

SHARED CONSULTATION COUNCIL / SCC MEETING
STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION
Wednesday, February 15, 2012 3:00 – 5:00 pm Room: L238S

SWC Mission Statement

Southwestern Community College District promotes student learning and success by committing to continuous improvement that includes planning, implementation and evaluation. We serve a diverse community of students by providing a wide range of dynamic and high quality academic programs and comprehensive student services

Funding Priorities

*Preserve Jobs (Employment Integrity); Preserve Classes (Instructional Integrity);
Preserve Support to Students (Student Services Integrity); Preserve Safety (Environmental/Security Integrity)*

Members

4 Academic Senate Representatives:	4 CSEA Representatives:	7 Planning Representatives
<i>Victoria Lopez</i>	<i>Bruce MacNintch</i>	<i>AOC: Mink Stavenga</i>
<i>Janelle Williams</i>	<i>Michele Fenlon</i>	<i>FSC: John Brown</i>
<i>Eric Maag</i>	<i>Heather MacNintch</i>	<i>IPRC: Linda Hensley</i>
<i>Chris Hayashi</i>	<i>Deborah Peckenpaugh</i>	<i>ITC: Paul Norris</i>
4 SCCDAA Representatives:		<i>OIE: Diana Kelly</i>
<i>Aaron Starck</i>	4 Associated Student Representatives:	<i>EP/EMC: Mia McClellan</i>
<i>Patti Larkin</i>	<i>Claudia Duran</i>	<i>ISLO: Rebecca Wolniewicz</i>
<i>Debbie Trujillo</i>	<i>Alix Lopez</i>	Non-Voting Resource Staff
<i>Silvia Cornejo-Darcy</i>	<i>Candy Arias</i>	<i>C.M. Brahmbhatt, Acting VPBFA</i>
1 Confidential Representative	<i>Angel Castro</i>	<i>Linda Gilstrap, Dean, OIE/FED</i>
<i>Patti Blevins</i>		<i>Joseph Quarles, VPHR</i>
	1 SCEA Representative	<i>Ben Seaberry, IT Director</i>
<i>Valerie Goodwin-Colbert (Facilitator)</i>	<i>Andy MacNeill</i>	<i>Angélica Suárez, VPSA</i>
<i>Rosalva Garcia (Recorder)</i>		<i>Kathy Tyner, Acting VPAA</i>
Guest(s):		<i>Randy Beach, AS President-Elect</i>
		<i>Susan Brenner, VPAS</i>

10 + 1 Mutual Agreement Items:

9. District and college governance structures, as related to faculty roles.
10. Processes for institutional planning and budget development including self-study and annual reports.
11. + 1 Other academic and professional matters as mutually agreed between the Gov. Board & the Academic Senate.

A G E N D A

AGENDA ITEM	PRESENTER/S	ITEM TYPE	SUG. TIME	DECISION
1. Call to Order / Approval of Agenda	Nish/Stuart	Action	5 min	Reminder: Ground Rules & SCC procedures
2. Approval of Minutes: Feb. 1 & Feb. 8	Nish/Stuart	Action	2 min	
Special Presentation				
3. Safety Committee: • Emergency Plan	McClellan/Sanchez	Info	15 min	Presentation
I. Strategic Planning				
4. Approval of 2012-2015 Integrated Planning documents: • Strategic Plan - Institutional Goals & Objectives* • SCC Standing Committee Chart of Responsibilities & Prioritization* • SCC Standing Committee Templates revised: IFC, EP/EMC, OEC* • Prioritization Calendar (Info Item)	Gilstrap/Tyner Hensley Gilstrap/Tyner Hensley/Stuart	Action	15 min	
5. Prioritization Process Part III	Nish/Stuart	Info	5 min	Presentation

6. FTES Report from EPPT	Beach/McClellan Mink/López	Info	5 min	
II. Policy/Procedures Development				
7. Approval Process for Vacant Positions • Outside of Program Review	Nish/Stuart	Action	10 min	Handout: Memo from Co-Chair Nish (2/15/12)
8. Policy & Procedures 4225 Course Repetition & Course Withdrawal	Stuart/McClellan	<i>1st</i> Reading	5 min	Handouts
III. Issue Management				
9. Prop R New Look	C.M. Brahmbhatt	Info	10 min	
IV. Campus Communication				
10. Sharepoint & Website Updates	Seaberry Nish/Stuart	Info	15 min	
11. Governing Board Update • Policy #1200 • Policy & Procedures #2020	Nish	Info	5 min	
V. Standing Committee Reports			5 min	
VI. Meeting Summary				
VII. IBB Process Check			5 min	
Future Agenda Items • Revision SPDM Handbook • Task Force Updates (Electronically) • Fraud Policy • Update on Hiring Policy 7120 Procedures Revision	Gilstrap Stuart/Unger Yanda/Brahmbhatt Stuart/Unger			March 7 March 7

