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AGENDA

- I. Call to Order
- II. Remote Member Attendance
Description: *Academic Senate will consider remote participation of members under the provisions of AB2449, if any.*
- III. Roll Call
- IV. Persons Wishing to Address the Senate
Members of the public shall have an opportunity to address the committee either before or during the committee's consideration of each item of business to be discussed at regular or special committee meetings, including closed session items. In addition, with limited exceptions, the committee will provide an opportunity at regular meetings to address the committee on any other item of interest which is within the subject matter jurisdiction of the Academic Senate. To efficiently manage the business of the committee, the committee chair may limit the amount of time.
- V. Changes to Agenda Order
- VI. Consent Calendar
 - A. Approve Minutes of the Regular Meeting of March 15, 2024
 - B. Approval of Applications of Coursework/Activities Toward Advancement on the Salary Schedule and Applications for Changing a Previously Approved Application to Advance on the Salary Schedule - *Munshower*
Description: *Nine (9) faculty members, both full-time and associate, have submitted ten (10) applications for Approval of Coursework/Activities Toward Advancement on the Salary Schedule and one (1) Application for Changing a Previously Approved Application to Advance on the Salary Schedule, based on their continued professional development. The Salary Advancement Committee (SAC) has reviewed the applications and they now come to Academic Senate for approval.*
 - C. Ratify Updated Faculty Constituent Groups for AY 2023-2024
 - D. Ratify Office Assignment Procedure
 - E. Approve Academic Senate Leadership – Reassign Time
- VII. Reports
 - A. Academic Senate President – *Safaralian*
 - B. College Superintendent/President – *Cooke*
 - C. Classified Senate – *Banks*
 - D. Associate Student Government – *Pineda*
- VIII. New Business
 - A. BP4020 Programs Curriculum and Course Development - *Fallstrom*
Description: *There was a minor modification to work experience education for Title 5 section 55253.*
 - B. AP4020 Program and Curriculum Development – *Fallstrom*
Description: *There was a minor modification to work experience education for Title 5 section 55253.*
 - C. BP4025B Philosophy and Criteria for Baccalaureate Degree and General Education – *Fallstrom*
Description: *Modified (simplified) the title. Removed irrelevant information about the local general education pattern. Aligned philosophy with ACCJC reports and revised standards. Added Title 5 references. These are legislative changes to Title 5 section 55060, Philosophy and Criteria for the Associate Degree and General Education, affected the philosophy of lower division GE included in this BP.*

D. AP4025B Philosophy and Criteria for Baccalaureate Degrees and General Education – *Fallstrom*
Description: *Modified (simplified) the title. Added course approval process, which is reports. Replaced “U.S. regionally accredited” with “accredited by a national recognized accrediting agenda” to align with recent legislative changes. Added a bachelor’s degree satisfies the lower-division GE requirement, per legislative changed. Added referenced. This aligns with Title 5, sections 55060 and 55062.*

E. BP4100B Graduation Requirements for Baccalaureate Degree and General Education – *Fallstrom*
Description: *Modified (simplified) the title. Removed reference to competencies as a graduation requirement to align with legislative changes. Replaced “Us regionally accredited” to align with legislative changes. Added Title 5 reference. Recent legislative changes to Title 5, section 55060.*

F. AP4100B Graduation Requirements for Degrees and Certificates – Baccalaureate in Science Degree – *Fallstrom*

Description: *Modified (simplified) the title. Added Title 5 reference. Replaced “Us regionally accredited” and clarified a bachelor’s degree satisfies the lower division GE requirement per changes to Title 5. Legislative changes to Title 5, section 55062.*

G. BP4100C Graduation Requirements for Adult High School Diploma and Noncredit Certificates – *Fallstrom*

Description: *This is a periodic review. A minor addition was made to show how many college credits are required to satisfy the high school diploma residency requirement.*

H. AP4100C Graduation Requirements for Adult High School Diploma ad Noncredit Certificates – *Fallstrom*

Description: *This is a periodic review update. A minor addition was added to show how many college credits are required to satisfy the high school diploma residency requirement. Also updated competency requirements per Title 5.*

I. Sabbatical Leave Reports – *Meinhold [Time certain 9:45am]*

Description: *Eight (8) sabbatical leave reports come to Academic Senate for a first read for returning faculty members Raymond Clark, Leigh Cotnoir, Zulema Diaz, Michelle Famam, José Jara, Thong Nguyen, Leola Powers, and John Turbeville. These reports are reviewed to meet the following standards: (a) comprehensive, professional quality reports that clearly communicate and document the purpose, objectives, activities, and achievements of the sabbatical leave, (b) alignment of applications and reports, (c) adequate documentation, (c) minimum number of hours met, and writing reflects standard of profession. Sabbatical leave reports are forwarded to the President/Superintendent for approval.*

IX. Old Business

A. Recommended Changes to Academic Senate Rules and Bylaws - *Safaralian*

Description: *In accordance with Article #.H. of the AS Bylaws, a taskforce was formed to conduct the annual review of the AS Bylaws and AS Rules. There are several recommended changes that impact both documents. This is the second read of these two documents.*

B. AP4230 Grading and Academic Record Symbols – *Hull [Time certain 9:25am]*

Description: *The AP is updated the process to assign an incomplete. Clarifies that an incomplete can only be assigned after the 75% withdrawal deadline and that the student had to be an active participant and had completed required coursework through the 75% withdrawal deadline. This is the second read.*

C. AP5055 Student Enrollment Priorities – *Hull [Time certain 9:25am]*

Description: *Clarification of enrollment priority groups. Updated with supportive language and aligned with previously updated AP/BPs. This is the second read.*

X. Information / Discussion

A. Sexual Orientation Gender Identify (SOGI) Presentation – *Andrade, Mortaloni [Time certain 9:30am]*

Description: *The college is on a mission to collect SOGI data from our employees to match the data that we collect from our students. Our goal is to encourage employees to provide their SOGI data in Workday while discussing how the information will be used and protected.*

B. C3 Teaching and Learning Center and Professional Development – *Sullivan [Time certain 10:00am]*

Description: *The joyful teacher, Jim Sullivan, will 1) whare an overview of what he has been up to in the C3 and elsewhere, 2) outline some plans for the future of the position and the center, and 3) suggest some ways the faculty might re-imagine professional development related to teaching and learning. The joyful teacher will not be giving away free Tesla’s during this visit to the Senate, but he cannot, in good faith, make any promises regarding costumes or other ridiculous behavior.*

C. Reorganization – *Pescarmona*

Description: *The Instructional Services division is re-organizing effective July 1, 2024. The new organizational structure is focused on key student momentum points, particularly in supporting students during their first year at MiraCosta. The re-organization is also looking at how to better support the San Elijo campus in its work to re-energize the instructional programming at the site.*

XI. Senator Reports

Description: *Academic Senators will have the opportunity to make brief announcements and updates.*

XII. Adjournment

On September 13, 2022, California Governor Gavin Newsom signed California Assembly Bill 2449 (AB 2449) into law. This bill changes remote attendance rules under Ralph M. Brown Act's opening meeting laws. With an effective date of January 1, 2023, AB 2449 imposes four periods of differing rules on remote access to, and member attendance of, local agency public meetings under the Ralph M. Brown Act (Brown Act). Further, a state of emergency is no longer in effect and so governing bodies will now meet in person with the possibility of approved remote attendance. The public may observe the meeting remotely or in person and offer public comment. A link for remote viewing or calling in is noted on the agenda. Therefore, Academic Senate (AS) meetings will be held in person with a Zoom link available. If you wish to attend the meeting and you have another disability requiring special accommodation, please notify the Academic Senate Administrative Assistant at 760-795-6873. The California Relay Service (CRS) is available by dialing 711, or 800-855-7100 for English or 800-855-7200 for Spanish.

In compliance with Government Code section §54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District Academic Senate in advance of their meetings may be viewed at the Office of the Academic Senate President, One Barnard Drive, Oceanside, California, or by clicking on the Academic Senate's website at <https://www.miracosta.edu/governance/academic-senate/index.html>. Such writings will also be available at the Senate meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Debby Adler, Administrative Assistant to the Academic Senate President, at 760.795.6873 or by email at dadler@miracosta.edu

Audio recordings of AS meetings may be available and requested for up to 30 days. Please contact the MiraCosta College AS President's Office 760-757-2121 x6213 or email Debby Adler, Administrative Assistant to the Academic Senate at dadler@miracosta.edu.



UNOFFICIAL MINUTES

I. Call to Order

Academic Senate President, Leila Safaralian, respectfully acknowledged that MiraCosta College is on the traditional territory of the Luiseño/Payómkawichum people. Today, the meeting place at MiraCosta College and its surrounding areas is still home to the six federally recognized bands of the La Jolla, Pala, Pauma, Pechanga, Rincon, Soboba Luiseño/Payómkawichum people. It is also important to acknowledge that this land remains the shared space among Kumeyaay and Ipai peoples. In addition, we pay respect to elders both present and past, the respected keepers of history, culture, wisdom, and knowledge.

The meeting was called to order at **9:02am**.

II. Remote Member Attendance

Description: *Academic Senate will consider remote participation of members under the provisions of AB2449, if any.*

No members requested attendance under the provision of AB2449.

III. Roll Call

Members present: Robin Allyn, Angela Beltran-Aguilar, Shawn Firouzian, Julie Graboi, Jim Juluis, Don Love, curry mitchell, Biran Page, Hossein Ravanbaksh, Leila Safaralian (President), Nate Scharf, Alexis Tucker Sade, Krista Warren

Members attending remotely (no vote): Erica Duran

Members absent: Sunny Cooke (ex-officio)

Others present: Carl Banks, Theresa Bolaños, Scott Fallstrom, Stacey Hull, Jeff Ihara, Jessica Perez-Corona, Denée Pescarmona, Valeria Pineda, JahB Prescott, Maria-Isabel Rocha-Duarte, Theresa Romano, Suganya Sankaranarayanan, Carlos Velasco

IV. Persons Wishing to Address the Senate

Robert Bond read a statement with concerns regarding Plan A, from the History and Political Science departments along with other faculty members about the revision to our local degree which would result in the removal of Area G, the American Institutions requirements. Eliminating it would do students a disservice. In this bipolar world we live in, students, more and more, need courses like history 110, and 111 and political science 102 to understand political process, their constitutional rights, and their roles in civil society. Many students are participating in the political process for the first time this year, and need the critical thinking skills taught in these courses to combat the growing amount of disinformation that has spread on social media. The American Institutions requirement is representative of our values as a college and should be retained in order to have students who graduate be informed, and responsible citizens of our state and country.

Don Love read a similar statement from History instructor, Leslie Doig who ended her statement by asking how far we will roll back requirements, particularly for students who do not expect they have the privilege to dedicate time to further education in the future seems a question worthy of longer and broader consideration.

Angela Beltran-Aguilar read a statement from Anthropology instructor, Lynne Miller who noted her appreciation of the hard work of CPC and her understanding behind the rationale for cutting Plan A to its minimum. However, I don't know of a recent time when our young people have more needed a clear understanding of our American Institutions and their history. She feels strongly that a general education must include American Institutions.

V. Changes to Agenda Order – Noted five time certain on the agenda.

VI. Consent Calendar

A. Approve Minutes of the Regular Meeting of March 1, 2024

B. Equivalency Request – Jeff Ihara

Description: *Approve one equivalency for Music.*

The Consent Calendar was approved by unanimous consent.

VII. Reports

A. Academic Senate President – *Leila Safaralian*

March is Womens History Month . An email was sent this morning with the list of events that faculty can attend and also to share them with students. Thanks to our Social Justice and Equity Interns, as well as the Women's History Month Planning Committee. Their hard work has resulted in a diverse and engaging schedule of programs for all members of our community.

MiraCosta hosted the HWY 78 Math competition on Saturday March 2nd for Palomar, MCC, CSUSM and local HS. Many thanks to many math colleagues who dedicated their Saturday. A 10th grader from Great Oak High School got 100% in both calculus and precalculus competitions.

Our colleague, Rick White, in collaboration with the CSIT department, has created an AI Degree and he and some of his students were interviewed by the CBS network last week. Many thanks to them for their outstanding work.

This is the election season for Academic Senate. The voting ended yesterday at noon and we just received the results for full-time faculty:

Vice President Sean Davis

Senators: (two-year terms) Leigh Cotnoir, Jeff Murico, Ghada Osman, Afifa Zaman,
and (replacement term) Daniel Ante-Contreras

Emails were sent yesterday about committee assignments for full-time and associate faculty with a deadline of March 15th. An email with the Office Derby assignments was also sent to all full-time faculty with the deadline of March 15th. All are encouraged to respond by the deadline.

The March Academic Senate News was sent out on Tuesday, March 12th. Take time to read updates from the Senate and all subcommittees.

The ASCCC Area D meeting is on Friday, March 22nd from 9am-3pm. Safaralian will be attending. They will review and modify resolutions from area D to forward them to the ASCC spring Plenary.

Upcoming Ethnic Studies Department events received from Dr. Olivia Quintanilla were shared:

March 25th, 5-6:30pm, OC2304: Celebrating Mes Chamorn or Chamorn Month with

Dr. Michael Bevacqua

April 9th, 4-5:30pm, CLC127: Navigating Culture through Poetry (workshop) with

Dr. Craig Santos Perez

April 11th, 12-1pm, Aztlan A&B: Indigenous Futures Lab with Dr. Keolu Fox

April 25th, 12-1pm, Aztlan A&B: Navigating Pasifika Culture through Poetry with Dr. Craig Perez

April 29th, 2-4:30pm, OC2304: Talk and Embroidery Workshop with Claudia Biezunski-Rodriguez of Sew Loka

The ASCCC Spring Plenary will take place April 18th – 20th at the San Jose Marriott. Safaralian, Mitchell, and Julius will attend virtually. Email Safaralian and Debby Adler by April 1st if interested in attending either virtually or in person. In person registration closes April 5th and virtual registration closes April 10th.

Spring Break starts at 5pm today. Wished everyone a deserved restful, peaceful, and fun spring break!

B. College Superintendent/President

Vice President of Instruction, Denée Pescarmona, wished everyone a happy spring break on behalf of Dr. Cooke.

C. Classified Senate

Safaralian reported on behalf of CS Vice President, Carl Banks. CS is currently reviewing their policies and procedures and creating a master calendar. They are also preparing for elections, employee recognition awards, and committee appointments.

D. Associate Student Government

ASG representative, Valeria Pineda, did not have a report.

VIII. New Business

A. Recommended Changes to Academic Senate Rules and Bylaws – *Leila Safaralian*

In accordance with Article #.H. of the AS Bylaws, a taskforce was formed to conduct the annual review of the AS Bylaws and AS Rules. There are several recommended changes that impact both documents. This is a first read of these two documents.

