## CHAPTER: Instructional Services

### Instructional Programs and Services

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The MiraCosta Community College District will offer instructional programs and services in eleven (11) broad areas, each unique in purpose. Collectively, these programs and services will be aimed at providing citizens of every age and educational level an opportunity for educational enrichment.

1. **Credit Programs**

   The College will provide college credit programs and courses in day and evening. All courses offered for credit shall meet criteria and standards required by the Board of Governors of the California Community Colleges. Credit courses are presented by faculty meeting minimum qualifications, who teach graded classes at regularly scheduled times. All courses will meet requirements for two-year and four-year degrees, for basic skills; or for job preparation/advancement.

2. **Continuing Education (Noncredit)**

   Education Code §84757(a) sets forth the nine authorized categories for noncredit instruction. As the primary provider of adult education for the Oceanside and Carlsbad areas of the district, the College will provide at least one course in each of the nine categories: parenting, elementary and secondary basic skills, English as a second language, citizenship, home economics, health and safety, programs for persons with substantial disabilities, short-term vocational programs, and programs for older adults. All courses will be taught by instructors who meet minimum qualifications. Tuition may not be charged for noncredit courses; however, students may be required to pay for materials or to purchase books.

3. **Community Services and Business Development**

   Community Services and Business Development will provide educational, cultural and recreational programs and activities, plus contract training for businesses and other organizations. Its workshops, excursions and special events will be developed in response to community interests and needs beyond the traditional college curriculum. Community Services offerings are presented not-for-credit and are supported by participants’ fees. Customized training services will meet the training and retraining needs of businesses and other organizations in the community. The contractor will pay for the full cost of instruction unless special grant funding is available to defray some of the costs. Contract training may be presented in a credit, noncredit, or not-for-credit format.

4. **International Education**

   An effective, comprehensive international education program is designed to increase multicultural awareness, enhance global communication, provide curricula that encompasses non-Western cultures, and encourage faculty and students to participate in international programs. Opportunities for study abroad will be provided as part of the College’s efforts to understand the world outside the United States.

   MiraCosta will offer a variety of international programs at various host country sites to students eligible to enroll at MiraCosta College. Students participating in full-time semester-length programs should have at least twelve (12) credit hours completed and have earned a minimum cumulative GPA of 2.5 or higher (except when approved by consortia agreement). Travel and host-country accommodations will be provided through contract with commercial vendors.

   Programs will range from short-term courses on single subjects for minimal credit to full semesters of instruction comprising a full-time academic load. Courses must be as rigorous as those offered on campus. In addition, the curricular program should foster and enhance international perspectives, increase fluency in foreign languages (when relevant) and promote
understanding of the host culture. Study-abroad programs will schedule only courses approved in accordance with the Educational Code and Title 5 regulations and taught by faculty meeting the minimum qualifications for providing instruction.

A Committee on International Education will be established to evaluate and recommend support for selected study abroad and other instructional programs that have potential for helping the College meet the goals of this policy. Where possible, it will encourage the internationalizing of the curriculum through development of special courses/programs and otherwise infusing international perspectives across the curriculum. The committee also will seek to cooperate with the Institute for International Perspectives to recruit and welcome international students and staff to the College.

The College considers all international activities to be part of the learning experience and each participant to be an ambassador of MiraCosta. Therefore, students and staff on international programs (i.e., educational tours and field-study) must obey all civil/criminal laws of every country visited and comply with the District’s Rights and Responsibilities administrative policy. Students and staff are also expressly forbidden from destroying property as well as from endangering themselves or others.

5. Honors/Enrichment

Committed to serving all elements of the community, the College accepts the challenge of better serving the high-achieving, highly motivated students. The Honors and Enrichment Programs will direct students toward an advanced level of inquiry by encouraging them to move scholastically in directions that motivate them most.

The Honors Scholar Program (HSP) consists of courses specifically designed to develop exceptional talent and ability in highly motivated students. Honors courses provide great flexibility in format and instructional methodologies through close interaction with selected Honors Scholar Program faculty.

