.** *(unique)*
68. **Physical Education 12 Swimming 1 unit, 2 lab hours. Advisories: Eligibility for English 125 and 126.** Revised catalog description, student learning outcomes, objectives, content outline, and methods of grading. (common)
69. **Physical Education 13 Tennis 1 unit, 2 lab hours. Advisories: Eligibility for English 125 and 126.** Revised content outline, and global statement. (common)
70. **Physical Education 14 Volleyball 1 unit, 2 lab hours. Advisories: Eligibility for English 125 and 126.** Revised catalog description, student learning outcomes, content outline, multicultural statement and methods of grading. (common)
71. **Physical Education 16 Fitness Walking 1 unit, 2 lab hours. Advisories: Eligibility for English 125 and 126.** Revised catalog description, course objectives, content outline, texts, and methods of grading. (unique)
72. **Physical Education 18 Floor Exercises 1 unit, 2 lab hours. Advisories: Eligibility for English 125 and 126.** Revised catalog description, student learning outcomes, objectives, content outline, texts, multicultural statement, and methods of grading. (unique)
73. **Physical Education 19 Weight Training and Aerobics 1 unit, 2 lab hours. Advisories: Eligibility for English 126.** Revised catalog description, student learning outcomes, and methods of grading. (unique)
74. **Physical Education 20 Athletic Training 4 units, 3 lecture hours, 2 lab hours. Advisories: Eligibility for English 125 and 126.** Revised course objectives, and methods of grading. (common)
75. **Physical Education 22 Introduction to Physical Education 3 units, 3 lecture hours. Advisories: Eligibility for English 125 and 126.** Revised student learning outcomes, global statement and methods of grading. (in-lieu FCC’s PE 62)
76. Physical Education 30A Theory of Baseball 1 unit, 1 lecture hour, 1 lab hour. Revised student learning outcomes and objectives, content outline (separated lecture and lab content), texts, and methods of grading. (common)
77. Physical Education 30B Competitive Baseball 3 units, 10 lab hours. Revised student learning outcomes and objectives, texts, and methods of grading. (common)
78. Physical Education 30C Off-Season Conditioning for Baseball 1 unit, 3 lab hours. Revised student learning outcomes and objectives, content outline, texts, and methods of grading. (common)
79. Physical Education 31A Theory of Basketball 1 unit, 1 lecture hour, 1 lab hour. Revised student learning outcomes and objectives, content outline, texts, and methods of grading. (common)
80. Physical Education 31B Competitive Basketball 3 units, 10 lab hours. Revised student learning outcomes and objectives, content outline, texts, and methods of grading. (common)
81. **Physical Education 31C Off-Season Conditioning for Basketball 1 unit, 3 lab hours.** Revised student learning outcomes and objectives, content outline, texts, and methods of grading. (common)
82. Physical Education 33A Theory of Football 1 unit, 1 lecture hour, 1 lab hour. Revised student learning outcomes and objectives, content outline, texts, and methods of grading. (common)
83. Physical Education 33B Competitive Football 3 units, 10 lab hours. Revised student learning outcomes and objectives, content outline, texts, and methods of grading. (common)
84. Physical Education 33C Off-Season Conditioning for Football 1 unit, 3 lab hours. Revised student learning outcomes and objectives, content outline, texts, and methods of grading. (common)
85. Physical Education 34A Theory of Golf 1 unit, 1 lecture hour, 1 lab hour. Revised student learning outcomes and objectives, content outline, texts, and methods of grading. (common)
86. Physical Education 34B Competitive Golf 3 units, 10 lab hours. Revised student learning outcomes and objectives, content outline, texts, and methods of grading. (common)
87. Physical Education 34C Off-Season Conditioning for Golf 1 unit, 3 lab hours. Revised student learning outcomes and objectives, content outline, texts, and methods of grading. (common)
88. Physical Education 35B Pep Squad 3 units, 10 lab hours. Revised student learning outcomes and objectives, content outline, texts, and methods of grading. (common)
89. Physical Education 37A Theory of Softball 1 unit, 1 lecture hour, 1 lab hour. Revised student learning outcomes and objectives, content outline, texts, and methods of grading. (common)
90. Physical Education 37B Competitive Softball 3 units, 10 lab hours. Revised student learning outcomes and objectives, texts, and methods of grading. (common)
91. Physical Education 37C Off-Season Conditioning for Softball 1 unit, 3 lab hours. Revised student learning outcomes and objectives, content outline, texts, and methods of grading. (common)
92. Physical Education 38A Theory of Tennis 1 unit, 1 lecture hour, 1 lab hour. Revised student learning outcomes and objectives, content outline, texts, and methods of grading. (common)
93. Physical Education 38B Competitive Tennis 3 units, 10 lab hours. Revised student learning outcomes and objectives, content outline, texts, and methods of grading. (common)
94. Physical Education 38C Off-Season Conditioning for Tennis 1 unit, 3 lab hours. Revised student learning outcomes and objectives, content outline, texts, and methods of grading. (common)
95. **Physical Education 39A Theory of Track and Field 1 unit, 1 lecture hour, 1 lab hour.** Revised student learning outcomes and objectives, content outline, texts, and methods of grading. (common)
96. Physical Education 39B Competitive Track and Field 3 units, 10 lab hours. Revised student learning outcomes and objectives, texts, multicultural statement, and methods of grading. (common)
97. Physical Education 39C Off-Season Conditioning for Track and Field 1 unit, 3 lab hours. Revised student learning outcomes and objectives, content outline, texts, and methods of grading. (common)