At the Fall 2023 ASCCC Plenary, Safaralian attended a workshop for Senate Presidents where they discussed challenges they were having. They received recommendations from some of the previous AS Presidents and one legal consultant. The first recommendation was for the AS President to have

decorum, censuring, recall, and removal in your Seante rules and bylaws. In this Senate's rules and bylaws, there is only recall but not the others. With the use of MCC's legal team, they shared BP 2355: Decorum and suggested this Senate body adopt the same thing. Last year, the AS approved having an annual report in lieu of a Program Review. This was added to the document. A new section K. Decorum Policy was added to the Rules. Section L. Censure of AS Officers and Members was also added. Language was added to Section M. Recall of Academic Senate Officers and Members can be done by constituents. Added section N. Removal of AS Members and Officers which is done by the Senate body. Nothing was changed in the Bylaws; however, references were changed and so they are highlighted in the document. It was noted that in section M. 2. of the Rules, associate faculty needs to be changed to full-time faculty.

It was suggested that under the Decorum section, it might be important to explain the terms defamatory, abusive personal remarks. Further noted language in K. 3. "Defamatory or abusive personal remarks that disturb or impede the meeting or exceed the bounds of civility." It is felt that this is subjective terminology and should be made clearer. It was also noted that institutional service is part of the full-time contract and so if a full-time senate member is recalled or removed, would that risk their requirement for institutional service. There is no solution listed such as going to another committee. Should look at the bigger picture. What happens to that person and the requirements of their contract? FA and the attorneys will be consulted concerning these issues.

It was noted that President-elect needs to be added to sections N. 3. and O. 1.

There was discussion explaining the difference between recall and removal and that no recall will be held if no one accepts a recall nomination. Section M. 4. will be updated with "...to replace the recalled member." It was questioned how easy it would be to get 20% of associate faculty written signatures as noted in M. 3. The conditions that would require a recall would be brought forward by a constituent which would likely bring more people forward. A percentage would be okay; however, will remove the word "written" and replace with just "signature." Safaralian will check to see if a 'digital' signature would be acceptable and consult MCC's legal team for further advice.

The election results for Associate Faculty were announced: Brian Page and Sarah Gross will join AS for the next two years. It was also noted that full-time faculty, Daniel Antes-Contreras, will join AS in April and for the next year to replace Rachel Hastings.

B. AP 4230 Grading and Academic Record Symbols – Stacey Hull

This AP updated the process to assign an incomplete. It clarifies that an incomplete can only be assigned after the 75% withdrawal deadline and that the student had to be an active participant and had completed the required coursework through the 75% withdrawal deadline. It was noted that this was implemented for clarification and for instructors to use as they have conversations with their students about incomplete grades. It is still the decision of the instructor to provide an incomplete grade. This is a first read and will come back for approval.

C. AP 5055 Student Enrollment Priorities – Stacey Hull

Clarification of enrollment priority groups was made. Supportive language was updated to align with previously updated AP/BPs. Point "F" has language to align with other APs and has been updated in this AP. Also, removed numbering in group A and they are now listed as bullet points. It was also noted that Group A are legally mandated priorities and Group B are locally mandated. A student parent who has a child is in Title V. If you are caregiving for a child under 18 you are classified as a student parent and are given priority enrollment. This is self-reported. This is new and the language cannot be changed as it is dictated by the Chancellor's Office. Students receive emails to let them know when they can enroll in classes. This is a first read and will come back for approval.

IX. Old Business

A. Legislative Liaison Updates and CPC Updates – Plan A Proposal – Theresa Bolaños, Scott Fallstrom

At their February 22nd meeting, CPC approved a proposal to modify Plan A (Local GE pattern) to meet new state requirements. Attached is the Plan A proposal, and this is linked to modifications in BP/AP 4025 and BP/AP 4100, as required. This is the second read.

MSP (mitchell / Warren) [mitchell, Owens, and Scharf voted no] to approve Plan A Proposal as presented.

Fallstrom reiterated that the decision that was made at this time was listening to a number of arguments, both pro and con, for making the change to remove, not just American Institutions in History, but the other locally approved areas. While there are a number of other pieces that we may

personally feel are really important, the State has indicated this is the list that is mandatory. Providing students with the best pathway for them, and giving them the most options, is what CPC ended up deciding on. It is not removing them from the GE pathway. The GE pathway will still include all of the courses that were listed. It will give them as an option in Area 4. When you look at the list, the breadth of course, quality of introductory level courses that are general education in Area 4, you need to also consider the fact that by requiring something else on top of it, you are restricting students in terms of what they want to take.

It was asked if the requirements for IGETC are going to change. The CSU and USs are changing because of AB 928 which will roll out in fall of 2025. CalGETC, which is a one pathway, the requirement will be 34 GE units. This just focuses on the local non-transfer GE degree.

It was further asked if something has its own area with only four courses and the students have to take them, wouldn't it seem fairer to then not have those courses listed in other areas. It was noted that it is CPC's decision for local GE's. They ask CPC members from different areas so they can provide perspective. Typically, right now, the articulation officer looks to see which areas based on the language of AB4025 seem to fit and it can fit in multiple areas. So, Ethnic Studies was approved by CPC to meet multiple areas. This was before its inclusion as a separate GE. It still meets the requirements of those areas, so they have not removed anything. So, if GE is granted, CPC does not go back and remove it. Juluis gave his perspective as a CPC member noting there were two other areas removed. The focus was entirely on the American Institutions during that discussion. The other two areas that were removed were cultural diversity, but the ethnic studies piece is added in. the overall direction that we are going as was clearly articulated here, is trying to streamline things as much as possible, by making it as easy as possible for folks that are doing a local degree using our local GE pattern to get to that degree. This was very controversial, and the vote was very close. This decision has been hard for counselors as well, when they are advising students if they are looking to transfer. It was noted that there is a counselor on CPC who went back and forth but eventually voted for this. We do recognize history is important to our students and that some of them may decide to transfer down the road. There is a bigger divide between the IGETC plan at 34 to the 21 unit requirement. If any student indicates at all that they might transfer when it comes to area 4, they are told to take history. Counselors are funneling students into those classes as needed.

B. BP 4025 Philosophy and Criteria – Associate Degree and General Education – Theresa Bolaños, Scott Fallstrom

Description: *Required implementation of revisions to associate degree regulations, Title 5 sections 55060 through 55062. Chancellor's Office Memorandum ELSEI 24-07 dated 02/01/24. Summary of Changes: Aligned policy to recently revised associate degree regulations, Title 5 section 55060. This is the second read.*

MSP (Beltran / Page) [mitchell abstained] to approve BP 4025 Philosophy and Criteria – Associate Degree and General Education as presented.

C. AP 4025 Philosophy and Criteria – Associate Degrees and General Education – Theresa Bolaños, Scott Fallstrom

Description: *Required implementation of revisions to associate degree regulations, Title 5 sections 55060 through 55062. Chancellor's Office Memorandum ELSEI 24-07 dated 02/01/24. Summary of Changes: Aligned procedure to recently revised associate degree course requirements and accreditation standards. General education areas align with CalGETC pattern. Added the general education course approval process. This is the second read.*

MSP (Beltran / Tucker Sade) [mitchell abstained] to approve AP 4025 Philosophy and Criteria – Associate Degrees and General Education as presented.

D. BP 4100 Graduation Requirements for Degrees and Certificates - Theresa Bolaños, Scott Fallstrom

Description: *Required implementation of revisions to associate degree regulations, Title 5 sections 55060 through 55062. Chancellor's Office Memorandum ELSEI 24-07 dated 02/01/24. Summary of Changes: Aligned policy to recently revised conditions for awarding the associate degree, Title 5 sections 55061 and 55062. This is the second read.*

MSP (Beltran / Tucker Sade) [mitchell abstained] to approve BP 4100 Graduation Requirements for Degrees and Certificates as presented.

E. AP 4100 Graduation Requirements for Degrees and Certificates - Theresa Bolaños, Scott Fallstrom

Description: *Required implementation of revisions to associate degree regulations, Title 5 sections 55060 through 55062. Chancellor's Office Memorandum ELSEI 24-07 dated 02/01/24. Summary of Changes: Aligned procedure to recently revised conditions for awarding the associate degree Title 5 section 55062. This is the second read.*

MSP (Beltran / Tucker Sade) [mitchell abstained] to approve AP 4100 Graduation Requirements for Degrees and Certificates as presented.

F. AP 4103 Experiential Education – Denée Pescarmona

Description: *Mandatory revisions were made due to CCLC and Work Experience Education Regulation updates. Summary of Changes: Updated hours required to earn credit, clarification of paid and unpaid work experience, and what will be included in the operational handbook. This is the second read.*

MSU (Allyn / Owens) to approve AP 4103 Experiential Education as presented.

G. BP 4225 Course Repetition – Theresa Bolaños, Scott Fallstrom

Description: *Legislative changes to Title 5 sections 55253 and 58161(f)(4) to work experience education. Summary of Changes: Deleted work experience education courses as uniquely repeatable. A work experience education course can be repeated under the same provisions as any course. This is the second read.*

MSU (Beltran / Page) to approve BP 4225 Course Repetition as presented.

H. AP 4225 Course Repetition – Theresa Bolaños, Scott Fallstrom

Description: *Legislative changes to Title 5 sections 55253 and 58161, respectively. Summary of Changes: Modified how many units students may earn in work experience education per enrollment period with no limit on total enrollments during college attendance. This is the second read.*

MSU (Beltran / Love) to approve AP 4225 Course Repetition as presented.

X. Information / Discussion

A. AAC – Stacey Hull

AAC Chair, Stacey Hull, shared conversations from AAC regarding closing rosters at the start of the semester and communicating with all faculty on the use of add codes after rosters close. She noted that the AP clearly states that rosters close on Sunday at midnight. There has been conversation that it does not matter if your class has 30 or 10 students, your roster will lock at midnight. On that Monday, a student will need to contact the instructor for an 'add code' even if the class has 20 seats available. Conversations in AAC are being had about when rosters should lock before the start of the semester. AAC wants to continue these discussions to see what can be done better for students.

It was asked if there is a way a roster can stay open into week one so it could put a student at the end of a waitlist rather than completely closing it. Hull noted that would be convenient and can show the need for the course; however, this is getting lost in the wash. She does not know the inner workings of SURF and so she doesn't know if this is possible, but it is a good starting point.

B. MESA Program – Angela Beltran-Aguilar, Jessica Perez-Corona

Continuing the theme of grants for the month of March, there were two presentations; the MESA Program followed by the HSI presentation. The new MESA Program at MiraCosta College will be showcased. The program is being supported by a five-year grant from the Chancellors Office and MCC is currently in year two. Goals of the MESA Program, the work that has been done by the MESA Team to launch the program and support their first student cohort, and what they are looking forward to in the future, will be shared.

For the full discussion of the MESA Program, visit this [LINK](#).

C. HSI Presentation – Rocha-Duarte, JahB Prescott, Suganya Sankaranarayanan, Nate Scharff, Carlos Velasco

Junto Podemos is an academic year-long PD opportunity for faculty to lean into conversations related to equity-minded practices and strategies when serving Latinx students and other minoritized student communities attending MiraCosta. Junto Podemos was formerly the Cultural Collective Curriculum and after receiving a Title V (HIS) grant, has been rebranded to incorporate a Pedagogy of Cariño lens: which focuses on bringing validation, humanity, equity, and hope to our classrooms. Junto Podemos is one component of the Title V grant as a whole and a component of the efforts to instill Pedagogies of Cariño in our spaces at MiraCosta.

Visit this [LINK](#) for the full HIS Presentation.

XI. Senator Reports

Krista Warren attended last Friday's ASG meeting at the CLC. They did a great report on the calendar committee. Students wanted information about the town halls. An action item for AHS graduation funding of \$800 was approved. They also talked about student at large positions.

Jim Julius noted that nominations for the Leon P. Baradat Award are now open for one full-time and one associate faculty member. Someone has to be nominated. Nominations close at the end of March. Shawn Firouzian announced the Data Science Lecture Series will take place on March 29th at 4pm in Aztlan A&B and via Zoom. The Data Science Alliance will host Navigating the Data Science Industry on April 18th from 4:30 to 8pm in the little theater, OC3601.

XII. Adjournment – The meeting adjourned at 11:32am.

Group 1	Group 2	Group 3	Group 4	Associate Faculty (based on last name)	
Bishop, Eric	Arquero, Kristine	Ali, Shafin	Allison, Megan		
Bloss, Veronica	Bailey, Suzie	Ante-Contreras, Daniel	Arevinar, Sam	A to E	Allyn, Robin
Boland, Phillip	Burman, Tony	Bond, Robert	Askerneese, Adrean	F to J	Graboi, Julie
Bonds, David	Byrom, Brad	Coobatis, Christy	Collins, Laney	K to O	Page, Brian
Burd, Abby	Clark, Raymond	Coronado, Amena	Detwiler, David	P to T	Ravanbaksh, Hossein
Carey, Giana	Cotnoir, Leigh	Davis, Ashley	Duarte-Braunstein, Karina	U to Z	Warren, Krista
Chapeton Lamas, Nery	Deineh, Steven	Duncan, Yvette	Eggleton, Xuchi		
Choi, Min	Fisher, Kaitlin	Eso, Steve	Fallstrom, Scott		
Clarke, Elizabeth	Hastings, Rachel	Fast, Lisa	Fulbright, Robert		
Diaz, Zulema	Higginbotham, Jeffrey	Gomez, Ruben	Goulette, Korey		
Dicker, Richard	Lazootin, Taya	Green, Ansina	Gross, Mary		
Falero, Roberto	Magallanes, Jenna	Guerrero, Jorge	Hanada Rogers, Patricia		
Fanning, Sean	Massey, Dave	Gunn, Billy	Headlee, Mary Beth		
Figueroa, Maria	Mathis, Stacey	Hagen, Kelly	Ingato, Dominique		
Firouzian, Shawn	Nagai, Tyrone	Hernandez, Pilar	Lara, Luke		
Gomez Zinn, Hilda	Osman, Ghada	Juncosa, Barbara	Lomeli, Sinar		
Ha, Thao	Petri, Andrea	Katson, Paul	mitchell, curry		
Hoste, Tricia	Phinney, Alison	Kulkarni, Himgauri	Owens, Candy		
Jara, Jose	Pohlert, Edward	Loedel, Delores	Peck, Kris		
Myers, Shannon	Powers, Leola	McCorkle, Kent	Prescott, JahB		
Nguyen, Thong	Robertson, Eric	Pastrana, Israel	Ramirez, Oswaldo		
Ongyod, Anthony	Sullivan, Jim	Perkins, Allison	Sepulveda, Jeanine		
Perez Medina, Wally	Toharia, Cristina	Perovic, Zika	Silva, Mariana		
Reyes, Kristi	Tucker-Sade, Alexis	Powell, Beth	Thomford, John		
Simpson, Sue	Welch-Scalco, Rhonda	Safaralian, Leila	Torok, Steve		
Snortum, Eric	Wish, Kristi	Williams, Tracy	Williams, Arnoldo		
26	26	26	26		
Group 5	Group 6	Group 7	Group 8		
Beltran Aguilar, Angela	Apalatea, Janeen	Berrien, Markus	Balcazar, Yesenia		
Cleveland, Karl	Arriola, Kyle	Clarke, Paul	Cord, Julie		
Cluff, Leah	Benschop, Joanne	Davis, Sean	dara		
Davis, Donna	Bolanos, Theresa	Gay, Ruth	Doig, Lesley		
Deschamps, Mike	Carstensen, Eric	Goueth, Pierre	Dua, Arti		
Estrella, Roland	Duran, Erica	Hull, Stacey	Dunbar, Keith		
Flocken, Lise	Falker, Matthew	Kirwan, John	Flores, Claudia		
Greenwald, Laruen	Farnam, Michelle	Kiyochi, Emiko	French, Rica		
Hidle, Jade	Hayashi, Yoshimi	Lopez, Alicia	Gardiner, Yana		
Hoskins, Bruce	Horton, Wendy	McFarland, Casey	Hayek, Laura		
Hosley, Tacey	Johnson, Christina	Morgado Flores, Pedro	Isachsen, Steve		
Ihara, Jeff	Julius, James	Murico, Jeffrey	Kelley, Robert		
Lambert, Luke	Langager, Arlie	Nakamura, Lemee	Love, Don		
Luengo, Isabel	Laurel, Mark	Neri, Gilbert	Ma, Richard		
Mariscal, Polo	Mariscal, Eduardo	Paris, Jennifer	Paulding, Michael		
Meinhold, Gail	McFall, Lauren	Sanchez, Violeta	Peters, Erika		
Mercuri, Emily	Mercado, Serena	Scharff, Nate	Phillips, John		
Miller, Lynne	Ngo, Annie	Sipman, Glorian	Ramos, Dean		
Munshower, Donald	Parker, David	Taylor, Krystle	Sankaranarayanan, Suganya		
Nguyen, Khang	Quintanilla, Olivia	Trzoss, Lynnne	Senigaglia, Angela		
Odom, Michelle	Roberts, Aaron	Vail, Steve	Siegel, Dan		
Ramirez, Freddy	Schlueter, Jed	Vidal, Lilia	Turbeville, John		
Sharp, Christina	Strona, Jacob	Viramontes, Rosa	Vasquez Gonzales, Cynthia		
Sleeper, Chris	Tsuyuki, Chad	Walker, Catherine	Walker, Tina		
Solis, Ariana	Zaman, Afifa	White, Rick	Zepeda, Magdalena		
West, Janelle					
26	25	25	25		

