CHAPTER: Instructional Services

International Education

A. Program Development

The Committee on International Education is charged with fostering opportunities for international education and overseeing the maintenance of quality and variety in the offerings. The committee is composed of four faculty members appointed by the Academic Senate, the coordinator of the Institute for International Perspectives, plus one member from the Student Services Division (preferably Admissions and Records), and one member from the Business Services Division, appointed by the division vice presidents.

The committee will receive proposals in the fall of each year for study abroad programs for the following academic year. It will recommend support of selected programs in a number that affords this opportunity over time to most interested segments of the college community.

The Vice President of Instruction may agree to work with groups of community colleges to offer education abroad programs through study abroad consortia. Department colleagues may work together to decide which travel-abroad opportunities they wish to sponsor. Faculty should discuss in a conceptual way their plans with the department chair and dean. They develop or adapt courses and submit them to AP&P. They also recommend the program logistics to the Coordinator who will review and forward them with his/her recommendation to the Vice President, Instruction. The Vice President, Instruction assesses the risk, costs, and equity variables associated with the programs, and decides in cooperation with the Committee which and how many departmental programs can be mounted each year.

The IIP Coordinator (1) receives at stage 1 of the approval process each fall all the faculty/staff requests for study abroad, (2) takes proposals to International Education Committee, (3) provides a mandatory orientation meeting of students traveling abroad in each program, and (4) ensures program participants follow District policies involving international travel. Generally, s/he will recommend support of programs co-sponsored by professional study abroad providers (e.g., AIFS, CIEE, Classical Alliance) in a number that affords this opportunity over time to most interested segments of the college community. Exceptions will be approved by the Coordinator and the Vice President of Instruction.

B. Faculty Selection

Faculty are selected for specialized expertise in the host country including fluency (when necessary) in the host language, previous experience in the country, and academic specialization in studies related to the country. Other variables that come into play in choosing participant faculty include (1) the variety of courses a faculty member is qualified to teach, (2) the balance in
subject matter the faculty member brings to the entire study-abroad teaching team, (3) evidence of ability to work under unusual conditions, (4) history of adaptability to change, (5) self-sufficiency as an instructor, and (6) demonstrated proof of ability to work easily with others.

C. Faculty Responsibilities

The first priority of the faculty for any International Education Program is to teach the approved class content to the registered class members. The instructor shall guarantee that total class hours and academic content shall be comparable to a similar program given in a traditional classroom context. The instructor is responsible for preparing specific student goals and responsibilities for his/her program and fully explaining them to the participants prior to departure on a travel program.

The instructor must select the best possible method of assessing the learning processes of the class members with oral or written tests, travelogues, term papers, personal documentation of other means, media or any combination. These testing procedures should ultimately reflect the fact that the participant actually visited the sites or experienced the foreign situation first hand. It, therefore, may be assumed these tests are equivalent to but not necessarily the same as those used in regular classroom testing.

Since much of the learning on a travel/study program is of the affective nature, the instructor shall encourage the creative use of non-class time in order to complement the course content. Prior to departure, the instructor shall encourage the students to research the area in which they will be traveling. Upon arrival, the students shall be encouraged by the instructor to allow themselves time away from the group in order to explore more fully the foreign experience. In addition, the instructor shall keep class members apprised of significant cultural events available to them.

D. Student Access

1. Students possessing a minimum of twelve units of successful college work and a cumulative grade point average of no less than 2.5 may participate in full-time semester length [NOTE: SDICCCA Consortium agreement states students must have a minimum cumulative GPA of 2.0] study-abroad opportunities (except when approved by consortia agreement). It is the goal of the District that the composition of groups reflects college demographics. Eligible students are encouraged to take advantage of loans, grants and scholarships.

2. No minors may enroll or accompany MCC classes across international borders.

E. Responsibilities of Students

Persons who violate the college policy are subject to college disciplinary regulations up to and including failing grades, suspension, and expulsion. They also leave themselves open to criminal and civil prosecution.

F. Security and Safety

Faculty leaders and the contracting agency will provide students with a thorough understanding of the restrictions and difficulties sometimes encountered abroad. Also they must receive complete information about costs, including deposits and dates after which no refunds are possible. Moreover, they must read and sign an agreement concerning participation and accept
penalties for misconduct or other reasons pertaining to legal and cultural expectations of the host country. These regulations assure due process.

All contracts are executed via the Vice President, Instruction, to the Vice President, Business Services.

G. Inspection Trips

To ensure that the District is able to accurately assess the security and safety of proposed and ongoing study abroad programs, inspection trips to the study centers should be performed by District employees. The purpose of the inspection trip is to evaluate the site and services and provide recommendations to the Vice President of Instruction and the International Education Committee as to the appropriateness of the site for District programs. Inspection trips are intended to identify potential health, safety, and security risks of the local environment, including accommodations, classrooms, excursions, and other activities prior to the program so that appropriate adjustments can be made and that potential participants and their parents/guardians/families can be accurately advised.

Each inspection trip should include the following components:

1. Meetings with proposed onsite staff.
2. Visits to proposed housing facilities and descriptions of how housing facilities are arranged.
3. Visits to emergency services available to program participants.
4. Trips on public transportation available to program participants.
5. Visits to any building considered for class meetings and proposed excursion sites.

Inspection trips must be conducted by full-time District employees and may include faculty teaching on the program, administrators responsible for study abroad programming, the Coordinator for IIP, or a staff member assigned by the Vice President for Instruction. The cost of inspection trips for approved study abroad programs will be considered an expense of the program and covered by the participants, when possible.

H. Promotional Materials

Promotional materials must emphasize the educational nature of the credit program and clearly distinguish it from Community Services offerings and commercial tours with which individual faculty may be associated. Courses offered are all described as meeting academic requirements. Non-instructional expenses are noted on brochures as not being paid at public expense.

