CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
October 22, 2018

PRESENT: Dr. Jose Fierro   ABSENT: Felipe Lopez
          Sandy Marks   Rick Miranda
          Dr. April Griffin   Dr. Adriana Flores-Church
          Stephanie Rosenblatt   Liz Page
          Armando Soto   Kim Westby
          Dr. Steven La Vigne
          (for Liz Page)   GUEST(s): Monica Acuña
          Lynn Laughon   Julie Bathke
          David Ward   Dr. Carrie Edwards
          Kim Applebury   Clara Ross-Jones
          Chris Rodriguez   Miya Walker
          (for Kathy Azzam)
          Julie Mun

  I.   MEETING CALLED TO ORDER
       Dr. Fierro called the meeting to order at 1:03 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 – October 8, 2018
       It was moved by Ms. Laughon and seconded by Dr. Griffin to approve the September 24
       minutes. The vote for approval was 7-0-3; Dr. Fierro, Ms. Applebury, and Mr. Rodriguez
       abstained. Ms. Rosenblatt was not present for the vote.

  V.   BOARD AGENDA – None

 VI.   ITEMS FROM INSTITUTIONAL COMMITTEES
       Outstanding Classified Employee Selection
       EMP Goal C: Promoting Leadership and Staff Development

       Ms. Acuña provided a report on behalf of committee chair Dr. Flores-Church. She stated that
       the committee meets monthly to select the employee of the month. They are working on
       revising the team nomination form, which hasn't been updated since 2009.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES
      Academic Excellence
      EMP Goal A: Strengthening the Culture of Completion

      Dr. Griffin provided a report on behalf of committee chairs Dr. David Betancourt and Teri
      Cheatham. She distributed the attached October 16 meeting agenda and outcomes.
      Nomination forms will be distributed to faculty January 14, 2019 and to department chairs
      January 15, 2019. Forms are due to divisions or committee members by February 7, 2019. The
      ceremony is scheduled for Thursday, April 4, 2019 to begin at 7:00 p.m. in the Burnight Theatre.

      Curriculum
      EMP Goal A: Strengthening the Culture of Completion

      Dr. Edwards stated that the Chancellor's Office is continuing to streamline its processes, and has
      rolled out auto approval of programs. New curriculum has been approved or is in progress to
      maximize probability to complete transfer level English and Math in one year, and complete
      transfer level ESL in three years. There have also been changes to the unit values for approved
      certificates of achievement and verifications to align with financial aid guidelines. There are 11
      programs that must be revised to comply with requirements for verification of completions.
      Overall, the changes are positive because we will be able to receive credit for completed
      certificates and verifications.

      Professional Relations
      EMP Goal C: Promoting Leadership and Staff Development

      Ms. Clara Ross-Jones and Ms. Cosio distributed the attached October 1 meeting minutes. Ms.
      Ross-Jones stated that the nomination period is scheduled for Monday, October 15 through
      Friday, November 30. Nominations will be accepted online at www.cerritos.edu/nomination.
      Students are encouraged to nominate the outstanding professor (full-time or part-time),
      counselor, librarian, or student services faculty who has inspired them. The committee has
      been busy publicizing the nominations with posters, flyers, and announcements at division
      meetings. The Outstanding Faculty Awards ceremony is scheduled for Thursday, April 25, 2019.

      Sabbatical Leave
      EMP Goal C: Promoting Leadership and Staff Development

      Ms. Bathke distributed the attached report. She stated that six faculty have requested leaves
      for the 2019-20 academic year. The committee will review the requests and send its
      recommendation to Faculty Senate by the end of the fall semester. They utilize an interview
      process which streamlines feedback and facilitates dialogue between the committee and
      applicants. The process to review reports from faculty who returned from 2017-18 sabbatical
      leaves will begin in spring.

      Dr. Fierro and Dr. Griffin thanked Ms. Bathke and the committee for guiding faculty through the
      process. There has been much improvement in the proposals and board presentations, which
      has been well received.

