



REDWOODS COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE ACADEMIC SENATE

College of the Redwoods

- **Eureka: 7351 Tompkins Hill Road– Board Room – SS 202**
 - **Crescent City: 883 W Washington Blvd, Room E-3**
- September 2, 2016 – 1 PM**

AGENDA

1. Call to Order
2. Introductions and Public Comments: Members of the audience are invited to make comments regarding any subject appropriate to the Academic Senate.
3. Approve May 6, 2016 Academic Senate Minutes: Connie Wolfsen (Attachment)
4. Action Items
 - 4.1 Approve Academic Senate Committee Nominations: Connie Wolfsen (Attachment)
 - 4.2 Approve 2016-17 Faculty Development Funding Resolution: Connie Wolfsen (Attachment)
 - 4.3 Approve Faculty Qualifications Committee Recommendations of August 26, 2016: Michelle Haggerty (Attachment)
5. Discussion
 - 5.1 Upcoming Policies/Procedures for First Read or Recommendations: Connie Wolfsen (Attachments)
 - 5.1.1 BP 4070 Auditing
 - 5.1.2 AP 4070 Auditing
 - 5.1.3 AP 4232 Pass-No Pass
 - 5.1.4 BP 4300 Field Trips & Excursions
 - 5.1.5 AP 4300 Field Trips & Excursions
 - 5.1.6 AP 4022 Course Approval
 - 5.2 Ideas for Faculty Meeting Planning and Implementation: Todd Olsen
6. Reports
 - 6.1 Executive Committee May 16, 2016 Action Item: Connie Wolfsen
 - 6.1.1 May 13 Curriculum Committee Recommendations (2 Attachments)
 - 6.2 Associated Students of College of the Redwoods (ASCR) Update: Brian Ariolla
 - 6.3 Board of Trustees Summer Meeting Update: Connie Wolfsen
 - 6.4 College Update: (Attachment)
7. Future Agenda Items: Senators are encouraged to request to place an item on a future agenda
8. Announcements and Open Forum
 - 8.1 Academic Senate Website <http://internal.redwoods.edu/Senate/>
 - 8.2 District Meeting Calendar/Website - <http://internal.redwoods.edu/>
9. Adjourn

Public Notice—Nondiscrimination

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Next Fall Meetings:

September 16
October 7 & 21
November 4 & 18
December 2

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REDWOODS COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE ACADEMIC SENATE

College of the Redwoods
7351 Tompkins Hill Road, Eureka, CA – Board Room – SS 202
Friday, May 6, 2016
1:00 P.M.

AGENDA

Members Present: Mark Renner, Connie Wolfsen, Stuart Altschuler, Mike Dennis, Deanna Herrera-Thomas, Ed Macan, Ruth Moon, Jon Pedicino, George Potamianos, Mike Richards, Wendy Riggs, Sandra Rowan, Lisa Sayles, Sally Urban, Mark Winter, Quang-Minh Pham.

1. Call to Order: Co-President Renner called the meeting to order at 1:04 pm
2. Introductions and Public Comments: Co-President Renner welcomed the Senators and audience, and asked for public comments.
3. Approve April 15, 2016 Academic Senate Minutes: On a motion by George Potamianos, seconded by Mike Richards, the minutes were approved unanimously as written.
4. Action Items
 - 4.1 Approve April 22 Curriculum Committee Recommendations: On a motion by Mike Richards, seconded by Jon Pedicino, George Potamianos presented the summary, which was approved unanimously by roll call vote: Altschuler – y; Dennis – y; Macan – y; Moon – y; Pedicino – y; Potamianos – y; Richards – y; Riggs – y; Rowan – y; Sayles – y; Urban – y.
 - 4.2 Approve Co-President Signatory Authority on North/Far North Program Endorsement Signature Sheets: On a motion by Wendy Riggs, seconded by Mike Richards, the necessity for and reasons why the Co-Presidents must sign these documents was discussed. Any courses that are CTE-related have to be reviewed and voted on by North/Far North (N/FN) consortium. Credit through process? Separate certificates for breaks, for instance. Nursing is doing a major recreation of curriculum. Police academy goes to N/FN. These documents will appear periodically. N/FN is a consortium: CR, Mendocino College; roughly 15 colleges in consortium, ensuring there is no saturation of programs. They also do other things, like reviewing processes and being our statewide CTE agency. The Constitution requires us to get approval every time Co-Presidents must sign these documents. This fall we may work on including the signature in the Curriculum summary approval process, automatically. It was agreed to give Co-President's signatory authorization on these three documents, unanimously approved by roll call vote: Altschuler – y; Dennis – y; Macan – y; Moon – y; Pedicino – y; Potamianos – y; Richards – y; Riggs – y; Rowan – y; Sayles – y; Urban – y.
 - 4.3 Approve *AP 4101 Independent Study*: On a motion by Jon Pedicino, seconded by George Potamianos, the Senate reviewed the same document seen on April 15, with changes included that were suggested by Senate at that meeting. The procedure was approved