Honors scholars are individually guided by a designated honors counselor to plan a program of courses that best suits their particular educational goals and satisfies the expectations of the Honors Board. Honors scholars must submit a written educational plan and complete a minimum of 20 units in 6 honors courses. Students who successfully complete the Honors Scholar Program are eligible for priority or guaranteed admission to certain prestigious four-year colleges and universities and receive the “Certified Honors Scholar” designation on their transcript.

The Enrichment Program is designed to recognize the diversity of student interests. Some faculty across the disciplines offer creative opportunities for students who want to pursue a subject in greater depth than it is possible in a conventional section. The enrichment option provides this opportunity for students to interact in small groups and forums as a community of learners.

Students wanting to undertake enrichment enroll in sections where this option is available and agree to accomplish specific learning objectives developed by the instructor. Students who successfully complete enrichment sections will receive the “Enrichment Seminar Completed” designation on their transcript.

6. Tutoring

Free peer tutoring will be provided in the day and evening to students enrolled in a college credit course. Tutors are endorsed by the faculty and are trained to assist fellow students who are having difficulty with their courses and/or with study skills. Tutors will be available by
appointment, on a walk-in basis in some courses, and through assignment to appropriate laboratories. Instructors may suggest to students that they contact the Oceanside Tutoring and Support Center (TASC), the San Elijo Tutoring Center, or the Community Learning Center.

7. Internships and Cooperative Work Experience

Internships are designed to provide MiraCosta students with workplace experience and new skills. The Internship Program offers business, industry, and organizations the talents and energy of students who not only contribute to workforce development but strengthen the link between the educational and business communities.

Cooperative Work Experience Education is a process of education that combines work experience with college instruction as an integral part of the community college curriculum. It is designed to develop skills and knowledge and to improve self-understanding by integrating classroom study with planned, supervised work experience.

8. Tech Prep

Tech Prep identifies high school courses comparable to MiraCosta College courses and creates articulation agreements between them. These agreements allow a student who receives a “B” or better in a Tech Prep course at their high school to earn college credit at MiraCosta without paying any tuition or fees.

9. Academic Information Services

a. The Dean, Academic Information Services will report regularly to the Cabinet and Planning/Budgeting Council (PBC) the status of district information technology needs. Data for these reports will be generated by SPIT and through communications with appropriate advisory groups and individuals. PBC will take action on recommended funding priorities as presented by the Dean, Academic Information Services.

Software/Hardware Use and Development (see Procedure VII.A-07).

Software/Electronic Copyright Compliance

It is the intent of the MiraCosta Community College District to comply with copyright law in the use, duplication, and transmission of software and electronic transmissions (see Board Policy VII.B-5 and Procedure VII.B-05).

Software Installation and Use on District Computers

Software may not be installed on district computers unless it is related to the needs of the District, its use will not degrade service to users of other software, and it is properly licensed.

A current list of software supported by the District is available on the District’s homepage on the Worldwide Web and in the office of the Dean, Academic Information Services.

In consultation with the Dean, Academic Information Services, the division heads will be responsible for enforcement of this policy within their respective divisions.

Insurance for Loss or Damage to Computer Equipment (see Policy III.F).
Acceptable Use of District Data and Information Technology Systems

All data contained in any District owned or controlled information system (PeopleSoft, CECC, SARS, and others) is the property of the District and exists expressly for the purpose of educational use and legitimate District-related business. Any other use or release of this data is prohibited. Employees are required to sign a Compliance Statement for Access to District Data and Information Systems prior to being given access to these systems. By using any of these systems, users agree they will comply with this policy. Misuse of these systems or the data contained in them may subject employees and students to disciplinary action as described in the MiraCosta Community College District Board of Trustees Policies and Administrative Procedures sections V.H-6, VI.H-6, VIII.E or prosecution consistent with California Penal Code §502. MiraCosta College reserves the right to revoke access to any and all data or information systems (see Board Policy IV.H and Procedure IV.H-01).

MiraCosta Community College District Telephones (see Policy IV.H and Procedure IV.H-01).

Telephones are available to staff primarily for college business.

Telephone Service (see Procedure VII.A-07).

Long Distance Approval (see Procedure VII.A-07).

Voice/Electronic Mail (see Procedure VII.A-07).

Dial-in Access (see Procedure VII.A-07).

