

Instructional Services
DRAFT as of 4/17/09

AP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;
Accreditation Standard II.A

❖ From current Palomar BP 302 titled Curriculum Committee (91-15038)

The Curriculum Committee shall be the preeminent body for the development, review, and recommendation of curricular policy to include philosophy, goals, and strategic and long-range planning. The Curriculum Committee shall coordinate, evaluate, and review the College District curricula to encourage innovation and excellence in instruction. The Curriculum Committee shall report to the Faculty Senate for ratification of its action and then via the Vice President for Instruction and the Superintendent/President to the Governing Board. ~~GB 5-26-92 Amended~~

Current procedures for the following areas appear in CurricUNET:

- The initiation, review, approval, and evaluation processes and related criteria
- The designated responsibility and authority for initiation, review, and approval of courses (e.g., Instructional Services, Faculty Senate, faculty, academic departments, related disciplines, instructional divisions, Curriculum Committee, Articulation Officer)
- All time lines and limits for the process
- The process for the publication of changes and maintenance of records
- The use of a range of delivery systems and modes of instruction

Office of Primary Responsibility: Instructional Services

NOTE: This procedure is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue ink** is additional language to consider including in this procedure. The language in **black ink** is current Palomar Policy 302 titled Curriculum Committee adopted on 5-26-92. (Although this is a Palomar BP, it seems more procedural in nature and appears to relate best with this procedure.) The language in **green ink** is recommended by the Office of Instruction and the Faculty Senate. This procedure was approved by the Task Force on 4-17-09.

Date Approved:

(Replaces current Palomar BP 302)

Instructional Services
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AP 4022 CURRICULAR MATTERS

Reference:

Title 5 Section 55100

The Governing Board relies primarily on the Faculty Senate, through the Curriculum Committee, for developing procedures for and overseeing curricular matters. The Curriculum Committee reports directly and regularly to the Faculty Senate.

- All members of the Curriculum Committee receive training as described in Title 5 Section 55100.
- The Curriculum Committee will coordinate, evaluate, review, and approve individual degree-applicable credit courses offered as part of an educational program approved by the State Chancellor's Office.
- At a minimum, non-degree-applicable credit courses, degree-applicable credit courses, and non-credit courses that are not part of a permitted educational program:
 - Must be approved by the Curriculum Committee
 - May not be offered if previously denied separate approval by the State Chancellor's Office unless modified to properly address the reasons for denial
 - May count for only a limited number of semester units toward satisfying the requirements for a certificate or completion of an associate degree
 - Must adhere to regulatory limits and/or restrictions on the number of courses that may be linked to one another by prerequisites or co-requisites
 - Must be reported to the State Chancellor's Office
- The Faculty Senate will maintain a committee for the review of not-for-credit courses and programs.

Office of Primary Responsibility: Instructional Services

NOTE: This procedure is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore) based on the Update #13 distributed on 9/21/07 to districts. The language in **green ink** is recommended by the Curriculum Committee, Office of Instruction, and the Faculty

Senate. The information in **blue ink** is additional language to consider including in this procedure. This procedure was approved by the Task Force on 4-17-09.

Date Approved:

*(This is a new procedure recommended by the
CC League and the League's legal counsel)*

Instructional Services
DRAFT as of 4/17/09

AP 4103 COOPERATIVE WORK EXPERIENCE EDUCATION

References:

Labor Code Section 3070;
Title 5 Sections 55250 et seq.

The District shall develop and submit a plan to the State Chancellor's Office, which includes:

- The systematic design of a program whereby the student gains realistic learning experiences through work
- A specific description of the respective responsibilities of the District, the student, the employer, and other cooperating agencies
- Guidance services
- A sufficient number of qualified academic personnel to direct the program
- Processes as developed by the supervising faculty that assure the student's on-the-job learning experiences are documented with written measurable learning objectives
- Criteria as developed by the supervising faculty by which the student is evaluated and the basis for awarding grades and credit is described
- Adequate clerical and instructional services

In addition, procedures shall address the maintenance of records that include the type and units of work experience in which the student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of performance, and, if required, a work permit was issued.

Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.

