



STRATEGIC PLANNING COUNCIL AGENDA

Date: February 17, 2004
Starting Time: 2:00 p.m.
Ending Time: 4:00 p.m.
Place: SU-18

CHAIR: Amador

MEMBERS: Barton, Bishop, Cater, Cuaron, Dimmick, Dowd, Drinan, Eberhart, Frady, Giese, Halttunen, Jay, Key, Madrigal, Magana, McCluskey, Millet, Miyamoto, Owens, Patton, Soto, Spear, Wallenius, 2 Additional Faculty Senate reps

RECORDER: Baldridge

	Attachments	Time
A. <u>MINUTES</u>		2 min.
1. Approve Minutes of February 3, 2004		
B. <u>ACTION ITEMS/FIRST READING</u>		20 min.
1. Proposed New Policies	Exhibit B1	
BP 6310 – Risk Management		
BP 6810 – Illness/Injury Prevention		
BP 6820 – Smoking; Delete: BP 105-Smoking	Exhibit B2	
2. Proposed New Policy		
BP 5030.6 – Fee Exemption for International Students		
C. <u>DISCUSSION/INFORMATION ITEMS</u>		
1. Annual Implementation Plan – February Progress Reports (Sherrill Amador)	Exhibit C1	30 min.
2. Credit / No Credit Form (Herman Lee)	Exhibit C2	10 min.
D. <u>REPORTS OF PLANNING COUNCILS</u>		20 min.
1. Administrative Services Planning Council – Jerry Patton		
2. Human Resource Services Planning Council – Jack Miyamoto		
3. Instructional Planning Council – Berta Cuaron		
4. Student Services Planning Council – Joe Madrigal		
E. <u>REPORTS OF CONSTITUENCIES</u>		20 min.
1. Administrative Association – Ken Jay		
2. Associated Student Government – Amador Soto		
3. Confidential/Supervisory Team - Jo Anne Giese		
4. CCE/AFT – Becky McCluskey		
5. Faculty Senate – Steve Spear		
6. PFF/AFT – Mary Ann Drinan/Mary Millet		
F. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
February 17, 2004**

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, February 17, 2004, in SU-18. The meeting was called to order at 2:02 p.m. by Dr. Sherrill L. Amador.

ROLL CALL

Members Present: Amador, Bishop, Cater, Dowd, Eberhart, Frady, Giese, Halttunen, Jay, Madrigal, McCluskey, Miyamoto, Owens, Soto, Spear, Wallenius
Members Absent: Barton, Cuaron, Dimmick, Drinan, Magana, Millet, Patton, Two Representatives from Faculty Senate
Recorder: Baldrige
Guests: Cheryl Ashour, Norma Bean (for Administrative Association), Sue Doran (for Dimmick)

A. MINUTES

1. Approve Minutes of February 3, 2004

MSC (Dowd/Bishop) to approve the Minutes of February 3, 2004 as presented

B. ACTION ITEMS/FIRST READING

1. Proposed New Policies (Exhibit B1)

a. BP 6310 – Risk Management

Key Jay discussed the policy. He stated that the new policy recognizes the importance of risk management and implements an annual report to the Board on risk management issues, which we have not done in the past. It would delegate a designee on campus to settle claims up to \$10,000, which would expedite any process of a small-value claim and it would save on attorney's fees. The type of claim that would fall under this policy would be Palomar property that is damaged or destroyed; for instance, a broken door or stolen computer. If someone else's property or a person is injured or damaged, then the claim falls under a liability deductible. There is not a current Board policy on risk management. Government code regulations state there should be a policy. The policy protects the Board and the person working in the position of risk manager.

The College has different deductibles for different things. Property damage is \$10,000; for liability, it is \$25,000. We have a reserve of \$100,000 in the budget that the College uses to pay claims that are deductible. However, it is not likely that we would have more than four claims a year.

An administrative employee from Ken Jay's office will probably be delegated the responsibility to administer the claims. Specific names were not given because the title could change in the future and we would then have to revise the policy. A yearly report of the number of claims settled will be given to the Board.

The policy will be brought back for action on April 6, 2004.

b. BP 6810 – Illness/Injury Prevention

This is a policy regarding safety which is derived from a major objective from our strategic planning process. It addresses some issues regarding illness and injury prevention.

The policy will be brought back for action on April 6, 2004.

c. BP 6820 – Smoking; Delete BP 105 – Smoking

State law, AB 846, has recently changed the minimum smoking distance from a state building to 20 feet. A fact sheet describing AB 846 was distributed. This policy complies with the law. A task force is also investigating establishing designated areas where smoking would be allowed. There are areas where smoking is not permitted at all.

MSC Cater/Owens to move the item to action

MSC Madrigal/Giese to approve the adoption of BP 6820 and the deletion of BP 105 and forward this item to the Governing Board.

2. Proposed New Policy BP 5030.6 – Fee Exemption for International Students (Exhibit B2)

Herman Lee described the policy. He stated the policy is a direct response to direction by Ralph Black, legal counsel for the California Community Colleges, that we did not have a policy in accordance with minimum conditions. Mr. Black requested a Board-adopted policy which defines economic hardship. Mr. Lee does not anticipate many international students making a waiver request under the condition of economic hardship because to be eligible for the programs, you have to be a U.S. citizen and a state resident, and international students do not qualify in either category.

The policy will be brought back for action on April 6, 2004.

C. DISCUSSION/INFORMATION ITEMS

1. Annual Implementation Plan – February Progress Reports

Dr. Amador reviewed progress for each goal through February, 2004. **(Exhibit C1)** Discussion ensued. Regarding Objective 4, No. 1, Bonnie Dowd requested that the form used by faculty regarding student athlete grades be revised from a letter-grade response to a pass/fail response. A revision was made on page 9 to delete the name of Erin Messersmith and replace it with her title.

2. Credit/No Credit Form

Herman Lee stated the Credit/No Credit form was changed to eliminate the instructor's signature. **(Exhibit C2)** He emphasized this change is a procedural change, not a policy change. The credit/no credit procedure currently in place was developed in the 1970s. Bruce Bishop recently spoke to Mr. Lee about the procedure, saying that Title 5 states that a student must only notify the instructor and does not need to request permission. Mr. Bishop gave an example of an instructor who did not allow a student to change from a grade to credit/no credit simply because he did not like the student. After this incident, Mr. Bishop researched Title 5 and the Ed. Code and found language that clearly states the decision belongs to the student. In the past, the only reason we originally asked for a signature was to advise the instructor the student had made the request. It has grown from that point to be interpreted as the instructor has the right to say no. He believes it is not a reasonable interpretation of Title 5. He stated that the English department's requirement that no student can take English 100 for credit/no credit is also not adhering to Title 5 regulations.