**CREDIT, NON-DEGREE APPLICABLE**

1. **English 262 Reading Improvement 4 units, 3 lecture hours, 2 lab hours. Prerequisites: English 260.** Revised prerequisite to ***English 260 or English as a Second Language 266R or placement by college assessment process****.*(common)
2. **English as a Second Language 260LS Introduction to Oral Skills, 4 units, 3 lecture hours, 2 lab hours.** Revised title to ***Low-Beginning Listening and Speaking***, deleted prerequisites, repeats to ***0***, catalog description, student learning outcomes, objectives, content outline, texts, and methods of grading. (unique)
3. **English as a Second Language 261LS Basic Oral Skills, 4 units, 3 lecture hours, 2 lab hours.** Revised title to ***Beginning Listening and Speaking***, repeats to ***0***, prerequisites to ***English as a Second Language 260LS or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test***, catalog description, student learning outcomes, objectives, content outline, texts, and methods of grading. (unique)
4. **English as a Second Language 264LS Fundamentals of Oral Skills, 4 units, 3 lecture hours, 2 lab hours.** Revised title to ***High-Beginning Listening and Speaking***, prerequisites to ***English as a Second Language 261LS or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test***, repeats to ***0***, catalog description, student learning outcomes, objectives, content outline, texts, and methods of grading. (unique)
5. **English as a Second Language 265LS Integrating Oral Skills, 4 units, 3 lecture hours, 2 lab hours.** Revised title to ***Low-Intermediate Listening and Speaking***, prerequisites to ***English as a Second Language 264LS or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test***, repeats to ***0***, catalog description, student learning outcomes, objectives, content outline, texts, and methods of grading. (unique)
6. **English as a Second Language 266LS Academic Oral Communication, 4 units, 3 lecture hours, 2 lab hours.** Revised title to ***Intermediate Listening and Speaking***, prerequisites to ***English as a Second Language 265LS or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test***, repeats to ***0***, catalog description, student learning outcomes, objectives, content outline, texts, and methods of grading. (unique)

**NEW COURSE PROPOSALS**

**EFFECTIVE FALL 2010**

Approved and Recommended by the Curriculum Committee

To ECPC May 11, 2010

**CREDIT, DEGREE APPLICABLE**

1. **Dance 9 Dance Conditioning 1 unit, 2 lab hours, pass/no pass option, 3 repeats. Advisories: Eligibility for English 125 or 126. Major: Physical Education. RC Degree Requirement: Physical Education.** Conditioning techniques which promote body awareness, improve body alignment, enhance and expedite dance skills, and aid in preventing injuries common to various dance styles. (common)
2. **Physical Education 29 Yoga, 1 unit, 2 lab hours, pass/no pass option, 3 repeats. Advisories: Eligibility for English 125 or 126. Major: Physical Education. RC Degree Requirement: Physical Education.** This course is an introduction to basic yoga practices and principles. Instruction includes classifications of yoga postures as well as guided relaxations and breathing practices. The benefits of yoga include increased flexibility, strength, balance, body awareness and stress reduction. This course is designed for students of all ages and fitness levels. (unique)

**PROPOSED PROGRAM DELETIONS**

**EFFECTIVE FALL 2010**

Approved and Recommended by the Curriculum Committee

To ECPC May 11, 2010

1. **Certificate in Child Care for School-Age Children Associate Teacher, 15 units.** This certificate is no longer needed and will not be offered as part of our revised CD degrees and certificates scheduled to begin in Fall 2010. (voc)
2. **Certificate in Infant/Toddler, 17 units**. This certificate is no longer needed and will not be offered as part of our revised CD degrees and certificates scheduled to begin in fall 2010. (voc)
3. **Certificate in Landscape Maintenance.** Program is not offered (all courses making up this certificate have been deleted). (voc)
4. **Certificate in Sports Turf Management.** Program is not offered (all courses making up this certificate have been deleted). (voc)
5. **Maintenance Certificate of Achievement (Environmental Horticulture area).** Program is not offered (all courses making up this certificate have been deleted). (voc)

**PROPOSED PROGRAM MODIFICATIONS**

**EFFECTIVE FALL 2010**

Approved and Recommended by the Curriculum Committee

To ECPC May 11, 2010

1. English Associate in Arts Degree. Added Film and Journalism courses.
2. Environmental Horticulture Associate in Science Degree, 32 units. Revised program courses and format. (voc)
3. Environmental Horticulture Certificate of Achievement, 15 units. Revised program courses and format. (voc)
4. **Paraprofessional Certificate of Achievement 33-53 units.** Removed non-degree applicable courses(voc)
5. **Physical Education Associate in Arts Degree, 29 units.** Revised units to ***18*** and added new dance and physical education courses to the program.

**PROPOSED NEW PROGRAM**

**EFFECTIVE FALL 2010**

Approved and Recommended by the Curriculum Committee

To ECPC May 11, 2010

**COMMUNICATION**

**ASSOCIATE IN ARTS DEGREE**

The Communication degree program is designed to prepare students to continue studies toward a B.A. degree in Communication or for entry level into a variety of career options that require competent and ethical communication skills. Employment opportunities are diverse and can range from College Professor in Communication to Public Relations or a career in Mass Communications such as radio and television. Communication courses focus on how people use messages to generate meaning within and across various contexts, cultures, and channels.

Student Learning Outcomes

1. demonstrate and apply core communication theories and principles

2. construct and deliver competent presentations that are adapted to the audience and purpose

3. critically evaluate communicative situations

**Required Core Courses - 12 Units**

COMM1 Public Speaking 3

COMM2 Interpersonal Communication 3

COMM4 Persuasion 3

COMM8 Group Communication 3

COMM25 Argumentation 3

*Students must take all of the above classes. Communication 1, 2, 4, and 8 also fulfill the Reedley College General Education Area D.2 and Oral Competency requirement so only three of those four classes can count towards the degree as the fourth will count towards General Education.*

**Choose two of the following:**

COMM12 Fundamentals of Interpretation 3

COMM15 Computer-Mediated Communication 3

JOURN1 Introduction to Mass Communications 3

PHIL2 Critical Thinking and Writing 3

**Total Units 18**

**PROPOSED COURSE MODIFICATIONS**

**EFFECTIVE SPRING 2011**

Approved and Recommended by the Curriculum Committee

To ECPC May 11, 2010

**CREDIT, DEGREE APPLICABLE**

**Child Development 35 Exceptional Children 3 units, 3 lecture hours. Advisories: Eligibility for English 125 and 126.** Revised title to ***Working with Families and Children with Special Needs,*** catalog description, student learning outcomes, objectives, content outline, texts, methods of grading. (in-lieu FCC’s CHDEV 11)