Blue-colored cells indicate the Academic Senate representative for each Group

Office Assignment Procedures

These procedures give general criteria to be followed in determining office location; however, office assignment is ultimately the responsibility of the Academic Senate President (AS) and exceptions may be necessary as determined by the President. Exceptions determined by the President may be appealed to the Academic Senate

Classification of Offices

Each faculty member is assigned one office space by the Academic Senate President. No faculty member is entitled to more than one office space. Faculty members do not have the authority to offer or assign their offices to any other individuals, or trade offices with other faculty members. Any change in office assignment must be made through the Academic Senate president.

Faculty offices are classified as belonging to one of two categories:

Category 1: general-purpose offices

Category 2: offices designed for a specific discipline and/or function.

If an office designated as Category 2 is unoccupied for one year, it will revert to a Category 1 office unless the department requests and is granted an extension by the AS President.

Faculty offices are also classified as single-person or two-person.

The Academic Senate will maintain a list of faculty office spaces, including their classification by category and their status as one or two-person offices. Designation of offices as Category 2 must be approved by Academic Senate. To preserve flexibility in office assignment, designation of Category 2 offices should be made only where clearly justified.

Single-person Offices

1. Any office under 110 square feet should be declared a single-person office. Offices under 110 square feet which currently have two occupants will become single-person offices whenever one of the current occupants leaves the office. Measurement of offices will be made by the Director of Facilities. Any faculty member who disagrees with the measurement has the right to have their office re-measured in their presence.

2. Any office which is over 110 square feet is a two-person office, unless officially designated a one-person office. Designation of a one-person office may be made by agreement of the Vice-President of Instruction and Academic Senate President (in consultation with AS), if they agree that one or more of the following conditions holds true:

- the office is physically unable to accommodate the minimum required equipment of 1 desk, 1 office chair, 1 student chair, 38" depth of file storage space, and 10 linear feet of book storage per instructor.
- the Health and Safety Committee has recommended that the office be designated a single-person office.
- the ADA Compliance Coordinator has recommended that the office be designated a single-person office. If the recommendation is specific to an instructor, the office will revert to a two-person office when vacated by the instructor.

- the office needs to be single-person because of specific programmatic needs (e.g. the office of a program coordinator or director who must hold regular confidential meeting). Lead instructors of programs are not generally considered to be program directors or coordinators.

Two-person offices

Faculty in two-person offices should share space equitably. Neither faculty member should occupy more than half of the available space.

Assignment of offices

1. **(by March 15)** Academic Senate considers requests for reclassification of existing offices and classification of new office spaces.

2. **(by March 30)** The Senate President determines which office work stations will be vacant during the coming academic year and publishes the list. Office work stations are declared vacant with the following priorities:

a) Retiring faculty or newly converted office spaces

b) Applicants retain office rights and access during their sabbatical leave. However, when office space is at a premium, applicants may be asked to share their office when they are away and to clear out sufficient work space (desktop and drawer, bookshelf space, and at least one file cabinet drawer) before embarking on their sabbatical leave.

c) Not applicable.

3. **(by April 15)** Faculty members who wish to change offices fill out forms listing first and second choices for offices. Department chairs put in office requests for new faculty positions. All requests will be retained for the duration of the office request cycle, and will be considered in each round of requests according to the criteria specified below.

4. The Senate President develops a proposed list of office assignments based on the following criteria:

a) No faculty member already in an office will be arbitrarily moved from it. (A faculty member going on district approved leave does not lose their office). The only exception to this criterion is in the case of a Category 2 office (see item 4c below).

b) **Category 1:** General-purpose offices. If two or more faculty members request the same vacant general purpose office space, the most senior member's request will be honored. (Note: "Seniority" in this document means seniority for full-time faculty as defined by the district.)

c) **Category 2:** Offices designed for a specific discipline and/or function. This category includes offices which are designed with line of sight to a classroom or lab, or are immediately adjacent to a lab, performance space, or other specialized facility. These offices are designated for faculty members in the specific program for which the office was designed. If such an office

becomes vacant, the request of the most senior member in the program will be honored. If no one from the program requests the office and it is requested by a member or members outside the program, the most senior member's request will be honored. However, if at a later time there is a request from a faculty member within the program to occupy the space (and there is no other available space in the office), the faculty member currently occupying the office will be informed by the Academic Senate President and must request a new office assignment. -If there is not a currently vacant Category 2 office and more than one Category 2 offices are occupied by non-Department members, the Department will adhere to a procedure that asks a non-Department member to vacate based first on length of time in the office spaces and, should there be a tie, second on seniority. This provision does not apply to faculty who were assigned such offices prior to January 1, 2005, who will not be moved from the office without their consent.

This

~~provision does not apply to faculty who were assigned such offices prior to January 1, 2005; they have "squatter's rights" and will not be moved from the office without their consent.~~

5. **(by April 30)** The Senate President publishes the working list to the Senate and initiates a second round of requests. Only offices which were not available during the first round of requests can be requested during the second round. If the second round of requests results in additional office vacancies, the Senate President will publish the vacancies and initiate additional rounds of requests as she or he deems appropriate to ensure the process is as transparent as possible. Each additional round of requests will be open for a minimum of 72 hours. Offices being vacated need to be done so no later than June 30.

6. **(by 2nd Senate meeting in May)** Final list is presented to Senate for approval.

7. **(by June 30)** All faculty who have been approved to vacate their offices should do so before June 30th.

Approved by Senate on 4/8/2005

Revisions Approved by Senate on 5/22/09



Submitted to AS for approval April 5, 2024

ACADEMIC SENATE

Fall 2024 and Spring 2025 – FTE/LHE Reassigned Time for AS Leadership Responsibilities

Academic Senate Leadership

AS President: curry mitchell – 0.9 FTE (13.5 LHE)

AS Vice President: Sean Davis – 0.4 FTE (6 LHE)

AS Coordinating Officer: Jim Julius – 0.2 FTE (3 LHE)

Academic Senate Subcommittee Faculty Chairs

Academic Affairs (AAC): Stacey Hull – 0.3 FTE (4.5 LHE)

Courses & Programs (C&P) Co-chair (split): Theresa Bolanos & Scott Fallstrom – 0.7 FTE (10.5 LHE)

Diversity, Equity, and Cultural Competency (DEqCC): Xuchi Eggleton – 0.3 FTE (4.5 LHE)

Professional Development Program (PDP) Coordinator (split):
Aaron Roberts – 99 hours summer stipend; F23/S24 – 0.4 FTE (6 LHE)

Faculty Chairs / Governance

Budget & Planning (BPC): Maria Figueroa – 0.2 FTE (3 LHE)

Institutional Program Review (IPRC) Co-chair (split):

Kaitlin Fisher – 0.2 FTE (3 LHE)

Polo Mariscal – 0.2 FTE (3 LHE)

Outcomes & Assessments (OAC) Co-chair and Faculty Leads:

Janelle West, Co-chair – 0.3 FTE (4.5 LHE)

Joanne Benschop, SLO Coordinator – 0.2 FTE (3 LHE)

John Thomford, Core Competency Coordinator – 0.2 FTE (3 LHE)

References: District/Faculty Assembly Agreement July 1, 2022 – June 30, 2025, Article B, section 1.0; and AS Rules Sections C.5, C.34 and S.5.

The programs and curricula of the district shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the superintendent/president shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include the following:

- A. Appropriate involvement of the faculty, Courses and Programs Committee (CPC), and Academic Senate in all processes
- B. Regular review and justification of programs and course descriptions
- C. Opportunities for training for persons involved in aspects of curriculum development
- D. Consideration of job market and other related information for career education programs

All new programs and any recommendations for discontinuance of programs shall be submitted to the board of trustees for approval.

All new programs shall be submitted to the state California Community Colleges Chancellor's Office for approval as required.

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

Consistent with federal regulations applicable to federal financial-aid eligibility, the district shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program. At MiraCosta College, 54 total student learning hours is equivalent to 1 unit of credit, and the minimum unit increment is 0.5.

~~Title 5 provides specific hour-to-unit ratios for Cooperative Work Experience. The ratios are 75 hours of paid work experience for 1 unit of credit and 60 hours of non-paid work experience for 1 unit of credit.~~ **Work experience education courses shall adhere to the formula for credit hour calculations identified in Title 5 section 55253.**

The Code of Federal Regulations defines clock hour programs (34 CFR 668). Clock hour programs are required to use the formula for calculating units of credit that is contained within the code.

The superintendent/president will establish procedures that prescribe the definition of “credit hour” consistent with applicable Title 5 and federal regulations as they apply to community college districts.

The superintendent/president shall establish procedures to assure that curriculum at the district complies with the definition of “credit hour” or “clock hour,” where applicable.

The superintendent/president shall also establish a procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

See Administrative Procedures 4020, 4021, and 4022.

MiraCosta Community College District

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Adoption History: 1/19/10, 6/19/12, 11/15/18
Periodic Review: 4/14/15, 6/23/22
Reference Update: 5/14
References: Education Code §§70901(b), 70902(b), 78016
Title 5, §§51000, 51022, 55002, 55100, 55130, 55150, 55256.5
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8
Accrediting Commission for Community and Junior Colleges
Accreditation Standards ~~II.A~~, ~~II.A.9~~ **2.1, 2.2**,
CCLC Update: #25, 11/14; #28, 4/16; #31, 10/17
Steering: CPC / AS

MiraCosta College faculty, as empowered by Assembly Bill 1725, have primacy in the area of curriculum development and as such are responsible for managing and updating their curriculum in accordance with standards set forth by the California Code of Regulations (title 5), the California Community Colleges Chancellor's Office, and the Accrediting Commission for Community and Junior Colleges (ACCJC).

The Courses and Programs Committee (CPC), a subcommittee of the Academic Senate, makes recommendations pertaining to the programs and courses offered by the college primarily to the Academic Senate. The CPC acts by means of careful study and open discussion to assure the college's curriculum has consistent quality, rigor, and compliance with state regulations and standards as well as with district policies and procedures.

The district shall develop and offer programs and curricula **in ethnic studies** as well as programs and curricula designed to promote cultural awareness and innovative approaches to ensure that historically marginalized students see themselves reflected in curriculum. Programs and curricula shall meet the needs of disproportionately impacted students by increasing their sense of belonging and their ability to complete a degree, credential, or certificate.

The Courses and Programs Committee Handbook describes the roles and responsibilities of the CPC as well as the procedures for program and curriculum development at MiraCosta College. The handbook is reviewed annually and updated as needed by the CPC.

The MiraCosta Community College District provides annual certification to the California Community Colleges Chancellor's Office pertaining to the approval of credit courses and credit programs as required under title 5 sections 55100 and 55130.

Credit Hour

One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work, which may include **hours** inside ~~and~~ **or** outside of class. ~~hours.~~

A course requiring 96 hours or more total student work shall provide at least two units of credit. ~~Cooperative work experience courses shall adhere to the formula for credit hour calculations identified in title 5 section 55256.5.~~ **Work experience education courses shall adhere to the formula for credit hour calculations identified in Title 5 section 55253. Direct assessment competency-based education modules shall adhere to the formula for credit hour calculations identified in Title 5 section 55270.12.** Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

(See Administrative Procedure 4103: Experiential Education for Cooperative-work experience education credit hour calculations.)

A. Credit Hour Calculations

Federal and state regulations for credit hour calculations are based on the total time a student spends on learning, including outside-of-class hours. The college shall use the following formula to determine the units of credit for a course:

$$\text{(total contact hours + outside-of-class hours)/hours-per-unit divisor} = \text{units of credit}$$

- Total contact hours: The total time per term that a student is under the direct supervision of an instructor or other qualified employee as defined in title 5 sections 58050, 58051, and 58161. This number is the sum of all contact hours for the course in all calculations categories, including lecture, laboratory, discussion, etc. Contact hours for courses may include hours assigned to more than one instructional category (e.g., lecture and lab, lecture and clinical).
- Outside-of-class hours: Hours students are expected to engage in coursework outside of the classroom.
- Hours-per-unit divisor: The term-length multiplier for MiraCosta College, as assigned by the Chancellor's Office, is 17. Full-length fall and spring semester classes, short- and extended-term classes, and positive attendance classes use an hours-per-unit divisor ranging from 48 to 54.