- unanimously by roll call vote: Altschuler – y; Dennis – y; Macan – y; Moon – y; Pedicino – y; Potamianos – y; Richards – y; Riggs – y; Rowan – y; Sayles – y; Urban – y.
- 4.4 Approve *AP 7123 Contract Faculty Appointment Procedures*: On a motion by George Potamianos, seconded by Jon Pedicino, the procedure was reviewed. A suggestion was proposed that clarity was needed for the members requested for screening committees, and language was suggested that opens the door for Advisory Committees to be invited. Some Senators worried about opening too many doors for the general community to be asked on committees. Conversation ensued and it was mentioned that the committee chair could be trusted to have proper knowledge to choose screening committee members and that Advisory Committee personnel have great knowledge to share. A motion was made by Mike Dennis to amend the document, seconded by Sally Urban. The amendment was to change #4 under Screening Committee Membership and Selection to read: "At the option of the screening committee chair, additional members of the committee may be appointed based on their knowledge of the position and expertise in recommending a qualified candidate. If such an additional member is classified staff, CSEA will be consulted; if such an additional member is a student, ASCR will be consulted." After much discussion, the amended language was approved by roll call vote: Altschuler – y; Dennis – y; Macan – y; Moon – y; Pedicino – y; Potamianos – y; Richards – y; Riggs – y; Rowan – y; Sayles – y; Urban – y. Then with no further discussion, the amended procedure was approved by roll call vote: Altschuler – y; Dennis – y; Macan – y; Moon – y; Pedicino – y; Potamianos – y; Richards – y; Riggs – y; Rowan – y; Sayles – y; Urban – y.
- 4.5 Election of Ongoing Co-President: On a motion by George Potamianos, seconded by Jon Pedicino, Mike Dennis reported that after conversation with Gary Sokolow, there were two ways to act on electing the ongoing Co-President; we could either amend the Constitution again, or elect Connie for a two-year and have her "resign" the second year. The election was the road chosen by the Senate Executive Committee, and the ballots were distributed to voting Senators by the Teller Committee (Debbie Williams and Crislyn Parker). The ballots were then collected, reviewed, counted and tallied and the results were taken to Co-President Renner who read the Teller's Report: 11 ballots cast with no illegal ballots; 11 total votes cast for Connie Wolfsen. Connie Wolfsen is elected for the Senate Co-Presidency 2016-18.
- 4.6 Election of Incoming Co-President: Connie Wolfsen repeated the process by which Todd Olsen was chosen for nomination to Senate Co-Presidency, and ballots were distributed and then collected, reviewed, counted and tallied. The Teller's Report was given to Co-President Renner who read: 11 ballots cast with no illegal ballots; 11 total votes cast for Todd Olsen. Todd Olsen is elected for the Senate Co-Presidency 2016-18.
- 4.7 Approve Emeritus Status Recommendations: On a motion by George Potamianos, seconded by Sandra Rowan, Mark Renner read through the names and the nominations for Emeritus were approved unanimously by roll call vote: Altschuler – y; Dennis – y; Macan – y; Moon – y; Pedicino – y; Potamianos – y; Richards – y; Riggs – y; Rowan – y; Sayles – y; Urban – y.

- 4.8 Affirm IEPI Goals Framework: On a motion by George Potamianos, seconded by Wendy Riggs, the exact documents brought for discussion were forwarded for approval. Angelina Hill was absent, but there were no questions for Mark Winter and the framework was unanimously approved by roll call vote: Altschuler – y; Dennis – y; Macan – y; Moon – y; Pedicino – y; Potamianos – y; Richards – y; Riggs – y; Rowan – y; Sayles – y; Urban – y.
- 4.9 Approve Faculty Co-Chair of Budget Planning Committee: On a motion by George Potamianos, seconded by Lisa Sayles, Wendy thanked Mike for stepping up. Some serious changes are coming for the BPC. Then with no further discussion, the nomination was approved by roll call vote: Altschuler – y; Dennis – y; Macan – y; Moon – y; Pedicino – y; Potamianos – y; Richards – y; Riggs – y; Rowan – y; Sayles – y; Urban – y.
5. Discussion
- 5.1 Accreditation Oversight Committee: Angelina was not able to attend and George had no new updates.
- 5.2 Faculty Membership on Accreditation Oversight Committee: AOC membership: writer, George Potamianos; Accreditation Liaison Officer, Angelina Hill; Connie Wolfsen will fulfill the Senate Co-President seat; two faculty are Mark Winter and Peter Blakemore; also included are the Director of Counseling (Sheila Hall), the Director of Human Resources (Wendy Bates); and a CSEA Representative to be chosen: for Standard I: IEC Rep (either Dan Calderwood or Ed Macan); faculty, Darius Kalvaitis: Standard II: Co-chair Bob Brown; Shannon Sullivan, Assessment Coordinator; and Angela Stewart, Counseling representative: Standard III: Mike Dennis co-chair, directors, vps: Standard IV: Todd Olsen will be the Academic Senate Co-Chair with the CEO, and CRFO and CSEA will be represented.
- 5.3 Faculty Development Committee April 7 Revisions to Funding Guidelines: Jon Pedicino reviewed the additional and revised language. It may be that the FDC should look at it again, especially the Associate Faculty piece. It was also suggested that Associate Faculty should look at other alternate sources of funding. They also usually have other jobs...not as invested as full-time. 37.5 % of cap for full time. Jon, as representative of FDC, promised that the committee would revisit the guidelines in Fall.
6. Reports
- 6.1 ASCR Update: Quang-Minh Pham reported that elections took place and there is a new Senate for 2016-17. ASCR will have their final meeting on May 13 and then the 'new' ASCR Senate will meet. The students will be informed of elected officers via email. Quang-Minh will continue classes next year, so he will continue to be a part of the District community.
- 6.2 CTE Advisory Committee Report 2016: Marla Gleave presented the annual report that covers industry and college community participants in different Advisory Groups. They meet twice a year, usually; the CTE faculty sets up all the meetings and gathers the information and concerns to talk about at meetings.
- 6.3 Dual Enrollment Update: Marla Gleave met with Tiffany Schmitke to get updates, and reviewed for Senators details from the document that was handed out at the Senate

meeting. CR faculty are in communication with HS faculty who are eager for these courses to happen. There are requests from 17 different disciplines. Some are on hold due to faculty going on sabbaticals, some HS teachers did not meet MQs; some courses did not show enough alignment with regular courses and were taken off the table. Fortuna is new for next year. DN may be 2017-18. How is this NOT cutting into our FTES? CCCOA and some other colleges have been doing it for a while; nationally showing the UNIVERSITY enrollments are being affected negatively, but community college enrollments are growing. We don't know how to track, and that ability may be 2 to 3 years out. Not enough sections to really affect our enrollments. A lot are AP classes. Arcata AP were not coming to CR, measuring would be hard quantitatively. Is this helping students' access to higher education?? Probably, and positively and productively.

6.4 Liaison for Noncredit: Connie Wolfsen 'folded' agenda items 6.4 and 6.5 together, because noncredit was such a big part of Spring Plenary. Resolutions were interesting. Three approved; #1 to thank Emeritus Brice Harris; #2 for mental health resolution AB 2017 to take money from counties to give to CCs to provide mental health counseling at CC level; lot of momentum, recognition that serious mental health issues begin at CC level. Counties may have some problems? Not new money, from counties; #3 direct monies for the 200m work force task force. And regarding assessment and noncredit; learned that assessments for noncredit hold the same importance as credit. The bulk of the assessment remains along with program review. Faculty will need to get more involved in noncredit. Is there anyone willing? Please ask your divisions for volunteers for noncredit liaison. People are using noncredit in creative ways, managed enrollment, clear open and end; it is free but can be structured; tutorial and feeder classes all count including advisory; we can create noncredit for training for jobs, etc. 90% of all noncredit are done by a few colleges, and some aren't doing it at all. One college had just negotiated lab and lecture and noncredit /credit. College of the canyons. Lots of DE discussion, diversity and inclusiveness, IEC package from chancellor's office and ASCCC and a visit that could result in grants. Stand alone with local approval when approved by BOG. Lots of tweaking for certificates and music with high credit programs. Music ADTs are a big issue. ASCCC will try to help. George Potamianos applauds the noncredit forces, where at curriculum there are new noncredit courses every single meeting. Assessment will become very important.