**PROPOSED COURSE MODIFICATIONS**

**EFFECTIVE FALL 2011**

Approved and Recommended by the Curriculum Committee

To ECPC May 11, 2010

**CREDIT, DEGREE APPLICABLE**

1. Biology 1 Principles of Biology 4 units, 3 lecture hours, 2 lab hours. Prerequisites: Mathematics 103. Advisories: Eligibility for English 125, 126, and one year course in high school chemistry and/or high school biology. Revised advisories to *English 1A*, grading basis to *grading scale only*, catalog description, student learning outcomes, texts, multicultural statement, methods of grading, and grading scale. (common)
2. Biology 5 Human Biology 4 units, 3 lecture hours, 2 lab hours. Advisories: Eligibility for English 125, 126, and Mathematics 101. Revised advisories to *English 1A and* e*ligibility for Mathematics 101,* grading basis to *pass/no pass option,* and texts. (common)
3. **English 3H Honors Critical Reading and Writing, 3 units, 3 lecture hours, pass/no pass option.** Revised grading basis to ***grading scale only***, content outline, and texts. (common)

**NEW COURSE PROPOSALS**

**EFFECTIVE FALL 2011**

Approved and Recommended by the Curriculum Committee

To ECPC May 11, 2010

**CREDIT, DEGREE APPLICABLE**

1. **English 43A American Literature: origins through Reconstruction (1877), 3 units, 3 lecture hours, pass/no pass option. Prerequisites: English 1A. Major: English & and Liberal Arts & Sciences American Studies, RC Degree Requirements: oral and writing competencies; Area C Humanities.** Readings in American literature from the Colonial period through Reconstruction. Fiction, poetry, and non-fiction will be placed into their historical and philosophical contexts. Discussion and written responses are based on the reading. (unique)
2. **English 43B American Literature: 1877 to present, 3 units, 3 lecture hours, pass/no pass option. Advisories: Eligibility for English 125. Major: English and Liberal Arts & Sciences American Studies, RC General Education Area C.** Analysis and study of fiction, drama, poetry, non-fiction, film, advertising, and ephemera of the United States from the Reconstruction to present day. (unique)

**DISTANCE EDUCATION**

**EFFECTIVE**

Approved and Recommended by the Curriculum Committee

To ECPC May 11, 2010

**ONLINE (WITH OPTIONAL ON CAMPUS MEETINGS)**

Business Administration 34 Fundamentals of Investing, 3 units

0-99% on-campus meetings. (voc) (common)

**FIVE-YEAR PROGRAM REVIEW**

Approved and Recommended by the Curriculum Committee

To ECPC May 11, 2010

**INSTRUCTIONAL PROGRAMS**

1. **Health Education**
2. **Physical Education**
3. **Health Care Interpreter**

**NON-INSTRUCTIONAL PROGRAMS**

1. **Computer Services**
2. **CalWORKS**

**Addendum J Curriculum Committee Minutes**

Curriculum meeting agendas and minutes 2006 through the present date can be found at:[**http://www.reedleycollege.edu/index.aspx?page=1052**](http://www.reedleycollege.edu/index.aspx?page=1052)

As an example, following are the minutes from April 29, 2010:

**Minutes**

**Present**

Luis Barrera (ASB), Marilyn Behringer, Linda Carvalho Cooley, Veronica Cornel, Lore Dobusch, Kate Fourchy, Nancy Frampton, Pam Gilmore, Robin Huigen, Keith Hughes, Cynthia MacDonald, Nancy Marsh, Jon McPhee, David Richey, Samara Trimble, Michael van Wyhe, Tom West, Sheryl Young-Manning

**Absent**

Jim Chin, Nicholas Deftereos, Toni Ensz

**Visitors**

Anthony Abbott, Alan Avakian, Becky Allen, Cynthia Elliott, Gary Elliott, John Heathcote, Randy Whited

**1. Call to order**

Meeting called to order at 3:00 p.m. by Linda Carvalho Cooley, Chair.

**2. Roll**

Roll sheet was circulated.

**3. Approval of the minutes of April 22, 2010**

Minutes approved as submitted.

**4. Introduction of visitors**

**5. Old Business – Unique Courses**

A. SCIENCE DEPARTMENT

Course Modifications effective fall 2010

Chemistry 8 Elementary Organic Chemistry 3 units, 3 lecture hours. Basic Skills Advisories: Eligibility for English 125 and 126. Subject Advisories: Mathematics 103. Prerequisites: Chemistry 1A or 3A.

Revised advisories to *English 1A*, course outcomes, objectives, content outline, texts, and methods of grading.

Only access to a computer lab is needed for Chemistry 8 because it is a lecture course.

Approved course modifications for Chemistry 8.

**1. Advisory Modification effective fall 2010**

Chemistry 8 Elementary Organic Chemistry 3 units, 3 lecture hours. Advisories: Eligibility for English 125 and 126. Subject Advisories: Mathematics 103. Prerequisites: Chemistry 1A or 3A.

Advisories: English 1A. Prerequisites: Chemistry 1A or 3A.

Approved advisory English 1A and prerequisites Chemistry 1A or 3A for Chemistry 8.

B. COMPOSITION, LITERATURE & COMMUNICATION DEPARTMENT

1. New Course Proposals effective fall 2010

**a. English 43A American Literature: origins through Reconstruction (1877), 3 units, 3 lecture hours, pass/no pass option. Prerequisites: English 1A. Add to Liberal Arts Major, oral and writing competencies, Area C Humanities, and Area D2 Communication/Analytical Thinking**

Readings in American literature from the Colonial period through Reconstruction. Fiction, poetry, and non-fiction will be placed into their historical and philosophical contexts. Discussion and written responses are based on the reading.

Approved new course English 43A effective ***fall 2011***.

1) New Course Prerequisite

English 43A American Literature: origins through Reconstruction (1877)

Prerequisite: English 1A.

Approved prerequisite English 1A for new course English 43A.

**2) Reedley College General Education & Degree Requirements modification effective fall 2010**

English 43A American Literature: origins through Reconstruction (1877)

Add to RC GE Area C-Humanities, Area D2 Communication/Analytical Thinking. Add to oral and writing competencies.

Lore Dobusch said that only speech courses are wanted in Area D2 for RC General Education.