MiraCosta recognizes that dial-in access to the MiraCosta network and the Internet is a valuable tool for faculty and staff. This policy is designed to make such access a workable and reliable system.

b. Library and Information Hubs

Library and Information Hubs (Hubs) will offer a full range of library materials, media services, and open computer labs. It is the aim of the Hubs to provide a balanced collection of significant materials that will enrich and support the curriculum, aid the individual in the pursuit of information, provide a broad view of cultural heritage, promote aesthetic appreciation, present varied points of view concerning contemporary problems and issues, furnish intellectual stimulation, and invite the creative use of leisure time.

The selection and evaluation of materials will be based on curricular demands, the recommendations of current professional reviewing media, standard book selection devices and bibliographic tools, plus the suggestions and requests of qualified members of the college community.

All faculty and currently enrolled students may borrow materials upon presentation of a MiraCosta College identification card. Area residents, including high school students, may borrow materials upon application for and acquisition of a borrower’s card. However, the Hubs’ open computer labs will be open first and foremost to MiraCosta College students.
Collection Development/Guidelines for Selecting and Discarding Materials (see Procedure VII.A-07).

Donations (see Procedure VII.A-07).

Controversial Materials (see Procedure VII.A-07).

Media Services (see Procedure VII.A-07).

Equipment Services (see Procedure VII.A-07).

Production Services (see Procedure VII.A-07).

10. Career Studies and Services

The mission of Career Studies and Services is to increase student’s ability to make successful career transitions by providing instruction, guidance, and resources.

11. Child Development Center

The Child Development Center at MiraCosta College serves as a campus-based child development program providing both academic instruction to students enrolled in child development/early childhood education courses and childcare services to student, staff, and community families.
CHAPTER: Instructional Services

Academic Policies/Regulations

VII.B

SYNOPSIS:

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The Instructional Services Division is responsible for the administration of the various educational programs offered by the MiraCosta Community College District. With the assistance of department chairs, lead instructors, deans and directors, the instructional programs are proposed, developed, and implemented for the primary purpose of providing opportunities for students to reach desired educational goals.

1. Curriculum Development (See Procedure VII.B-01)

The Board of Trustees assigns primary responsibility for developing and recommending the adoption or discontinuance of courses or programs to the faculty, coordinated by the Instructional Division. The Academic Policies and Procedures Committee of the Academic Senate will be the recommending body for curriculum.
Each course must have a course of study approved by the Academic Policies & Procedures Committee (AP&P), which is then kept on file in Instructional Services. The Board delegates curriculum development and may review minutes of the AP&P Committee to assure that the curriculum reflects the philosophy and mission statements and the strategic goals adopted by the Board. Course of study outlines are required by regulations contained in Title 5 of the California Administrative Code. These documents will be revised regularly as course objectives and content change.

Title 5 regulations will be adhered to in the development of vocational courses, directed studies courses, general education courses, topics courses, and the repeatable courses.

Curriculum leading toward transfer, the Associate degree, occupational Certificates of Competence, as well as diplomas and certificates in the noncredit program will be offered by MiraCosta College. New educational programs will be initiated as student and community needs dictate, within the limits of the financial ability of the College.

2. **Criteria and Standards for Graded Classes**

Courses offered by MiraCosta College for college credit will meet all criteria and standards required by the Board of Governors of the California Community Colleges.

3. **Repetition of Courses**

Students may repeat any course in which a grade of D, F, NC, or NP has been received two times in order to raise the grade. Exceptions, such as extenuating circumstances, including mandated training required as a condition of employment, accidents, illness, or other circumstances beyond the control of the student may be allowed by petitioning the Committee on Exceptions. Activity and skill courses, as approved and listed in the course catalog, are allowed additional course repetitions. Students may petition the Committee on Exceptions if they believe circumstances justify repetition for other reasons.

4. **Grading Standards (See Procedure VII.B-04)**

Evaluative and non-evaluative symbols (defined in the MiraCosta College catalog) will be used to measure student performance. The faculty, administration, and Board of Trustees periodically will review this grading policy, which will be printed annually in the college catalog, thus assuring MiraCosta College's compliance with Title 5 regulations.