I. Contractors

The following criteria represent standards by which the MiraCosta Community College District will evaluate travel/study programs. Typically, only organizations that can meet these criteria will be customarily approved by the District. In each area, the contractors must provide evidence of their ability to comply with the District’s expectations.

1. General Content
   
   a. Statement of purpose-including profit making, non-profit, or tax exempt.
b. The name and backers (if other than the name of the organization) who bear the legal responsibility for the conduct of the programs.

c. A list of clients in the District’s immediate area who have participated in the past.

d. A representative list of students/teachers who have previously participated in the program.

e. The name and address of the contact person who is in charge of the organization’s legal base in the United States. It is important that parents and students know precisely with whom to deal should difficulties arise.

f. Title 5, California Code of Regulations, Section 55450 will apply to this field trip and states: “All persons making the field trip or excursions shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursion and all parents or guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims.”

2. Finances

a. Verification of fiscal responsibility of the organization over the past three years.

b. Certified statement of the financial stature of the organization, including the name of the company holding its bond or maintaining its trust account as required by California law.

c. List of all items, and any exclusions, included in the fees, specifically including information regarding medical, accident and baggage insurance, travel and trip cancellation insurance, baggage handling, taxi fares, buses, meals and side trips.

d. Statement of policy for full or partial refund of fees in the event of any sort of cancellation, including a description of how and when to apply and with any deadlines clearly stated (to be included in program brochure).

3. Contingency Provision

a. A description of arrangements that have been made for coping with illnesses, accidents and other unusual circumstances, plus

b. An explicit description of provisions for medical services, plans for promptly returning home any participant who is ill or being sent home for misconduct.

4. Program Cost

a. Provide each participant with explicit information regarding the total cost of the program, and

(1) Medical and accident insurance.

(2) List of all items, and any exclusions, included in the fees, specifically including information regarding medical, accident and baggage
insurance, travel and trip cancellation insurance, baggage handling, taxi
fares, buses, meals and side trips.

b. Program expenses shall be calculated on a per student basis with a statement on
the minimum number required to receive group rate.

5. Transportation

a. Group transportation, preferably regular scheduled airlines, shall originate and
terminate at a major international airport.

b. If a charter airline is used, evidence of reliability and performance bond shall be
provided to assure commitment.

c. Only modern, well-maintained transportation conveyances shall be utilized.

6. Meals

a. Meals provided to program participants will be itemized in the program
description including who is responsible for preparing the meals. Participants
should be provided with information on how to prepare and/or purchase meals
outside those provided by the program. Generally, the faculty participants
should be provided the same meals as provided to the student participants.

7. Housing and Study Facility Arrangements

a. Adequate facilities shall be used and high standards of cleanliness shall be
maintained.

b. Descriptions and suitability of classrooms, library and study facilities that will be
utilized by the students shall be provided.

c. Housing facilities shall be centrally located and shall reflect the character of the
country visited.

d. Students and faculty shall be housed in areas where safety of participants is
assured and where contact with local population is easily available. Generally,
private accommodations or a stipend to arrange accommodations for faculty
participants will be included as part of the program budget prepared by the
logistical provider.

8. Staff

a. Contractor shall upon request provide background, experience and "credentials"
of persons who may be employed by the contractor to provide guide or
supervisory services to the group.

9. Faculty Supervision

a. Supervisory responsibilities of individual staff members shall be clearly defined.

b. Classroom instructors will not be responsible for non-classroom activities, except
as specifically agreed upon.
10. Student Disciplinary Action
   a. The contractor is expected to act proactively to implement District student
      disciplinary procedures including taking responsibility to remove students from
      the program.

11. Educational Program
   a. The travel study experience shall include a well organized, scheduled,
      instructional program, including the course objectives and academic and
      attendance controls.
   b. A detailed operational calendar shall be provided to the District and to
      participants.
   c. The instructional curriculum must be the responsibility of MiraCosta College.
   d. Excursions and tours are to be an integral part of the educational program.
   e. Trained guides will be available to lead excursions and tours.
   f. Provision shall be made in the program for intellectual and recreational contact
      with the people being visited in each area.

12. Evaluation
   a. Upon completion of the program, the contracting organization must provide
      evidence of satisfactory compliance with its contract.
   b. An objective evaluation of the program will be conducted by the District and the
      contracting organization. The contracting organization is responsible for
      distributing and collecting a student survey prior to the conclusion of the
      program. The District evaluation should include a final report from MiraCosta
      faculty participating in the program and a written report from any onsite
      visitation that occurred before and during the program operation.
   c. Recommendations and references furnished the contracting agency will be held
      in strictest confidence. Reports, pictures and publicity release involving areas of
      personal progress or propriety will be cleared with school officials, parents and
      students prior to release.

13. Liability and Insurance Provisions for a Contractor are to be signed in a contract with the
    District. This practice regarding insurance coverage may be waived only by the District’s
    Director, Risk Management.
   a. The contractor shall require and confirm that all participants have secured
      adequate insurance coverage for the period of the Program prior to the
      scheduled departure date. The adequate insurance plan shall require prior
      approval of the District.
   b. The contractor agrees to hold harmless, defend at its own expense, and
      indemnify the District, its Board of Trustees, its officers, representatives and
      employees, from any and all liabilities, claims, obligations, judgments, suits,
      costs, damages, expenses, reasonable attorneys’ fees, insured or paid, arising
from all acts or omissions to act of Contractor or its officers, agents or employees in rendering services under the contract, excluding, however, such liability, claims, losses, damages or expenses arising from the District’s sole or active negligence or willful acts.

c. The contractor shall procure and maintain, at Contractor’s expense, for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work and the results of that work by the Contractor, his agents, representatives, employees or subcontractors. The policies shall be primary and also name the District as additional insured for any and all work performed and shall include a combined single limit of not less than two million dollars ($2,000,000.00) for each occurrence. Failure to provide the District with a Certificate of Insurance on a form satisfactory to the District shall be a breach of contract. Specific Insurance Requirements for Contractors shall be stated in the contract.
CHAPTER: Instructional Services

Academic Information Services

a. Information Technology

Information Services

Questions about information technology and telephone assistance and routine maintenance may be requested by calling the Help Desk Specialist at extension 6800, or by submitting a request through the Help Desk on the Web. Routine maintenance is centrally budgeted and scheduled in order of urgency and then in order of request.