Approved English 43A to be included in Area C effective *fall 2011*.

b. English 43B American Literature: 1877 to present, 3 units, 3 lecture hours, pass/no pass option. Advisories: Eligibility for English 125. Add to English Major and RC GE Area C.

Analysis and study of fiction, drama, poetry, non-fiction, film, advertising, and ephemera of the United States from the Reconstruction to present day.

Approved new course English 43B effective *fall 2011*.

1) New Course Advisory

English 43B American Literature: 1877 to present Advisories: Eligibility for English 125.

Committee asked if the department wouldn’t consider being consistent with the prerequisite for English 43B and have English 1A as the prerequisite.

Cynthia Elliott said that is what they want and will complete the content review in CurricUNET.

Approved prerequisite English 1A for English 43B.

**2) Reedley College General Education modification effective fall 2010**

English 43B American Literature: 1877 to present

Add to RC GE Area C-Humanities.

Approved adding English 43B to RC GE Area C effective *fall 2011*.

2. Program Modification effective fall 2010

English Associate in Arts Degree

Revise courses

With the change in effective date for English 43A and 43B, this degree will need to be brought back next semester to add these courses to the degree.

Approved program modification with the addition of Film 2A, 2B, Journalism 1 and 3 effective fall 2010.

**3. Program Modifications effective fall2010**

**a. Journalism 7 Writing by Design: Publication and Production, 3 units, 3 lecture hours. Advisories: Eligibility for English 125.**  
 Revised course outcomes, objectives, texts, and methods of grading.

Pam Gilmore stated that her request to add Office Technology 11A as an advisory had not been done.

Approved course modifications for Journalism 7.

Approved advisories Eligibility for English 125 and Office Technology 11A.

**b. Journalism 8 Newspaper Staff 1-3 units, 3-6 lab hours. Eligibility for English 125 and 126.**

Revised title to ***Student Publication Staff***, units to ***3***, hours to ***9***, catalog description, course outcomes, objectives, content outline, texts, methods of grading, and educational materials,.

Approved course modifications for Journalism 8.

Approved advisories Eligibility for English 125 and 126.

C. ARICULTURE & TECHNOLOGY DEPARTMENT

**1. Course Modifications effective fall 2010**

**a. Mechanized Agriculture 30 Equip Tech: Electrical, Hydraulic Systems, & Welding 11 units, 8 lecture hours, 9 lab hours. Advisories: Eligibility for English 125, 126, and Mathematics 101.**

Revised course outcomes, objectives, content outline, and methods of grading.

Approved course modification for Mechanized Agriculture 30.

**b. Mechanized Agriculture 31 Equipment Technician: Fuel Systems & Machine Undercarriage 8 units, 6 lecture hours, 6 lab hours. Advisories: Eligibility for English 125, 126, and Mathematics 101.**

Revised course outcomes, objectives, content outline, texts, and methods of grading.

Approved course modification for Mechanized Agriculture 31.

D. HEALTH SCIENCES DEPARTMENT

1. Course Modifications effective fall 2010

a. Physical Education 1 Adapted Physical Education 1 unit, 2 lab hours

Revised course outcomes, objectives, and methods of grading.

Approved course modification for Physical Education 1.

**b. Physical Education 8 Martial Arts / Self Defense 1 unit, 2 lab hours Basic Skills Advisories: Eligibility for English 125 and 126.**

Revised title to *Martial Arts*, advisories, outcomes, objectives, content outline, texts, global statement, and methods of grading.

Committee pulled this course until changes are made.

**c. Physical Education 15 Weight Training 1 unit, 2 lab hours. Advisories: Eligibility for 126.**

Revised course outcomes, content outline, texts, and methods of grading.

Committee pulled this course until changes are made.

**6. Old Business**

A. HEALTH SCIENCES DEPARTMENT

1. Course Modifications effective fall 2010

**a. Physical Education 4 Badminton 1 unit, 2 lab hours. Basic Skills Advisories: Eligibility for English 125 and 126.**

Revised advisories, course, outcomes, objectives, content outline, texts, global statement, and methods of grading.

Approved course modifications for Physical Education 4.

Approved advisories Eligibility for English 125 and 126.

**b. Physical Education 5 Basketball 1 unit, 2 lab hours. Basic Skills Advisories: Eligibility for English 125 and 126.**

Revised advisories, texts, global statement, and methods of grading.

Approved course modifications for Physical Education 5 pending addition of newer text.

Approved advisories Eligibility for English 125 and 126.

**c. Physical Education 6 Fitness and Health 1 unit, 2 lab hours. Basic Skills Advisories: Eligibility for English 125 and 126.**

Revised advisories to *none*, course outcomes, objectives, content outline, and methods of grading.

Approved course modifications for Physical Education 6 pending addition of newer text.

Approved advisories Eligibility for English 125 and 126.

**d. Physical Education 7 Golf 1 unit, 2 lab hours. Basic Skills Advisories: Eligibility for English 125 and 126.**

Revised advisories, outcomes, objectives, texts, global statement, and methods of grading.

Approved course modifications for Physical Education 7.

Approved advisories Eligibility for English 125 and 126.

e. Physical Education 30A Theory of Baseball 1 unit, 1 lecture hour, 1 lab hour

Revised course outcomes and objectives, separated lecture and lab content, texts, and methods of grading.

Approved course modifications for Physical Education 30A.

**f. Physical Education 30B Competitive Baseball 3 units, 10 lab hours**

Revised course outcomes and objectives, texts, and methods of grading.

Approved course modifications for Physical Education 30B.

**g. Physical Education 30C Off-Season Conditioning for Baseball 1 unit, 3 lab hours**

Revised course outcomes and objectives, content outline, texts, and methods of grading.

Approved course modifications for Physical Education 30C.

h. Physical Education 31A Theory of Basketball 1 unit, 1 lecture hour, 1 lab hour

Revised course outcomes and objectives, content outline, texts, and methods of grading.

Approved course modifications for Physical Education 31A with minor changes.

i. Physical Education 31B Competitive Basketball 3 units, 10 lab hours

Revised course outcomes and objectives, content outline, texts, and methods of grading.

