

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
October 9, 2017

| | | | |
|----------|--|-----------|--|
| PRESENT: | Dr. Jose Fierro Rick Miranda Dr. Adriana Flores-Church Dr. Stephen Johnson Michelle Lewellen Stephanie Rosenblatt Armando Soto Lynn Laughon David Ward Miriam Tolson Julie Mun Karen F. Patron D. | ABSENT: | Felipe Lopez Sandy Marks Dr. April Griffin |
| | | GUEST(s): | Dr. Carrie Edwards Elizabeth Miller |

I. MEETING CALLED TO ORDER

Dr. Fierro called the meeting to order at 1:04 p.m.

II. PUBLIC COMMENTS

There were no public comments.

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

Information regarding all employment opportunities is posted on the Human Resources webpage.

IV. APPROVAL OF MINUTES – September 25, 2017

It was moved by Mr. Soto and seconded by Mr. Miranda to approve the September 25 minutes. The vote for approval was 8-0-2; Dr. Fierro and Ms. Laughon abstained. Mr. Ward and Ms. Tolson were not present for the vote.

V. BOARD AGENDA – October 18, 2017

The committee reviewed the draft October 18 Board Agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

Student Life

Ms. Miller distributed the attached September 7 meeting minutes. She stated that the committee finalized the following goals for the year: in collaboration with DSPS, assist with development and distribution on guidelines/resources on making campus events and activities universally accessible; explore needs related to establishment of a cross-cultural center; review the grade grievance policy (AP 5530) and process, focusing on terms and timeline within the policy, and provide recommendations; improve commencement-related communication to students; and determine and implement strategies to address graduates leaving mid-ceremony during commencement. Ms. Miller also stated that the committee

reviewed the results of the Food Vendor Preference Survey and that more than 2,500 responses were submitted. Commencement speaker nominations for the 60th commencement ceremony will open soon with a December 15 deadline.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Curriculum

Dr. Edwards stated that the committee continues to work on streamlining the approval process and complying with changes to Title V such as hours and credit calculations, and the addition of outside-of-class hours and total student learning hours for course outlines of record (COR). She also stated that the Chancellor's Office has granted us auto approval for courses and local degrees, but not for CTE, AD-T, and AS-T degrees. The committee's goals for the year are to review/revise/rewrite distance education questions, review the GE package to see if it can be condensed to facilitate student completion, review how we statistically validate pre-requisites and remove barriers to access, and review/revise/rewrite the Curriculum Committee Handbook to reflect past and currently evolving changes.

Faculty began using eLumen this semester and adjustments will continue to be made as we transition our curriculum process and issues are reported. Mr. Miranda thanked Dr. Edwards and the Curriculum Committee for working diligently with eLumen to ensure the final product matches our needs.

Professional Relations

No report.

Technology-Based Learning

Ms. Lewellen gave a report on behalf of co-chairs Cynthia Alexander and Debbie Jensen. She stated that the committee is working on reviewing the distance education guidelines and hope to have this completed by the end of the academic year. She also stated that the committee is reviewing the online orientation for distance education courses to determine whether it needs to be updated and/or be made mandatory. They are also discussing regular and effective contact guidelines from a student's perspective.

VIII. STATUS OF SHARED GOVERNANCE

Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students

Dr. Johnson stated that the committee conducted a first reading at the September 25 meeting. A meeting with CCFF was held on Tuesday, September 26 to address their concerns and the draft was updated with additional language with regard to qualified high school teachers.

It was moved by Ms. Lewellen and seconded by Mr. Soto to approve revisions to AP 5011 as attached. The vote for approval was unanimous.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. Patron encouraged all to attend homecoming and stated that float building will begin next week. Zombie Fest is scheduled for Thursday, October 26 and ASCC will be collecting donations for its food pantry. She also announced that DACA Advocacy week is scheduled

APPROVED

for October 16 and thanked faculty and Dr. Fierro for making arrangements to provide on-campus immigration lawyer walk-in sessions.

Ms. Laughon thanked Dr. Fierro for sending a [President's Message](#) with regard to multiple brush fires burning across the region, and stated his concern for employee safety is much appreciated.