❖ **From current Palomar AP 325 titled Worksite Education**

District Support of Worksite Education

- ~~A. The Palomar College Community College District is dedicated to meeting local needs and serving all segments of the community, including local businesses and economic development entities whenever possible and deemed appropriate.~~
- ~~B. The District will make every effort to be a major partner in the economic development activities of the local community. Such economic development activities may come in the form of joint ventures with local, state, and federal~~

~~economic development entities. When appropriate, Worksite Education may be conducted in joint efforts between the college and such entities and agencies.~~

~~C. Worksite Education is consistent with and complementary to the overall mission of Palomar College. Worksite Education is viewed as another means for meeting the educational and training needs of the College's constituencies.~~

~~D. Participation in Worksite Education programs or classes shall be the prerogative of the Palomar College Board of Trustees.~~

Definition of Terms Related to Worksite Education

~~The terms "Worksite Education" or "contract instruction" are used by the legislature, Chancellor's Office, and community college districts to refer to those situations in which a community college district contracts with a public or private entity for the purposes of providing instruction or services or both by the community college (California Education Code for Worksite Education, 78020(c)).~~

~~A. Credit: Courses offered for community college credit, whether the class generates state apportionments or not.~~

~~B. Noncredit: Courses that meet state criteria for the ten course areas eligible for noncredit apportionment.~~

~~C. Not-For-Credit: Courses and seminars that are custom-designed and funded by public or private entities. These courses and seminars are not eligible for state apportionment.~~

~~D. No Credit: Refers to a grade option in a course. This is not an actual course option.~~

Worksite Education Course Options

~~A. Credit classes open to the general public (eligible for apportionment).~~

~~B. Credit classes closed to the general public (client funded).~~

~~C. Noncredit classes open to the general public (eligible for apportionment).~~

~~D. Noncredit classes closed to the general public (client funded).~~

~~E. Not-for-credit classes closed to the general public (client funded).~~

Contract Programs by Customer Category

~~A. Contracts with Entities: These include educational programs offered under a contract directly between the college and companies in which the company funds the course. These classes (or educational training workshops) typically are designed to provide short-term skills, education, and training for company employees.~~

~~B. Contracts with Public Entities: These contracts are similar to those above with the exception that the contracting parties are public agencies (such as a city or fire department). These programs are funded from "public agencies'" operating funds. These programs usually involve the actual training of agency employees.~~

~~C. Contracts Supported by Public Training Funds: These include programs offered under contracts between the College and a public training fund administrative entity. Public training funds include Job Training Partnership Act (JTPA) and the California Employment Training Panel (ETP). The programs are typically~~

designed for new jobs or to retrain currently-employed persons in new skills. They are frequently occupationally oriented.

Approval of Worksite Education

Course Curriculum and Course Offerings

- A. All new or revised Worksite Education credit, noncredit, or not-for-credit courses and course offerings must be affiliated with a department and are approved by the department responsible for that discipline. Credit and noncredit courses are also approved by the curriculum committee.
- B. All new or revised credit, noncredit, or not-for-credit Worksite Education courses and course offerings which are affiliated with more than one department are approved collectively by those departments. In cases where those departments cannot reach agreement, the course will be referred to the appropriate Dean and the Vice President for Instruction.
- C. All Worksite Education courses and course offerings shall be approved by the Governing Board before the course is offered by Palomar College.

Approval of Worksite Education Faculty

- A. Faculty in all credit and noncredit Worksite Education classes shall be selected and hired according to procedures existing in the Palomar Community College District for the selection of instructors for credit classes (Ed Code, 78022(a)).
- B. All faculty who teach not-for-credit Worksite Education courses shall be approved by the department responsible for that discipline.

Salary and Remuneration for Worksite Education Faculty

Faculty teaching credit and noncredit Worksite Education courses shall be compensated in the same manner as comparable faculty in the regular non-Worksite Education program (Ed Code, 78022(b)).

Faculty teaching not-for-credit Worksite Education courses shall be compensated at the negotiated rate, to be no less than the current hourly rate for adjunct faculty.

Load Status of Worksite Education Faculty

Credit, noncredit, and not-for-credit Worksite Education courses will not be used to determine the load status for part-time, temporary, or full-time faculty.