Approved course modifications for Physical Education 31B.

j. Physical Education 31C Off-Season Conditioning for Basketball 1 unit, 3 lab hours

Revised course outcomes and objectives, content outline, texts, and methods of grading.

Approved course modifications for Physical Education 31C.

k. Physical Education 33A Theory of Football 1 unit, 1 lecture hour, 1 lab hour

Revised course outcomes and objectives, content outline, texts, and methods of grading.

Major will be removed from course outline.

Approved course modifications for Physical Education 33A.

l. Physical Education 33B Competitive Football 3 units, 10 lab hours

Revised course outcomes and objectives, content outline, texts, and methods of grading.

Approved course modifications for Physical Education 33B.

m. Physical Education 33C Off-Season Conditioning for Football 1 unit, 3 lab hours

Revised course outcomes and objectives, content outline, texts, and methods of grading.

Approved course modifications for Physical Education 33C.

n. Physical Education 34A Theory of Golf 1 unit, 1 lecture hour, 1 lab hour

Revised course outcomes and objectives, content outline, texts, and methods of grading.

Approved course modifications for Physical Education 34A

o. Physical Education 34B Competitive Golf 3 units, 10 lab hours

Revised course outcomes and objectives, content outline, texts, and methods of grading.

Approved course modifications for Physical Education 34B.

p Physical Education 34C Off-Season Conditioning for Golf 1 unit, 3 lab hours

Revised course outcomes and objectives, content outline, texts, and methods of grading.

Approved course modifications for Physical Education 34C.

q. Physical Education 35B Pep Squad 3 units, 10 lab hours

Revised course outcomes and objectives, content outline, texts, and methods of grading.

Approved course modifications for Physical Education 35B.

r. Physical Education 37A Theory of Softball 1 unit, 1 lecture hour, 1 lab hour

Revised course outcomes and objectives, content outline, texts, and methods of grading.

Approved course modifications for Physical Education 37A.

s. Physical Education 37B Competitive Softball 3 units, 10 lab hours

Revised course outcomes and objectives, texts, and methods of grading.

Approved course modifications for Physical Education 37B.

t. Physical Education 37C Off-Season Conditioning for Softball 1 unit, 3 lab hours

Revised course outcomes and objectives, content outline, texts, and methods of grading.

Approved course modifications for Physical Education 37C.

u. Physical Education 38A Theory of Tennis 1 unit, 1 lecture hour, 1 lab hour

Revised course outcomes and objectives, content outline, texts, and methods of grading.

Approved course modifications for Physical Education 38A.

v. Physical Education 38B Competitive Tennis 3 units, 10 lab hours

Revised course outcomes and objectives, content outline, texts, and methods of grading.

Approved course modifications for Physical Education 38B.

w. Physical Education 38C Off-Season Conditioning for Tennis 1 unit, 3 lab hours

Revised course outcomes and objectives, content outline, texts, and methods of grading.

Approved course modifications for Physical Education 38C.

x. Physical Education 39A Theory of Track and Field 1 unit, 1 lecture hour, 1 lab hour

Revised course outcomes and objectives, content outline, texts, and methods of grading.

Approved course modifications for Physical Education 39A.

y. Physical Education 39B Competitive Track and Field 3 units, 10 lab hours

Revised course outcomes and objectives, texts, multicultural statement, and methods of grading.

Approved course modifications for Physical Education 39B.

z. Physical Education 39C Off-Season Conditioning for Track and Field 1 unit, 3 lab hours  
 Revised course outcomes and objectives, content outline, texts, and methods of grading.

Approved course modifications for Physical Education 39C.

**2. Program Modification**

**Physical Education Associate in Arts Degree, 18 units**

Add new Dance 9 and Physical Education 29 courses

Approved program modification for Physical Education effective fall 2010.

**3. Degree Requirement Modification effective fall 2010**

Dance 9 Dance Conditioning

Physical Education 29 Yoga

Approved degree requirements for the physical education and/or dance classes area effective fall 2010.

4. Course modifications effective fall 2010

**Child Development 7 Infant-Toddler Development and Care 3 units, 2 lecture hours, 3 lab**  **hours. Advisories: Eligibility for English 125 and 126.**

Revised lecture content outline, revised texts, and methods of grading,

Approved course modification for Child Development 7 effective fall 2010.

5. Program Modification

Paraprofessional Certificate of Achievement 33-53 units

Updated courses, titles, removed non-degree applicable courses

Child Development 33A and 33B will be removed from the certificate and replaced with Child Development 3.

Approved program modification for the Paraprofessional Certificate of Achievement with minor change.

B. COMPOSITION, LITERATURE & COMMUNICATION DEPARTMENT

**1. Course Modifications effective fall 2010**

**English 1AH Honors Reading and Composition, 4 units, 4 lecture hours, 0 repeats.**

Revised course outcomes, objectives, content outline, texts, and multicultural statement.

Pulled. Needs more changes to be made before course will be heard.

**C. READING & LANGUAGE DEPARTMENT**

1. Course Prerequisite Modification effective fall 2010

English 262 Reading Improvement 4 units, 3 lecture hours, 2 lab hours. Prerequisites: English 260.

Revised prerequisite to ***English 260 or English as a Second Language 266R or placement by college assessment process.***

Approved prerequisites English 260 or English as a Second Language 266R or placement by college assessment process for English 262 effective fall 2010.

**The following courses will NOT be included in this semesters board report – they will all be reflected in the fall board report.**

D. SCIENCE DEPARTMENT

1. Course Modifications effective fall 2011

**a. Chemistry 1B General Chemistry and Qualitative Analysis 5 units, 3 lecture hours, 6 lab hours.** **Advisories: Eligibility for English 125 and 126. Prerequisites: Chemistry 1A and Mathematics 103.**

Revised advisories to *English 1A,* course outcomes, objectives content outline, and texts.

Approved course modification for Chemistry 1B effective fall 2011.

Approved Advisories: English 1A. Prerequisites: Chemistry 1A and Mathematics 103 for Chemistry 1B effective fall 2011.

b. Chemistry 3A Introductory General Chemistry 4 units, 3 lecture hours, 3 lab hours. Advisories: Eligibility for English 125, 126, and Chemistry 10 or high school chemistry. Prerequisites: Mathematics 103.