Mr. Lee spoke of the difficulty students have getting instructor signatures, especially those in distance learning and evening students. Mr. Lee brought the recommendation to Student Services Planning Council to remove the instructor's permission from the form. During discussion at SSPC, a question was asked regarding the point that origination of the signature process had to do with faculty being involved in the process of advising students. In response, Mr. Lee stated the counseling and admissions staff will advise students that credit/no credit grading is not recommended for certain courses. It will be done at the time of the request and on the web page of the on-line application. Steve Spear stated that this issue is on the next Faculty Senate agenda as they did have a concern about the advising. He stated that with the precautions and the steps counseling and admissions will take, the concern will be addressed.

Mr. Lee will revise the form to reflect the change. The item will be brought back for discussion after the Faculty Senate discusses it at their meeting and requests it be on the agenda.

D. REPORTS OF PLANNING COUNCILS

1. Administrative Services Planning Council

Key Jay reported that the ASPC met on February 12. ASPC put the finishing touches on the Equipment Replacement Task Force policy. It will be coming to SPC for a first reading on March 4.

2. Human Resource Services Planning Council

Jack Miyamoto reported that the HRSPC met on February 10. He was unable to attend the meeting, but stated they reviewed the Human Resources Institutional Review document. Members had questions about the Human Resources budget. The majority of the time was spent on brainstorming strategies for improving our diversity in faculty recruitment.

3. Instructional Planning Council

Wilma Owens reported that the IPC met on February 11. Most of the meeting was spent on reviewing each Division's Institutional Review. The thread running through all of those was that divisions, departments, and programs felt they had inadequate resources for equipment and supplies. While student population has grown, supply budgets have not. Everyone has been struggling trying to meet student needs. Extensive data was collected from the institutional review process that will be useful and will be a foundation to build on. They also reviewed the rationale form for faculty positions. During the last cycle, as the form was developed, it was found that some of the items were nebulous, and people were not sure how to respond. A group of people met to improve the form. It will go to the Faculty Senate for review. Student Services discussed the form at their planning council and provided the Instruction office with input. Previously, IPC had heard a presentation about the Hispanic Serving Institution grant. There were a lot of questions about whether or not we are applying for a grant or whether we were applying for a grant to plan for a grant. Those questions are getting answered and will be discussed in depth at the next meeting. The College's needs will be analyzed and listed so that we will be positioned to quickly respond to incoming grant requests. When applications come out, we will already have a need identified and can match that need with the grant when the resources are available. At the next meeting, they will begin to develop priorities for the budget.

4. Student Services Planning Council

Joe Madrigal reported that the SSPC met on February 18. Members discussed a proposed reorganization in Bruce Bishop's area because of a recent resignation of a classified position in charge of processing all of the PIC cards. Upon review of the present job description for the position, it was noted that there is a discrepancy between past and present requirements. The position is being updated to reflect the actual duties performed in the position. No additional dollars will be involved. Mr. Bishop is working with Human Resource Services to make sure a job description is developed that reflects what is needed. They also discussed the rationale form for faculty positions. They recommended to the Instruction Office that when requesting full-time counselors, the counselor to student ratio for the position be listed. The recommendation was accepted by the Instruction Office and will be incorporated in their revisions. SSPC received a request for reactivation of a counseling services supervisor position. It is felt there is a need to provide classified staff supervision. The proposal was tabled pending further discussion by the Counseling department and will be brought back to the planning council for further review.

E. REPORTS OF CONSTITUENCIES**1. Administrative Association**

Norma Bean reported that a general membership meeting will be held on February 25. Today at Executive Council, Trustee Evilsizer requested to meet with them to learn about the Administration Association.

2. Associated Student Government

Amador Soto reported that ASG held a meeting last week in Escondido. They now have a new Senator, Sara Hugo. They discussed Spring Fest. At the next meeting they will discuss the men's bathrooms in the SU building, the Arboretum maintenance, and decorating the Student Union.

3. Confidential/Supervisory Team – No report.**4. CCE/AFT – No report****5. Faculty Senate**

Steve Spear reported that the Senate named faculty members to the presidential search committee. They also passed a course discontinuance policy. The draft instructional hiring forms are coming to the Senate for information.

6. PFF/AFT – No report

F. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:50 p.m.

Proposed New Policy**BP 6310****Risk Management**

The Board is committed to the establishment of a risk management program that is consistent with all legal requirements for community colleges. The primary concern of such a program shall be the safety and health of students, faculty, staff, and the public and the protection of District property and assets. In order to ensure that the District is conducting its operations as safely and efficiently as possible, the Board authorizes the Superintendent/President or designee to develop and maintain a risk management program that includes identification, prevention, mitigation, and assumption or transfer of risks through appropriate agreements, purchase of insurance, pooling with other agencies or other risk financing practices. The ultimate goal shall be successful implementation of safety and loss prevention/control practices and the maintenance of adequate insurance programs. An annual report on the program shall be presented to the Board.

The Superintendent/President may delegate to a staff member the authority to administer and adjust claims up to \$10,000 with the advice and concurrence of the Assistant Superintendent/Vice President for Finance and Administrative Services. The Board shall approve settlements in excess of \$10,000. These limits notwithstanding, the Board will accept settlements made by an insurance carrier in the name of the District under terms of applicable insurance policies.

Government Code Sections 935 et seq.

Ken Jay spoke on Policy.
Steve G on deductible

2nd reading April 6

Proposed New Policy**BP 6810****Illness/Injury Prevention**

Pursuant to the Labor Code and California General Industry Orders, the Board of Trustees recognizes the necessity of an injury/illness prevention program. No employee shall be required to work under unsafe or hazardous conditions or to perform tasks that endanger their health or safety. The District shall make every reasonable effort to ensure that working conditions and equipment are maintained in compliance with federal, state, and local laws and regulations.