To ensure compliance with state and federal regulations related to credit hour calculations, the course outline of record for each course shall record the total number of hours in each instructional category specified in governing board policy, the total number of expected outside-of-class hours, and the total student learning hours used to calculate the award of credit.

B. Expected Ratios of In-Class to Outside-of-Class Hours

As a matter of standard practice in higher education, lecture and related course formats require two hours of student work outside-of-class for every hour in-class. All other academic work must provide an equivalent total number of student learning hours as typically required for lecture, with the ratio of in-class to outside-of-class work prorated for the instructional category. However, in the natural sciences and other disciplines, it is standard practice in higher education to base the number of units awarded for laboratory solely on contact hours, even though there may be some expectation of student work or preparation outside-of-class. These ratios are expressed as follows:

Instructional Category	In-Class Hours	Outside-of-Class Hours
Lecture (lecture, discussion, seminar, related work)	1	2
Laboratory (traditional lab, natural science lab, clinical, and similar)	3	0

C. Standards for Incremental Award of Credit

The minimum unit increment is 0.5 units. As a result, the minimum number of units for a course is a multiple of 0.5 units.

The total student learning hours required to reach a unit value are treated as a threshold. When increments are utilized, the college cannot award credits unless the total student learning hours have reached the minimum threshold for that number of units. MiraCosta College uses the following minimum and maximum hour thresholds for award of credit:

Units	Min–Max Hour Threshold
0.5	24–27
1	48–54
1.5	72–81
2	96–108
2.5	120–135
3	144–162
3.5	168–189
4	192–216
5	240–270

D. Federal Financial Aid Eligibility

For purposes of federal financial aid eligibility, a “credit hour” shall be not less than the following:

- A. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit or the equivalent amount of work over a different amount of time; or
- B. At least an equivalent amount of work as required in the paragraph above for other academic activities as established by the college, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

MiraCosta Community College District

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Effective Date: 1/19/10, 5/14/12, 9/9/14, 4/8/16, 11/21/19, 6/8/23

Periodic Review: 4/14/15, 5/19/22

Reference Update: 11/14

References: Title 5 §§51021, 55000 et seq., 55100 et seq.
34 Code of Federal Regulations Part 600.2
ACCJC Accreditation Standard ~~H.A~~ **2.1, 2.2**
U.S. Department of Education regulation on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended

CCLC Update: #25, 11/14; #31, 10/17, **#43, 10/23**

Steering: CPC/AS

MiraCosta Community College District baccalaureate degree program is consistent with the college mission, vision, and core values.

The awarding of a baccalaureate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through **The baccalaureate program provides a framework within which students complete** patterns of learning experiences designed to develop progressively higher-level capabilities and insights to support their academic and career goals. Among these capabilities and insights are skills and competencies that comprise a general education curriculum.

- A. Lower-division general education courses introduce students to the variety of means through which people comprehend the modern world by providing opportunities for students to engage with the arts and humanities, sciences, mathematics, and social sciences. It ensures students who receive their degrees have mastered principles, concepts, and methodologies both unique to and shared by the various disciplines.
- B. Upper-division general education courses integrate biotechnology concepts within at least two disciplines outside the major. These courses are intended only for students enrolled in the baccalaureate program.

Students in the MiraCosta College baccalaureate program must complete 37-to-41 semester units of lower-division and 9 semester units of upper-division general education coursework in accordance with Board Policy 4100B: Graduation Requirements for the Baccalaureate Degree.

Students graduating with a baccalaureate degree shall also possess sufficient depth in the field of applied biomanufacturing to contribute to entry-level career positions within the region. This depth is provided through the completion of 24 lower-division and 34 upper-division semester units in the major in accordance with Board Policy 4100B: Graduation Requirements for the Baccalaureate Degree. Upper-division courses in the major require lower-division knowledge and apply that knowledge as demonstrated measures of critical thinking through writing, oral communication, or computation.

~~In addition to these accomplishments, the student shall possess sufficient depth in the field of biomanufacturing to contribute to entry-level career preparation and lifetime interest.~~

~~The MiraCosta Community College District General Education Program promotes skill development and knowledge acquisition through the study of ideas, the analysis of data, and the interpretation of issues and events. Students completing the MiraCosta Community College District General Education Program are systematic, critical, creative thinkers and clear communicators who are intellectually curious, culturally and scientifically literate, civic-minded, and aesthetically appreciative. These students are able to demonstrate the following:~~

- ~~A. — A broad understanding of mathematics, science, social science, humanities, and the arts.~~
- ~~B. — Effective communication in oral and written form.~~
- ~~C. — A multicultural, global perspective.~~
- ~~D. — Critical thinking skills that apply analytical and creative approaches to problem solving.~~
- ~~E. — The ability to adapt to new environments and technologies.~~
- ~~F. — Social awareness and responsibility as a participating member of society.~~

~~In modifying its general education program, the MiraCosta Community College District will continue to seek coherence and integration among the separate requirements, and to establish a general education program that actively involves students in examining values inherent in proposed solutions to major social problems.~~

The superintendent/president shall establish procedures to assure that courses used to meet upper-division general education and baccalaureate degree requirements meet the standards in this policy. These procedures shall provide for appropriate Academic Senate involvement.

MiraCosta Community College District

Adoption History: 6/22/16
 Periodic Review: 6/22/23
 References: Title 5, §§55009, 55060
 ACCJC Standard 2.1, 2.3
 CCLC Update: --
 Steering: C&P CPC / AS

MiraCosta Community College District programs are consistent with the college mission, vision, and core values.

Baccalaureate Degree

The baccalaureate degree at MiraCosta College is awarded to students who have successfully demonstrated they have developed intellectual skills, information technology facility, affective and creative capabilities, social attitudes, and an appreciation for cultural diversity. In addition to these accomplishments, Students graduating with a baccalaureate degree from MiraCosta College shall possess sufficient depth in the major field of applied biomanufacturing to contribute to preparation for entry-level career positions within the region and beyond. This depth will be provided with a minimum of twenty-four (24) semester lower-division-major units and a minimum of thirty-four (34) semester upper-division-major units through the completion of at least 24 lower-division and 34 upper-division semester units in the major. The college catalog will clearly differentiate upper-division and lower-division coursework.

Upper-division courses will be open only to these students enrolled in the baccalaureate degree program.

- A. Upper-division courses will require lower-division knowledge and apply that knowledge as demonstrated measures of critical thinking through writing, oral communication, or computation.
- B. Upper-division courses will typically have prerequisites that have been established using content review of the entry skills necessary to be successful as outlined in the California Code of Regulations.
- C. Upper-division courses may encompass research elements, workforce training, apprenticeships, internships, practicum, or capstone projects.

The Courses and Programs Committee (CPC) determines which courses can be used to implement the district's goals for the baccalaureate degree. The course approval process is detailed in the Courses and Programs Committee Handbook.

Lower-Division General Education

General education at MiraCosta College introduces the content and methodology of major areas of knowledge. Its purpose is to encourage students to select a broad spectrum of classes. The MiraCosta College general education program for the baccalaureate degree is comprised of thirty-seven (37) to forty-one (41) units of lower-division general education courses and nine (9) units of upper-division general education courses. Students completing this program are able to demonstrate the following:

- A. ~~A broad understanding of mathematics, science, social science, humanities, and the arts.~~
- B. ~~Effective communication in oral and written form.~~
- C. ~~A multicultural global perspective.~~
- D. ~~Critical-thinking skills that apply analytical and creative approaches to problem solving.~~
- E. ~~The ability to adapt to new environments and technologies.~~
- F. ~~Social awareness and responsibility as a participating member of society.~~

Lower-Division General Education

Students in the baccalaureate program must complete 37-to-41 semester units of lower-division general education as part of the lower-division course requirements for the baccalaureate degree. Students may satisfy the lower-division general education this requirement by completing one of the following:

- A. The California State University General Education (CSU-GE) Breadth pattern (Plan B)
- B. The Intersegmental General Education Transfer Curriculum (IGETC) pattern (Plan C).
- C. A bachelor's degree from an institution accredited by a nationally recognized accrediting agency.

Students enrolled in the baccalaureate program who have not completed the CSU-GE or IGETC pattern must complete any remaining CSU-GE or IGETC Areas.

Placement of courses on CSU-GE and IGETC is governed by the California State University (CSU) and University of California (UC) and will be in accordance with CSU and UC transfer submission and acceptance policies.

MiraCosta College courses approved for the CSU-GE and IGETC patterns meet the standards set forth in Board Policy 4025B, and meet the following universal criteria: rigor, scope, autonomy, breadth, critical thinking, communication, and rationality.

Consistent with Board policy 4025, the CSU-GE and IGETC lower-division general education requirements are designed to provide the knowledge, skills, experiences, and perspectives that will enable students to expand their capacities to take part in a wide range of human interests and activities; to confront personal, cultural, moral, and social problems that are an inevitable part of human life; and to cultivate both the requisite skills and enthusiasm for lifelong learning.

Lower-division general education courses for the baccalaureate degree will fulfill the following criteria related specifically to the designated CSU-GE or IGETC Area:

- A. CSU-GE Area A, English Language Communication & Critical Thinking; IGETC Area 1, English Composition

Courses emphasize development of students' communication and reasoning skills. These areas require coursework in communication in the English language, to include both oral and written communication. Critical-thinking courses will develop the students' abilities to analyze, criticize, and advocate ideas; to reason inductively and deductively; and to reach well-supported factual or judgmental conclusions.

- B. CSU-GE Area B1-3, Scientific Inquiry & Quantitative Reasoning; IGETC Area 5, Physical & Biological Sciences

Courses will develop the student's knowledge of scientific theories, concepts, and data about both living and nonliving systems. Students will achieve an understanding and appreciation of scientific principles and the scientific method, as well as the potential limits of scientific endeavors and the value systems associated with human inquiry.

- C. CSU-GE Area B4 and IGETC Area 2, Mathematical Concepts & Quantitative Reasoning

Courses will be designed so that students will not just practice computational skills, but will be able to explain and apply basic mathematical concepts and will be able to solve problems through quantitative reasoning.

- D. CSU-GE Area C and IGETC Area 3: Arts & Humanities

Courses will cultivate and refine students' affective, cognitive, and physical faculties through studying great works of the human imagination. Courses will encourage students to analyze and appreciate works of philosophical, historical, literary, aesthetic, and cultural importance from Western and non-Western perspectives. Activities may include participation in aesthetic, creative experiences. Courses that primarily focus on skill development will be excluded.

- E. CSU-GE Area D and IGETC Area 4: Social & Behavioral Sciences

Courses provide students with the understanding that human social, political, and economic institutions and behavior are inextricably interwoven. Courses will ensure that students have the opportunity to develop understanding of the perspectives and methods of the social and behavioral sciences. Courses will help students gain an understanding and appreciation of the contributions and perspectives of men, women, and of ethnic and other minorities and a comparative perspective on both Western and non-Western societies.

- F. CSU-GE Area E: Lifelong Learning and Self-Development (CSU Only)

Courses in this area are designed to equip students for lifelong understanding and development of themselves as integrated physiological, social, and psychological beings. Courses will draw on findings from the biological, behavioral, and social sciences to study humans from psychological, sociological, and physiological perspectives.

G. CSU-GE Area F **and IGETC Area 7: Ethnic Studies (CSU Only)**

Courses shall have the following course prefixes: African American, Asian American, Latina/o American, or Native American Studies. Similar course prefixes (e.g., Pan-African Studies, American Indian Studies, Chicana/o Studies, Ethnic Studies) shall also meet this requirement. Courses that are approved to meet this requirement shall meet at least three of the five ethnic studies competencies. These competencies can be found on the CSU General Education Breadth Requirements website.

~~Placement of courses on CSU-GE and IGETC is governed by the California State University (CSU) and University of California (UC) and will be in accordance with CSU and UC transfer submission and acceptance policies.~~

Successful completion of the CSU-GE or IGETC general education patterns will be in accordance with CSU-GE or IGETC certification guidelines that include the following:

1. Each course completed in CSU-GE Area A and B4 must be completed with a "C–" or a "P" or better.
2. Each course completed on IGETC must be completed with a "C" or a "P" or better.
3. Courses listed in two different areas may be used to satisfy a requirement in one area but not both areas.
4. All areas of the CSU-GE or IGETC pattern must be fully completed.
5. Students may request CSU-GE or IGETC certification, but certification is not necessary to fulfill the lower-division general education component of the baccalaureate degree.

Coursework from other ~~U.S. regionally~~ **institutions accredited by a nationally recognized accrediting agency** ~~accredited institutions~~ will be approved to meet CSU-GE (Plan B) or IGETC (Plan C) requirements according to the following CSU-GE and IGETC certification guidelines:

- A. A CSU-GE or IGETC-approved course in the same area at another California community college.
- B. A course comparable to an approved MiraCosta College course on CSU-GE (Plan B) or IGETC (Plan C) or a course on another California community college CSU-GE or IGETC pattern.
- C. A lower-division course that meets the CSU-GE or IGETC area criteria.
- D. An upper-division course that is determined comparable by faculty to a lower-division CSU-GE or IGETC-approved course.
- ~~E. Completion of the CSU-GE or IGETC general education pattern will satisfy the MiraCosta College associate degree competency requirements.~~

- F. Prior completion of the CSU-GE or IGETC general education pattern for a bachelor's degree at any CSU or UC.

A single course may be used to complete both a general education requirement and a lower-division major requirement.

Upper-Division General Education

Students in the baccalaureate program must complete nine semester units of upper-division general education as part of the upper-division course requirements for the baccalaureate degree. Upper-division general education courses will enhance the foundational knowledge gained by students through the completion of the lower-division general education program. The further development of writing, leadership, and/or computational skills will supplement the major specific skill set that biotechnology employers seek in their employees.

- A. Students will be provided with an upper-division general education curriculum designed to be:
 - 1. An integrative learning experience that makes connections among the disciplines.
 - 2. Intentional, engaging, and meaningful.
 - 3. Contextualized to the major and global workplace.
- B. Courses will be offered in at least two disciplines outside of the biomanufacturing major.
- C. At least one course will have an emphasis in written or oral communication or on further development of computation skills and analysis.
- D. Courses will be open only to those students enrolled in the baccalaureate degree program.
- E. Comparable upper-division courses from other institutions accredited by a nationally recognized accrediting agency U.S. regionally accredited institutions may be used to satisfy upper-division general education requirements.

The CPC determines which courses can be used for upper-division general education to implement the district's goals for the baccalaureate degree. The course approval process is detailed in the Courses and Programs Committee Handbook.

The **MiraCosta Community College District** ~~grants~~ **confers** the Bachelor of Science in Biomanufacturing to ~~those~~ students who have completed **a minimum of** 120 degree-applicable **lower- and upper-division** semester units and meet the following grade-point requirements:

- A. No grade less than a “C” or “P” in all required lower-division coursework in the major.
- B. **A minimum cumulative** ~~an overall 2.0~~ **grade point average of 2.0** ~~An overall:~~
 - 1. In all upper-division coursework.
 - 2. In all degree-applicable coursework completed at MiraCosta College.
 - 3. In all degree-applicable coursework completed at any college or university.

