

Monterey Peninsula College SLO Assessment Policy -- Proposed Board Policy, October 2016

Endorsed by AAAG, 10-19-2016

Endorsed by MPC Academic Senate 10-20-2016

The Student Learning Outcome (SLO) development and assessment process at Monterey Peninsula College is intended to be a framework to evaluate and improve student learning and guide resource allocation. The President/Superintendent shall work with appropriate constituencies to ensure that all course, program, and institutional student learning outcomes are assessed in a systematic manner.

In accordance with MPC Board Policy 4030, it is the right and responsibility of the faculty to develop and evaluate SLOs for courses and programs-of-study based on their best judgement. In accordance with MPC Board Policy 2010 the Governing Board relies primarily upon the Academic Senate to make recommendations to the district about instructional SLO development and assessment processes as part of the academic and professional matters.

SLO assessment results will be used for the following purposes:

- To provide information to faculty for development of strong programs, effective curricula, innovative teaching, and high quality student learning.
- To inform efforts to improve services, feedback, guidance, and mentoring to students in order to help them better plan and execute their educational programs.
- To inform and provide a basis for program review and resource allocation processes.
- To provide evidence of high quality teaching and student learning expected by Accreditation requirements.

SLO assessment results will NOT be used for the following purposes.

- The College will not use assessment results (e.g., the percentage of students attaining a certain SLO) for performance evaluation of those directly responsible for student learning.
- The College will not use assessment in ways that impinges upon the Academic Freedom or professional rights of faculty as established in MPC Board Policy 4030.
- The College will not use assessment of SLOs as an end in itself to meet Accreditation requirements.

References: ACCJC Accreditation Eligibility Requirement 11, and Standards IB1, IB2, IB5, IB6, IC3, IIA1, IIA2, IIA3, IIA9, IIIA6
Ed. Code Section 70902 (b)(7)

Board Policy: Human Resources Minimum Qualifications, and Equivalency

Reference: Education Code Sections 87355-87359.5; 86360
Title 5 California Code of Regulations Sections 53410 – 53417

The Monterey Peninsula Community College District shall establish procedures for determining faculty service areas that adhere to collective bargaining agreements.

In addition, the College District will establish procedures to determine minimum qualifications and equivalencies for minimum qualifications for hiring faculty that are compliant with relevant sections of the Education Code and Title 5 regulations and include reasonable procedures to ensure that the Governing Board relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are “at least equivalent to the applicable minimum qualifications” per Education Code Section 87359(b). These procedures will aid in ensuring the hiring of highly qualified faculty who are experts in their subject matter areas, who are skilled in teaching and serving the needs of a varied student population, who can foster overall college effectiveness, and who are sensitive to the diversity of the College District community.

Summary of MPC Academic Senate Board Policy Recommendations for 2012-13

The board policies recommended by the Academic Senate are on the left. Existing MPC policies are on the right.

<p>These first three policies do not have corresponding CCLC policies. MPC does not want them to be "orphans". The proposals you see below, are proposed revisions of existing MPC board policy, not revisions of proposed CCLC policies. The proposed revisions come from Mike Gilmartin.</p>	
Proposed Policy	Existing MPC Policy
<p>Recommended by Academic Senate 2-21-13 XXXX Contract Instruction <u>Instructional Service Agreements (ISA)</u> In accordance with state regulations, the College may contract with public or private agencies, corporations or associations, to provide instructional services for the College.</p> <p>Courses offered through contract instruction <u>Instructional Service Agreements</u> shall meet all legal requirements, to include Collective Bargaining agreements, and shall be approved Monterey Peninsula College courses.</p>	<p>3030 Contract Instruction In accordance with state regulations, the College may contract with public or private agencies, corporations or associations, to provide instructional services for the College.</p> <p>Courses offered through contract instruction shall meet all legal requirements, to include Collective Bargaining agreements, and shall be approved Monterey Peninsula College courses.</p> <p>Reference: California Administrative Code, Title 5, 58058 Adopted: August 10, 1988</p>
<p>Recommended by Academic Senate 2-21-13 XXXX <u>Contract Education</u> In accordance with state law and regulations, the College may contract to provide workshops, seminars, courses and related educational services for public or private agencies, corporations, and associations.</p> <p>Where such courses and services do not meet legal requirements for state apportionment, no less than their direct costs and direct support costs shall be paid for by the contracting agency or through user fees. For courses, which meet the requirements for state apportionment, the College may receive from the agency compensation that will not exceed <u>is less than</u> the full direct educational cost of the course or courses contracted for.</p> <p>All contract education courses for which College credit is offered shall be approved College courses.</p> <p>Reference: California Administrative Code, Title 5, 58051.5</p>	<p>3035 Contract Education In accordance with state law and regulations, the College may contract to provide workshops, seminars, courses and related educational services for public or private agencies, corporations, and associations.</p> <p>Where such courses and services do not meet legal requirements for state apportionment, no less than their direct costs and direct support costs shall be paid for by the contracting agency or through user fees. For courses, which meet the requirements for state apportionment, the College may receive from the agency compensation that will not exceed the full direct educational cost of the course or courses contracted for.</p> <p>All contract education courses for which College credit is offered shall be approved College courses.</p> <p>References: Education Code 78021, 78300 et. seq., 78462.5; California Administrative Code, Title 5, 55001-2, 55170, 58050. Adopted: August 10, 1988</p>