5. **Copyright Law (See Procedure VII.B-05)**

All students, staff, and faculty at MiraCosta College are expected to comply with United States copyright law. Copyright provides legal protection for creative works or, more generally, for any expression of an idea when fixed in a tangible medium. It intends to balance fair and reasonable access to information with protecting the rights of the copyright holder. Copyrighted material includes such items as books, articles, films, videos, photographs, music recordings and scores, plays, visual art, and architectural drawings. With the advent of the Internet, e-mail, Web information, graphics, databases, and software have been added to the copyright umbrella, thus extending copyright to digital works or those transformed into a digital format. Actions such as copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information.
In order to use a copyrighted work, one must either have the permission of the copyright holder or qualify for exemption under the provisions of fair use. (The copyright holder is usually the creator of a work but also may be the institution or person who hired the creator.) MiraCosta College abides by the provisions of fair use as spelled out in Sections 107 and 108 of the revised Copyright Act of 1976, the Digital Millennium Copyright Act (DMCA) of 1998, and the Technology, Education and Copyright Harmonization Act (TEACH) of 2002.

The District does not sanction the illegal use of someone else's work in any form. Willful infringement of copyright law by a District employee may result in disciplinary action and personal liability in the event of a loss to the District resulting from litigation.

In the event of an alleged copyright infringement on MiraCosta College's computer system, a notice should be sent to the District-based Designated Agent for Notification of Claims of Infringement listed on the United States Copyright Office website at http://www.copyright.gov/onlinesp.

For further information on the disposition of copyrighted materials and their fair use, refer to Board Administrative Procedure No. VII.B.5 or the Library Copyright Guidelines, or contact the Academic Information Services Department.

6. Remedial Limits

Students who do not attain full eligibility status for degree-applicable credit courses within 30 units of college-preparatory course work will be restricted to taking only noncredit courses, non-degree applicable courses that do not involve remediation, and those degree-applicable credit courses that do not have basic skills prerequisites or advisories on recommended preparation.

Two types of students are exempted from the limitation on remedial course work: students enrolled in one or more courses in English as a Second Language or students identified by the District as possessing a learning disability, defined in Section 56014 of Title 5 of the California Code of Regulations.

Other non-exempted students may request a waiver of the limitation on remedial coursework by appealing to the Committee on Exceptions. To validate their requests, students must submit transcripts showing significant, measurable progress toward the development of skills appropriate to enrollment in degree-applicable credit courses. Among the reasons deemed acceptable are 1) the student needs only one course to complete all the college-preparatory requirements, 2) the student has attempted and passed the bulk of non-degree appropriate courses, or 3) the student is performing satisfactorily in college-level courses. Such waivers, if granted, will be given for specified periods of time or for specified number of units.

7. Requirements for Graduation

MiraCosta College shall offer the Associate in Arts and Associate in Science degrees. To obtain an Associate degree, students must complete at least 60 units of approved coursework including a minimum of 18 units in a college defined major; twelve (12) units in residence (at least six of these last twelve (12) units must be taken at MiraCosta College); completion of area requirements prescribed by the State of California in natural sciences, social sciences, humanities, and learning skills; and completion of subject areas prescribed by the MiraCosta Community College District Board of Trustees. Within the major requirements, students must obtain a "C" grade or better in each course.
8. College Certificates

Students may obtain Certificates of Achievement and Certificates of Proficiency through MiraCosta College.

Certificate of Achievement

The Certificate of Achievement is awarded to students who complete a state-approved program of study that is a minimum of 18 units or more. In some cases, state-approved Certificates of Achievement of 12 units or more may be awarded to students. Certificates of Achievement have been state approved, and thus will be printed on each recipient student’s transcript. Within the certificate requirements, students must obtain a “C” grade or better in each course. Of the last 12 units completed in the certificate, six must be completed in residence at MiraCosta College. Students who meet the Certificate of Achievement requirements (18 units or more) may also obtain an Associate Degree by fulfilling the general education requirements and other requirements for each of these degrees.

Certificate of Proficiency

The Certificate of Proficiency is a locally-awarded certificate granted to students who complete a course of study that is typically less than 18 units. Certificates of Proficiency are not printed on student transcripts. Within the certificate requirements, students must obtain a “C” grade or better in each course. At least six or the maximum number of units required for the certificate, whichever is less, must be completed in residence at MiraCosta College.