X. PRESIDENT'S REPORT

Dr. Fierro provided information related to recent topics discussed by the Executive Council such as monitoring FTES and enrollment, the draft Strategic Plan 2017-2020, and DACA updates.

XI. ADJOURNMENT

Meeting adjourned at 2:07 p.m.

1) Attendance & Quorum

- **Attendance:** Ryan Hitch, Elizabeth Miller, Tom Gallivan, Vince Vizcarra, Maria Isai, Brianne Freeman, Nikki Jones, Dan Smith, Stephen Johnson, Rodrigo Quintas
- **Committee Quorum:** The committee reviewed its quorum requirement. The current quorum requirement is 35 percent in the fall semester and 50 percent + 1 in the spring semester, both based on the total membership.

2) Student Life Committee Goals

- Student Life Committee put 2017-2018 goals on hold due to Commencement planning. The Committee would like to establish goals in line with the following Educational Master Plan goals:
 - **EMP GOAL A: STRENGTHENING THE CULTURE OF COMPLETION** Highlight clear educational and career pathways for ALL students and provide the programs, guidance and support they need to achieve their educational goals in a timely manner.
 - **A8.** Foster a culture of respect that reflects the campus commitment to diversity and inclusion and effectively addresses students' needs for holistic support, personal responsibility, situational awareness, and leadership development.
 - **EMP GOAL D: IMPROVING INTERNAL AND EXTERNAL COMMUNICATION** Raise awareness about who we are and convey that message effectively, both internally and externally. Improve information transfer between all our on-campus constituent groups as well as with our external community.
 - **D4.** Provide information delivery guidelines for employees and students to ensure information is communicated more effectively, intuitively and with ease (more consistent information flow through Cerritos College).
 - **EMP GOAL F: ENHANCING ORGANIZATIONAL EFFECTIVENESS** Enhance organizational effectiveness by streamlining and simplifying College systems and processes. Diversify revenue sources to maximize discretionary funding opportunities.
 - **F1.** Identify, streamline, and simplify all institutional policies, practices, procedures, and processes.

Members of the Committee proposed some ideas for the EMP goals:

- Collaborate with campus groups on student life events, seminars, workshops, etc. to effectively address needs of all student. (Goal A8).
- OSCG-Grade Grievance Policy (Goal F)
 - (a) Clearly illustrate the four conditions upon which grades or grading can be questioned: mistake, fraud, bad faith, or incompetence.
 - (i) Give examples so that students may better understand the policy.
 - (b) Expand Grade Grievance policy (AP 5530) section in class schedule/ catalog.
- Improve commencement ceremony communication to students (Goal D).

- Cultural Resource Center/ Shared space: Umoja, Puente, Safezone (Goal A8).
- Advertising the variety of campus resources available to students (Goal A8).

3) Cerritos College Food Court & Vending Services

A. Food Services

- In an effort to plan future food services that may come onto campus we are asking that students, faculty, and staff complete the Cerritos College Food Services Survey. The survey has 12 questions, and should take about 5 minutes to complete.
- Survey was distributed to students, staff, faculty, management, and administrators via email, Daily Falcon, Campus Connection
- Results will be shared with SLC

B. Food Services Feedback

- Students, staff, faculty, management, and administrators can provide feedback, complaints, or compliments regarding the Cerritos College food services vending by filling out a quick form in the Student Activities Office or by emailing Elizabeth Miller.
- Vending contracts that are coming up: Fresh & Natural, Frantones, and Zebra Cafe

C. Bookstore Update

- Bookstore noticed that enrollment must be down, student driven sales are lower and traffic during the “Back To Schoo” rush was lower than usual.
- Bookstore had one conduct related incident during back to school rush.

D. CSEA

- Staff/ faculty members want a say in the food vendors on campus since most of staff/ faculty are on campus all day.

E. Pepsi:

- The Pepsi Co. is on an ongoing 6 months contract extension. The beverage contract will be reviewed once the food service contracts are done and in place.

4) OSCG

- The Dean of Student Services, Elizabeth Miller developed a new handout/ informational sheet *Guide for Writing a Student Conduct, CAIR, or Title IX Report*
 - i) Dr. J, Dr. VCR, E.M. receive all reports
 - ii) Maxient Managers our database/ records
 - iii) Electronic forms are all on our website.
 - iv) Students can request copy of records.