Students must also complete general education, **and** residency, ~~and competency~~ requirements set forth in Title 5 regulations.

Courses from other ~~U.S. regionally~~ **institutions** accredited ~~colleges or universities~~ **by a nationally recognized accrediting agency** will be evaluated for satisfying baccalaureate degree requirements based on course description, comparable or equivalent content, and appropriate prerequisites. Students may be required to provide a course outline and/or a syllabus to determine course comparability and a transcript to verify prerequisite completion.

International courses will be evaluated for satisfying baccalaureate degree requirements only when course descriptions are submitted in English, along with a transcript evaluated by an approved foreign transcript evaluation service. Course descriptions may also be required for prerequisite review.

The superintendent/president shall establish procedures to determine degree and requirements that include appropriate involvement of the Courses and Programs Committee. The procedures shall assure that graduation requirements are published in the district’s catalog and are included in other resources that are convenient for students.

See Administrative Procedure 4100B.

Requirements for Graduation

MiraCosta College shall offer the baccalaureate in science degree. To obtain a baccalaureate degree, students must **accomplish the following**:

- A. Complete a combination of lower-division and upper-division coursework totaling a minimum of 120 semester or ~~180 quarter~~ units to include the following:
 1. A minimum of twenty-four (24) **semester** units of lower-division major courses
 - a. Lower-division courses acceptable **for counting** toward the baccalaureate degree are designated as CSU or UC transferable or determined to be at the baccalaureate level.
 - b. Lower-division courses from other ~~U.S. regionally~~ **institutions** accredited ~~institutions~~ **by a nationally recognized accrediting agency** will be evaluated by faculty to determine baccalaureate credit based on course description, comparable content, appropriate prerequisites, or C-ID number.
 - ~~e. All lower-division requirements must be met before the baccalaureate degree is granted.~~
 - c. International courses will be evaluated for **counting toward** baccalaureate major requirements only when course descriptions are submitted in English, along with a transcript evaluated by an approved foreign transcript service.
 2. Thirty-four (34) **semester** units of upper-division-major courses
 - a. MiraCosta College courses designated as upper-division are applicable only to the baccalaureate degree and may not be used to satisfy associate degree requirements.
 - b. Upper-division courses from other ~~U.S. regionally~~ **institutions** accredited ~~institutions~~ **by a nationally recognized accrediting agency** will be evaluated for appropriate major, general education, or elective baccalaureate degree credit.
 - c. When a previously completed lower-division course from another ~~U.S. regionally~~ **institution** accredited ~~institution~~ **by a nationally recognized accrediting agency** is determined by faculty to be equivalent to an upper-division baccalaureate requirement, the student will be granted “subject” credit for that requirement, but **they** will still be required to complete an additional upper-division course to meet the total upper-division unit requirement.

3. ~~Completion of the California State University (CSU) GE Breadth (Plan B) or the University of California (UC) intersegmental general education transfer curriculum IGETC (Plan C)~~ **Lower-division general education coursework patterns (37-41 semester units). Students may satisfy this requirement through one of the following:**
 - a. **Completion of the California State University General Education (CSU-GE) Breadth pattern (Plan B).**
 - b. **Completion of the Intersegmental General Education Transfer Curriculum (IGETC) pattern (Plan C).**
 - c. **Completion of a bachelor's degree from an institution accredited by a nationally recognized accrediting agency.**

~~Previously completed~~ **Lower-division general education courses completed at other institutions accredited by a nationally recognized accrediting agency will be evaluated for counting toward the lower-division general education requirement** according to CSU-GE or IGETC certification guidelines.

Students enrolled in the **MiraCosta College** baccalaureate program who have not completed the **lower-division general education requirement** ~~the CSU-GE or IGETC pattern~~ must complete any remaining CSU-GE or IGETC Areas.

4. Nine (9) **semester** units of upper-division general education courses.
 5. ~~Satisfy competency in reading, writing, and mathematics through the completion of the CSU-GE or IGETC general education patterns.~~
- B.** Complete a minimum of twelve (12) **semester** units in residence **within the MiraCosta Community College District.**
- C.** Maintain **a minimum cumulative** ~~an overall 2.0~~ grade point average of 2.0 (**GPA**); courses completed with a "P" may be used toward meeting baccalaureate degree requirements. Courses completed with a C- from ~~U.S. regionally~~ **other institutions accredited colleges institutions by a nationally recognized accrediting agency** may be used to complete this requirement.

MiraCosta College shall offer an adult high school diploma, a noncredit certificate of competency, and a noncredit certificate of completion. Noncredit educational programs leading to a certificate shall be approved by the college curriculum committee and the district board of trustees. Program and graduation requirements shall be published in the college catalog and in other resources that are convenient for students.

The high school diploma may be awarded to students who have completed 160 credits, with at least 20 credits in residence, or 6 college credit units at MiraCosta College, and who have demonstrated competence in reading, writing, and mathematics at a level generally accepted as appropriate for awarding a high school diploma. Students must also complete all content area standards and other adult high school diploma requirements set forth in California Code of Regulations, title 5, section 55154.

Noncredit certificate-of-competency programs shall be designed to articulate with degree-applicable coursework, completion of an associate degree, or transfer to a baccalaureate institution. Students may be awarded a noncredit certificate of competency upon successful completion of at least two noncredit courses in a prescribed pathway that has been approved by the Chancellor's Office. The awarding of a noncredit certificate of competency confirms that a student enrolled in a noncredit educational program of noncredit courses has demonstrated achievement of a set of competencies that prepares the student to progress in an academic career path of degree-applicable credit courses.

Noncredit certificate of completion programs shall be designed to lead to improved employability or job opportunities. Students may be awarded a noncredit certificate of completion upon successful completion of at least two noncredit courses in a prescribed pathway that has been approved by the Chancellor's Office. The awarding of a certificate of completion confirms that a student has completed a noncredit educational program of noncredit courses that prepares the student for improved employability or job opportunities.

The superintendent/president shall establish procedures to determine noncredit educational program requirements that include appropriate involvement of the college curriculum committee.

See Administrative Procedure 4100C.

Adult High School Diploma Requirements

The high school diploma may be awarded to students who have completed 160 credits with at least 20 credits in residence, or 6 college credit units at MiraCosta College and who have demonstrated competence in reading, writing, and mathematics at a level generally accepted as appropriate for award of a high school diploma.

The required 160 credits of high school level coursework must include the indicated minimum number of high school credits in each of the following areas:

- A. English (30 credits)
- B. Natural sciences, including biological and physical sciences (20 credits)
- C. Mathematics (~~30~~-20 credits)
- D. Social and behavioral sciences (30 credits)
- E. Humanities (10 credits)
- E-F. Electives (50 credits)

Competence in reading, writing, and mathematics must be demonstrated as follows:

- ~~i. English (reading and writing) competency must be demonstrated by completing HSENG 16 and HSENG 25 or the equivalent with a "C" or better.~~
- ~~ii. Math competency must be demonstrated by completing HSMTH 21, HSMTH 30, or the equivalent with a "C" or better.~~
 - i. English:
 - 1. The California Code of Regulations, title 5, section 55154 requires students to demonstrate proficiency in reading and writing through the completion of coursework at a level generally accepted as appropriate for award of a high school diploma.
 - 2. Students may demonstrate reading and writing proficiency through the successful completion of a local English course(s); an equivalent graduation-level English course from another high school; or a college-level English course.
 - ii. Math:
 - 1. The California Code of Regulations, title 5, section 55154 requires students to demonstrate proficiency in the operations of mathematics as well as its practical applications through the completion of coursework at a level generally accepted as appropriate for award of a high school diploma.
 - 2. Students may demonstrate mathematics proficiency through the successful completion of local math course(s); an equivalent graduation-level math course from another high school; or a college-level math course.

Effective Date: 10/4/18 (NEW)

Periodic Review: 5/19/22

References: 5 CCR §55150 et seq.

CCLC Update: N/A

Steering: CPC / AS

Noncredit Certificate Requirements

- A. Noncredit certificate of competency: To obtain a noncredit certificate of competency, students must complete at least two noncredit courses in a prescribed pathway with a “D,” “P,” or better in each course. The awarding of a noncredit certificate of competency recognizes achievement of a set of competencies that prepares the student to progress in an academic career path of degree-applicable credit courses.
- B. Noncredit certificate of completion: To obtain a noncredit certificate of completion, students must complete at least two noncredit courses in a prescribed pathway with a “D,” “P,” or better in each course. The awarding of a noncredit certificate of completion recognizes completion of a noncredit educational program that prepares the student for improved employability or job opportunities.

Effective Date: 10/4/18

Periodic Review: 5/19/22

References: 5 CCR §55150 et seq.

CCLC Update: N/A

Steering: CPC / AS

Effective Date: 10/4/18

Periodic Review: 5/19/22

References: 5 CCR §55150 et seq.

CCLC Update: N/A

Steering: CPC / AS

MiraCosta College Academic Senate Rules

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PREAMBLE, Academic Senate Rules

The purpose of the Academic Senate Rules is to codify rules and procedures that are not of sufficient importance to be included in the Academic Senate Bylaws. The Rules, which are easier to amend than the Bylaws, cannot stand if they contradict the Bylaws. The Rules take precedence over Robert's Rules of Order, Revised.

A. Meetings, Quorum, and Voting of the Academic Senate (Article 6, Bylaws)

1. A 72-hour notice and agenda shall be posted and sent to all faculty members, full-time and associate, prior to a regular Academic Senate meeting. A 24-hour notice and agenda shall be posted and sent to all faculty members, full-time and associate, prior to a special Academic Senate meeting. Agendas shall be posted in accordance with the Meeting Guidelines established by the Academic Senate, and in accordance with applicable laws and regulations.

2. Meetings may be held at multiple locations via teleconference, in accordance with the Meeting Guidelines, and in accordance with applicable laws and regulations.
3. A majority of the members must be present at a meeting before a vote can be taken at the meeting.

B. Associate Faculty Academic Senate Member Voting (Article 6, Bylaws)

1. Individual associate faculty members of the Academic Senate shall have a voting strength equal to that of individual full-time faculty members of the Academic Senate. Voting privileges of associate faculty members of the Academic Senate are subject to the restrictions put forth in the Academic Senate Bylaws.

C. Duties of the Academic Senate President (Article 5, Sec II, Bylaws)

The President shall, subject to the restrictions put forth in the Preamble, Senate Bylaws:

1. Preside over Academic Senate meetings.
2. Facilitate communication among the faculty, administration, classified professionals, students and governing board.
3. Jointly develop, with representatives of the governing board, recommendations relating to academic and professional matters, and present those recommendations to the administration and governing board.
4. Assure adequate resources, including the Academic Senate auxiliary fund, for the Senate and manage them in consultation with other AS officers and AS administrative assistant. Serve as an authorized signatory on all accounts. Provide report to the Academic Senate on the Academic Senate fund when proposing new spending initiatives.
5. Appoint full-time and associate faculty members of districtwide committees, taskforces, and workgroups, and full-time and associate faculty members of subcommittees of the Academic Senate by conferring with committee/subcommittee chairs and Academic Senate Officers (e. g., Vice-President, President Elect, Coordinating Officer) to inform the committee appointment process and ensure appropriate committee composition.
6. Serve as the official spokesperson and advocate for the Academic Senate and the faculty in academic and professional concerns.
7. Engage in ongoing discussions with faculty on the issues of the day and facilitate development and airing of faculty perspectives.
8. Attempt to resolve concerns of individual faculty members.
9. Meet with new full-time faculty members in the fall and in the spring, if applicable, for the first year to discuss any problems and to further familiarize them with collegial governance.
10. Register Academic Senate endorsement of certain important documents sent to relevant authorities (e.g., 50% Law, Student Equity and Achievement Program, accreditation self-studies and reports).
11. Identify and address regulatory issues (e.g., Education Code, Title 5) as they relate to academic and professional matters, and organizes a faculty response in a collegial and timely manner.
12. Initiate identification and pursuit of important institutional issues.
13. Participate in the joint development of institutional policy (e.g., minimum qualifications and equivalencies, faculty hiring procedures, tenure review and faculty service areas, faculty evaluation procedures).
14. Participate in the search and selection of candidates to fill the positions of Superintendent/President and Vice Presidents.
15. Convene, develop agendas for, and conduct meetings of the Academic Senate.
16. Attend and participate in meetings and retreats of the MiraCosta Community College District Board of Trustees.
17. Provide leadership to Academic Senate subcommittees to ensure productive and efficient completion of tasks.
18. **The Academic Senate President shall write and publish an annual report of the Academic Senate work and accomplishments in the spring of each year, which shall include all subcommittee reports (see S.7).**

19. Designate Academic Senate Members as official liaisons of the Academic Senate to groups or committees (e.g., department chair liaison, subcommittee chair liaison, Classified Staff Committee liaison, Associated Student Government liaison.).
20. Meet with the Superintendent/President, the Vice Presidents, and with other administrative staff as needed.
21. Sit as a member of College Council, the Budget and Planning Committee, and the Administrators Committee.
22. Participate in the evaluation of administrative staff.
23. Allocate the secretarial support of the Academic Senate.
24. Ensure that minutes of Academic Senate meetings are published in a timely manner, and that they accurately reflect the actions taken at the meetings.
25. The Academic Senate President shall engage in Academic Senate correspondence.
26. Conduct orientations to explain the functions of the Academic Senate.
27. Assign faculty office space.
28. Assist in the orderly transfer of authority to the Academic Senate President Elect.
29. Attend, participate in, and serve as the MiraCosta College delegate for the fall and spring plenary sessions and Area D meetings of the Academic Senate for California Community Colleges (ASCCC).
30. Interact with the ASCCC and academic senates of other California Community Colleges.
31. Attend conferences and seminars of statewide organizations that relate to California community colleges (e.g., ASCCC Leadership Institute, Faculty Association of California Community Colleges (FACCC) Conference, Community College League of California (CCLC)).
32. Keep abreast, and inform all faculty, as appropriate, of communications and deliberations of organizations that impact on California community colleges (e.g., ASCCC, CCLC, Chancellor's Office, Board of Governors, California Community College Trustees, FACCC, legislative committees).
33. Recruit and appoint, as appropriate, faculty for statewide service through ASCCC committees and initiatives.
34. Allocate, in consultation with the Academic Senate, Academic Senate reassigned time that is not specifically allocated by position.

D. Duties of the Academic Senate President Elect (Article 5, Sec. III, Bylaws) The President Elect shall:

1. Act as President in the absence of that officer.
2. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.
3. Serve as a member of the College Council, and of the Budget and Planning Committee.
4. Serve as the Academic Senate's formal liaison to the Faculty Assembly Council and MiraCosta College Academic Associate Faculty CCA/CTA/NEA Executive Board.
5. Take the office of Academic Senate President after the term ends, or when the President resigns.