Software/Hardware Use and Development

The Dean, Academic Information Services, will report regularly to the Cabinet and Planning/Budgeting Council (PBC) the status of district software/hardware needs. The report will include an inventory of application needs classified by use, the estimated resources required to supply the application (staff time, outside purchase, or both), identifiable savings or other benefits justifying the commitment of resources, and a suggested sequence in satisfying the software/hardware needs. Following a review, the Cabinet will approve a priority listing and sequence of development of installation for submission to PBC.

Long Distance Approval

Long distance use for college business is budgeted centrally. Approval of telephone numbers for long distance and international access may be requested by email to the Division Vice President or designee. The request should include an explanation of the need for the service and the area codes that will be called. Submit the approved request through the Help Desk on the web.

Voice/Electronic Mail

Voice mail and electronic messaging are provided to carry on college business. Every attempt to maintain confidentiality of the content of voice mail and e-mail will be made; however, it may be necessary for system operators to monitor volume, date, and length of usage in order to keep the systems operable. Users are expected to check their voice and electronic mailboxes daily, Monday through Friday, and to erase or archive messages immediately after listening or reading them.
b. Library and Information Hub

Collection Development/Guidelines for Selecting and Discarding Materials

The selection and evaluation of materials is based on curricular demands, the recommendations of current professionals' review of media, standard book selection devices and bibliographic tools, as well as the suggestions and requests of qualified members of the college community. Maintenance of high quality in the Libraries' collection requires that materials considered for purchase be appraised by such criteria as factual accuracy and objectivity, authority, excellence of expression, lasting literary, historical or other value, suitability of format and subject matter, timeliness, and maturity level.

Materials that may be appropriate for discard include those that are (1) in poor condition (beyond economic repair); (2) superfluous (duplicates or items no longer in demand); (3) obsolete (superseded editions and materials in which information is no longer accurate).

The Library staff and the faculty have a joint responsibility for collection development and maintenance. The Library faculty are responsible for the selection of reference materials, general materials not related to specific curricular areas and for maintaining a balance among the various subject areas and among materials in various printed, filmed, and recorded, and digital formats. The final decision to purchase of materials is the responsibility of the Dean, Academic Information Services or his or her designee.

Members of the instructional departments recognize that they have special expertise to evaluate the suitability of the Library holdings in their respective disciplines and acknowledge that an aspect of their instructional responsibilities is to help ensure the availability of pertinent and current library materials learning resources. Therefore, as part of a departmental program review effort, all faculty will (1) survey the materials in their disciplines and (2) make recommendations to the Dean, Academic Information Services or his or her designee for retiring outdated or unusable resources, and for the purchase of new materials for the collection.

The department chair and members of the department should determine with the librarians what areas within the Library holdings are relevant to that department, and which areas will be covered by which faculty members.

Donations

All offers of donations of materials will be referred to the Dean, Academic Information Services or his or her designee. Gifts are accepted with the understanding that only those meeting the standards of selection criteria will be added to the collection. Gifts not retained are normally made available to faculty and staff, to students, or to community service organizations.

Controversial Materials

Materials representing various sides of controversial subjects are included in the Library collection as a matter of routine. No material which is otherwise appropriate will be excluded
in order to keep its ideas from students. None will be excluded solely because its ideas will be considered by some distasteful or harmful. Attempts by individuals or groups to influence what students read, listen to, or view are considered legitimate only if they are advanced in a way that they do not violate the liberties of students and do not interfere with the professional responsibilities of the faculty, the administration and the Governing Board. The Library supports the American Library Association’s Library Bill of Rights (http://www.ala.org/work/freedom/lbr.html) and Freedom to Read Statement (http://www.ala.org/alaorg/oif/freeread.html), as well as the Association of College and Research Libraries Intellectual Freedom Principles for Academic Libraries (http://www.ala.org/ala/acrl/acrlpubs/whitepapers/intellectual. htm).

If the suitability of particular material is questioned, the specific objections should be submitted in writing to the Dean, Academic Information Services. The Dean shall refer the matter to the Library Advisory Committee for consideration and action. The Senate Council shall review the Committee's decision and advise the Superintendent/President of the disposition of the complaint. The complainant shall be advised in writing of the Committee's disposition of the complaint.

Reserves

Faculty/staff should allow 24 hours between the time they leave materials at the Library for reserve purposes and the time they notify their classes that the items are available. When students request reserve items, they must know the instructor's name, course and title of item on reserve.

Media Services

The provision of media services is a function of the Academic Information Services department and is managed by the Open Learning Coordinator. The Oceanside campus is staffed by a Media Services Technical Specialist as well as a Media Specialist. The San Elijo campus is staffed by Media Aide.

Equipment Services

Equipment services include installation, maintenance, delivery, scheduling, and inventory of audio/video equipment for classrooms and conference rooms throughout the District. This includes built-in systems as well as equipment, check-out, scheduling, delivery, and set-up.