Next SCC Meeting: Wednesday, March 7, 2012

SHARED CONSULTATION COUNCIL / SCC MEETING

STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION

Wednesday, February 1, 2012 3:00 – 5:00 pm Room: L238S

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ex	<i>Victoria Lopez</i>		<i>Bruce MacNitch</i>	x	<i>AOC: Mink Stavenga</i>
x	<i>Janelle Williams</i>	x	<i>Michelle Fenlon</i>	x	<i>FSC: John Brown</i>
x	<i>Eric Maag</i>	x	<i>Heather MacNitch</i>	x	<i>IPRC: Linda Hensley</i>
x	<i>Chris Hayashi</i>	x	<i>Deborah Peckenpaugh</i>	x	<i>ITC: Paul Norris</i>
	4 SCCDAA Representatives:			x	<i>OIE: Diana Kelly</i>
x	<i>Aaron Starok</i>		4 Associated Student Representatives:	x	<i>EP/EMC: Mia McClellan</i>
ex	<i>Patti Larkin</i>	x	<i>Claudia Duran</i>	x	<i>ISLO: Rebecca Wolniemicz</i>
x	<i>Debbie Trujillo</i>		<i>Alix Lopez</i>		Non-Voting Resource Staff
x	<i>Silvia Cornejo-Darcy</i>	x	<i>Candy Arias</i>	x	<i>C.M. Brabmbhatt, Acting VPBFA</i>
	1 Confidential Representative		<i>Angel Castro</i>	x	<i>Linda Gilstrap, Dean, OIE/FED</i>
ex	<i>Patti Blevins</i>			x	<i>Joseph Quarles, VPHR</i>
			1 SCEA Representative	x	<i>Ben Seaberry, IT Director</i>
x	<i>Valerie Goodwin-Colbert (Facilitator)</i>	x	<i>Andy MacNeill</i>	x	<i>Angélica Suárez, VPASA</i>
x	<i>Rosalva Garcia (Recorder)</i>			x	<i>Kathy Tyner, Acting VPAA</i>
	Guest(s):			x	<i>Randy Beach, AS President-Elect</i>
				x	<i>Susan Brenner, VPAS</i>

10 + 1 Mutual Agreement Items:

9. District and college governance structures, as related to faculty roles.
10. Processes for institutional planning and budget development including self-study and annual reports.
11. + 1 Other academic and professional matters as mutually agreed between the Gov. Board & the Academic Senate.

MINUTES

AGENDA ITEM	PRESENTER/S	SUG. MIN.	DECISION
1. Call to Order / Approval of Agenda	Stuart	3 min	
2. Approval of the Minutes: January 18	Stuart	2 min	
I. Strategic Planning			
3. Budget Committee Report	The Budget Committee reported to the SCC that the college must reduce \$5 million in ongoing funds as a target for next year. The Budget Committee is looking at both revenue generating ideas as well as cost cutting ideas. The Budget Committee made two recommendations for revenue enhancement: <ul style="list-style-type: none"> • Increase number of international students • Facilities rentals 		
4. EP/PTF Recommendations	The Enrollment Priorities & Planning Task Force (EP/PTF) recommended 412 FTES as the summer target. The SCC approved this target by consensus.		
5. Prioritization Process Part II Institutional Goals And Objectives (draft)	The SCC had a first reading of the Prioritization Process documents, which include the following: <ul style="list-style-type: none"> • 2012-2015 Strategic Plan Institutional Goals & Objectives • SCC Standing Committee's Scope of Responsibility Chart • Revised SCC Standing Committees Templates (IFC) (Institutional Facilities Committee), EP/EMC (Educational Planning & Enrollment Management Committee) and OEC (Organizational Effectiveness Committee) 		