<p>Recommended by Academic Senate 2-21-13 3020 College Catalog The College Catalog is intended to serve <u>provides</u> students as a guide to <u>with information on</u> services, programs, regulations and academic and student-related policies and procedures. It shall contain a statement of the philosophy, functions and objectives <u>missions and goals</u> of the College, a description of instructional programs and courses, and Governing Board policies pertaining to: (A) admissions and residency requirements; (B) fees; (C) scholarship standards, including grading systems, credit by examination, standards for probation and dismissal and academic renewal, and (D) student rights and responsibilities. Changes in these policies shall be approved by the Board prior to their publication in subsequent catalog editions. The Board shall accept each edition of the College Catalog.</p> <p>The College reserves the right to make changes in policies, regulations, fees and programs in the catalog without prior notice where circumstances necessitate change.</p> <p>Students who <u>are in continuous enrollment and</u> enter associate and certificate programs shall have the option of satisfying requirements which were in effect at the time they entered the program, or of satisfying requirements in effect at the time of completion of the program.</p>	<p>3020 College Catalog The College Catalog is intended to serve students as a guide to services, programs, regulations and academic and student-related policies and procedures. It shall contain a statement of the philosophy, functions and objectives of the College, a description of instructional programs and courses, and Governing Board policies pertaining to: (A) admissions and residency requirements; (B) fees; (C) scholarship standards, including grading systems, credit by examination, standards for probation and dismissal and academic renewal, and (D) student rights and responsibilities. Changes in these policies shall be approved by the Board prior to their publication in subsequent catalog editions. The Board shall accept each edition of the College Catalog.</p> <p>The College reserves the right to make changes in policies, regulations, fees and programs in the catalog without prior notice where circumstances necessitate change.</p> <p>Students who enter associate and certificate programs shall have the option of satisfying requirements which were in effect at the time they entered the program, or of satisfying requirements in effect at the time of completion of the program.</p> <p>Reference: Education Code 72285; California Administrative Code, Title 5, 55750 - 55765.</p> <p>Formerly Governing Board Policies 6.4 and 6.5. Renumbered and Adopted: August 10, 1988.</p>
<p>The next policies have existing MPC language on the right, and proposed CCLC language, with some revisions, on the left.</p>	
<p>Proposed Policy</p> <p>Recommended by Academic Senate on 2-7-13 BP 4100 Graduation Requirements for Degrees and Certificates References: Education Code Section 70902(b)(3); Title 5 Sections 55060 et seq. Note: <i>This policy is legally required.</i></p> <p>The District grants the degrees of Associate in</p>	<p>Existing MPC Policy</p> <p>3000 Degrees and Certificates Offered Reference: California Administrative Code, Title 5, 51022 (a), (b), 55001-55182, 55800-55810. Adopted: August 10, 1988 Revised and Re-Adopted: December 20, 2005</p> <p>As authorized by State Law and Regulations, Monterey Peninsula College will offer Associate in Arts and Associate in Science Degrees and</p>