VIII. STATUS OF SHARED GOVERNANCE
Student Equity Committee Purposes and Membership
EMP Goal F: Enhancing Organizational Effectiveness

Ms. Mun stated that at its October 10 meeting, the Student Equity Committee reviewed and approved Ms. Laughon's recommendation to add an additional classified representative appointed by CSEA. The proposed revisions to the Student Equity Committee structure include correcting one of its purposes by replacing the term "Student Equity Plan" with "the triple integrated BSI/3SP/Student Equity Plan", adding the Director of Diversity, Compliance, and Title IX Coordinator and the Program Facilitator of Student Equity, Cross Culture, and Title IX Resources as functional personnel, merging the iFALCON faculty representative with the Developmental Educational Coordinator or designee, and adding an additional classified representative appointed by CSEA.

It was moved by Dr. Griffin and seconded by Ms. Rosenblatt to approve the proposed revisions to the Student Equity Committee as attached. The vote for approval was 8-3-0. Ms. Laughon, Mr. Ward, and Ms. Applebury voted no.

Web Standards Committee Membership
EMP Goal F: Enhancing Organizational Effectiveness

Ms. Walker stated that the committee is recommending to change how its members are appointed, and to update some of the job titles. Instead of specific managers and student representatives, committee members would be appointed by their respective constituent groups. They are also recommending that the quorum requirement be revised to 40 percent of the membership.

The committee recommended adding a note next to the Web Administrator position to state that it is currently vacant and will not be included in the quorum requirement. Dr. Griffin requested clarification regarding one of the Web Standards Committee purposes, which states that the committee recommends standards and protocols for compliance with the Americans with Disabilities (ADA) and Sections 504 and 508 of the Rehabilitation Act for the college web presence. Dr. Griffin asked whether this purpose overlaps with the purposes of the 508 Task Force. Ms. Walker stated that the committee only reviews accessibility issues for the website.

It was moved by Ms. Marks and seconded by Mr. Ward to approve the proposed revisions to the Web Standards Committee as attached. The vote for approval was unanimous. Mr. Rodriguez was not present for the vote.

Dr. Griffin requested more information and clarification about the 508 Task Force purposes and membership. Dr. Fierro stated that an update will be scheduled for the November 5 meeting.

Draft Administrative Procedure 4024 – Credit Hours and Units
EMP Goal A: Strengthening the Culture of Completion

Dr. Griffin stated that the college is required to establish a procedure regarding how we determine and calculate credit hours. The draft procedure was shared with the Coordinating Committee at its October 8 meeting, and reviewed and approved by the Faculty Senate at its

October 9 meeting. The procedure provides documentation of our current procedures and meets Chancellor's Office requirements. Curriculum staff will review all courses to identify those that are not in compliance, and work with departments to reach a resolution.

It was moved by Ms. Rosenblatt and seconded by Mr. Ward to approve Administrative Procedure 4024 – Credit Hours and Units as attached. The vote for approval was unanimous. Mr. Rodriguez was not present for the vote.

Draft Board Policy and Administrative Procedure 3730 – Social Media Guidelines
EMP Goal D: Improving Internal and External Communication

Ms. Walker stated that drafts of the social media policy and social media administration agreement were presented to the Coordinating Committee at its September 10, 2018 meeting. She stated that the drafts were developed with the intent to ensure rights and freedoms are protected, while also providing clear and concise guidelines for social media accounts to facilitate continuity and understanding across the district. Revisions were made to define and provide examples of prohibited content, as suggested by the Coordinating Committee.

The committee members discussed concerns regarding the proposed requirement to submit requests to create social media accounts to Public Affairs for approval. It was suggested that users who create new social media accounts *notify* Public Affairs to facilitate integration with official college accounts, and increase participation and buy-in. There were also concerns about how long the proposed approval process would take, which could discourage users from following the guidelines.

Dr. Fierro stated that this review will serve as a first reading and asked the committee members to forward their questions and suggestions to Ms. Walker. A second reading of the drafts will be scheduled for a future meeting.

IX.   REPORTS FROM COORDINATING COMMITTEE MEMBERS
      No reports.

X.   PRESIDENT'S REPORT
      Dr. Fierro stated that the Chancellor's Office has shared an unofficial process for local district goal setting for 2018-19. The process provides steps for developing college-level goals that align with the systemwide goals in the Vision for Success, are measurable numerically, and specify a timeline for improvement. The steps include reviewing baseline data and reporting on our goals development process by December 15, reviewing college plans to identify current improvement priorities, gathering input through community dialogue to set local goals, and submitting board approved aligned and measurable goals to the Chancellor's Office by May 31, 2019. Dr. Fierro stated he will share more information as it is received.