5) Commencement 2018

- 60th annual Commencement Ceremony
- Committee to revisit SWOT analysis of the 2017 commencement ceremony

6) Announcements

- Sept. 13 & 14 ASCC Senate Elections
- BOT Annual Budget
 - i) Enrollment is directed impact on revenue
 - ii) Planning + Budget discussion on hiring freezes and revenue impact
 - iii) Cerritos City Council to discuss future of the corner lot located at 166th/ Studebaker September 18



Student Life Committee
September 7, 2017

Sign In

| | NAME | DEPARTMENT | EXT. |
|----|------------------|-----------------|------|
| 1 | Ryan Hitch | English | 5379 |
| 2 | Elizabeth Miller | Student Affairs | 2476 |
| 3 | Tom Gallivan | CCPP | 2327 |
| 4 | Vince Vizcana | Health One | 8520 |
| 5 | Maria Isai | St. Affairs | 2445 |
| 6 | Brianne Freeman | BKSTR | 2460 |
| 7 | Nikki Jones | Student Affairs | 2471 |
| 8 | Dan Smith | HPEDA | 2863 |
| 9 | Stephen Johnson | Student Success | 2256 |
| 10 | Rodrigo Quinta | ASCC | |
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COLLEGE COMMITTEE ON STUDENT LIFE

A. Purposes

- Develops and implements procedures for student rights and responsibilities, student grievances, and student conduct and discipline
- Promotes awareness of student events and accomplishments
- Develops and implements procedures for the commencement ceremony
- Recommends a commencement speaker to the Coordinating Committee
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

B. Subcommittees

Commencement Speaker Selection Subcommittee. Additional subcommittees may be appointed as necessary.

C. Chairperson (how selected/elected)

1. The Dean of Student Services is the Chairperson.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

D. Other Officers (if any)

None

E. Membership (17 members – *revised 12/7/09*)

Dean of Student Services

Vice President of Student Services/Assistant Superintendent or designee

Coordinator of Student Judicial Affairs

Student Activities Coordinator

2 management representatives appointed by ACCME

2 faculty representatives appointed by the Faculty Senate (one instructional and one from a student services unit)

2 classified representatives appointed by CSEA

ASCC Commissioner of Student Services or designee

1 student representative appointed by ASCC

Ex-officio members: Bookstore Manager, Associate Dean of Student Health, Wellness and Veterans Services, Dean of Disabled Student Programs & Services or designee, Chief of Campus Police, and Facilities representative (all non-voting)

F. Terms of Office

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the College Coordinating Committee. Appointees with subject-area expertise may be requested from the representative groups.
2. The ASCC representative will serve a one-year term.

G. Quorum

The committee will review its quorum requirement at the beginning of each academic year. The current quorum requirement is 35 percent in the fall semester and 50 percent + 1 in the spring semester, both based on the total membership. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

H. Decision-making Process

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. Reporting Guidelines

All actions of the College Committee on Student Life and its subcommittees will be communicated to the College Coordinating Committee in the form of minutes, committee and subcommittee reports. The Chairperson will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

J. Meetings (day and time)

First Thursday of each month at 1:00 p.m.



Student Life Committee Goal Development 2017-2018

EMP GOAL A

STRENGTHENING THE CULTURE OF COMPLETION Highlight clear educational and career pathways for ALL students and provide the programs, guidance and support they need to achieve their educational goals in a timely manner.

A8. Foster a culture of respect that reflects the campus commitment to diversity and inclusion and effectively addresses students' needs for holistic support, personal responsibility, situational awareness, and leadership development.

EMP GOAL D

IMPROVING INTERNAL AND EXTERNAL COMMUNICATION Raise awareness about who we are and convey that message effectively, both internally and externally. Improve information transfer between all our on-campus constituent groups as well as with our external community.

D4. Provide information delivery guidelines for employees and students to ensure information is communicated more effectively, intuitively and with ease (more consistent information flow through Cerritos College).

EMP GOAL F

ENHANCING ORGANIZATIONAL EFFECTIVENESS Enhance organizational effectiveness by streamlining and simplifying College systems and processes. Diversify revenue sources to maximize discretionary funding opportunities.