9. Prerequisites, Corequisites, and Advisories on Recommended Preparation

The MiraCosta Community College District adopts the following policy in order to provide for the establishing, reviewing, and challenging of prerequisites, corequisites, advisories on recommended preparation, and limitations on enrollment in the manner consistent with law and good practice. The Board recognizes that in order to balance student access and student success, prerequisites, corequisites, and advisories must be established cautiously and carefully with the intent that prerequisites/corequisites will be established only where they are vital to maintaining academic standards and will be avoided where they are not needed. The policy adopted by the MiraCosta College Board fosters an appropriate balance between these two concerns of student access and student success.

a. Limitations on Enrollment

MiraCosta Community College District ensures open enrollment subject to health and safety considerations, facility limitations, etc. The District has established procedures for determining who may enroll in courses for which there are limitations on enrollment, provides for student challenges to the limitations on the grounds specified in Title 5, handles challenges to enrollment limitation in a timely manner, and waives the enrollment limitation if the challenge is upheld.

b. The Model District Policy (See Procedure VII.B-08-b)

The Board-adopted policy establishes the process outlined in the Model District Policy for determining necessary and appropriate prerequisites, corequisites, and advisories and their respective level of scrutiny, including data collection where appropriate. Prerequisites, corequisites, and advisories are defined in college publications and class
schedules and the specific prerequisites, corequisites, and advisories are identified in these same publications.

c. Role of the Curriculum Committee

The Academic Policies and Procedures Committee (AP&P) analyzes proposed requisites and limits in enrollment according to the process outlined in the Model District Policy, recommending establishment of such when appropriate. AP&P reviews each course outline of record to determine if an associate degree credit course shall require a prerequisite or corequisite to improve materially students’ likelihood of success.

AP&P recommends establishment of prerequisites or corequisites for each non-degree-applicable course, where appropriate. AP&P conducts regularly a program review of each department reviewing requisites/advisories no less than once every six years.

d. Communication/Computation Requisites

Communication or computation prerequisites or corequisites for any course other than a communication or computation course are based on content review and data gathered according to sound research practices showing that a student is highly unlikely to succeed without the prerequisite or corequisite. If the Academic Policies and Procedures Committee determines that success in associate degree credit courses is dependent on communication or computation skills, it establishes eligibility for enrollment in associate degree credit course(s) in English and/or mathematics as prerequisites or corequisites. The District ensures that precollegiate basic skills reading, writing or math courses that serve as prerequisites or corequisites are offered with reasonable frequency and that the number of available sections is reasonable, given student need.

e. Departmental Responsibilities

Departments propose prerequisites, corequisites, advisories on recommended preparation and certain limitations on enrollment, examine each using the required level of scrutiny and then recommend to the Academic Policies and Procedures Committee. The District ensures that associate degree credit courses and basic skills courses (including those with prerequisites and corequisites) are taught by qualified instructors and in accord with the course outline of record, particularly those aspects of the course that are the basis for any prerequisite or corequisite.

f. Admissions and Records Responsibilities

MiraCosta College determines students’ satisfaction of a prerequisite prior to enrollment or permits enrollment pending verification and ensures that enrollment fees are promptly refunded to students who are involuntarily dropped from courses for failure to complete the prerequisite successfully.

g. Challenges to Requisites

The College resolves challenges (made on grounds specified in Title 5) to prerequisites and corequisites in a timely manner and, if the challenge is upheld, allows the student to enroll in the course or program. Specific information concerning the challenge procedure will be available after June 1, 1994, in the Admissions and Records Office, Counseling Office, and Transfer Center.
10. **Program Review**

Program Review is used by the faculty and administrators to gather information for initiating, expanding, reducing, consolidating, and terminating programs. In each area of study, discipline specialists complete an annual data review, a third-year recertification, and the sixth-year comprehensive report. The Program Review Process is detailed in the AP&P, Program Review Guidelines developed and maintained by the Academic Policies and Procedures Committee.

11. **Program Elimination Policy**

Providing excellent educational programs that prepare our students to meet the challenges in their chosen field is the goal of the College. Just as new programs are developed and integrated into the College offerings, programs that are no longer viable must be eliminated. The Program Elimination Process and Procedures serves as a tool that keeps the college program contemporary, dynamic and pragmatic. The Program Elimination Process and Procedures are described in the AP&P, Program Review Guidelines developed and maintained by the Academic Policies and Procedures Committee.