      Dr. Fierro also stated that there has been much conversation at the state level regarding the 2019-20 budget, and increased advocacy for the release of dollars for capital construction and also COLA. An advocacy day is scheduled for Wednesday, December 5.

      ADJOURNMENT
      Meeting adjourned at 2:46 p.m.

Cerritos College

11110 Alondra Boulevard, Norwalk, California 90650

Academic Excellence Committee
Co-Chairs: Teresa Cheatham and David Betancourt
Oct. 16, 2018
11:00 a.m., CTX Conference Room

AGENDA

1. AEC 2018-2019 Activity Timeline
   October: Send invitation letters to president, board members, & VPs
   November: Division Reps give information at Division meetings
   December: Division Reps remind faculty regarding AEA forms (forms out in January)
   Monday, January 14, 2019: Nomination forms distributed to faculty
   Tuesday, January 15, 2019: Student data distributed to department chairs
   Thursday, February 7, 2019: Signed Nomination forms with transcripts attached are due to Division or AEC Representative; Submit digit files to David between Feb. 7-19
   Tuesday, February 19, 2019: Check names on transcripts and narratives
   Tuesday, March 5, 2019: AEA student photo session
   Tuesday, March 26, 2019: Check names on plaques and N/S line up list
   Thursday, April 4, 2019 at 7:00 pm: Academic Excellence Awards Program in Burnight Theatre

2. Discuss Keynote Speaker Possibilities:
   - Bio submission/discussion
   - Recent Speakers: Cagnolatti, Pereira, Fronke, Mixson, Gaik, Hoppe-Nagao, Carroll, Rose, Clifford,
   - Recently Considered: Michelle Lewellen, Psychology and Carlos Mera, Physics
   - Future Speaker: Eddie Iniquez, Cerritos College Alumni and Harvard MBA Student

3. Items from the Floor

4. 2018-2019 Committee Calendar
   Tuesday, October 16, 11am, CTX Conference Room
   Tuesday, November 20, 11am, CTX Conference Room
   Tuesday, January 15, 11am, CTX Conference Room
   Thursday, February 7, NOMINATION FORMS ARE DUE!
   Tuesday, February 19, 11am, CTX Conference Room (check transcripts and narratives)
   Tuesday, March 5, 11am, Student Center Stage (photo reception and meeting)
   Tuesday, March 26, 11am, CTX Conference Room (check plaques and N/S line up)
   Thursday, April 4, 7pm, Burnight Theater Academic Excellence Awards Ceremony
   Tuesday, April 16, 11am, CTX Conference Room (lunch)

____ Abbruzzese, Mark
____ Aguirre, Selene
____ Betancourt, David
____ Carroll, Dani
____ Cheatham, Teresa
____ Gersitz, Lorraine
____ Graf, Marvelina
____ Gregory, Christine
____ Johnson, Debra
____ May, Russell
____ Miller, Natoya
____ Murguia, Stephanie
____ Samarin, Rachel
____ Smith, Felicia
____ Szabo, Thad

Cerritos College

Academic Excellence Committee
Co-Chairs: Teresa Cheatham and David Betancourt
Oct. 16, 2018
11:00 a.m., CTX Conference Room

AGENDA OUTCOMES

___x_	Abbruzzese, Mark
___x_	Aguirre, Selene
___x_	Betancourt, David
___x_	Carroll, Dani
___x_	Cheatham, Teresa
____	Gersitz, Lorraine
____	Graf, Marvelina
___x_	Gregory, Christine
___x_	Johnson, Debra
____	May, Russell
____	Miller, Natoya
____	Murguia, Stephanie
____	Samarin, Rachel
____	Smith, Felicia
__x__	Szabo, Thad

1. Save the Date to Board Members was sent out (Teri). FYI: Marisa Perez has already RSVP'd.

2. Invitation letters to president, board members, & VPs will be sent out by the end of the month (Teri).

3. For November, reminders will be emailed to reps to mention to their divisions the requirements for student nominations. (David)

4. Carlos Mera from Physics was nominated as the keynote speaker. David will contact him to see if he will accept the invitation. If not, David will let everyone know, so they can bring forward their nominations at the next meeting.