F1. Identify, streamline, and simplify all institutional policies, practices, procedures, and processes.

1 **AP 5011 TRACKS OF ADMISSION AND CONCURRENT ENROLLMENT**
2 **OF HIGH SCHOOL AND OTHER YOUNG STUDENTS:**
3 **COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)**
4 **TRACK AND NON-COLLEGE AND CAREER ACCESS**
5 **PATHWAYS (NON-CCAP) TRACK**

6 **References:**

7 Education Code, Sections 11300, 48800, 48800.5, 48802, 49011, 66010.4,
8 76001, and 76002, 76004, 87010, and 87011

9 The College authorizes the admission of special Special Admit students and “highly-
10 talented” K-12 minor students without high school diplomas, who can benefit from
11 “advanced scholastic or career/technical work.” The responsibility to make the
12 determination of the student’s preparation belongs to the K-12 school district in which the
13 student is enrolled.

14 Authority to restrict the admission or enrollment of a special Special Admit part-time or
15 full-time student in any session based on age, grade-level completion, current school
16 performance, or assessment and placement procedures in conformance with
17 matriculation regulations remains the prerogative of the College.

18 All courses will be taken for college credit. Subject to college and school district
19 compliance with applicable regulations, and if followed procedures provided herein, pupils
20 may receive dual credit.

21 The parent or guardian of a pupil not enrolled in a public school retains the ability to
22 directly petition the President/Superintendent for the pupil’s special Special Admit
23 admission on a part-time or full-time basis.

24 When both CCAP and Non-CCAP enrollment opportunities are provided by the college,
25 it must adhere to the overall 10% full-time equivalent student (FTES) cap for all special
26 admit students.

27 **Non-CCAP Track Dual Enrollment of High School Juniors and Seniors (N-CCAP Jr**
28 **& Sr)**

29 Cerritos College will admit N-CCAP Jr & Sr high school juniors and seniors for enrollment
30 to the College who are eligible to participate based on the criteria established below.

31 The student must be recommended by his/her high school principal or designee. As part
32 of the approval process, the principal must verify through consent and signature on the

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33 Special Admit Minor Form that the recommended student can benefit from college
34 instruction.

35 A parent/guardian consent and signature on the Dual Enrollment Form, verifying
36 parental/guardian approval of student's participation, must be submitted in addition to the
37 College application. Parents/guardians must also acknowledge on the Dual Enrollment
38 Form that the student will be expected to conform to all College policies.

39 Cerritos College will admit N-CCAP Jr & Sr high school juniors and seniors who meet the
40 following conditions:

41

42 **Academic Eligibility**

- 43 • N-CCAP Jr & Sr student admission may be limited for reasons of age or grade
44 level.
- 45 • For all courses attempted, N-CCAP Jr & Sr students must complete the College
46 assessment process and meet the stated prerequisite and or co-requisite for the
47 desired course.
- 48 • For summer sessions, N-CCAP Jr & Sr student admission is further limited to high
49 school principal recommendation to be provided only if the pupil demonstrates
50 adequate preparation in the discipline to be studied, the pupil exhausts all
51 opportunities to enroll in an equivalent course at school of attendance, and if the
52 total number of such pupils does not exceed 5% of that grade level.
- 53 • Students with a verifiable disability (verification to be provided by school of origin)
54 will be referred to Disabled Student Programs and Services for assessment and
55 recommendation.

56 **Limitations on Enrollment**

- 57 • An N-CCAP Jr & Sr student may be permitted to enroll in up to 11.99 units.
58 Exceptions may be made, subject to consideration and approval by the Dean of
59 Admissions, Records and Services.
- 60 • Such students may not enroll in physical education courses.
- 61 • Such students' enrollment may be limited for reasons of age or grade level.
- 62 • Such students who have previously enrolled and who have dropped their courses
63 and/or have not made satisfactory progress will not be allowed to continue
64 enrollment.
- 65 • Such students will not receive priority enrollment status.
- 66 • Such students will be charged all applicable fees charged to regularly admissible
67 students, with the exception of California Community College enrollment fees
68 (neither the in-state, per unit charge nor the non-resident tuition and capital outlay,
69 per unit charges).