- Technology-Enhanced Classrooms
  AKA ‘Smart-Rooms,’ these high-tech classrooms are located throughout the district, and are designed to put technology at the immediate discretion of faculty. A typical smart-room includes a built-in data projector, computer/monitor, projection screen, VHS player/recorder, DVD player, audio/speakers, an Internet connection, and secure storage. Media services orders, installs, and maintains the equipment. Faculty are asked to participate in brief smart-room training prior to being assigned a key to the secure storage that houses the equipment.
• Equipment Delivery
   While an increasing amount of audiovisual equipment is maintained in the instructional areas, some of the equipment is distributed daily from each Library. This equipment is delivered to each classroom or conference room prior to designated meeting times and is picked up afterwards. Faculty are asked to operate the equipment, pack it up at the end of class, and secure the classroom upon departure in order to help prevent theft.

• Delivery Requests
   Requests for equipment should be placed with Media Services at the Oceanside and San Elijo campuses at least 24 hours ahead of intended use. Requests for equipment at the Community Learning Center should be made through the Oceanside office 48 hours before intended use. If faculty or staff require regularly scheduled use of equipment then they may place a standing-request on a semester-by-semester basis. Expectation of delivery should not be assumed without confirmation from Media Services staff.

• Equipment Availability & Use
   Audio/video equipment may be used for District business only, with classroom instruction taking first priority. If equipment is requested for non-instructional or off-campus use (e.g. a conference or workshop), then approval of the Open Learning Coordinator may be required. Likewise, equipment typically may not be scheduled for delivery or check-out for more than five concurrent working-days without approval from the Open Learning Coordinator.

Production Services

Production services include the acquisition, production, duplication and delivery of media, including special event taping, instructional media, and presentation media. The Media Services staff has a range of talent and variety of equipment available to assist faculty in the development of audio and/or visual instructional materials. Staff can help make transparencies, laminate documents, duplicate tapes, prepare sound/slide programs, produce CD-ROMs, create videos, etc.

• Video/DVD/Film Rental
   Film and video rentals are available for most subject areas. While these may be ordered from sundry sources, the source of choice most frequently is a collection of college-level films jointly owned by the nine community colleges in San Diego and Imperial counties, and managed by the San Diego County Office of Education. All film usage requires rental fees. Orders for use at any District site should be placed with Media Services at the Oceanside campus.

• Non-print Collection Development
   Because filmed material in multiple formats finds its way into the college-level media collection upon the recommendation of discipline specialists, faculty are encouraged to view evaluation of films as an extension of their collection development responsibilities. Ordering films for evaluation is part of the service available to all faculty.
CHAPTER: Instructional Services

Curriculum Development/Academic Policies and Procedures Committee

A. Membership

The recommending body for curriculum is the Academic Policies and Procedures Committee (AP&P) of the Academic Senate. As such, it is a standing committee of the Academic Senate and reports to the Senate as a body but recommends via the College President to the Board of Trustees. Composition and membership of the Committee is specified in the Academic Policies and Procedures Handbook, maintained by AP&P.

B. Responsibilities

The AP&P Committee recommends curriculum policy and procedures, recommends graduation and G.E. requirements, recommends budget priorities, and interprets provisions of Title 5 of the Education Code. The Office of Instructional Services provides secretarial support.

C. Procedures

The rules and operating procedures of the Committee are specified in the Academic Policies and Procedures Handbook, maintained by AP&P. All meetings are open, and faculty members are invited to participate in deliberations.

Effective Date: 1/21/92                  Adoption History: Updated/Reformatted 1/92
Revised 4/24/07, 6/03/08

MiraCosta Community College District
CHAPTER: Instructional Services

Grading Standards

Evaluative and non-evaluative symbols will be used to measure an individual’s progress.

A. Evaluative Symbols

Evaluative symbols will consist of the traditional letter grades: A (excellent, 4.0 grade points); B (good, 3.0 grade points); C (satisfactory, 2.0 grade points); D (passing but less than satisfactory, 1.0 grade point); and F (failing, 0 grade point). Other evaluative symbols include "P" for pass and "NP" for no pass. For a more complete description, refer to the college catalog.

The option of pass/no pass grading will be offered to students in all graded classes. Different students in the same class may elect different grading plans. Election by the student must be made to the Admissions and Records Office before thirty percent (30%) of the class has elapsed.

Courses taken on a pass/no pass basis will not be considered in computing a grade point average. Units will be awarded for work which is the equivalent of C or better in traditional grading and will be counted for satisfaction of community college curriculum requirements.

Students who elect this option may never get a CR or P grade changed to a letter grade.

B. Non-Evaluative Symbols

Non-Evaluative symbols will consist of: "I" for incomplete; "MW" for withdrawal for members of an active or reserve military service who receive orders compelling a withdrawal from courses; "IP" for in progress, meaning the class extends beyond the normal end of an academic term; "RD" for report delays, which can be assigned only by the Admissions and Records Office; and "W" for withdrawal from a class. For a more complete description, refer to the college catalog.

C. Final Grade Reports

Final grade rosters will be available online to all credit faculty prior to the final exam period. Grades are due three days after an instructor's last exam. Questions concerning grading and the various grading options available should be directed to the Admissions and Records Office staff.

D. Public Display of Grades

The public display of student grades is allowable without written consent to the student only if the identity of the individual student is completely disguised. Posting of student grade lists using names, initials, Social Security numbers, or other forms of coding where the identity of the student can be determined is prohibited.

Effective Date: 1/21/92

Adoption History: Revised 2/17/04, 6/3/08

MiraCosta Community College District
In support of Board Policy VIIB-05, MiraCosta College abides by the provisions of fair use as spelled out in the revised Copyright Act of 1976 (Sections 107 and 108), the Digital Millennium Copyright Act (DMCA) of 1998, and the Technology, Education and Copyright Harmonization Act (TEACH) of 2002.