The Board expects all employees to use safe work practices and to report and correct any unsafe conditions that may occur. The Superintendent/President shall name a manager to serve as the safety officer for the District. The safety officer shall be responsible for maintaining implementation procedures for this policy in accordance with federal, state, and local laws. These procedures shall include the development of safe and healthy work practices through education, training, and enforcement.

Labor Code Section 6401.7; Cal-OSHA Safety Orders Section 3203

2nd reading April 6

Proposed New Policy:

BP 6820

Smoking

There shall be no smoking permitted in buildings or within 20 feet of buildings at Palomar College or in areas designated as "No Smoking" by the College.

Government Code Section 7596-7598

Current Board Policy to be deleted:

BP 105

Smoking (86-11842, 95-17640)

There shall be no smoking permitted in buildings or within 7.5 feet of buildings at Palomar College. GB 6-30-87, Rev. 6-11-96

Cater/owens MSC to action

MSC Rodrigo/Giese unan.

**Implementing Assembly Bill (AB) 846,
The New Statewide Smoke-free Entryway Law
FACT SHEET**

What Does the Law Say?

The new law, which originated as Assembly Bill (AB 846), amends California Government Code Sections 7596-7598 to prohibit smoking within 20 feet of a main entrance, exit, and operable window of all public buildings (buildings owned and occupied, or leased and occupied by the state, county, or city) as well as buildings on the campuses of the University of California (UC), California State University (CSU), and California community colleges, effective January 1, 2004. For the law to be effective, a sign must be posted describing the no smoking prohibition.

What is a "Public" Building?

Section 7596(a) of the law defines a public building as **"...a building owned and occupied, or leased and occupied, by the state, a county, a city, a city and county, or a California community college district."** The law applies to all state, county, and city government buildings. The new law does NOT apply to privately owned buildings unless they are leased or occupied by a state, county, or city agency.

How will the Law be Enforced?

While no formal enforcement procedures are in place for this law, in order to achieve effective enforcement, the California Department of Health Services Tobacco Control Section (CDHS/TCS) strongly recommends that state, county, and local governments post appropriate signage concerning the law and move ash receptacles and urns at least 20 feet from main entrances, exits, and operable windows. Doing so will contribute to self-enforcement. The law does not provide state funding for signs. However, CDHS/TCS and the Tobacco Education Clearinghouse of California have developed a clear, uniform *prototype* sign that can be produced by local communities throughout the state. Decal signage also may be obtained from your local Tobacco Control Program.

How Does the Law Apply to Privately Owned Buildings Partially Leased and Occupied by Government Agencies?

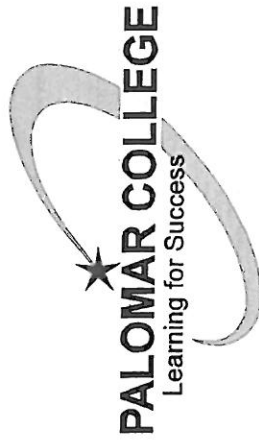
AB 846 applies to "public buildings," as defined above.

Government agencies, including colleges, are urged to notify owners/managers of buildings in which they lease space, that the law goes into effect January 1, 2004, and that it prohibits outdoor smoking within 20 feet of building doorways and operable windows in buildings leased and occupied by state or local governments and colleges. Government agencies and colleges are also urged to notify building owners and managers to enact a similar policy around their buildings. Building owners/managers may also wish to make compliance with the new state law a provision of future leases.

BP 5030.6 – Fee Exemption for International Students

Palomar College shall charge a nonresident capital outlay fee and an application processing fee to citizens and residents of a foreign country per Education Code 76141 and 76142. A student who demonstrates economic hardship is exempt from the capital outlay fee and the application processing fee. The exemption is authorized, on a per semester basis, when a student meets the eligibility criteria for benefits under the Aid to Families of Dependent Children program, the Supplemental Income/State Supplementary Program, or a general assistance program.

2nd reading April 6



Strategic Plan 2005 Annual Implementation Plan 2003-2004

Objective/Activity 1 Goal: Student Success		Primary Person(s): VP Student Services, Chief Advancement Officer	
Increase scholarship recipients by 10% through improved processes and procedures (02-03) Major tasks / plans to accomplish goal. 1. Update and simplify scholarship application. 2. Maximize alternative outreach and awareness forms of media. 3. Work with Instructional area and other Student Services departments to distribute information to students.		Assigned Groups: Scholarship Committee	
Estimated Cost:		Funding Source: Foundation, General Funds	
One Time Ongoing		Time Line: June, 2004	
November, 2003		May, 2004	
1. Scholarship application updated, simplified and made available to student on August 1st. 2. Scholarship Program Information Booklet available to students November 1st. 3. Application and program information available on the Financial Aid web page and front counter.		1. The scholarship application deadline was extended to March 5th for this year. 2. Aggressive marketing of scholarship information includes the following: Video broadcasting on public broadcasting stations, beginning January 15, 2004. A TV/DVD has been purchased and set up in the Student Services Center Lobby to show the video as a loop.	

Strategic Plan Annual Implementation Plan 2003-2004

Objective/Activity 2 Goal: Student Success	Primary Person(s): VP Instruction; VP Student Services		
Provide comprehensive and innovative class scheduling options to improve accessibility and timely program and degree completion (02-03)	Assigned Groups: Instructional and Student Services Deans; Chairs and Directors		
Major tasks / plans to accomplish goal. 1. Designate student services managers to serve on the VP of Instruction Cabinet and Enrollment Management Planning Group. 2. Support staff participation on School Web Services Implementation Team. 3. Customize student e-services and replace current class search.			
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: June, 2004 (Plan)	
November, 2003 1. This plan has been developed in alignment with the AIP and Governing Board Goals for 2003-04. 2. IPC formed a Work Group for this goal at its 10/8/03 meeting and the Work Group began its dialog on 10/22. Representatives from Student Services will be asked to participate in this discussion.. 3. VPI Cabinet met on 10/8 and 10/22 to discuss Enrollment Planning Strategies	February, 2004 1. The Student Services liaisons to the VPI Cabinet have actively provided input to improve the class schedule and course offerings. 2. A task force has been formed to review options on School Web Services implementation. A site license has been paid for web CMS for 2004. 3. As a result of completed department and discipline Institutional Reviews, many departments are developing a 4-semester course rotation schedule to ensure students have access to complete programs. 4. Data was gathered and analyzed on courses known as the "Golden 4." This data was shared with departments so that additional planning can occur with developing a class schedule to better meet student demand. 5. Data was gathered on classroom availability on the San Marcos campus, Center and sites. Data is being used to better utilize facilities and to offer class sections at all locations to better meet demand. 6. To improve overall scheduling of classes, the Director of Enrollment Services and the Dean of Counseling and Matriculation is regular member of VPI Cabinet.	May, 2004	