	<ul style="list-style-type: none"> Proposed Revisions to Planning Committee (membership/info only as leaders make final appointments) Prioritization Calendar <p>Co-Chair Stuart reminded the SCC of the consultation model dated August 3, 2011 as well as the integrated planning model that we used for our ongoing accreditation efforts. The next thing the College has to do is to align the SCC Standing Committees with our integrated planning efforts. It was suggested that the Workforce and Development Plan, which Trujillo shared that is being developed, should be listed under the EP/EMC plans. It was acceptable to those present.</p> <p>The SCC was asked to send these documents out for consultation to their constituencies so that the 2012-2015 Strategic Plan can be developed properly and in a timely fashion for GB presentation. Second reading and action will take place at the February 15 SCC meeting.</p>
II. Policy/Procedures Development	
<p>1. New Policy: Campaign Contribution Policy (Time Sensitive Item for Governing Board)</p>	<p>This new proposed policy was suggested as a time-sensitive item. After much discussion, Co-Chair Nish assured the SCC that she would be taking SCC Constituency feedback to Trustees Nader and Peraza on this new proposed Campaign Contribution Fund Policy. The SCEA and CSEA will be contacting their unions for formal opinion/input on this proposed policy.</p> <p>(Update on this item from Superintendent/President Nish: She was informed that the Board members have agreed that the normal process of first reading at the February 8 Governing Board meeting and second reading at the March 15 Governing Board meeting will be followed.)</p>
III. Issue Management	
<p>2. Director, Admissions & Records Update</p>	<p>VP Suarez provided the following background on the Director of Admissions and Records position:</p> <ul style="list-style-type: none"> A number of documents were sent to SCC in Dec. 2011. This item was one of them and was supposed to go to the Governing Board in January. IS/P Whittaker was supposed to have sent an update back in December, but it was never sent. There is also a need for this position because of liability in the Student Services area because no one has sufficient experience in Homeland security. The proposal to the SCC is to take to the GB to create this position because it was eliminated. <p>There was much discussion, but no opposition, to the re-establishment of the Classified Administrator position, Director of Admission and Records. The SCC agreed that the position be forwarded to the Governing Board on February 8 for re-establishment, but that this position will be prioritized with other Over-Arching Unfunded Needs in the SCC's prioritization process.</p>
<p>3. Safety Committee:</p> <ul style="list-style-type: none"> Emergency Plan 	<p>Agenda item tabled due to lack of time.</p>
IV. Campus Communication (30 min)	
<p>4. Sharepoint & Website updates</p>	<p>Agenda item tabled due to lack of time.</p>
<p>5. Taskforce Updates – Provide</p>	<p>Agenda item tabled due to lack of time.</p>

Electronically			
V. Meeting Summary (5 min)			
The meeting summary was emailed to the SCC on February 3, 2012.			
VI. Standing Committee Reports - to be sent via email – Nish			
VII. IBB Process Check – (5 min)			
VII. Meeting Feedback	Co-Chairs: Nish/Stuart	5 min	Agenda item tabled due to lack of time.
Future Agenda Items			
<ul style="list-style-type: none"> • Shared Planning & Decision-Making Handbook: Update • Suggested Revision to the Use of Facilities Policy & Procedures • Update on Policy & Procedures 7120 Task Force • Fraud Policy 	<ul style="list-style-type: none"> Gilstrap/Stuart Stuart/Jerome Unger/Stuart Yanda/Brahmbhatt 		

Next SCC Meeting: [Wednesday, February 15, 2012](#)

SHARED CONSULTATION COUNCIL / SCC MEETING
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Wednesday, February 8, 2012 3:00 – 5:00 pm Room: L238S

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x Eric Maag	x Heather MacNintch	x IPRC: Linda Hensley
x Chris Hayashi	x Deborah Peckenpaugh	ex ITC: Paul Norris
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x Aaron Starck	4 Associated Student Representatives:	x EP/EMC: Mia McClellan
x Patti Larkin	x Claudia Duran	x ISLO: Rebecca Wolnienczyz
x Debbie Trujillo	x Miriam Hernandez for Alix Lopez	Non-Voting Resource Staff
x Silvia Cornejo-Darcy	x Candy Arias	x C.M. Brahmabhatt, Acting VPBFA
1 Confidential Representative	ex Angel Castro	x Linda Gilstrap, Dean, OIE/FED
x Patti Blevins		x Joseph Quarles, VPHR
	1 SCEA Representative	x Ben Seaberry, IT Director
x Valerie Goodwin-Colbert (Facilitator)	x Andy MacNeill	x Angélica Suárez, VPAA
x Rosalva Garcia (Recorder)		x Kathy Tyner, Acting VPAA
<i>Guest(s): Robert Sanchez</i>		x Randy Beach, AS President-Elect
		x Susan Brenner, VPAS