Revised advisories to *English 1A*, course outcomes, texts, and methods of grading.\

Approved course modifications for Chemistry 3A effective fall 2011.

**1) Advisory Modification effective fall 2011**

Chemistry 3A Introductory General Chemistry 4 units, 3 lecture hours, 3 lab hours. Advisories: Eligibility for English 125, 126, and Chemistry 10 or high school chemistry. Prerequisites: Mathematics 103.

Advisories: English 1A. Prerequisites: Mathematics 103.

Approved Advisories: English 1A and Chemistry 10 or high school chemistry. Prerequisites: Mathematics 103 for Chemistry 3A effective fall 2011.

c. Chemistry 9 Elementary Organic Chemistry Laboratory 3 units, 1 lecture, 6 lab hours. Basic Skills Advisories: Eligibility for English 125, 126, and Mathematics 103. Prerequisites: Chemistry 1A or 3A. Corequisites: Chemistry 8.

Revised advisories to *English 1A*, catalog description, course outcomes, objectives, content outline, texts, and methods of grading.

Approved course modifications for Chemistry 9 effective fall 2011.

**1) Advisory Modification effective fall 2011**

Chemistry 9 Elementary Organic Chemistry Laboratory 3 units, 1 lecture, 6 lab hours. Basic Skills Advisories: Eligibility for English 125 and 126. Subject Advisories: Mathematics 103. Prerequisites: Chemistry 1A or 3A. Corequisites: Chemistry 8.

Advisories: English 1A. Prerequisites: Chemistry 1A or 3A.

Approved Advisories: English A and Mathematics 103. Prerequisites: Chemistry 1A or 3A. Corequisites: Chemistry 8 for Chemistry 9 effective fall 2011.

**2) Reedley College General Education modification effective fall 2011**

Chemistry 9 Elementary Organic Chemistry Laboratory

Add to RC GE Area A-Natural Sciences.

Approved Chemistry 9 for Reedley College General Education Area A effective fall 2011.

d. Chemistry 10 Elementary Chemistry, 4 units, 3 lecture hours, 3 lab hours. Advisories: Eligibility for English 125, 126, and Mathematics 103.

Revised advisories to *English 1A*, and course outcomes.

Approved course modifications for chemistry 10 effective fall 2011.

**1) Advisory Modification effective fall 2011**

Chemistry 10 Elementary Chemistry, 4 units, 3 lecture hours, 3 lab hours. Advisories: Eligibility for English 125, 126, and Mathematics 103.

Advisories: English 1A. Prerequisites: Chemistry 1A or 3A.

Approved Advisories: English 1A and Mathematics 103. Prerequisites: Chemistry 1A or 3A.

e. Chemistry 28A Organic Chemistry 3 units, 3 lecture hours. Prerequisites: Chemistry 1B.

Revised title to *Organic Chemistry I,* advisories to *Eligibility for English 125 and126*, catalog description, course outcomes, objectives, content outline, texts, and methods of grading.

Committee requested the catalog description be expanded so that it is not just a list.

Lore Dobusch stated that the list is needed for out-of-state articulation.

Approved course modifications for Chemistry 28A effective fall 2011.

**1) Advisory Modification effective fall 2011**

Chemistry 28A Organic Chemistry 3 units, 3 lecture hours. Prerequisites: Chemistry 1B.

Advisories: English 1A. Prerequisites: Chemistry 1B.

Approved Advisories: English 1A. Prerequisites: Chemistry 1B for Chemistry 28A effective Fall 2011.

f. Chemistry 28B Organic Chemistry 3 units, 3 lecture hours. Prerequisites: Chemistry 28A.

Revised title to *Organic Chemistry II,* catalog description, course outcomes, objectives, texts, and methods of grading.

Approved course modifications for Chemistry 28B effective fall 2011.

**1) Advisory Modification effective fall 2011**

Chemistry 28B Organic Chemistry 3 units, 3 lecture hours. Prerequisites: Chemistry 28A.

Advisories: English 1A. Prerequisites: Chemistry 28A.

Approved Advisories: English 1A. Prerequisites: Chemistry 28A for Chemistry 28B effective fall 2011.

g. Chemistry 29A Organic Chemistry Laboratory 2 units, 6 lab hours. Corequisites: Chemistry 28A.

Revised advisories to *English 1A*, title to *Organic Chemistry Laboratory I*, catalog description, course outcomes, objectives, content outline, texts, and methods of grading.

Approved course modifications for Chemistry 29A effective fall 2011.

**1) Advisory Modification effective fall 2011**

Chemistry 29A Organic Chemistry Laboratory2 units, 6 lab hours. Corequisites: Chemistry 28A.

Advisories: English 1A. Corequisites: Chemistry 28A.

Approved Advisories: English 1A. Corequisites: Chemistry 28A for Chemistry 29A effective fall 2011.

h. Chemistry 29B Organic Chemistry Laboratory 2 units, 6 lab hours. Prerequisites: Chemistry 1B. Subject Corequisites: Chemistry 28B.

Revised title to advisories to *English 1A*, *Organic Chemistry Laboratory II,* catalog description, course outcomes, content outline, texts, and methods of grading.

Approved course modifications for Chemistry 29B effective fall 2011.

**1) Advisory Modification effective fall 2011**

Chemistry 29B Organic Chemistry Laboratory 2 units, 6 lab hours. Prerequisites: Chemistry 1B.

Advisories: English 1A. Corequisites: Chemistry 28B.

Approved Advisories: English 1A. Corequisites: Chemistry 28B for Chemistry 29Beffective fall 2011.

7. New Business

A. COMPOSTION, LITERATURE & COMMUNICATION DEPARTMENT

Program Modification effective fall 2011

Liberal Arts & Sciences – American Studies, Associate in Arts Degree

Add new courses

Approved program modification with addition of new English courses for Liberal Arts & Sciences-American Studies Associate in Arts Degree effective fall 2011.

B. READING AND LANGUAGE DEPARTMENT

1. New Course Proposals effective fall 2011

a. Chinese 1 Beginning Chinese, 4 units, 4 lecture hours, 1 lab hour, pass/no pass option. Advisories: Eligibility for English 125 and 126. Add to Foreign Language Major and RC GE Area C- Humanities.