Strategic Plan Annual Implementation Plan 2003-2004

Objective/Activity 3 Goal: Student Success	Primary Person(s): VP Instruction; VP Student Services
Improve articulation with area high schools at the discipline level and within student services (02-03) Major tasks / plans to accomplish goal. - Promote / support Articulation staff to: - Articulate top 20 majors for each UC Dual Admissions Program. - Review Tech Prep agreements with local high schools for currency. - Schedule / evaluate the annual High Schools Administrators' Meeting / Luncheon to provide dialogue between school representatives and college officials. - Increase enrollment in University Links Program. - Provide financial aid information nights to high school students / parents. - Develop / implement outreach efforts to the new Mission Hills High School. - Increase recruiting of local high school student athletes in identified sports. - Increase ASG awareness in local high schools.	Assigned Groups: Chairs & Directors; Instructional and Student Services Deans; Matriculation & Transfer Advisory Committee; Articulation Officer
Estimated Cost:	Funding Source: Matriculation/General Fund
November, 2003	Time Line: June, 2004
- This plan has been developed in alignment with the AIP and Governing Board Goals for 2003-04. - IPC formed a Work Group for this goal at its 10/8/03 meeting and the Work Group began its dialog on 10/22/03. - A plan for articulating high school Fire and Police Academies at Mission Hills High School with Palomar's Public Safety Program has been presented to SMUSD. Classes will start Fall 2004.	February, 2004 - The High Schools Administrators Meeting / Luncheon was held on December 5, 2003. Feedback from the six (6) schools that were represented reflects that the event was worthwhile and should be continued but in a shorter time duration (working lunch hour). - Top 20 majors at selected UC's have been articulated. Local high schools have been contacted to arrange training sessions for GEAR-UP students. 99 assessment / orientation sessions using COMPASS were successfully completed for Spring, 2004. - Four (4) campus tours for K-12 special education populations have been conducted. - The GEAR-UP grant has been renewed for a sixth year. May, 2004

Strategic Plan Annual Implementation Plan 2003-2004

	Meetings have been held with San Marcos High school to ensure a smooth transition of students to Palomar College. 1. Curriculum for High School Fire and Police programs has been developed and approved by the SMUSD Board. A major marketing campaign is underway to attract high school students to the program for Fall 04. The college's advisory committees have agreed to serve as advisory committees for both high school programs. . 2. We anticipate receiving an additional \$11,500 in TechPrep funds for 03-04. The funds will be distributed (via minigrants) to Palomar's high school partners to expand articulated programs and activities. 3. Fall census data showed that 26 students who took an articulated class in the previous academic year enrolled as Palomar College freshmen.
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Strategic Plan Annual Implementation Plan 2003-2004

Objective/Activity 4 Goal: Student Success	Primary Person(s): VP Instruction; VP Student Services							
Develop and implement programs and services to increase persistence, completion, and transfer (02-03) Major tasks / plans to accomplish goal. 1. Define joint projects with Instruction to improve retention. 2. Increase the number of Ed. Plans developed by counselors by 5%. 3. Work with Research and Planning Office to create Research Agenda for Student Services. 4. Utilize student e-mail to increase communication effectiveness. 5. Implement Project 8, SA upgrade. 6. Implement one-stop admissions and financial aid services. 7. Implement a Bursar's operation in the Student Services Center. 8. Provide quality health, wellness and prevention services to meet the needs of students.	Assigned Groups: Director, Institutional Research and Planning							
Estimated Cost:	One Time	Funding Source:						
	Ongoing X	Time Line: June, 2004 (January, 2004 – Plan)						
<table border="1"> <tr> <td data-bbox="841 153 906 2030"> November, 2003 1. This plan has been developed in alignment with the AIP and Governing Board Goals for 2003-04. 2. IPC formed a work group for this goal at its 10/8/03 meeting and the work group began its dialog on 10/22/03. Representatives from Student Services will be asked to participate in this discussion. 3. The work group agreed to begin a scan of research regarding retention both globally and specifically in terms of what we know regarding retention and the Palomar College Student. Some of that data was distributed to the committee. </td><td data-bbox="841 1039 906 2030"> February, 2004 1. The Electronic Academic Assessment Program has been improved to personalize requests for information on student athletes from faculty. 2. Student e-mail accounts will be used to make tutoring referrals and follow-up assessment recommendations. 3. Counselors with low Ed Plans counts have been coached and have increased the number of electronic plans by at least 100%. 4. Health Education promotions have provided information to approximately 5,783 participants. 5. E-mail invitations to all faculty have resulted in 40 Career Center class visits. 6. Ten (10) students have been trained on assistive technology. </td><td data-bbox="841 153 906 1039"> May, 2004 </td></tr> <tr> <td colspan="3" data-bbox="906 153 1476 2030"> 1. As a result of completed department and discipline Institutional Reviews, many departments are developing a 4-semester course rotation schedule to </td></tr> </table>			November, 2003 1. This plan has been developed in alignment with the AIP and Governing Board Goals for 2003-04. 2. IPC formed a work group for this goal at its 10/8/03 meeting and the work group began its dialog on 10/22/03. Representatives from Student Services will be asked to participate in this discussion. 3. The work group agreed to begin a scan of research regarding retention both globally and specifically in terms of what we know regarding retention and the Palomar College Student. Some of that data was distributed to the committee.	February, 2004 1. The Electronic Academic Assessment Program has been improved to personalize requests for information on student athletes from faculty. 2. Student e-mail accounts will be used to make tutoring referrals and follow-up assessment recommendations. 3. Counselors with low Ed Plans counts have been coached and have increased the number of electronic plans by at least 100%. 4. Health Education promotions have provided information to approximately 5,783 participants. 5. E-mail invitations to all faculty have resulted in 40 Career Center class visits. 6. Ten (10) students have been trained on assistive technology.	May, 2004	1. As a result of completed department and discipline Institutional Reviews, many departments are developing a 4-semester course rotation schedule to		
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1. As a result of completed department and discipline Institutional Reviews, many departments are developing a 4-semester course rotation schedule to								