10 + 1 Mutual Agreement Items:

9. District and college governance structures, as related to faculty roles.
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MINUTES

AGENDA ITEM	DECISION
1. Call to Order / Approval of Agenda	
2. Approval of the Minutes: Feb. 1, 2012	
I. Strategic Planning	
3. Shared Planning & Decision Making Handbook: <ul style="list-style-type: none"> • Designate Responsibility Party 	The SCC designated the responsibility of the Shared Planning & Decision Making Handbook (SPDM handbook) by consensus to the Office of Institutional Effectiveness (OIE) with Linda Gilstrap as the lead. It was also agreed that if needed, the Office Support Services (OSS) would assist in compiling the SPDM Handbook. The SCC concurred in composing a task force to coordinate with the OIE: <u>Task Force</u> <ul style="list-style-type: none"> • Angelina Stuart • Linda Gilstrap • Patti Blevins
II. Policy/Procedures Development	

<p>4. Approval Process for Vacant Positions</p> <ul style="list-style-type: none"> • Outside of Program Review 	<p><u>Handout: Letter March 2011 – Approval Process for Vacant Positions</u> After much discussion on the College’s prioritization process, the SCC agreed to allow Co-Chair Nish to re-rewrite/revise and bring back on February 15 the Draft - Approval Process for Vacant Positions Outside of Program Review Memorandum from Denise Whittaker, dated March 30, 2011. There was also agreement to add language to the letter allowing the possibility of a trade-off for another unstaffed position when requesting a classified management position. Michele Fenlon agreed to assist Co-Chair Nish with the specific language.</p> <p>It was noted that the original intention of the letter was that grant-funded positions were to be exempt from this process.</p> <p>Co-Chair Nish announced that the Director of Admissions & Records position was not going to the Governing Board for re-establishment approval.</p>
<p>5. Update on Hiring Policy 7120 - Task Force Procedures Revision</p>	<p>Co-Chair Stuart shared an update on Hiring Policy 7120. The Second Level Hiring Task Force agreed to focus on 2nd level interview protocols for the moment in order to make them less cumbersome. The entire policy needs to be updated and revised; the Task Force will be meeting at least twice a month to accomplish this task by the end of Spring 2012. This was an information item.</p>
<p>6. Procedures for Use of S.U.E.</p>	<p>The draft Procedures for Use of Student Union East (SUE) were presented by Co-Chair Stuart. She shared that the background for this change involves faculty needing to use the SUE to host workshops with large groups of over 150 students or more. The original agreement on the Use of SUE was during the time that the Time Out Café was being constructed so now it was an appropriate time to revise and update these procedures. Co-Chair Stuart discussed this need with Priya Jerome, Director of Business and Operations. There was an activity to take place in the SUE on February 9, Priya proposed the suggested language and they agreed to this change as a stop-gap measure until the policy and procedures as a whole could be reviewed and updated. After much discussion, the SCC decided to endorse the activity instead of approving the suggested language and recommended that the revision of the policy & Procedures be vetted through constituencies of the Institutional Facilities Committee (IFC) before the scheduled events in March 2012. Patti Blevins informed the SCC that there is no official facilities policy and procedure so co-chair Stuart and Patti Blevins agreed to assist the IFC if they so desired to create such Policy & Procedures.</p>
<p>III. Issue Management</p>	
<p>7. Integrity of Hiring Process</p>	<p>This item was postponed for the next regular SCC meeting due to lack of time on the agenda.</p>
<p>III. Issue Management: None reported this week; postponed until next meeting.</p>	

IV. Campus Communication				
8. Request for New Replacement Positions: <ul style="list-style-type: none"> Project Clerk-medical Lab Technician (MLT Project Funded). 	This is an information item only. It was recommended that the SCC ask Human Resources for clarification/interpretation of hiring hourly employees.			
9. Emergency Procedures Presentation	The SCC was unable to get to this item due to lack of time. The Co-chairs apologized for not having been able to address this item and suggested that this item be placed at the beginning of next SCC agenda on 2.15.12.			
V. Meeting Summary (5 min)				
VI. Standing Committee Reports - to be sent via email - Nish				
VII. IBB Process Check – (5 min)				
<ul style="list-style-type: none"> Meeting Feedback 	Co-Chairs: Nish/Stuart	Info	5 min	
<u>Future Agenda Items</u>				
<ul style="list-style-type: none"> Shared Planning & Decision-Making Handbook: Update Policy & Procedures 7120 Update Fraud Policy 	Stuart/Beach Stuart/Unger Yanda/Brahmbhatt			

INSTITUTIONAL MISSION, VISION & VALUES

Reference: *Education Code 66010.4, Accreditation Standard One; Strategic Plan*

The following statement is the adopted Mission Statement, which is a key part of the Southwestern Community College District strategic planning process:

Mission Statement

Southwestern Community College District promotes student learning and success by committing to continuous improvement that includes planning, implementation, and evaluation. We serve a diverse community of students by providing a wide range of dynamic and high quality academic programs and comprehensive student services.