Payroll and Personnel Procedures for Worksite Education Faculty

Existing District payroll and personnel procedures will be used for faculty who teach Worksite Education courses.

Evaluation of Worksite Education Faculty

Evaluation of faculty who teach Worksite Education courses will follow the same student-evaluation procedures that are used to evaluate adjunct faculty.

Financial Support of Worksite Education

~~The College shall recover, from all revenue sources including any combination of public and private sources, an amount no less than the actual costs, including administrative costs, incurred in providing Worksite Education programs or training. Any start-up costs reallocated from departmental or divisional budgets shall be recovered from contract revenue (Ed Code, 78021).~~

~~Distribution of Worksite Education Fees~~

~~A portion of income will be distributed to the department and division involved in each Worksite Education course offering, and income shall not supplant general funds.~~

~~Operation of the Worksite Education Program~~

- ~~A. Overall administrative responsibility for the operation of the Worksite Education program will rest with the Assistant Superintendent/Vice President for Instruction.~~
- ~~B. The Manager of Worksite Education shall administer the program, with the following as his/her primary responsibilities:~~
 - ~~1. Serves as the contact point and/or develops the contractual relationships between the District and the clients.~~
 - ~~2. Expedites the delivery of educational services by serving as the liaison between the client and the District educational programs and services.~~
 - ~~3. Assures the delivery of quality education and services to the contracting client. This~~
 - ~~4. includes planning, organizing, staffing, directing, and coordinating the functions and operations of the appropriate areas of the College.~~
 - ~~5. Follows the standard guidelines for establishing a contract that have been developed by the Instruction Office.~~

Office of Primary Responsibility: [Instructional Services](#)

NOTE: *This procedure is **legally required** if the District offers work experience. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue ink** is additional language to consider including in this procedure. The language in **black ink** is current Palomar AP 325 titled Worksite Education with no date indicated. The language in **green ink** is recommended by the Office of Instruction and the Faculty Senate. This procedure was approved by the Task Force on 4-17-09.*

Date Approved:

(Replaces current Palomar Procedure 325)

Instructional Services
DRAFT as of 4/17/09

AP 4250 PROBATION, DISMISSAL, AND READMISSION

References:

[Title 5 Sections 55030-55032](#)

This procedure addresses academic achievement and progress. The procedure that addresses violations of the Student Code of Conduct is BP/AP 5500 titled Standards of Student Conduct. Further information regarding Standards of Conduct is available in the Office of Student Affairs.

Probation

Standards for Warning and Probation

Academic and progress warning and probation are calculated for the fall and spring semesters on the basis of the student's enrollment. Summer grades are included in overall calculations for the fall and spring semesters.

A student on probation is required to meet with a counselor to complete an educational plan and is expected to participate in prescribed strategies and/or support services. An enrollment hold will be placed on the student's records blocking registration until he/she has met with a counselor. Warning and probation are posted on the student's permanent record.

Academic Warning and Probation

To remain in good academic standing at Palomar College, students must maintain a minimum cumulative grade point average (GPA) of 2.0 ("C").

The various levels of academic warning and probation are as follows:

- Academic Warning - A student will be placed on academic warning when he/she has:
 - Attempted at least 12 graded units; and his/her
 - Cumulative (overall) GPA falls below 2.0

- Academic Warning Continued - A student will be continued on academic warning when his/her:
 - Cumulative (overall) GPA is below 2.0, and
 - Semester (term) GPA is at least 2.0

- Academic Probation - A student will move to academic probation if his/her:

- Cumulative (overall) GPA is below 2.0; and
- Semester (term) GPA is below 2.0
- Academic Probation Continued - A student will be continued on academic probation when his/her:
 - Cumulative (overall) GPA is below 2.0; and
 - Semester (term) GPA is at least 2.0

A student will remain on academic probation until he/she raises his/her cumulative GPA to 2.0 or higher, or he/she is dismissed from Palomar College due to continuing unsatisfactory academic performance.

Progress Warning and Probation

To remain in good standing at Palomar College, a student must complete more than 50% of the units in which he/she has enrolled.