6.5 ASCCC Spring Plenary: see 6.4.

6.6 College Update: Mark Winter offered a heads up: College Council and Extended Cabinet are to address interesting issues. 1) Political season, two leading contenders, politicking on campus, BP/Aps about speech is limited to students, but we have employees who have voices, too. BP/AP 3900 will expand rights to free speech to all personnel, and will be discussed and reconciled with BP/AP 7373 on political activity – for instance, no politicking during employment hours? Bumper stickers? Stickers/posters in offices? Buttons, shirts? What is and what isn't okay will be discussed over summer and into fall so we can be in agreement on what's okay and what is not. 2) Smoking came up at the

BOT and College council. The UC campuses are smoke-free, etc. The Board of Trustees rejected the newly revised policy. They would like to see the campus become smoke free. The Board has this prerogative. But we must operationalize that. (3 with assistance of CRFO and support of senior administrators, an MOU was drafted for strategic course development. These courses will require Deans to assign reassigned time that equals TLUs. We will continue removing barriers to DE course development so it will grow!

4) Trends looking at 5-10 years, FTES is relatively stable with marked down trend in CRK-T and CRMC, and increases to DE relatively stable. Fill rates are decreasing. We must increase enrollment. Deans and Directors trends by course by site. Looking at over 5 years, to consult with instructors to help us fix these problems. DE is included for enrollment trends. 5) New faculty update: new Forestry, pending Math, Counseling and Nursing. We are gearing up our counselors for health reasons. Greater latitude for offering overload for high enrollment for full-time faculty or we will find AF to teach it.

- 6.7 Security Upgrades Update: Burk McBride was not able to attend; please review the document he sent that is an attachment to the Senate packet.
- 6.8 Marketing Update: Marty Coelho was not able to attend; please review the document he sent that is an attachment to the Senate packet.
- 6.9 Senators and Committee Chairs for 2016-17: Please review the attachment and take the openings to your divisions/departments to fill the open Senate positions.
- 7. Future Agenda Items: Senators are encouraged to request to place an item on a future agenda: None forwarded.
- 8. Announcements and Open Forum
 - 8.1 Portugal Award Recipient for 2016-17 is Jon Pedicino!
 - 8.2 Graduation: May 13 – Del Norte and Mendocino; May 14 – Eureka and Klamath Trinity
 - 8.3 Upcoming CR Events – (<http://www.redwoods.edu/events>)
 - 8.4 Thank You and Closing Remarks: Mark Renner started closing the meeting by thanking Interim CIO/CSSO Mark Winter and also fellow Co-President Connie Wolfsen, as well as the whole Senate for a great year of busy opportunities.
- 9. Adjournment: By mutual agreement, the meeting was adjourned at 3:05, and everyone was invited to partake in Cookies and Punch.

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**PROPOSED NOMINEES
FOR ACADEMIC SENATE APPOINTMENTS**

September 2, 2016

The Co-presidents of the Academic Senate forward for approval the following nominees as Senate Committee Chairs for two year terms from September 2, 2016 through June 30, 2018:

Associate Faculty Committee – Sandra Rowan

Interim Multicultural & Diversity Committee – Sean Herrera-Thomas (Fall 2016)

Multicultural & Diversity Committee – Deanna Herrera-Thomas

Faculty Development Committee – Kerry Mayer

The Co-presidents of the Academic Senate forward for approval the following nominee as Curriculum Committee Faculty Distance Education Expert:

Lisa Sayles (Interim Fall 2016)

Michael Butler (Spring 2017)

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Resolution

2016-2017 Faculty Development Funding

Whereas, \$27,000 has been allocated to the Academic Senate for faculty development funding:

Be It Resolved, that \$5,000 of the \$27,000 allocated for faculty development be set aside for Senate-related faculty development activities for the 2015-2016 budget year; and

Be It Resolved that the remaining \$22,000 will be allocated through the Faculty Development Committee recommendation process.

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REDWOODS COMMUNITY COLLEGE DISTRICT
Faculty Qualifications Committee Recommendations
To the
Academic Senate
September 2, 2016

Equivalency to the Minimum Qualifications application reviewed:

<u>Name</u>	<u>Discipline</u>	<u>Recommendation</u>
1. Linnea Anderson	Biological Sciences	Approve

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COURSE AUDITING AND AUDITING FEES

Students may audit courses.

The fee for auditing courses shall be *\$15.00 per unit*. Students enrolled in classes to receive credit for ten or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

No student auditing a course shall be permitted to change his/her enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate.

Reference:

Education Code Section 76370

New Board Policy

Approved by Academic Senate xx/xx/2016

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COURSE AUDITING AND AUDITING FEES

Registering to Audit a Class

When a student audits a class, it means that s/he will attend that class on a regular basis, but does not wish to receive any academic credit for it. Students may audit classes with the instructor's approval on a space-available basis. This determination will not be made until after the first class meeting, to ensure that students wanting to take the class for credit have every opportunity to enroll before those wishing to audit the class are added.

Those wishing to audit a class must:

- Complete the CR application;
- Complete the prerequisites for the class (if any);
- Obtain an Audit Form from the Admissions and Records website;
- Return the Audit Form to the Admission and Records Office and
- Pay the required fees (which are non-refundable). The BOG waiver does not cover audit fees.

No student shall be permitted to change his/her enrollment in a class for credit to audit or visa-versa.

Audited classes will appear on the student's transcript but no grades or credits will be recorded.

Students enrolled in ten or more credit units in a given term will not be charged a fee to audit three or fewer credit units in that same term.

Reference:

Education Code Section 76370

New Administrative Policy
Approved by Academic Senate xx/xx/2016

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PASS/NO PASS (P/NP)

Some courses are offered on a Pass/No Pass grade option basis. The College Catalog identifies courses where this option is available.