The College District provides educational opportunities in the following areas: associate degree and certificate programs; transfer; professional, technical, and career advancement; basic skills; personal enrichment; non-credit adult education; community services; and economic, workforce, and community development.

Vision

Southwestern Community College District builds an exceptional community of learners and leaders who will promote social, educational and economic advancement.

Institutional Student Learning Outcomes

Upon completion of an organized program of study, students will demonstrate core competency in the following areas:

1. Communication Skills (listening, speaking, reading and writing)
2. Thinking and Reasoning (creative thinking, critical thinking, and quantitative reasoning)
3. Information Competency (research and technology)
4. Global Awareness (social, cultural, and civic responsibility)

Institutional Performance Indicators

The College District has identified eight Institutional Performance Indicators (IPIs) to track progress toward accomplishing its Mission and Strategic Planning Priorities. These IPIs include: retention rates, success rates, persistence rates, transfer preparedness, overall student satisfaction, employment preparation, licensure/certification pass rates, and student goal attainment.

Institutional Values

INSTITUTIONAL MISSION, VISION & VALUES

The following values guide how the institution thinks and acts – essentially defining the enduring character of the College District:

- Mutual respect – to treat one another with respect, dignity, trust, and fairness, appreciating the diversity of our community, students, and work force, in a collegial and cooperative manner
- Shared planning and decision making – to engage in a collaborative process in which creative thinking, ideas and perspectives contribute to the well being of the entire College community
- Integrity – to say what we mean, to deliver what we promise, to fulfill our commitments, and to stand for what SWC values
- Accountability – to assume responsibility for our College’s future as stated in our mission and goals
- Cultural competence and commonality – to positively engage our College community in developing a deep appreciation of and collegiality among all cultures
- Scholarship and love of learning – to foster and pursue one’s curiosity and passion to seek knowledge and gain deeper understanding
- Critical inquiry and thinking – to nurture intellectual exploration and develop the analytical skills to problem-solve in new situations throughout life
- Life-long learning – to inspire a vital and imaginative learning environment
- Practical and responsive – to provide practical educational experiences

The Mission, Vision & Values shall be evaluated and revised on a cyclical basis to correspond with institutional strategic planning timelines.

COURSE REPETITION and COURSE WITHDRAWAL

References: Title 5, Sections 55040 - 55044, 56029, and 58161

Southwestern Community College District Governing Board in compliance with Title 5 regulations, hereby establishes a limitation on the number of times a student shall be able to repeat the same course at Southwestern College.

A student may receive any combination of repeat a course in which three (3) substandard academic grade work (D, F or NP grade) and/or "W" withdrawal symbols on his or her official record for enrollment in the same course. ~~was earned.~~ If the student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and attach the supporting documentation. The petition will be evaluated by the Dean of Student Services or Petition Review Committee. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

~~A student shall not be permitted to receive more than three "W" withdrawal symbols on his or her record for enrollment in the same course. A student who enrolls again in a course after having previously received three "W"s in the same course shall receive a grade. The grade shall be recorded on the student's academic record unless the student withdraws from the course prior to the end of fourth week of instruction.~~

When course repetition and/or course withdrawal occurs, the permanent academic record shall be annotated in such a manner that all student work is transcribed and remains legible, ensuring an accurate true and complete academic history.

The Governing Board or its sole designee in collaboration with the Academic Senate, shall establish procedures regarding course repetition/course withdrawal as per Policy 2515 Governing Board-Approved "10+1 Agreement."

Office of Primary Responsibility: Vice President, Academic Affairs

Course Repetition and Course Withdrawal**References: Title 5 sections 55040 - 55046, 55253, and Ed Code Section 76224**

Southwestern Community College District will make provisions for a student to repeat a course with a substandard grade and/or withdrawal under the following circumstances:

A student may receive any combination of repeat a course in which three (3) substandard academic grade work (D, F or NP grade) and/or "W" withdrawal symbols on his or her official record for enrollment in the same course. ~~was earned.~~ If the student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and attach the supporting documentation. See Section VI. Petition Process for more information.