<p>Arts and Associate in Science to those students who have completed the subject degree-applicable requirements for graduation and who have maintained a 2.0 average in subjects attempted in degree-applicable courses. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.</p> <p>Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester units or 27 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education <u>as recommended by the MPC Curriculum Advisory Committee</u>.</p> <p>The [CEO] shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local MPC curriculum Curriculum Advisory Committee <u>MPC Curriculum Advisory Committee</u>. The procedures shall assure that graduation requirements are published in the District's catalog(s) and included in other resources that are convenient for students.</p>	<p>Certificates of Achievement. The Associate in Arts degree is awarded in the liberal arts area; the Associate in Science degree is awarded in the science, technical, and vocational fields. Requirements for associate degrees and certificates are published in the College Catalog and the Monterey Peninsula College Web Site.</p> <p>The Associate degree is awarded upon satisfaction of the following:</p> <ul style="list-style-type: none"> • Satisfactory completion of competency requirements in Reading, Writing, and Mathematics as designated in Title 5 and Information Competency as designated by MPC and published in the College Catalog and Web Site. • Completion of a major from the approved list of MPC majors as listed in the college catalog and web site or the University Studies program requirements based on California State University General Education (CSU-GE) requirements or the requirements of the Intersegmental General Education Transfer Curriculum (IGETC) requirements. • Completion of a minimum of sixty (60) degree-applicable units with a 2.0 ("C") grade point average. • Completion of twelve (12) units, with at least six in the major area, at Monterey Peninsula College. • Completion of at least forty (40) degree-applicable units of courses with letter grades. <p>The Certificate of Achievement is awarded upon satisfaction of the following:</p> <ul style="list-style-type: none"> • Completion with at least a grade of "C" or better in each course required for one of the approved majors. • Completion of at least twelve (12) units applied toward the certificate program at Monterey Peninsula College. <p>Reference: California Administrative Code, Title 5, 51022 (a), (b), 55001-55182, 55800-55810. Adopted: August 10, 1988 Revised and Re-Adopted: December 20, 2005</p>
<p>Recommended by Academic Senate on 2-7-13 BP 4040 Library Services References: Education Code Section 78100; Civil Code Section 1798.90</p>	<p>3050 Library Reference: Education Code 18100-03, 18111, 72237 Formerly: Governing Board Policy A.1. Revised, Re-numbered and Adopted: March 12, 1990</p>

<p>Note: <i>This policy is legally required.</i></p> <p>The District shall have library services that are an integral part of the educational program and will comply with the requirements of the Reader Privacy Act.</p>	<p>The College Library services are essential for learning outside of the classroom and a vital element in the fulfillment of the educational goals of the institution. Therefore, the Library will provide a wide range of organized information materials, along with appropriate facilities, services, and staff. In this atmosphere of intellectual freedom, students and others will be able to explore and formulate their ideas and realize their human potential in compliance with the requirements of the Reader Privacy Act.</p> <p>General administrative procedures related to the Library are included as Appendix 4040 of the Governing Board Policies Handbook. Specific policies relating to library operations, public services, and collection development can be found on the Library's website.</p>
<p>Recommended by Academic Senate on 2-7-13 BP 5052 Open Enrollment Reference: Title 5 Section 51006</p> <p>All courses, course sections, and classes of the District <u>reported for state aid</u> shall be open for enrollment to any person who has been admitted to the college. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.</p> <p>The [CEO] shall assure that this policy is published in the catalog{s} and schedule{s} of classes.</p>	<p>3100 Open Enrollment Reference: Education Code 55700, 70901, 84500.1 California Administrative Code, Title 5, 58100 et. seq. Adopted: August 10, 1988 Revised and Readopted: November 19, 1991, November 22, 2005</p> <p>It is the policy of the Governing Board that, in compliance with applicable state law and regulations, every course, course section or class, the average daily attendance of which is to be reported for state funding, wherever offered or maintained by the District, shall, with the following legal limitations, be fully open to enrollment and participation by any person who has been admitted to the college in accordance with Governing Board Policy 4105:</p> <ol style="list-style-type: none"> 1. Students may be required to meet necessary and valid prerequisites which are in compliance with Governing Board Policy 3015. Enrollment in pre-collegiate basic skills courses will be based on advisory prerequisites. 2. Enrollment in a course may be limited based on health and safety considerations, facility limitations, or legal requirements imposed by statute regulations.