5. It was suggested to make posters and hang them around campus to advertise the Academic Excellence Awards ceremony (Mark). Will discuss at November meeting.

6. It was suggested to add dancers to the Academic Excellence Awards ceremony or reception (Christine).

7. 2018-2019 Committee Calendar
Tuesday, November 20, 11am, CTX Conference Room
Tuesday, January 15, 11am, CTX Conference Room
Thursday, February 7, NOMINATION FORMS ARE DUE!
Tuesday, February 19, 11am, CTX Conference Room (check transcripts and narratives)
Tuesday, March 5, 11am, Student Center Stage (photo reception and meeting)
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CURRICULUM COMMITTEE 2018/2019

- Guided Pathways
- Chancellor's Office Continued Streamlining
  - Annual Credit Course and Program Certification Memo
  - BP 4024 – Hours to Units Calculation/Cooperative Work Experience
- AB 705
  - English & Math – maximize probability to complete transfer level in 1 year (Fall 2019)
  - ESL – maximize probability to complete transfer level in 3 years (Fall 2020)

UNIT VALUE CHANGE FOR APPROVED CERTIFICATES OF ACHIEVEMENT

CURRENT CERTIFICATE UNIT VALUE

- **Certificate of Achievement** 18 units and above

- **Certificate of Achievement** 12 units to fewer than 18 units

- **Verifications of Completion** <12 units/non transcripted

CHANGING CERTIFICATE UNIT VALUE

- **Certificate of Achievement** 16 units and above

- **Certificate of Achievement** 8 units to fewer than 16 units

- **Verifications of Completion** <8 units/non transcripted

VERIFICATION OF COMPLETION
MUST MAKE COMPLIANT
11 PROGRAMS

- American Sign Language – 16
- Automotive Collision Repair
  - Structural Damage Specialist – 17.5
  - Damage Appraisal – 16.5
- Automotive Mechanical Repair
  - Brakes, Suspension, and Steering – 16
  - Fleet Preventative – 17
- Business Administration – 17

- Engineering Design Technology
  - Machine Design and Manufacturing – 16
  - 3-D Parametric Modeling Design and Presentation - 16
- Machine Tool Technology – MasterCAM – 16.5
- Photojournalism – 17
- Teaching Beginning Piano – 16.5

VERIFICATION OF COMPLETION
CAN SEEK APPROVAL
18 PROGRAMS

- Occupational Preparedness in Desktop Publishing/Journalism – 15
- Automotive Collision Repair
  - Customizing and Fabrication – 15.5
  - Custom Painting – 13.5
- Automotive Mechanical Repair
  - Advanced Electrical and Diagnosis – 14
  - Engine Repair and Operations – 14
- Engineering Design Technology
  - Sheet Metal Layout Applications With 3-D Parametric Solid Modeling – 14
  - Engineering Design and Production Technology – 14

- Mass Communications
  - Broadcast Journalism – 12
  - Desktop Publishing – 15
  - Online Journalism – 15
- Fine Art Photography – 15
- Occupational Preparedness in Photography - 15
- Traditional Black-and-White Photography - 8
- Teaching Intermediate Piano – 13.5
- Plastics and Composites
  - Moldmaking Specialty – 9.5
  - Fiberglass/Composites Repair Specialty – 8
- Real Estate – 12/13
- Entertainment Technology - 10