I. Course Repetition due to substandard grades and/or withdrawals

1. When a student attempts to enroll for the second time in a course in which he/she has achieved a substandard academic grade and/or "W" withdrawal work, the student will be notified electronically of the course repetition and withdrawal policy. The student will have to acknowledge that they have received and understand the policy and will be required to complete an online tutorial. The tutorial will detail the academic options and referrals to appropriate resources such as Counseling, Academic Success Center/Tutorials, and/or department faculty.

If the Once a student achieves substandard academic grade work and/or "W" withdrawal in the same course for a ~~second~~ third time, a ~~third~~ fourth repetition will not be allowed. Exceptions to this procedure may be approved only through a petition process. See Section VI. Petition process for more information. described above.

2. A student may repeat a course with no limit to meet legally-mandated training requirements as a condition of continued paid or volunteer employment. Such courses may be repeated, regardless of whether or not substandard academic work was previously recorded. Each grade received shall be included for purposes of calculating the student's grade point average.
3. A student may repeat an occupational work experience course up to sixteen (16) units total and limited to eight (8) units of occupational work experience per semester. Each repetition is recorded and is included in the purpose of the calculation of student's grade point average.

4. Students with verified disabilities who are enrolled in non-degree Personal Development courses within Disability Support Services may repeat courses any number of times based on an individualized determination that such repetition is required as a disability related accommodation for that particular student.
5. A student may repeat a course for three semesters where the specific course content has changed each time. The student is gaining expanded educational experience either because the skills or proficiencies are enhanced by supervised repetition or because active participation in individual or group assignments is the basic means of learning
6. If a student passes a course on the second or any subsequent try, all previous substandard grades for that class shall be excluded from calculating student GPA. However, all grades shall be recorded on the student's transcript ensuring that student records are accurate and complete and grading procedures are transparent. ~~The grade must be recorded on the student's transcript, thus ensuring student achievement as well as transparent grading procedures.~~
7. The Southwestern Community College District may not claim apportionment for a student that re-enrolls in a particular course in which the student has already earned any combination of three (3) substandard grades and/or Withdrawals "W", no matter the circumstances.

II. Course Repetition – Significant Lapse of Time

1. Students are permitted to repeat courses in which a "C" or better grade was earned where there was a significant lapse in time since the grade was obtained and
 - The District has defined a significant lapse of time as three (3) years ~~or~~ and has established a recency prerequisite for a course or program; or
 - An institution of higher education to which the student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.
2. When a student needs to repeat a course due to a significant lapse of time as defined in these procedures, each repetition attempt will be counted toward the established repetition limit. However, if a student has already exhausted the number of permitted repetitions, then the student may petition to be allowed an additional repetition.

3. When a course is repeated due to a significant lapse of time as defined in II (1), the District may disregard the previous grade and credit when computing a student's grade point average.

III. **Course Repetition – Variable Units**

1. Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course once.
2. Students may not repeat variable unit open-entry/open exit courses unless:
 - The course is required for legally mandated training; or
 - The course is a special class for students with disabilities which needs to be repeated; or
 - The student wishes to repeat the course to alleviate substandard work.

Whenever a student enrolls in a physical educational activity course offered for open-entry/ open exit, the enrollment will count as a repetition of the course.

IV. **Course Repetition - of Activity Courses**

1. Students may repeat activity courses where the course objectives are met by repeating a similar primary educational activity and an expanded educational experience occurs, each time the course is repeated for the following reasons:
 - The student's skills or proficiencies will be enhanced by supervised repetition and practice within class periods, and active participatory experience in individual study or group assignments is the method to learn the objectives.
 - Examples of activity courses that qualify as repeatable courses include physical education courses and courses in music, fine arts, theater, and dance. Other than for substandard academic work courses may not be repeated for more than two semesters including summers and intersessions.
2. Repetition is limited in activity courses in physical education when two or more courses in the same activity either:
 - offer varying levels of that activity (e.g. beginning, intermediate, advanced) or
 - offer variations of the activity.

Students are allowed to repeat these activity courses but are limited to three semesters in a single course or in a combination of courses.

Title 5 does not allow repetition of foreign language or ESL courses or non degree-applicable basic skills courses.