Regulations for Pass/No Pass

1. “Pass” is earned if a student satisfactorily completes the minimum course requirements (i.e. earns a C grade or better).
2. “No Pass” is earned when a student does not satisfactorily complete the basic course requirements. There is no grade point average penalty attached to a No Pass grade; however, No Pass grades are considered as non-progress (see Probation and Dismissal Policies). No units are awarded for No Pass grades.
3. Students who have opted for the Pass/No Pass grading options are responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.
4. Unit credit is awarded for a Pass grade.
5. Units on a Pass/No Pass basis shall be disregarded in determining a grade point average for all purposes for which a grade point average is required.
6. The Pass/No Pass option applies only to courses so identified in the College course descriptions.
7. Students must file their request for Pass/No Pass grading in the Admissions and Records Office at the Eureka campus or Administrative offices at branch campuses or instructional sites. The deadline to file these requests for each term is listed on the Admissions and Records website.

Reference:

Title 5 Section 55022

New Administrative Procedure
Approved by Academic Senate xx/xx/2016

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FIELD TRIPS AND EXCURSIONS

The Board of Trustees authorizes field trips as a valuable part of curriculum. It is intended that such field trips be directly related to the associated course and designed to enhance student learning of course content. Such trips will provide learning not possible in the classroom setting. Examples of such trips include, but are not limited to, visits to art galleries and museums, marine habitats, or agricultural production areas, and managed forests.

These field trips may or may not be required for successful completion of a course.

The Chief Executive Officer (CEO) shall establish procedures that authorize field trips, manage college liability, assure adherence to the student code of conduct, and provide college vehicles when applicable. Also, the District must coordinate funding for students in need of funds to participate in required field trips.

References: Title 5 Section, 55220
Education Code 72640, 72641, 87706

Former Board of Trustees Policy No. 112, number change only May 1, 2012

Adopted by Board of Trustees: August 15, 1977
Revised by ASPC Spring 2016
Approved by Academic Senate xx/xx/2016

~~FIELD TRIPS AND EXCURSIONS~~

~~The President/Superintendent shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.~~

~~The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may be paid from District funds.~~

~~Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.~~

The Board recognizes that field trips when used as a device for teaching and learning integral to the curriculum are an educationally sound and important ingredient in the instructional program of the College. Properly planned and executed field trips can:

- ~~a. supplement and enrich classroom procedures by providing learning experiences in an environment outside the College,~~
- ~~b. arouse new interests among students,~~
- ~~c. help students relate College experiences to the reality of the world outside of the College,~~
- ~~d. bring all the resources of the community—natural, artistic, industrial, commercial, governmental, educational—within the ambit of a student's learning experience,~~
- ~~e. afford students the opportunity to study real things and real processes in their actual environment.~~

To support this policy, the President is directed to develop procedures which cover:

- ~~a. authorization for field trip expense~~
- ~~b. insurance provisions during field trips~~
- ~~c. code of conduct for students on field trips~~

Reference: Title 5 Section, 55220
Former Board of Trustees Policy No. 112, number change



FIELD TRIPS AND EXCURSIONS

For the purposes of this procedure, “field trip” is defined as “a visit made by students and usually an instructor for purposes of first hand observation (including but not limited to visits to galleries and museums, marine habitats, or agricultural production areas and managed forests).”

“Excursion” means a journey chiefly for recreation or a usually brief pleasure trip not directly in alignment with course objectives.

The District may conduct field trips and excursions for students in connection with courses of instruction or instructionally-related activities to and from places in California, or any other state, the District of Columbia, or a foreign country. Field trips and excursions that extend beyond the geographical boundaries of California must be approved by the Chief Instructional Officer (CIO) or Chief Student Services Officer (CSSO) as appropriate.

For field trips and excursions, the District shall engage instructors, supervisors, and other college personnel as may be necessary who desire to contribute their services. This service may be over and above the normal period for which they are employed by the District. The District may or may not pay expenses of instructors, chaperones and other personnel participating in a field trip or excursion.

The District may transport students, instructors, supervisors, or other personnel by use of District equipment or contract to provide transportation, or students may transport themselves. If students must transport themselves on required field trips, this must be noted in the Course Catalog and in registration materials.

Approved field trips and excursions are considered extensions of the College and the same insurance coverage (liability and medical) that is available on the College campuses is transferred to persons (students, instructors, and other college personnel) on the field trip or excursion. If travel is to and from a foreign country, the District’s liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country. In case the district is sued for negligence, the district liability policy covers the district's responsibility as well as that of the employee. Each student on a field trip or excursion must submit the District’s *Field Trip and Student Transportation Agreement* limiting the College’s liability. District employees who regularly participate in field trips and excursions may also wish to obtain personal liability insurance.

I. Types of Field Trips and Excursions

1. Curriculum-Related Field Trips. The purpose of a curriculum-related field trip must be tied to the goals and objective(s) of the class or other academic area proposing the trip.
 - a. Mandatory Trip. A mandatory field trip is one which requires student participation for successful completion of the course objectives. Mandatory field trips are considered credited attendance but shall not exceed the amount of attendance that would have occurred in regular classroom activities.
 - b. Voluntary Trip. A voluntary field trip or excursion is one which encourages but does not require student participation for successful completion of the course objectives.
2. Student Clubs or Extra-Curricular Excursions. Excursions in this category are sanctioned by Associated Students of College of the Redwoods (ASCR) and may be sponsored by a student club. These activities require approval from the faculty advisor and must conform to *ASCR Senate Club Guide*.
3. Competition or Athletic Field Trips. These trips are related to an academic program and are limited to participants who qualify for the particular competition or athletic team. For field trips and excursions related to athletic programs, distinct procedures exist (see the Director of Athletics).

II. Authorization and Approval

No group shall be authorized to take a mandatory, curriculum-related field trip if a student will be excluded from participation in the field trip because of lack of sufficient funds. The Administration will develop language and procedures that direct these students to funding sources for required field trips. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the guidelines of the funding source. This requirement does not prevent the District from offering a study abroad course or program because a particular student or group of students is unable to participate in the course or program due to lack of funds.

The field trip or excursion leader will submit the following at least one week prior to the date(s) of travel:

- *Field Trip Request* form: If the request is for multiple trips in one semester, one form may be used with the schedule and locations appended.
- *Field Trip and Student Transportation Agreement* form: A completed form from every student participating in the field trip or excursion is required.
- *Automobile Use Permission* form: Any District employee using a personal or District

vehicle to participate in a field trip must have a currently valid Auto Use Permission form on file.