70 **Dual Enrollment, Non-CCAP Track Students Through the 10th Grade (N-CCAP K-**
71 **10)**

72 Cerritos College will admit highly gifted elementary students and secondary students
73 through the 10th grade level for enrollment to the College if they are eligible to participate
74 based on the criteria below:

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75 Academic Eligibility

- 76 • N-CCAP K-10 student admission may be limited for reasons of age or grade level.
- 77 • For all courses attempted, N-CCAP K-10 students must complete the College
- 78 assessment process and meet the stated prerequisite and or co-requisite for the
- 79 desired course.
- 80 • For summer sessions, N-CCAP K-10 student admission is further limited to high
- 81 school principal recommendation to be provided only if the pupil demonstrates
- 82 adequate preparation in the discipline to be studied, the pupil exhausts all
- 83 opportunities to enroll in an equivalent course at school of attendance, and if the
- 84 total number of such pupils does not exceed 5% of that grade level.
- 85 • Students with a verifiable disability (verification to be provided by school of origin)
- 86 will be referred to Disabled Student Programs and Services for assessment and
- 87 recommendation.

88 Limitations on Enrollment

- 89 • N-CCAP K-10 students may be permitted to enroll in up to 4 units each term.
- 90 • Such student enrollment in courses is based on space availability with College
- 91 instructor signature required prior to enrollment.
- 92 • Such students may not enroll in physical education courses.
- 93 • Such students who have previously enrolled and who have dropped their
- 94 courses and/or have not made satisfactory progress will not be allowed to
- 95 continue in the Special Admit Program.
- 96 • Such students will not receive priority enrollment status.
- 97 • Such students will be charged all applicable fees charged to regularly
- 98 admissible students, with the exception of California Community College
- 99 enrollment fees (neither the in-state, per unit charge nor the non-resident tuition
- 100 and capital outlay, per unit charges).

101 Summer Enrollment of K-12 Students

102 To be considered for admission as a Special Admit summer session student, the student
103 must meet the eligibility standards as established in Education Code Sections 48800 and
104 76001. Students will not be admitted unless they have availed themselves of all
105 opportunities to enroll in equivalent courses at their schools of attendance.

106 Refer also to the **Academic Eligibility** sections for N-CCAP Jr and Sr and N-CCAP K-10
107 students regarding summer sessions.

108 The number of such persons recommended shall not be in excess of five percent of the
109 total number of students who have completed a particular grade immediately prior to the
110 time of recommendation.

111 Minors Who Are Not Enrolled in a School Program

112 The Cerritos College President/Superintendent, or designee, may admit students who are
113 not enrolled in a public school into any class for which the student may qualify.
114 Qualifications and eligibility for participation are listed below:

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- 115 • Parent/guardian approval shall include acknowledgement by the
116 parent/guardian that he/she understands that he/she will be expected to
117 conform to all College policies.
- 118 • Cerritos College may admit minors who are not high school graduates who
119 meet the following conditions:
 - 120 ○ Complete the Cerritos College admission application
 - 121 ○ Submit the appropriate College form (Non-Enrolled Minor Form) for the
122 approval by the Cerritos College President/Superintendent, or designee,
123 stating the following:
 - 124 • Grade level of student.
 - 125 • Parental/guardian approval for the student to enroll in a College-level
126 class.
 - 127 • Verifiable demonstration of the student's ability to benefit from
128 advanced scholastic or career/technical work.
 - 129 • A statement indicating the exact college-level class(es) in which the
130 student is requesting enrollment at Cerritos College.
 - 131 • The student must enroll in a course of instruction of a scope and
132 duration sufficient to satisfy the requirements of law.
 - 133 • If the College denies a request for ~~special~~ Special Admit part-time or full-time
134 enrollment at a community college for a pupil who is identified as highly gifted,
135 the College shall record its findings and the reason(s) for denial of the request
136 in writing within 60 days. The written recommendation and denial shall be
137 issued to the student at least 30 days after the request has been submitted.
138 (Education Code, Section 76001(b))
 - 139 • The attendance of a pupil at a community college as a ~~special~~ Special Admit
140 part-time or full-time student pursuant to this section is authorized attendance,
141 for which the community college shall be credited or reimbursed pursuant to
142 Education Code, Sections 48802 and 76002.