12. **Catalog/Schedules/Bulletin**

The Course Catalog is published once a year to help guide students’ progress toward degrees and certificates. It contains course descriptions, programs, transfer and degree requirements, policies, and procedures.

The Schedule of Classes is published each term to inform students of which credit courses are available for enrollment. It includes enrollment information, important dates and deadlines, policies, and procedures.

The Bulletin is published each term and contains information on noncredit course offerings and programs. Continuing Education for Adults, and Community Services workshops, classes, excursions, and events.

13. **Intellectual Property Rights**

MiraCosta College will take three factors into consideration in determining whether the faculty member, the college, or both have rights of ownership. These three factors are creative initiative for the new work; control of the content; and any extraordinary compensation or support provided. The following policy statement is taken from this document.

a. **Creative Initiative**: In almost every situation, the unpublished syllabus and course materials (lecture notes, quizzes, exams, and lab exercises) created by an individual faculty member will remain his or her property and under his or her control, since the faculty member controls the expressions used in the syllabus, the quality of the syllabus, and the course content.

b. **Control**: As long as the materials remain unpublished, or at least not generally circulated beyond the students in the class, the instructor has complete control over the creation, modification, and even access to the materials. However, instructors must realize that if they choose to widen access and materials by publishing them on the World Wide Web, they have reduced control and thus, have increased the opportunity for others to build on what they have created. In this regard, when materials are placed on the Web, it becomes increasingly difficult for the college to provide protection of the individual faculty member’s control of his or her created works.
c. Compensation: When the individual faculty member uses a multimedia facility on campus that the College makes available for staff, students, and faculty to use for instructional multimedia projects, then the college has not committed extraordinary resources to the individual faculty member, and to the extent that the work created is an independent effort of the faculty member, then the faculty member owns all or most of the rights of the work. However, if the college commissions the faculty member to create a work, or compensates the faculty member for the creation of a work in a manner not readily available to all faculty or staff members, then the college may own some of the property rights. If it appears that such a situation may occur, the faculty member and the college should—before the arrangement for compensation is made—decide who will own the rights or how the ownership of the rights are to be divided. Likewise, if the faculty member hires a student, or compensates someone else, to create work for him or her, this work is guided by the “work-for-hire” rule, a fundamental form in the U.S. Copyright Law, he or she shall be aware that just because he/she may have paid someone to create a new work, does not mean that faculty member owns the copyright to that person’s work.

d. Multimedia Projects: If such a project incorporates materials from other sources or from the public domain, the instructor may have a copyright to the original organization or compilation of the works, but no claim to the borrowed portion.

14. Research Policy

Recognizing their responsibility to MiraCosta College, individuals who engage in research are knowledgeable and skilled in research technique and use sound and defensible methodology. They conduct and report investigations in a manner that minimizes the possibility that results will be misleading, inaccurate, and/or deceptively incomplete.

For all research projects, it remains at the discretion of the classroom instructor whether class time will be allotted for research purposes. Students shall be informed that they have the right not to participate in the research project, and they may withdraw from the research project at any time, without a resulting penalty.

A consent form will be required and permission to use human subjects must be obtained from the MiraCosta College Institutional Researcher (or an employee designated by the Institutional Researcher as knowledgeable in research design and methodology) when:

a. The researcher is not a MiraCosta College employee, or

b. The researcher is a MiraCosta College employee, but the intended research project is not part of the person’s responsibilities at MiraCosta College (e.g., the person wishes to collect data for a master’s thesis or dissertation).

The design of the consent form shall carefully reflect the process of informed consent, i.e., introduce the investigator to the subject; indicate why the subject is requested to participate in the study; articulate the purpose of the study; clearly separate the research procedures from any standard treatment; inform the subjects of the risks and benefits of participation; and ultimately document the subject’s willingness to participate in the project.