- *Travel Advance Request & Travel Expense Request* forms: The decision to reimburse an instructor for field trip expenses is at the discretion of the Dean/Director. This conversation should precede submission of these forms and take place during the initial phase of course planning. Refer to *BP/AP 7400 Travel*.
- Field trips or excursions beyond the state of California require approval of the CEO; field trips to foreign countries require Board of Trustees approval.

For field trips and excursions related to athletic programs, distinct procedures exist (see the Director of Athletics).

III. Supervision

Supervision of students during field trips must be made by certificated employees of the District. Students are expected to adhere to the College of the Redwoods *Student Code of Conduct* throughout the duration of the field trip.

Reference:

Title 5 Section 55220

Education Code Section 35330-35332

Casterson v. Superior Court (2002) 101 Cal.App.4th 177, 183

Revised by ASPC Spring 2016

Approved by Academic Senate xx/xx/2016

~~REDWOODS COMMUNITY COLLEGE DISTRICT DRAFT AP 4300~~

~~Administrative Procedure~~

~~Number Update only from Administrative Regulation No. 112.01~~

~~FIELD TRIPS AND EXCURSIONS~~

~~A. Alert instructors will enhance the learning of their students with appropriate and carefully planned field trips. These are to be reported and approved in advance by the Executive Vice President, Academic and Student Services, with transportation arranged through the Supervisor, Buildings and Grounds. Whenever possible, they should not cause absences from classes of other instructors. If there is conflict, more careful evaluation and less freedom to make the field trip must be accepted.~~

~~The following provisions apply:~~

~~1. When any instructor is on a field trip, or other supervised activities approved by the Office of Academic Services, this becomes an extension of the College and the same coverages that are available to the College are then transferred to a person on the field trip. _____~~

~~2. In case the district is sued for negligence, the district liability policy is effective and covers the district's responsibility as well as that of the employee.~~

~~3. Medical coverage is available to individual students injured on an official field trip, and students enrolled on this campus (or branch campus).~~

~~Since faculty will be responsible for field trip or activity groups, they should uphold the "Code of Conduct for College of the Redwoods Trips" devised by the Student Council and approved by the Board of Trustees in January, 1966.~~

~~B. Code of Conduct for College of the Redwoods Trips~~

~~1. Basic responsibilities:~~

~~a. Each person representing College of the Redwoods recognizes his responsibility for proper conduct on all college sponsored trips.~~

~~b. Prior to the trip the advisor shall inform each participant of this code of conduct.~~

~~2. Regulations of conduct:~~

~~a. When representing College of the Redwoods, any participant who appears under the influence of alcoholic beverages, or is present where they are being consumed or served, may be subject to disciplinary action.~~

~~b. Hotel or motel conduct: All participants are expected to show proper consideration for the rights and welfare of others. Undue noise or disturbances shall be considered violations of this regulation.~~

~~c. Mixed gatherings of men and women in private areas such as motel and hotel rooms will not be allowed.~~

~~d. Personal dress shall be appropriate for College representation. In preparation for the trip, the faculty advisor and the group will determine appropriate dress for the occasion.~~

~~3. Disciplinary action:~~

~~a. Any student whose behavior either on or off campus tends to bring discredit to the College will be summoned before the Executive Vice President, Academic and Student Services. Appearance before him may result in probation, suspension, or expulsion.~~

~~C. Transportation Procedures~~

~~1. All instructional personnel must complete a Travel Request for themselves and/or~~

~~students. This request must be properly by signed by the Executive Vice President, Academic and Student Services, after approval by the Division Chairperson for main campus, or Branch Coordinator and Director, Education Center, for branches.~~

~~2. After appropriate approvals are obtained, a copy of the form goes to the secretary of the supervisor, Buildings and Grounds, for scheduling of the appropriate vehicle, or to the President's secretary for air travel arrangements and tickets.~~

~~3. Scheduling of vehicles is on a first come, first serve basis with suggestions being made to provide solutions for vehicle conflicts.~~

~~4. To provide the best scheduling possible, a minimum of five days prior to need of the vehicle is essential.~~

~~5. Individuals scheduling with a college vehicle (other than buses) shall obtain the key, credit card, trip slip, first aid kit and flares, and at the same time shall register his driver's license number with the secretary to the Supervisor, Buildings and Grounds.~~

~~When school buses are provided, the driver will be obligated to register the necessary information and be at the appointed place at the request hour as assigned by the secretary.~~

~~6. For trips involving the school bus, the Buildings and Grounds office will obtain a properly approved driver, and he shall be in charge of the conduct on the bus, and be responsible to the instructor conducting the trip only as far as the required times, places, etc. Under no circumstances is the bus driver to be considered as an instructor or advisor responsible for the conduct of the students on a trip unless he is a certificated employee and licensed to drive the bus.~~

~~7. Out of consideration for fellow instructors and employees, a point of politeness and courtesy is expected. This means the individual returning the car should do so at the time that was agreed to. Furthermore, out of common courtesy all debris and materials left in the vehicles should be cleaned out. There are many instances where the vehicle is returned by one instructor, and within the hour it is on the road again. The individual having the keys, credit card and the use of any given vehicle must assume the responsibility of returning same to the secretary of the Buildings and Grounds office.~~

~~8. For any person to be reimbursed for use of his own car, (instructors or students) there must have been previously filed a signed statement showing the name and address of the driver, of the insurance broker, name of the insurance company, the driver's license number and expiration date name of vehicle to be used. The above required information must be registered with the secretary, Buildings and Grounds Division.~~

~~Reimbursement Schedule~~

~~Reimbursement for use of private vehicles on previously approved College functions shall be either (a) or (b):~~

~~a. Board of Trustees travel policy, which allows 20 cents a mile, not to exceed appropriate air fare.~~

~~b. At the request of many instructors, a reimbursement schedule allowing the individual to use his own vehicle and a College credit card has been established. Therefore, reimbursement to individual students or instructors under this option considers the purchase of gas and oil on the College credit~~

~~card in the individual vehicle.~~

~~Interpretations Regarding Insurance and Responsibility~~

~~1. A student who takes his own car in conjunction with the district car on the same trip, is this an extension of the classroom?~~

~~"YES" if taken at the request of the College and properly registered previously.~~

~~2. Will the student be reimbursed for his vehicle?~~

~~"YES," according to policy above.~~

~~3. The student insurance for his own vehicle is primary and required by the California Vehicle Code as well as College of the Redwoods.~~

~~4. In case of accident involving a student or students in student car, does the College vehicle medical coverage apply?~~