	<p>3. Enrollment in classes shall be on a "first come first served" basis, or on such other non-evaluative selection techniques as may be required by the registration system being employed or as determined by the administration.</p> <p>4. Title 5, Section 58110 requires governing boards to ensure that fair and equitable procedures are established for admission of qualified students to classes, courses, or programs which must be limited due to limitations in physical facilities, availability of qualified instructors, funding limitations, and the constraints of regional planning. Due to these limitations, the Maurine Church Coburn School of Nursing program will give priority admission to local residents.</p>
<p>Recommended by Academic Senate 2-7-13 BP 4225 Course Repetition References: Title 5 Sections 55040, 55041, 55042, 55044, and 58161 Note: This policy is legally required.</p> <p>Students may repeat courses in which substandard grades (less than "C," and including "F <u>or</u> W") were earned. The Board has determined reasonable limitations on course repetition as <u>defined in Title 5 and</u> described in AP 4225 titled Course Repetition.</p> <p>When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.</p> <p>Note: Districts may allow repetition of courses in which C or better grades were earned. If they do so, the following policy applies:</p> <p><u>The district has designated certain courses repeatable for students who earned a C or better grade in them, according to criteria described in Title 5. Students may take these courses and receive credit for them a number of times that does not exceed the limits described in Title 5.</u></p> <p>Under special circumstances, students may</p>	<p>3110 Course Repetition Reference: California Administrative Code, Title 5, 58161. Adopted: August 10, 1988.</p> <p>In accordance with state regulation, the College shall establish regulations and procedures which will allow a student to repeat a course: (A) for which substandard work has been reported; (B) as a result of extenuating circumstances; or (C) due to a significant lapse of time since a course was previously taken. These regulations and procedures shall be published in the college Catalog. The curriculum may also include repeatable courses in which the course content differs each time it is offered: (A) to enhance skills or proficiencies by supervised repetition and practice and/or (B) where active participation in individual study or group assignments is the basic means by which learning objectives are maintained. Credit for repeatable courses may be earned to a maximum of four times the highest unit value of each course. Repeatable courses shall be so designated in the College Catalog, and mechanisms for the proper monitoring of such repetition shall be developed and implemented by the College.</p>

<p>repeat courses in which a C or better grade was earned. The special circumstances are defined in administrative procedures.</p>	
<p>Recommended by Academic Senate on 2-7-13 BP 4010 Academic Calendar Reference: Ed Code Section 70902(b)(12) Note: This policy is legally required.</p> <p>The [CEO] shall, in consultation with the appropriate groups <u>MPCEA, MPCTA, the Academic Senate, and the ASMPC</u>, develop or submit to the Board for approval } an academic calendar.</p> <p>Note: The work year calendar is a mandatory subject of bargaining under Government Code Sections 3540 et seq. and must be negotiated in those districts where the faculty are represented by an exclusive representative and negotiate a collective bargaining agreement.</p>	<p>none</p>
<p>Recommended by Academic Senate on 2-7-13 BP 4050 Articulation References: Ed Code Sections 66720-66744; Title 5 Section 51022(b) Note: This policy is legally required.</p> <p>The [CEO] shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions.</p> <p>Note: Although the following is not legally required, it is legally advised.</p> <p>The procedures also may support articulation with institutions, including other community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the District.</p>	<p>None</p> <p>Note: Academic Senate recommends the adoption of the first sentence and the intent of the second sentence, while recognizing that the phrasing of the second sentence is awkward.</p>
<p>Recommended by Academic Senate 2-7-13 BP 4226 Multiple and Overlapping Enrollments Reference: Title 5 Section 55007 Note: This policy is legally required.</p>	<p>None</p>

<p>The [CEO] shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.</p> <p>The CEO shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.</p>	
<p>Recommended by Academic Senate on 2-7-13 BP 4300 Field Trips and Excursions Reference: Title 5 Section, 55220 Note: This policy is legally required.</p> <p>The [CEO] shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.</p> <p>The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.</p> <p>Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.</p>	<p>None</p>
<p>BP 4030 Academic Freedom References: Title 5 Section 51023; Accreditation Standard II.A.7</p> <p>MPC Academic Senate recommended on 2-7-13 that the institution re-adopt and renumber its existing Academic Freedom policy, BP 3120.</p>	<p>3120 Academic Freedom</p> <p>Full policy: http://www.mpc.edu/GoverningBoard/Board%20Policies/3120%20Academic%20Freedom%205-08.pdf</p>
<p>Recommended by Academic Senate on 2-21-13 BP 4260 Pre-Requisites and Co-requisites Note: This policy is legally required.</p> <p>The [CEO] is authorized to establish <u>procedures, based primarily upon the recommendations of the Curriculum Advisory Committee, to establish</u></p>	<p>3105 Prerequisites/Corequisites</p> <p>The Monterey Peninsula Community College District adopts the following policy in order for the establishing, reviewing, and challenging of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and</p>

pre-requisites, co-requisites and advisories on recommended preparation for courses in the curriculum. All such pre-requisites, co-requisites, and advisories shall be established in accordance with the standards set out in Title 5. Any pre-requisites, co-requisites or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a pre-requisite or co-requisite may be challenged by a student on grounds permitted by law. Pre-requisites, co-requisites, and advisories shall be identified in District publications available to students.