The various levels of progress warning and probation are as follows:

- Progress Warning - A student will be placed on progress warning when he/she has:
 - Attempted at least 12 units; and
 - Cumulative (overall) units with grades of W, I, NC, or NP reaches or exceeds 50% of all attempted units
- Progress Warning Continued - A student will be continued on progress warning when his/her:
 - Cumulative (overall) attempted units with W, I, NC/NP grades continue to be 50% or more of all attempted units; and
 - Semester (term) attempted units with W, I, NC/NP grades are below 50%
- Academic Progress Probation - A student will move to progress probation if his/her:
 - Cumulative (overall) attempted units with W, I, NC/NP grades continue to be 50% or more of all attempted units; and
 - Semester (term) attempted units with W, I, NC/NP grades are also at 50% or more of all attempted units
- Academic Progress Probation Continued - A student will be continued on progress probation when his/her:
 - Cumulative (overall) attempted units with W, I, NC/NP grades continue to be 50% or more of all attempted units; and
 - Semester (term) attempted units with W, I, NC/NP grades are below 50%

A student will remain on progress probation until he/she increases his/her number of completed units to more than 50% of their attempted units, or he/she is dismissed from Palomar College due to continuing unsatisfactory progress.

Notification of Warning or Academic Probation: At the end of each semester in which the student's GPA falls below 2.0 in all units attempted, a notice will be sent to the student informing him/her that he/she is on warning or academic probation.

A progress warning or probation letter will be sent at the end of each semester when the student has attempted 12 units and the cumulative units attempted with W, I, or NC/NP grades reaches or exceeds 50% of all units attempted.

Probationary Letter: The letter notifying the student of warning or probation will cover, at a minimum, the definition of warning or probation, the significance of being on warning or probation, and a description of the services available.

Dismissal

Standards for Dismissal

For the purpose of dismissal, semesters will be considered consecutive on the basis of the student's enrollment, so long as the break in the student's enrollment does not exceed one full primary term. Dismissals will occur once a year after the spring term.

A student on dismissal status is ineligible to participate in any Palomar College classes or student activities until the requirements for readmission are fulfilled. Dismissal is noted on the student's permanent record.

Academic Dismissal

A student who is on academic probation shall be subject to dismissal if the student earned a cumulative and semester GPA below 2.0 in all units attempted in each of three consecutive semesters.

A student who begins the spring semester on academic probation will be dismissed if he/she fails to achieve a minimum semester GPA of 2.0 at the end of the spring term.

Progress Dismissal

A student who is on progress probation shall be subject to dismissal if the student's cumulative and semester percentage of all enrolled units with W, I, and NC/NP grades reaches or exceeds 50% in each of three consecutive semesters.

A student who begins the spring semester on progress probation will be dismissed if he/she fails to complete more than 50% of his/her spring semester course work with grades other than W, I, or NC/NP at the end of the spring term.

Dismissal Letter: The letter notifying the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedure, the definition of dismissal, procedure for readmission, and procedure to appeal the dismissal.

Readmission

Readmission after Dismissal

A student who has been dismissed for academic and/or progress reasons is eligible to return after one semester by petition to the Academic Review Committee. For further information, please contact the Evaluations Office in the Student Services Center. A student who is dismissed loses his/her continuing student status and must re-apply to the College.

A student who believes his/her dismissal status should be exempt must petition the Academic Review Committee. A student must meet with a counselor to initiate the petition process. The following criteria will be considered:

- Documented extenuating circumstances
- Marked improvement in academic status at other academic institutions since dismissal
- Semesters on which dismissal was based were atypical of past academic performance
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal

Standards for Evaluating Appeals

Dismissal appeals may be granted under the following circumstances:

- The dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstance beyond the control of the student. Verification must be submitted with the appeal.
- The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling and/or limiting course load.
- The student demonstrates evidence of significant improvement in academic achievement

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

Office of Primary Responsibility: Student Services

NOTE: *This procedure is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **green ink** is additional language to consider including in this procedure. There does not appear to be a current Palomar Procedure that addresses this issue. This procedure was approved by the Task Force on 4-17-09.*

Date Approved:

(This is a new procedure recommended by the CCLC and the League's legal counsel)