~~"NO," The student's own insurance is never canceled by virtue of going on an approved trip for College of the Redwoods; therefore, his medical insurance will apply for his passengers.~~

~~5. Can the instructor or student who is reimbursed by the college make claims against the college for more than the amount of the reimbursement policy?~~

~~"NO," this includes vehicle use for his blown tires, any damage or medical, or mechanical breakdown. The district is not obligated financially nor is the insurance carrier.~~

~~6. The College insurance program is designed and available only for the protection of College instructors and its employees acting within the scope of their required duties.~~

~~7. All of the vehicles have been supplied with accident report forms, provided and required by the insurance company together with first aid kits. Many of these vehicles have received two and three sets of first aid kits. In addition, we have given up trying to keep flares in the vehicles as they always disappear.~~

~~8. All accidents must be reported to a law enforcement immediately as well as completing the accident form.~~

~~The Faculty Handbook makes the following statements appropriate to this problem:~~

~~1. When any instructor is on a field trip or other supervised activity approved by the Office of Academic Services, this becomes an extension of the College and the same coverages that are available to the College are then transferred to a person on the field trip.~~

~~2. In case the district is sued for negligence, the district liability policy is effective and covers the district's responsibility as well as that of the employee.~~

~~D. Out of State Travel~~

~~Travel expenses by employees or students at District expense after approval by the appropriate administrative personnel involved, and without any increase in budgetary allowance for the individual departments or divisions concerned, will be permitted in the states of Oregon and Washington. Travel for anyone beyond the three Pacific Coast States will be approved only by the College President.~~

~~Former Administrative Regulation No. 112.01, number change only on May 1, 2012~~

~~Former Administrative Regulation No. 116.01, number change only on May 1, 2012~~

~~Adopted by Board of Trustees: June, 1983~~



DRAFT v2

COURSE APPROVAL

The District will rely primarily upon the Academic Senate for all recommendations for new courses, revisions to existing courses, or other modifications of curriculum. These recommendations must be approved by the Curriculum Committee and Academic Senate prior to approval by the Board of Trustees and submission to the California Community Colleges Chancellor's Office as required.

Procedures for approval of non-degree-applicable credit courses and Standalone degree-applicable credit courses, which are not part of a Chancellor's Office approved educational program and not part of the local General Education pattern, must address at least the following:

- These courses must be approved by the Curriculum Committee.
- ~~The individuals on the Curriculum Committee must have received the training provided for in Title 5 Section 55100.~~
- Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community Colleges Chancellor's Office.
- Regulatory limits on the number of courses that may be linked to one another by prerequisites and co-requisites.

All Course Outlines of Record (CORs) will be updated at a minimum of every five years.

All courses approved must be reported to the California Community Colleges Chancellor's Office.

Reference:

Title 5 Section 55100

Approved: 04/04/2011
Revised by Curriculum Committee August 2016
Approved by Academic Senate XX/XX/2016

~~REDWOODS COMMUNITY COLLEGE DISTRICT~~ ~~AP 4022~~
~~Administrative Procedure~~

~~LOCAL APPROVAL OF COURSES~~

~~Effective Fall 2007 until December 31, 2012, non-degree applicable credit courses and degree applicable credit courses which are not part of an approved educational program may be approved locally and offered provided that the District continuously complies with the following Chancellor's Office requirements:~~

- ~~• The Curriculum Committee and others associated with course and program approval will complete training on course approval requirements.~~
- ~~• The District will certify by September 30 of each year that training has occurred.~~
- ~~• The Curriculum Committee recommends and the Academic Senate will approve the new course.~~
- ~~• The Board of Trustees will approve the course.~~
- ~~• The course can then be offered in the next term.~~

~~By the end of the first term in which the course is offered, the college must report to the Chancellor's Office that the course has been approved, and a course control number will be assigned to the course. That number will be required in order to report enrollments at the end of the term.~~

~~No course which has previously been denied separate approval by the Chancellor's Office or is part of a program that has been disapproved by the Chancellor Office may be offered pursuant to Title 5, Section 55100(b)(3) unless the proposed course has been modified to adequately address the reasons for denial and has been subsequently reviewed by the Curriculum Committee, approved by the Academic Senate, and approved by the Board of Trustees.~~

~~When 18 or more semester units are linked in a sequence of prerequisite or corequisite courses, such courses need to be submitted to the Chancellor's Office for approval as a program. Students may not use more than 18 semester units of stand-alone courses to fulfill the requirements of a degree, major, or certificate.~~

~~See Administrative Procedure 4020~~

~~Reference: Title 5, Section 55100~~

~~Approved: 04/04/2011~~

**College of the Redwoods
Summary of Course Changes**

05.13.16

LEGEND

PREFIX = Course prefix; **#** = Course Number; **TITLE** = Course title or title change; **NEW** = New course or large format/distanced education proposal first submission; **REV** = Revised course; **REP** = Replaces existing course; **INA** = **Inactivated course**; **UNITS** = Total Units and hours of new or revised course; **UC** = UC transferable – indicate UC transfer status by placing an A for approved courses and a P for courses pending; **CSU** = CSU transferable – indicate CSU transfer status by placing an A for approved courses and a P for courses pending **CR GE** = credits apply to CR General Education; indicates new CR GE and R for approval removed; **COMMENTS** = Review of outline changes, including prerequisites.

Prefix	#	Title/Title Change	N E W	R E V	R E P	I N A	[Units] Lec/Lab Hrs	U C	C S U	CR GE	Comments/ Summary Changes Discipline Code/ Prerequisite Change
AJ	11	Great American Criminal Trials				X		A	A		Course Inactivated
AJ	5	Crime and Delinquency				X			A		Course Inactivated
EDUC	240	Online Teaching and Learning Training	X								Distance Education Modality newly approved: Online.
MATH	25	Trigonometry	X						A	A	Distance Education Modality newly approved: Interactive Video
ENGL	1A	Analytical Reading and Writing	X					A	A	A	Distance Education Modality newly approved: Hybrid. DE Modality renewed: Online.
BUS	10	Intro to Business	X					A	A	A	Distance Education Modalities newly approved: Hybrid, interactive Video. DE Modality renewed: Online.
WT	53	Basic Arc and Gas Welding	X						A		Dual Enrollment approved for Fortuna High School
DM	7	Intro to Game Development	X						A		Dual Enrollment approved for Arcata High School
SPAN	1A	Elementary Spanish I	X					A	A	A	Dual Enrollment approved for Arcata High School
SPAN	1A	Elementary Spanish I	X					A	A	A	Dual Enrollment approved for McKinleyville High School
SPAN	1B	Elementary Spanish II	X					A	A	A	Dual Enrollment approved for Arcata High School