This procedure is designed to explain how the requirements of federal copyright law affect the employees and students of MiraCosta College. Any staff members or students who are uncertain whether reproducing or using copyrighted material complies with the district’s policy or is permissible under the law should contact a librarian or the Dean of AIS.

**General Principles**

Copyright is part of the United States (Title 17, US Code) and international law that grants rights and protection to authors, developers, and owners of creative works. Among the rights granted are the rights to:

1. Reproduce the work.
2. Prepare derivative works based upon the work.
3. Distribute copies of the work to the public.
4. Perform the work publicly.
5. Display the copyrighted work publicly.
6. Perform the work publicly by means of a digital audio transmission.
7. Assign these rights to others.

Copyright protects only works that are fixed in a tangible form of expression. Copyright does not protect ideas or processes (although processes can be patented).
To make use of copyright protected material without the consent of the author or owner is a violation of the law. The exceptions to this are works that have passed into the public domain (at most, the length of the author’s life plus 70 years) and works used in the manner prescribed under the fair use part of the copyright law.

The District does not sanction the illegal use of someone else’s work in any form. MCC employees or students who fail to follow this procedure may be held personally liable for copyright infringement. See MCC Board Policy No. VIIB-05.

**Fair Use**

The concept of fair use refers to Section 107 (504c) of the U.S. Copyright Law. It lays out in very broad terms the conditions under which it is permissible to use copyright protected materials without obtaining permission from the author, creator, or owner of the work.

**Determining Fair Use**

MiraCosta College encourages faculty, staff, and students to be diligent in the application of the fair use criteria. To determine fair use, faculty, staff, and students should examine their intended use of copyrighted materials in light of the following factors:

1. **The purpose and character of the use**

   Non-profit educational use is the primary determinant for fair use. In addition, if the use is for criticism, satire, commentary, parody, or in some other way adds insight or transforms the work, it may also be considered fair use. Avoid uses that may be considered “commercial” in nature.

2. **The nature of the work to be used**

   Fair use favors published, factual work over dramatic works or works of personal expression. However, if the purpose and character of use are non-profit public education, even dramatic works and works of personal expression can fall into the fair use arena. In all cases, the work in question must be legally obtained.

3. **The amount and quality of the work to be used**

   Key to this factor is the amount or portion used in relation to the entire work. Specific numbers and percentages are difficult to assign. Copying 4 pages of a 220-page novel may be fair use, but copying 6 pages of a 12-page journal article may not. This factor also considers the quality of information used. Using key plot scenes from a novel can weigh against fair use. However, in some cases using an entire work is considered fair use if the purpose is non-profit, educational, or scholarly research.
4. The effect of the use on the market for or value of the work

Market impact can override the three other factors, since copyright specifically protects the commercial and marketing rights of the copyright holder. Fair use favors uses that do not impact a work’s market value. Examples may include original works unavailable for purchase or works where the copyright holder is unidentifiable. If the work is commercially available, a copy of the work should be purchased.

Guidelines for the Fair Use of Copyrighted Materials

This document details the generally accepted guidelines for fair use and is meant to clarify the use of copyrighted works in an educational setting. The guidelines were developed by the Conference on Fair Use (CONFU) in 1997, and further clarified under the Technology, Education and Copyright Harmonization Act (TEACH) of 2002.

The following guidelines for the fair use of copyrighted materials are not exhaustive. If you require further clarification, please refer to the MiraCosta College Library Copyright web page at http://www.miracosta.edu/StudentServices/Library/faculty_guidelinescopyright.htm or consult an MCC librarian.

Guidelines for Print materials

Permissible uses of copyrighted print materials:

An instructor may make (or request to be made) a single copy of any of the following for his or her scholarly research, for use in teaching, or for preparation to teach a course. For example:

1. A chapter from a book.

2. An article from a periodical or newspaper.

3. A short story, short essay or short poem, whether or not from a collection work.

4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

5. An instructor may make (or request to be made) multiple copies for classroom use or discussions (not to exceed more than one copy per pupil) provided that:

6. The copying meets the four criteria for fair use (purpose, nature, amount, and market effect).

7. The copying is at the request and inspiration of the individual teacher.

8. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.
Prohibited uses:

1. Use of material as a substitute for the purchase of books, publishers’ reprints, periodicals, anthologies, compilations or collective works.

2. Copying of the same item by the same teacher from term to term.

3. Charging the student beyond the actual cost of the photocopying.

4. Copying works intended to be “consumable” in the course of study or of teaching such as course packs, workbooks, exercises, standardized tests, test booklets, and answer sheets.

Other limitations to the use of copyrighted materials may apply. For further clarification, please refer to the MiraCosta College Library copyright page at:

http://www.miracosta.edu/StudentServices/Library/faculty_guidelinescopyright.htm or consult an MCC librarian.

Guidelines for Library Reserves

Copyrighted materials placed on reserve require the permission of the copyright holder, unless the use is within the reasonable limits of fair use. Materials placed on reserve for more than one semester require the permission of the copyright holder.

Permissible uses of copyrighted materials for library reserves:

1. Materials used solely for the non-commercial, educational use of students, or deposit in qualifying library.

2. Materials containing full bibliographic information, the name of the faculty member requesting the reserve, and a notice of copyright provided that such notice appears on the original work, or the information needed for such notice can be easily ascertained.

Prohibited uses:

1. Placing illegally copied or obtained materials on reserve.

2. Copying significant portions of a work such as a textbook chapter.

Electronic Reserves

Electronic Reserves are an extension of traditional library reserves. In addition to meeting the criteria for print reserves, electronic reserves are further restricted, in that,
1. Access to E-Reserves is limited to registered MiraCosta College library users.