Research consultation forms and research participant consent forms are available in the MiraCosta College Office of Institutional Research, the Office of Instruction, and the Office of the Vice President, Student Services.
CHAPTER: Instructional Services

Academic Support

VII.C

SYNOPSIS:

1. Articulation Agreements
   a. Colleges/Universities
   b. High Schools
2. Field Trips
3. Textbooks/Supplies

1. Articulation Agreements (See Procedure VII.C-01)

   a. Colleges/Universities

   To facilitate the transfer of students to four-year colleges/universities, the MCC Articulation Officer will initiate, develop, maintain and disseminate written faculty approved documents called articulation agreements. Articulation agreements include transfer course lists, general education requirements, major preparation agreements, and course-by-course agreements. Such articulation agreements are vital to the transferring student so that adequate preparation will result in normal progress toward a baccalaureate degree.

   b. High Schools

   The Board authorizes and expects the staff to develop and implement Two-Plus-Two Articulation Agreements with high schools served by the College. Such agreements will provide for students to be granted college credit and/or accelerated placement in recognition of outcomes obtained in high school classes which are determined to be comparable to the competency objectives of MiraCosta College classes in the same subject area.

   The Articulation Officer will facilitate the process of developing articulation agreements. Courses to be included in the agreements will be determined by faculty members in academic or vocational departments. The Vice President, Instruction, is authorized to approve such agreements on behalf of the College, upon department recommendation.

   An approved agreement will remain in effect until either party makes curriculum changes which would affect student competency requirements.

Effective Date: 1/21/92

Adoption History: Revised 5/15/01

References: EC 72640 et seq., 78920, 78930; T5 55225

MiraCosta Community College District
2. **Field Trips** (See Procedure VII.C-02)

In keeping with the mission of the California Community Colleges and the stated goals and objectives of the College, field trips are encouraged as an important adjunct to the educational process. Since all field trips are viewed as an extension of the classroom, they must be approved in advance and be supervised by district faculty. It is believed that field trips provide additional civic, physical, recreational, social, and/or intellectual development of the students and community.

If a trip destination for a class field trip or a student organization activity is outside the state of California, then written approval for the trip must be obtained from the appropriate vice president. In addition, the Director, Benefits/Risks Manager must be informed in writing.

MiraCosta Governing Board policies will govern all field trips and excursions out-of-state, including foreign travel. Detailed guidelines for field trips will be maintained in Board administrative procedures and in the Faculty Handbook.

3. **Textbooks/Supplies**

The College will not furnish textbooks or course supplies which students keep in their own possession. The college bookstore shall maintain an adequate supply of texts for purchase by students. Final approval of all texts and manuals used in college classes is delegated by the Board to the Superintendent/President or his/her designee. An instructor can request a change in text by making said request on the proper form, getting the signature of the department chair, and then forwarding the form to the Office of Instructional Services. All textbook changes shall be made only for the purpose of improving instruction.
CHAPTER: Instructional Services

Academic Freedom

SYNOPSIS:

1. Definitions
2. Responsibilities

1. Definitions

Academic freedom in the classroom is the right of instructors to interpret their fields and to communicate conclusions without being subjected to interference or penalty because these conclusions may be at variance with those of constituted authorities, organized groups or individuals.

The academic freedom of students is the freedom to express and to defend their views, the freedom to question and to differ without penalty with the faculty or the College.

2. Responsibilities

Academic freedom carries with it corresponding responsibility. Academic responsibility emphasizes the obligation to study facts, to present and interpret ideas concerning human society and all fields of knowledge. Since human knowledge is limited and changeable, the instructor will acknowledge the facts on which controversial views are based and show respect for opinions held by others. While striving to avoid bias, faculty members may nevertheless present the conclusions to which they believe the evidence points. However, controversial matter which bears no relation to the subject matter should not be introduced into classes.

It is recognized that all staff members of the College will be guided by the recommendation of the AP&P Committee, Academic Senate, administration, and policies approved by the Governing Board on the general purpose of courses offered.

To ensure for MiraCosta College these principles of academic freedom, the administration of the College and the Governing Board will demonstrate their support by actively and openly working toward a climate which will foster this freedom. Such participation will extend to the point of defending and supporting any tenured or non tenured faculty member who, while maintaining the high standards of the profession, finds his/her freedom of expression attacked or curtailed.

Effective Date: 1/21/92  
Adoption History: Updated/Reformatted 1/92

References: MiraCosta Community College District