Prefix	#	Title/Title Change	N E W	R E V	R E P	I N A	[Units] Lec/Lab Hrs	U C	C S U	CR GE	Comments/ Summary Changes Discipline Code/ Prerequisite Change
SPAN	1B	Elementary Spanish II	X					A	A	A	Dual Enrollment approved for McKinleyville High School
SPAN	2A	Intermediate Spanish I	X					A	A	A	Dual Enrollment approved for Arcata High School
SPAN	2A	Intermediate Spanish I	X					A	A	A	Dual Enrollment approved for McKinleyville High School
SPAN	2B	Intermediate Spanish II	X					A	A	A	Dual Enrollment approved for Arcata High School
SPAN	2B	Intermediate Spanish II	X					A	A	A	Dual Enrollment approved for McKinleyville High School
GERM	1A	Elementary German I		X				P	P	P	<p>Course Reactivated with update to content; approved for CR GE Area C</p> <p><u>Course Learning Outcomes</u></p> <ol style="list-style-type: none"> 1. Comprehend basic spoken German and use appropriate beginning level vocabulary and grammar to express oneself and communicate in the target language orally. 2. Comprehend basic (oral or written) questions in German and answer in writing, demonstrating accuracy and control of fundamental grammatical concepts. 3. Comprehend, and answer questions about, the content of short, basic texts in German. 4. Demonstrate a basic knowledge of the diverse cultures that make up the German-speaking World.

Prefix	#	Title/Title Change	N E W	R E V	R E P	I N A	[Units] Lec/Lab Hrs	U C	C S U	CR GE	Comments/ Summary Changes Discipline Code/ Prerequisite Change
GERM	1B	Elementary German II		X				P	P	P	<p>Course Reactivated with update to content; approved for CR GE Area C</p> <p><u>Course Learning Outcomes</u></p> <ol style="list-style-type: none"> 1. Comprehend basic spoken German and use appropriate beginning to intermediate level vocabulary and grammar to expand ability to express oneself and communicate in the target language orally. 2. Comprehend beginning to intermediate level (oral or written) questions in German and answer in writing, demonstrating accuracy and control of fundamental grammatical concepts. 3. Comprehend, and answer questions about, the content of short, basic texts in German. 4. Demonstrate a basic knowledge of the diverse cultures of the German-speaking World, in areas that could include topics such as geography, diet, history, lifestyles, traditions and customs.

Prefix	#	Title/Title Change	N E W	R E V	R E P	I N A	[Units] Lec/Lab Hrs	U C	C S U	CR GE	Comments/ Summary Changes Discipline Code/ Prerequisite Change
HLTH	207	First Aid/CPR/AED		X							<p>Course updated to meet requirements for both Basic First Aid/CPR and First Aid/CPR for Public Safety Personnel and the Professional Rescuer; and to add more disciplines eligible to teach the course.</p> <p><u>Course Learning Outcomes</u></p> <ol style="list-style-type: none"> 1. Demonstrate assessment of an injured or ill person and perform the emergency action steps (Check, Call, Care). 2. Differentiate between illness or serious injury and provide the appropriate basic life support. 3. Demonstrate how to perform cardiopulmonary resuscitation (CPR) and the use of Automatic External Defibrillator (AED).

Prefix	#	Title/Title Change	N E W	R E V	R E P	I N A	[Units] Lec/Lab Hrs	U C	C S U	CR GE	Comments/ Summary Changes Discipline Code/ Prerequisite Change
ART	6	Survey of Modern Art: 19 th Century to Contemporary		X				A	A		<p>Course revision to more closely align to C-ID descriptor, including title change (previously 20th Century & Contemporary Art)</p> <p><u>Course Learning Outcomes</u></p> <ol style="list-style-type: none"> 1. Identify, both orally and in writing, formal and iconographic characteristics of distinct artistic movements from the 19th to the 21st Centuries. 2. Identify, both orally and in writing, the role of particular artworks, artists, viewers and patrons within their respective cultures and historical periods. 3. Critically assess, orally and in writing, the aesthetic merit and cultural significance of particular artworks within their respective cultural and historical periods. 4. Critically examine artworks using formal, metaphorical, institutional, and historical analyses, as well as place artwork in the context of individual artists' biographies.
MATH	150	Precalculus Review	X				0.5 [0.5/0]				<p>New course created to meet the need for a short Precalculus Review option for students.</p> <p><u>Course Learning Outcomes</u></p> <ol style="list-style-type: none"> 1. Demonstrate the skills needed for beginning the calculus sequence. Skills to be assessed include: analysis of functions, solving equations and inequalities, computing values of trigonometric functions, solving triangles, and verifying identities.

Prefix	#	Title/Title Change	N E W	R E V	R E P	I N A	[Units] Lec/Lab Hrs	U C	C S U	CR GE	Comments/ Summary Changes Discipline Code/ Prerequisite Change
AG	15	Landscape Maintenance		X					A		<p>Course Reactivation, for inclusion in new Horticultural Practices Cert. of Recognition.</p> <p><u>Course Learning Outcomes</u></p> <p><u>Lecture</u></p> <ol style="list-style-type: none"> <u>1. Identify, maintain, and describe the use of various hand tools.</u> <u>2. Describe basic pruning systems applied to shade trees, shrubs, vines, perennials, roses and fruit trees.</u> <u>3. Identify common landscape weeds and recommend control measures.</u> <p><u>Lab</u></p> <ol style="list-style-type: none"> <u>1. Demonstrate pruning techniques on a variety of landscape plants.</u> <u>2. Identify the parts of an irrigation system and make basic repairs and adjustments.</u>
AG	25	Landscape Construction and Installation		X					A		<p>Course Reactivation, for inclusion in new Horticultural Practices Cert. of Recognition.</p> <p><u>Course Learning Outcomes</u></p> <p><u>Lecture</u></p> <ol style="list-style-type: none"> 1. Identify landscape professions and summarize licensing requirements. 2. List the steps of water feature installation. <p><u>Laboratory</u></p> <ol style="list-style-type: none"> 1. Select appropriate tools to construct masonry and concrete projects. 2. Demonstrate proper shrub and tree planting methods, including staking systems.