2. Appropriate copyright attribution must be entered on the material itself if it does not already appear.

3. Copyright notice must appear on the viewing screen of the library’s E-Reserves display.

**Guidelines for Music**

Permissible uses of copyrighted music:

1. Emergency copying to replace purchased copies which are not available for an imminent performance, provided that purchased replacement copies shall be substituted in due course.

2. Making single or multiple copies of excerpts of works (not to exceed one copy per student), for academic purposes other than performance, provided that the excerpts do not comprise a part of the whole that would constitute a performable unit, such as a section, movement or aria, but in no case more than ten percent (10%) of the whole work.

3. Editing or simplifying a purchased printed work, provided that the fundamental character of the work is not distorted, the lyrics altered, or lyrics added.

4. Retaining a single copy of a sound recording of performances by students for evaluation or rehearsal.

5. Making a single copy of a sound recording of copyrighted music from materials owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations.

Prohibited uses:

1. Copying to create a substitute or replacement for anthologies, compilations, or collective works.

2. Copying of or from works intended to be “consumable” in the course of study or of teaching.


4. Copying in place of purchasing the music.

5. Copying without inclusion of the copyright notice.

6. Including a digitized sound file on a web page (which constitutes publishing on the Web).
7. Other limitations to the use of copyrighted materials may apply. For further clarification, please refer to the MiraCosta College Library copyright page at http://www.miracosta.edu/StudentServices/Library/faculty_guidelinescopyright.htm or consult an MCC librarian.

Guidelines for Video Recordings

Permissible uses of copyrighted video recordings:

1. Displaying a video recording in the classroom as long as the performance is educational and the material was legitimately acquired.

2. Reproduction and/or distribution by the library of video recordings to replace works that are lost, stolen, or damaged and that cannot otherwise be replaced at a fair price.

Prohibited uses:

1. Performance or presentation of a video recording in a public venue for entertainment purposes (whether or not a fee is charged).

2. Transmission of more than a “reasonable and limited portion” of video recording to an outside location by radio or television without written permission from the copyright owner, or if not made as part of “mediated instructional activities.”

3. Transmission of more than a “reasonable and limited portion” of a video recording to students not in the same room or same general area without written permission from the copyright owner.

Other limitations to the use of copyrighted materials may apply. For further clarification, please refer to the MiraCosta College Library copyright page at

http://www.miracosta.edu/StudentServices/Library/faculty_guidelinescopyright.htm or consult an MCC librarian.

Guidelines for Broadcast Recordings

Permissible uses of copyrighted broadcast recordings:

1. Recording of a television program at home by an instructor for educational purposes in the classroom.
2. Recording a television program off-air simultaneously with broadcast transmission (including simultaneous cable transmission) and retaining the recording for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording.

3. Using an off-air recording in the course of relevant teaching activities within the first ten (10) consecutive school days after recording and repeated once only when instructional reinforcement is necessary, when such recording cannot be rented for short periods of time.

4. Retaining the off-air recording for forty-five (45) calendar days for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum.

Prohibited uses:

1. Retaining the recording for more than for forty-five (45) calendar days for any reason, including educational purposes.

2. Physically or electronically combining or merging off-air recording to constitute teaching anthologies or compilations.

3. Altering the original content of the off-air recording.

4. Using an off-air recording for instructional purposes after a ten-day period.

5. Displaying off-air recordings without proper copyright attribution.

Other limitations to the use of copyrighted materials may apply. For further clarification, please refer to the MiraCosta College Library copyright page at http://www.miracosta.edu/StudentServices/Library/faculty_guidelinescopyright.htm or consult an MCC librarian.

**Guidelines for Software, Digital Media, and the Internet**

Digital media encompasses digital audio, digital video, the World Wide Web, and other technologies used to create and distribute digital content. Current copyright law gives legal protection to nearly all digital content even if the original works do not include any statement about copyright.
Permissible uses of digital media:

1. Display or transmission of reasonable and limited portions of works for purposes of instruction and limited to enrolled students to the extent technologically feasible.

2. Display or transmission of works in the public domain.

Prohibited uses:

1. Publication of copyrighted materials on the Web without the explicit consent of the copyright holder.

2. Duplication or distribution of digital files of copyrighted material without the explicit consent of the copyright holder.

3. Display or transmission of works to a general audience.

Other limitations to the use of copyrighted materials may apply. For further clarification, please refer to the MiraCosta College Library copyright page at

http://www.miracosta.edu/StudentServices/Library/faculty_guidelinescopyright.htm or consult an MCC librarian.

Note about Software

Most license agreements prohibit renting, leasing, or lending original copies of software. To ensure you are not infringing on copyright:

1. Assume all software is copyrighted even if it does not bear a copyright symbol.

2. Retain all packaging materials that contain provisions of a licensing agreement between the user and the software copyright.

Guidelines for Distance Learning

The TEACH Act of 2002 further defines how fair use can be applied in the distance learning environment. In essence, this legislation permits digitized materials to be transmitted to distant learners so long as only the intended recipients may have access to the materials. Instructors are required to limit access to copyrighted works to students in the class and to provide safeguards against further copying or redistribution of the works.

Requirement for permissible uses of copyrighted works for distance learning:

1. Copyrighted materials are lawfully made or acquired.
2. Transmission or sharing of copyrighted materials is protected against unauthorized reproduction and dissemination.

3. Performance or display is made by, at the direction of, or under the actual supervision of an instructor.

4. Materials are transmitted as an integral part of a class session offered as a regular part of the systematic, mediated instructional activities of the educational institution.