3. For performing arts courses, repetition of activity courses that are part of a sequence of transfer courses may be repeated three times per course.

Visual and Performing Arts activity courses award credit for student who participate in activities like orchestra, theatre productions and student art.

Each of these may be repeated for a maximum of three semesters even when the courses are all in the same field of study or primary education activity.

V. Course Withdrawal

- ~~1. A student shall not be permitted to may receive any combination more than three substandard grades or "W" withdrawal symbols on his or her record for enrollment in the same course. A student who enrolls again in a course after having previously received more than three "W"s in the same course shall receive a grade. The grade shall be recorded on the student's academic record unless the student withdraws from the course prior to the end of fourth week of instruction.~~

~~If the student receives a withdrawal in the same course for the third time, they will not be allowed to register a fourth time for the same course – However If the student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and attach the supporting documentation. , if the student can demonstrate extenuating circumstances which might allow for one additional attempt, the student may petition to repeat. The petition will be evaluated by the Dean of Student Services or designee, or Petition Review Committee. Extenuating circumstances are defined as documented cases of accidents, illnesses or other circumstances beyond the control of the student that necessitate extended absences from a course(s).~~

- ~~2. When a student attempts to enroll for the third time in a course in which he or she has received two "W's, the student will be notified electronically of the withdrawal policy and procedures. The student will have to acknowledge that they have received and understand the policy and will be required to complete an online tutorial. The tutorial will detail the academic options and referrals to appropriate resources such as Counseling, Academic Success Center/Tutorials, and department faculty.~~

Academic Affairs

~~1.3~~ In the event of extenuating circumstances, after the end of the fourteenth week or (75% percent of a term), ~~the d District may authorize the withdrawal "W"~~, After in consultation with appropriate faculty, it shall be recorded as a "W". The withdrawal "W" will still count towards the maximum number of withdrawals.

Note: For the purposes of this section, "appropriate faculty" means the instructor of the course section or in the event the instructor cannot be contacted, the department chair or cognizant dean.

~~2.4~~. Students will not receive a "W" for a withdrawal that is determined to be due to discriminatory treatment or retaliation for alleging discriminatory treatment. Students who have reached the maximum number of withdrawals may petition to re-enroll in the same course if the reason for one or more of the withdrawals is determined to be due to discriminatory treatment or retaliation for alleging discriminatory treatment. The course of action for determining discriminatory treatment is outlined in the Standards of Student Conduct procedures.

~~3.5~~. Military Withdrawal. "MW" occurs when a student who is a member of an active or reserve United States military service receives orders compelling the student to withdrawal from the courses. The withdrawal symbol assigned will be a "MW". Military withdrawals shall not be counted in progress probation, dismissal calculations or towards the number of permissible withdrawals.

~~4. 6~~. When course repetition or withdrawal occurs, ~~the permanent academic record shall be annotated in such a manner that all work is reflected. This will ensure a true and complete academic history for the student.~~
all grades shall be recorded on the student's transcript ensuring that student records are accurate and complete and grading procedures are transparent.

~~6. 7~~ Courses approved for Academic Renewal will still apply to the student's academic record for the purposes of the Course Repetition and Course Withdrawal Policy and Procedures.

VI. Petition Process

If the student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and attach the supporting documentation
The petition will be evaluated by the Dean of Student Services or Petition Review Committee. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

Southwestern Community College District Shared Consultation Council (SCC)

Request for Consultation Form

(All items for consultation will be submitted to the SCC for first consultation on an SCC agenda)

Title and Description	Course Repetition and Course Withdrawal Policy -4225 Course Repetition and Course Withdrawal Procedures - 4225			
STEP 1	Date of First SCC Consultation: 2/15/12	Consultation Start Date:		
STEP 2	Name of Originator(s): Mia McClellan and Angie Stuart	Sponsoring Constituency Group: Course Repetition and Withdrawal committee		
STEP 3	Phone extension: 6369	Email: mmccllellan@swccd.edu		
STEP 4	Timeline determined by SCC	<input checked="" type="checkbox"/> Normal (14-21 Calendar Days)	<input type="checkbox"/> Urgent (5-7 Calendar Days) Must provide a rationale:	
STEP 5				
SCC Constituency Group Representative (if not checked consultation not needed)	Print Name	Initials	Method of Consultation (e.g. e-mail, meeting, etc..)	
<input checked="" type="checkbox"/> Academic Senate President	Angie Stuart			
<input checked="" type="checkbox"/> ASO President	Claudia Duran			
<input type="checkbox"/> Classified Senate President				
<input type="checkbox"/> CSEA President				
<input type="checkbox"/> Confidentials Representative				
<input type="checkbox"/> SCEA President				
<input type="checkbox"/> SCCDAA President				
Additional Groups for Consultation	<input checked="" type="checkbox"/> Dean's Council <input checked="" type="checkbox"/> Other _____ Student Services Council _____ _____			
STEP 6				
Results of SCC Action				
Date:	<input type="checkbox"/> Item Approved	<input type="checkbox"/> Item Not Approved	<input type="checkbox"/> Item Tabled	<input type="checkbox"/> Item Postponed / No Action