Beginning course in conversational and written Chinese for non-native speakers; intended for students without previous exposure to Chinese. Introduction to pronunciation, vocabulary, idioms, grammar, and exploration of Chinese culture and Chinese-American culture.

**1) Advisory Approval**

**Chinese 1 Beginning Chinese**

Advisories: Eligibility for English 125 and 126.

**2) Reedley College General Education Effective Fall 2011**

**Chinese 1 Beginning Chinese**

Add to Area C-Humanities.

b. Chinese 2 High-Beginning Chinese, 4 units, 4 lecture hours, 1 lab hour, pass/no pass option. Advisories: Eligibility for English 125 and 126. Add to Foreign Language Major and RC GE Area C-Humanities.

Second-semester course in conversational and written Chinese for non-native speakers. Development of grammatical structures and expansion of vocabulary. Further study of Chinese and Chinese-American cultures.

**1) Advisory Approval**

**Chinese 2 High-Beginning Chinese**

Advisories: Eligibility for English 125 and 126.

**2) Reedley College General Education Effective Fall 2011**

**Chinese 2 High-Beginning Chinese**

Add to Area C-Humanities.

Marilyn Behringer asked why we are starting these courses when we have trouble getting students in other foreign language courses.

The Chinese courses are being proposed for the International Business Program anticipated by the North Centers. The North Centers wants to offer the program focusing on China. The language that will be taught is Mandarin.

The courses were written by a part-time instructor at FCC and have been reviewed by RC’s foreign language faculty and department chair.

Committee has been adamant about not using “understand” in outcomes.

The foreign language courses all follow the same format and that is the format used for the Chinese courses.

2. Program Modification effective fall 2011

Foreign Language Associate in Arts Degree

Add new courses

Committee requested history 20 and American Sign Language courses be considered for the degree.

The foreign language faculty does not agree with adding American Sign Language.

**C. FINE ARTS & SOCIAL SCIENCE DEPARTMENT**

**1. Course Modifications effective fall 2011**

**a. Criminology 1Introduction to Criminology, 3 units, 3 lecture hours. Advisories: Eligibility for English 125 and 126.**

Revised course outcomes, texts, and methods of grading.

**b. Criminology 6A Criminal Law 3 units, 3 lecture hours. Advisories: Eligibility for English 125 and 126.**

Revised texts and methods of grading.

**c. Criminology 14Multicultural Issues within Public Safety, 3 units, 3 lecture hours. Advisories: Eligibility for English 125 and 126.**

Revised course objectives, texts, global/multicultural statement and methods of grading.

**d. Criminology 20 Introduction to Corrections 3 units, 3 lecture hours. Advisories: Eligibility for English 125 and 126.**

Revised texts and methods of grading.

Committee asked the faculty to

1. include new textbooks, add major to Criminology 6A

2. change “multi-cultural” to “multicultural” for Criminology 14 to be consistent with the title

3. consider creating a Certificate of Achievement

4. change “learn” in objectives to something else

5. add percentages to grading scale

6. review catalog descriptions

**D. MATH & TECHNOLOGY DEPARTMENT**

**1. Course Modifications effective fall 2011**

**a. Computer Science 1 Introduction to Computer Science 3 units, 2 lecture hours, 2 lab hours. Prerequisites: Mathematics 103.**

Revised content outline, texts, and methods of grading.

Need assignments listed for problem solving.

**b. Computer Science 5 Java Programming 3 units, 2 lecture hours, 3 lab hours. Advisories: Eligibility for English 125 and 126. Prerequisites: Mathematics 103.**

Revised content outline, texts, and methods of grading.

Change “understand” in objectives to some other verb.

**c. Computer Science 15 Introduction to UNIX 3 units, 2 lecture hours, 2 lab hours. Advisories: Information Systems 15 and experience using a personal computer.**

Revised grading basis to ***pass/no pass option***, course outcomes, objectives, texts, and methods of grading.

Fix text order, consider consolidating outcomes.

**d. Computer Science 26 Discrete Mathematics for Computer Science 4 units, 3 lecture hours, 2 lab hours. Prerequisites: Computer Science 40.**

Revised texts and methods of grading.

Fix text order.

**e. Computer Science 40 Programming Concepts and Methodology I 4 units, 3 lecture hours, 2 lab hours. Advisories: Eligibility for English 125 and 126. Prerequisites: Mathematics 4A or 4C.**

Revised content outline, texts, and methods of grading.

No changes requested.

**f. Computer Science 41 Programming Concepts and Methodology II 4 units, 3 lecture hours, 2 lab hours. Advisories: Eligibility for English 125 and 126. Prerequisites: Computer Science 40 or Engineering 40.**

Revised content outline, texts, and methods of grading.

Change “understand” to some other verb, fix text order.

**g. Computer Science 45 Computer Organization and Assembly Language Programming 4 units, 3 lecture hours, 2 lab hours. Prerequisites: Computer Science 41.**

Revised texts and methods of grading.

Change “understand” to some other verb.

**h. Engineering 1 The Engineering Profession 1 unit, 1 lecture hour. Advisories: Eligibility for English 125, 126, and Mathematics 101.**

Revised course outcomes, objectives, content outline, texts, and methods of grading.

Review multicultural statement, seems more global than multicultural.

**i. Engineering 2 Graphics 4 units, 2 lecture hours, 6 lab hours. Advisories: Eligibility for English 125, 126, and Mathematics 4A. Prerequisites: Mathematics 102.**

Revised title to  ***Engineering Graphics***, catalog description, course outcomes, objectives, content outline, texts, and methods of grading.

Fix text order.

**j. Engineering 4 Engineering Materials 3 units, 3 lecture hours. Advisories: Eligibility for English 125 and 126. Prerequisites: Chemistry 1A and Physics 4A.**

Revised catalog description, course outcomes, objectives, content outline, texts, and methods of grading.

Lore Dobusch suggested addition of a lab for articulation.

**k. Engineering 6 Circuits with Lab 4 units, 3 lecture hours, 3 lab hours. Advisories: Eligibility for English 125 and 126. Prerequisites: Physics 4B. Corequisites: Mathematics 7.**

Revised title to ***Electric Circuit Analysis with Lab***, catalog description, course objectives, content outline, texts, and methods of grading.