5. Students are notified that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder; and

6. Copyrighted materials are directly related and of material assistance to the teaching content of the transmission.

Prohibited uses:

1. Storage of the copyrighted content on the system or network for availability to the students for a longer period than is reasonably necessary to facilitate the transmissions for which it was made.

2. Retention of the work in accessible form by recipients of the transmission for longer than the class session.

3. Unauthorized further dissemination of the work in accessible form.

4. Storage of material on a system or network where it may be accessed by anyone other than the anticipated recipients.

Other limitations to the use of copyrighted materials may apply. For further clarification, please refer to the MiraCosta College Library copyright page at http://www.miracosta.edu/StudentServices/Library/faculty_guidelinescopyright.htm or consult an MCC librarian.

Guidelines for Multimedia

Multimedia involves the integration of text, graphics, audio and/or video into a computer-based environment. The following generally accepted guidelines for fair use of copyrighted works for educational multimedia were developed by The Consortium of College and University Media Centers (CCUMC).
Permissible uses of copyrighted materials for multimedia projects:

1. Incorporating portions of others’ works into a multimedia creation for the purpose of producing curriculum materials.

2. Retaining multimedia products incorporating the copyrighted works of others for a period of two (2) years for educational use, after which time, permission must be sought from copyright holder(s).

3. Demonstrating multimedia creations at professional symposia and retaining same in professional portfolios.

4. Making multimedia products accessible to students at a distance (distance learning), provided that only those students enrolled in that curriculum–based class may access the material.

5. Incorporating portions of others’ works into students’ multimedia creations and performing or displaying the works for academic assignments in the course for which they were created.

Prohibited uses:

1. Broadcasting or distributing multimedia works over networks, unless the user is the copyright holder.

2. Reproducing or distributing multimedia works for commercial purposes.

Other limitations to the use of copyrighted materials may apply. For further clarification, please refer to the MiraCosta College Library copyright page at http://www.miracosta.edu/StudentServices/Library/faculty_guidelinescopyright.htm or consult an MCC librarian.
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.

### The Model District Policy

- **Definitions**

  *Prerequisite:* A requirement which is 1) authorized by statute or regulation, 2) necessary to protect the health and safety of student or others or 3) assures that the student will have skill or knowledge presupposed to receive at least a “C” grade in a course. A prerequisite is enforced through the registration process.

  *Corequisite:* A companion course to a targeted course teaching skills and/or knowledge without which a student is highly unlikely to pass the targeted course. A corequisite is enforced through the registration process.

  *Advisory:* Recommended preparation that a student is advised but not required to meet before or in conjunction with enrollment in a course or educational program.

- MiraCosta College offers a timely challenge process to a student for any of the grounds listed below:

  - The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.

  - The prerequisite or corequisite has not been established in accordance with the District’s process for establishing prerequisites and corequisites.

  - The prerequisite or corequisite is in violation of Title 5.

  - The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- The student will be subject to undue delay in attaining the goal of his or her Student Educational Plan because the prerequisite or corequisite course has not been made reasonably available.

- Advisories

Students have the right to take a course without meeting the advisory on recommended preparation and are encouraged to do so if they feel that their education, work experience or other circumstances have prepared them. Students may consult a counselor or faculty member for specific advice.
CHAPTER: Instructional Services

Program Elimination

Preamble:

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. Therefore, the Program Elimination Process and Procedures serves as a tool that keeps the College program contemporary, dynamic and pragmatic.

The Academic Policy and Procedures Committee (AP&P Committee) is assigned the task of administering Program Review. The Program Review process takes place on a rotating basis every six years for each department. However, the AP&P Committee can initiate a full review or "mini" review at any time when it is determined that a program may be experiencing circumstances that have a negative impact on their academic offerings or their ability to sustain financial expectations set forth by the college administration. Program Reviews are traditionally due to AP&P in March and read and reviewed by the committee by the end of Spring Semester.

When a Program Review (either "full" or "mini") exhibits any or all of the following attributes, the Program Elimination Process & Procedures (PEPP) may be initiated by the AP&P Committee in consultation with the Vice-President of Instruction, appropriate Dean(s), Department Chair or Lead Instructor and department faculty:

- Continued low enrollment for a sustained period of time (generally four or more semesters).
- Continued low retention persistence/completion rates.
- Lack of demand in the work place.
- Lack of institutional resources to support the program.

If the AP&P Committee makes the decision to initiate PEPP, the Department or Program will be notified by May 15 and requested to submit a written Program of Improvement addressing the AP&P Committee’s area(s) of concern. The Department or Program will be requested to submit the completed Plan of Improvement to the AP&P Committee by October 1.

The AP&P Committee will read the Plan for Improvement and respond to the Department or Program Chairperson and faculty in an open, formal meeting no later than November 15.

Effective Date: __________

Adoption History: ______________

MiraCosta Community College District
The AP&P Committee, in consultation with the Vice-President of Instruction and appropriate Dean(s) will then make a decision to:

1. Initiate the Department or Programs Plan for two years and re-evaluate; OR
2. Continue PEPP and eliminate the Department or Program.

The above decision will be made no later than December 1.

Program Elimination Process & Procedures

Program Elimination Procedures:

The Vice President of Instruction, appropriate Dean(s), Chairperson or Lead Instructor will participate in the following steps leading to program elimination where appropriate:

1. Consult with affected faculty member(s) regarding their employment rights.
2. Present the Program Elimination List to the Academic Senate Council for comment and approval.
3. Send the Academic Senate Council approved Program Elimination List to the College President to be forwarded to the College Board.