Coordinating Committee 10/22/18

Sabbatical Committee Report

EMP C – PROMOTING LEADERSHIP AND STAFF DEVELOPMENT

1. Six applicants for 2019-2020 currently being processed.
   a. All have requested one year leaves at 100% compensation
   b. Divisions represented: Counseling, Fine Arts, Liberal Arts, SEM, Business, Library
2. Committee process for applications
   a. Members evaluate applications
   b. Committee meets to discuss and coordinate feedback
   c. Interviews held with each applicant to discuss feedback
   d. Two revision cycles stipulated in the contract: first of two weeks, second if needed, for one week
   e. Committee and applicants are using Canvas to post and evaluate revisions
3. Estimate applications processed by committee end of fall semester
   a. Forward to Faculty Senate beginning of spring semester
   b. To administrators immediately following
   c. Schedule on BOT agenda as soon as possible
4. Four faculty currently out on sabbatical leave
   a. Sheela Hoyle - Counseling
   b. Tor Lacy - Geography
   c. Julie Trager - Fine Arts
   d. Kevin Taylor - Technology
5. Four faculty have returned after sabbatical leave 2017-2018
   a. Kimberley Duff - Psychology
   b. Patty George - Math
   c. Frank Gaik - English
   d. Lance Kayser - English
   e. Reports due last week of this semester
   f. Required orientation for report writers this fall was conducted on Thursday, Sept 27
6. Committee process for reports – will begin in early spring semester
   a. Members evaluate applications
   b. Committee meets to discuss and coordinate feedback
   c. Mentors communicate feedback to report writers
   d. Two revision cycles stipulated in the contract: first of two weeks, second if needed of one week
   e. Committee and report writers are using Canvas to post and evaluate reports and revisions
7. Estimate reports processed by mid-spring semester
   a. Forward to Faculty Senate as soon as finished
   b. To administrators immediately following
   c. Schedule on BOT agenda as soon as possible
   d. Report writers have been notified to prepare to present their projects to the BOT

2018-2019 Sabbatical Committee Roster

Division	Representative	e-mail	Extension
Counseling	Marvelina Graf	mgraf@cerritos.edu	2140
Fine Arts	Christine Lopez	clopez@cerritos.edu	2632
LA	Kolleen Kalt	kkalt@cerritos.edu	2821
Business	Teresa Alenikov	talenakov@cerritos.edu	2729
Social Science	Julie Davis	jdavis@cerritos.edu	2725
Library	Paula Pereira	ppereira@cerritos.edu	2423
SEM	Manuel Lopez	mlopez@cerritos.edu	2622
Technology	Tony Fortner	afortner@cerritos.edu	2985
Health Occ	Julie Bathke (Chair)	jbathke@cerritos.edu	2580
HPEDA	Vacant		

COLLEGE COMMITTEE ON STUDENT EQUITY
(approved 2/09/15)

A.   Purposes

- Supports the development, implementation, and assessment of ~~Student Equity Plan~~ triple integrated BSI/3SP/Student Equity Plan goals, activities, and expected outcomes
- Administers categorical Student Equity funding request and granting processes, including allocation recommendations to the Executive Council
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

B.   Subcommittees

Appointed as necessary

C.   Chairperson(s) (how selected/elected)

1. The Vice President of Academic Affairs/Assistant Superintendent and the Vice President of Student Services/Assistant Superintendent are the Co-Chairpersons.

2. It is the responsibility of the Co-Chairpersons to prepare and distribute agendas and minutes, conduct meetings, forward recommendations to the College Coordinating Committee and/or Executive Council, and maintain the Committee website.

D.   Other Officers (if any)

None

E.   Membership (~~27~~ 30 members)

· Constituent Group Membership
  4 student representatives appointed by ASCC
  4 faculty representatives (3 appointed by Faculty Senate, 1 appointed by CCFF)
  ~~2~~ 3 classified representatives appointed by CSEA
  3 management representatives appointed by ACCME

· Faculty Resources Leadership – Academic Affairs
  1 faculty representative from English Department
  1 faculty representative from Math Department
  1 faculty representative from iFALCON or Developmental Education Coordinator or designee

· Faculty Resources Leadership – Student Services
  1 faculty representative from General Counseling
  1 faculty representative from Instructional Counseling
  1 faculty specialist/counseling representative from DSPS

· Functional Resource Personnel (ex-officio)
  EOPS Assistant Director
  Associate Dean of Adult Education/Diversity Programs
  Dean of Counseling Services
  Dean of Institutional Effectiveness, Research and Planning
  Vice President of Business Services/Assistant Superintendent or designee
  Vice President of Human Resources/Assistant Superintendent or designee
  Director of Diversity, Compliance, and Title IX Coordinator
  Program Facilitator of Student Equity, Cross Culture, and Title IX Resources

· Co-chairs
  Vice President of Academic Affairs/Assistant Superintendent
  Vice President of Student Services/Assistant Superintendent

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. ASCC representatives will serve one-year terms.

G.   Quorum

The committee will review its quorum requirement at the beginning of each academic year. The current quorum requirement is one-third plus one of the committee 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 decision-making method.