**l. Engineering 8 Statics 3 units, 3 lecture hours. Advisories: Eligibility for English 125 and 126. Prerequisites: Physics 4A. Corequisites: Mathematics 6.**

Revised course outcomes, objectives, content outline, texts, and methods of grading.

**m. Engineering 10 Introduction to Engineering 2 units, 2 lecture hours. Advisories: Eligibility for English 125, 126, and Mathematics 101.**

Revised course outcomes, content outline, texts, and methods of grading.

**n. Engineering 40 Programming for Scientists and Engineers, 4 units, 3 lecture hours, 2 lab hours. Prerequisites: Mathematics 4A or 4C. Advisories: Eligibility for English 125 and 126.**

Revised lab content, texts, and methods of grading.

Fix text order.

**E. HEALTH SCIENCE DEPARTMENT**

**1. Course Modifications effective fall 2011**

**a. Health 1 Contemporary Health Issues, 3 units, 3 lecture hours. Advisories: Eligibility for English 125 and 126.**

Revised content outline, texts, global statement, and methods of grading.

**b. Health 2 First Aid and Safety 2 units, 2 lecture hours. Advisories: Eligibility for English 125 and 126.**

Revised catalog description, course outcomes, objectives, content outline, texts, and methods of grading.

Pulled Health 1 & 2. No one was present.

**2. New Course Proposal effective fall 2011**

**Health 32 Fitness and Wellness 2 units, 2 lecture hours pass/no pass option. Advisories: English 125 and 126. Corequisites: PE 2 or 6 or 12 or 16 or 18 or 19.**

Healthy lifestyle patterns, exercise, nutrition and physiological well being. Assessment of current fitness and wellness and development of strategies for health, nutrition, fitness and stress management. Prevention of chronic diseases and long-term behavior modification. To satisfy CSU Area E, requires concurrent enrollment in one of the following: PE 2, PE 6, PE 12, PE 16, PE 18, or PE 19.

**a) Advisories/Prerequisites/Corequisites Approval**

**Advisories: English 125 and 126. Corequisites: PE 2 or 6 or 12 or 16 or 18 or 19.**

Alan Avakian explained this course is a holistic health course and no other college in the valley offers this. His intent is to articulate with FSU.

Lore Dobusch stated that FSU doesn’t articulate any of our PE courses with Area E and this course may not articulate.

**F. SCIENCE DEPARTMENT**

**1. Course Modifications effective fall 2011**

**a. Physics 2A General Physics I 4 units, 4 lecture hours, 2 lab hours. Advisories: Eligibility for English 1A. Prerequisites: Mathematics 4A.**

Revised course outcomes, objectives, texts, and methods of grading.

**b. Physics 2B General Physics II 4 units, 4 lecture hours, 2 lab hours. Advisories: Eligibility for English 1A. Prerequisites: Physics 2A.**

Revised advisories to ***none***, course outcomes, objectives, and methods of grading.

**1) Advisory/Prerequisite modification**

**Physics 2B General Physics II 4 units, 4 lecture hours, 2 lab hours.**

**Prerequisites: Physics 2A.**

Revised advisories to ***Eligibility for English 125, 126, Mathematics 101, and 103.***

**c. Physics 4A Physics for Scientists and Engineers, 4 units, 4 lecture hours, 3 lab hours. Corequisites: Mathematics 5B. Advisories: Eligibility for English 1A.**

Revised catalog description, texts, and methods of grading.

**d. Physics 4B Physics for Scientists and Engineers, 4 units, 4 lecture hours, 2 lab hours. Prerequisites: Physics 4A. Corequisites: Mathematics 6. Advisories: Eligibility for English 1A.**

Revised catalog description, texts, and methods of grading.

**e. Physics 4C Physics for Scientists and Engineers, 4 units, 4 lecture hours, 2 lab hours. Prerequisites: Physics 4B. Advisories: Mathematics 7 and Eligibility for English 1A.**

Revised catalog description, texts, and methods of grading.

**f. Physics 10 Conceptual Physics 4 units, 3 lecture hours, 2 lab hours, pass/no pass option. Advisories: Eligibility for English 125, 126, and Mathematics 103.**

Revised grading basis to ***grading scale only***, advisories, texts, and methods of grading.

**1) Advisory modification**

**Physics 10 Conceptual Physics 4 units, 3 lecture hours, 2 lab hours, pass/no pass option. Advisories: Eligibility for English 125, 126, and Mathematics 103.**

Revised advisories to ***Eligibility for English 125, 126, Mathematics 101, and 103.***

**g. Physics 30 Physical Science, 3 units, 3 lecture hours. Advisories: Eligibility for English 125, 126, and Mathematics 101.**

Revised texts.

**h. Science 1A Introductory Chemical and Physical Science, 4 units, 3 lecture hours, 2 lab hours. Prerequisites: Satisfaction of the CSU system General Education Quantitative Reasoning Requirement (CSU-GE Area B4). Advisories: Eligibility for English 125 and 126.**

Revised texts and methods of grading.

**i. Science 3 Introduction to Astronomy, 4 units, 3 lecture hours, 2 lab hours. Advisories: Eligibility for English 125, 126, and Mathematics 101.**

Revised to ***Astronomy 10,*** content outline, and methods of grading.

David Richey will email his suggestions for change to Tony Abbott. These courses will be presented at next week’s meeting.

**8. Pre-ECPC Report**

Pre-ECPC had concerns about the Physical Education courses and wanted to know if communication had taken place with FCC faculty.

**9. Other**

10. Adjournment

Meeting adjourned at 6:10 p.m.

**Addendum K**

**2010-2012 Reedley College Catalog**

The Reedley College catalog can be found at:

[**http://www.reedleycollege.edu/index.aspx?page=1231**](http://www.reedleycollege.edu/index.aspx?page=1231)

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**Addendum L**

**Spring 2011 Schedule**

The Spring 2011 Schedule of Courses can be found at:

[**http://www.reedleycollege.edu/index.aspx?page=101**](http://www.reedleycollege.edu/index.aspx?page=101)