Strategic Plan
Annual Implementation Plan 2003-2004

	ensure students have access to complete programs. 2. To improve student access to computers for class assignments, beginning Spring 2004 students have been encouraged to use the labs in ES-9 and SU-204. 3. The Curriculum Committee recommended a new course deactivation policy that was passed by the Faculty Senate. This policy will further ensure that the catalog better represents the intended course offerings so that students are not penalized by 4-year institutions for courses listed in the catalog but are not offered.	
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Strategic Plan Annual Implementation Plan 2003-2004

Objective/Activity 5 Goal: <i>Teaching and Learning Excellence</i>	Primary Person(s): Faculty Senate		
Foster a learning culture that promotes institutional and student expectations, responsibilities, and respect (02-03) Major tasks / plans to accomplish goal. 1. Meet with Student Services managers and Student Services Planning Council to share information and open lines of communication with all Student Services departments. 2. Align all Student Services mission statements, goals and objectives with Palomar College Board and Strategic Planning Council goals. 3. Seek external funding / grants that support the college's learning culture. 4. Implement an exit survey for all second-year student athletes.	Assigned Groups: President; VP Instruction; VP Student Services; Director, Student Affairs; Director, Institutional Research and Planning		
	Estimated Cost:	Funding Source:	
		One Time	Time Line: June, 2004 (January, 2004 – Plan)
	Ongoing	X	
November, 2003 This plan has been developed in alignment with the AIP and Governing Board Goals for 2003-04.	February, 2004 The Faculty Senate assigned this matter to the Academic Standards & Practices Committee. The committee feels that much of this goal is intimately tied to Student Learning Outcomes. As soon as the final primary committee that deals with SLO is established, the Faculty Senate will work in the newly established structure to tie student academic expectations and responsibilities to learning outcomes. Health Services staff reviewed and updated the Code of Ethics for the department. An exit survey has been developed and will be provided for all sophomore student athletes participating in Spring, 2004.	May, 2004	

Strategic Plan Annual Implementation Plan 2003-2004

Objective/Activity 6 <i>Goal: Teaching and Learning Excellence</i>		Primary Person(s): President; Faculty Senate President
Develop processes for measuring student learning outcomes and integrate into a formal method of review of academic programs and certificates the creation and evaluation of student learning outcomes on a course, program, and degree/certificate level (ACC)		Assigned Groups: VP Instruction; Director, Institutional Research & Planning; Institutional Review Committee; IPC; Chairs and Directors
Estimated Cost:	One Time	Funding Source:
	Ongoing	Time Line: April, 2004
November, 2003 The Student Learning Outcomes Task Force has been formed and has held two meetings this fall semester. The Task Force is currently defining its objectives and will be providing an implementation plan structure with timelines to a soon to be identified permanent committee. When this task is complete the task force will disband.	February, 2004 The Student Learning Task Force developed its objectives, is in the process of revising the Principles of Assessment document, and has scheduled professional development activities on assessing student learning outcomes. A small work group is developing the permanent committee structure, and the task force is discussing a potential name. The task force should complete all its tasks by April 1, at which time it will hand over the issues to the permanent committee. Student Services representatives serve on the Student Learning Outcomes Task Force and have participated in the review of the college's Principles of Assessment. A transfer / scholarship study for Fall 2001 to Spring 2003 was conducted for student athletes. This study shows results of 62% of student athletes transferring to four-year colleges and securing \$2.9 million dollars in transfer scholarships. A computerized tracking system has been implemented to track computer use in the Career Center. 135 students have demonstrated self-management by developing a career action plan. All TRIO students have completed an individualized Ed Plan.	May, 2004

Strategic Plan Annual Implementation Plan 2003-2004

Objective/Activity 7 <i>Goal: Organizational and Professional Development</i>		Primary Person(s): VP Human Resource Services	
Promote cross-functional training and education to improve institutional understanding and teamwork.		Assigned Groups: HRSPC; Technology Training Coordinator	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: June, 2004 (January, 2004 Plan)	
November, 2003	Training and Development of staff continues to be an ongoing process as staff has opportunities to enroll in courses and workshops through the HRS Training and Development component. With the return of Erin Messersmith, Training and Development Coordinator, from maternity leave, this goal will be more fully developed in the coming months.	February, 2004 With the resignation of Erin Messersmith, Training and Development Coordinator, and the District's decision to focus immediately on Project 8 training, this goal has been placed on-hold. While individual departments are encouraged to continue to promote functional training and teamwork among their employees, all formal training will be suspended until Project 8 training is concluded. Mentors have been selected from Student Services for PeopleSoft 8 training. The Career Center staff was updated on the use of Monster Trak and Eureka systems. Adjunct faculty were instructed on using Eureka at the orientation in January. Cross-training of classified staff is on-going. Successful examples of cross-training are taking place in the Admissions & Records / Financial Aid, Federal Grants Funded Programs, and the Career Center / Transfer Center areas.	May, 2004

Strategic Plan **Annual Implementation Plan 2003-2004**

Objective/Activity 8 Goal: Organizational and Professional Development		Primary Person(s): VP Human Resource Services	
Develop mechanisms to ensure that supervisors and department chairs evaluate classified staff, administrators/managers, and part-time faculty on a regular cycle with formal and timely follow-up following (adhering to) college policy on contract provisions (ACC).		Assigned Groups: HRSPC	
Estimated Cost:		Funding Source:	
One Time X Ongoing		Time Line: June, 2004	
November, 2003 HRSPC has completed a first draft of a procedure to ensure that supervisors evaluate their direct reports on a regular cycle with formal and timely follow-up. The procedure includes timely notification to supervisors of when and how many evaluations are forthcoming, a timeline in which to have the evaluations completed, and accountability for completing the evaluations on time as well as consequences for not doing so. There is also a mandatory evaluation training workshop component as well as a training component for the evaluation.	February, 2004 This goal has been completed. With the assistance and approval of the HRSPC, a new Classified Evaluation Procedure has been developed. Implementation will begin this spring semester with mandatory training workshops for supervisors and optional workshops for the classified staff. Evaluation procedures for administrators/managers and part-time faculty remain unchanged. However, HRS will monitor evaluation timelines for these groups to ensure compliance with current District policies and CB Agreements. Student Services managers and supervisors continue to maintain and adhere to a regular cycle of annual evaluations for respective staff.	May, 2004	