E. Duties of the Academic Senate Vice-President (Article 5, Sec. IV, Bylaws) The Vice President shall:

1. Act as President in the absence of that officer.
2. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.
3. Serve as a member of the College Council, and of the Budget and Planning Committee.
4. Serve as the Academic Senate's formal liaison to the Faculty Assembly Council and MiraCosta College Academic Associate Faculty CCA/CTA/NEA Executive Board.

F. Duties of the Academic Senate Coordinating Officer (Article 5, Sec. V, Bylaws) The Coordinating Officer shall:

1. Serve to coordinate and advance the annual goals of the Academic Senate.
2. Chair the faculty awards subcommittee.
3. Assist the Academic Senate President in maintaining faculty governance, Academic Senate subcommittee, and advisory committee rosters and terms of service.
4. Monitor student and associate faculty membership sought for Academic Senate committees and recruit as necessary.
5. Assist the Academic Senate President in communicating regularly with committee chairs to ensure a proper flow of issues and materials to the President and Senate.
6. Arrange the Academic Senate Subcommittee Chair Retreat and build agenda with President.
7. Communicate with all faculty several times per academic year in order to raise faculty awareness and engagement with the work of the Academic Senate and its subcommittees (e.g. Newsletter, short video, or an infographic.)
8. Collaborate with the President and Vice President/President Elect to identify and pursue important institutional issues related to academic and professional matters (10+1).

G. Duties of Academic Senate Members (Article 4, Bylaws) Each Academic Senate Member shall:

1. Attend Academic Senate meetings regularly.
2. Review thoroughly all Academic Senate materials sent to them before the meeting in which the materials will be discussed.
3. Read everything received if it is in regard to their job as a senator.
4. Ensure that in both open and closed sessions, only documented facts are raised and discussed. Personality conflicts, feelings, impressions, and hearsay about others are irrelevant, and shall not be raised or discussed during Academic Senate meetings.
5. Read and follow all Academic Senate-approved documents containing policies and procedures in which the Academic Senate has a role.
6. Help identify, prioritize, and accomplish the Academic Senate's annual goals.
7. Represent Academic Senate as liaisons to groups or committees as authorized (e.g., department chair liaison, Classified Staff Committee liaison, Associated Student Government liaison)

Each Academic Senate Member with a constituent group shall:

1. Keep constituents informed of Academic Senate issues and decisions.
2. Solicit input from constituents when the Academic Senate or President has instructed them to do so.
3. Accept input from constituents without regard to medium (e.g., voice mail, phone conversation, face-to-face discussion, email, letter), and act as a representative to constituents by relaying such input at Academic Senate meetings.
4. When requested, maintain the confidentiality of constituents providing input.
5. Inform a constituent immediately that an item will not be taken to the Academic Senate if a constituent's identity cannot be protected if confidentiality was requested, or if an item a constituent asks to be presented to the Academic Senate is inappropriate for Academic Senate review.

H. Nomination and Election of the Officers and Full-Time Faculty Members to the Academic Senate (Articles 4 and 7, Bylaws)

1. Full-time faculty members who have been granted tenure or will be granted tenure by the start of the following academic year by the MiraCosta College Board of Trustees are eligible to be officers or members of the Academic Senate.
2. Full-time faculty members who have been granted tenure or will be granted tenure by the start of the following academic year by the MiraCosta College Board of Trustees are not

eligible to run when there is a foreseeable disruption in service during the service term. Examples of foreseeable disruption in service include sabbaticals or un-banking of a full load during a semester.

3. By the beginning of the fourth week of classes of the spring semester, the Elections Subcommittee shall establish an election timeline consistent with the procedure described below.
4. By the beginning of the sixth week of classes of the spring semester, the Elections Subcommittee shall put out a call for nominations for the office of either President Elect or Vice President (in alternate years) to all full-time faculty members, and to all faculty members, both full-time and associate, for the office of Coordinating Officer. The nomination period lasts approximately two weeks (not including spring break should it be during the nomination period) while classes are in session. Only those faculty members nominated within the nominations period, and who meet the eligibility requirements (Article 4, Bylaws) shall be considered for the ballot.
5. The Elections Subcommittee shall verify the eligibility of each nominee and notify each eligible nominee via email. Any member of the Elections Subcommittee who accepts a nomination shall resign from the subcommittee, and be replaced by appointment by the Academic Senate President if necessary. Nominees will have at least one week from the close of nominations to accept the nomination, and to submit a candidate statement (and possibly other requested materials) via email to the designated person on the Elections Subcommittee. If at one week from the close of nominations there are no more bona fide candidates than the number of seats for a particular position on the Academic Senate to be filled, the candidate(s) shall be declared winner(s) by the Elections Subcommittee and no election for such position(s) shall be held. Any process noted here may be done through automated or electronic means.
6. If an election is to be held, within two working days after the deadline to submit candidate statements, the Elections Subcommittee shall make an Election Brochure available online via the Academic Senate website. It may also be distributed electronically or in print. The Elections Subcommittee shall notify all faculty members how and when to access the brochure.
7. Ballots shall be distributed within three working days after the election brochure is available. Once the ballots are distributed, faculty members shall have at least three working days (weekdays when classes are in session) in which to submit their votes and at least five working days from the date the brochure was made available. In the race for full-time faculty members of the Academic Senate, a single paper or electronic ballot shall list all candidates and voters shall be instructed to vote for candidates equaling the number of vacant seats on the Academic Senate. All ballots shall be returned either in person, via campus mail, or electronically to the chair of the Elections Subcommittee or designee according to the election timeline. Votes for candidates who are not listed on the official ballot shall not be counted or considered.
8. After the deadline for submission of ballots according to the timeline established by the Elections Subcommittee, the Elections Subcommittee shall count the ballots according to Bylaw Article 5, Sections III.B., IV.B and V.B. Ballot counting may be done through automated means using appropriate technology.
 - a) Full-time faculty Academic Senate member seats shall be filled by those candidates who win the highest number of votes in the initial election. In case of a tie for the last position, within a week, a runoff election shall be held.
 - b) As winning candidates are determined, the Elections Subcommittee shall notify all faculty members of the results for each position (President Elect, Vice President, Coordinating Officer, Academic Senate member).

9. Any candidate may request a recount of the votes. In the case of this request, each candidate in that race may be present during the recount and may inspect the Elections Subcommittee security for the paper or electronic ballots. In the case of a mistake in counting the votes or a breach of security, the Elections Subcommittee may amend the results of the election to declare the candidate who received the majority of the votes cast to be elected or may conduct a new paper or electronic ballot if a security breach compromised the results of the election.
10. Vacancies shall be filled in one of two ways:
 - a) Those vacancies that occur for Vice President, Coordinating Officer, or Academic Senate members while half or less of the term is unserved shall be filled by appointment by the Academic Senate President and confirmation of the Academic Senate.
 - b) Those vacancies that occur while more than half of the term is unserved, or a vacancy in the office of Academic Senate President Elect, shall be filled by special election using the same process as for the general election in points H.1-H.7 above, but with an adjusted timeline as determined by the Elections Subcommittee. Once the ballots are tabulated and the winner with the most votes declared, the winner shall take office immediately.

I. Nomination and Election of the Associate Faculty Members to the Academic Senate (Articles 4 and 7, Bylaws)

1. Any person currently employed as an associate faculty member who has served for at least five semesters in the last four years at MiraCosta College is eligible for election as an associate faculty member or Coordinating Officer of the Academic Senate. Summer is an intersession and does not count for the purpose of counting five semesters.
2. If an associate faculty member of the Academic Senate ceases employment in the district during the academic year, the Academic Senate seat is immediately forfeit.
3. The associate faculty members of the Academic Senate are elected to two-year terms by those associate faculty currently employed. The terms for associate faculty Academic Senate members shall begin on the first day of June following completion of the election and end two years later on May 31st.
4. Each associate faculty member shall have a full vote in electing associate faculty Academic Senate members. By the beginning of the sixth week of classes of the spring semester, the Elections Subcommittee shall put out a call for nominations to all associate faculty members. The nomination period lasts approximately two weeks while classes are in session. Only those faculty members nominated within the nominations period shall be considered for the ballot.
5. The Elections Subcommittee shall verify the eligibility of each nominee and notify each eligible nominee via email. Nominees will have at least one week from the close of nominations to accept the nomination, and to submit a candidate statement (and possibly other requested materials) via email to the designated person on the Elections Subcommittee. If at one week from the close of nominations there are no more bona fide candidates than the number of seats for a particular position on the Academic Senate to be filled, the candidate(s) shall be declared winner(s) by the Elections Subcommittee and no election for such position(s) shall be held. Any process noted here may be done through automated or electronic means.
6. If an election is to be held, within two working days after the deadline to submit candidate statements, the Elections Subcommittee shall make an Election Brochure available online via the Academic Senate website. It may also be distributed electronically or in print. The Elections Subcommittee shall notify associate faculty members how and when to access the brochure.

7. Ballots shall be distributed within three working days after the election brochure is available. Once the ballots are distributed, associate faculty members shall have at least three working days (weekdays when classes are in session) in which to submit their votes and at least five working days from the date the brochure was made available. In the race for positions on the Academic Senate, a single paper or electronic ballot shall list all candidates and voters shall be instructed to vote for candidates equaling the number of vacant associate faculty member seats on the Academic Senate. All ballots shall be returned either in person, via campus mail, or electronically to the chair of the Elections Subcommittee or designee according to the election timeline. Votes for candidates who are not listed on the official ballot shall not be counted or considered.
8. After the deadline for submission of ballots according to the timeline established by the Elections Subcommittee, the Elections Subcommittee shall count the ballots. Ballot counting may be done through automated means using appropriate technology.
 - a) Associate faculty Academic Senate member seats shall be filled by those candidates who win the highest number of votes in the initial election. In case of a tie for the last position, within a week, a runoff election shall be held.
 - b) As winning candidates are determined, the Elections Subcommittee shall notify all faculty members of the results for each position (President Elect, Vice President, Coordinating Officer, Academic Senate member).
9. Vacancies shall be filled in one of two ways:
 - a) Those vacancies that occur while half or less of the term is unserved shall be filled by appointment by the Academic Senate President and confirmation of the Academic Senate.
 - b) Those vacancies that occur while more than half of the term is unserved, shall be filled by special election using the same process as for the general election in points I.1-I.8 above, but with an adjusted timeline as determined by the Elections Subcommittee. Once the ballots are tabulated and the winner with the most votes declared, the winner shall take office immediately.

J. Campaigning

1. Academic Senate is a legislative body, and the political use section of Administrative Procedure 3720 (Computer and Network Use) applies. Individual candidates may not use MiraCosta College District email, MiraCosta College District distribution lists, or other MiraCosta College District mass media tools for campaigning.
2. Candidate debates/forums can be requested by any voter or candidate and held prior to the voting period, subject to candidate and venue availability. Candidates can also be contacted directly by voters.
3. All candidates shall have the opportunity to submit official candidate statements that will be published in the election brochure, online and distributed electronically to all faculty.
4. Campaigning must be free of elements that interfere with the education process, endanger/slander persons, or damage property; candidate behavior must comply with Board Policy and Administrative Procedure 3050-Institutional Code of Ethics.

K. Decorum Policy

1. The Academic Senate is committed to the principles of respect and decorum. Senators will conduct themselves in a manner that is respectful of others, recognizing that disagreement and debate can occur without demeaning and disparaging one another.
2. The Academic Senate adopts the Decorum Policy outlined in Board Policy 2355 for its own use.
3. Speakers shall speak to issues, actions, and ideas, rather than attacking a person or their character. Speakers shall practice courtesy and professionalism, even when speaking about

people, actions, and ideas with which they disagree. Speakers shall refrain from using defamatory remarks (e.g., false statements that harm a person or their reputation or accuse them of a crime) or abusive personal remarks (e.g., hostile or offensive statements) that disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of the business of the Academic Senate and its subcommittees.

4. Senators shall follow the procedures in Robert's Rules of Order unless otherwise provided for in the Academic Senate Bylaws and Academic Senate Rules.
5. As described in Robert's Rules Revised, Senators may bring a Point of Order motion when they believe there is an error in procedure or a lack of decorum in debate. The President is then required to make an immediate ruling on the question involved.
6. As outlined in Board Policy 2355, a member who continues to disrupt a meeting after receiving a warning may be removed from the meeting by a vote.
7. Violations of this Decorum Policy may lead to disciplinary measures including but not limited to censure, recall, or removal.

L. Censure of Academic Senate Officers and Members

1. Censure is a disciplinary measure which the Academic Senate may use to reprimand a Senator for inappropriate conduct. Censure serves as a warning that if certain behavior continues, the next step is recall or removal.
2. A Senator may bring a motion to censure any Senator for inappropriate conduct, including but not limited to misconduct at meetings, and violations of the constitution, bylaws, rules, motions, resolutions, and policies of the Academic Senate as well as all applicable state and federal laws.
3. The Senator will be censured upon a two-thirds vote of those Senators present and voting.
4. Censure is not a prerequisite for recall or removal.

M. Recall of Academic Senate Officers and Members

1. To initiate a recall of any Academic Senate officer (President, President Elect, Vice President, or Coordinating Officer) a written petition bearing the signatures of at least 20 percent of the full-time faculty members and an equal number of associate faculty members must be presented to the Elections Subcommittee. A separate petition is required for each officer being recalled. A recall may not be held if three months or less remain in the officer's or full-time faculty member's term.
2. To initiate a recall of a full-time faculty Academic Senate member, a petition bearing digital signatures of at least 20 percent of full-time faculty members must be presented to the Elections Subcommittee. A recall may not be held if three months or less remain in the full-time faculty Academic Senate member's term.
3. To initiate a recall of an associate faculty Academic Senate member, a petition bearing digital signatures of at least the number of associate faculty members, as calculated by 20 percent of full-time faculty members, must be presented to the Elections Subcommittee. A recall may not be held if three months or less remain in the associate faculty Academic Senate member's term.
4. If a valid petition is received, the Elections Subcommittee shall establish a nominations period of no less than two weeks and issue a call for nominees. If no one accepts the nomination, then the recall will not proceed, and the member being recalled will continue to serve in their role.
5. If at least one full-time faculty member accepts a recall nomination, then the Elections Subcommittee shall distribute paper or electronic ballots to the appropriate group of faculty members (full-time faculty or associate faculty). The ballot shall contain two questions per

position subject to recall: (1) "Shall [name of officer or member] be recalled?" and (2) "If [name of officer or member] is successfully recalled, which of the following candidates should replace them?"