143 **Classes on High School Campuses**

144 If the decision to offer a class on a high school campus is made after publication of the
145 College's regular schedule of classes, and the class is only advertised to the general
146 public through electronic media, the class must be advertised for a minimum of 30
147 continuous days prior to the first meeting of the class.

148 If the class is offered on a high school campus, the class may not be held during the time
149 the campus is closed to the general public, as defined by the school board. If the class
150 is a physical education class, no more than ten percent of the enrollment of the class may
151 consist of ~~special~~ Special Admit part-time or full-time students.

152 **Additional Regulations**

153 To be considered for admission as a ~~special~~ Special Admit part-time or full-time student,
154 the student must meet the eligibility standards established in Education Code, Section
155 48800.05. ~~special~~ Special Admit part-time and full-time students are given low enrollment
156 priority in accordance with AB 967, except for students attending a middle college high

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157 school if the student is seeking to enroll in a course that is required for the student's
158 middle college high school program.

159 State regulations provide that special Special Admit student enrollment in physical
160 education courses shall not exceed five percent of the District's total reported full-time
161 equivalent enrollment of special Special Admit part-time and full-time students; however,
162 Cerritos College does not permit enrollment of such students in physical education
163 courses.

College and Career Access Pathways (CCAP)

164 The District may enter into a CCAP partnership with a school district partner that is
165 governed by a CCAP partnership agreement approved by the governing boards of both
166 districts. As a condition of, and before adopting a CCAP partnership agreement, the
167 governing board of each district, at an open public meeting of that board, shall present
168 the dual enrollment partnership agreement as an informational item. The governing board
169 of each district, at a subsequent open public meeting of that board, shall take comments
170 from the public and approve or disapprove the proposed agreement.

171 If the governing board has adopted all of the legal requirements of Education Code
172 Section 76004 in order to participate in a College and Career Access Pathways (CCAP)
173 partnership with the governing board of a school district for the purpose of offering or
174 expanding dual enrollment opportunities for students who may not already be college
175 bound or who are underrepresented in higher education, with the goal of developing
176 seamless pathways from high school to community college for career technical education
177 or preparation for transfer, improving high school graduation rates, or helping high school
178 pupils achieve college and career readiness, the District may enter into a CCAP
179 partnership.

180 The CCAP partnership agreement shall be filed with the Chancellor of the California
181 Community Colleges and with the California State Department of Education before the
182 start of the CCAP partnership, and shall:

- 183 outline the terms of the CCAP partnership and shall include, but not necessarily
184 be limited to, the total number of high school students to be served and the total
185 number of full-time equivalent students projected to be claimed by the community
186 college district for those students; the scope, nature, time, location, and listing of
187 community college courses to be offered; and criteria to assess the ability of pupils
188 to benefit from those courses.
- 189 establish protocols for information sharing, in compliance with all applicable state
190 and federal privacy laws, joint facilities use, and parental consent for high school
191 pupils to enroll in community college courses.
- 192 identify a point of contact for the participating community college district and school
193 district partner.
- 194 certify that any community college instructor teaching a course on a high school
195 campus has not been convicted of any sex offense as defined in Education Code
196 Section 87010, or any controlled substance offense as defined in Education Code
197 Section 87011.