Prefix	#	Title/Title Change	N E W	R E V	R E P	I N A	[Units] Lec/Lab Hrs	U C	C S U	CR GE	Comments/ Summary Changes Discipline Code/ Prerequisite Change
AG	27	Nursery Practices		X					A		<p>Course Reactivation, for inclusion in new Horticultural Practices Cert. of Recognition.</p> <p><u>Course Learning Outcomes</u> Lecture</p> <ol style="list-style-type: none"> 1. Compare and contrast old and new nursery industry practices to assess changes and advances. 2. Identify basic marketing strategies used in the nursery industry. <p>Laboratory</p> <ol style="list-style-type: none"> 1. Apply proper cultural practices and grow nursery crops. Practices include: planting and potting up, scheduling crops, soil mixes and pasteurization, fertilizing and calculations, pest control, pinching, pruning, shaping and watering.
MATH	5	Contemporary Mathematics		X					A	A	<p>Regular 5 year course revision, including updated catalog description, CLOs, and prerequisites (now MATH-120 or MATH-194). Renewed approval for CR GE area D3.</p> <p><u>Course Learning Outcomes</u></p> <ol style="list-style-type: none"> 1. Identifying the contributions of mathematicians throughout history and describe how those contributions affect mathematical thinking. 2. Evaluate the validity of a math based argument. 3. Relate mathematics to society by modeling real-world problems in fields such as social science, business, finance, art and science.

Prefix	#	Title/Title Change	N E W	R E V	R E P	I N A	[Units] Lec/Lab Hrs	U C	C S U	CR GE	Comments/ Summary Changes Discipline Code/ Prerequisite Change
PSYCH	2	Research Methods in Psychology		X				A	A		<p>Course update to align with newly created companion lab course (PSYCH-2L).</p> <p><u>Course Learning Outcomes</u></p> <ol style="list-style-type: none"> 1. Explain the basic principles of the scientific method including developing and testing hypotheses, and choosing a research design 2. Critically evaluate research reports and synthesize research findings in a paper written in APA format. 3. Demonstrate knowledge of general research designs, experimental and non-experimental methods, and standard research practices. 4. Explain the ethical treatment of human and animal participants in research and the institutional requirements for conducting research. 5. Assess the generalizability of study results.
PSYCH	2L	Research Methods in Psychology Lab	X				1.0 [0/1.0]	P	P		<p>New lab course to support the lecture Research Methods class (PSYCH-2), which will better prepare students for upper division and graduate work.</p> <p><u>Course Learning Outcomes</u></p> <ol style="list-style-type: none"> 1. Conduct scientific research in psychology. 2. Conduct analyses of the data collected in this research using statistical software. 3. Interpret the results of these analyses. 4. Communicate these research findings using APA style.
FT	202	Federal Wildland Firefighter Training		X							Adjusted the range of hours to align with National Wildfire Coordinating Group (NWCG) requirements

Prefix	#	Title/Title Change	N E W	R E V	R E P	I N A	[Units] Lec/Lab Hrs	U C	C S U	CR GE	Comments/ Summary Changes Discipline Code/ Prerequisite Change
FT	210	Hazardous Materials First Responder Operational		X							Adjusted the range of hours to align with California Specialized Training Institute (CSTI) requirements
IT	225	OSHA 10 Hour General Industry Standards		X							Adjusted the range of hours to be more flexible for students with varying skill levels
GUID	213	Explore Your Career Options		X							Adjusted the range of hours to be more flexible for students with varying skill levels
WORK	201	Work Readiness Skills for the 21 st Century		X							Adjusted the range of hours to be more flexible for students with varying skill levels
WORK	228	Ethics and Values		X							Adjusted the range of hours to be more flexible for students with varying skill levels
EDUC	240	Online Teaching and Learning Training	X				0.0 [0/0]				New noncredit course created in response to MOU requiring all faculty new to the online teaching modality receive some form of training prior to teaching an online course.
MATH	50A	Differential Calculus	X					A	A	A	Dual Enrollment approved for Eureka High School

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**College of the Redwoods
Summary of Curricular Changes**

05.13.16

DEGREES & CERTIFICATES

NEW = New Program; **SUB** = Revised program that has undergone *substantive* changes; **NONSUB** = Revised program that has undergone non-substantial changes; **INA** = Inactivated program; **COMMENTS** = nature of proposal

Program Title	N E W	N O N S U B	S U B	I N A	Comments/ Summary Changes Discipline Code/ Prerequisite Change
Administration of Justice - AS				X	Program discontinued at request of Director Ron Waters following AP4021 review. This degree is redundant with the recently approved AJ ADT.
Administration of Justice - CA				X	Program discontinued at request of Director Ron Waters following AP4021 review.
North Coast Paramedic - AS		X			Revised to correct the combined number of units required between HO 170C and HO 170D.
AG-Horticultural Practices - CR	X				New 17 unit Certificate of Recognition to reflect the needs of the local horticulture industry.
Liberal Arts: Science - AA		X			<p>A change has been made to two of the core requirement areas to accommodate a wider variety science transfer goals; additional restricted electives have been added (AG-17, BIOL-6, BIOL-7, and GEOL-2). PLOs have been updated.</p> <p><u>Program Learning Outcomes</u></p> <ol style="list-style-type: none"> 1. Apply methods of scientific inquiry, including hypothesis formation, appropriate data collection and analysis, and presentation of results. 2. Explain observable phenomena using concepts of mathematics, physics and chemistry. 3. Use numerical, graphical, and/or symbolic representation to solve problems and present results. 4. Communicate clearly about science, in speech and/or in writing, using technical language and a format appropriate to the discipline, as well as common language for the lay-public.

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Dear Senators/MDC,

I want you to be the first to know about changes that have been influenced by your work. Developing a Multicultural and Diversity Center has been an action item in CR's Annual Plan for the past several years. Faculty, especially members of the MDC, have continued to advocate for a center, and I am happy to announce that a dedicated center will soon be a reality.

The Multicultural and Diversity Center will move into the front of the Student Union in the location currently occupied by the Veteran's Resource Center. The Veteran's Resource Center has outgrown the space, and will be moving to a new modular building which will be located next to the Student Union where the old LIGHT Center was located. We are excited to expand the space for Veterans, and we think that the space in the student union will be a welcoming, central location for the Multicultural and Diversity Center. We do not know specifics about the timeline for the new modular, but we will let you know as it becomes clearer.

Thank you to everyone who kept this initiative moving forward for students.

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