References:

Title 5 Sections 55000 and 55003

Revised 2/08

good practice. The Governing Board recognizes that prerequisites, corequisites, advisories, and enrollment limitations should be designed so that they do not serve as barriers to student access or success; therefore, the Board adopts this policy which calls for caution and careful scrutiny in establishing them. The Board recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards as it is to avoid establishing prerequisites where they are not needed. For these reasons, the Board has sought to establish a policy that fosters the appropriate balance between these two concerns:

College Policies and Procedures

1. The College shall provide the following explanations both in the College Catalog and in the schedule of classes:

- a. Definitions of prerequisites, corequisites, and limitations on enrollment including the specific differences among them.
- b. The specific prerequisites, corequisites, and limitations on enrollment which have been established pursuant to Section 55200(G)-(F) of Title 5.
- c. Procedures for a student to challenge prerequisites, corequisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge.
- d. Definitions of advisories on recommended preparation, and the right of a student to choose to take a course without meeting the advisory.

Challenge Process

2. The College shall establish procedures by which any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment, but who provides satisfactory evidence, may seek entry into the class according to a challenge process as required in and according to provisions of Section 55201(f) of Title 5 and Section I.B.1-3 of the State Chancellor's Office Model District Policy.

Curriculum Review Process

3. The College certifies that the Curriculum Advisory

Committee (CAC) has been established by mutual agreement of the administration and the Academic Senate as required in Section 55002 (a) (1) of Title 5. In its role of reviewing and recommending courses, the CAC will also review and recommend prerequisites, corequisites, advisories on recommended preparation, and limitation on enrollment pursuant to Sections 55002, 55201, 55202 and 58106 of Title 5.

4. A Senate appointed committee shall work with the CAC Chair, the Matriculation Coordinator, and the Vice President of Instruction and Student Services to verify and provide documentation that prerequisites or corequisites meet the scrutiny specified in one of the measures of readiness specified in Section 55201 (b)(1) of Title 5 and Sections II.A. 1 a-g of the State Chancellor's Office Model District Policy.

5. The Program Review Committee will provide for a review of each prerequisite, corequisite, or advisory at least every six years pursuant to Section 55201 (b) (3) of Title 5 and Section I.D. of the State Chancellor's Office Model District Policy. Any prerequisite or corequisite which is successfully challenged under subsections (1), (2), or (3) of Section 55201 (f) shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of the law.

The Program Review Committee will also provide for a review of each limitation on enrollment at least every six years pursuant to Section II.C. of the State Chancellor's Model District Policy.

Implementing Prerequisites, Corequisites, and Limitations on Enrollment

6. The College shall establish procedures wherein every attempt shall be made to enforce all conditions a student must meet to be enrolled through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition pursuant to Section 55202(g) of Title 5 and Section I.D. of the State Chancellor's

	<p>Office Model District Policy. <u>Instructor's Formal Agreement to Teach the Course as Described</u></p> <p>7. The College shall establish a procedure whereby courses for which prerequisites, corequisites, or advisories on recommended preparation are established will be taught in accordance with the course outline pursuant to Section 55201(b) (2) of Title 5.</p> <p>Reference: California Code of Regulations, Sections 55002, 55200, 55201, 55202 & 58106 of Title 5; State Chancellor's Office Model District Policy; Sections I.B., I.D., II.A. & II.C. Adopted: November 19, 1991</p> <p>Revised and Re-Adopted: May 24, 1994 Numbering corrected: October 9, 2009</p>
<p>Recommended by Academic Senate on 3-21-13 BP 4106 Nursing Program</p> <p>References: Education Code Sections 66055.8, 66055.9, 70101-70107, 70120, 70124, 70125, 70128.5, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645; Title 5 Sections 55060 et seq. and 55521; Health and Safety Code Section 128050</p> <p>The District shall consider all of the following when screening students <u>for admission to the nursing program</u>:</p> <ul style="list-style-type: none"> • Academic degrees or diplomas, or relevant certificates, held by the applicant; • Grade point average in relevant coursework; • Life experiences or special circumstances of an applicant; • Any relevant work or volunteer experience; and • Proficiency or advanced level coursework in languages other than English • <u>A diagnostic assessment tool approved by the Chancellor's office</u> • <u>Other criteria as submitted and approved by the Chancellor's office</u> <p><i>(added based on 78261.5)</i> Nursing students who have already earned a</p>	<p>None</p>

baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements that may be required for an associate degree. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.