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- 199 • certify that any community college instructor teaching a course at the partnering
200 high school campus has not displaced or resulted in the termination of an existing
201 high school teacher teaching the same course on that high school campus.
- 202 • certify that a qualified high school teacher teaching a course offered for college
203 credit at a high school campus has not displaced or resulted in the termination of
204 an existing community college faculty member teaching the same course at the
205 partnering community college campus.
 - 206 ○ qualified high school teacher, for the purpose of this Administrative
207 Procedure, means a high school teacher who meets the minimum
208 qualifications to teach college courses that are offered through dual
209 enrollment. The high school teacher will be considered according to
210 established Cerritos College selection procedures and if selected, will
211 become an adjunct faculty member of Cerritos College. The faculty member
212 will abide and be covered by the faculty collective bargaining agreement
213 and the policies and procedures of Cerritos College.
- 214 • include a certification by the participating community college district of all of the
215 following:
 - 216 ○ a community college course offered for college credit at the partnering high
217 school campus does not reduce access to the same course offered at the
218 partnering community college campus;
 - 219 ○ a community college course that is oversubscribed or has a waiting list shall
220 not be offered in the CCAP partnership; and
 - 221 ○ participation in a CCAP partnership is consistent with the core mission of the
222 community colleges pursuant to Education Code Section 66010.4, and that
223 pupils participating in a CCAP partnership will not lead to enrollment
224 displacement of otherwise eligible adults in the community college.
- 225 • certify that both the school district and community college district partners comply
226 with local collective bargaining agreements and all state and federal reporting
227 requirements regarding the qualifications of the teacher or faculty member
228 teaching a CCAP partnership course offered for high school credit.
- 229 • specify both of the following:
 - 230 ○ which participating district will be the employer of record for purposes of
231 assignment monitoring and reporting to the county office of education; and,
 - 232 ○ which participating district will assume reporting responsibilities pursuant to
233 applicable federal teacher quality mandates.
- 234 • certify that any remedial course taught by community college faculty at a partnering
235 high school campus shall be offered only to high school students who do not meet
236 their grade level standard in math, English, or both on an interim assessment in
237 grade 10 or 11, as determined by the partnering school district, and shall involve
238 a collaborative effort between high school and community college faculty to deliver
239 an innovative remediation course as an intervention in the student's junior or senior
240 year to ensure the student is prepared for college-level work upon graduation.

241 A community college district participating in a CCAP partnership shall not provide physical
242 education course opportunities to high school pupils or any other course opportunities
243 that do not assist in the attainment of at least one of the following goals:

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- developing seamless pathways from high school to community college for career technical education or preparation for transfer;
- improving high school graduation rates; or,
- helping high school pupils achieve college and career readiness.

The District will not enter into a CCAP partnership with a school district within the service area of another community college district, except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership.

A high school pupil enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Education Code Section 49011.

The District may assign priority for enrollment and course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending a middle college high school as described in Education Code Section 11300 and consistent with middle college high school provisions in Education Code Section 76001.

The District may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP partnership agreement.

The District may allow a Special Admit part-time student participating in a CCAP partnership agreement established pursuant to this article to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied:

- the units constitute no more than four community college courses per term
- the units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article; and,
- the units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

The governing board of the District exempts CCAP Special Admit part-time students from the following fee requirements:

- Student representation fee (Education Code Section 76060.5)
- Nonresident tuition fee and corresponding permissible capital outlay fee and/or processing fee (Education Code Sections 76140, 76141, 76142)
- Transcript fees (Education Code Section 76223)
- Course enrollment fees (Education Code Section 76300)
- Apprenticeship course fees (Education Code Section 76350)
- Child development center fees (Education Code Section 79121)

The District shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.

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283 The attendance of a high school pupil at a community college as a Special Admit part-
284 time or full-time student pursuant to this section is authorized attendance for which the
285 community college shall be credited or reimbursed pursuant to Education Code Section
286 48802 or 76002, provided that no school district has received reimbursement for the same
287 instructional activity.

288 For each CCAP partnership agreement entered into pursuant to this section, the District
289 shall report annually to the Chancellor of the California Community Colleges, the
290 Legislature, the Director of Finance, and the State Superintendent of Public Education all
291 of the following information:

- 292 • The total number of high school pupils, by schoolsite, enrolled in each CCAP
293 partnership, aggregated by gender and ethnicity, and reported in compliance with
294 all applicable state and federal privacy laws.
- 295 • The total number of community college courses, by course category and type and
296 by schoolsite, enrolled in by CCAP partnership participants.
- 297 • The total number and percentage of successful course completions, by course
298 category and type and by schoolsite, of CCAP partnership participants.
- 299 • The total number of full-time equivalent students (FTES) generated by CCAP
300 partnership community college district participants.

301 The College Catalog, which is updated annually, contains the most recent information
302 regarding the admission and enrollment of high school and other young students. This
303 document is updated annually for currency and correctness.

304 Office of Primary Responsibility: Vice President, Student Services

Date Approved: June 11, 2007

Dates Revised: October 15, 2012; October 9, 2017

(Replaces former Cerritos CCD Policies 4102.1 and 4102.2)