6. All ballots shall be returned either in person, via campus mail, or electronically to the chair of the Elections Subcommittee or designee within five class days.
7. If the first question is successful, the candidate receiving the majority of the votes shall be declared the winner. If there is no majority in the initial balloting, within a week, a runoff election shall be held between the two candidates who received the highest number of votes. The person who receives the majority in the runoff shall be declared the winner.
8. The winning candidate shall serve for the remainder of the recalled officer's term, effective immediately on declaration of a winner by the Elections Subcommittee.

N. Removal of Academic Senate Members and Officers

1. Academic Senate officers and members are expected to fulfill all duties of their office and to act in accordance with the constitution, bylaws, rules, motions, resolutions, and policies of the Academic Senate as well as all applicable state and federal laws.
2. There may be situations where violations of the constitution, bylaws, rules, motions, resolutions, Academic Senate policies, and state and federal laws require immediate removal of an Academic Senate member or officer.
3. Senators may initiate removal proceedings by submitting a signed petition of two-thirds of Academic Senators to the Senate President. If the petition is for the removal of the Senate President, it must be submitted to the Senate Vice-President or President-Elect.
4. Any member of the Academic Senate, including officers, may be removed from office by a two-thirds vote of those Senators present and voting.
5. Before the removal vote may occur, the reasons for removal must be provided to the Senator facing removal. The Senator facing removal shall be provided a chance to answer to the reasons for the removal prior to a vote.
6. Vacancies shall be filled in one of two ways:
 - a) Those vacancies that occur for Vice President, Coordinating Officer, or Academic Senate members while half or less of the term is unserved shall be filled by appointment by the Academic Senate President and confirmation of the Academic Senate.
 - b) Those vacancies that occur while more than half of the term is unserved, or a vacancy in the office of Academic Senate President Elect, shall be filled by special election using the same process as for the general elections in Sections **H and I**, but with an adjusted timeline as determined by the Elections Subcommittee. Once the ballots are tabulated and the winner with the most votes declared, the winner shall take office immediately.

O. Resignation of Academic Senate Members and Officers

1. In order to resign their position, an Academic Senate member or officer must send a message of resignation to the President of the Academic Senate that also specifies their last date of service. If the officer resigning is the Academic Senate President, the message shall be sent to the President Elect or Vice President. This message must be sent via MiraCosta College email.
2. The resignation and its effective date shall be official once the Chair of the Elections Subcommittee has verified the message and replied to the Academic Senate member or officer via MiraCosta College email. A simultaneous copy of the reply will be sent to the Academic Senate President (or President Elect or Vice President, if the officer resigning is the Academic Senate President).
3. Once a resignation message has been verified, it is not possible to rescind this resignation.

P. Constituent Groups of the Academic Senate (Article 4, Sec. II, Bylaws)

1. All Academic Senate members shall represent specific groups of faculty constituents.
2. Academic Senate officers shall not represent specific groups of constituents, but will instead represent the entire faculty.

3. Full-time Faculty Constituent Groups: Constituent groups of approximately equal size shall be created and shall consist of full-time faculty members.
 - a) Full-time faculty members may elect to join one of the constituent groups by informing the Academic Senate President. The Academic Senate President may assign new full-time faculty members to the constituent groups and may also reassign full-time faculty members to constituent groups in order to keep the several groups approximately equal in size.
 - b) Following the election of the Academic Senate, the Academic Senate President, in consultation with the Academic Senate, shall assign each full Academic Senate member to represent one of the constituent groups. Such assignment shall automatically make the Academic Senate member a member of the constituent group they represent.
4. Associate Faculty Constituent Groups: Constituent groups for associate faculty will receive information in a format determined by the collective of associate faculty Senators. Information will be distributed to all associate faculty from the collective. Associate faculty constituents will be divided into groups by the first letter of their last name. Associate faculty Senators will be assigned a constituent group to receive feedback. Associate faculty may contact the Senator of their constituent group or any other associate faculty Senator to provide input on matters of the Academic Senate.

Q. Terms of Office for Academic Senate Members (Article 7, Bylaws)

1. Each member of the Academic Senate, with the exception of the President Elect, Vice President, and Superintendent/ President or their delegate, shall serve two years with approximately half of the members being elected each year.

R. Placing of Items on the Agenda of the Academic Senate (Article 6, Sec. I.E, Bylaws)

1. Faculty members may submit items to be included on the Academic Senate agenda. An item may be placed on the agenda by contacting the Academic Senate Administrative Assistant for an "Agenda Item" form (also available on the Academic Senate website). This form is to be filled out and returned to the Academic Senate Administrative Assistant by 4:00 p.m. six working days prior to an Academic Senate meeting. Each agenda item may have documentation. If appropriate, documentation must be submitted to the Academic Senate Administrative Assistant by 4:00 p.m. six working days prior to an Academic Senate meeting. If appropriate documentation is not submitted in a timely manner, the Academic Senate President may delay the agenda item until information is provided.

S. Subcommittees of the Academic Senate (Article 10, Bylaws)

1. All full-time and associate faculty members are eligible to serve on subcommittees of the Academic Senate.
2. Subcommittees or taskforces may be established as required to perform necessary Academic Senate functions. The purview of such committees shall be internal to the Academic Senate and shall not duplicate the functions or assignments of college committees.
3. The Academic Senate President shall maintain an accurate and current membership list of both subcommittees and taskforces of the Academic Senate.
4. Taskforces (ad hoc groups) may be created by the Academic Senate President with the concurrence of the Academic Senate. Taskforces serve at the pleasure of the Academic Senate President and Academic Senate. During the first two weeks of May for each taskforce, the Academic Senate President shall disband the taskforce or recommend the committee's conversion to a subcommittee
5. The Academic Senate President shall assign faculty members to the subcommittees of the Academic Senate, including the chairs. Those assignments shall be subject to approval by the Academic Senate.
6. Each subcommittee shall draft its mission, functions, and membership (i.e., number of faculty, ex-officio, resource members, and other representative members) to be approved by the

Academic Senate within one month of the subcommittee's creation. The committee chair or designee shall present the proposed mission and functions to the Academic Senate. The mission, functions, and membership of each subcommittee shall be posted on the Academic Senate website within two weeks of receiving Academic Senate approval.

7. In April of each year, the Academic Senate President or designee shall request and gather from the chair of every subcommittee and taskforce a report of the group's accomplishments and work over the past academic year, along with the group's projected agenda items for the next academic year. At this time subcommittee chairs are encouraged to submit any proposed revisions to committee status, mission, membership, terms of service, or functions.
8. All Academic Senate Subcommittees must conduct business in public in accordance with the Ralph M. Brown Act, other state and local laws and regulations, and the Academic Senate Meeting Guidelines.

MiraCosta College Academic Senate Bylaws

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ARTICLE 1 Name

The name of this organization shall be the ACADEMIC SENATE OF MIRACOSTA COLLEGE.

ARTICLE 2 Purpose

It shall be the purpose of the Academic Senate to,

- A. Represent the faculty of MiraCosta College and thereby ensure a formal and effective procedure for participating in the formation of policies and procedures on academic, and professional matters, as outlined in BP/AP 2510 on Collegial Governance and Participation in Local Decision Making.
- B. Promote and preserve the integrity of the educational program.
- C. Facilitate communication between the faculty and the Board of Trustees.
- D. Develop equitable policies and procedures related to academic and professional matters, and promote their implementation.
- E. Assist the members of the faculty of MiraCosta College in exercising their voice in academic and professional matters.
- F. Develop, communicate, and encourage ethical and professional conduct.
- G. Advise, and make recommendations to, the Administration and Board of Trustees on academic and professional matters.
- H. Establish and maintain a productive, collegial relationship with the Faculty Assembly for full-time faculty and the MiraCosta College Academic Associate Faculty/CTA/NEA for associate faculty intended to produce consensus between the bodies when deliberating lines of authority in relation to matters that involve both working conditions, and areas of academic and professional matters as defined by AB 1725 and MiraCosta Community College District Board Policies and Administrative Procedures.
- I. Represent the faculty of MiraCosta College to other faculties, to the local Academic Senates of other colleges and universities, and to the Academic Senate for California Community Colleges, the Faculty Association for California Community Colleges, and other appropriate state and national organizations, concerning academic and professional matters.

ARTICLE 3 Functions

- A. The Academic Senate shall provide a forum for discussion of matters of interest to members of the faculty.
- B. The Academic Senate shall jointly develop with the Board of Trustees and the Superintendent/President, policies and procedures relating to academic and professional matters.
- C. Pursuant to the California Education Code and Academic Senate Bylaws, the Academic Senate President and/or Vice President/President Elect shall represent faculty in collegial consultations with the Superintendent/President on personnel matters that are not under the jurisdiction of the Faculty Assembly for full-time faculty or the MiraCosta College Academic Associate Faculty/CTA/NEA for associate faculty.

- D. The Academic Senate shall review all proposals routed through the governance process. In academic and professional matters, the Academic Senate shall make final recommendations to the Superintendent/President and/or the Board of Trustees, as appropriate.
- E. Under all conditions provided for in Title 5, California Code of Regulations, the Academic Senate may carry its recommendation(s) directly to the Board of Trustees.
- F. The Superintendent/President is requested to inform the Academic Senate regarding budgetary matters, and the Academic Senate shall make recommendations concerning them.
- G. The Academic Senate shall consider, in a timely matter, resolutions proposed by individual faculty members. Any action by the Academic Senate on recommendations and/or resolutions submitted by members of the faculty shall be recorded in the meeting minutes in which the action took place.
- H. Academic Senate shall conduct an annual review of the Academic Senate Bylaws and Academic Senate Rules. Whenever the Academic Senate Bylaws and/or the Academic Senate Rules are changed, both should be reviewed to ensure consistency.

ARTICLE 4 Membership and Constituent Groups

Section I: Membership of the Academic Senate

- A. Full-time faculty members who have been granted tenure by the MiraCosta College Board of Trustees are eligible to be officers of the Academic Senate.
- B. Associate faculty members currently employed by MiraCosta College, who have served at least five semesters in the past four years, are eligible to be members and the Coordinating Officer of the Academic Senate. Summer is an intersession and does not count for the purpose of counting five semesters.
- C. The Academic Senate shall consist of 17 members, 16 of whom are voting members.
- D. The Academic Senate shall consist of three officers and fourteen members. The officers shall be: President, President Elect or Vice President, and the Coordinating Officer. The thirteen members shall consist of eight full-time faculty senate members elected at large by full-time faculty members, five associate faculty senate members elected at large by associate faculty members, and the Superintendent/President or their delegate (non-voting). The President, President Elect, and Vice President shall be full-time faculty members. All faculty members, both full-time and associate, are eligible for the office of Coordinating Officer.
- E. Nomination and election of the full-time faculty members to the Academic Senate shall be carried out according to Senate Rules. (See Senate Rule H.)
- F. Nomination and election of the associate faculty members to the Academic Senate shall be carried out according to the Academic Senate Rules. (See Senate Rule I.)
- G. The duties of the Academic Senate officers and members are enumerated in the Academic Senate Rules. (See Senate Rules C – F for officers, and Rule G for members.)
- H. The Superintendent/President or their delegate shall serve as an *ex officio*, non-voting member of the Academic Senate. All other Academic Senate members shall have one full vote. The Academic Senate President votes only to break a tie.
- I. All faculty officers and members of the Academic Senate are subject to recall (See Senate Rule M).

Section II: Constituent Groups of Academic Senate Members

- A. Academic Senate members, except the Academic Senate President, the President Elect, the Vice President, the Coordinating Officer, and the Superintendent/President, represent faculty constituency groups, assigned according to the Academic Senate Rules. Full-time faculty Academic Senate members represent full-time faculty constituent groups and associate faculty Academic Senate members represent associate faculty constituent groups. (See Senate Rule P.)

ARTICLE 5 Officers

Section I: List of Officers

- A. The Officers of the Academic Senate shall include the President, President Elect or Vice President (in alternating years), and Coordinating Officer.
- B. No individual may hold more than one officer position simultaneously.

Section II: President

- A. The Academic Senate President Elect will take the office of President at the end of the current President's term, or when the Academic Senate President resigns or is recalled. The duties of the Academic Senate President are enumerated in the Senate Rules. (See Senate Rules C and G.) The Academic Senate President shall take office on June 1.
- B. The Academic Senate President shall be the spokesperson for the Academic Senate.
- C. Term of Office: The Academic Senate President shall serve a single two-year term, including two summers, effective June 1 through May 31 of the second year.

Section III: President Elect

- A. Full-time faculty and Associate faculty shall elect the President Elect from the ranks of full-time faculty in the spring of alternating years. Each faculty member shall have a full vote.
- B. A candidate running unopposed shall be declared the winner, and an election need not be held. If an election is required, full-time faculty votes shall be counted separately from Associate faculty votes. If a majority of votes of each faculty group favors the same candidate, then that candidate will be elected. If the majority of one faculty group favors a candidate other than that favored by a majority of the other faculty group, then the Academic Senate shall choose the President Elect from the list of all those receiving votes, provided that the number of votes cast by Associate Faculty is at least equal to the number of votes cast by full-time faculty. Otherwise, if the number of votes cast by Associate Faculty is less than those cast by full-time faculty, then all votes of both groups will be tallied together to determine the winner.
- C. The duties of the President Elect are enumerated in the Senate Rules. (See Senate Rules D and G.)
- D. Term of Office: The Academic Senate President Elect shall serve a one-year term beginning on June 1. The President Elect will succeed to the office of President when that officer's term ends and will serve a two-year term as President.

Section IV: Vice President

- A. Full-time faculty and Associate faculty shall elect the Vice President from the ranks of full-time faculty in the spring of alternating years (those years when the President Elect is currently serving). Each faculty member shall have a full vote.
- B. A candidate running unopposed shall be declared the winner, and an election need not be held. If an election is required, full-time faculty votes shall be counted separately from Associate faculty votes. If a majority of votes of each faculty group favors the same candidate, then that candidate will be elected. If the majority of one faculty group favors a candidate other than that favored by a majority of the other faculty group, then the Academic Senate shall choose the Vice President from the list of all those receiving votes, provided that the number of votes cast by Associate Faculty is at least equal to the number of votes cast by full-time faculty. Otherwise, if the number of votes cast by Associate Faculty is less than those cast by full-time faculty, then all votes of both groups will be tallied together to determine the winner.
- C. The duties of the Vice President are enumerated in the Senate Rules. (See Senate Rules E and G.)
- D. Term of Office: The Vice President shall serve a single, one-year term beginning on June 1.