Strategic Plan Annual Implementation Plan 2003-2004

Objective/Activity 9 <i>Goal: Resource Management</i>		Primary Person(s): VP Finance & Administrative Services	
Explore options for flexible multi-year departmental budget planning (02-03)		Assigned Groups: Director of Fiscal Services; Revenue Allocation Committee	
Estimated Cost:	One Time	X	Funding Source:
	Ongoing		Time Line: June, 2004 (Plan)
November, 2003 – An “In-Progress” Report		February, 2004	May, 2004
1. Work Plan: (a) study prior year financial statements (b) analyze state budget/fiscal status (c) run simulations of various % of carryover potential (d) address inequities between departmental budgets 2. Who: RAC formed sub-committee 3. Goals: (a) maintain fiscal stability (b) simple, easy & flexible (c) consistent balance of carryover funds (d) alternatives in budget crisis (repayment if depleted) (e) make recommendation (f) consider zero-base budgeting. 4. Timeline: March, 2004 for plan 5. Tasks: (a) run simulations of prior years at various %; (b) analyze impact of simulations ; (c) use five year forecast model with various % carryover and analyze impact on ending fund balances in Fund 11; (d) make recommendation through RAC to SPC. 6. Done to date: sub-committee has draft proposal ready for next RAC meeting Barriers: State Budget Crisis		1. Work Plan: (a) study prior year financial statements (b) analyze state budget/fiscal status (c) run simulations of various % of carryover potential (d) address in-equities between departmental budgets 2. Who: RAC formed sub-committee 3. Goals: (a) maintain fiscal stability (b) simple, easy & flexible (c) consistent balance of carryover funds (d) alternatives in budget crisis (repayment if depleted) (e) make recommendation (f) consider zero-base budgeting 4. Timeline: March, 2004 for plan 5. Tasks: (a) run simulations of prior years at various % (b) analyze impact of simulations (c) use 5 year forecast model with various % carryover and analyze impact on ending fund balances in Fund 11 (d) make recommendation through RAC to SPC 6. Done to date: RAC has under review 7. Barriers: State Budget Crisis	

Strategic Plan Annual Implementation Plan 2003-2004

Objective/Activity 10 <i>Goal: Resource Management</i>		Primary Person(s): VP Finance & Administrative Services	
Continue efforts to make budget reports user-friendly (02-03)		Assigned Groups:	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: June, 2004	
November, 2003 – Work Not Started Report		May, 2004	
1. When start: after final audit report and financial statements are finalized. 2. Barriers: learning curve for new Director		1. Work Plan: (a) meet with VPs, Deans, and Dept heads to discuss needs (b) review existing standard reports 2. Who: Director Fiscal Services; Budget Analysts 3. Goals: understand user needs; training; revise standard reports if necessary 4. Timeline: between now and EOY 5. Tasks: Director will work with end users; functional specialists will assist with required report changes 6. Done to Date: Director meeting with end-users 7. Barriers: Time	

Strategic Plan Annual Implementation Plan 2003-2004

Objective/Activity 11 Goal: Resource Management		Primary Person(s): VP Instruction; VP Finance & Administrative Services	
Develop and implement a long range budget plan for computer hardware and software upgrades and/or replacement (02-03)		Assigned Groups: Technology Committee; Revenue Allocation Committee; VP Student Services; VP Human Resource Services	
Estimated Cost:	One Time	X	Funding Source: General Fund; Categorical
	Ongoing		Time Line: June, 2004
November, 2003 – Work Not Started Report		February, 2004 No change. Student Services representatives have been selected to serve on the Technology Master Plan Task Force. This Task Force will be charged with developing and implementing a long-range plan for computer hardware / software.	May, 2004
1. When will work begin: Requested SPC approval for a Technology Master Plan Task Force to address this objective. Upon SPC approval Task Force will convene and begin work. NOTE: Equipment Task Force is working on budget plan for line item budget for replacements. Barriers: Only barrier was clarification of responsibility. New Technology Master Plan Task Force will now develop master plan that will drive funding requests.			
2.			

Strategic Plan Annual Implementation Plan 2003-2004

Objective/Activity 12 Goal: Resource Management		Primary Person(s): VP Finance & Administrative Services; VP Instruction; VP Student Services	
Ensure planning and Revenue Allocation processes effectively address the equipment replacement needs of the educational and student services programs of the college (ACC)		Assigned Groups: Revenue Allocation Committee	
Estimated Cost:		Funding Source:	
One Time X		Time Line: January, 2004 (Plan)	
Ongoing		May, 2004	
November, 2003 – In-Progress Report		February, 2004	
1. Work Plan: (a) Review Equipment Inventory for age and warranty (b) Request departmental action plans to include equipment replacement needs (c) Establish permanent procedures (d) Develop master list of replacements and amount (e) Fund \$250,000 in FY04-05.	1. Work Plan: (a) Review Equipment Inventory for age and warranty (b) Request departmental action plans to include equipment replacement needs (c) Establish permanent procedures (d) Develop master list of replacements and amount (e) Fund \$250,000 in FY04-05.	1. Work Plan: (a) Review Equipment Inventory for age and warranty (b) Request departmental action plans to include equipment replacement needs (c) Establish permanent procedures (d) Develop master list of replacements and amount (e) Fund \$250,000 in FY04-05	
2. Who: Taskforce	2. Who: Taskforce	2. Who: Taskforce	
3. Goals: (a) Establish annual procedures (b) Fund a minimum of \$250,000 annually	3. Goals: (a) Establish annual procedures (b) Fund a minimum of \$250,000 annually	3. Goals: (a) Establish annual procedures (b) Fund a minimum of \$250,000 annually	
4. Timeline: January, 2004 for plan	4. Timeline: January, 2004 for plan	4. Timeline: January, 2004 for plan	
5. Tasks: (a) produce equipment inventory list (b) analyze age/condition/cost (c) analyze departmental requests in action plans (d) make recommendations	5. Tasks: (a) produce equipment inventory list (b) analyze age/condition/cost (c) analyze departmental requests in action plans (d) make recommendations	5. Tasks: (a) produce equipment inventory list (b) analyze age/condition/cost (c) analyze departmental requests in action plans (d) make recommendations	
6. Done to date: Equipment inventory lists being prepared	6. Done to date: Equipment inventory lists being prepared	6. Done to date: Plan is complete	
7. Barriers: State Budget Crisis	7. Barriers: State Budget Crisis	7. Barriers: State Budget Crisis	