Loan assumption agreements may be awarded to individuals who at a minimum possess a baccalaureate degree in nursing or a field related to nursing who have agreed to teach nursing on a full-time or part-time basis commencing not more than 12 months after receiving a loan assumption award. The loan assumption program is referred to as the State Nursing Assumption Program of Loans for Education (SNAPLE). The loan assumption agreement will be considered no longer effective and deemed terminated, if a program participant fails to complete a minimum of three academic years of teaching on a full-time basis or the equivalent on a part-time basis.

Loan assumption payments will not be made on behalf of the participant until the participant has completed one academic year, or the equivalent of full-time teaching nursing studies at one or more regionally accredited, eligible Districts. The commission can assume liability for loans incurred by the participant to pay for the participant's undergraduate and graduate degrees.

The terms of the loan agreement program can be extended for one academic year, unless extended by the commission on a case-by-case basis, for the following reasons:

- Pregnancy;
- Serious illness;
- Natural causes; or
- Being called to military active duty status.

In addition, when an interruption of instruction because of a natural disaster prohibits a loan program participant from completing one of the required years of teaching service, the term of the loan assumption agreement shall be extended for a period of time equal to the period of interruption of instruction.

**Recommended by Academic Senate on 5-2-13
BP 4020 Program, Curriculum, and Course
Development**

NOTE: This policy is legally required. The following policy indicates that the Board retains authority to approve new programs and courses, and delete programs, and delegates the authority for all other actions to the CEO. It is the option we legally advise, but options that delegate all authority to the CEO or that require Board approval for new courses and deleted courses are legal. However, it is suggested that Boards not require program or course modifications be submitted to them for approval.

The portion of this policy regarding credit hour definition is legally required in an effort to show good faith compliance with the applicable federal regulations.

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the [CEO] shall establish procedures that rely primarily upon the recommendations of the Curriculum Advisory Committee for the development and review of all curricular offerings, including their establishment, ~~and modification, or discontinuance.~~

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and the Academic Senate Curriculum Advisory Committee in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- Consideration of job market and other related information for vocational and occupational programs.

All new programs ~~and program deletions~~ shall be approved by the Board.

**3010 Program, Curriculum, and Course
Development**

The programs and courses of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Governing Board shall authorize the Superintendent/President to oversee the development of policies and procedures that rely primarily upon recommendations of the Curriculum Advisory Committee in the development and review of all curricular offerings, including their establishment and modification.

Furthermore, these procedures shall include:

- Appropriate involvement of the faculty and Curriculum Advisory Committee in all processes;
- Regular review and justification of all curricular offerings;
- Opportunities for training for persons involved in aspects of curriculum development and review;
- Consideration of job market and other related information for career and technical education programs.

The Curriculum Advisory Committee, which is to be established in a way that is mutually agreeable to the District administration and the Academic Senate, shall review all curricula to assure that they meet Title 5 standards.

All new programs shall be approved by the Board.

All new programs shall be submitted to the Chancellor's Office for the California Community Colleges for approval as required. Individual degree-applicable credit and non-credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit, degree-applicable, and non-credit courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

See Administrative Procedure 3010 - Program, Curriculum and Course Development

All new programs shall be submitted to the California Community Colleges Chancellors Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The [CEO] will establish procedures that rely primarily upon the recommendations of the Curriculum Advisory Committee which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.

The [CEO] shall establish procedures that rely primarily upon the recommendations of the Curriculum Advisory Committee to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The [CEO] shall also establish procedures, that relies rely primarily upon the recommendations of the Curriculum Advisory Committee, for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

See Administrative Procedures [#].