Section V: Coordinating Officer

- A. Full-time faculty and Associate faculty shall elect the Coordinating Officer from the ranks of full-time faculty or associate faculty on a rotating two-year cycle. Each faculty member shall have a full vote. The inaugural cycle will elect a full-time faculty member. The subsequent cycle will elect an associate faculty member.
- B. A candidate running unopposed shall be declared the winner, and an election need not be held. If an election is required, full-time faculty votes shall be counted separately from Associate faculty votes. If a majority of votes of each faculty group favors the same candidate, then that candidate will be elected. If the majority of one faculty group favors a candidate other than that favored by a majority of the other faculty group, then the Academic Senate shall choose the Coordinating Officer from the list of all those receiving votes, provided that the number of votes cast by Associate Faculty is at least equal to the number of votes cast by full-time faculty. Otherwise, if the number of votes cast by Associate Faculty is less than those cast by full-time faculty, then all votes of both groups will be tallied together to determine the winner.
- C. The duties of the Coordinating Officer are enumerated in the Senate Rules (See Senate Rules F and G.)
- D. Term of Office: The Coordinating Officer shall serve for a two-year term beginning on June 1.

ARTICLE 6 Meetings, Quorum, and Voting

Section I: Meetings

- A. The Academic Senate shall meet regularly.
- B. The Academic Senate President shall call a meeting of the Academic Senate at their discretion, upon the request of the Academic Senate, or upon the written request of 21 full time faculty or 21 associate faculty members. This number will be reviewed annually and adjusted if needed.

- C. Academic Senate must conduct business in public in accordance with the Ralph M. Brown Act, other state and local laws and regulations, and the Academic Senate Meeting Guidelines.
- D. The President of the Academic Senate shall give public notice, and post meeting agendas, at least 72 hours in advance of regular meetings, or 24 hours in advance of special meetings (in accordance with the Academic Senate Meeting Guidelines and applicable laws and regulations).
- E. All faculty may submit items to be included on the Academic Senate Agenda as specified in the Senate Rules. (See Senate Rule R.)
- F. Robert's Rules of Order, revised shall provide procedures for governing meetings of this organization unless otherwise provided for in the Academic Senate Bylaws or Academic Senate Rules.

Section II: Quorum and Voting

- A. A majority of the members of the Academic Senate shall constitute a quorum at any meeting of the Academic Senate.
- B. Individual full-time and associate faculty members of the Academic Senate shall have equal voting strength.
- C. No Academic Senate member shall have more than one vote.
- D. Academic Senate members shall not vote by proxy or assign their votes to other Academic Senate members.
- E. Votes are recorded in accordance with the Ralph M. Brown Act and the Academic Senate Meeting Guidelines.

ARTICLE 7 Election and Terms of Office of Academic Senate Officers and Members

- A. Academic Senate members shall be elected according to the Academic Senate Rules, with the exception of the Academic Senate President and the Superintendent/President or their delegate. (See Senate Rules H and I)
- B. The terms of the Academic Senate officers shall be as follows: President—Two years; President Elect—One Year; Vice President—One year (only in years when there is no President Elect); Coordinating Officer—Two years.
- C. Full-time faculty members and associate faculty members of the Academic Senate shall serve for two- year staggered terms as specified by the Academic Senate Rules.
- D. A vacancy in office shall be filled in accordance with the Academic Senate Rules. (See Senate Rules H and I.)
- E. New Academic Senate officers and members shall take office on June 1.

ARTICLE 8 Amendments to Academic Senate Bylaws

- A. The Bylaws of the Academic Senate may be amended by a simple majority vote of the Academic Senate members present at a meeting of the Academic Senate. A copy of the proposed amendment must be sent two (2) weeks in advance to all faculty.

ARTICLE 9 Academic Senate Rules

- B. The purpose of the Academic Senate Rules is to codify rules and procedures that are not of sufficient importance to be included in the Academic Senate Bylaws.
- C. Academic Senate Rules may be amended by a simple majority vote of the Academic Senate members present at a meeting of the Academic Senate. A copy of any proposed change to Senate Rules must be sent out one (1) week in advance to all faculty.

ARTICLE 10 Subcommittees

- A. Subcommittees of the Academic Senate shall be created or disbanded by the Academic Senate President, with the approval of the Academic Senate. Committee status, description, mission, functions, terms of service, and membership are defined in the Senate Rules. (See Senate Rule S.)
- B. The authority of faculty members on Academic Senate subcommittees is subject to the restrictions of Senate members' authority put forth in the Senate Bylaws.
- C. Each faculty member of an Academic Senate subcommittee shall have one vote. Each subcommittee may determine the voting status of other members, including Ex-officio, resource members, and other representative members. Voting rights of other members shall be presented to the Academic Senate for approval. The chair votes only to break a tie.

Courses shall be graded using the grading system established by Title 5 as follows:

Evaluative Symbols

Symbol	Definition	Grade Points
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Less than satisfactory	1.0
F	Failing	0.0
P	Passing (at least satisfactory)	
NP	No Pass (less than satisfactory or failing)	
SP	Satisfactory Progress toward completion of the course (Used for noncredit courses only and is not supplanted by any other symbol).	

Nonevaluative Symbols

Symbol	Definition
I	Incomplete
IP	In Progress
RD	Report Delayed
W	Withdrawal
MW	Military Withdrawal
EW	Excused Withdrawal

I – Incomplete: The “I” symbol may be used to denote incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term – after the seventy-five percent (75%) or “W” deadline of the course. The student must demonstrate active participation and completion of required coursework up to the aforementioned threshold to be eligible for consideration.

The following documentation shall be maintained by Admissions and Records:

- The condition for the removal of the “I” symbol shall be stated by the instructor in a written record.
- The letter grade to be assigned when the stipulated work has been completed and/or the letter grade to be assigned if the work has not been completed within the designated time limit. record shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal.

The record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed.

A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The “I” may be

~~made up no later than one year following the end of the term in which it was assigned.
The "I" symbol shall not be used in calculating units attempted nor for grade points.~~

MiraCosta Community College District

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Effective Date: 5/19/09, 6/21/18, 11/29/18, 4/7/22
Periodic Review: 7/7/15
References: Title 5, §55023; §55024; §55051; §55052; §55052.5
CCLC Update: #32, 4/18, #39, 10/21
Routing: AAC / AS

The "I" symbol may be made up no later than one year following the end of the term in which it was assigned.

The "I" symbol shall not be used in calculating ~~units attempted nor for grade point averages.~~

IP – In Progress:—The "IP" symbol shall be used only in courses which extend beyond the normal end of an academic term.—It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion.—The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation.—The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed.—~~The "IP" symbol shall not be used in calculating grade point averages.~~—If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative ~~on~~ symbol (grade) to be recorded on the student's permanent record for the course.

The "IP" symbol shall not be used in calculating grade point averages.

RD – Report Delayed:—The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible.

The "RD" symbol shall not be used in calculating grade point averages.

W – Withdrawal:—The "W" symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024.

The "W" symbol shall not be used in calculating grade point average.

MW – Military Withdrawal:—The "MW" symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

The "EW" symbol shall not be used in calculating grade point average.

EW – Excused Withdrawal:—The “EW” symbol may be used to denote withdrawal in accordance with Title 5 Section 55024.

The “EW” symbol shall not be used in calculating grade point averages.

The superintendent/president shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- A. Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- B. The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- C. Limitations on access to grade records and grade storage systems.
- D. Disciplinary e-action shall be taken against ~~for~~ students or staff who are found to have gained unauthorized -access to grade records ~~without proper authorization~~ or to have changed grades without proper authorization.
- E. Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see Board Policy 3310, Records Retention and Destruction; Administrative Procedure 4231, Grade Changes; and Board Policy/Administrative Procedure 5040, Student Records.

Enrollment in specific courses or programs may be limited as follows:

- ~~A. A.~~ Students may register in no more than 18 credit units per semester and no more than 8 credit units per summer session. ~~Concurrently enrolled high school students may register in no more than 11 credit units per semester and no more than 8 credit units per summer session as defined in Administrative Procedure 5011, Admission and Concurrent Enrollment of High School and Other Young Students.~~ Students who have extenuating circumstances and who need to register in more than the allowed limit must meet with a counselor to discuss their options.

Concurrently enrolled high school students may register in no more than 11 credit units per semester and no more than 8 credit units per summer session as defined in Administrative Procedure 5011, Admission and Concurrent Enrollment of High School and Other Young Students.

- B. Registration may be limited to students meeting properly validated prerequisites and corequisites as outlined in Administrative Procedure 4260.
- C. Registration may ~~also~~ be limited due to the following ~~legal or practical considerations~~:
1. Health-and-safety considerations
 2. Facility limitations
 3. Faculty workload
 4. Availability of qualified instructors
 5. Funding limitations
 6. Regional planning constraints
 7. Legal requirements imposed by statutes ~~or r,~~ regulations;
 8. Contractual agreements~~or contracts.~~
- D. The college may establish audition or try-out as a limitation on enrollment for intercollegiate competition and public performance courses, or may establish a limitation on enrollment in honors courses, allocating available seats to those students judged most qualified. The specific criteria of the limitation shall be both well-defined and as measurably objective as possible.
- E. The college may limit enrollment to a cohort of students enrolled in two or more courses together provided a majority of all sections of each course do not have

Effective Date: 4/20/10, 5/14/12, 9/9/14, 6/10/16, 5/19/22

Periodic Review: 6/17/21

References: Title 5, §§51006, 58106, 58108

Education Code §66025.8, §66025.9, [§66025.91](#), [§66025.92](#), [§78211.5](#)

CCLC Update: #30, 4/17; #25, 11/14; #24, 4/14; #21, 9/12; #20, 3/12

Steering: AAC / AS

such restrictions. However, the college may limit enrollment in a course section to any group of students, with approval of the vice president of instructional services, if the college does not claim that course section for state apportionment.

- F. With respect to students on ~~probation~~[academic or progress notice](#) or subject to ~~dismissal~~[academic or progress separation](#), the college may limit enrollment to a total number of units or to selected courses for students who have appealed and been granted permission to set aside their ~~dismissal~~[academic or progress separation](#) as determined by the dean of counseling and student development.
- G. Enrollment in upper division courses is limited to students who are enrolled in the baccalaureate degree program [or with special permission from the department](#).

See Administrative Procedure 5052, Student Open Enrollment, for the enrollment-limitation challenge process.

Priority Registration System

Students will register in the order of priority listed below.

Group A Students who have completed all the ~~priority registration~~[onboarding](#) steps (~~also known as matriculation~~[placement process, orientation, and advisement](#)) and are eligible under any of the following categorical programs:

- ~~1. A member of the Armed Forces of the United States and who is a resident of California. Member or former member of the armed forces of the United States and a resident of California (as determined by Admissions and Records) for any academic term within four years of leaving active duty or while receiving G.I. Bill benefits. Veterans who have been discharged within the last 15 years and have not taken advantage of priority registration for more than four years may request priority registration through the Admissions and Records Office.~~
- ~~2. A Veteran of the Armed Forces of the United States and who is a resident of California.~~
- ~~A student parent who has a child or children under 18 years of age who will receive more than half of their support from that student.~~

Foster youth and former foster youth [aged 25 years or younger at the commencement of the academic year \(up to and including the age of 24\).](#)
- ~~3. Unhoused/homeless youth or former unhoused/homeless aged 25 years or younger at the commencement of the academic year. Homeless youth (up to and including the age of 24).~~

- 4. ~~EOPS, CalWORKs/Tribal TANF, and Student Accessibility Services (SAS). Disabled student as defined by statute and upon the recommendation of Student Accessibility Services (SAS).~~

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- 5. ~~Justice impacted students receiving services from the Transitions Scholars program. Disadvantaged student as defined by statute and upon the recommendation of Extended Opportunity Programs and Services (EOPS).~~

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- 6. ~~CALWorks/Tribal TANF students.~~

To receive and maintain priority registration, new and continuing Group A students must maintain good academic standing with at least a 2.0 grade-point average, develop a student education plan, complete at least ~~fifty~~ 50 percent (50%) of enrolled units, and not have exceeded 100-degree applicable units. For exceptions see loss of priority registration below.

Group B To receive and maintain priority registration, new and continuing Group B students must maintain good academic standing with at least a 2.0 grade-point average, complete at least fifty percent (50%) of enrolled units, and not have exceeded 100-degree applicable units. For exceptions see loss of priority registration below.

B-1: —Student athletes, International students, PUENTE program, and students in the baccalaureate program who have completed the onboarding steps (placement process, orientation, and advisement).

B-2: Students new to the college or returning after two semesters who have completed the ~~priority registration~~onboarding steps (placement process, orientation, and advisement)also known as matriculation), which include student athletes and students in the baccalaureate program.

~~—To receive and maintain priority registration, new and continuing Group B students must maintain good academic standing with at least a 2.0 grade-point average, complete at least 50 percent of enrolled units, and not have exceeded 100-degree applicable units (students in the baccalaureate program, homeless youth, foster youth, and students in the SAS program are exempt from the 100-unit limitation).~~

Group C All ~~Continuing~~ students who have not completed the ~~priority registration~~onboarding steps (placement process, orientation, and advisement)matriculated) and new and returning students, including those in Group A and Group B who have not completed the priority registration steps (matriculated) or previously earned a bachelor's degree. For exceptions see loss of priority registration below.

Group D Any student who has been on ~~notice-probation~~ for at least two consecutive semesters, including students on academic ~~noticeprobation~~ (GPA based) or progress ~~noticeprobation~~ (based on ~~the~~ percentage of courses completed with an evaluative grade). [For exceptions see loss of priority registration below.](#)

Group E Students who have completed more than 100-degree applicable units (~~students in the baccalaureate program, homeless youth, foster youth, and students in the SAS program are exempt from the 100-unit limitation~~) with a grade of A–F, P, or NP. Courses ~~that are~~ considered “basic skills” will not ~~be counted~~ toward the completion of units in this category ~~although they will, but the units will~~ count ~~toward accumulation of units~~ in Group B and Group C. [For exceptions see loss of priority registration below.](#)

Group F Concurrently enrolled high school students.

Loss of Priority Registration

Admissions and Records will notify each student who is placed on academic or progress ~~probation, or notice~~ or earned ~~seventy-five 75~~-percent (~~75%~~) or more of the unit limit, of the potential for loss of priority registration.

A student is notified ~~in case of~~ ~~for~~ the loss of priority registration when placed on a second consecutive term of academic or progress ~~noticeprobation~~ or reaches the unit limit.

[Unhoused/homeless youth, students in the SAS and BS Biomanufacturing programs are exempt from the 100-unit limitation.](#)

[Foster youth and former foster youth are exempt from losing priority.](#)

Appeal of Loss of Priority Registration

Students may appeal to reinstate priority registration for the following reasons:

- The student is enrolled in a high unit major.
- The loss of priority is due to extenuating circumstances or a student with a disability applied for but did not receive ~~a reasonable~~ ~~reasonable~~ accommodations in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student’s control.
- The student demonstrates significant academic improvement. Significant academic improvement is defined as achieving no less than the minimum grade-point average and progress standard established in Administrative Procedure 4250, ~~Probation, Disqualification, and Readmission~~ [Academic and Progress Notice](#).

The dean of ~~Counseling and Student Student Development~~ [Admissions and Student Support](#) or their designee will review the appeal.