Strategic Plan Annual Implementation Plan 2003-2004

Objective/Activity 13 Goal: Resource Management		Primary Person(s): VP Human Resource Services	
Structure employment procedures to ensure recruitment and hiring efforts resulting in further diversification of the staff with an emphasis on full-time faculty (ACC)		Assigned Groups: HRSPC; Faculty Senate	
Estimated Cost:	One Time X	Funding Source:	
	Ongoing	Time Line: June, 2004 (Plan and Procedures)	
November, 2003 Employment Services is in the process of identifying new strategies to improve the diversity of full-time faculty applicants. Included in the recommendations and strategies are dealing with the wording in job announcements, reviewing preferred qualifications, external recruitment advertising and improved hiring committee training. The HRSPC will ask representatives of Faculty Senate to provide additional input and recommendation into this process.	February, 2004 This goal is still in progress. HRSPC, with approval from the Faculty Senate, continues to evaluate current faculty recruitment practices as well discussing and brainstorming possible new strategies that will improve the diversification of our faculty. While the HRSPC will review HR's recruitment and hiring practices for "staff" as well, the emphasis is being focused on the faculty area.	May, 2004	

Strategic Plan Annual Implementation Plan 2003-2004

Objective/Activity 14 <i>Goal: Resource Management</i>		Primary Person(s): VP Finance & Administrative Services	
Future retiree health and dental benefits be clearly identified and funded as a future obligation of the college (ACC)		Assigned Groups:	
Estimated Cost:	One Time	X	Funding Source:
	Ongoing		Time Line: January, 2004 (Plan)
November, 2003 – In-Progress Report		February, 2004	May, 2004
1. Work Plan: (a) Board approved \$500,000 annual contribution (b) develop an aggressive investment plan (c) Recommend adjustment to fully amortize liability 2. Who: Governing Board Finance Committee 3. Goals: (a) Fund initial amortization of \$500,000 annually (b) develop investment strategy (c) review to determine adequacy of annual amount 4. Timeline: January, 2004, for plan on investing 5. Tasks: (a) prepare RFP for investment managers (b) select investment managers 6. Done to date: Annual funding plan in place 7. Barriers: scheduling Board Finance Committee		1. Work Plan: (a) Board approved \$500,000 annual contribution (b) develop an aggressive investment plan (c) Recommend adjustment to fully amortize liability 2. Who: Governing Board Finance Committee 3. Goals: (a) Fund initial amortization of \$500,000 annually (b) develop investment strategy (c) review to determine adequacy of annual amount 4. Timeline: annual contribution: DONE; March, 2004 for plan on investing 5. Tasks: (a) prepare RFP for investment managers (b) select investment managers 6. Done to date: Annual funding plan in place 7. Barriers: CCLC is working on state-wide investment plan for all districts.	

Strategic Plan Annual Implementation Plan 2003-2004

Objective/Activity 15 Goal: Facilities Improvement		Primary Person(s): VP Finance & Administrative Services; Director of Facilities	
Develop and fund an on-going district-wide maintenance plan for buildings and grounds that demonstrates the commitment to a clean, attractive learning environment (02-03)		Assigned Groups: Facilities Review Committee	
Estimated Cost:		Funding Source: General Funds	
		Time Line: June, 2004	
November, 2003 - In-Progress Report		February, 2004	May, 2004
1. Work Plan: Develop outline sections, assign people to outline, develop short and long range plan and objectives. a) Facilities Review Committee and Facilities Departments are working on plans; b) Goals include Standards of Quality, Benchmarks, and a list of Facilities Improvement Projects. c) Tasks include outline, staff assignments, funds and schedule improvement projects. d) Timelines vary for each task but all tasks and objectives to be completed by June 2004. e) Outline is complete, tasks are assigned, 2002-03 improvement projects completed or in-progress.		It has been recommended that the District set a goal to maintain all of the District facilities to a Level 1 Maintenance as defined by the Association of Physical Plant Administrators. The District is currently at a Level 3 Maintenance and should plan on reaching a Level 1 within five (5) years. The Facilities Department and the Facilities Review Committee are currently working on plans, schedules, staffing levels and funding to achieve this goal. Due to current work loads, staff levels and special projects, it is difficult to devote adequate time to these plans, especially during the fiscal year end rush to complete projects by the June 30 deadline for state projects.	
2. No other group shares responsibility.			
3. We will check impact and success by the number of projects completed, annual survey on staff/student satisfaction, 3DI, FCI index.			
4. There have been some barriers – not enough staff time to develop plans and meet other responsibilities and limited funding for facilities maintenance and improvement projects.			

Strategic Plan Annual Implementation Plan 2003-2004

Objective/Activity 16 Goal: Facilities Improvement		Primary Person(s): VP Finance & Administrative Services; Chief of Police; Director of Facilities	
Develop and implement a flexible parking plan that accommodates the needs of students, faculty, staff, and the community (02-03)		Assigned Groups: Facilities Review Committee	
Estimated Cost:		Funding Source:	
One Time X Ongoing		Time Line: January, 2004 (Plan)	
November, 2003 – An "In Progress" Report		February, 2004	
1. Work Plan: Develop outline, assign staff to work on outline section, develop short and long range objectives. a) Facilities Review Committee, Facilities Department, and Campus Police are working on plans. b) Goals include: determine parking ratio, a list of short-term parking improvement projects and a parking master plan. c) Tasks include: develop outline, collect data, develop list of parking improvement projects. d) Timelines vary for each task; outline is completed, list of proposed projects is completed and master plan will be completed by June 2004. e) So far, the outline is completed and a list of projects has been proposed but we have not completed the back-up information. 2. Yes, Facilities Review Committee, Facilities Departments and Campus Police will all be required to review master plans before it is submitted. 3. We will check the impact and success by an annual review of the parking improvement projects to see what was completed, annual survey of students/staff satisfaction and compare parking ratio to desired level. 4. There have been some barriers – not enough staff time to develop plans and still meet other responsibilities.		1. The outline is completed and a list of projects has been proposed. We are currently working on the scope of the projects and cost estimates. 2. Facilities Review Committee, Facilities Departments and Campus Police will all be required to review master plans before it is submitted. 3. We will check the impact and success by an annual review of the parking improvement projects to see what was completed, annual survey of students/staff satisfaction and compare parking ratio to desired level.	
		May, 2004	