References:

Reference: Education Code Sections 70901(b), 70902(b), and 78016; Title 5, Sections 51000, 51022, 55100, 55130, and 55150

Developmental Course Policy formerly adopted by the Governing Board: June 11, 1986.
Revised, numbered, and adopted: June 19, 1990.
Retitled, revised, and adopted: May 24, 2011

Education Code Sections 70901(b), 70902(b), and 78016;	
Proposed Policy	Existing MPC Policy
<p>BP 4025 Philosophy and Criteria for Associate Degree and General Education</p> <p>Note: This policy is legally required. The following philosophy is taken from Title 5 Section 55061, which is the policy of the Board of Governors and is provided only as an example. The District should define and insert its own philosophy and criteria.</p> <p><u>At Monterey Peninsula College</u> courses that are designated to fulfill the general education and depth requirements shall meet the following <u>criteria</u>:</p> <p>A. General Education Philosophy The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think <u>critically</u> and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.</p> <p>In addition to these accomplishments, the students shall possess sufficient depth in some field of knowledge in <u>a selected field</u> to contribute to <u>a lifetime of interest in that field</u>.</p> <p>Central to an Associate degree, general education is designed to introduce students to the variety of <u>ways in</u> means through which people comprehend the modern world. <u>Monterey Peninsula College's general</u></p>	<p>3001 General Education</p> <p>a. <u>General Education Philosophy</u> Those students who complete a program in General Education possess, in common, certain principles, concepts and methods of inquiry either unique to or shared by the sciences, the humanities, and the social sciences. Through General Education, students are led to gain an appreciation of the arts and the humanities to examine the interrelationships among social, political, cultural and economic that both link and separate global societies. Further, students are led to develop habits of critical and quantitative analysis and synthesis, to apply the scientific method of inquiry when gaining an understanding of the physical and biological sciences, and to express judgment through oral and written communication.</p> <p>b. <u>General Education Requirements</u></p> <p>The college shall maintain a current listing of the general education requirements for the AA/AS degrees, and general education requirements for the California State University and the Inter-Segmental General Education Transfer Curriculum (IGETC). These shall be published in the College Catalog, the Schedule of Classes, and the MPC Website.</p> <p>MPC General Education Requirements shall consist of the following:</p> <ul style="list-style-type: none"> Area A1: English Composition Area A2: Communication and Analytical Thinking Area B: Natural Science Area C: Humanities Area D: Social Science Area E: Lifelong Learning and Self Development through E1: Wellness & E2: Intro to Careers Area F: Intercultural Studies

education curriculum ~~#~~ reflects the conviction that students of colleges that those who receive Associate their degrees shall ~~must~~ possess in common knowledge of certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the natural world, the culture, and the society in which they live. Most importantly, general education ~~should~~ shall lead students to better understanding of their world.

~~In the establishing or modifying a general education program, ways shall be sought to create MPC shall assist students by creating coherence and integration among the separate requirements of the separate disciplines so that students recognize the interrelationships among social, political, cultural and economic institutions both within and between global societies. separate disciplines so that students recognize the interrelationships among social, political, cultural and economic institutions both within and between global societies. It is also desirable that~~ Participation in general education programs shall provide involve students with opportunities to critically examine the values and beliefs inherent in proposed solutions to major societal problems.

At Monterey Peninsula College, the institution's General Education Outcomes specify the ways students will demonstrate knowledge and abilities gained while completing the General Education program. The General Education Outcomes shall be detailed in the MPC catalog and made available on the MPC college website.

c. General Education Course Designation Procedures

The Senate appointed General Education Review Committee shall review board approved courses for inclusion in areas of general education. Each course will be reviewed to determine if it meets the requirements of a college general education area as described in the College Catalog or as determined by the CSU or IGETC process. Upon approval as a general education course, the course will have an area designation(s) in the course description, in the course outline, and published in the College Catalog.

Ref: CA AdminCode, Title 5, 55802, 55805
Adopted: Oct. 25, 2005

B. General Education Course Designation Procedures and Requirements

The [CEO} shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate MPC Curriculum Committee and Academic Senate involvement. The General Education Requirements shall be published in the MPC catalog, where the college shall maintain a current listing of all specific degree requirements, and shall also be available on the MPC college website.

A. General Education Areas:

- Area A1: English Composition
- Area A2: Communication and Analytical Thinking
- Area B: Natural Science
- Area C: Humanities
- Area D: Social Science
- Area E: Lifelong Learning and Self Development
through E1: Wellness & E2: Intro to Careers
- Area F: Intercultural Studies