When the Governing Board has approved the Program Elimination list, the Instructional Administration and Department Chair and affected faculty will develop the actual program elimination timeline, taking into consideration the following:

1. Faculty FSA's re-assignment or termination.
2. Alternatives for students to complete program degree(s) and/or certificate(s).
3. Redistribution/elimination of equipment, supplies, facilities, and budget.

Program Elimination Process Calendar

YEAR 1

Fall Semester

AP&P Committee calls for a "full" or "mini" Program Review from Department or Program. The AP&P Committee will ask the Program or Department to address specific areas of concern.

Spring Semester

March 1 Program Review turned in to AP&P Committee.

May 15 AP&P Committee notifies Department or Program of decision as to the intent of PEPP.
YEAR 2

Fall Semester

October 1       Plan of Improvement due to the AP&P Committee.

November 15    AP&P Committee meeting with Department or Program Chairperson and faculty.

December 1     Written notification of AP&P Committee decision due to Department or Program.

December 15    Consult with affected faculty member(s) regarding their employment rights.

Spring Semester

January        Present Program Elimination List to the Academic Senate Council for comment and approval.

February 15    Academic Senate Council vote on Program Elimination. If approved; Notification sent to all affected faculty, staff, and students of program elimination.

March 15       Notification of faculty and staff terminations or re-assignments.

May 15         Notify students of process to complete program(s), degree(s) and/or certificate(s) and alternatives for completion of program. Arrange for redistribution/elimination of equipment, supplies, facilities, and budget.
Articulation is an ongoing process overseen by the Articulation Officer, a faculty position appointed by the Office of Instructional Services. This individual develops and maintains articulation with regional and statewide transfer institutions as well as with other community colleges. He/she advises departments about changes in four-year institutions’ courses/programs and the Academic Senate about changes in their general education/degree requirements.

Although there are many important aspects of articulation, such as faculty-to-faculty dialogue about course competencies and expectations, this procedure on articulation will limit its discussion to the explanation of course articulation agreements.

a. Transferable Course List Agreements

These agreements indicate which courses at MCC are baccalaureate level. At minimum, these courses are acceptable for transfer electives. All subsequent articulation agreements are based on the transferable course lists.

b. Major Preparation Agreements

These agreements specify which courses at MCC fulfill lower division major requirements at the four-year institutions. Special requirements, such as supplementing admission requirements for selected majors, may be included as part of the articulation agreement.

c. General Education/Breadth Agreements

These agreements indicate those courses which a student can complete at MCC to satisfy the GE/Breadth requirements at the four-year institutions.

d. Course-by-Course Agreements

These determine if a particular course at MCC is comparable to, equivalent to, or "acceptable in lieu of" a corresponding course at the receiving institution. Courses seldom have the same course number or title. Decisions are based on course content with consideration given to units, method of instruction (lecture/lab) and prerequisite course, if any. It is common to articulate clusters of courses such as a year-long sequence of courses or a variety of course combinations.
e. Transfer CSU Numbering System (TCSU)

CSU is replacing the California Articulation Numbering System (CAN) with its own common numbering system called the Transfer CSU or TCSU. These numbers will be used in the Lower-Division Transfer Pattern (LDTP), a priority admissions program for California Community College transfer students to CSU campuses. In addition to general education requirements, a statewide major core pattern will be required for the LDTP program utilizing TCSU numbers and course descriptors. CCC course outlines will be reviewed by CSU to determine if the content covers the topics required by CSU through the course descriptors.

f. High School Articulation (2+2)

MiraCosta has a well developed articulation program with area high schools. It is the responsibility of the articulation officer to assist career and technical education faculty in the review of high school curriculum and reach decisions regarding comparability of courses. High school students may earn college credit by passing their high school course and a college faculty approved final exam with a grade of “B” or better.
CHAPTER: Instructional Services
Field Trips

If a trip is local and takes place during a scheduled class meeting, the instructor will submit a completed and signed Request for Authorization to Conduct Off-Campus Class Meeting form to Instructional Services with a copy of the syllabus for the course prior to departure.

Instructors must include pertinent information for planned field trips in the class syllabus. Students are responsible for making their own transportation arrangements to and from field trips unless college-sanctioned vehicles will be utilized. Students who will be transporting other students in personal vehicles must submit a Field Trip by Private Vehicle form to the Director, Risk Management prior to departure.

A field trip that does not take place during normal class time and/or does not use college-sanctioned transportation, regardless of location, must be included in the class schedule or it will be considered optional and alternative assignments must be given to students who cannot participate. The instructor will submit a completed and signed Request for Authorization to Conduct Off-Campus Class Meeting form to Instructional Services prior to departure.

If the trip requires transportation using District vehicles, the instructor must also complete a Motor Vehicle Driver Authorization Request, Form B-167, returning it to the Director of Facilities at least two (2) weeks prior to departure to allow for proper documentation and approval.

If the trip destination is outside the State of California or involves travel to a foreign country, prior written approval from the appropriate Vice President is required.

Request for Authorization to Conduct Off-Campus Class Meeting forms can be obtained from Instructional Services. Motor Vehicle Driver Authorization Request, Form B-167, can be obtained from the Director of Facilities. Class and Non-class Hold Harmless, and Field Trip by Private Vehicle forms can be obtained from the Director, Risk Management.

The Director, Risk Management shall be notified in writing a minimum of thirty (30) working days prior to the departure date for all travel outside the state of California or the United States.

Minor students may not participate in field trips to or other activities held in foreign countries.

Plans for any trips outside the United States by the aforementioned parties, must be submitted to the International Education Committee for review and comment prior to confirmation of travel arrangements including selection of agents, guides, flights, etc. The Director of Purchasing shall also be consulted before entering into any contract that mentions and/or refers to the District. (See Procedure III.F-01.g.)
CHAPTER: Instructional Services

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