Strategic Plan Annual Implementation Plan 2003-2004

Objective/Activity 17 Goal: Facilities Improvement	Primary Person(s): VP Finance & Administrative Services;		
Evaluate and improve district-wide facilities-related safety and security throughout District (02-03)	Assigned Groups: Safety & Security Committee; Director of Facilities; Manager, Environmental Health & Safety; Chief of Police; Director of Education Centers		
Estimated Cost:	Funding Source: Parking Fund; General Fund	Time Line: June, 2004	
	One Time Ongoing	X	
November, 2003 1. Work Plan: Develop outline, assign responsible staff to their areas, evaluate and develop short and long term objectives and costs. a) Safety & Security Committee, Facilities Department, Environmental Health & Safety, Risk Management, Campus Police, Health Services and Director of Extended Education are working on this plan. b) Goals include evaluating all areas for safety and security, develop solutions to problems, develop district-wide safety program (backed by Governing Board Policy) and request annual budget for safety and security. c) Tasks include: develop outline and staff assignments, collect data, develop list of safety and security problems and solutions, start developing a District Safety & Security manual. d) Timelines are: November 2003 for outline and staff assignments, February 2004 for draft of Governing Board Policy and June 2004 for the Master Plan. e) Completed to date: outline is completed, areas are assigned. A few groups are working on their section of the plan. 2. A large number of groups will be involved in the development of the plan and the District Safety & Security Manual. This project will require assistance from all segments of the District.	February, 2004 1. The outline is completed, staff are working on their assigned sections and the following items have been completed: a) SWACC completed their safety inspection and the concerns will be addressed when we receive the inspection report. b) Environmental Health & Safety has scheduled a safety inspection to be performed by Lee Austin, County Department of Education Risk Management. c) The proposed new Governing Board policies for Risk Management and Injury & Illness Prevention have been through the various committees. Approved by Administrative Services Planning Council and are now in the Strategic Planning Council review process. d) The Injury & Illness Prevention Plan has been revised and updated. A PowerPoint training program is being developed in conjunction with SWACC. e) The Safety & Security Committee is currently working on a plan for a continuous safety inspection and repair program. 2. A large number of groups will be involved in the development of the plan and the District Safety & Security Manual. This project will require assistance from all segments of the District.		
			May, 2004

Strategic Plan

Annual Implementation Plan 2003-2004

3. We will check the impact and success by reviewing safety and security incident reports to compare the numbers. We will survey Students/Staff annually on their satisfaction with this plan. 4. There have been some barriers – not enough staff time to evaluate problems, develop solution plans and still complete your normal job duties. Funding will also become a barrier to dealing with identified safety hazards.	3. We will check the impact and success by reviewing safety and security incident reports to compare the numbers. We will survey Students/Staff annually on their satisfaction with this plan. 4. There have been some barriers – not enough staff time to evaluate problems, develop solution plans and still complete your normal job duties. Funding will also become a barrier to dealing with identified safety hazards.	
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Strategic Plan Annual Implementation Plan 2003-2004

Objective/Activity 18 Goal: Facilities Improvement		Primary Person(s): VP Finance & Administrative Services; VP Instruction	
Develop and implement uniform Facilities Use Policy and Procedures		Assigned Groups: Director, Student Affairs	
Estimated Cost:		Funding Source:	
One Time X		Time Line: January, 2004	
Ongoing		May, 2004	
November, 2003 – In-Progress		February, 2004	
1. Work Plan: (a) Task Force has revised policy and procedures (b) survey Southern California CCC for facility use rates (c) process through governance structure for final Board approval.		1. Work Plan: (a) Task Force has revised policy and procedures (b) survey Southern California CCC for facility use rates (c) process through governance structure for final Board approval.	
2. Who: Facility Use Task Force		2. Who: Facility Use Task Force	
3. Goals: a revised, up-dated Facilities Use Policy and Procedures		3. Goals: a revised, up-dated Facilities Use Policy and Procedures	
4. Timeline: (a) Revisions are completed (b) surveys have been sent out, awaiting responses		4. Task Force to meet with VP of Finance & Administrative Services; VP Instruction	
5. Tasks: (a) complete survey (b) finalize rates (c) process through governance structure		5. Tasks: (a) complete survey (b) finalize rates (c) process through governance structure	
6. Done to date: Draft of policy and procedures completed		6. Done to date: finalizing draft, task force needs further clarification	
7. Barriers: None		7. Barriers: None	

Semester	Year
☐ Fall ☐ Spring ☐ Summer	

Palomar College
Admissions & Records Office
Credit/No Credit Form

Office Use Only

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Palomar I.D.

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Birthdate

Name _____
Last First M.I.

Class Number	Course Title	Units	Instructor's Permission

☐ Changing from A-F grading to
Credit /No Credit

☐ Initial Registration for
Credit/No Credit

☐ Changing from Credit/No Credit
to A-F grading

Student's Signature _____ Date _____

A Student Representation Fee of \$1.00 will provide support for students or representatives who state positions and viewpoints before city, county and district governments, and before offices and agencies of the state and federal government. You may, for religious, political, financial, or moral reasons refuse to pay the Student Representation Fee. Please write your reason(s) for refusing to pay the fee here:

Sign here if NOT paying Student Representation Fee: _____ Date: _____

SEE REVERSE SIDE FOR INSTRUCTIONS

Administrative Procedures for Implementation of Credit/No Credit Policy

1. Permission to take a class for credit/no credit is granted at the discretion of the instructor and with the instructor's signed permission.
2. With the instructor's signed permission, a student may switch his/her enrollment to credit/no credit status provided the change is completed prior to the end of the fourth week of class for semester-length classes or prior to 30% of a class for short-term classes.
3. With the instructor's signed permission, a student may reverse his/her enrollment from credit/no credit status to receive an evaluative grade, provided the reversal is completed prior to the end of the fourth week of class for semester-length classes, or prior to 30% of a class for short term classes.
4. The fee for a credit/no credit class is the same as the enrollment fee.

Revised 01/95