Office of the Superintendent/President
M E M O R A N D U M

TO: SCC
FROM: Melinda Nish
Superintendent/President
RE: Draft – Approval Process for Vacant Positions Not Included in Program Review

February 15, 2012

CLASSIFIED & MANAGEMENT POSITION REPLACEMENTS

Regardless of funding, replacements are not automatic. Each replacement will be reviewed and address the following criteria.

1. Area manager provides justification to immediate supervisor for/against replacing a vacant classified or management position.
 - a. What are the needs that warrant back-filling?
 - b. What happens if the position is not back-filled?
 - c. What are the plans to accommodate the negatives of not back-filling?
 - d. Are there other options to consider?
 1. Distributing across other positions the work, within classification.
 2. Distributing across other positions the work, and work out of class if applicable.
 3. Re-organize to combine areas/divisions.
 4. Re-organize to include reclassifications.
 5. Eliminate service/program.
 6. Decrease services.
 7. Other
2. Supervisor submits request to Vice President for consideration.
3. Vice President submits to Cabinet for approval/denial.
4. Superintendent/President provides updates as information items to Budget Committee and Shared Consultation Council.

REQUEST FOR NEW CLASSIFIED OR MANAGEMENT POSITION: (General fund positions)

A new classified or management position may be considered outside of the annual Program Review or Snapshot prioritization process if sufficient justification occurs. The following process and criteria will be used.

1. Area manager provides justification to immediate supervisor for creating a new classified or management position.
 - a. Is the new position necessary to maintain program integrity or safety?
 - b. Was this need noted in the most recent Program Review or Snapshot Report? If not, why?
 - c. What are the needs that warrant a new position?
 - d. What is the funding source? Will the new position generate new sources of income?
 - e. What happens if the position is not created?
 - f. What are the plans to accommodate the negatives of not creating the new position?
 - g. Can reorganization occur to accommodate the new position? E.g., What position(s) will be eliminated or other structural changes made to accommodate this request?
2. Supervisor submits request to the appropriate Dean/Director for consideration.
3. Dean/Director submits request to the appropriate Vice President for considerations.
4. VP submits to Cabinet for approval/denial. If approved, recommendation moves forward to SCC.
5. Superintendent/President presents Cabinet decisions and justification for new position to SCC for their recommendation as an action item.

REQUEST FOR NEW CLASSIFIED OR MANAGEMENT POSITION: (Non-general fund positions)

1. Area manager provides justification to immediate supervisor for creating a new classified or management position.
 - a. Is the new position necessary to maintain program integrity or safety?
 - b. Was this need noted in the most recent Program Review or Snapshot Report? If not, why?
 - c. What are the needs that warrant a new position?
 - d. What is the funding source? Will the new position generate new sources of income?
 - e. What happens if the position is not created?
 - f. What are the plans to accommodate the negatives of not creating the new position?
 - g. Can a reorganization occur to accommodate the new position? E.g. what position(s) will be eliminated or other structural changes made to accommodate this request.
2. Supervisor submits request to the appropriate Dean/Director for consideration.
3. Dean/Director submits request to the appropriate Vice President for considerations.
4. VP submits to Cabinet for approval/denial. If approved, recommendation moves forward to SCC.
5. Superintendent/President updates SCC as an information item.

FACULTY POSITIONS

1. Dean/Director provides justification to appropriate vice president for/against replacing a vacant position.
 - a. Follow current FHP replacement process
 - b. Report to Cabinet
 - c. Superintendent/President submits list to Governing Board
 - d. S/P reports outcome of FHP process to Academic Senate President.
2. In the event of an emergency replacement, the FHP Committee may submit exceptions to the Superintendent/President for replacement.
3. For programs involved in grants, contract education or external sources of funding (i.e. BSI), faculty positions may be considered outside of the normal FHP process.