I.   Reporting Guidelines

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

J.   Meetings (day and time)

Monthly, during the fall and spring semesters, on the second Wednesday at 3:00 p.m.

COLLEGE COMMITTEE ON WEB STANDARDS

A.   **Purposes**

- Participates in the development of standards for the operation and maintenance of web sites hosted, branded and/or identified as a Cerritos College web site
- Recommends standards for the college web site for graphic design and branding, consistent with college branding initiatives, accuracy and currency
- Recommends college web site posting standards to comply with copyright and intellectual property rights
- Recommends standards and protocols for compliance with the Americans with Disabilities Act (ADA) and Sections 504 and 508 of the Rehabilitation Act for the college web presence
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

B.   **Subcommittees**

Appointed as necessary

C.   **Chairperson** (how selected/elected)

1. The Director of College Relations, Public Affairs and Governmental Relations 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** (18 members – *revised 2/11/13, 10/20/14, 10/22/18*)

Director of College Relations, Public Affairs and Governmental Relations
Web Administrator (currently vacant and not included in quorum)
Manager of Information Technology
~~Dean of Academic Success~~
~~Dean of Disabled Student Programs & Services~~
2 management representatives appointed by ACCME
~~Senior Technical Support Specialist in Information Technology~~
Senior Accessibility Compliance Specialist
Web Support Technician
Multimedia Production Specialist I
4 faculty representatives appointed by Faculty Senate

1 faculty representative appointed by CCFF
2 classified representatives appointed by CSEA
1 confidential representative appointed by confidential employee group
~~ASCC Commissioner of Information Technology~~
~~1~~ 2 student representatives appointed by ASCC

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 representatives will serve one-year terms.

G.   **Quorum**

The committee will review its quorum requirement at the beginning of each academic year. The current quorum requirement is 40% of the committee 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 Web Standards will be communicated to the College Coordinating Committee in the form of minutes and committee 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)

To Be Determined

1   **AP 4024   CREDIT HOURS AND UNITS**

2   **References:**
3   Title 5 Sections 55002, 55002.5, 55100, 55130, 55256.5, and 58003.1;
4   34 Code of Federal Regulations Sections 600.2 and 668.8

5   Title 5 (§55002 and §55002.5) provides minimum hour-to-unit ratios and minimum unit
6   increments at California Community Colleges. One credit hour of community college work
7   (one unit of credit) shall require a minimum of 48 semester hours of total student work or
8   33 quarter hours of total student work, which may include inside and/or outside-of-class
9   hours. As course contact hours increase, additional credit shall be awarded in half unit
10   increments per the above hour-to-unit ratio standards (for example, a course that provides
11   at least two units of credit shall require a minimum of 96 semester hours of total student
12   work). A credit course shall not be offered for zero (0) units.

13   The Cerritos Community College District has established a relationship between the
14   number of units assigned to a given course and the number of hours in the course outline
15   of record. For each one unit of credit the standard is a minimum of:
16   •   18 lecture contact hours plus a minimum of 36 additional hours of related
17   independent student work; OR
18   •   54 laboratory or activity contact hours.

19   Cooperative work experience courses shall adhere to the formula for credit hour
20   calculations identified in Title 5 §55256.5. Title 5 §55256.5 provides specific hour-to-unit
21   ratios for Cooperative Work Experience. The ratios are 75 hours of paid work experience
22   for one unit of credit and 60 hours of non-paid work experience for one unit of credit.

23   Credit for clock hour designated programs shall be awarded consistent with Title 34 Code
24   of Federal Regulations Part 600.2. The Code of Federal Regulations defines clock hour
25   programs (34 CFR 668.8). Clock hour programs are required to use the formula for
26   calculating units of credit that is contained within the code.

27   Title 5 §58003.1 requires the governing board of each community college district to
28   establish a single primary term length for credit courses that are scheduled regularly with
29   respect to the number of days of the week and the number of hours the course meets
30   each week, inclusive of holidays. The Cerritos Community College District has
31   established a standard term length of seventeen and a half (17.5) weeks.

32 The District shall provide annual certification to the California Community Colleges
33 Chancellor's Office pertaining to the approval of credit courses and credit programs as
34 required under Title 5 §55100 and §55130.

35 Office of Primary Responsibility: Vice President, Academic Affairs

Date Approved: October 22, 2018